CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, AUGUST 26, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of July 22, 2026 Regular Meeting Minutes
   2026.07.22 UB MINUTES.pdf

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

   The public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meeting - Meeting Agendas and Minutes 2026) or by accessing the following zoom link:

   https://us06web.zoom.us/j/81423527695?pwd=W8c4as5ukwfBzhQVD3K1fkDYFD65as.1

   Meeting ID:814 2352 7695
   Passcode: 056602
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Cases - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   b. Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code §6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.
   c. Summit Point Regional Corridor Initiative
   i August 13th 5G Interview with Potesta & Associates and Panel Recommendation
   5G Interview Summary with Potesta.pdf
   ii. August 27th Meeting with WV Department of Commerce

iii. Presentation to JC Board of Education and Request Letter of Support
JC BOE Ltr of Support.pdf
iv. Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(8) - Internal Memoranda or Letters Received or Prepared by any Public Body

d. Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure

e. Water and Sewer Alternate Mainline Extension Agreement for Augustine Manor - Draft
Draft Sewer Augustine Manor AMEA.pdf
Draft Water Augustine Manor AMEA.pdf

f. Locust Hill Pond Water Quality Pilot Program
Locust Hill Pond Water Quality Pilot Program MOU & Appendices.pdf

g. FY 2027 Capital Improvement Plan Update
FY2027 CIP Working Draft Version 1.pdf

4. **NEW BUSINESS**
   a. Collection System Project - Resolution No. 37 - CIF No. 29, Pay App No. 17
   Collection System Project - Resolution No. 37 - CIF No. 29, Pay App No. 17.pdf
   b. Collection System Project - Resolution No. 38 - CIF No. 30
   Collection System Project - Resolution No. 38 - CIF No. 30.pdf
   c. Quote for Spare Sludge Transfer Pump for Digester at Charles Town Wastewater Treatment Plant
   Moyno Pump Replacement Quote.pdf
   d. Capacity Improvement Fee Annual Review

5. **MANAGER REPORTS**
   a. Utility Manager Report
   August UM Report.pdf
   b. Chairman Report
   c. Engineering Report
   08.26.26 Engineers Report.pdf

6. **APPROVAL OF BILLS**
   a. August 12, 2026
   Board Report 08.12.2026.pdf
   b. August 26, 2026
   Board Report 08.26.2026.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - September 9, 2026 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of July 22, 2026 Regular Meeting Minutes

Attachments:

2026.07.22 UB MINUTES.pdf

Charles Town Utility Board
Regular Board Meeting
July 22, 2026

The Charles Town Utility Board held a regular meeting on July 22, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer, Heid Parker and Patrick Kratovil. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

CALL TO ORDER

The Chairman called the meeting to order at 4:00 P.M.

APPROVAL OF MINUTES

Approval of July 8, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the July 8, 2026 regular meeting minutes.

Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the July 8, 2026 meeting minutes as presented.

PUBLIC COMMENT

Public comment was received from Christine Wimer.

OLD BUSINESS

Update on WV PSC Cases- Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

This item was moved to the end of the meeting.

Action: No action required by the Board.

Summit Point Regional Utility Corridor Initiative (SPRUCI) – Discussion and Next Steps

Mr. Mantello stated that he continues to work with various agencies, legislators and the proposed customers to collaborate a regional project. He provided the concept is to install a line originating at the Tuscawilla Wastewater Treatment plant due to location. Mr. Mantello also provided he will be scheduling an interview with Potesta for the Preliminary Engineering Report in the upcoming weeks. He mentioned Mr. Eckenrode will participate on the interview committee with Mr. Maxey, Mrs. Parker and staff. The Board provided discussions.

Action: No action required by the Board.

Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure

Action: **Motion by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved tabling the discussion until the Board hears back from the Charles Town City Council.**

Sewer Alternate Mainline Extension Agreement with Ghazwa Forest – Draft

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved taking this item off the table.**

Mr. Mantello mentioned the agreement was tabled from last meeting pending engineering review by Mr. Eckenrode and Mr. Markley. He stated that neither found any capacity issues. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, with discussions from the Board, the Board unanimously approved the Sewer AMEA for Ghazwa Forest as submitted.**

Mrs. Maxey requested a similar capacity analysis for any future projects that come before the Board.

Discussion by Cooley Public Strategies on Draft Analysis and Dashboards Possible Executive Session under the provision of W. VA Code 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: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

Action: **No action required by the Board.**

FY 2027 Capital Improvement Plan Update

Mr. Mantello provided that staff is continuing to work on the plan and will have a draft next meeting. Mr. Maxey suggested having the Public Service Commission engineer review the draft plan with the Board at a future public workshop.

Action: **No action required by the Board.**

NEW BUSINESS

Water and Sewer Alternate Mainline Extension Agreement for Augustine Manor – Draft

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved tabling this item until the capacity analysis is completed.**

Resident Request for Property Purchase – 56 Stark Road

Mr. Mantello stated he received a request from the neighbor of the mentioned property to possibly purchase the parcel from CTUB. He learned the property was a former facility site, now empty and unused, and had been attempts to be sold in the past as it is owned by the City.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved notifying the City they may auction the property if they wish as CTUB has no use for it.

Collection System Project – Resolution No. 35 – CWSRF No. 11, Pay App No. 16

Mrs. Shultz provided the revised pay application to the Board for Resolution No. 35 – CIF Payment #27 in the amount of $31,965.59 for work completed.

Action: Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved the revised Resolution No. 35 – CIF Payment No. 27.

Collection System Project – Resolution No. 36 – CIF No. 28

Mrs. Shultz included the pay application for Resolution No. 36 in the amount of $28,920.14 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 36 – CIF Payment No. 28.

Jefferson County Water Advisory Committee (JCWAC) Update

Mr. Mantello provided an update from the last JCWAC meeting he attended. He mentioned that Travis Markley is CTUB's representative, but he also attends the meetings as well. The Board provided discussions and agreed to have Mr. Markley continue as CTUB's representative.

Action: No action required by the Board.

Cancellation of August 12, 2026 Regular Board Meeting

Mr. Mantello requested cancellation of the August 12th board meeting due to him and other staff being out of town.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved canceling the August 12th board meeting with the exception that a special meeting may be scheduled if an emergency arises.

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the Locust Hill ponds and aerators, the Locust Hill tank cleaning, and the Charles Town wastewater plant ammonia.

Mr. Maxey requested the annual CIF review on the next board meeting agenda.

Action: No action required by the Board.

Chairman Report

The Chairman had no updates.

Action: No action required by the Board.

Engineering Report
Mr. Eckenrode had no updates.

Action: **No action required by the Board.**

APPROVAL OF BILLS

July 22, 2026

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, with discussions from the Board, the Board unanimously approved the payment of the bills.**

EXECUTIVE SESSION

Update on WV PSC Cases- Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mrs. Wilson provided an update on the complaint case, 26-0366-LRR-W-C, which has now been settled.

Action: **No action required by the Board.**

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 5:04 P.M. to discuss the following agenda items:**

- Update on WV PSC Cases- Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

- Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

- Discussion by Cooley Public Strategies on Draft Analysis and Dashboards Possible Executive Session under the provision of W. VA Code 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: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Emily Bryan of Cooley Public Strategies and Richard Lewis of Steptoe & Johnson were included in the Executive Session discussions.

The Board convened back into public session at 6:02 P.M.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved to adjourn the meeting at 6:03 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, August 26, 2026 at 4:00 P.M. at 661 S. George Street.

_____	_____
John Maxey	Ashley Stottlemyer
Vice Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Update on WV PSC Cases - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
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Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code §6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

CHARLES TOWN UTILITY BOARD

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Regular Meeting

661 South George Street
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Summit Point Regional Corridor Initiative

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting **661 South George Street**
Charles Town, WV 25414

August 13th 5G Interview with Potesta & Associates and Panel Recommendation

Attachments:

5G Interview Summary with Potesta.pdf

5G Interview w/ Potesta - Summit Point Regional Utility Corridor Initiative

Evaluation of Alternatives

We should clarify that the project should not assume that the proposed data center will ultimately be constructed.

The Preliminary Engineering Report (PER) should evaluate the most practical means of extending reliable public utility service to the Summit Point area while accounting for several possible development outcomes.

At a minimum, CTUB would like Potesta to evaluate the following alternatives:

Alternative 1: Full Regional Corridor / Data Center Scenario

- Extend regional water, wastewater, and reclaimed water mains from the existing CTUB system, to the Summit Point area.
- Serve the proposed data center, SPMP, South Jefferson Elementary, and other potential customers along the corridor.
- Assume the infrastructure attributable to the data center is funded by the data center developer, as appropriate.
- Extend regional water and wastewater service to South Jefferson Elementary School, using grant or other public funding for the public-benefit portion of the project.
- Evaluate reclaimed water production, storage, pumping, transmission, water quality, redundancy, and phasing necessary to serve data-center cooling demand.

Alternative 2: SPMP Package Plant / Closed-Loop Data Center

- Construct decentralized/package water and wastewater facilities at or near SPMP, to serve SPMP.
- Assume the data center utilizes a closed-loop cooling system and therefore does not require a regional reclaimed-water supply for cooling. Also assume a hybrid closed loop / evaporative cooling system, with various percentage levels of evaporative cooling and reclaimed-water cooling needs.
- Evaluate whether this represents a technically and financially preferable solution to extending CTUB's regional systems to SPMP.
- Evaluate the ability of a SPMP Package Plant to provide reclaimed and/or potable water to a closed loop data center system.
- Evaluate ownership, operation, permitting, lifecycle cost, redundancy, and future expandability of the decentralized facilities.

Alternative 3: No Data Center / SPMP Package Plant / School Regional Extension

- Assume the proposed data center does not proceed.
- Serve SPMP through decentralized/package water and wastewater facilities.
- Extend CTUB regional water and wastewater service to South Jefferson Elementary School through grant-funded infrastructure.
- Determine whether these two independent projects represent the most cost-effective long-term solution.

Alternative 4: No Data Center / Regional Extension to School and SPMP

- Assume the proposed data center does not proceed.
- Extend CTUB regional water and wastewater infrastructure to South Jefferson Elementary School and ultimately SPMP.
- Evaluate phasing the project so that the school can be served first while infrastructure continues toward SPMP as funding becomes available.
- Evaluate opportunities for intermediate connections and long-term development along the corridor.

Project Priorities & Alternatives Evaluation Criteria

The objective should be to identify a preferred alternative and a practical implementation path, rather than simply documenting four concepts and assuming we're only interested in the lowest-capital-cost engineering solution. The PER should identify the alternative, or phased combination of alternatives, that provides the greatest long-term public value while remaining affordable, financially sustainable, environmentally responsible, and adaptable to uncertain future development.

CTUB does not intend these initial priorities to predetermine the recommended alternative. Potesta should use its professional engineering judgment to recommend appropriate quantitative measures, weighting, and evaluation methodology.

The project's priorities are:

Affordability & Financial Sustainability -- Top Priority: Evaluate both the short-term and long-term financial impacts of each alternative. The lowest initial capital cost should not automatically be considered the least-cost alternative. Alternatives should be evaluated on an appropriate lifecycle basis.

The analysis should consider:

- Initial capital cost;
- CTUB's required financial contribution;
- Impact on existing CTUB ratepayers;
- Debt-service requirements;
- Operating and maintenance costs;
- Lifecycle and replacement costs;
- Energy and staffing requirements;
- Grant and outside-funding opportunities;
- Developer contributions;
- Timing of expenditures relative to actual demand; and
- Potential future revenues associated with new customers and development.

"Growth Pays for Growth" – Top Priority: A fundamental CTUB objective is that existing customers should not disproportionately subsidize infrastructure required primarily to serve new development.

The PER should identify:

- Infrastructure required specifically by the proposed data center;
- Infrastructure required specifically by SPMP;
- Infrastructure necessary to serve South Jefferson Elementary;
- Base regional infrastructure;
- Incremental capacity incorporated for anticipated future growth; and
- Infrastructure providing broader system-wide benefits.

Where practical, costs should be allocated according to the beneficiary and capacity driver associated with each project component.

The alternatives analysis should specifically identify opportunities for:

- Developer-funded infrastructure;
- Developer contributions toward shared infrastructure;
- Capacity-based cost allocation;
- Grants and public funding for public-benefit infrastructure; and
- Phased investments that defer CTUB expenditures until demand materializes.

Maximizing Public Value – Top Priority: The recommended alternative should provide the greatest reasonable benefit from each dollar of public investment.

Public value should include benefits extending beyond an individual customer, including:

- Reliable utility service to South Jefferson Elementary;
- Improved regional water and wastewater infrastructure;

- Increased system redundancy and resiliency;
- Environmental protection;
- Economic-development readiness;
- Expansion of CTUB's customer and revenue base;
- Reduced reliance on private wells and decentralized wastewater systems;
- Opportunities to serve existing properties along the corridor;
- Ability to accommodate future residential, commercial, institutional, and industrial development; and
- Creation of infrastructure that retains useful value even if individual proposed developments do not proceed.

Preference should be given to investments capable of accomplishing multiple public objectives.

Opportunity Readiness & Flexibility – High Priority: The project should position CTUB to respond to development opportunities without requiring premature or speculative investment.

Alternatives should be evaluated for their ability to:

- Accommodate the proposed data center if it proceeds;
- Serve SPMP independently of the data center;
- Serve South Jefferson Elementary regardless of other development;
- Support future development along the Summit Point corridor;
- Be expanded incrementally;
- Avoid infrastructure becoming stranded if anticipated development does not occur; and
- Preserve future utility corridors, capacity, and infrastructure options.

The PER should identify decision points or triggers at which additional phases become financially or technically justified. Examples could include executed service agreements, minimum committed demand, developer funding commitments, grant awards, or defined customer thresholds.

Projected Growth & Demand – High Priority: Infrastructure sizing and phasing should reflect a reasonable assessment of both known demand and foreseeable regional growth.

Potesta should evaluate:

- Existing customers and facilities;
- South Jefferson Elementary;
- SPMP's existing and planned development;
- Proposed data-center demand;
- Potential intermediate customers;
- Existing development patterns;
- Available / developable land;
- Reasonably foreseeable residential, commercial, institutional, and industrial growth; and
- Appropriate planning horizons for major utility infrastructure.

The PER should distinguish between committed demand, probable demand, and speculative demand so CTUB can understand the risk associated with constructing capacity in advance of actual development.

Environmental Responsibility & Resource Stewardship – High Priority: Environmental considerations should be incorporated into the engineering and economic analysis, rather than treated solely as permitting requirements.

Alternatives should consider:

- Groundwater conservation;
- Surface-water protection;
- Nutrient and pollutant loading;
- Centralized versus decentralized wastewater treatment;
- Beneficial reuse of treated wastewater;
- Reclaimed water for data-center cooling and other non-potable uses;
- Energy consumption;
- Pumping requirements;

- Treatment efficiency;
- Watershed impacts;
- Long-term environmental risks; and
- Opportunities to eliminate or reduce decentralized discharges.

Particular attention should be given to whether reclaimed water can transform an existing wastewater discharge into a regional water resource.

Reliability, Resiliency & Operational Sustainability – High Priority: Infrastructure should be evaluated not only on whether it can function under normal conditions, but whether CTUB can reliably operate and maintain, long term.

Potesta should consider:

- Redundancy;
- Emergency operations;
- Backup power;
- Storage;
- Equipment availability;
- Staffing requirements;
- Operator certification requirements;
- Maintenance complexity;
- Availability of replacement equipment;
- System monitoring and controls;
- Failure consequences; and
- Ability to maintain service during outages or equipment failures.

A decentralized alternative with lower construction costs should not receive an artificial advantage if it creates substantially greater long-term operational burden or risk.

Phasing & Scalability – High Priority: Preference should be given to alternatives that can be constructed in logical, independently useful phases. So that grant funding can be applied for in parallel with preliminary design, Phase 1 should produce a miniaturized PER, focused on providing utility services to South Jefferson Elementary.

Potesta should specifically consider whether the project can be segmented into components, such as:

- Phase 1: "Mini PER" / Feasibility Study
- Phase 2: Regional infrastructure to South Jefferson Elementary
- Phase 3: Extension toward SPMP
- Phase 4: SPMP connection and/or facilities
- Phase 5: Data-center infrastructure
- Phase 6: Reclaimed-water infrastructure

The actual sequencing should be determined through the PER. Each phase should, where practical, provide useful value even if subsequent phases are delayed or never constructed.

Implementation Risk & Constructability – High Priority: The PER should identify risks that could prevent or materially delay implementation.
These should include:

- Easement and property acquisition;
- Environmental constraints;
- Stream and wetland crossings;
- Highway and railroad crossings;
- Permitting;
- Utility conflicts;
- Geotechnical conditions (infamously rocky terrain);
- Construction complexity;
- Material and equipment lead times;
- Funding dependencies;

Interview Questions

Mutual Understanding of the Assignment

1. Based on the information we've provided, how do you understand the primary purpose of this project?
2. What do you see as the project's biggest technical, financial, permitting, or implementation challenges?
3. What additional information would you need from CTUB, the data center developer, SPMP, Jefferson County Schools, or other stakeholders before beginning the PER?
4. What assumptions would you establish early, so that uncertainty surrounding the data center does not delay the entire study?

Regional Water System & Data Center Experience

1. Walk us through how you would evaluate CTUB's existing water system and determine what improvements are necessary to extend reliable service toward South Jefferson Elementary and Summit Point.
2. How would you evaluate the incremental infrastructure attributable specifically to the data center versus infrastructure CTUB would reasonably construct for regional service without the data center?
3. How would you determine whether regional wastewater service to Summit Point is preferable to a package wastewater treatment plant at SPMP?
4. If a package plant initially serves SPMP, how would you evaluate whether it should be designed so it could eventually be abandoned or converted if regional sewer reaches the property later?

Deliverables & Project Management

1. What specific deliverables would you recommend beyond the traditional PER?
2. How would you structure the report so that it can function both as an engineering document and as a document CTUB can use with legislators, funding agencies, the County, Board of Education, SPMP, and other stakeholders?

Closing Questions

1. Based on what you know today, where do you believe the greatest opportunity exists to reduce the project's overall cost?
2. What is the biggest risk you see that CTUB may currently be underestimating?
3. Is there anything about our proposed scope that you believe we should change before negotiating the final engineering scope?

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August 27th Meeting with WV Department of Commerce

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

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Presentation to JC Board of Education and Request Letter of Support

Attachments:

JC BOE Ltr of Support.pdf

JEFFERSON COUNTY SCHOOLS

110 Mordington Ave.
Charles Town, W.Va. 25414
(304) 725-9741
www.jcswv.org

August 24, 2026

Charles Town Utility Board
661 South George Street
Charles Town, WV 25414

RE: Support for Expanding Public Water and Sewer Service to Educational Facilities in Jefferson County

Dear Members of the Charles Town Utility Board,

On behalf of the Jefferson County Board of Education and as a follow up to the presentation by Paul Mantello at our recent meeting, we appreciate the opportunity to learn more about CTUB's efforts to expand public utilities in Jefferson County. This correspondence focuses on the extension of public utilities to schools which is in our purview as a Board.

Providing reliable public water and sewer infrastructure to schools and educational campuses is a critical investment in the health, safety, and future success of our students, educators, and communities. Access to safe, high-quality drinking water is fundamental to creating healthy learning environments where students can thrive. Public water systems are subject to rigorous monitoring and regulatory standards that help ensure water quality, reduce potential health risks, and provide confidence to families and school staff.

In addition to the significant public health benefits, extending public water service will greatly enhance fire protection capabilities at our educational facilities. Adequate water supply and fire flow are essential for protecting students, faculty, visitors, and school property. Improved fire suppression capacity can reduce emergency response challenges, support compliance with safety standards, and provide greater resilience during critical incidents. As Jefferson County continues to grow, ensuring that schools have dependable fire protection infrastructure becomes increasingly important.

The expansion of public sewer service is equally vital. Modern wastewater infrastructure supports environmental stewardship, and helps educational institutions avoid the limitations and long-term maintenance concerns often associated with individual onsite systems. Reliable sewer service contributes to healthier campuses and provides capacity for future educational growth.

This initiative demonstrates foresight and a commitment to public safety, public health, and responsible community development. Investments in infrastructure that directly serve our schools create lasting benefits for current and future generations. By providing dependable public water and sewer services, the Charles Town Utility Board will help strengthen educational facilities, improve emergency preparedness, and accommodate future educational facility expansion.

Thank you for your leadership and dedication to serving the residents of Jefferson County.

Sincerely,

Kathryn Skinner
President, JCS Board of Education

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

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Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(8) - Internal Memoranda or Letters Received or Prepared by any Public Body

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Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure

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Water and Sewer Alternate Mainline Extension Agreement for Augustine Manor - Draft

Attachments:

Draft Sewer Augustine Manor AMEA.pdf
Draft Water Augustine Manor AMEA.pdf

ALTERNATE MAINLINE SEWAGE COLLECTION SYSTEM AGREEMENT FOR AUGUSTINE MANOR PHASE 1

THIS AGREEMENT (the "Agreement") is made and effective this _____day of _____, 2026, by and between the **CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD**, (hereafter, "CTUB") and **ELM STREET COMMUNITIES** (hereafter " the DEVELOPER").

WHEREAS, CTUB has been authorized by the Public Service Commission of West Virginia ("Commission") to develop sewage collection and treatment facilities throughout its service area, together with vicinity residents and businesses, with public sewer service; and

WHEREAS, CTUB wishes to make public sewage collection and treatment facilities available to the greatest number of residential, commercial and industrial customers located within the service area as expeditiously as possible; and

WHEREAS, the DEVELOPER is planning to develop certain lands known as Augustine Manor Subdivision (the "Development") situated within CTUB's service territory; and

WHEREAS, the Development will be located along Augustine Avenue, approximately 0.28 miles North of the intersection with Old Cave Road; and

WHEREAS, the DEVELOPER intends to construct 88 Single Family and 60 Town Homes; and

WHEREAS, the DEVELOPER intends to construct On-site sewage collection systems on, in the area near to, or adjacent to the Development as approved by CTUB on the Development's Preliminary Plat. The On-site sewage collection system includes approximately 6,434 LF of 8" sewer line and one (1) pump station with backup pumping system, and 2,462 LF of 4" force main to the point of connection to the existing CTUB sewer system, along with the associated service laterals and manholes (the "Sewage Collection Systems") to service the Residential Lots, which will connect to the sewage collection and pumping system of CTUB; and

WHEREAS, it is in the best interest of the future users of the Development to have public sewer collection facilities available; and

WHEREAS, The Developer has read Rule 7.4 of the Commission's Rules for the Government of Sewer Utilities ("Sewer Rules") that became effective on March 25, 2023, in its entirety, understands the Rule and chooses to enter into this alternate main line extension agreement and to waive its right to refunds thereunder.

NOW, THEREFORE, for and in consideration of the covenants and agreements set forth herein, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, CTUB and the DEVELOPER agree:

ARTICLE I

DESIGN AND REGULATORY APPROVAL

Section 1.01. The DEVELOPER hereby agrees to employ qualified professional engineers to design the On-site and Off-site sewage collection system (collectively referred to herein as "Sewage Collection System") for the DEVELOPER'S project, as described in general herein. All designs will be developed at the DEVELOPER'S expense and comply with CTUB'S Sewer System Specifications. All designs shall be reviewed and approved by CTUB's engineer prior to submission to the West Virginia Bureau for Public Health and the West Virginia Division of Environmental Protection for permits to construct and prior to the commencement of construction. Neither CTUB nor its engineers or agents shall bear any financial or any other responsibility for the design and construction of the Sewage Collection System (the design and construction of the Sewer Collection System shall be collectively referred to as the "Project").

Section 1.02. The DEVELOPER shall, at its own expense, submit the plans and specifications to the appropriate State, Federal, and local agencies for their approval. Any changes in the plans and specifications required by the governmental agencies shall be subject to the approval of CTUB. If requested, plans and specifications shall be submitted to the Commission for review.

ARTICLE II

CONSTRUCTION AND INSPECTION

Section 2.01. The DEVELOPER will construct the entire Sewer Collection System under this Agreement, including but not limited to, all main lines, service lines, pumping facilities, or other necessary appurtenances, for all residential, commercial, or other customers, either proposed or existing, On-site and Off-site as approved by CTUB on the Development's Preliminary Plat at the DEVELOPER'S expense. All construction shall be done in accordance with the approved plans and specifications for the Development and CTUB' s specifications. The DEVELOPER shall obtain, at its own expense, with the cooperation and support of CTUB, all necessary permits, authorizations and approvals of State, Federal, and local agencies during the construction phase and shall make such changes as are required by said agencies during this phase and such changes shall not be subject to further approval by CTUB.

Section 2.02. The DEVELOPER shall, with the cooperation and support of CTUB, obtain all necessary rights-of-way, real property, and easements and take all other such actions, including but not limited to, legal action, as are necessary to complete the Sewer Collection System, at the DEVELOPER'S own expense. CTUB shall, at the request of the DEVELOPER, take such actions as are permitted by law to aid in obtaining the necessary rights of way, real property or easements on land not owned by the DEVELOPER, including, but not limited to, legal actions. The cost of said actions requested by the DEVELOPER, including amounts paid to property owners for the required real estate and easements as well as all litigation costs and taken by CTUB shall be borne by the DEVELOPER.

Section 2.03. CTUB shall bear no financial or other responsibility for the construction of the Sewage Collection System in the Development. However, prior to the substantial completion of the construction of the Sewage Collection System or phase thereof, CTUB shall have the right to inspect and approve the system or phase thereof to ensure that: (1) sewage will be satisfactorily transported from the Development in accordance with the terms of this Agreement and all applicable statutes, rules, and regulations legally applicable to CTUB; (2) infiltration will be minimized; (3) illegal and improper sources of inflow are eliminated; and (4) the system was constructed using sound engineering and construction standards, and using materials in compliance with CTUB's standards and specifications.

Section 2.04. CTUB shall have the right have a third-party inspect all work of the DEVELOPER, and its contractors, during all phases of construction to insure adequate installation of the system. The DEVELOPER shall reimburse CTUB the third-party construction inspection services. All fees shall be paid by the DEVELOPER to CTUB within fifteen (15) days of the date of the inspection services invoice. The inspectors time allocation needs to be coordinated with the contractor's schedule to minimize unnecessary time spent on the site while no sewer utility work is ongoing.

Section 2.05. At the conclusion of construction, The DEVELOPER shall provide to CTUB a complete set of reproducible copies of the record drawings of the completed construction for the mainline extension, signed and sealed by the engineer who prepared the plans. Also, the DEVELOPER shall provide CTUB with executed easements for all sewer mains. SEWER SERVICE FROM THE MAINLINE EXTENSION COVERED BY THIS AGREEMENT WILL NOT BE GRANTED UNTIL THE "RECORD DRAWINGS" AND THE EXECUTED EASEMENTS ARE RECEIVED BY CTUB.

Section 2.06. At all times during the construction of said sewer system, or Phase thereof if the project is phased, the DEVELOPER shall maintain sole ownership of said sewer system.

Section 2.07. The DEVELOPER shall complete the mainline extension covered by this Agreement within five (5) years from the date of this Agreement. Failure to do so may make this Agreement null and void as to any uncompleted portions of the mainline extension. CTUB reserves the right to require the DEVELOPER to enter into a new agreement, have a design review and secure new permitting for the completion of the Project if sufficient proof can be demonstrated that rules, regulations or surrounding conditions have changed during the five (5) year time frame. Any new agreement will require the approval of the Commission.

ARTICLE III

TRANSFER OF OWNERSHIP

Section 3.01. Upon completion of the construction of the Sewage Collection System, or phase thereof, or parts of phases thereof at the discretion of CTUB, the DEVELOPER shall, with the cooperation and support of CTUB, obtain such State, Federal, and local certifications, authorizations, or approvals as required, at the DEVELOPER'S expense. After said certifications, authorizations or approvals are obtained, and the Sewage Collection System or phases thereof is completed in all respects, the DEVELOPER shall provide CTUB written notice of said completion. As used in this and subsequent Sections, "completed in all respects" includes, but is not limited to: (i) the system or phase thereof being physically complete; (ii) all testing performed by the certifying engineer; (iii)all electrical and mechanical systems inspected and certified by approved factory authorized representatives of the manufacturers; (iv) all systems or phase thereof having passed component validation, start-up and demonstration periods and training performed; (v) all engineers, material men, contractors and subcontractors of the DEVELOPER being paid for their work on said system or phase thereof; (vi) all rights-of-way, real property and easements required for the operation of the Sewage Collection System or phase thereof are acquired; (vii) all legal disputes regarding the Sewerage Collection System being materially resolved; and (viii) no outstanding liens on the Sewage Collection System or phase thereof existing.

Section 3.02. Upon receipt of the written notice described in Section 3.01, CTUB shall have ninety (90) days to inspect said Sewage Collection System or phase thereof and run such tests, at CTUB's sole expense, as CTUB feels are appropriate and necessary to determine that the Sewage Collection System or phase thereof has been properly designed and constructed using sound engineering and construction standards. Within the ninety (90) day period, CTUB shall provide the

DEVELOPER, in writing, a list of repairs which CTUB reasonably believes are required to cause the Sewage Collection System or phase thereof to comply with the plans and specifications previously approved by CTUB, as may have been modified by the changes required by any applicable State or Federal agency or other City department, and a list of other actions, which the DEVELOPER must take so that the system or phase thereof is completed in all respects in accordance with the approved plans. The DEVELOPER, at its own expense, shall make said reasonable repairs and once said repairs have been made, the DEVELOPER will provide CTUB with an additional written notice as set forth in Section 3.01 and CTUB shall have the same rights as it had upon receipt of the initial notice. The DEVELOPER shall not connect any businesses or structures to the sewer system or phase thereof until it has been fully tested by the engineer and CTUB and all repairs required by CTUB have been made. Notwithstanding the foregoing, if CTUB does not inspect the Sewage Collection System or phase thereof within thirty (30) days after receipt of the written notice described in Section 3.01., CTUB's right to such inspection shall terminate.

Section 3.03. If, after receipt of the notice set forth in Section 3.01, CTUB determines that the Sewage Collection System or phase thereof is completed in all respects, the DEVELOPER shall deliver, and CTUB shall accept, ownership of the Sewage Collection System or phase thereof necessary to connect to the sewage collection and pumping system built as part of the Development including rights-of-way, and all real property and easements necessary for the ownership, operation and maintenance of the system. The transfer of ownership shall occur no later than fifteen (15) days after the expiration of the CTUB' s right of inspection and testing, set forth in Section 3.02.

Section 3.04. Nothing in this Article shall be construed to prevent CTUB from accepting ownership of the system a section at a time, provided that CTUB shall accept a section of the system only if said section is complete in all respects and can be fully operational at the time of the transfer of that section. CTUB and the DEVELOPER shall have the same rights and obligations and shall follow the same procedures established in the Article for the transfer of ownership of the entire system.

Section 3.05. Prior to the transfer of ownership of the Sewage Collection System or phase thereof to CTUB, when the DEVELOPER applies for a building permit to construct a residential, commercial or industrial building in the Development, the DEVELOPER shall pay to CTUB (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable Capacity Improvement Fee pursuant to the approved CTUB tariff. Payments shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial

or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the Commission. CTUB's right to either retain the DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

ARTICLE IV

DEVELOPER REIMBURSEMENT

Section 4.01. CTUB will not reimburse the Developer for the installation, cost or any other costs associated with the installation and construction of the Sewage Collection System. Developer expressly waives any right to reimbursement under the Commission's Sewer Rules, 150 CSR 5, Rule 7.4, a copy of which is attached hereto as Exhibit A, and made a part hereof, and understands that CTUB's extension of service outlined in the Agreement herein shall be construed as an exemption to Rule 7.4. The Developer will collect reimbursement through appropriate pricing of real estate within its Development.

Section 4.02. Not later than fifteen (15) business days following the time of the transfer of ownership of the Sewage Collection System or phase thereof as provided in Article III, Developer shall provide CTUB with an itemized accounting of the costs of the Sewage Collection System or phase thereof. The costs shall include, but shall not be limited to, labor, materials, engineering fees and costs of permits. CTUB shall have a right to review copies of the records of Developer relating to the development of the Sewage Collection System and Developer shall, at the request of CTUB, provide CTUB with copies of all invoices relating to the development of the Sewage Collection System or phase thereof. CTUB shall verify the total cost of the Sewage Collection System or phase thereof and shall give notice in writing to Developer of CTUB's calculation of the total cost of the Sewage Collection System or phase thereof (the "Project Cost").

ARTICLE V

CONDITIONS PRECEDENT

Section 5.01. This Agreement and the respective obligations of the parties are expressly conditioned upon the decision by the DEVELOPER, such decision to be made in the sole and absolute discretion of the DEVELOPER, to commence construction of the Development and upon the written approval of this Agreement by the Commission.

Section 5.02. The DEVELOPER waives the right to receive an estimate of the cost of the extension.

Section 5.03. As a condition to obtaining a main extension, the DEVELOPER shall grant CTUB the necessary easements which will allow CTUB to make future extensions into unserved areas. Such future extensions shall not adversely affect the intended use of the Developer's Property nor shall Developer incur any additional cost for granting of said easement or construction within the easement(s).The granting of the necessary easements by the Developer to CTUB shall be made without CTUB being required to pay additional consideration for the additional easements to the DEVELOPER, but shall be in such locations as shown on the approved Preliminary Plat for the Country Club Commons Development. CTUB has the right to further extend mains from and beyond the terminus of the mains constructed pursuant to this Agreement. In such an event, the DEVELOPER shall not be entitled to any refund for the connection of customers to such extension.

ARTICLE VI

SUBSEQUENT CONNECTIONS

Section 6.01. The DEVELOPER agrees that after the transfer of the ownership of the Sewage Collection System, or any portion thereof, to CTUB, the DEVELOPER shall be assessed, to the extent DEVELOPER owns the property for which a connection is requested, for each new connection upon the issuance of a sewer availability letter (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable capacity improvement fee pursuant to the approved CTUB tariff. Payments shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this

Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the PSC. CTUB's right to either retain DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

Section 6.02. The DEVELOPER hereby agrees that in the event that the DEVELOPER transfers, prior to completion, any portion of DEVELOPER'S land in the Development to any individual, corporation or other entity who will continue to engage in development of said land as contemplated by this Agreement, resulting in additional customers for CTUB, the DEVELOPER shall require, as a term of said transfer, that said individual, corporation or other entity assume the obligations of this Agreement.

ARTICLE VII

REPRESENTATIONS AND WARRANTIES

Section 7.01. The parties represent and warrant that the execution, delivery and performance of this agreement by them has been duly authorized and this agreement constitutes a valid and binding obligation of the parties in force full and accordance with its terms.

Section 7.02. The DEVELOPER represents and warrants that the Sewage Collection System or phase thereof will be designed and constructed in a proper workmanlike manner using sound principles of engineering and construction. The DEVELOPER hereby warrants DEVELOPER'S work on the Sewage Collection System's or phase thereof electrical and mechanical components, pump stations and treatment facilities for one (1) year from the date of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB and, during such period, will make such repairs at the DEVELOPER'S expense, as are needed to maintain the Sewage Collection System or phase thereof in a proper operating condition in accordance with the approved plans therefore. CTUB will be responsible for reasonable maintenance of the system according to sound operating procedures and manufacturer's recommendations. The DEVELOPER will not be responsible for repairs due to CTUB failing to reasonably maintain the system.

Section 7.03. Upon notice from CTUB that all construction and testing requirements have been met, DEVELOPER shall post a one (1) year warranty bond in an amount sufficient to replace the system or phase thereof constructed by the DEVELOPER. The amount of the bond shall be 100-

percent of the cost of the improvements to be bonded at that time, and shall be for a period of 365 days that will begin on the date ownership of the On-Site and Off-Site Sewage Collection System or phase thereof is transferred to CTUB. At the conclusion of such one (1) year period, any warranty bond with respect to the Sewage Collection System or phase thereof shall automatically terminate and all bonded funds shall automatically be returned to the DEVELOPER.

ARTICLE VIII
MISCELLANEOUS PROVISIONS

Section 8.01. This Agreement shall in no manner alter or affect presently existing rates, fees, charges, minimums or tariffs of CTUB and the same rates, fees, charges, minimums and tariffs shall apply uniformly to all customers of CTUB. This Agreement shall at all times be subordinate to any present or future trust indentures or other similar liens on the assets of CTUB, and the parties hereto recognize the priority of any such obligations and upon occurrence of default or assumption of operation and control by the trustee or holders of the bonds of CTUB this Agreement shall be subordinate to such obligations.

Section 8.02. Nothing in this Agreement shall be construed to make CTUB or its engineer and agents liable or responsible for any obligations of the DEVELOPER.

Section 8.03. The DEVELOPER hereby agrees to save and indemnify and keep harmless CTUB, its engineer and agents against all liability claims and judgments or demands for damages arising from accidents to third persons occurring prior to the date of the transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, or to property owned by third persons occasioned by the DEVELOPER, its agents, employees, contractors and subcontractors, and against all claims for damages arising from accidents to the DEVELOPER, its agents, employees, contractors and sub-contractors, occasioned by third persons occurring prior to the date of the transfer of the Sewage Collection System to CTUB, except for those legally attributable to CTUB, its engineer or agents, other than the DEVELOPER, or employees of CTUB. The DEVELOPER will defend any and all suits that may be brought against CTUB on account of any such accidents (except those legally attributable to CTUB, its engineer or agents, other than Developer, or employees of CTUB) and will make good to, and reimburse, CTUB for any reasonable, out of pocket expenditures (including, but not limited to reasonable legal fees and expenses) that CTUB may make by reason of such accidents.

Section 8.04. The DEVELOPER hereby agrees to save and indemnify and keep harmless CTUB, its engineer and agents from all claims, demands, causes of action, or suits of whatever nature

arising out of the labor and materials used by the DEVELOPER and their contractors or sub-contractors, and from all laborers', materialmen's and mechanics' liens upon the Sewage Collection System or upon the property upon which the Sewage Collection System is located arising out of the labor and materials used by the DEVELOPER and its contractors or sub-contractors, and the DEVELOPER shall keep the Sewage Collection System or phase thereof and said property free and clear of all liens, claims and encumbrances until the time of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB.

Section 8.05. Upon transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, nothing in this Agreement shall be construed to provide the DEVELOPER with any ownership or other interest in the Sewage Collection System or phase thereof which will become the exclusive property of CTUB, or with a right to be reimbursed by CTUB for any and all construction cost, except as provided in this Agreement.

Section 8.06. The DEVELOPER hereby agrees to not pursue any lawsuit, cause of action, or claim of any kind against CTUB regarding insufficient sewage treatment capacity.

Section 8.07. This Agreement constitutes the entire Agreement between CTUB and the DEVELOPER with respect to the matters addressed and may be amended only in a subsequent writing executed by both parties. Any amendment to this Agreement should be submitted to the Commission for review and/or approval.

Section 8.08. This Agreement may not be assigned by CTUB without the prior written consent of the other party. The DEVELOPER may assign this Agreement without the consent of CTUB if the DEVELOPER sells all or any portion of the Development.

Section 8.09. The article and section headings in this Agreement are merely for the convenient reference of the parties and shall not affect the meaning or interpretation of this Agreement.

(Signature Page Follows)

CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD

By:_____

Its: _____

ATTEST:

_____

Its: _____

ELM STREET COMMUNITIES

By:_____

Its:_____

ATTEST:

_____

Its: _____

EXHIBIT A

PUBLIC SERVICE COMMISSION RULE 7.4

Public Service Commission of West Virginia Rules and Regulations for the Government of Sewer Utilities. 150CSR5, Rule 7.4, Extension of Mains.

EXHIBIT B

DEVELOPER'S PROJECT

The Sewage Collection System to be constructed by Developer is described in the attached pages.

ALTERNATE MAINLINE WATER SYSTEM AGREEMENT
FOR AUGUSTINE MANOR PHASE 1

THIS AGREEMENT (the "Agreement") is made and effective this ___ day of _____ 2026, by and between the **CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD,** (hereinafter, the "CTUB") and **ELM STREET COMMUNITIES** (hereafter " the DEVELOPER").

WHEREAS, CTUB has been authorized by the Public Service Commission of West Virginia ("Commission") to develop water supply, treatment, storage, transmission and distribution facilities throughout the general Charles Town area so as to provide the greatest number of Charles Town area residents with public water; and

WHEREAS, CTUB wishes to make public water distribution facilities available to the greatest number of residents of the Charles Town area as expeditiously as possible; and

WHEREAS, the DEVELOPER is planning to develop certain lands known as Augustine Manor Subdivision ("the Development") situated within CTUB's service territory; and

WHEREAS, the Development will be located along Augustine Avenue, approximately 0.28 miles North of the intersection with Old Cave Road; and

WHEREAS, the DEVELOPER intends to construct up to 88 Single Family and 60 Town Homes; and

WHEREAS, the planned Development of the DEVELOPER'S property is contingent upon DEVELOPER having proper water distribution and storage facilities; and

WHEREAS, it is in the best interest of the future users of the DEVELOPER'S property to have public water distribution and storage facilities available; and

WHEREAS, the DEVELOPER is willing to bear the expense of making public water distribution and storage and/or booster facilities available in the Development, as well as an adequate transmission line from the appropriate main; and

WHEREAS, the DEVELOPER intends to construct On-site and Off-site water distribution facilities, on, in the area near to, or adjacent to the Development as approved by CTUB on the Development's Preliminary Plat including approximately 7,548 LF of 8" water line, to the point of connection to the existing CTUB water system, along with the associated service laterals, valves and appurtenances to serve the Residential Lots, which will connect to the water distribution system of CTUB; and

WHEREAS, the DEVELOPER has read Rule 7.5 of the Public Service Commission's

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Rules for the Government of Water Utilities that became effective on March 10, 2025, in its entirety, understands the Rule and chooses to enter into this alternate main line extension agreement.

NOW, THEREFORE, for and in consideration of the covenants and agreements set forth herein, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, CTUB and the DEVELOPER agree:

ARTICLE I

DESIGN

Section 1.01. The DEVELOPER hereby agrees to employ qualified professional engineers to design the On-site and Off-site water distribution system (collectively referred to herein as "Water Distribution System") for the DEVELOPER'S project, as described in general herein. All designs will be developed at the DEVELOPER'S expense and comply with CTUB's Water System Specifications. All designs shall be reviewed and approved by CTUB's engineer prior to submission to the West Virginia Bureau for Public Health for permits to construct and prior to the commencement of construction. Neither CTUB nor its engineers or agents shall bear any financial or any other responsibility for the design and construction of the Water Distribution System (the design and construction of the Water Distribution System shall be collectively referred to as the "Project"). The DEVELOPER further agrees to reimburse CTUB for Project costs to plan, design and inspect the construction of any transmission mains required to convey water from the system to the Development.

Section 1.02. The DEVELOPER shall, at his own expense, submit the plans and specifications to the appropriate State, Federal, and local agencies for their approval. CTUB shall bear no financial or other responsibility for the design of the Water Distribution System. The DEVELOPER shall make such changes as are required by said agencies, at the DEVELOPER'S expense. If requested, plans and specifications shall be submitted to the Commission for review.

Section 1.03. CTUB shall have the right to inspect and approve prior to the start of construction under this Agreement the design and specifications of the Water Distribution System, to ensure that the DEVELOPER'S system satisfactorily stores and distributes the water within the Development area in accordance with current and future applicable regulations and the terms of this Agreement, minimizes leakage, and is designed using sound engineering standards. CTUB may require such revisions of said plans and specifications as CTUB feels is necessary before giving said prior approval. The DEVELOPER must receive said prior approval of CTUB in writing before the DEVELOPER may start construction.

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ARTICLE II

CONSTRUCTION AND INSPECTION

Section 2.01. The DEVELOPER will construct the entire Water Distribution System under this Agreement, including but not limited to, all main lines, trunk lines, pumping facilities, storage facilities, or other necessary appurtenances, for all residential, commercial, or other customers, either proposed or existing, On-site and Off-site as approved by CTUB on the Development's Preliminary Plat at the DEVELOPER's expense. All construction shall be done in accordance with the approved plans and specifications for the Development and CTUB's specifications. The DEVELOPER shall obtain, at his own expense, with the cooperation and support of CTUB, all necessary permits, authorizations and approvals of State, Federal, and local agencies during the construction phase and shall make such changes as are required by said agencies during the construction phase and shall make changes as are required by said agencies during this phase and such changes shall not be subject to further approval by CTUB.

Section 2.02. The DEVELOPER shall, with the cooperation and support of CTUB, obtain all necessary rights-of-way, real property, and easements and take all other such actions, including but not limited to, legal action, as are necessary to complete the Water Distribution System, at the DEVELOPER'S own expense. CTUB shall, at the request of the DEVELOPER, take such actions as are permitted by law to aid in obtaining the necessary rights of way, real property or easements on land not owned by the DEVELOPER, including, but not limited to, legal actions. The cost of said actions requested by the DEVELOPER, including amounts paid to property owners for the required real estate and easements as well as all litigation costs and taken by CTUB shall be borne by the DEVELOPER.

Section 2.03. CTUB shall bear no financial or other responsibility for the construction of the Water Distribution System. However, prior to the substantial completion of the construction of the Water Distribution System or phase thereof CTUB shall have the right to inspect and approve prior to the implementation of service under this Agreement, the construction of the Water Distribution System to ensure that: 1) water will be satisfactorily stored and distributed within the Development in accordance with current and future applicable regulations and the terms of this Agreement, and 2) that leakage will be minimized, and 3) that the system was constructed using sound engineering and construction standards, and using materials in compliance with the CTUB'S standards and specifications.

Section 2.04. The DEVELOPER will be required at his expense to conduct pressure

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tests and water quality and safety tests in accordance with the laws of the State of West Virginia and the regulations of the West Virginia Bureau of Public Health. In conjunction with the testing and prior to placing it in service, the system will be cleaned, flushed and disinfected with the applicable standards and methods of the American Water Works Association and the West Virginia Bureau of Public Health

Section 2.05. CTUB shall have the right to have a third-party inspect all work of the DEVELOPER, and its contractors, during all phases of construction to insure adequate installation of the system. The DEVELOPER shall insure that each customer connected to the Water Distribution System at the time of transfer of ownership shall have a water meter installed. Said water meters, and their installation, must be approved by CTUB. The Developer shall reimburse CTUB for the third-party construction inspection services. All fees shall be paid by the DEVELOPER to CTUB within fifteen (15) days of the date of the inspection services invoice. The inspectors time allocation needs to be coordinated with the contractors schedule to minimize unnecessary time spent on the site while no water utility work is ongoing.

Section 2.06. At the conclusion of construction, The DEVELOPER shall provide to CTUB a complete set of reproducible copies of the record drawings of the completed construction for the mainline extension, signed and sealed by the engineer who prepared the plans. Also, the DEVELOPER shall provide CTUB with executed easements for all water distribution systems. W A T E R SERVICE FROM THE MAINLINE EXTENSION COVERED BY THIS AGREEMENT WILL NOT BE GRANTED UNTIL THE "RECORD DRAWINGS" AND THE EXECUTED EASEMENTS ARE RECEIVED BY CTUB.

Section 2.07 At all times during the construction of said Water Distribution System, or Phase thereof if the project is phased, the DEVELOPER shall maintain sole ownership of said Water Distribution System.

Section 2.08 The DEVELOPER shall complete the Project covered by this Agreement within five (5) years from the date of this Agreement. Failure to do so may make this Agreement null and void as to any uncompleted portions of the mainline extension. CTUB reserves the right to require the DEVELOPER to enter into a new agreement, have a design review and secure new permitting for the completion of the Project if sufficient proof can be demonstrated that rules, regulations or surrounding conditions have changed during the five (5) year time frame. Any new agreement will require the approval of the Public Service Commission.

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ARTICLE III

TRANSFER OF OWNERSHIP

Section 3.01. Upon completion of the construction of the Water Distribution System, or phase thereof, or parts of phases thereof at the discretion of CTUB, the DEVELOPER shall, with the cooperation and support of CTUB, obtain such State, Federal, and local certifications, authorizations, or approvals as required, at the DEVELOPER'S expense. After said certifications, authorizations or approvals are obtained, and the Water Distribution System is completed in all respects, the DEVELOPER shall provide CTUB written notice of said completion. As used in this and subsequent Sections, "completed in all respects" includes, but is not limited to: (i) the system or phase thereof being physically complete (ii) all testing performed by the certifying engineer; (iii) all electrical and mechanical systems inspected and certified by approved factory authorized representatives of the manufacturers; (iv) all systems or phases thereof having passed component validation, start-up and demonstration periods and training performed; (v) all engineers, material men, contractors and subcontractors of the DEVELOPER being paid for their work on said system or phase thereof; (vi) all rights-of-way, real property and easements required for the operation of the Water Distribution System or phase thereof are acquired; (vii) all legal disputes regarding the Water Distribution System being materially resolved; and (viii) no outstanding liens on the Water Distribution System or phase thereof existing.

Section 3.02. Upon receipt of the written notice described in Section 3.01, the CTUB shall have ninety (90) days to inspect said water distribution system or phase thereof and any additional tests, at CTUB'S expense, as CTUB feels are appropriate and necessary to determine that the Water Distribution system or phase thereof is functioning in accordance with the design plans and has been constructed in accordance with industry standards. Not later than ninety (90) days, the CTUB shall provide to the DEVELOPER, in writing, a list of changes, repairs, or additions which CTUB reasonably believes are required to cause the Water Distribution System or phase thereof to comply with the plans and specifications previously approved by CTUB, as may have been modified by the changes required by any application State or Federal agency, and a list of other actions, which the DEVELOPER must take so that the system or phase thereof is completed in all respects in accordance with the approved plans. The DEVELOPER, at his own expense, shall make said reasonable repairs and once said repairs have been made, the DEVELOPER will provide CTUB with an additional written notice as set forth in Section 3.01 and CTUB shall have the same rights as it had upon receipt

of the initial notice. The DEVELOPER shall not connect any businesses or structures to the Water Distribution System or phase thereof until it has been fully tested by the engineer and CTUB and all repairs required by CTUB have been made. Notwithstanding the foregoing, if CTUB does not inspect the Water Distribution System or phase thereof within thirty (30) days after receipt of the written notice described in Section 3.01., CTUB's right to such inspection shall terminate.

Section 3.03. If, after receipt of the notice set forth in Section 3.01, CTUB determines that the DEVELOPER'S Water Distribution System is in good and proper working condition, that no other changes, repairs, or additions are necessary, and that the system is completed in all respects, the DEVELOPER shall deliver, and CTUB shall accept, ownership of the Water Distribution System, including rights-of-way, and all real property and easements necessary for the ownership, operation and maintenance of the system. The transfer of ownership shall occur fifteen (15) days after the expiration of CTUB'S right of inspection and testing, set forth in Section 3.02.

Section 3.04. Nothing in this Article shall be construed to prevent CTUB from accepting ownership of the system a section at a time, provided that CTUB shall accept a section of the system only if said section is complete in all respects and can be fully operational at the time of the transfer of that section. CTUB and the DEVELOPER shall have the same rights and obligations and shall follow the same procedures established in the Article for the transfer of ownership of the entire system.

Section 3.05. Prior to the transfer of ownership of the Water Distribution System or phase thereof to CTUB, when the DEVELOPER applies for a building permit to construct a residential, commercial or industrial building in the Development, the DEVELOPER shall pay to CTUB (i) a non-refundable tap fee (unless tap is performed by the DEVELOPER) pursuant to CTUB's approved tariff and (ii) a non-refundable Capacity Improvement Fee pursuant to the approved CTUB tariff. Payments shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the Commission. CTUB's right to either retain the DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a

customer’s service to the Water Distribution system.

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ARTICLE IV

REPRESENTATIONS AND WARRANTIES

Section 4.01. CTUB represents and warrants that the execution, delivery, and performance of this Agreement by CTUB will have been duly authorized, and this Agreement by CTUB will have been duly authorized, and this Agreement constitutes a valid and binding obligation of the CTUB enforceable in accordance with its terms.

Section 4.02. The DEVELOPER represents and warrants that the Water Distribution System will be designed and constructed in accordance with CTUB'S specifications, and in a proper workmanlike manner using sound principles of engineering and construction. The DEVELOPER hereby warrants the DEVELOPER'S work on said system's lines, pumping facilities, storage facilities and other necessary appurtenances for one (1) year from the date of the transfer of ownership to CTUB and will make such changes, repairs and additions, at the DEVELOPER'S expense, as are needed to maintain the water distribution system in a proper operation condition. All underground pipe in the system will be accepted by CTUB "as is" at the time of the transfer of ownership of the system.

ARTICLE V

SUBSEQUENT CONNECTIONS

Section 5.01. The DEVELOPER agrees that after the transfer of the ownership of the Water Distribution System, or any portion thereof, to CTUB, the DEVELOPER shall pay to CTUB the required Capacity Improvement Fees for each customer who, as a result of said building permit, will be added to the system in the Development. Payment shall be made on the same date the DEVELOPER applies for a building permit to construct the residential, commercial, or industrial building in the Service Area which will result in said additional customer. The "CUSTOMER" shall be defined as each Residential User Equivalent, as determined by CTUB's Water Rate Ordinance.

Section 5.02. The DEVELOPER waives the right to receive an estimate of the cost of the extension.

Section 5.03. The DEVELOPER shall insure that each additional CUSTOMER connection connected to the CTUB'S water distribution system shall have a water meter installed prior to connection to the system. Said water meter, and its installation, must be approved by CTUB.

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Section 5.04. The DEVELOPER hereby agrees that in the event that the DEVELOPER transfers any portion of the DEVELOPER'S land in the Development to any individual, corporation, or other entity who will engage in further development of said land, resulting in additional customers for CTUB, the DEVELOPER shall require, as a term of said transfer, that said individual, corporation, or other entity assume the obligations of this Agreement.

Section 5.05. The DEVELOPER hereby agrees that he will pay the monthly water bill for any residential unit which is connected to the water system until the house is sold. It will then be the DEVELOPER'S responsibility to notify the CTUB upon change of ownership.

Section 5.06. The DEVELOPER shall grant CTUB any necessary easements which would allow CTUB to make future extensions into unserved areas. Such future extensions shall not adversely affect the intended use of the Developer's Property. The granting of the necessary easements by the Developer to CTUB shall be made without CTUB being required to pay additional consideration for the additional easements to the DEVELOPER, but shall be in reasonable locations. CTUB has the right to further extend mains from and beyond the terminus of the mains constructed pursuant to this Agreement. In such an event, the DEVELOPER shall not be entitled to any refund for the connection of customers to such extension.

ARTICLE VI
MISCELLANEOUS PROVISIONS

Section 6.01. Nothing in this Agreement shall be construed to make CTUB liable or responsible for any obligations of the DEVELOPER. The DEVELOPER hereby agrees to save and indemnify and keep CTUB harmless against all liability claims and judgments or demands for damages arising from accidents to persons or property occasioned by the DEVELOPER, his agents or employees, and against all claims or demands for damages arising from accidents to the DEVELOPER, his agents or employees, whether occasioned by said DEVELOPER or his employees or by CTUB or its employees or any other person or persons and the DEVELOPER will defend any and all suits that may be brought against CTUB on account of any such accident and will make good to, and reimburse, CTUB for any expenditures that CTUB may make by reason of such accidents.

The DEVELOPER hereby agrees to save and indemnify and keep CTUB harmless from all claims, demands, causes of action, or suits of whatever nature arising out of the labor and materials used by the DEVELOPER and his contractors or subcontractors, and from all laborers', materialmen's and mechanics' liens upon the system or upon the property upon which the system is located arising out of the labor and materials used by the DEVELOPER and his contractors or

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subcontractors, and the DEVELOPERS shall keep the system and said property free and clear of all liens, claims, and encumbrances.

Section 6.02. The DEVELOPER waives the right to receive an estimate of the cost of the extension. CTUB will not reimburse the DEVELOPER for the installation cost or any other cost associated with the installation and construction of the water system. The DEVELOPER expressly waives any right to reimbursement under the Public Service Commission's Rules and Regulations for the Government of Water Utilities, 150CSR7, Rule 7.5, Extension of Mains. A copy of which is attached hereto as Exhibit Band made a part hereof, and understands that the extension of service outlined in this Agreement herein shall be construed as an exemption to Rule 7.5 Extension of Mains. The DEVELOPER will collect reimbursement through appropriate pricing of real estate within its Development.

Section 6.03. Upon transfer of ownership to CTUB, nothing in this Agreement shall be construed to provide the DEVELOPER with any ownership or other interest in the Water Distribution System, which will become the exclusive property of CTUB.

Section 6.04. This Agreement constitutes the entire agreement between the CTUB and the DEVELOPER with respect to the matters addressed and may be amended only in a subsequent writing executed by both parties. Any amendment to this Agreement should be submitted to the Commission for review and/or approval which shall require additional Commission approval.

Section 6.05. This Agreement may not be assigned by either party without the prior written consent of the other party.

Section 6.06. The article and section headings in this Agreement are merely for the convenient reference of the parties and shall not affect the meaning or interpretation of this Agreement.

(Signature Page Follows)

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CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD

By:_____

Its: _____

ATTEST:

_____

Its: _____

ELM STREET COMMUNITIES

By:_____

Its:_____

ATTEST:

_____

Its: _____

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EXHIBIT A

DEVELOPER'S PROJECT

The Water System to be constructed by Developer is described in the attached pages.

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EXHIBIT B

PUBLIC SERVICE COMMISSION RULE 7.5

Public Service Commission of West Virginia Rules and Regulations for the Government of Water Utilities, 150CSR7, Rule 7.5, Extension of Mains

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CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Locust Hill Pond Water Quality Pilot Program

Attachments:

Locust Hill Pond Water Quality Pilot Program MOU & Appendices.pdf

Docusign Envelope ID: 29F8DE7A-5F72-80F8-8125-336B608627F3

Memorandum of Understanding
Locust Hill Ponds Water Quality Pilot Program

Parties
Charles Town Utility Board (CTUB)
Locust Hill Unit Owners Association (LHUOA)
Locust Hill Golf Course (LHGC)

1. Purpose
This Memorandum of Understanding (MOU) establishes a cooperative partnership between the Charles Town Utility Board (CTUB), the Locust Hill Unit Owners Association (LHUOA), and the Locust Hill Golf Course (LHGC) to implement and evaluate a pilot pond restoration program utilizing beneficial bacteria products supplied by UltraClear. The intent is to improve water quality in the golf course ponds and evaluate the effectiveness of biological treatment products.

2. Background
Recent water quality sampling and observations have identified elevated nutrient concentrations within the ponds, particularly phosphorus, contributing to algae blooms, excessive aquatic vegetation, reduced dissolved oxygen, and periodic fish kills. The parties recognize that nutrient loading originates from multiple sources, including permitted treated effluent discharged from CTUB's Tuscawilla Wastewater Treatment Plant, stormwater discharges from the Locust Hill residential stormwater management collection system, and surface water runoff from the Locust Hill Golf Course. The parties desire to collaboratively evaluate whether biological treatment can improve conditions in the ponds.

3. Pilot Program
The parties agree to conduct a pilot implementation of UltraClear beneficial bacteria products in accordance with UltraClear's Pond Treatment Plan & Quote, attached as Appendix A. The pilot is anticipated to begin on or about the first week of August 2026 and conclude at the end of November 2026, unless modified by mutual written agreement of the Parties. The purpose is solely to evaluate the effectiveness of the products under field conditions.

4. Cost Sharing
The parties agree to equally share the cost of purchasing the UltraClear products required for the pilot program, with each party responsible for one-third (1/3) of the total product cost unless otherwise agreed in writing.

5. Product Application Responsibilities
The Locust Hill Golf Course shall receive, store, and apply the UltraClear products in accordance with Appendix A, complete all dosing applications in a timely manner, follow the manufacturer's recommendations, and document application dates.

6. Evaluation
The parties may jointly evaluate changes in algae growth, aquatic vegetation, dissolved oxygen, overall water quality, and any monitoring data collected. CTUB agrees to perform weekday (Monday – Friday and excluding holidays) sampling and nutrient testing throughout the pilot program period, to monitor nutrient levels and dosing efficacy. Sampling and testing will be performed once per weekday (Monday – Friday) during the first thirty (30) days of the pilot program. After the first thirty (30) days, sampling will be performed no less than once per week. Samples will be taken from the utility pumping station at Pond #1, in CTUB's utility access easement, as shown in the attached map exhibit (Appendix B). Weekly sampling and testing data will be provided to LHGC and LHUOA, every Friday during the pilot program period. No specific performance outcome is guaranteed.

7. Pilot Nature of Agreement
This MOU establishes only a short-term pilot program. It does not create any commitment to continue the program beyond November 2026, enter into future agreements, admit liability regarding existing pond conditions, or guarantee the effectiveness of the products.

8. Property Damage
Any property damage allegedly arising from the use or application of the UltraClear products shall be borne solely by the owner of the damaged property. No party shall seek indemnification, reimbursement, or contribution from another party

Docusign Envelope ID: 29F8DE7A-5F72-80F8-8125-336B608627F3

for damage to its own property arising from participation in this pilot program, except to the extent caused by intentional misconduct or gross negligence.

9. Term
This MOU becomes effective upon execution by all parties and terminates upon completion of the pilot program and any mutually agreed evaluation activities unless earlier terminated by mutual written agreement.

10. Non-Binding Nature
Except for the responsibilities expressly described herein regarding cost sharing and product application during the pilot period, this MOU reflects the good-faith intentions of the parties and is not intended to create continuing legal obligations beyond those expressly stated.

Signatures & Contact Information

Charles Town Utility Board (CTUB)

Signed by:
Paul Mantello
779F13FD4C5347A...
Signature

Name: Paul Mantello

Title: General Manager

Phone: 301-473-3123 (Cell)

Email: pmantello@ctubwv.com

Date: August 29, 2026

Locust Hill Unit Owners Association (LHUOA)

Signed by:
Renee Sanders
FF3A5AEFA9D14A8...
Signature

Name: Renee Sanders

Title: Community Association Manager

Phone: 304-596-6630 x1109

Email: rsanders@clagett.com

Date: August 29, 2026

Locust Hill Golf Course (LHGC)

Signed by:
Wayne Clark
FF52DFAB1D3345F...
Signature

Name: Wayne Clark

Title: Owner

Phone: 703-786-7114

Email: wclark@pga.com

Date: August 29, 2026

Appendix A
UltraClear Pond Treatment Plan & Quote (July 8th, 2026)

Appendix B
Map Exhibit of Pond #1 (CTUB Sampling Location)

UltraClear®

CONFIDENTIAL

Pond Treatment Plan - Revised Quotation

Partial-Season Pilot (Aug 15 Start)

Prepared for:	**Wayne Clark / Paul Mantello**	Quote No:	QU070826-01
Property:	Locust Hill Golf Course	Quote Date:	08-Jul-26
Location:	Charles Town, WV 25414	Valid Through:	08-Aug-26
Prepared by:	Dan Kelley, UltraClear	Reference:	ond 1 Partial Season

Scope: Pond 1 (Holes 15/16), 9 surface acres.

Startup Shock Dose (30 Days | Mid-August - Mid-September)

Description	Unit Price	Qty	Unit	Total
Muck Digester Tablets (25 lb box)	$250.00	3	25 lb box	**$750.00**
1,152 tablets (75 lbs 2X startup dose) scattered across pond surface; dose half immediately, second half 2 weeks later				
SST / Clarifier Pro (4-gal case)	$187.96	4	4-gal case	**$751.84**
4 Cases (16 gallons 2X startup dose) applied along shoreline				
Natural Phosphate Binder (45 lb pail)	$204.99	6	45 lb pail	**$1,229.94**
6 Pales (270 lbs 1.5X startup dose); mix into slurry and spread across pond surface				
			Startup Subtotal	**$2,731.78**

Maintenance (45 Days | Mid-September - End of October)

Description	Unit Price	Qty	Unit	Total
Muck Digester Tablets (25 lb box)	$250.00	3	25 lb box	**$750.00**
1.5 boxes (576 tablets / 36 lbs per month) per month x 1.5 months				
SST / Clarifier Pro (4-gal case)	$187.96	3	4-gal case	**$563.88**
2 cases per month (8 gallons per month along shoreline) x 1.5 months				
Natural Phosphate Binder (45 lb pail)	$204.99	6	45 lb pail	**$1,229.94**
4 pails (180 lbs per month) per month x 1.5 months				
			Maintenance Subtotal	**$2,543.82**

Taper Reduced Dose (November, cooling water)

Description	Unit Price	Qty	Unit	Total
Muck Digester Tablets (25 lb box)	$250.00	1	25 lb box	**$250.00**
288 tablets (18 lbs) half dose for cooler weather; half dose for cooling water				
SST / Clarifier Pro (4-gal case)	$187.96	1	4-gal case	**$187.96**
4 gallons half dose applied along shoreline; half dose for cooling water				
Natural Phosphate Binder (45 lb pail)	$204.99	2	45 lb pail	**$409.98**
90 lbs half dose; half dose for cooling weather				
			Taper Subtotal	**$847.94**

Total Pilot Investment (Aug 15 - Nov)	**$6,123.54**

Season Product Summary

Muck Digester Tablets	7 boxes (250 lbs)	Sludge reduction / internal phosphorus recycling
SST / Clarifier Pro	8 cases (32 gallons)	Biological support / ammonia & nitrogen maintenance
Natural Phosphate Binder	14 pails (630 lbs)	Phosphorus binding and removal from water column

Terms & Conditions

Payment Terms:	Prepaid on first order; N30 on subsequent orders
Delivery:	FOB UltraClear Facility, Cleveland, OH
Shipping:	Freight to be quoted separately. Product can ship monthly.
Storage:	Store between 50°F - 95°F. Do not freeze. Agitate SST before use.
Validity:	This quotation is valid for 30 days from quote date

Note: Phosphate binder dosing is estimated at 4 lbs per acre-foot assuming 5 ft average depth (45 acre-feet). Final quantities may adjust based on confirmed pond depth and ongoing phosphorus readings.

Acceptance

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

PO Number: _____

UltraClear | Blue Harvest Brands, Inc. | 5350 Transportation Blvd, Suite 18B, Garfield Heights, OH 44125
1-800-847-8950 | sales@ultraclear.com | ultraclear.com

Appendix B
Map Exhibit of Pond #1 (CTUB Sampling Location)



CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting **661 South George Street**
Charles Town, WV 25414

FY 2027 Capital Improvement Plan Update

Attachments:

FY2027 CIP Working Draft Version 1.pdf

Charles Town Utility Board
FY 2027
Capital Improvement Plan - Working Draft
August 26, 2026
FOR DISCUSSION ONLY

Water Distribution Projects									
Project ID:	**Project Name**	**Approved Cost Estimates**	**FY 27 Working**	**Changes**	**Notes/Comments from CTUB Engineer C. Eckenrode**	**Phase A 2024-2028**	**Phase B 2029-2030**	**Phase C 2031-2032**	**Total Estimated Costs**
PR-MZ-01	Charles Town Racetrack	$ 88,000	$ 88,000	$ -		-	88,000	-	88,000
PR-MZ-02	Fritts & Old Town Ranson	$ 647,500	$ 712,250	$ 64,750		-	-	712,250	712,250
PR-MZ-04	Church Street	$ 595,000	$ 654,500	$ 59,500		-	654,500	-	654,500
PR-MZ-05	South George Street	$ 279,000	$ 306,900	$ 27,900		-	306,900	-	306,900
PR-MZ-06	Water Street	$ 240,000	$ 276,000	$ 36,000		-	-	276,000	276,000
PR-MZ-07	Route 340	$ 1,200,000	$ 2,400,000	$ 1,200,000	Dewberry cost is severly low, should be doubled, under review	-	-	2,400,000	2,400,000
PR-MZ-16	West Academy Tie	$ 88,000	$ 96,800	$ 8,800		-	-	96,800	96,800
PR-NZ-05	East 10th Street	$ 298,000	$ 327,800	$ 29,800		-	-	327,800	327,800
PR-NZ-06	Burns Street PS Upgrade	$ 1,175,333	$ 1,292,867	$ 117,533		-	-	1,292,867	1,292,867
PR-HZ-01	Augustine Avenue PS Discharge	$ 298,000	$ 327,800	$ 29,800	CME to discuss with staff, under review	-	-	327,800	327,800
PR-HZ-05	Augustine Avenue PS Upgrade	$ 780,000	$ 858,000	$ 78,000		-	-	858,000	858,000
PR-01	Tank Rehabs	$ -	$ 1,500,000	$ 1,500,000	Added tank rehabs in each phase, $250,000 per rehab	500,000	500,000	500,000	1,500,000
Total Distribution System Projects		**$ 5,688,833**	**$ 8,840,917**	**$ 3,152,083**		**$500,000**	**$1,549,400**	**$6,791,517**	**$8,840,917**
Water Supply & Treatment Projects									
PR-WTP-01	Well Development/Spring Source Construction	$ 1,614,900	$ 2,000,000	$ 385,100	Increased cost to $2 million	-	-	2,000,000	2,000,000
PR-WTP-02	WTP Chlorine Room Upgrades	$ 401,910	$ -	$ (401,910)	Project is complete. Removed from CIP	-	-	-	-
PR-WTP-04	WTP Sludge Forcemain/Pump Station	$ 920,000	$ 1,250,000	$ 330,000	Inflate cost to $1.25 million	-	1,250,000	-	1,250,000
PR-WTP-05	Intake Construction	$ 1,265,000	$ 1,600,000	$ 335,000	Inflate cost to $1.6 million	-	-	1,600,000	1,600,000
PR-WTP-06	WTP Upgrade	$ 50,000,000	$ 50,000,000	$ -		2,500,000	20,000,000	27,500,000	50,000,000
Total Water Treatment Projects		**$ 54,201,810**	**$ 54,850,000**	**$ 648,190**		**$2,500,000**	**$21,250,000**	**$31,100,000**	**$54,850,000**
	On-going Water Model	$ -	$ 100,000	$ 100,000		$ 50,000	$ 25,000	$ 25,000	100,000
Water Capital Project Improvements		**$ 59,890,643**	**$ 63,790,917**	**$ 3,900,273**		**$ 3,050,000**	**$ 22,824,400**	**$37,916,517**	**$63,790,917**

Wastewater Treatment and Collection System Capital Improvement Projects									
Project ID:	**Project Name**	**Approved Cost Estimates**	**FY 27 Working**	**Changes**		**Phase A 2024-2028**	**Phase B 2029-2030**	**Phase C 2031-2032**	**Total Estimated Costs**
Wastewater Treatment Plant Projects									
PR-WW-01	Renewal and Replacement Project	$ 12,131,815.92	$ -	$ (12,131,816)	Project is complete. Removed from CIP	$0	$0	$0	-
PR-WW-02	CTWWTP Upgrades and Expansion	$ 50,000,000	$ 50,760,000	$ 760,000	Feasibility study and possible land purchase	$3,545,000	$47,215,000	$0	50,760,000
PR-WW-03	Blu-Nite Sand Filters @ CTWWTP	$ 200,000.00	$ -	$ (200,000)	Remove project per CME.	$0	$0	$0	-
PR-WW-04	CTWWTP - New Effluent Pumps and Controls	$ -	$ 400,000.00	$ 400,000		$400,000	$0	$0	400,000
PR-WW-05	Tuscawilla Membrane Replacement & Expansion Project	$ -	$ 1,200,000	$ 1,200,000	Approved after CIP was approved. Scope has changed.	$1,200,000	$0	$0	1,200,000
Total Wastewater Treatment Plant Projects		**$ 62,331,815.92**	**$ 52,360,000.00**	**$ (9,971,815.92)**		**$ 5,145,000.00**	**$ 47,215,000.00**	**$ -**	**$ 52,360,000.00**
Collection System Projects									
PR-CS-01	Collection System Project	8,135,094	1,300,000	$ (6,835,094)	Project is near completion, 1.3 remaining.	$1,300,000	$0	$0	1,300,000
PR-CS-02	Flowing Springs Pump Station Upgrade	1,000,000	1,200,000	$ 200,000	Increased cost to 1.2, change in scope.	$1,200,000	$0	$0	1,200,000
PR-CS-03	Greenfield Forcemain & Pump Station Upgrades	1,430,000	1,430,000	$ -	Cost estimate currently under review in preparation of going out to bid	$1,430,000	$0	$0	1,430,000
PR-CS-04	Cantor Hollow Pump Station	155,000	250,000	$ 95,000	Increased to $250,000, change in scope.	$50,000	$200,000	$0	250,000
PR-CS-05	Asbury Church Area - Sewer Main Replacement	1,215,000	1,215,000	$ -		$1,215,000	$0	$0	1,215,000
PR-CS-06	Fairfax Crossing Parallel Line/Collector Projects	2,500,000	2,750,000	$ 250,000	*Needs further evaluation	$0	$0	$2,750,000	2,750,000
PR-CS-07	Collections System Upgrade	3,000,000	3,300,000	$ 300,000	*Needs further evaluation	$0	$0	$3,300,000	3,300,000
PR-CS-08	Collections Pump Stations Project	3,500,000	6,000,000	$ 2,500,000	Estimated changed to $6M, $3M is Phase 2 and 3, needs further evaluation	$0	$0	$6,000,000	6,000,000
PR-CS-09	Breckenridge Pump Station Upgrade	0	750,000	$ 750,000	Requested by CS Manager, needs further evaluation	$0	$0	$750,000	750,000
Total Collection System Projects		**$20,935,094**	**$18,195,000**	**($2,740,094)**		**$5,195,000**	**$200,000**	**$12,800,000**	**18,195,000**
	On-going Sewer Model	$0	$100,000	$100,000		$ 50,000	$ 25,000	$ 25,000	100,000
Wastewater Capital Project Improvement Projects		**$20,935,094**	**$18,295,000**	**($2,640,094)**		**$ 5,245,000**	**$ 225,000**	**$ 12,825,000**	**$ 18,295,000**

General Facilities Maintenance									
Project Number	**Project Name**	**Approved Cost Estimates**				**Phase A 2024-2028**	**Phase B 2029-2030**	**Phase C 2031-2032**	**Total Estimated Costs**
PR-GA-01	Maintenance Building - 50% Water/50% Sewer	$ 1,435,000.00				$1,435,000	$0	$0	
$717,500 funded with internal water funds, $717,500 funded with internal sewer funds									
General Facilities Maintenance						**$1,435,000**	**$0**	**$0**	

1.) Phase B project estimates were increased 10% for inflation; Phase C project estimates were increased 15%.

2.) Certain project costs were adjusted to reflect the time elapsed since the original estimates were prepared.

3.) Additional engineering review is needed due to the significant number of older outstanding projects with estimates prepared years ago.

4.) Staff does not have decision-making authority regarding growth-percentage allocations. The allocations shown are based on those approved between June and September of last year.

5.) This working draft was prepared under a compressed timeline. Conversion to the new template and final review remain pending.

6.) All amounts, phase allocations, growth percentages, and notes require review by the utility's engineer. Staff incorporated the changes from June through September and the engineer's initial comments; however, the compressed timeline did not allow sufficient time for engineering review before the 4:00 p.m. board-packet deadline.

7.) Staff is evaluating the current backlog and resource requirements so the CIP, capacity improvement fees, and rate analysis can be reviewed and updated on a full-time basis.

Prepared by: April Shultz, Assistant Utility Manager
Engineering Review: PENDING

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Collection System Project - Resolution No. 37 - CIF No. 29, Pay App No. 17

Attachments:

Collection System Project - Resolution No. 37 - CIF No. 29, Pay App No. 17.pdf

CHARLES TOWN UTILITY BOARD
2022 COLLECTION SYSTEM PROJECT
(IJDC #2021S-2041 / CWSRF #C-544686)

RESOLUTION NO. 37
REQUEST FOR PAYMENT #37
(CIF PAYMENT #29)

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

WHEREAS, the Charles Town Utility Board (CTUB), has reviewed the invoices attached hereto and incorporated herein by reference relation to the Project funded in part by the Clean Water State Revolving Fund (CWSRF) and find as follows:

a.) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made;

b.) Each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a Cost of the project;

c.) Each of such costs has been otherwise properly incurred; and

d.) Payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board as follows: There is hereby authorized and directed the payment of **"Contractor's Payment Application No. 17"** as follows.

Vendor	CWSRF	CWSRF "Green" PF Loan 1	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$0	$0	$225,234.09	$225,234.09
Total	**$0**	**$0**	**$225,234.09**	**$225,234.09**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 26th day of August, 2026.

By: _____
Micheal George, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 17

Application Period: 7/1/26 - 7/31/26		Application Date: 8/10/2026
To (Owner): Charles Town Utility Board	From (Contractor): HRI, Inc.	Via (Engineer): Rummel, Klepper & Kahl, LLP
Project: 2022 Collection System Project	Contract: 01	Via (Consultant): Gwin, Dobson & Foreman Engineers
Owner's Contract No.:	Contractor's Project No.: 10341291	Engineer's Project No.: 24054

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
1	$121,480.00	
2	$251,494.68	$10,422.36
3	$195,786.50	$231,970.00
4	$43,988.74	
TOTALS	$612,749.92	$242,392.36
NET CHANGE BY CHANGE ORDERS	**$370,357.56**	

1. **ORIGINAL CONTRACT PRICE**	$	**$6,074,000.00**
2. **Net change by Change Orders**	$	**$370,357.56**
3. **Current Contract Price (Line 1 ± 2)**	$	**$6,444,357.56**
4. **TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	$	**$5,902,540.06**
5. **RETAINAGE:**		
a. 10% X $5,902,540.06 **Work Completed**	$	**$590,254.01**
b. 10% X _____ **Stored Material**	$	
c. **Total Retainage (Line 5.a + Line 5.b)**	$	**$590,254.01**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$5,312,286.05**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$5,087,051.96**
8. **AMOUNT DUE THIS APPLICATION**	$	**$225,234.09**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$1,132,071.51**

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *Mitchell Otey, PM* Date: 8/10/2026

Payment of: $ $225,234.09
(Line 8 or other - attach explanation of the other amount)

is recommended by: *David Santelli* 8/13/2026
(Engineer) (Date)

Payment of: $ 225,234.09
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Approved by: _____ _____
Funding or Financing Entity (if applicable) (Date)

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 01												Application Number: 17			
Application Period: 7/1/26 - 7/31/26												Application Date: 8/10/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272,980.00	$272,980.00		**0.96**	0.96		$262,060.80	$262,060.80		$262,060.80	96.0%	$10,919.20
2	Traffic Control	1	LS	$15,000.00	$15,000.00		**0.90**	0.90		$13,500.00	$13,500.00		$13,500.00	90.0%	$1,500.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00		**1.00**	1.00		$5,200.00	$5,200.00		$5,200.00	100.0%	
4	**Erosion & Sediment Control**	**1**	**LS**	**$142,000.00**											
4a	Rock Construction Entrance	1	LS	$35,000.00	$35,000.00		**0.90**	0.90		$31,500.00	$31,500.00		$31,500.00	90.0%	$3,500.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00		**1.00**	1.00		$14,000.00	$14,000.00		$14,000.00	100.0%	
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00		**1.00**	1.00		$30,000.00	$30,000.00		$30,000.00	100.0%	
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00		**0.75**	0.75		$2,250.00	$2,250.00		$2,250.00	75.0%	$750.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00		**0.75**	0.75		$5,250.00	$5,250.00		$5,250.00	75.0%	$1,750.00
5	**Burr East Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00		**1.00**	1.00		$9,000.00	$9,000.00		$9,000.00	100.0%	
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
5d	Demo Concrete Pad	1	LS	$3,000.00	$3,000.00										$3,000.00
5e	Relocate Propane Tanks	1	LS	$1,000.00	$1,000.00		**1.00**	1.00		$1,000.00	$1,000.00		$1,000.00	100.0%	
6	**Moose Lodge Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00		**1.00**	1.00		$4,500.00	$4,500.00		$4,500.00	100.0%	
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00		**1.00**	1.00		$8,500.00	$8,500.00		$8,500.00	100.0%	
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	100.0%	
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	100.0%	
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00		**1.00**	1.00		$9,500.00	$9,500.00		$9,500.00	100.0%	
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	100.0%	
9	**Forrest Street Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00										$15,000.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
10	**11th Ave Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	**1**	**LS**	**$495,000.00**											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00		**0.50**	0.50		$2,000.00	$2,000.00		$2,000.00	50.0%	$2,000.00
11c	Site Fencing	1	LS	$8,000.00	$8,000.00	**0.25**	**0.75**	1.00	$2,000.00	$6,000.00	$8,000.00		$8,000.00	100.0%	
11d	Valve Vault	1	LS	$40,000.00	$40,000.00		**1.00**	1.00		$40,000.00	$40,000.00		$40,000.00	100.0%	
11e	Meter Vault	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
11f	Process Pipe	1	LS	$70,000.00	$70,000.00		**1.00**	1.00		$70,000.00	$70,000.00		$70,000.00	100.0%	
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00		**1.00**	1.00		$98,000.00	$98,000.00		$98,000.00	100.0%	
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11n	Electrical	1	LS	$90,000.00	$90,000.00		**0.90**	0.90		$81,000.00	$81,000.00		$81,000.00	90.0%	$9,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00		**0.75**	0.75		$78,750.00	$78,750.00		$78,750.00	75.0%	$26,250.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
12c	Meter Vault	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
12e	Process Pipe	1	LS	$54,000.00	$54,000.00		**1.00**	1.00		$54,000.00	$54,000.00		$54,000.00	100.0%	

EJCDC® C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract): 01												Application Number: 17			
Application Period: 7/1/26 - 7/31/26												Application Date: 8/10/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00		**1.00**	1.00		$90,000.00	$90,000.00		$90,000.00	100.0%	
12g	Instrumentation	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
12i	Electrical	1	LS	$65,000.00	$65,000.00		**1.00**	1.00		$65,000.00	$65,000.00		$65,000.00	100.0%	
12j	Integration	1	LS	$45,000.00	$45,000.00	**1.00**		1.00	$45,000.00		$45,000.00		$45,000.00	100.0%	
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00		**0.90**	0.90		$20,700.00	$20,700.00		$20,700.00	90.0%	$2,300.00
13c	Seeding & Landscaping	1	LS	$3,500.00	$3,500.00										$3,500.00
13d	Meter Vault	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
13f	Process Pipe	1	LS	$73,500.00	$73,500.00		**1.00**	1.00		$73,500.00	$73,500.00		$73,500.00	100.0%	
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00		**1.00**	1.00		$102,000.00	$102,000.00		$102,000.00	100.0%	
13h	Instrumentation	1	LS	$4,500.00	$4,500.00		**1.00**	1.00		$4,500.00	$4,500.00		$4,500.00	100.0%	
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00		**1.00**	1.00		$58,000.00	$58,000.00		$58,000.00	100.0%	
13k	Integration	1	LS	$43,000.00	$43,000.00	**0.90**	**0.10**	1.00	$38,700.00	$4,300.00	$43,000.00		$43,000.00	100.0%	
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
15c	Site Grading	1	LS	$23,000.00	$23,000.00		**1.00**	1.00		$23,000.00	$23,000.00		$23,000.00	100.0%	
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00		**1.00**	1.00		$9,500.00	$9,500.00		$9,500.00	100.0%	
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00		**0.95**	0.95		$3,800.00	$3,800.00		$3,800.00	95.0%	$200.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00		**1.00**	1.00		$20,000.00	$20,000.00		$20,000.00	100.0%	
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00		**1.00**	1.00		$530,000.00	$530,000.00		$530,000.00	100.0%	
15i	Meter Vault	1	LS	$20,000.00	$20,000.00		**1.00**	1.00		$20,000.00	$20,000.00		$20,000.00	100.0%	
15j	Process Pipe	1	LS	$141,000.00	$141,000.00		**1.00**	1.00		$141,000.00	$141,000.00		$141,000.00	100.0%	
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
15l	Instrumentation	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00		**1.00**	1.00		$8,500.00	$8,500.00		$8,500.00	100.0%	
15o	Electrical	1	LS	$135,000.00	$135,000.00		**1.00**	1.00		$135,000.00	$135,000.00		$135,000.00	100.0%	
15p	Integration	1	LS	$180,000.00	$180,000.00		**0.10**	0.10		$18,000.00	$18,000.00		$18,000.00	10.0%	$162,000.00
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Burr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00		**1.00**	1.00		$17,500.00	$17,500.00		$17,500.00	100.0%	
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
19	**Bypass Pump - Jett's Farm Pump Station**	**1**	**LS**	**$36,000.00**											
19a	Set Up Bypass Pump & Piping	1	LS	$13,500.00	$13,500.00		**1.00**	1.00		$13,500.00	$13,500.00		$13,500.00	100.0%	
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00	**0.10**	**0.90**	1.00	$2,000.00	$18,000.00	$20,000.00		$20,000.00	100.0%	
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00	**1.00**		1.00	$2,500.00		$2,500.00		$2,500.00	100.0%	
20	**Bypass Pump - Samuel Street Pump Station**	**1**	**LS**	**$15,000.00**											
20a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
22	**Bypass Pump - Forest Ave Pump Station**	**1**	**LS**	**$13,000.00**											
22a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
23	**Bypass Pump - 11th Ave Pump Station**	**1**	**LS**	**$13,000.00**											
23a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
24	**Bypass Pump - Evitt's Run Interceptor**	**1**	**LS**	**$100,000.00**											
24a	Set Up Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00		**1.00**	1.00		$50,000.00	$50,000.00		$50,000.00	100.0%	
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	

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

For (Contract): 01												Application Number: 17			
Application Period: 7/1/26 - 7/31/26												Application Date: 8/10/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00	**0.20**	**0.80**	1.00	$9,600.00	$38,400.00	$48,000.00		$48,000.00	100.0%	
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
29	4" SDR 35 Sewer	100	LF	$194.00	$19,400.00										$19,400.00
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$92.00	$1,840.00		**12.00**	12.00		$1,104.00	$1,104.00		$1,104.00	60.0%	$736.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00		**675.50**	675.50		$91,192.50	$91,192.50		$91,192.50	61.4%	$57,307.50
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00		**70.00**	70.00		$13,440.00	$13,440.00		$13,440.00	35.0%	$24,960.00
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00	**76.00**	**56.00**	132.00	$21,584.00	$15,904.00	$37,488.00		$37,488.00	66.0%	$19,312.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00		**576.00**	576.00		$100,224.00	$100,224.00		$100,224.00	96.0%	$4,176.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00		**36.00**	36.00		$8,460.00	$8,460.00		$8,460.00	45.0%	$10,340.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00		**1884.50**	1884.50		$574,772.50	$574,772.50		$574,772.50	94.2%	$35,227.50
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00		**4087.58**	4087.58		$551,823.30	$551,823.30		$551,823.30	185.8%	-$254,823.30
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00		**2723.08**	2723.08		$313,154.20	$313,154.20		$313,154.20	97.3%	$8,845.80
39	2" SDR 9 HDPE Force Main (Slip Line)	1400	LF	$55.00	$77,000.00	**1370.00**		1370.00	$75,350.00		$75,350.00		$75,350.00	97.9%	$1,650.00
40	1.5" SDR 9 IPS HDPE Force Main (Slip Line)	900	LF	$54.00	$48,600.00										$48,600.00
41	1.25" SDR 9 IPS HDPE for Main	1200	LF	$75.50	$90,600.00	**1136.00**		1136.00	$85,768.00		$85,768.00		$85,768.00	94.7%	$4,832.00
42	4' Diameter Manhole (up to 6')	20	EA	$8,500.00	$170,000.00		**24.00**	24.00		$204,000.00	$204,000.00		$204,000.00	120.0%	-$34,000.00
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00		**33.05**	33.05		$21,482.50	$21,482.50		$21,482.50	66.1%	$11,017.50
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00		**3.00**	3.00		$24,300.00	$24,300.00		$24,300.00	30.0%	$56,700.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00	**1.00**	**25.00**	26.00	$1,500.00	$37,500.00	$39,000.00		$39,000.00	100.0%	
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00		**6.00**	6.00		$10,200.00	$10,200.00		$10,200.00	120.0%	-$1,700.00
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00		**4.00**	4.00		$6,000.00	$6,000.00		$6,000.00	40.0%	$9,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00	**2.00**	**11.00**	13.00	$4,000.00	$22,000.00	$26,000.00		$26,000.00	130.0%	-$6,000.00
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00										$21,500.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00		**3.00**	3.00		$37,500.00	$37,500.00		$37,500.00	75.0%	$12,500.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00		**7.00**	7.00		$63,000.00	$63,000.00		$63,000.00	175.0%	-$27,000.00
52	Burr East Force Main Connection	1	LS	$21,000.00	$21,000.00		**1.00**	1.00		$21,000.00	$21,000.00		$21,000.00	100.0%	
53	Jett's Farm Force Main Connection	1	LS	$11,000.00	$11,000.00		**1.00**	1.00		$11,000.00	$11,000.00		$11,000.00	100.0%	
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00		**5.00**	5.00		$6,500.00	$6,500.00		$6,500.00	100.0%	
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00		**126.34**	126.34		$12,634.00	$12,634.00		$12,634.00	140.4%	-$3,634.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00		**140.10**	140.10		$14,290.20	$14,290.20		$14,290.20	70.1%	$6,109.80
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00		**10.00**	10.00		$14,000.00	$14,000.00		$14,000.00	62.5%	$8,400.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00	**2.00**	**10.00**	12.00	$840.00	$4,200.00	$5,040.00		$5,040.00	85.7%	$840.00
59	12" Steel Casing - (Open Cut)	200	LF	$200.00	$40,000.00										$40,000.00
60	16" Steel Casing - (Open Cut)	80	LF	$250.00	$20,000.00										$20,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$1,600.00	$128,000.00										$128,000.00
62	Test Pit Excavation & Refill	7	EA	$5,000.00	$35,000.00		**3.00**	3.00		$15,000.00	$15,000.00		$15,000.00	42.9%	$20,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00		**5.00**	5.00		$45,000.00	$45,000.00		$45,000.00	71.4%	$18,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00		**197.87**	197.87		$79,148.00	$79,148.00		$79,148.00	247.3%	-$47,148.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00	**8.00**	**154.23**	162.23	$2,800.00	$53,980.50	$56,780.50		$56,780.50	270.4%	-$35,780.50
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00	**5.00**	**649.54**	654.54	$460.00	$59,757.68	$60,217.68		$60,217.68	93.5%	$4,182.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00		**18.00**	18.00		$23,400.00	$23,400.00		$23,400.00	138.5%	-$6,500.00
69	Concrete Curb Repair	10	LF	$200.00	$2,000.00										$2,000.00
70	Concrete Driveway Repair	10	CY	$1,800.00	$18,000.00										$18,000.00
71	Miscellaneous DIP Fittings	500	LB	$20.00	$10,000.00	**10.00**	**410.00**	420.00	$200.00	$8,200.00	$8,400.00		$8,400.00	84.0%	$1,600.00
72	Class B Concrete	50	CY	$500.00	$25,000.00		**44.00**	44.00		$22,000.00	$22,000.00		$22,000.00	88.0%	$3,000.00
73	Shoring / Stabalization After Receiving / Launching Pit - Augustine Ave	1	LS	$10,000.00	$10,000.00		**1.00**	1.00		$10,000.00	$10,000.00		$10,000.00	100.0%	
	Change Orders														
CO-1	B&O Tax	1	LS	$121,480.00	$121,480.00										$121,480.00
CO-2-A	Evitts Run MH Upsize	1	LS	$20,704.00	$20,704.00		**1.00**	1.00		$20,704.00	$20,704.00		$20,704.00	100.0%	
CO-2-B	Lakeland Place - 16th St Access Road	1	LS	$79,983.00	$79,983.00		**1.00**	1.00		$79,983.00	$79,983.00		$79,983.00	100.0%	
CO-2-C	Lakeland Place - ELB 5" Conduit	1420	LF	$71.00	$100,820.00		**1420.00**	1420.00		$100,820.00	$100,820.00		$100,820.00	100.0%	
CO-2-D	Davit Crane Credit	1	LS	-$10,422.36	-$10,422.36		**1.00**	1.00		-$10,422.36	-$10,422.36		-$10,422.36	100.0%	
CO-2-E	Lakeland Place - Potomac Edison	1	LS	$49,987.68	$49,987.68										$49,987.68
CO-3	Augustine Boring	84.5	LF	$2,317.00	$195,786.50		**84.50**	84.50		$195,786.50	$195,786.50		$195,786.50	100.0%	
CO-3	Credit	1	LS	-$231,970.00	-$231,970.00										-$231,970.00
CO-4-A	Evitt's Run - Conduit Relocation	1	LS	$14,003.58	$14,003.58		**1.00**	1.00		$14,003.58	$14,003.58		$14,003.58	100.0%	
CO-4-B	Evitt's Run - Power Pole Removal	1	LS	$9,911.00	$9,911.00		**1.00**	1.00		$9,911.00	$9,911.00		$9,911.00	100.0%	

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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

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

For (Contract): 01												Application Number: 17				
Application Period: 7/1/26 - 7/31/26												Application Date: 8/10/2026				
A					B			C			D	E	F			
Item		Contract Information				Quantity			Payment							
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)	
CO-4-C	Evitt's Run - Force Main Conflict	1	LS	$13,589.00	$13,589.00		**1.00**	1.00		$13,589.00	$13,589.00		$13,589.00	100.0%		
CO-4-D	Burr East - Wet Well Modification	1	LS	$6,485.16	$6,485.16		**1.00**	1.00		$ 6,485.16	$6,485.16		$6,485.16	100.0%		
	Totals				**$6,444,357.56**				**$292,302.00**	**$5,610,238.06**	**$5,902,540.06**		**$5,902,540.06**	91.6%	**$541,817.50**	

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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	17
Application Period:	7/1/26 - 7/31/26	Application Date:	8/10/2026

A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Storage Location	Description of Materials or Equipment Stored	Application No. when Materials Placed in Storage	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
11g	27315		HRI Trailer	Burr East Grinder Pumps	4	$33,390.00		$33,390.00	2/2026	$33,390.00	
11g	28718		HRI Trailer	Burr East Grinder Pumps	4	$35,692.65		$35,692.65	2/2026	$35,692.65	
12f	27317		HRI Trailer	Jetts Farm Grinder Pumps	4	$38,700.00		$38,700.00	5/2026	$38,700.00	
12f	28503		HRI Trailer	Jetts Farm Grinder Pumps	4	$34,605.00		$34,605.00	5/2026	$34,605.00	
13g	27316		HRI Trailer	Moose Lodge Grinder Pumps	4	$33,300.00		$33,300.00	5/2026	$33,300.00	
13g	28504		HRI Trailer	Moose Lodge Grinder Pumps	4	$28,811.25		$28,811.25	5/2026	$28,811.25	
36	x122052		Evitts Run	30" PVC	5				7/2025		
36	x345362		Evitts Run	30" PVC	5	$6,450.20		$6,450.20	8/2025	$6,450.20	
36	x346372		Evitts Run	30" PVC	5	$25,318.44		$25,318.44	8/2025	$25,318.44	
36	x347299		Evitts Run	30" PVC	5	$25,318.44		$25,318.44	8/2025	$25,318.44	
36	x356214		Evitts Run	30" PVC	5	$25,318.44		$25,318.44	10/2025	$25,318.44	
42	886402		Evitts Run	Sanitary MH - APS16	5	$5,103.00		$5,103.00	2/2026	$5,103.00	
42	882498		Evitts Run	Sanitary MH - APS26A	5	$41,139.40		$41,139.40	11/2025	$41,139.40	
42	880503		Evitts Run	Sanitary MH - APS27	5	$7,064.25		$7,064.25	2/2026	$7,064.25	
42	876403		Evitts Run	Sanitary MH	5	$4,623.00		$4,623.00	9/2025	$4,623.00	
36	x633532		Evitts Run	30" PVC	6	$25,318.44		$25,318.44	10/2025	$25,318.44	
37	x423369		Burr East	6" HDPE DR 11	6	$12,240.00		$12,240.00	11/2025	$12,240.00	
31	x569471		LP	8" Fusible C900	6	$17,796.18		$17,796.18	4/2026	$17,796.18	
32	x569471		LP	8" Fusible C900	6	$5,567.52		$5,567.52	4/2026	$5,567.52	
33	x569471		LP	8" Fusible C900	6	$4,971.00		$4,971.00	4/2026	$4,971.00	
11g	29342		HRI Trailer	Burr East Grinder Pumps	6	$7,420.00		$7,420.00	5/2026	$7,420.00	
12f	29341		HRI Trailer	Jetts Farm Grinder Pumps	6	$7,900.00		$7,900.00	6/2026	$7,900.00	
15i	895582		Evitts Run	LP Meter Vault	6	$6,449.00		$6,449.00	3/2026	$6,449.00	
42	907465		HRI Trailer	JF Sanitary MH	9	$5,724.00		$5,724.00	5/2026	$5,724.00	
13d	908161		HRI Trailer	JF Meter Vault	9	$3,420.00		$3,420.00	5/2026	$3,420.00	
12c	908161		HRI Trailer	ML Meter Vault	9	$3,351.00		$3,351.00	6/2026	$3,351.00	
12h	908161		HRI Trailer	ML Wet Well Top	9	$4,424.00		$4,424.00	6/2026	$4,424.00	
				Totals		**$449,415.21**		**$449,415.21**		**$449,415.21**	

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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Date: August 26, 2026

Charles Town Utility Board
2022 Sewer Collection System Project
Schedule B - Internal Purposes Only

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	Resolution No. 31 Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Resolution No. 32 Request for Payment (RFP) #32 CIF # 24	Resolution No. 33 Request for Payment (RFP) #33 Pay App #15 CIF # 25	Resolution No. 34 Request for Payment (RFP) #34 CIF # 26	Resolution No. 35 Request for Payment (RFP) #35 Pay App #16 CIF # 27	Resolution No. 36 Request for Payment (RFP) #36 CIF # 28	Resolution No. 37 Request for Payment (RFP) #37 Pay App #17 CIF # 29	BALANCE REMAINING
1 CONSTRUCTION CONTRACT										
a. Original Contract 1	$ 6,074,000.00	$ -	$ 426,799.08	$ -	$ 145,644.30	$ -	$ 31,965.59	$ -	$ 225,234.09	$ 960,603.83
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2 CONTINGENCY										
a. Contingency - (Note #1,7 & 11)	$ 20,503.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,503.22
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,987.68
c. Change Order 5 - (Note #11)	$ 132,373.10	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 132,373.10
3 LEGAL SERVICES										
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES										
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES										
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ 30,626.94	$ -	$ 35,140.93	$ -	$ 26,901.17	$ -	$ 28,920.14	$ -	$ 29,525.61
6 ADMINISTRATIVE SERVICES										
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS										
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ -	$ -	$ 1,000.00	$ -	$ -	$ -	$ 1,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 1,351,576.44**
B. COST OF FINANCING										
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**									**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,135,093.88**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 1,351,576.44**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #30 CIF # 22	Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Request for Payment (RFP) #32 CIF # 24	Request for Payment (RFP) #33 Pay App #15 CIF # 25	Request for Payment (RFP) #34 CIF # 26	Request for Payment (RFP) #35 Pay App #16 CIF # 27	Request for Payment (RFP) #36 CIF # 28	Request for Payment (RFP) #37 Pay App #17 CIF # 29	BALANCE REMAINING
1 INTERNAL FUNDS										
a. Capacity Improvement Fees	$ 3,375,629.88	$ (30,626.94)	$ (210,799.08)	$ (35,140.93)	$ (145,644.30)	$ (27,901.17)	$ (31,965.59)	$ (28,920.14)	$ (225,234.09)	$ 1,027,232.44
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (30,626.94)**	**$ (210,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ 1,148,712.44**
2 GRANT FUNDS										
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE										
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ (216,000.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (216,000.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (30,626.94)**	**$ (426,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ 1,351,576.44**

Note #1 - 12/10/2024 - The CWSRF loan in the amount of $216,016 was shown as $216,000 on the closing documentation. Per the State, the CWSRF loan and the total project costs line items on the Schedule B were reduced by $16.00 to correct the error.

Note #2 - 12/11/2024 - Line item R/W Agent was decreased by $1,444.28 to actual, line item Permits was decreased by $140.72, and the line item for Plats was increased by $1,585.00.

Note #3 - 6/11/2025 - Change Order No. 1 - Upon the denial of the B&O waiver request by the City of Charles Town and the City of Ranson, the CTUB Board approved the payment of the B&O taxes to both municipalities to be paid from internal funds.

Note #4 - 6/25/2025 - Amendment No. 2 was approved to increase project legal services by $30,000, not to exceed $170,000.

Note #5 - 8/5/2025 - Line item Admin Costs was decreased by $1,150 and the line item for Plats was increased by $1,150.

Note #6 - 8/13/2025 - GDF - Task Order for Additional Construction Admin Services approved increase of $120,000 for project engineering CA & RPR services, to be paid from Capacity Improvement Fees.

Note #7 - 10/8/2025 - Change Order No. 2 was approved in the amount of $241,072.32. $150,807.68 to be funded with the CWSRF - Green Grant, the remaining $90,264.64 will be funded with CIF Fees.

Note #8 - 1/15/2026 - Change Order No. 3 was approved, which included an increase of $195,786.50 and a decrease of $231,970.00, resulting in a net reduction to the contract amount of $36,183.50.

Note #9 - 2/25/2026 - GDF - Task Order #2 for Additional RPR Inspection Services approved increase of $100,000, to be paid from Capacity

Note #10 - 3/25/2026 - Change Order No. 4 was approved in the amount of $43,988.74 to be funded with CIF Fees.

Note #11 - 6/24/2026 - Change Order No. 5 was approved in the amount of $132,373.10, to be funded with the CWSRF - Green Grant.

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Collection System Project - Resolution No. 38 - CIF No. 30

Attachments:

Collection System Project - Resolution No. 38 - CIF No. 30.pdf

CHARLES TOWN UTILITY BOARD
2022 COLLECTION SYSTEM PROJECT
(IJDC #2021S-2041 / CWSRF #C-544686)

RESOLUTION NO. 38
REQUEST FOR PAYMENT #38
(CIF PAYMENT #30)

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

WHEREAS, the Charles Town Utility Board (CTUB), has reviewed the invoices attached hereto and incorporated herein by reference relation to the Project funded in part by the Clean Water State Revolving Fund (CWSRF) and find as follows:

a.) That none of the items for which payment is proposed to be made has formed the basis for any disbursement theretofore made;

b.) Each item for which the payment is proposed to be paid is or was necessary in connection with the Project and constitutes a Cost of the project;

c.) Each of such costs has been otherwise properly incurred; and

d.) Payment for each of the items proposed is due and owing.

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board that the payment of the invoices as summarized below are hereby authorized and directed:

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
GD&F Engineers	$0	$7,340.40	$7,340.40
Total	**$0**	**$7,340.40**	**$7,340.40**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 26th day of August, 2026.

By: _____
Micheal George, Chairman

Date: August 26, 2026

Charles Town Utility Board
2022 Sewer Collection System Project
Schedule B - Internal Purposes Only

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	Resolution No. 31 Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Resolution No. 32 Request for Payment (RFP) #32 CIF # 24	Resolution No. 33 Request for Payment (RFP) #33 Pay App #15 CIF # 25	Resolution No. 34 Request for Payment (RFP) #34 CIF # 26	Resolution No. 35 Request for Payment (RFP) #35 Pay App #16 CIF # 27	Resolution No. 36 Request for Payment (RFP) #36 CIF # 28	Resolution No. 37 Request for Payment (RFP) #37 Pay App #17 CIF # 29	Resolution No. 38 Request for Payment (RFP) #38 CIF # 30	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 426,799.08	$ -	$ 145,644.30	$ -	$ 31,965.59	$ -	$ 225,234.09	$ -	$ 960,603.83
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1,7 & 11)	$ 20,503.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,503.22
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,987.68
c. Change Order 5 - (Note #11)	$ 132,373.10	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 132,373.10
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ 30,626.94	$ -	$ 35,140.93	$ -	$ 26,901.17	$ -	$ 28,920.14	$ -	$ 7,340.40	$ 22,185.21
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ -	$ -	$ 1,000.00	$ -	$ -	$ -	$ -	$ 1,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 1,344,236.04**
B. COST OF FINANCING											
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**										**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,135,093.88**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 1,344,236.04**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	Resolution No. 31 Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Resolution No. 32 Request for Payment (RFP) #32 CIF # 24	Resolution No. 33 Request for Payment (RFP) #33 Pay App #15 CIF # 25	Resolution No. 34 Request for Payment (RFP) #34 CIF # 26	Resolution No. 35 Request for Payment (RFP) #35 Pay App #16 CIF # 27	Resolution No. 36 Request for Payment (RFP) #36 CIF # 28	Resolution No. 37 Request for Payment (RFP) #37 Pay App #17 CIF # 29	Resolution No. 38 Request for Payment (RFP) #38 CIF # 30	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,375,629.88	$ (30,626.94)	$ (210,799.08)	$ (35,140.93)	$ (145,644.30)	$ (27,901.17)	$ (31,965.59)	$ (28,920.14)	$ (225,234.09)	$ (7,340.40)	$ 1,019,892.04
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (30,626.94)**	**$ (210,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ 1,141,372.04**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ (216,000.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (216,000.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (30,626.94)**	**$ (426,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ 1,344,236.04**

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CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting **661 South George Street**
Charles Town, WV 25414

Quote for Spare Sludge Transfer Pump for Digester at Charles Town Wastewater Treatment Plant

Attachments:

Moyno Pump Replacement Quote.pdf

Geiger Pump & Equipment Co.
8924 Yellow Brick Road
Baltimore, MD 21237
410.682.2660 *phone*
410.682.4750 *fax*

Date: July 27, 2026

To: Charles Town Utility Board
Attention: Andy Hale

From: Irene Pais Email: IPais@geigerinc.com

Quote #: Q-260727-30290-J2 - 0
Reference: Moyno Pump Replacement

Thank you for giving us the opportunity to provide you with this quotation.

Per your request, we are pleased to offer the following:

Description:	Moyno EZ Strip Pump, size Z37K, cast iron construction with nitrile stator. Close-coupled to a 10HP gearmotor, and mounted on a painted carbon steel baseplate
Price Per Unit:	$18,735.42
Quantity:	1
Extended Price:	$18,735.42
Lead Time:	14-16 weeks

All prices are valid for 15 days and are quoted FOB shipping point and are offered per our standard terms and conditions included here. Freight will be Prepaid and Added.

Please let me know if you have any questions or require any additional information.

Best regards,

Irene Pais
Sales Engineer

Geiger Pump & Equipment Co.
8924 Yellow Brick Road
Baltimore, MD 21237
410.682.2660 *phone*
410.682.4750 *fax*

TERMS AND CONDITIONS

PRICING: Quotations are valid for acceptance within 15 days from the date of the proposal. Prices quoted are net and will be held firm, except as noted in this document, for the delivery period quoted provided we have received an acceptable written purchase order, and all submittal data is approved and returned to us within 60 days from date submitted. We do not accept responsibility for typographical errors. Geiger will make efforts to avoid price changes due to government-imposed tariffs. We reserve the right to pass on unavoidable charges.

ESCALATION: In the event that the completion of the purchase order is materially delayed by the convenience of the Purchaser, the Purchaser agrees to additionally pay for the resulting documented price increases in the cost of the supplied items, including storage costs that may be incurred by the Seller.

SALES TAX: Geiger Pump & Equipment is required to charge applicable sales tax on all items for which a tax exemption certificate has not been provided. Tax exemption certification is the responsibility of the purchaser.

PAYMENT TERMS: Invoices rendered to the Purchaser are payable upon receipt of the invoice. For all purchases with established credit, terms are net 30 days from the date of shipment. All payment must be in U.S. Dollars. All equipment is invoiced on date of shipment. Partial shipments and partial payment to be allowed unless otherwise noted. A 1-1/2% per monthly carrying charge will apply to all amounts due which exceed 30 days.

NONCANCELLATION: Purchaser may not cancel or terminate for convenience, or direct suspension of manufacture, except on mutually acceptable terms.

FREIGHT POLICY: Unless otherwise stated in the quotation, all merchandise is F.O.B. manufacturer's plant.

WARRANTY: Any warranty given is the minimum required by law. Products sold by Geiger Pump & Equipment have a LIMITED WARRANTY for materials and workmanship only. This warranty is for a period not to exceed one year from shipment, and Geiger Pump & Equipment's liability in all events is limited to and shall not exceed the purchase price paid. Repair or replacement will be a Geiger Pump and Equipment Company, option. ANY LIABILITY FOR CONSEQUENTIAL AND INCIDENTAL DAMAGE IS EXPRESSLY DISCLAIMED. THERE IS NO IMPLIED WARRANTY OF MERCHANTABILITY: OR FITNESS FOR A PARTICULAR USE OR PURPOSE, NOR ANY OTHER WARRANTY WHICH EXTENDS BEYOND THE DESCRIPTION ON THE FACE THEREOF. Most products sold by Geiger Pump & Equipment are covered by a manufacturer's warranty. When warranted by the manufacturer, Geiger Pump & Equipment will pass on such warranty to the customer and be limited to the terms of that warranty. The manufacturer's warranty is then given in lieu of any and all warranties, express or implied, by Geiger Pump & Equipment. Copies of the manufacturer's warranties are available through Geiger Pump & Equipment at no charge when requested by the customer.

DESTINATION: All products sold are for domestic use only, unless specifically documented otherwise by purchaser. Export and re-export sales must comply in all respects with the laws and regulations of the United States, the intended use and destination must be documented and approved by Geiger Pump & Equipment, and minimum billing is two hundred and fifty (250) dollars net.

ADDITIONAL TERMS AND CONDITIONS: Geiger Pump & Equipment shall not be liable for any damages suffered by the buyer for any delays in delivery of goods. Purchase Orders made out directly to the equipment manufacturer may be subject to the terms and conditions of that manufacturer in addition to those stated herein. Return of goods is within the discretion of Geiger Pump & Equipment. A copy of Geiger Pump & Equipment's written return policy will be provided upon request.

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Capacity Improvement Fee Annual Review

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

August UM Report.pdf

Charles Town Utility Board

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

MEMORANDUM TO THE BOARD OF DIRECTORS

DATE: August 26, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, August 2026

Ongoing Projects & Initiatives:

1) WV Rural Water Conference
2) WV Department of Commerce Annual Meeting & Business Summit – September 2nd – 4th
3) WV DEP Wastewater Permit No. WV0022349 Renewal Update
4) Huntfield Service Lateral Root Intrusion Update (doc attached)
5) CTWTP Site Meeting w/ WV Department of Health, re: Corrosion Inhibitor
6) CTUB Cybersecurity Update & Next Steps
7) July 29th Utility Rate Study Kickoff Meeting
8) 2022 Collections System Project Update
9) New Hires at Wastewater Department

Wastewater Treatment Plant

Total Wastewater Processed July 2026:
Charles Town: 39.40 million Gallons per month or 1.27 MGD average
Tuscawilla: 3.40 million Gallons per month or 0.11 MGD average

Collection System

0 Pump(s) pulled and sent for repair
8 Grease Trap inspections
12 Sewer main repairs/blockages/call-outs
44 Sewer line inspections
9 Manhole inspections
13 Sewer line jetting

Water Plant and Distribution System

Total Water Pumped July 2026 (CT): 54.2 million Gallons per month or 1.75 MGD average
5 Leaks repaired
22 Meters repaired
44 Meters replaced
50 New meters installed
2052 - Ten (10) day notices
417 Disconnect notices, 111 Disconnects
1 Hydrant(s) repaired

Customer Counts

- Sewer 11,101
  - Residential 10,357
  - Commercial 681
  - Public Authority 58
  - Industrial 5
- Water 7,858
  - Residential 7216
  - Commercial 605
  - Public Authority 37

Human Resources

Employees Count: 37 full-time | 2 part-time | 0 vacancies

HUNTFIELD
ROOT INTRUSIONS IN LATERALS

Roots in Laterals
53 Bullskin
81 Bullskin
353 Bullskin
84 Davis
74 Davis
46 Davis
100 Payne
96 Payne
111 Holly springs
545 Lord Fairfax
480 Prospect hill
51 Battlefeld
48 Battlefeld
35 Chadwick
82 Silverleaf
72 Silverleaf
412 Prospect Hill
227 Bullskin
100 Bullskin
397 Davis St
42 Davis St
216 Calmes
156 Calmes
58 Battlefeld
25 Battlefeld Dr

COLSTON RD
BALL CIR
AUGUSTINE AVE
PAYNE ST
DEERBROOK DR
HOLLY SPRINGS DR
BUTLER ST
BURNLEA RD
SILVERLEAF DR
DAVIS ST
BULLSKIN ST
CALMES ST
BRADDOCK ST
CHADWICK DR
LORD FAIRFAX ST
CORBIN CIR
PROSPECT HILL BLVD
PROSPECT HILL BLVD
NEWBURY ST
BATTLEFIELD DR
PROSPECT HILL BLVD
PROSPECT HILL BLVD
LORD FAIRFAX ST
COLONIAL DR
UNION RIDGE DR
WASHINGTON PATH

N

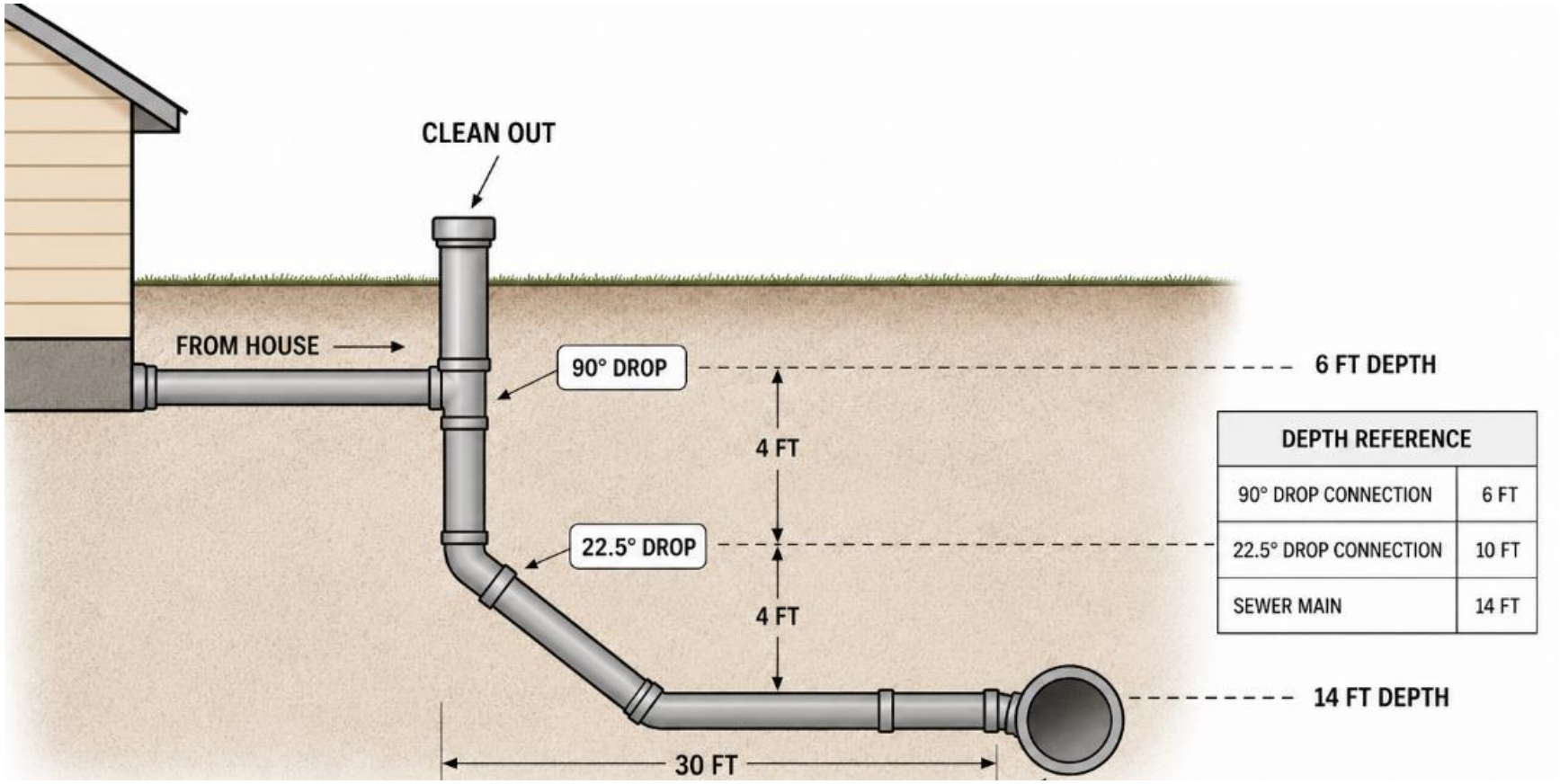
Legend

- Roots Observed in Lateral
- Tree In Easement

0 0.04 0.07 0.15 Miles

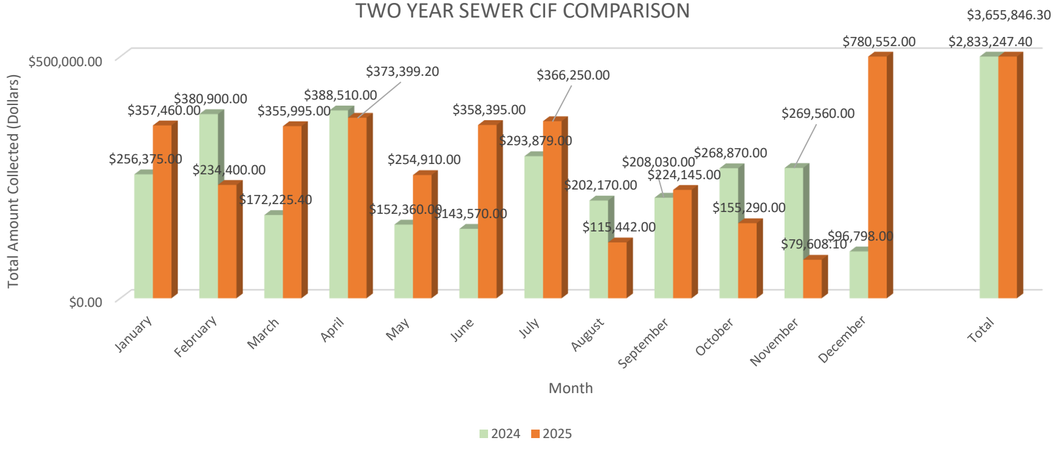
Huntfield Subdivision Root Intrusion Diagram

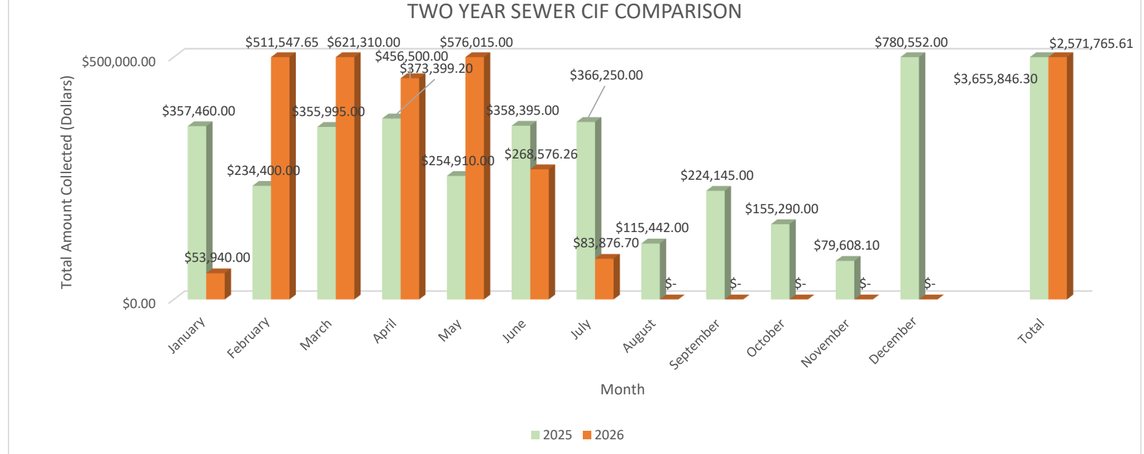
All Root Intrusions located at 90 and 22.5 Degree Connections



Charles Town Utility Board 2025 Capacity Improvement Fee Collections/EDU for Sewer						
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-25	1	121	122	$ 402,960.00	$ 45,500.00	$ 357,460.00
Feb-25		80	80	$ 289,650.00	$ 55,250.00	$ 234,400.00
Mar-25	0.5	121	121.5	$ 419,370.00	$ 63,375.00	$ 355,995.00
Apr-25	0.44	127	127.44	$ 514,774.20	$ 141,375.00	$ 373,399.20
May-25		87	87	$ 313,410.00	$ 58,500.00	$ 254,910.00
Jun-25		114	114	$ 368,145.00	$ 9,750.00	$ 358,395.00
Jul-25		125	125	$ 390,625.00	$ 24,375.00	$ 366,250.00
Aug-25	1.4	38	39.4	$ 133,317.00	$ 17,875.00	$ 115,442.00
Sep-25	0.5	76	76.5	$ 259,895.00	$ 35,750.00	$ 224,145.00
Oct-25		53	53	$ 182,915.00	$ 27,625.00	$ 155,290.00
Nov-25	2.67	24.5	27.17	$ 79,608.10		$ 79,608.10
Dec-25	4.4	263	267.4	$ 1,017,802.00	$ 237,250.00	$ 780,552.00
Total 2025	**10.91**	**1153.5**	**1240.41**	**$ 4,372,471.30**	**$ 716,625.00**	**$ 3,655,846.30**

Charles Town Utility Board 2026 Capacity Improvement Fee Collections/EDU for Sewer						
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-26		12	12	$ 53,940.00		$ 53,940.00
Feb-26	7.47	106	113.47	$ 545,672.65	$ 34,125.00	$ 511,547.65
Mar-26		137	137	$ 674,935.00	$ 53,625.00	$ 621,310.00
Apr-26		100	100	$ 513,375.00	$ 56,875.00	$ 456,500.00
May-26	1	121	122	$ 631,265.00	$ 55,250.00	$ 576,015.00
Jun-26		59.75	59.75	$ 271,826.26	$ 3,250.00	$ 268,576.26
Jul-26	1.26	34	35.26	$ 90,376.70	$ 6,500.00	$ 83,876.70
Aug-26						$ -
Sep-26						$ -
Oct-26						$ -
Nov-26						$ -
Dec-26						$ -
Total 2026	**9.73**	**569.75**	**579.48**	**$ 2,781,390.61**	**$ 209,625.00**	**$ 2,571,765.61**

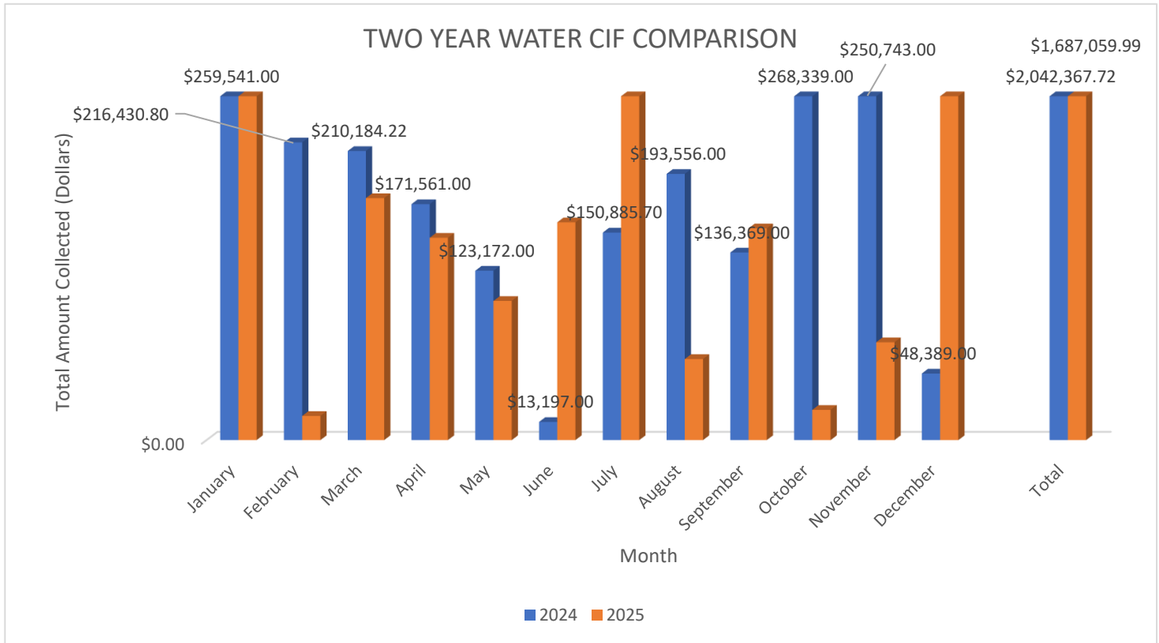


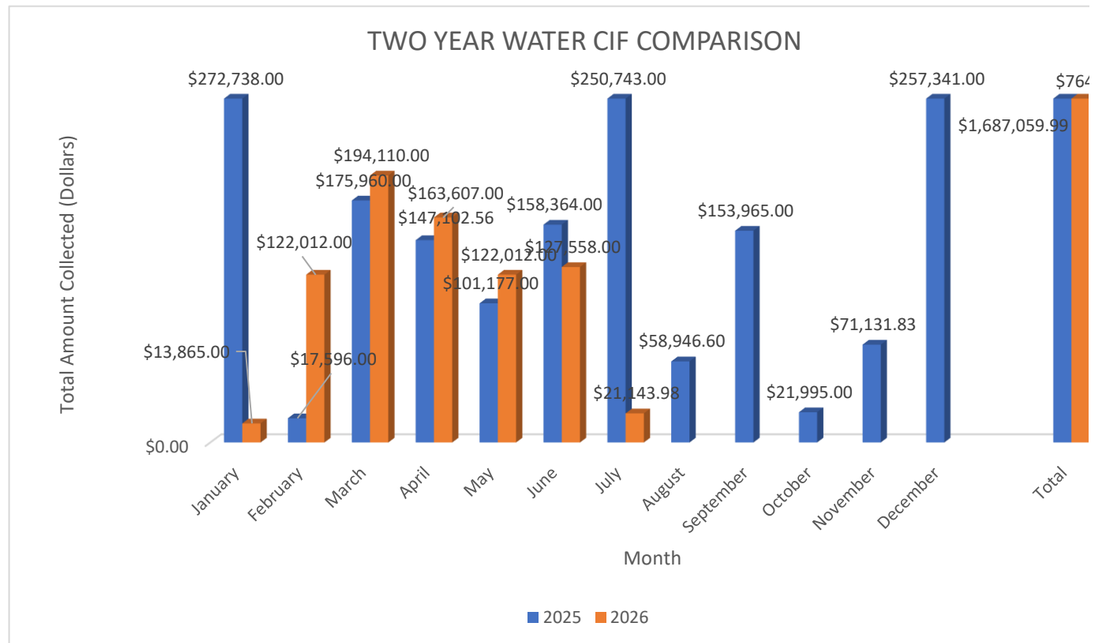


Water CIF Tracking as of August 26, 2026

2025 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-25		62	62	$ 272,738.00
Feb-25		4	4	$ 17,596.00
Mar-25		40	40	$ 175,960.00
Apr-25	0.44	33	33.44	$ 147,102.56
May-25		23	23	$ 101,177.00
Jun-25		36	36	$ 158,364.00
Jul-25		57	57	$ 250,743.00
Aug-25	1.4	12	13.4	$ 58,946.60
Sep-25		35	35	$ 153,965.00
Oct-25		5	5	$ 21,995.00
Nov-25	2.67	13.5	16.17	$ 71,131.83
Dec-25	3.5	56	59.5	$ 257,341.00
Total 2025	**8.01**	**371.5**	**384.51**	**$ 1,687,059.99**

2026 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-26		5	5	$ 13,865.00
Feb-26	7	37	44	$ 122,012.00
Mar-26		70	70	$ 194,110.00
Apr-26		59	59	$ 163,607.00
May-26		44	44	$ 122,012.00
Jun-26		46	46	$ 127,558.00
Jul-26	1.26	10	11.26	$ 21,143.98
Aug-26				
Sep-26				
Oct-26				
Nov-26				
Dec-26				
Total 2026	**8.26**	**271**	**279.26**	**$ 764,307.98**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	3,333
2016	1.75	419	1.14	0.61	610,000	2,905
2017	1.75	393	1.08	0.67	670,000	3,190
2018	1.75	491	1.34	0.41	410,000	1,952
2019	1.75	459	1.26	0.49	490,000	2,333
2020	1.75	419.7	1.15	0.60	603,333	2,873
2021	1.75	401.61	1.11	0.64	637,500	3,036
2022	1.75	387.15	1.06	0.69	687,500	3,274
2023	1.75	382.28	1.06	0.69	694,167	3,306
2024	1.75	432.96	1.19	0.56	559,167	2,663
2025	1.75	431.13	1.18	0.57	570,833	2,718
2026	1.75	280.78	1.33	0.42	421,429	2,007

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY	Total Design minus Average	Total Available	Total Available
2015	0.5	48	0.13	0.37	370,000	1,762
2016	0.5	49	0.13	0.37	370,000	1,762
2017	0.5	48	0.14	0.36	360,000	1,714
2018	0.5	78	0.21	0.29	290,000	1,381
2019	0.5	55.24	0.15	0.35	350,000	1,667
2020	0.5	1.09	0.16	0.34	340,000	1,619
2021	0.5	32.55	0.10	0.40	400,833	1,909
2022	0.5	62.8	0.17	0.33	328,333	1,563
2023	0.5	83.78	0.23	0.27	270,000	1,286
2024	0.5	66.68	0.18	0.32	316,667	1,508
2025	0.5	62.85	0.18	0.32	316,667	1,508
2026	0.5	21.39	0.10	0.40	397,143	1,891

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (210 gpd design for future plant)

Total EDU's available between CT and Tuscawilla	
2015	5,095
2016	4,667
2017	4,905
2018	3,333
2019	4,000
2020	4,492
2021	4,944
2022	4,837
2023	4,591
2024	4,171
2025	4,226
2026	3,898

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	36.55	1.21
FEBRUARY	28.96	1.03
MARCH	30.46	1.02
APRIL	29.52	0.98
MAY	30.78	0.99
JUNE	29.64	0.99
JULY	31.2	1.01
AUGUST	29.96	1.00
SEPTEMBER	33.38	1.11
OCTOBER	33.02	1.07
NOVEMBER	33.61	1.12
DECEMBER	35.2	1.14
Annual Total	382.28	1.06

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY	34.43	1.19
MARCH	38.99	1.26
APRIL	38.08	1.27
MAY	37.15	1.2
JUNE	32.9	1.1
JULY	34.51	1.11
AUGUST	42.16	1.36
SEPTEMBER	35.37	1.18
OCTOBER	35.46	1.14
NOVEMBER	35.48	1.22
DECEMBER	32.37	1.1
Annual Total	432.96	1.19

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	38.98	1.26
FEBRUARY	34.73	1.24
MARCH	33.84	1.09
APRIL	32.05	1.07
MAY	37.34	1.2
JUNE	38.01	1.2
JULY	34.6	1.12
AUGUST	35.14	1.16
SEPTEMBER	36.58	1.22
OCTOBER	35.87	1.16
NOVEMBER	36.00	1.2
DECEMBER	37.99	1.23
Annual Total	431.13	1.18

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	38.14	1.23
FEBRUARY	46.18	1.65
MARCH	42.67	1.38
APRIL	37.20	1.24
MAY	40.18	1.30
JUNE	37.01	1.23
JULY	39.4	1.27
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	280.78	1.33

2023		
	Total (MG)	AVERAGE (MG)
JANUARY	7.3	0.24
FEBRUARY	6.38	0.23
MARCH	6.41	0.21
APRIL	6.13	0.20
MAY	6.30	0.20
JUNE	6.89	0.23
JULY	7.31	0.24
AUGUST	7.7	0.25
SEPTEMBER	6.98	0.23
OCTOBER	6.92	0.22
NOVEMBER	7.22	0.24
DECEMBER	8.24	0.27
Annual Total	83.78	0.230

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	8.61	0.28
FEBRUARY	8.25	0.28
MARCH	6.28	0.2
APRIL	5.05	0.17
MAY	4.64	0.15
JUNE	5.25	0.18
JULY	4.91	0.16
AUGUST	5.42	0.18
SEPTEMBER	4.87	0.16
OCTOBER	4.5	0.15
NOVEMBER	4.41	0.15
DECEMBER	4.49	0.14
Annual Total	66.68	0.183

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	4.9	0.16
FEBRUARY	4.5	0.17
MARCH	6.19	0.2
APRIL	6.84	0.23
MAY	6.76	0.22
JUNE	6.84	0.23
JULY	6.82	0.22
AUGUST	5.42	0.17
SEPTEMBER	4.78	0.16
OCTOBER	3.68	0.12
NOVEMBER	3.12	0.22
DECEMBER	3	0.1
Annual Total	62.85	0.183

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	2.99	0.1
FEBRUARY	2.88	0.1
MARCH	2.99	0.1
APRIL	2.58	0.1
MAY	3.58	0.12
JUNE	2.97	0.1
JULY	3.4	0.11
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	21.39	0.103

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

HISTORICAL CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	4,928
2020	2.8	615.64	1.68	1.12	1,117,946	5,324
2021	2.8	601.87	1.64	1.16	1,164,627	5,546
2022	2.8	588.97	1.60	1.20	1,204,163	5,734
2023	2.8	602.24	1.63	1.17	1,168,256	5,563
2024	2.8	579.85	1.57	1.23	1,228,525	5,850
2025	2.8	602.15	1.65	1.15	1,154,057	5,496
2026	2.8	344.09	1.59	1.21	1,214,316	5,782

HISTORICAL GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	2.68	0.01	0.01	14,441	-
2025	0.0216	2.90	0.01	0.01	13,678	-
2026	0.0216	1.70	0.01	0.01	13,584	-

HISTORICAL CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	1.86	0.01	0.03	30,967	
2025	0.036	1.75	0.005	0.03	31,209	
2026	0.036	1.05	0.005	0.03	31,069	

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (210 gpd)

WATER TREATMENT PLANT FLOW DATA (TOTAL MONTHLY AND AVERAGE DAILY IN MILLION GALLONS)

2023		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	50,324,969	1,623,386
FEBRUARY	44,512,256	1,589,723
MARCH	51,243,776	1,653,025
APRIL	49,507,092	1,597,003
MAY	51,882,496	1,673,629
JUNE	51,245,216	1,653,071
JULY	53,546,017	1,727,291
AUGUST	53,866,467	1,737,628
SEPTEMBER	51,067,174	1,647,328
OCTOBER	49,781,275	1,605,848
NOVEMBER	47,073,432	1,518,498
DECEMBER	48,189,312	1,554,494
Annual Total	602,239,482	1,631,744

2024		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	48,027,207	1,549,265
FEBRUARY	44,217,320	1,579,190
MARCH	46,432,344	1,497,818
APRIL	44,552,042	1,437,163
MAY	46,432,344	1,497,818
JUNE	52,695,168	1,699,844
JULY	55,816,216	1,800,523
AUGUST	51,158,016	1,650,259
SEPTEMBER	48,673,792	1,570,122
OCTOBER	48,580,272	1,567,106
NOVEMBER	46,786,184	1,509,232
DECEMBER	46,480,137	1,499,359
Annual Total	579,851,042	1,571,475

2025		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	49,081,856	1,583,286
FEBRUARY	45,138,739	1,612,098
MARCH	48,289,664	1,557,731
APRIL	48,088,035	1,551,227
MAY	50,221,867	1,620,060
JUNE	49,541,120	1,651,371
JULY	53,797,378	1,735,399
AUGUST	51,914,776	1,674,670
SEPTEMBER	50,267,112	1,675,570
OCTOBER	48,798,720	1,574,152
NOVEMBER	59,302,560	1,976,752
DECEMBER	47,709,152	1,539,005
Annual Total	602,150,979	1,645,943

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	47,828,478	1,542,854
FEBRUARY	45,179,910	1,457,416
MARCH	47,157,420	1,521,207
APRIL	47,448,040	1,530,582
MAY	50,513,930	1,629,482
JUNE	51,799,130	1,670,940
JULY	54,166,530	1,747,307
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	344,093,438	1,585,684

2023		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	233,300	7,526
FEBRUARY	184,300	5,945
MARCH	218,200	7,039
APRIL	234,800	7,574
MAY	264,800	8,542
JUNE	268,900	8,674
JULY	325,100	10,487
AUGUST	281,300	9,074
SEPTEMBER	265,600	8,568
OCTOBER	233,900	7,545
NOVEMBER	242,500	7,823
DECEMBER	233,500	7,532
Annual Total	2,986,200	8,027

2024		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	234,900	7,577
FEBRUARY	182,100	5,874
MARCH	206,200	6,250
APRIL	224,200	7,232
MAY	210,000	6,774
JUNE	257,889	8,319
JULY	306,700	9,894
AUGUST	217,900	7,029
SEPTEMBER	203,900	6,577
OCTOBER	215,000	6,935
NOVEMBER	211,300	6,816
DECEMBER	205,400	6,626
Annual Total	2,675,489	7,159

2025		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	229,800	7,413
FEBRUARY	191,300	6,832
MARCH	213,100	6,874
APRIL	248,300	8,010
MAY	275,900	8,900
JUNE	281,500	9,383
JULY	298,800	9,639
AUGUST	288,599	9,310
SEPTEMBER	237,500	7,917
OCTOBER	234,900	7,577
NOVEMBER	201,800	6,727
DECEMBER	200,900	6,481
Annual Total	2,902,399	7,922

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	222,800	7,187
FEBRUARY	187,600	6,700
MARCH	193,900	6,255
APRIL	234,400	7,813
MAY	249,100	8,035
JUNE	289,600	9,653
JULY	324,500	10,468
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,701,900	8,016

2023		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	134,900	4,352
FEBRUARY	122,700	3,958
MARCH	140,000	4,516
APRIL	143,100	4,616
MAY	153,400	4,948
JUNE	166,200	5,361
JULY	166,400	5,368
AUGUST	170,400	5,497
SEPTEMBER	163,600	5,277
OCTOBER	140,600	4,535
NOVEMBER	143,200	4,619
DECEMBER	146,400	4,723
Annual Total	1,790,900	4,814

2024		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	155,600	5,019
FEBRUARY	135,000	4,821
MARCH	148,800	4,750
APRIL	155,700	5,023
MAY	153,600	4,955
JUNE	164,300	5,300
JULY	178,100	5,745
AUGUST	177,200	5,716
SEPTEMBER	151,800	4,897
OCTOBER	144,000	4,645
NOVEMBER	134,900	4,352
DECEMBER	160,300	5,171
Annual Total	1,859,300	5,033

2025		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	137,900	4,448
FEBRUARY	125,700	4,489
MARCH	133,100	4,294
APRIL	135,700	4,377
MAY	169,600	5,471
JUNE	140,600	4,687
JULY	148,600	4,794
AUGUST	149,100	4,810
SEPTEMBER	175,900	5,863
OCTOBER	162,500	5,242
NOVEMBER	139,700	4,657
DECEMBER	135,300	4,365
Annual Total	1,753,700	4,791

2026		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	142,800	4,606
FEBRUARY	129,300	4,618
MARCH	150,100	4,842
APRIL	143,000	4,767
MAY	158,100	5,100
JUNE	166,100	5,537
JULY	156,400	5,045
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,045,800	4,931

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Engineering Report

Attachments:

08.26.26 Engineers Report.pdf

CHARLES TOWN UTILITY BOARD
ENGINEER'S REPORT
August 26, 2026

Water Projects

Membrane/GAC Pilot Study

- AriaFiltra (membrane manufacturer) 3 month pilot cycle completed last week. The pilot performed well and as expected.
- AOP/Scinor pilot study installation and startup ongoing this week. Water quality sampling will be ongoing and sent to a certified laboratory.

Locust Hills (500,000 Gallon) Tank Cleaning and Rehab

- Portable Water Systems provided 2 temporary tanks and pressure system and Mid-Atlantic performed the cleaning and joint sealant rehab work.
- Project complete.

Corrosion Inhibitor Change

- CTUB planned to switch corrosion inhibitors at the end of March 2026. The Health Department is against this change. We need to decide if we want to proceed with this further or not. At a minimum, they are wanting to double the lead and copper sample sites from 30 to 60.
- Reason for change is no zinc buildup in system and better product for the hard water source.
- Paul is scheduling a meeting with Health Department.

Sewer Projects

Collection System Project (RK&K Design)

- HRI has been making progress with GDF RPR, Don Peglow, onsite. They are operating between 3-4 crews per week. All pump stations are now in operation (Jett's Farm, Moose Lodge, Lakeland and Burr East). Currently working on punchlist items at the pump stations, 8" gravity line along 11th and Forrest Streets (hard rock excavation is still causing major issues) and Evitt's Run laterals. We are still waiting on Potomac Edison for power at Jett's Farm, Moose Lodge and Lakeland Pump Stations.
- HRI expected to be Substantially Complete in a few weeks. Schedule has slipped a few more weeks due to presence of rock and waiting on power company.

- There will be an upcoming change order for additional bypass pumping and electrical work at Burr East.

New WWTP Design

- New influent pump station design is complete, working on specifications. Design of new headworks screens, vortex grit systems, Clarifiers and UV system are ongoing.
- 3rd party system water quality sampling to optimize plant size ongoing.
- GDF has begun preliminary design of new sludge handling system.

Tuscawilla BNR/MBR Project Upgrade

- Currently talking with membrane manufacturers to assist in basin membrane replacement and installation of one (1) new MBR system so that plant can treat up to 0.5 MGD.
- GDF working on new mechanical CAD drawings.
- Project to be bid this fall.

New Maintenance Building

- Awarded project to W. Harley Miller Contractors, Inc. for $1,360,000.
- Held preconstruction meeting on August 14.
- Contractor to begin mobilization in a few weeks.

Greenfield Forcemain

- Design complete, final easement received. GDF received the resubmitted NPDES permit.
- Project is currently out to bid. Pre-bid meeting has been held.
- Cost estimate is about $1,200,000.

Asbury Church Area Sewer Replacement

- Design complete, waiting on easement. Once received, project will be put out to bid.
- Cost estimate is about $1,100,000.

Flowing Springs Pump Station Upgrade

- Design is approximately 98% complete. WVBPH permit received.
- Project consists of replacing pumps, controls, instrumentation, valves, piping, VFDs, manhole and wet well rehabilitation and other various upgrades including electrical and HVAC.

- CTUB currently reviewing design. Once approval is received, project will be put out to bid.

Asset Management Plan – No Change

- CTWWTP portion is complete. Currently working on assisting CTUB with completing Tuscawilla WWTP portion.

Ammonia Sensors at CTWWTP

- The influent and effluent online continuously monitoring ammonia sensors have been installed and are reading correctly. Microtech tied these signals into SCADA so they can now be trended. These sensors have been very helpful. **No Change**

CTWWTP SBR Blower Issues

- Blower No. 2 has been returned and re-installed this month by Snyder Environmental.
- Three (3) new blower inlet control valves were also installed.
- Two (2) new blower thermal mass air flow sensors have been installed. They will be tied into SCADA soon.
- The blowers have been running well.

Misc.

- GDF has been assisting CTUB with Potesta interview and various subdivision reviews.

GD&F
GWIN DOBSON & FOREMAN ENGINEERS

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #17
Thursday, July 30, 2026 @ 10:00 AM

Meeting Minutes

Prepared by: **Gwin, Dobson & Foreman, Inc.**
David Santelli, Project Manager
Issued: 8/6/2026

1. Review Minutes of Previous Meeting & Attendance

- The Minutes from Progress Meeting #16 (issued 07/01/2026) were reviewed and approved.
- The sign-in sheet is attached.

2. Review of Work Progress since Previous Meeting

- Energization and start-up & testing at Jett's Farm and Moose Lodge Pumping Stations
- Troubleshoot & correct electrical issues at all pumping stations
- Removed bypass pumping provisions
- 1-1/4" force main installation at Burr East
- 2" force main installation at Moose Lodge
- Continued excavation & pipe Installation at 11th Ave alley approximately 150' remains to be installed until reaching structure 5B.
- Restoration at various sites

3. Planned Work

- Energize Lakeland Place and complete start-up & testing including emergency generator scheduled for next week (Microtech-Wed/Generator-Thurs).
- Connect laterals and install CTUB provided check valves along Forrest St and 11th Ave- next week.
- Landscaping at W. Washington (including fence) and S. Samuel Streets
- Continue/complete excavation & pipe installation at 11th Ave alley
- Prepare 11th Ave and Forrest St Pumping Stations for demolition
- Continue restoration at various sites
- Begin project closeout

4. Field Observations, Problems, Conflicts & Coordination:

- RFIs – There have been 27 RFIs received to date, with 0 outstanding.
- WCDs – There have been 5 Work Change Directives issued to date, with 0 outstanding.
    - Upcoming WCD for removing the Burr residential grinder pump and associated work from the scope.
- HRI confirmed they will need to truck in water for Lakeland testing.
- HRI stated they are coordinating with Microtech and Generator company for startup and testing at Pump Stations.
- Don and Brad will create and maintain a punch list of outstanding items for the project duration.

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #17
Thursday, July 30, 2026 @ 10:00 AM

5. Status of Construction Schedule & Contract Times

- HRI to provide an updated project schedule. No schedule updates have been received since 1/28/2026.
- Change Order No. 05 (PCO-12 and PCO-13)- (7/27) DEP needed some clarification on a few items, GD&F is gathering info for a response.
- Change Order No. 06 for extended bypass pumping and conduit at Burr East is being reviewed by GD&F.

Current Contract:
Contract Status: 589 of 607 days have elapsed.
Substantial Completion Date: July 17, 2026
Final Completion Date: August 16, 2026

6. Review of Submittals & Material Deliveries

- There have been 58 submittals, with 0 outstanding.
- HRI to provide outstanding AIS certifications and pump performance sheets associated with previously approved submittals. With the project nearing completion, these documents should be submitted as soon as possible.
- Deliveries: misc. parts/fittings.
- HRI stated they have all the materials needed to complete the project.

7. Maintenance of Quality and Work Standards

- CTUB and Don agreed that the work completed to date has been satisfactory.
- HRI stated that there have not been any new DEP (Keith) site inspections.

8. Application for Payment

- Pay Application No. 16 for the work completed in June 2026 was received on 7/22/2026, reviewed by GD&F, and forwarded to CTUB for Board approval.

9. Testing:
1-1/4" FM at Burr East, 2" FM at Moose Lodge- Tested and Passed.

10. Other Pertinent Business

- Burr East Residential Pump Station, customers existing pump and wetwell.
- CTUB supplied backwater valves are to be installed on the main side of the cleanout.
- HRI to send all O&M manuals and warranty info for the project.
- HRI stated they will have Microtech go over all pump stations to workout any issues while they are in town next week.

Lakeland Pump Station

- Potomac Edison to energize PS. *Post Mtg- Lakeland has been energized.*
- Testing, and emergency generator startup scheduled for next week.

11th Avenue / Forrest Street

- Discuss remaining gravity sewer installation, lateral connections, and CTUB-furnished check valve installation.
- Confirm schedule for disconnecting and demolishing the existing pump stations following successful Lakeland startup.

Restoration

- Review status of pavement restoration, landscaping, fencing, and final site restoration.
- Discuss any remaining erosion and sediment control measures and removal schedule.

11. Future Meeting

- Next progress meeting will be Thursday, August 27, 2026 at 10:00 AM at CTUB Office with Zoom option.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David Santelli — 8/6/2026

David Santelli
Project Manager

Date

Charles Town Utility Board
Charles Town Maintenance Building
City of Charles Town, Jefferson County, West Virginia
Preconstruction Meeting
Friday, August 14, 2026 @ 10:00 AM

MEETING MINUTES

Prepared by: **Gwin Dobson & Foreman, Inc.**
Luke Paronish P.E. and Chris Eckenrode, P.E., Engineering Manager

Issued: **August 17, 2026**

1. Introduction

All parties introduced themselves and signed attendance sheet (attached). The Contractor for the project is W. Harley Miller Contractors Inc. The project consists of a new maintenance building with 3 bays, office and single-user restroom.

2. Permits

A building permit was obtained for the construction of the maintenance building.
Required inspections:

Inspection Sequence
Footings (prior to pour)
Footings 2 (prior to pour)
Rough Framing
Underground Plumbing
Foundation (prior to pour)
Garage Slab (prior to pour)
Rough Framing w/3rd Party Electrical
Insulation (Prior to Wall Coverings)
Final (Including 3rd Party Electrical Approval)

For truss submissions and rough framing inspections, **West Virginia sealed/ stamped plans** will be required prior to scheduling those inspections.

(Luke forwarded the building permit email chain on 8/17/26 to share contacts from the City of Charles Town Building Codes Inspection Department. Contractor to reach out proactively.)

3. Taxes

The Owner is exempt from paying sales tax. CTUB's Tax ID number is 32-0280357. Contractor is responsible for all other taxes required by law. B&O tax is applicable on this project (2%).

4. Progress Payments

A pencil copy of the Application for Payment shall be forwarded to the Engineer for approval prior to sending final copies.

Payment will be based on the approved Schedule of Values. Payment for stored materials is subject to the provision of the General Conditions. To submit stored materials for payment, paid invoices and proof of insurance must be submitted with the pencil copies. Don Peglow to verify on-site quantities for pay aps.

A maximum of 10% payment will be issued upon approved submittal.

A digital signed copy of the Contractor's Application for Payment shall be submitted at the end of every month to the Engineer for processing. Once approved, the Engineer will then forward the applications to the Owner for final review and approval. Engineer has 10 days to review and recommend payment to Owner. Owner has 30 days after presentation of Application to make the payment to the Contractor.

The cut-off date for each pencil copy will be the 4th Wednesday of each month. CTUB needs signed copies by the first Wednesday of each month.

5. Subcontractors, Suppliers, and Others

The Contractor provided a preliminary listing of subcontractors, suppliers and others for Engineer's/Owner's review who will be providing equipment, materials and services for this project. The Contractor shall not employ any subcontractor of which the Owner/Engineer has reasonable objection.

6. Progress Work Schedule

A preliminary progress schedule that indicates the times for starting and completing the various stages of the work, including any Milestones was submitted at the meeting.

The Contractor shall coordinate the scheduling of all work with the Owner and the Engineer.

Schedule of Values to be submitted asap.

Projected onsite Mobilization date, approximately September 1st.

The Contractor indicated the work schedule initially would be 5-8 hour days.

7. Field Offices and Sheds

The Contractor will provide a field office. Coordinate locations with Collin.

8. Construction Photography

The Contractor shall provide a preconstruction video stored on flash drive fully documenting all existing conditions as observed by Owner or Engineer prior to construction at all sites. The Contractor shall provide construction photos with each Application for Payment per Section 01 32 33.

9. Shop Drawings/Submittals

Shop drawings can be provided electronically. Copy everyone involved on submittals to keep everyone in the loop. Please label correctly with submittal number, spec section, title, etc.

The Contractor is responsible for all field measurements, quantities, dimensions, specified performance criteria, installation requirements, materials, catalog numbers and similar information with respect thereto.

All submittals will be approved with the stipulation that the Contractor is solely responsible for the materials intended use, fabrication, shipping, handling, storage, assembly and installation pertaining to the performance of the work.

All submittals will be approved with the stipulation that the Contractor is solely responsible for means, methods, techniques, sequences and procedures of construction and safety precautions and programs.

Each submittal will bear the stamp of specific written indication that the Contractor has satisfied their obligation under the contract. The Contractor shall provide all samples necessary per Contract Documents.

Gather/store all samples in the job trailer and coordinate with owner such that all samples/selections can be done at one time.

10. Construction Debris/Excess Material

Streets, grounds, roadways, driveways, etc. must be kept clean of debris, trash and excess material. Keep project site clean from any accumulated waste. Conduct cleaning and disposal operations to comply with all applicable specifications, codes, ordinances and regulations.

11. Safety Requirements and Other Controls

Safety requirements are entirely the Contractor's responsibility according to all applicable state and federal laws (including OSHA). The Owner and Engineer have no responsibility for monitoring the

Contractor's safety program. Relative to safety, Owner and Engineer are in an observer role only. Periodic OSHA inspections should be anticipated.

The Contractor will take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage. The Contractor will provide and maintain all necessary safety equipment such as fences, barriers, signs, lights, walkways, guards, fire prevention and fire-fighting equipment and will take such other action as is required to fulfill his obligations under his Contract.

The Contractor will be responsible for the security and protection of the work and loss or damage of equipment, etc.

12. Change Orders/Field Orders

Issued/reviewed as needed.

13. Project Meetings

The Engineer will schedule and administer periodic progress meetings and specially called meetings throughout the progress of the work. Meetings will be conducted on the first Tuesday of every month at 10 AM. The first progress meeting is scheduled for Tuesday September 1st, 10 AM.

14. Contract Documents

Two (2) sets of Conformed Documents were distributed to the Contractor at the meeting. An electronic copy of "Issued for Construction" drawings were also sent to the contractor. The Owner received one (1) set of Construction Drawings and Conformed Documents as well as an electronic copy at the meeting.

Notice to Proceed was issued at the meeting 8-14-26 (start of Contract Times).

15. As-Built Drawings

The Contractor should keep updated record drawing changes.

16. Temporary Facilities and Controls

The Contractor will be responsible for providing and coordinating all required temporary utilities, facilities and controls including: water service and distribution, storm sewers and drainage, temporary roads, sanitary facilities, temporary power (EC), telephone, heating and ventilation, fire protection, temporary lifts/stairs, etc.

There is currently a power feed from the existing maintenance garage to a pedestal. The pedestal will need to be removed as part of construction, but the breaker feeding this pedestal should be available for feeding temporary power to the field office. Coordinate with CTUB.

17. Utilities

The Contractor must contact the WV 811 System prior to any excavation.

Contractor to coordinate with electric utility listed on electrical site plan drawing for power service.

18. Other Items

Coordinate security (locking gates, doors, etc.). Discussed providing contractor a key to the alternate/non-powered gate.

Contractor to coordinate all equipment deliveries and staging areas with CTUB. All items must go through Travis Markley/Collin Cole, no exceptions. Coordinate all demolished items to be salvaged directly with Travis Markley.

The Contractor shall **maintain all updated Certificates of Insurance during construction.**
Still need builders risk insurance policy.

Please E-mail all RFI's directly to the Engineer, attention Luke Paronish and Chris Eckenrode. Answered RFI's will be distributed to all appropriate parties.

Attendees went to the construction site and discussed preliminary thoughts on field office location and available space for stored materials. CTUB to move vehicles/adjust parking to accommodate.



Luke Paronish P.E.
Assistant Project Manager

8/17/2026
Date

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

August 12, 2026

Attachments:

Board Report 08.12.2026.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Sewer	6-60	$25,392.91	$0.00	$0.00	$25,392.91
Water	7-50	$40,139.71	$0.00	$37,526.44	$77,666.15
Sewer	7-60	$129,604.44	$0.00	$43,200.75	$172,805.19
	Year Total:	$169,744.15	$0.00	$80,727.19	$250,471.34
Water	X-50	$30,138.44	$0.00	$0.00	$30,138.44
Sewer	X-60	$22,450.00	$0.00	$0.00	$22,450.00
	Year Total:	$52,588.44	$0.00	$0.00	$52,588.44
Total Of All Funds:		$247,725.50	$0.00	$80,727.19	$328,452.69

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$70,278.15	$0.00	$37,526.44	$107,804.59
Sewer	60	$177,447.35	$0.00	$43,200.75	$220,648.10
Total Of All Funds:		$247,725.50	$0.00	$80,727.19	$328,452.69

This Packet: $ 328,452.69
Security Deposit Refunds, checks dated 8/12/2026: 1,791.09

Total: $ 330,243.78

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WVBUR010		WV BUREAU OF PUBLIC HEALTH	*Account Continued*				
I2700100	08/04/26	M.SIVIERO CLSS S WW CERT	Open	$100.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2700095	07/24/26	BACTERIOLOGICAL TEST	Open	$46.00	$0.00		
I2700096	07/28/26	BACTERIOLOGICAL TEST	Open	$161.00	$0.00		
			Vendor Total:	**$207.00**			
XYLEM020		XYLEM WATER SOLUTIONS U.S					
I2700097	08/03/26	INV# 401494262 & 401494309	Open	$6,962.70	$0.00		

Total Purchase Orders: 88 Total P.O. Line Items: 0 Total List Amount: $328,452.69 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WAKEF005		REVCO SOLUTIONS	*Account Continued*				
I2700093	07/31/26	JUL COLLECTIONS	Open	$229.14	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
P2600255	06/16/26	RPL EXPL PRF AND WIRING TUSC	Open	$7,800.00	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2700015	07/08/26	WENDYS PS SPARE PUMP	Open	$22,450.00	$0.00		
P2700030	07/17/26	ZOELLER PUMP FOR DEERFIELD	Open	$3,770.00	$0.00		
			Vendor Total:	**$26,220.00**			
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2700022	07/14/26	VEHICLES MISC	Open	$1,125.06	$0.00		
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
P2700037	07/22/26	SAMPLING AT CTWWTP 5/28-7/6	Open	$1,720.00	$0.00		
STEPT005		STEPTOE & JOHNSON PLLC					
I2700071	07/17/26	GENERAL EMPLOYER COUNSELING	Open	$81.25	$0.00		
I2700072	07/17/26	GENERAL ENVIRONMENTAL	Open	$30,920.00	$0.00		
			Vendor Total:	**$31,001.25**			
STEVE020		STEVE HARTLE					
I2700073	07/23/26	PER DIEM & MILEAGE	Open	$111.80	$0.00		
STONE005		STONER ENTERPRISES INC					
I2700074	07/22/26	SVC @ 661 S GEORGE ST	Open	$87.49	$0.00		
I2700075	07/24/26	COOLER RENTAL@661 S GEORGE ST	Open	$15.55	$0.00		
			Vendor Total:	**$103.04**			
TMOBI005		T-MOBILE					
I2700092	07/21/26	MONTHLY CELL SERVICE	Open	$617.66	$0.00		
THOMA005		THOMAS NALLS					
I2700115	08/11/26	AUG TANK LOT RENT	Open	$4,192.53	$0.00		
USBAN005		U.S. BANK					
I2700114	07/31/26	PCARD 9146	Open	$23,761.35	$0.00		
WHELT005		WHEL-TECH INC					
P2700050	08/03/26	WATER WEASEL GREASE EATER	Open	$9,990.00	$0.00		
WINCH030		WINCHESTER NOLAND CO.					
I2700076	07/15/26	BLEACH	Open	$112.88	$0.00		
WIREL005		WIRELESS NETWORKS GROUP, INC					
I2700094	07/31/26	MISC SVCS, JUL	Open	$3,675.00	$0.00		
WVASS005		WV ASSOC OF COUNTIES GROUP					
I2700077	07/13/26	INCREASED LIMITS	Open	$2,368.00	$0.00		
WVBUR010		WV BUREAU OF PUBLIC HEALTH					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
HDSUP005		HD SUPPLY INC					
P2700023	07/14/26	MISC WTP	Open	$1,474.74	$0.00		
P2700028	07/17/26	MISC FOR CTWWTP	Open	$631.79	$0.00		
P2700041	07/24/26	MISC CTWWTP ITEMS	Open	$404.05	$0.00		
P2700042	07/27/26	MISC FOR WW PLANTS	Open	$2,106.10	$0.00		
P2700044	07/27/26	MISC FOR CTWWTP	Open	$726.51	$0.00		
P2700047	07/29/26	MISC FOR CTWWTP	Open	$1,393.34	$0.00		
			Vendor Total:	**$6,736.53**			
INWOO005		INWOOD QUARRY, INC.					
I2700086	07/29/26	I10 PICKUPS: 7/29/26	Open	$318.64	$0.00		
I2700087	07/28/26	I8 & C2 PICKUPS: 7/28/26	Open	$2,396.40	$0.00		
			Vendor Total:	**$2,715.04**			
JPRFB005		JP & RF BURNS PARTNERSHIP					
I2700088	07/31/26	JUL LOADS - 35	Open	$6,440.00	$0.00		
KAYCA005		KAY CASTO & CHANEY PLLC					
I2700067	07/28/26	GENERAL: THRU 6/30/26	Open	$5,627.50	$0.00		
I2700068	07/28/26	WVAW: THRU 6/30/26	Open	$375.00	$0.00		
I2700069	07/28/26	PSC CASE: THRU 6/30/26	Open	$1,532.16	$0.00		
I2700070	07/28/26	CIF PSC CASE: THRU 6/30/26	Open	$7,292.91	$0.00		
			Vendor Total:	**$14,827.57**			
KMELE005		KM ELECTRICAL SOLUTIONS LLC					
P2700045	07/29/26	TROUBLESHOOT LIGHTING-TUSC	Open	$326.00	$0.00		
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2700040	07/23/26	OIL CHANGE, INSPECTION-SEWER	Open	$256.53	$0.00		
P2700046	07/29/26	OIL CHANGE	Open	$150.17	$0.00		
P2700058	08/03/26	OIL CHANGE & SERVICE-SWR TRUCK	Open	$182.98	$0.00		
			Vendor Total:	**$589.68**			
MICRO005		MICRO-TECH DESIGNS, INC.					
P2700067	08/11/26	CTWWTP WIN911 & WONDWARE RENE	Open	$8,486.05	$0.00		
P2700068	08/11/26	ENG HRS AMMONIA PROBES CTWWTF	Open	$1,980.00	$0.00		
			Vendor Total:	**$10,466.05**			
MIKES005		MIKE SIVIERO					
I2700089	08/03/26	MILEAGE: 7/19 - 7/24/26	Open	$253.75	$0.00		
PAULM005		PAUL MANTELLO					
I2700090	08/03/26	PER DIEM: 9/01 - 9/04/26	Open	$238.00	$0.00		
I2700091	08/03/26	PER DIEM: 8/01 - 8/11/26	Open	$102.00	$0.00		
			Vendor Total:	**$340.00**			
PUMPM005		PUMPMAN PITTSBURGH LLC					
P2700029	07/17/26	CTWWTP PROBES REPLACEMENT PAI	Open	$2,184.80	$0.00		
WAKEF005		REVCO SOLUTIONS					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CUMMI010		CUMMINS, INC	*Account Continued*				
DAVID010		DAVID ENGLE					
I2700062	07/20/26	MILEAGE: 7/20/26	Open	$404.55	$0.00		
DIWGR005		DIW GROUP, INC					
I2700102	07/28/26	CTUB GENERAL SERVICES	Open	$870.00	$0.00		
I2700103	07/28/26	FOUNDRY CENTRE	Open	$507.00	$0.00		
I2700104	07/28/26	KINGS CROSSING	Open	$169.00	$0.00		
I2700105	07/28/26	PRESIDENTS POINTE PHASE 5	Open	$2,112.50	$0.00		
I2700106	07/28/26	HUNTWELL WEST PHASE 2	Open	$2,070.25	$0.00		
I2700107	07/28/26	SHENANDOAH SPRINGS	Open	$1,225.25	$0.00		
I2700108	07/28/26	NORBORNE GLEBE	Open	$1,605.50	$0.00		
I2700109	07/28/26	RIVERPOINTE	Open	$6,506.50	$0.00		
I2700110	07/28/26	BEALLAIR	Open	$760.50	$0.00		
I2700111	07/28/26	MEDIA FARMS	Open	$3,084.25	$0.00		
I2700112	07/28/26	AVALON	Open	$84.50	$0.00		
			Vendor Total:	**$18,995.25**			
DODSO010		DODSON SEPTIC SERVICES, LLC					
P2700048	07/30/26	PUMP VARIOUS LIFT STATIONS	Open	$600.00	$0.00		
DUSTI005		DUSTIN GREGORY					
I2700084	08/03/26	MILEAGE: 7/27 - 7/29/26	Open	$391.50	$0.00		
EJUSA005		EJ USA, INC.					
P2600285	06/24/26	MH FRAMES AND COVERS	Open	$15,439.50	$0.00		
FCIGR005		FCI GROUP LLC					
P2700059	08/04/26	TIRES, OIL CHANGE - SWR TRCK	Open	$1,500.79	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
I2700098	08/03/26	TESTING	Open	$3,955.84	$0.00		
I2700099	08/03/26	TESTING	Open	$30,973.89	$0.00		
			Vendor Total:	**$34,929.73**			
GERAL005		GERALD TAYLOR CO., INC.					
I2700063	07/21/26	PUMP / TRANSPORT	Open	$1,317.77	$0.00		
I2700064	07/21/26	TRANSPORT	Open	$1,817.64	$0.00		
I2700085	07/28/26	PUMP / TRANSPORT	Open	$910.53	$0.00		
			Vendor Total:	**$4,045.94**			
GUTTM005		GUTTMAN ENERGY					
I2700065	07/19/26	W/E 7/19/26	Open	$2,037.82	$0.00		
I2700066	07/26/26	W/E 7/26/26	Open	$3,062.80	$0.00		
I2700101	08/02/26	W/E 8/02/26	Open	$1,988.28	$0.00		
			Vendor Total:	**$7,088.90**			
HACHC005		HACH COMPANY					
P2700043	07/27/26	DO PROB CTWWTP	Open	$1,798.15	$0.00		

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *08/12/26 to 06/30/27*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
AMERI015		AMERIGAS PROPANE LP					
I2700078	07/31/26	TANK RENTAL: 68 PLANTATION LN	Open	$172.88	$0.00		
I2700079	07/31/26	TANK RENTAL: 832 S GEORGE ST	Open	$168.41	$0.00		
I2700080	07/31/26	TANK RENTAL: MASON DR	Open	$136.81	$0.00		
			Vendor Total:	**$478.10**			
ATLAN010		ATLANTIC MACHINERY INC					
P2700009	07/08/26	JETTER HEADS	Open	$1,730.95	$0.00		
ATLAS010		ATLAS COPCO NORTH AMERICA INC					
P2600277	06/25/26	REPLACE FAN MOTOR COMPRESS-CT	Open	$2,183.42	$0.00		
AUTOZ005		AUTOZONE, INC					
P2700038	07/23/26	MISC FOR VEHICLES	Open	$112.79	$0.00		
BLUEH005		BLUE HARVEST BRANDS INC					
P2700055	08/03/26	ULTRA CLEAR FOR LH PONDS	Open	$6,513.47	$0.00		
CITYN005		CITY NATIONAL BANK					
I2700081	08/05/26	LOCKBOX SVCS: JUL	Open	$202.96	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2700116	07/31/26	UB COLLECTIONS JUL	Open	$25,526.40	$0.00		
CITYO030		CITY OF RANSON - SEWER CIFS					
I2700118	07/15/26	RANSON CIFS - PRES. POINTE	Open	$6,500.00	$0.00		
I2700119	08/04/26	RANSON CIFS - SHEN. SPRINGS	Open	$11,375.00	$0.00		
			Vendor Total:	**$17,875.00**			
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
I2700082	08/03/26	AUG 2026 PROFF SVCS	Open	$7,000.00	$0.00		
COREM005		CORE & MAIN INC					
P2700039	07/23/26	1X300 CTS DR9 PE TUBE BLK	Open	$285.00	$0.00		
P2700057	08/03/26	6PVC SDR SWR PIPE	Open	$2,360.82	$0.00		
			Vendor Total:	**$2,645.82**			
CORPO005		CORPORATION OF RANSON					
I2700117	07/31/26	JUL UT COLLECTIONS	Open	$5,677.31	$0.00		
COYNE005		COYNE CHEMICAL INC					
I2700061	07/16/26	SODIUM HYPOCHLORITE 15%	Open	$4,052.45	$0.00		
I2700083	07/30/26	AMMONIUM SULFATE 40% NSF	Open	$3,172.00	$0.00		
			Vendor Total:	**$7,224.45**			
CUMMI010		CUMMINS, INC					
P2700035	07/22/26	TROUBLESHOOT JEFFERSON HIGH P	Open	$910.88	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

August 26, 2026

Attachments:

Board Report 08.26.2026.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Sewer	6-60	$9,609.85	$0.00	$0.00	$9,609.85
Water	7-50	$77,304.07	$0.00	$30,594.01	$107,898.08
Sewer	7-60	$88,514.61	$0.00	$46,530.51	$135,045.12
	Year Total:	$165,818.68	$0.00	$77,124.52	$242,943.20
Water	X-50	$57,512.65	$0.00	$0.00	$57,512.65
Sewer	X-60	$362,010.39	$0.00	$0.00	$362,010.39
	Year Total:	$419,523.04	$0.00	$0.00	$419,523.04
Total Of All Funds:		$594,951.57	$0.00	$77,124.52	$672,076.09

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$134,816.72	$0.00	$30,594.01	$165,410.73
Sewer	60	$460,134.85	$0.00	$46,530.51	$506,665.36
Total Of All Funds:		$594,951.57	$0.00	$77,124.52	$672,076.09

This Packet: $ 672,076.09
Security Deposit Refunds, checks dated 8/12/2026: 1,551.94

Total: $ 673,628.03

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CITHO005		THE CI THORNBURG CO, INC.	*Account Continued*				
P2700073	08/12/26	CHEMICALS FOR WATER PLANT	Open	$2,836.39	$0.00		
P2700078	08/17/26	FLOW METER CALIBRATION-WTP	Open	$1,520.00	$0.00		
			Vendor Total:	**$37,866.39**			
USALC010		USALCO, LLC					
I2700150	08/10/26	DELPAC 2500	Open	$8,489.88	$0.00		
WILDM005		WILLDAN FINANCIAL SERVICES					
P2700084	07/01/26	WATER & WASTEWATER RATE STUDY	Open	$540.00	$0.00		
WVAME005		WV AMERICAN WATER					
I2700151	08/01/26	USAGE DATA - 4,094	Open	$818.80	$0.00		
I2700152	07/22/26	SHUTOFFS, RECONNECTS	Open	$160.00	$0.00		
			Vendor Total:	**$978.80**			
WVBUR010		WV BUREAU OF PUBLIC HEALTH					
I2700153	08/26/26	M.DENNIS CLSS S WW CERT	Open	$100.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2700154	08/04/26	FLOURIDE TEST	Open	$20.00	$0.00		
I2700155	08/14/26	FLOURIDE TEST	Open	$20.00	$0.00		
I2700156	07/27/26	BACTERIOLOGICAL TEST	Open	$345.00	$0.00		
			Vendor Total:	**$385.00**			
WVWAT005		WV WATER DEVELOPMENT AUTH					
I2700120	08/26/26	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,285.56	$0.00		

Total Purchase Orders: 76 Total P.O. Line Items: 0 Total List Amount: $672,076.09 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
KMELE005		KM ELECTRICAL SOLUTIONS LLC	*Account Continued*				
P2700066	08/11/26	REPLACED DISCONNECT BLW RM-CT	Open	$548.00	$0.00		
LOVEL005		LOVELYPIXELS LLC					
P2700080	08/17/26	ANNUAL MANAGED HOSTING WEBSIT	Open	$1,605.00	$0.00		
MISSU005		MISS UTILITY OF WV, INC.					
I2700142	08/07/26	MESSAGE FEES: JUL	Open	$589.00	$0.00		
PATTO005		PATTON BUILDING SERVICES					
I2700143	07/31/26	CLEANING JUL	Open	$533.00	$0.00		
PAULM005		PAUL MANTELLO					
I2700144	08/26/26	MILEAGE: 8/10 - 8/11/26	Open	$340.75	$0.00		
PORTA005		PORTABLE WATER SYSTEMS LLC					
P2600211	05/20/26	LOCUST - TEMP STORAGE TANKS	Open	$26,050.00	$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
I2700145	08/05/26	JUL SVCS: AFTER-HRS EMERGENCY	Open	$283.93	$0.00		
QUALI005		QUALITY FENCE & DECK CO					
P2700071	08/11/26	GATE OPENERS FOR CTWWTP	Open	$1,375.00	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2600101	04/13/26	HUNTFIELD PUMP-LIFTING BAIL	Open	$3,969.00	$0.00		
P2700012	07/01/26	DEERFIELD PLANT CONTROL PANELS	Open	$38,270.00	$0.00		
P2700062	08/10/26	CRANES LANE PANEL TROUBLESHOO	Open	$1,672.49	$0.00		
P2700081	08/17/26	SUBMERSIBLE LEVEL TRANSDUCERS	Open	$2,550.00	$0.00		
			Vendor Total:	**$46,461.49**			
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2700074	08/13/26	FRT ROTORS, PADS, REAR PADS SW	Open	$774.22	$0.00		
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
P2700064	08/10/26	CTWWTP MISC BLW, INTK VLV BLW	Open	$7,088.63	$0.00		
STEPT005		STEPTOE & JOHNSON PLLC					
I2700146	08/20/26	GENERAL EMPLOYER COUNSELING	Open	$487.50	$0.00		
I2700147	08/20/26	GENERAL ENVIRONMENTAL	Open	$22,107.03	$0.00		
			Vendor Total:	**$22,594.53**			
STONE005		STONER ENTERPRISES INC					
I2700148	07/31/26	SVC@ 661 S GEORGE ST	Open	$171.98	$0.00		
I2700149	08/14/26	SVC@ 661 S GEORGE ST	Open	$105.70	$0.00		
			Vendor Total:	**$277.68**			
CITHO005		THE CI THORNBURG CO, INC.					
P2700051	08/03/26	520M M2 MXU SINGLE PORTS	Open	$9,990.00	$0.00		
P2700052	08/03/26	520M M2 MXU SINGLE PORTS	Open	$9,990.00	$0.00		
P2700053	08/03/26	520M M2 MXU SINGLE PORTS	Open	$9,990.00	$0.00		
P2700054	08/03/26	1" SRII TRPL METERS	Open	$3,540.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
EXCEL010		EXCELSIOR BLOWER SYSTEMS	*Account Continued*				
			Vendor Total:	**$5,701.57**			
FREDE005		FREDERICKTOWNE LABS INC					
P2700033	07/01/26	SAMPLING PLAN - WWTP UPGRADES	Open	$10,423.86	$0.00		
GERAL005		GERALD TAYLOR CO., INC.					
I2700131	07/31/26	PUMP / TRANSPORT	Open	$1,238.04	$0.00		
I2700132	07/31/26	SUPERVAC	Open	$1,748.86	$0.00		
I2700133	08/11/26	PUMP / TRANSPORT	Open	$649.35	$0.00		
I2700134	08/11/26	TRANSPORT	Open	$699.30	$0.00		
I2700135	08/18/26	PUMP / TRANSPORT	Open	$1,105.34	$0.00		
I2700136	08/18/26	SUPERVAC	Open	$2,581.28	$0.00		
			Vendor Total:	**$8,022.17**			
GUTTM005		GUTTMAN ENERGY					
I2700137	08/09/26	W/E 8/09/26	Open	$2,449.42	$0.00		
I2700138	08/16/26	W/E 8/16/26	Open	$2,104.11	$0.00		
			Vendor Total:	**$4,553.53**			
GWIND005		GWIN DOBSON & FOREMAN INC					
I2700139	07/31/26	WW RETAINER SVCS	Open	$1,272.00	$0.00		
I2700162	07/31/26	PROJ: 25080 WTP PILOT STUDY	Open	$30,694.76	$0.00		
P2700100	07/31/26	PROJ: 25052 - FS PS UPGRADE	Open	$3,525.29	$0.00	C2700002	C
P2700101	07/31/26	PROJ: 24046 - CTWWTP UPGRADE	Open	$73,142.05	$0.00	C2700001	C
P2700102	07/31/26	24054 CS PROJECT	Open	$7,340.00	$0.00		
P2700103	07/31/26	PROJ: 26018 TUI MBR PROJECT	Open	$3,307.20	$0.00	C2700003	C
P2700104	07/31/26	PROJ: 24057 NEW MAINT BUILDING	Open	$1,535.79	$0.00	C2700004	C
			Vendor Total:	**$120,817.09**			
HDSUP005		HD SUPPLY INC					
P2700047	07/29/26	MISC FOR CTWWTP	Open	$308.60	$0.00		
P2700082	08/18/26	MISC SUPPLIES FOR CTWWTP	Open	$1,549.30	$0.00		
P2700083	08/18/26	HACH DR4900 SPECTROPHOTOMETEI	Open	$7,940.00	$0.00		
			Vendor Total:	**$9,797.90**			
HRIIN005		HRI, INC.					
I2700161	07/31/26	CS PROJECT - PAY APP NO. 17	Open	$225,234.09	$0.00		
INWOO005		INWOOD QUARRY, INC.					
I2700140	08/06/26	C2 PICKUPS: 8/06/26	Open	$617.59	$0.00		
JAMES005		JAMES RIVER EQUIPMENT					
P2700065	08/10/26	SERVICE 9'11"L-ARM/20"RUBB	Open	$4,356.17	$0.00		
P2700076	08/14/26	HAMMER ON HITACHI HOSE BLEW	Open	$3,647.35	$0.00		
			Vendor Total:	**$8,003.52**			
JEFFE005		JEFFERSON PUBLISHING COMPANY					
I2700141	07/30/26	7/30/26: INVITATION FOR BIDS	Open	$81.10	$0.00		
KMELE005		KM ELECTRICAL SOLUTIONS LLC					

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *08/26/26 to 06/30/27*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
3RDTI005		3RD TIME TRUCKING					
I2700121	07/07/26	HAULING	Open	$487.44	$0.00		
I2700122	07/28/26	HAULING	Open	$1,146.80	$0.00		
I2700123	07/29/26	HAULING	Open	$160.32	$0.00		
			Vendor Total:	**$1,794.56**			
ARDEN005		ARDEN EQUIPMENT REPAIR, INC					
P2600195	05/18/26	WEEDEATER-RITCHIE	Open	$403.97	$0.00		
BIEDL005		BIEDLER'S ELECTRIC MOTOR REPAI					
P2700060	08/05/26	BELTS FOR PARK PS	Open	$260.90	$0.00		
CHAMP005		CHAMPION OUTPUT SOLUTIONS INC					
I2700124	07/31/26	POSTAGE 4 PRINTING SVCS JUL	Open	$8,645.45	$0.00		
I2700125	07/31/26	PRINTING SVCS JUL	Open	$3,314.16	$0.00		
			Vendor Total:	**$11,959.61**			
CHARL030		CHARLES TOWN SEWER					
I2700158	08/26/26	JUL FUNDING	Open	$45,084.95	$0.00		
CHARL035		CHARLES TOWN WATER					
I2700159	08/26/26	JUL FUNDING	Open	$30,594.01	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2700126	08/05/26	SEPT RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
I2700127	08/07/26	JUL UTILITIES@ 661 S GEORGE ST	Open	$1,741.30	$0.00		
			Vendor Total:	**$4,291.30**			
COREM005		CORE & MAIN INC					
P2600278	06/25/26	CHECK VALVES FOR BLOWERS	Open	$8,248.20	$0.00		
COYNE005		COYNE CHEMICAL INC					
I2700128	08/13/26	CONTAINER RETURNS	Open	10.00-	$0.00		
I2700129	08/06/26	ZETAG 8848 FS	Open	$10,684.45	$0.00		
I2700157	08/13/26	CP - 837	Open	$6,452.63	$0.00		
			Vendor Total:	**$17,127.08**			
DUSTI005		DUSTIN GREGORY					
I2700160	08/26/26	MILEAGE: 8/17 - 8/20/26	Open	$392.23	$0.00		
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
I2700130	07/31/26	T.FARIAS & X.GRANADOS VACCS	Open	$500.00	$0.00		
EXCEL010		EXCELSIOR BLOWER SYSTEMS					
P2600268	06/23/26	YEARLY PM SRV FOR CT BLOWERS	Open	$5,640.85	$0.00		
P2700069	08/11/26	SIGHT GLASS W/GSKT BLOWER 3 CT	Open	$60.72	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, August 26, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - September 9, 2026 at 4:00 P.M.