CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MARCH 25, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of March 11, 2026 Regular Meeting Minutes
   UB Minutes 03.11.26.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/83366699163?pwd=CxvOkKvT4AXytHJXEcFm4vQFfH5hFQ.1&jst=1

   Meeting ID: 833 6669 9163
   Passcode: 701026
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Case 25-1000-LRR-WS-C - 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. Utility Manager Recruitment and Selection Process - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.
   c. Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park - Possible Executive Session under the provision of WV 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 this code.

2026 CTUB 5G advertisement for Summit Park Motorsports.pdf

d. Resolution 2026-01 - FY 2026 Budget Revisions

4. **NEW BUSINESS**
   a. Cochran Properties - WV Infrastructure and Jobs Development Council Grant Sponsorship Request
      CTUB-IJDC Request.pdf
      Cochran Properties-52 Acres Sewer Cost Estimate.pdf
      CTUB Nearby Sewer to Cochran Properties.pdf
   b. Collection System Project - Resolution No. 27 - CWSRF No. 9, Pay Application No. 12
      Resolution No. 27 - CWSRF No. 9, Pay App No. 12.pdf
   c. Collection System Project - Resolution No. 28 - CIF No. 20
      Resolution No. 28 - CIF No. 20.pdf
   d. Collection System Project - Change Order No. 04
      Change Order No. 04.pdf
   e. Contract Renewal with Cooley Public Strategies
      CTUB Communications Strategy 2026-2027.pdf
   f. Charles Town Wastewater Treatment Plant Centrifuge Rotating Assembly (Scroll) Quote
      Scroll Quote.pdf
   g. Locust Hill Tank Cleaning & Repair Quotes
      Recondition Quote- Locust Hill.pdf
      Temp Water Tank Quote- Locust Hill.pdf
   h. Update on Evitts Run Line

5. **MANAGER REPORTS**
   a. Utility Manager Report
      Revenue & Expense January 2026-Draft.pdf
      Revenue & Expense February 2026-Draft.pdf
      Capital Expenditure Report.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**

a. March 25, 2026
Board Report 03.25.26.pdf

7. **ADJOURNMENT**

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

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of March 11, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 03.11.26.pdf

Charles Town Utility Board
Regular Board Meeting
March 11, 2026

The Charles Town Utility Board held a regular meeting on March 11, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were April Shultz, Interim 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 February 25, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the February meeting minutes. Mrs. Parker questioned the motion of the Rate Study agenda item.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the February 25, 2026 regular meeting minutes as presented.**

PUBLIC COMMENT

Public comment was received from Jacqueline Milliron and Christine Wimer.

UNFINISHED BUSINESS

Update on WV PSC Case 25-1000-LRR-WS-C - 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.**

Water & Wastewater Rate Study – Agreement for Professional Services with Willdan Financial Services

Mrs. Shultz provided Willdan Financial Services has accepted the changes proposed by CTUB attorney, Cindy Wilson.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the amended Water and Wastewater Rate Study Agreement for Professional Services with Willdan Financial Services.**

NEW BUSINESS

Utility Manager Recruitment and Selection Process - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.

This item was moved to the end of the meeting.

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

Resolution 2026-01 – FY 2026 Budget Revisions

Mrs. Shultz would like to table this item until next meeting.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously tabled the budget revision.**

MANAGER REPORTS

Utility Manager Report

Mrs. Shultz provided her report on this month's sewer and water efforts. Chris Eckenrode provided a brief review of the Tuscawilla Membrane project and an update on the Collections Systems project. He mentioned the eroded 18-inch sewer pipe was replaced along Evitts Run with a 30-inch plastic main and is fairly confident the reason for the high flows at the Charles Town wastewater plant. Mr. Eckenrode stated there still remains eroded gravity interceptor pipe in the area that needs replaced in the future. Mrs. Shultz also provided the updated pro formas for the Summit Point project. The Board provided discussions.

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

Chairman Report

The Chairman provided the Compensation Study by PayPoint HR is moving along and should have a draft for the Board in the near future. He also thanked Mrs. Shultz and CTUB staff for a clean Fiscal Year 2026 audit.

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

APPROVAL OF BILLS

March 11, 2026

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

Mr. Maxey noted the glowing audit performed by Mrs. Shultz and staff, which shows phenomenon financial management by Mrs. Shultz and the former General Manager by reducing debt by $2 million and increased revenue nearly $1 million over the last year.

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - 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.

Utility Manager Recruitment and Selection Process - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:38 P.M. for legal advice to discuss the two items noted.**

The Board convened back into public session at 5:01 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved taking the Request for Proposal for a Preliminary Engineering Report for Summit Point Motorsports Park off the table from the February 25, 2026 meeting for discussion at today's meeting.**

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved convening in Executive Session at 5:10 P.M. for legal advice in the discussions of the Summit Point Motorsports Park item under the provision of W. VA Code 6-9a-4(b)(12)**

The Board convened back into public session at 5:41 P.M.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved issuing a Request for Proposals for a Preliminary Engineering Report for providing service to the Summit Point Motorsports Park.**

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 5:43 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, March 25, 2026 at 4:00 P.M. at 661 S. George Street.

_____ _____

Brent Manuel
Chairman

Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

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Charles Town, WV 25414

Update on WV PSC Case 25-1000-LRR-WS-C - 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.

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Utility Manager Recruitment and Selection Process - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

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Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park - Possible Executive Session under the provision of WV 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 this code.

Attachments:

2026 CTUB 5G advertisement for Summit Park Motorsports.pdf

PUBLIC NOTICE
CHARLES TOWN UTILITY BOARD
REQUEST FOR ENGINEERING PROPOSAL

The City of Charles Town, West Virginia, by and through its Utility Board ("CTUB"), is in the process of selecting an engineer to provide engineering services for a project to extend public water and sewer service to the vicinity of the Summit Point Motorsports Park in Jefferson County. Professional services will include the following items: preparation of a Preliminary Engineering Report; design of the water and sewer infrastructure system improvements; preparation of bidding and contract documents; participation in the solicitation and evaluation of bids; assistance in obtaining easements and other property if necessary; surveying and mapping; preparation of all necessary permit applications; construction administration and construction inspection; and long-term planning.

Procurement of these services shall be made in accordance with Section 5G of the West Virginia Code. Contracts are to be awarded on a lump sum/fixed fee basis. Experience with design/build engineering and projects in West Virginia is mandatory. Grant awards may be part of the project funding, and firms should be familiar with 24 CFR Part 85. All engineering firms interested in being considered must submit five copies of a proposal detailing qualifications, technical expertise, management and staffing capabilities, and related experience.

The object of the competitive process is to objectively select the firm that will provide the highest quality of service at a realistic fee. Accordingly, technical qualifications and experience will be weighed heavily. A committee of representatives as determined by CTUB shall evaluate the statements of qualifications and performance data and other information submitted by interested firms and select a minimum of three firms which, in the committee's opinion, are best qualified to perform the desired service. Selected respondents will be interviewed and the committee shall conduct discussions to evaluate the information presented. The committee shall then rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required and shall commence scope of services and price negotiations with the firm considered to be the most qualified. Should the committee be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified firm, the committee shall undertake negotiations with the third most qualified firm. Should the committee be unable to negotiate a satisfactory contract with any of the firms in order of their competence and qualifications, it shall continue negotiations in accordance with these procedures until an agreement is reached.

Please submit all requested information to:
Charles Town Utility Board
661 S. George Street
Charles Town, WV 25414

Proposals will be accepted until 4:00 p.m. on April/May ___, 2026. If forwarded by mail, the sealed envelope containing the proposals must be enclosed in another envelope with the project name and Engineering Services Proposal highlighted on the outside of the outer envelope and must allow for sufficient time for mailing to reach the above-referenced address prior to the scheduled closing time for the receipt of proposals. Interviews will be conducted and final selection of a firm will be made during the month of _____, 2026.

Attention is directed to the fact that funding sources for the proposed projects may include, but not be limited to, various federal and state funding sources, examples of which include the West Virginia Infrastructure Council, Rural Utilities Service, SRF, EDA, ARC, or HUD SCBG funding. All work will be performed in accordance with the regulations issued by these agencies and the State of West Virginia as pertaining hereto. The selected firm will be required to comply with the Civil Rights Act of 1964, President's Executive Order 11246, Section 109 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement, Access to Records provisions, and the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, where applicable.

The City of Charles Town, by and through its Utility Board will afford full opportunity for minority business enterprises to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap, or national origin in the contract award and reserves the right to accept or reject any/or all proposals.

CTUB will not enter into an agreement for engineering services unless, in CTUB's sole opinion, project funding is imminent or actually received which is sufficient to allow CTUB to complete the project. If sufficient funding is received or anticipated, this contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to CTUB, price and other factors considered. CTUB will conduct negotiations on an individual project basis following the hierarchy of rankings as determined during the selection process. CTUB reserves the right to accept or reject any and all proposals.

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Resolution 2026-01 - FY 2026 Budget Revisions

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

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

Cochran Properties - WV Infrastructure and Jobs Development Council Grant Sponsorship Request

Attachments:

CTUB-IJDC Request.pdf
Cochran Properties-52 Acres Sewer Cost Estimate.pdf
CTUB Nearby Sewer to Cochran Properties.pdf

IJDC Grant Sponsorship Request

Northport Forcemain Extension to Route 9 / Kearneysville

Prepared for: Charles Town Utility Board — Board of Directors

Presented by: James and Lesli Cochran

On behalf of: Four Seas of WV LLC

Date: March 2026

CONFIDENTIAL — Prepared for CTUB Board of Directors

EXECUTIVE SUMMARY

Four Seas of WV LLC, owned by James and Lesli Cochran, holds 51.51 acres of GC-zoned commercial property at the intersection of Route 9, Leestown Road, and Charlestown Road in Kearneysville, West Virginia. The property was rezoned from Rural/Agricultural in 2025. The master plan calls for 14 commercial pads across 4 development zones, representing a significant economic development opportunity for Jefferson County.

The developer is requesting that the Charles Town Utility Board (CTUB) sponsor an Infrastructure and Jobs Development Council (IJDC) grant application and a companion Economic Enhancement Grant Fund (EEGF) application to fund the construction of a 1.14-mile sewer forcemain extension from the Northport Pump Station east along Route 9 to the Cochran property.

CTUB provided a construction cost estimate on November 10, 2025, totaling $596,444 for the forcemain only (excluding engineering, pump station, and on-site collection infrastructure).[1] Under WV Code §31-15A-2(v), 'wastewater facility' is defined to include collection systems, force mains, and pumping facilities — meaning the grant-eligible scope includes the full sewer infrastructure: forcemain, pump station, and collection system. Under Title 167 §5.8, IJDC grants cannot exceed 50% of total project cost. The recommended funding structure is an IJDC grant (50%) + WDA EEGF grant for the remaining construction and engineering costs, with the developer contributing a land donation for the pump station site. Total project investment is estimated at approximately $993,000–$1,434,000 (plus appraised land value).

This request asks that CTUB serve as the eligible applicant/sponsor for the IJDC grant and EEGF grant applications. The IJDC grant covers up to 50% of total project cost; the EEGF grant covers remaining construction and engineering costs. The developer contributes a land donation for the pump station site.

Key Facts:

- Property: 51.51 acres, GC-zoned commercial, Kearneysville, WV
- Development: 14 commercial pads across 4 zones
- Forcemain: 8" C900 PVC, 6,019 LF from Northport Pump Station
- Estimated total construction cost: $852K–$1,159K
- Proposed funding: IJDC grant (up to 50%) + EEGF grant (remaining construction + engineering)
- Developer contributes: land donation for pump station site
- Estimated total project cost: $993K–$1,434K + appraised land value
- Projected jobs at full build-out: 150–300+
- CTUB capital outlay: $0

1. CTUB Cost Estimate, November 10, 2025 (Cochran 52-Acre Property)

WHY CTUB SHOULD SPONSOR THIS PROJECT

Beyond the technical and financial merits detailed later in this presentation, there are five compelling reasons why CTUB should sponsor this project.

1. Fills a Critical Retail and Services Gap

Jefferson County loses an estimated $400–$550 million per year in retail spending to neighboring counties. Within 5 miles of this intersection there is no grocery store, no drive-through coffee, no pharmacy, no urgent care, and no express car wash. Extending sewer to this site would enable a 51-acre, 14-pad commercial development designed to fill exactly these gaps — bringing essential services to an underserved community.

2. Residential Customers Along the Extension Path

The 1.14-mile forcemain route runs east along Route 9 from the Northport Pump Station. Existing homes along and adjacent to this corridor currently rely on septic systems. Extending the sewer main would give CTUB the opportunity to offer connections to these households, expanding CTUB's customer base and monthly revenue while addressing septic failures in a karst-sensitive area. This is not a single-user line — every residential connection along the way strengthens the public-benefit case for IJDC.

3. Additional Commercial Customers Beyond Our Site

The Route 9 corridor between the Northport Pump Station and the Cochran property includes other commercially zoned and developable parcels. Once the forcemain is in place, adjacent landowners and future developments could also connect, generating additional CTUB customers and revenue. This positions the extension as regional infrastructure serving the broader Route 9 growth corridor.

4. Job Creation and Tax Revenue

The site is zoned GC (General Commercial). The concept plan includes 14 pad sites: gas station/C-store, grocery anchor, pharmacy, urgent care, restaurants, fitness center, auto services, and self-storage. At full build-out the development would create an estimated 150–300+ permanent jobs and generate significant new property tax and B&O tax revenue. Route 9 carries 18,000–22,000 vehicles per day and the trade area has the highest median household income in West Virginia ($95,523).

5. Karst Geology and Groundwater Protection

Jefferson County's limestone karst geology makes groundwater highly vulnerable. Extending public sewer reduces reliance on aging septic systems along Route 9 — exactly the type of project IJDC funds.

PROJECT DESCRIPTION

The project involves the construction of an 8-inch C900 PVC sewer forcemain extending 1.14 miles (6,019 linear feet) from the existing Northport Pump Station east along Route 9 to the Cochran Properties site in Kearneysville.

Estimated Total Project Cost

Item	Description / Range	Cost	Funded By
Forcemain	8" C900 PVC, 6,019 LF @ $83/LF	$499,577	IJDC Grant + EEGF
Air Release Valve	1 EA	$6,070	IJDC Grant + EEGF
System Tie-In	Connection to existing infrastructure	$1,000	IJDC Grant + EEGF
Road Crossing	WV 115 (Charles Town Rd), 40 LF bore	$12,000	IJDC Grant + EEGF
Contingency	15% contingency / rock allowance	$77,797	IJDC Grant + EEGF
	Forcemain Subtotal (CTUB Estimate)	**$596,444**	**IJDC Grant + EEGF**
Pump Station	On-site duplex pump station	$150K – $350K	IJDC Grant + EEGF
Collection System	On-site gravity sewer + manholes	$106K – $213K	IJDC Grant + EEGF
	Total Construction	**$852K – $1,159K**	**IJDC Grant + EEGF**
Engineering	PE engineering fees (all phases)	$141K – $275K	IJDC Grant + EEGF
Land Donation	Pump station site	Appraised value TBD	Developer
	ESTIMATED TOTAL PROJECT COST	**$993K–$1,434K + land**	

Forcemain line items: CTUB Cost Estimate, November 10, 2025.[1] Pump station & collection: developer estimates. WV Code §31-15A-2(v) defines 'wastewater facility' to include collection systems, force mains, and pumping facilities.[2] Grand total will increase once land appraisal is complete.

Proposed Funding Structure

Source	Amount (Est.)	Notes
IJDC Grant (50%)	50% of total project cost	Max 50% per §5.8; WV Code §31-15A-10(b)
EEGF Grant	Remaining construction + engineering	WV Code §22C-1-6a(c)(2) and (7) — no 50% cap
Developer (Land Donation)	Appraised value TBD	Pump station site
Total	**$993K–$1,434K + land**	

WHY IJDC GRANT FUNDING IS APPROPRIATE

The Infrastructure and Jobs Development Council evaluates projects under Title 167 Legislative Rule, Section 4.1. The following analysis demonstrates how this project satisfies each evaluation criterion.[1]

1. Public Health Benefits (§4.1.1)

Extending public sewer to this commercial corridor eliminates reliance on septic systems for commercial development. The Route 9 growth area requires public sewer for health and environmental compliance. The property lies within the Chesapeake Bay watershed — reducing septic discharge directly supports WVDEP and EPA Total Maximum Daily Load (TMDL) goals for nutrient reduction.

2. Economic Development Benefits (§4.1.2)

- 14 commercial pads creating 150–300+ permanent jobs at full build-out
- Meaningful property tax and B&O tax revenue for Jefferson County
- First commercial sewer extension to this section of Route 9 — unlocks future development for surrounding properties

3. Correcting Deficiencies (§4.1.3)

This area currently has no public sewer service. The forcemain creates first-time access to public sewer, not merely an upgrade to existing infrastructure. This is the strongest category of deficiency under the IJDC guidelines.

4. Cost Effectiveness (§4.1.5)

- CTUB's actual construction estimate ($596,444) is modest compared to the economic activity it enables
- The forcemain serves not just this 51-acre property but can be extended to serve future development along the Route 9 corridor
- The developer is donating land for the pump station site, reducing the public funding request

5. Leveraging Other Funding (§4.1.6)

- Developer is simultaneously pursuing an IJDC grant through WV American Water (WVAW) for the water main extension from Border Road
- Developer is pursuing the WV Industrial Access Road Fund for the spine road through JCDA
- Multiple funding sources are being layered — each covering the infrastructure it was designed to support
- Developer land donation for pump station site
- EEGF grant covers remaining construction and engineering costs not funded by the IJDC grant

6. Applicant Ability to Operate (§4.1.7)

CTUB is a well-established utility serving 8,900+ customers with a proven track record of managing state-funded projects, including the $10.5M Route 9 Infrastructure Project and the 2023 $1.62M EEG-funded Collection System Project.[2,3] CTUB's Sewer Strategic Plan (May 2024) anticipates and plans for growth in the service area.[3]

7. State/Regional Planning Goals (§4.1.8)

- Jefferson County is the fastest-growing county in West Virginia
- CTUB's 2024 Sewer Strategic Plan projects 14,291 new EDUs over 20 years[3]
- Route 9 corridor is a designated growth area in county planning documents
- Chesapeake Bay compliance supports state environmental goals

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1. IJDC Legislative Rule, Title 167, Funding Assistance Guidelines, Section 4.1
2. CTUB Resolution 2019-01 (Feb 21, 2019), https://ctubwv.com/wp-content/uploads/2020/09/Resolution-2019-01-Route-9-Sewer-Project-Funding.pdf
3. CTUB Sewer Strategic Plan, May 2024, https://ctubwv.com/wp-content/uploads/2025/04/SSP-Final-5-8-24.pdf

ECONOMIC ENHANCEMENT GRANT FUND (EEGF) STRATEGY

The WV Water Development Authority administers the Economic Enhancement Grant Fund (EEGF), created to support infrastructure that drives economic development. The EEGF can cover the portion of project costs not funded by the IJDC grant — including construction and engineering — with no 50% cap.

Statutory Authority

- WV Code §22C-1-6a(c)(2): EEGF covers "all or a portion of the costs of extending or expanding water, stormwater and/or wastewater service to enhance economic development"[1]
- WV Code §22C-1-6a(c)(7): Also covers "infrastructure projects to enhance economic development and/or tourism"[1]
- CTUB qualifies as a governmental agency eligible for EEGF funding
- Requires recommendation from Secretary of Commerce, Secretary of Economic Development, or Secretary of Tourism
- JCDA endorsement letter strengthens the application

EEGF Track Record

- EEGF has awarded $594M+ across WV since 2022 (originally $427M from ARPA)[2,3]
- Precedent — Southern Jackson PSD: Received three EEGF grants covering 100% of total project cost ($720K/$720K, $340K/$340K, $1.67M/$1.67M)[2]
- CTUB's own EEGF experience: The 2023 Collection System Project received a $1.62M EEG Grant[4]

Why EEGF Fills the Gap

The IJDC grant is capped at 50% of total project cost. Rather than filling that gap with a loan, the EEGF can cover the full remaining balance — construction and engineering costs alike. This eliminates debt service entirely, producing a stronger financial profile for CTUB and aligning with the Board's policy that new extensions be self-supporting.

LAND DONATION AS PROJECT COST

WV Code §31-15A-2(c) explicitly defines "Cost" to include "the cost of acquisition of all land, rights-of-way, property rights, easements, franchise rights and any other interests required for the acquisition, repair, improvement or construction of the project."[5]

- Appraised fair market value of donated pump station site counts toward total project cost
- Easements along the force main route also count
- This increases the total project cost, which increases the 50% IJDC grant cap
- A certified appraisal will be obtained prior to application

1. WV Code §22C-1-6a, https://code.wvlegislature.gov/22C-1-6A/
2. Governor Justice EEGF Announcement, Dec 2024, https://governorjustice.wv.gov/News/press-releases/2024/Pages/Gov.-Justice-announces-Water-Development-Authority-approves-over-$67-million-in-economic-enhancement-projects.aspx
3. EEGF Grant Details, https://grants.wv.gov/grants/Pages/grantdetails.aspx?grantid=124
4. CTUB Sewer Strategic Plan, May 2024, https://ctubwv.com/wp-content/uploads/2025/04/SSP-Final-5-8-24.pdf
5. WV Code §31-15A-2(c), https://code.wvlegislature.gov/31-15A-2/

FINANCIAL IMPACT TO CTUB

This project is net positive for CTUB. It generates new commercial revenue while adding long-term customers to CTUB's rate base — with zero debt service.

Revenue from New Connections

Revenue Source	Calculation	Amount
Capacity Improvement Fees	$2,930/EDU x 14 pads	$41,020 (min)
Monthly sewer service	14+ commercial accounts (ongoing)	Recurring
Future Route 9 connections	Additional CIF + service revenue	TBD (upside)

Note: At full build-out with multi-tenant commercial pads, the total EDU count and CIF revenue could be significantly higher than the 14-pad minimum.

Cost and Funding Structure

Cost Item	Amount	Funded By
Construction (50%)	$497K–$717K	IJDC Grant
Construction (remaining)	$355K–$442K	EEGF Grant
Engineering fees	$141K–$275K	IJDC Grant + EEGF
Land donation (pump station site)	Appraised value TBD	Developer
Ongoing O&M (forcemain)	Standard maintenance	CTUB (routine)
CTUB capital outlay	**$0**	**Zero debt — all grants**

Net Result: Net positive revenue with zero capital outlay and zero debt for CTUB. The IJDC grant covers 50% of total project cost; the EEGF grant covers remaining construction and engineering. The developer donates land for the pump station site. New commercial customers strengthen CTUB's rate base without any rate increase for existing customers. The forcemain becomes a revenue-generating asset that enables future growth along the Route 9 corridor.

RECOMMENDED BOARD ACTION

The following actions are respectfully requested of the CTUB Board of Directors:

1. Authorize CTUB to sponsor an IJDC preliminary application AND an EEGF application for grant funding for the Northport Forcemain Extension to Route 9/Kearneysville.

2. Direct staff to coordinate both IJDC and EEGF applications — work with the developer's engineer, IJDC, and the WV Water Development Authority to prepare and submit the Project Initiation Form, Preliminary Application, and EEGF application.

3. Affirm that the project must be financially self-supporting with no rate impact on existing customers — all construction and engineering costs are covered by IJDC and EEGF grants.

4. Note that the developer's contribution is a land donation for the pump station site, and that CTUB's capital outlay is $0.

5. Request an endorsement letter from JCDA (Jefferson County Development Authority) to support the EEGF application.

APPENDIX: PROJECT CONTACTS & REFERENCES

Project Contacts

Role	Name / Organization	Contact
Developer	James & Lesli Cochran Four Seas of WV LLC	301-606-2999 lesli@4-outdoor.com
Property	51.51 AC at Route 9 / Leestown Rd / Charlestown Rd, Kearneysville, WV	GC-zoned commercial
CTUB Contact	Travis Markley Engineering Technician	tmarkley@ctubwv.com
CTUB General Manager	Kristen Stolipher	kstolipher@ctubwv.com
IJDC Executive Director	Wayne Morgan, PE	(304) 989-3232 wmorgan@wvwda.org
WVAW Contact	Brooks Crislip	brooks.crislip@amwater.com
JCDA Interim Dir. of Economic Development	Eddie Benites-LM	(304) 728-3255 Edwina.C.BenitesLM@jeffcowv.gov
JCDA Executive Director	Krista Hoffman	(304) 728-3255 khoffman@jcda.net

Key References

1. CTUB Cost Estimate, November 10, 2025 (Cochran 52-Acre Property)
2. CTUB Sewer Strategic Plan, May 2024 — https://ctubwv.com/wp-content/uploads/2025/04/SSP-Final-5-8-24.pdf
3. CTUB Resolution 2019-01, Route 9 Sewer Infrastructure Project — https://ctubwv.com/wp-content/uploads/2020/09/Resolution-2019-01-Route-9-Sewer-Project-Funding.pdf
4. IJDC Legislative Rule, Title 167, Funding Assistance Guidelines
5. WV Code §31-15A (Infrastructure and Jobs Development Act)
6. WV Code §31-15A-2(v) — Definition of 'Wastewater Facility' (force mains, pumping facilities, collection systems)
7. WV Code §31-15A-2(c) — Definition of 'Cost' including land acquisition — https://code.wvlegislature.gov/31-15A-2/
8. WV Code §22C-1-6a — Economic Enhancement Grant Fund (EEGF) — https://code.wvlegislature.gov/22C-1-6A/
9. EEGF Grant Details — https://grants.wv.gov/grants/Pages/grantdetails.aspx?grantid=124
10. Governor Justice EEGF Announcement, Dec 2024 — https://governorjustice.wv.gov/News/press-releases/2024/Pages/Gov.-Justice-announces-Water-Development-Authority-approves-over-$67-million-in-economic-enhancement-projects.aspx
11. Governor Morrisey Announcement, Dec 12, 2025 — https://governor.wv.gov/article/governor-morrisey-announces-more-154-million-water-and-sewer-upgrades-conservation-efforts
12. Updated Concept Plan (to be attached separately by developer)

Monday, November 10, 2025

COCHRAN 52 ACRE COMMERCIAL PARCEL				
Description	**Quantity**	**Unit**	**Unit Price**	**Total Price**
Sewer				
8" C900 PVC Forcemain	6019	LF	$83	$499,577.00
Air Release Valve	1	EA	$6,070	$6,070.00
System Tie-in Connection	1	EA	$1,000	$1,000.00
Charles Town Road Crossing (40 LF)	1	EA	$12,000	$12,000.00
Total Sewer Construction				**$518,647.00**

Total Sewer Construction	**$518,647.00**
Contingency/Rock (15%)	**$77,797.05**
Total Anticipated Project Costs	**$596,444.05**

This estimate does not include construction drawings, easements, actual alignments or any other engineering related design

CTUB NEARBY UTILITIES TO COCHRAN PROPERTIES

PROPOSED 1.14 MILE SEWER EXTENSION

COCHRAN PROPERTIES

EXISTING SANITARY SEWER FORCEMAIN FROM NORTHPORT PUMPSTATION

BV-21
BV-20
BV-19
BV-17
BV-16
BV-14
BV-13
BV-12
BV-11
BV-10
BV-9
BV-8
BV-6
BI-38
BI-36
BI-39
BI-41
BI-40

N

Gravity
Forcemain
Watermain
PumpStation

0 0.1 0.2 0.4 Miles

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

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

Collection System Project - Resolution No. 27 - CWSRF No. 9, Pay Application No. 12

Attachments:

Resolution No. 27 - CWSRF No. 9, Pay App No. 12.pdf

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

RESOLUTION NO. 27
REQUEST FOR PAYMENT #27
(CWSRF #C-544686 PAYMENT #9, LOAN 1)

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. 12"** as follows.

Vendor	CWSRF	CWSRF "Green" PF Loan 1	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$598,883.35	$41,180	$0	$640,063.35
Total	**$598,883.35**	**$41,180**	**$0**	**$640,063.35**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 25th day of March, 2026.

By: _____
Brent Manuel, Chairman

SRF PAYMENT REQUISITION FORM

1. LOAN RECIPIENT/VENDOR:

NAME: Charles Town Utility Board

ADDRESS: 101 E Washington St
Charles Town, WV 25414

FEIN: 32-0280357

DUNS: 010728588

UEI: GXZTJN971WA5

2. INVOICE #: C-544686-2025-09

3. REQUEST NUMBER: 9

4. INVOICE PERIOD COVERED BY THIS REQUEST

FROM: 2/1/2026 TO: 3/10/2026

5. % of PHYSICAL CONSTRUCTION COMPLETION 45.75%

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY LOAN $	E) AGENCY USE ONLY PF $
1) CONSTRUCTION	$3,151,457.68	$2,138,523.17	$640,063.35	$2,778,586.52		
2) CONTINGENCY	$152,876.32			$0.00		
3) EQUIPMENT				$0.00		
4) ENGINEERING a. Planning				$0.00		
b. Design				$0.00		
c. Construction Basic				$0.00		
d. RPR / Inspection				$0.00		
e. Post Construction				$0.00		
f. Special Services				$0.00		
5) LEGAL				$0.00		
6) ACCOUNTING				$0.00		
7) ADMINISTRATIVE				$0.00		
8) PERMITS				$0.00		
9) LOAN REPAYMENT				$0.00		
10) PLATS				$0.00		
11) LAND/EASEMENTS				$0.00		
12) (space as needed)				$0.00		
13) CLOSING COSTS	$40,650.00	$40,650.00		$40,650.00		
14) SUBTOTAL	$3,344,984.00	$2,179,173.17	$640,063.35	$2,819,236.52		
15) LESS PREVIOUSLY PAID				$2,179,173.17		
16) REQUEST AMOUNT				$640,063.35		

17) _____ 3/25/2026
AUTHORIZED SIGNATURE DATE
Brent Manuel, Chairman
TYPED OR PRINTED NAME AND TITLE

18) _____ 3/25/2026
PERSON PREPARING FORM SIGNATURE DATE
April Shultz, Interim Utility Manager
TYPED OR PRINTED NAME AND TITLE

AGENCY USE ONLY:

THIS REQUEST APPROVED BY: **WV DEPARTMENT OF ENVIRONMENTAL PROTECTION**

_____ _____
PROJECT REVIEWER DATE
TYPED OR PRINTED NAME

_____ _____
AUTHORIZED OFFICER DATE
TYPED OR PRINTED NAME

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 12

	Application Period: 2/1/26 - 2/28/26	Application Date:	3/10/2026
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
TOTALS	$568,761.18	$242,392.36
NET CHANGE BY CHANGE ORDERS	**$326,368.82**	

1.	**ORIGINAL CONTRACT PRICE**	**$6,074,000.00**
2.	**Net change by Change Orders**	**$326,368.82**
3.	**Current Contract Price (Line 1 ± 2)**	**$6,400,368.82**
4.	**TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	**$4,384,279.07**
5.	**RETAINAGE:**	
	a. 10% X $4,084,995.12 **Work Completed**	**$408,499.51**
	b. 10% X $299,283.95 **Stored Material**	**$29,928.40**
	c. Total Retainage (Line 5.a + Line 5.b)	**$438,427.91**
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	**$3,945,851.16**
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	**$3,305,787.81**
8.	**AMOUNT DUE THIS APPLICATION**	**$640,063.35**
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	**$2,686,487.66**

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: 3/10/2026

Payment of: $ $640,063.35
(Line 8 or other - attach explanation of the other amount)

is recommended by: David C. Santelli (Engineer) 3/11/2026 (Date)

Payment of: $
(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: 12			
Application Period: 2/1/26 - 2/28/26												Application Date: 3/10/2026			
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		**0.70**	0.70		$10,500.00	$10,500.00		$10,500.00	70.0%	$4,500.00
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		**0.70**	0.70		$24,500.00	$24,500.00		$24,500.00	70.0%	$10,500.00
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										$4,000.00
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										$1,000.00
6	**Moose Lodge Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00										$4,500.00
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00										$8,500.00
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00										$2,000.00
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00										$5,500.00
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00										$9,500.00
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
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	**0.25**		0.25	$1,000.00		$1,000.00		$1,000.00	25.0%	$3,000.00
11c	Site Fencing	1	LS	$8,000.00	$8,000.00										$8,000.00
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		**0.10**	0.10		$9,800.00	$9,800.00	$76,502.65	$86,302.65	88.1%	$11,697.35
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00	**0.80**	**0.10**	0.90	$12,000.00	$1,500.00	$13,500.00		$13,500.00	90.0%	$1,500.00
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										$5,000.00
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	**0.40**	**0.10**	0.50	$42,000.00	$10,500.00	$52,500.00		$52,500.00	50.0%	$52,500.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00	**0.75**		0.75	$3,000.00		$3,000.00		$3,000.00	75.0%	$1,000.00
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							$3,351.00	$3,351.00	20.9%	$12,649.00
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
12e	Process Pipe	1	LS	$54,000.00	$54,000.00										$54,000.00

EJCDC® C-620 Contractor's Application for Payment
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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:	12		
Application Period:	2/1/26 - 2/28/26											Application Date:	3/10/2026		

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		**0.10**	0.10		$9,000.00	$9,000.00	$81,205.00	$90,205.00	100.2%	-$205.00
12g	Instrumentation	1	LS	$6,000.00	$6,000.00										$6,000.00
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00							$4,424.00	$4,424.00	29.5%	$10,576.00
12i	Electrical	1	LS	$65,000.00	$65,000.00										$65,000.00
12j	Integration	1	LS	$45,000.00	$45,000.00										$45,000.00
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00	**0.50**		0.50	$11,500.00		$11,500.00		$11,500.00	50.0%	$11,500.00
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							$3,420.00	$3,420.00	21.4%	$12,580.00
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
13f	Process Pipe	1	LS	$73,500.00	$73,500.00										$73,500.00
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00		**0.10**	0.10		$10,200.00	$10,200.00	$62,111.25	$72,311.25	70.9%	$29,688.75
13h	Instrumentation	1	LS	$4,500.00	$4,500.00		**0.10**	0.10		$450.00	$450.00		$450.00	10.0%	$4,050.00
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00										$58,000.00
13k	Integration	1	LS	$43,000.00	$43,000.00		**0.10**	0.10		$4,300.00	$4,300.00		$4,300.00	10.0%	$38,700.00
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		**0.50**	0.50		$3,500.00	$3,500.00		$3,500.00	50.0%	$3,500.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00	**0.25**	**0.25**	0.50	$5,750.00	$5,750.00	$11,500.00		$11,500.00	50.0%	$11,500.00
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		**0.80**	0.80		$7,600.00	$7,600.00		$7,600.00	80.0%	$1,900.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00	**0.25**		0.25	$1,000.00		$1,000.00		$1,000.00	25.0%	$3,000.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00	**0.10**	**0.90**	1.00	$53,000.00	$477,000.00	$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	$6,449.00	$26,449.00	132.2%	-$6,449.00
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		**0.01**	0.01		$150.00	$150.00		$150.00	1.0%	$14,850.00
15l	Instrumentation	1	LS	$7,000.00	$7,000.00	**0.20**		0.20	$1,400.00		$1,400.00		$1,400.00	20.0%	$5,600.00
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	**0.50**		0.50	$4,250.00		$4,250.00		$4,250.00	50.0%	$4,250.00
15o	Electrical	1	LS	$135,000.00	$135,000.00	**0.25**	**0.10**	0.35	$33,750.00	$13,500.00	$47,250.00		$47,250.00	35.0%	$87,750.00
15p	Integration	1	LS	$180,000.00	$180,000.00										$180,000.00
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	**0.15**	**0.75**	0.90	$3,750.00	$18,750.00	$22,500.00		$22,500.00	90.0%	$2,500.00
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
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										$13,500.00
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00										$20,000.00
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
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		**0.75**	0.75		$18,750.00	$18,750.00		$18,750.00	75.0%	$6,250.00
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00	**0.15**	**0.75**	0.90	$7,500.00	$37,500.00	$45,000.00		$45,000.00	90.0%	$5,000.00
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**0.75**	0.75		$18,750.00	$18,750.00		$18,750.00	75.0%	$6,250.00

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: 12

Application Period: 2/1/26 - 2/28/26 Application Date: 3/10/2026

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										$48,000.00
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		**82.00**	82.00		$11,070.00	$11,070.00	$17,796.18	$28,866.18	19.4%	$119,633.82
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00							$5,567.52	$5,567.52	14.5%	$32,832.48
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00							$4,971.00	$4,971.00	8.8%	$51,829.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00		**421.00**	421.00		$73,254.00	$73,254.00		$73,254.00	70.2%	$31,146.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00	**15.00**	**21.00**	36.00	$3,525.00	$4,935.00	$8,460.00		$8,460.00	45.0%	$10,340.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00	**82.50**	**1652.00**	1734.50	$25,162.50	$503,860.00	$529,022.50	$12,051.40	$541,073.90	88.7%	$68,926.10
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00		**4021.58**	4021.58		$542,913.30	$542,913.30	$1,655.80	$544,569.10	183.4%	-$247,569.10
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00		**2703.08**	2703.08		$310,854.20	$310,854.20		$310,854.20	96.5%	$11,145.80
39	2" SDR 9 HDPE Force Main (Slip Line)	1400	LF	$55.00	$77,000.00										$77,000.00
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										$90,600.00
42	4' Diameter Manhole (up to 6')	20	EA	$8,500.00	$170,000.00	**1.00**	**16.00**	17.00	$8,500.00	$136,000.00	$144,500.00	$19,779.15	$164,279.15	96.6%	$5,720.85
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		**2.00**	2.00		$16,200.00	$16,200.00		$16,200.00	20.0%	$64,800.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00	**2.00**	**11.00**	13.00	$3,000.00	$16,500.00	$19,500.00		$19,500.00	50.0%	$19,500.00
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	**1.00**	**3.00**	4.00	$1,500.00	$4,500.00	$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**	**5.00**	7.00	$4,000.00	$10,000.00	$14,000.00		$14,000.00	70.0%	$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	**1.00**	**5.00**	6.00	$9,000.00	$45,000.00	$54,000.00		$54,000.00	150.0%	-$18,000.00
52	Burr East Force Main Connection	1	LS	$21,000.00	$21,000.00										$21,000.00
53	Jett's Farm Force Main Connection	1	LS	$11,000.00	$11,000.00										$11,000.00
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00		**1.00**	1.00		$1,300.00	$1,300.00		$1,300.00	20.0%	$5,200.00
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00										$9,000.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00	**35.00**		35.00	$3,570.00		$3,570.00		$3,570.00	17.5%	$16,830.00
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00	**4.00**		4.00	$5,600.00		$5,600.00		$5,600.00	25.0%	$16,800.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00	**2.00**		2.00	$840.00		$840.00		$840.00	14.3%	$5,040.00
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		**136.94**	136.94		$54,776.00	$54,776.00		$54,776.00	171.2%	-$22,776.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00		**103.86**	103.86		$36,351.00	$36,351.00		$36,351.00	173.1%	-$15,351.00
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00		**318.54**	318.54		$29,305.68	$29,305.68		$29,305.68	45.5%	$35,094.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00	**1.00**	**5.00**	6.00	$1,300.00	$6,500.00	$7,800.00		$7,800.00	46.2%	$9,100.00
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	**300.00**		300.00	$6,000.00		$6,000.00		$6,000.00	60.0%	$4,000.00
72	Class B Concrete	50	CY	$500.00	$25,000.00	**30.00**		30.00	$15,000.00		$15,000.00		$15,000.00	60.0%	$10,000.00
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	**580.00**		580.00	$41,180.00		$41,180.00		$41,180.00	40.8%	$59,640.00
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%	
									$ -						
	Totals				**$6,632,338.82**				**$711,181.50**	**$3,373,813.62**	**$4,084,995.12**	**$299,283.95**	**$4,384,279.07**	66.1%	**$2,248,059.75**

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

For (Contract): 01												Application Number: 12					
Application Period: 2/1/26 - 2/28/26												Application Date: 3/10/2026					
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)		
									$ 71,118.15								
									$638,847.20								

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Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	12
Application Period:	2/1/26 - 2/28/26	Application Date:	3/10/2026

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			$33,390.00
11g	28718		HRI Trailer	Burr East Grinder Pumps	4	$35,692.65		$35,692.65			$35,692.65
12f	27317		HRI Trailer	Jetts Farm Grinder Pumps	4	$38,700.00		$38,700.00			$38,700.00
12f	28503		HRI Trailer	Jetts Farm Grinder Pumps	4	$34,605.00		$34,605.00			$34,605.00
13g	27316		HRI Trailer	Moose Lodge Grinder Pumps	4	$33,300.00		$33,300.00			$33,300.00
13g	28504		HRI Trailer	Moose Lodge Grinder Pumps	4	$28,811.25		$28,811.25			$28,811.25
42	886402		Evitts Run	Sanitary MH - APS16	5	$5,103.00		$5,103.00			$5,103.00
42	882498		Evitts Run	Sanitary MH - APS26A	5	$41,139.40		$41,139.40	11/2025	$39,251.50	$1,887.90
42	880503		Evitts Run	Sanitary MH - APS27	5	$7,064.25		$7,064.25			$7,064.25
36	x633532		Evitts Run	30" PVC	6	$25,318.44		$25,318.44	10/2025	$13,267.04	$12,051.40
37	x423369		Burr East	6" HDPE DR 11	6	$12,240.00		$12,240.00	11/2025	$10,584.20	$1,655.80
31	x569471		LP	8" Fusible C900	6	$17,796.18		$17,796.18			$17,796.18
32	x569471		LP	8" Fusible C900	6	$5,567.52		$5,567.52			$5,567.52
33	x569471		LP	8" Fusible C900	6	$4,971.00		$4,971.00			$4,971.00
11g	29342		HRI Trailer	Burr East Grinder Pumps	6	$7,420.00		$7,420.00			$7,420.00
12f	29341		HRI Trailer	Jetts Farm Grinder Pumps	6	$7,900.00		$7,900.00			$7,900.00
15i	895582		Evitts Run	LP Meter Vault	6	$6,449.00		$6,449.00			$6,449.00
42	907465		HRI Trailer	JF Sanitary MH	9	$5,724.00		$5,724.00			$5,724.00
13d	908161		HRI Trailer	JF Meter Vault	9	$3,420.00		$3,420.00			$3,420.00
12c	908161		HRI Trailer	ML Meter Vault	9	$3,351.00		$3,351.00			$3,351.00
12h	908161		HRI Trailer	ML Wet Well Top	9	$4,424.00		$4,424.00			$4,424.00
				Totals		**$449,415.21**		**$468,283.45**		**$150,131.26**	**$299,283.95**

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Date: March 25, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 19 Request for Payment (RFP) # 19 CIF # 12	Resolution No. 20 Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Resolution No. 21 Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Resolution No. 22 Request for Payment (RFP) #22 CIF # 15	Resolution No. 23 Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Resolution No. 24 Request for Payment (RFP) #24 CIF # 17	Resolution No. 25 Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant - (Loan 1) #1	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 297,153.47	$ 136,251.61	$ -	$ 403,945.16	$ -	$ 576,787.91	$ -	$ 598,883.35	$ 2,223,409.98
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ 2,070.40	$ 1,035.20	$ -	$ 82,053.40	$ -	$ 2,070.40	$ -	$ -	$ 0.00
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 41,180.00	$ 109,627.68
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,410.37	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ 28,028.96	$ -	$ -	$ 34,307.81	$ -	$ 54,765.78	$ -	$ 31,032.12	$ -	$ 181,675.51
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,050,455.14**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 2,828,097.49**
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	**$ 8,091,105.14**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 2,828,097.49**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) # 19 CIF # 12	Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Request for Payment (RFP) #22 CIF # 15	Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Request for Payment (RFP) #24 CIF # 17	Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant - (Loan 1) #1	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,331,641.14	$ (28,028.96)	$ (2,070.40)	$ (1,035.20)	$ (34,307.81)	$ (82,053.40)	$ (54,765.78)	$ (2,070.40)	$ (33,442.49)	$ -	$ 1,964,870.01
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,453,121.14**	**$ (28,028.96)**	**$ (2,070.40)**	**$ (1,035.20)**	**$ (34,307.81)**	**$ (82,053.40)**	**$ (54,765.78)**	**$ (2,070.40)**	**$ (33,442.49)**	**$ -**	**$ 2,086,350.01**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ (297,153.47)	$ (136,251.61)	$ -	$ (188,270.85)	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant" Loan 1	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (41,180.00)	$ 458,820.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ (297,153.47)**	**$ (136,251.61)**	**$ -**	**$ (188,270.85)**	**$ -**	**$ -**	**$ -**	**$ (41,180.00)**	**$ 458,820.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year) - Loan 1	$ 2,844,984.00	$ -	$ -	$ -	$ -	$ (215,674.31)	$ -	$ (576,787.91)	$ -	$ (598,883.35)	$ 66,927.48
b. CWSRF Loan - (3%, 20 Year) - Loan 2	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (215,674.31)**	**$ -**	**$ (576,787.91)**	**$ -**	**$ (598,883.35)**	**$ 282,927.48**
4 Total Sources of Funds Line 1-3	**$ 8,091,105.14**	**$ (28,028.96)**	**$ (299,223.87)**	**$ (137,286.81)**	**$ (34,307.81)**	**$ (485,998.56)**	**$ (54,765.78)**	**$ (578,858.31)**	**$ (33,442.49)**	**$ (640,063.35)**	**$ 2,828,097.49**

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 Improvement Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Resolution No. 28 - CIF No. 20

Attachments:

Resolution No. 28 - CIF No. 20.pdf

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

RESOLUTION NO. 28
REQUEST FOR PAYMENT #28
(CIF PAYMENT #20)

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	$30,560.72	$30,560.72
WV DEP	$0	$925.00	$925.00
Total	**$0**	**$31,485.72**	**$31,485.72**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 25th day of March, 2026.

By: _____
Brent Manuel, Chairman

Date: March 25, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 20 Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Resolution No. 21 Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Resolution No. 22 Request for Payment (RFP) #22 CIF # 15	Resolution No. 23 Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Resolution No. 24 Request for Payment (RFP) #24 CIF # 17	Resolution No. 25 Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Resolution No. 28 Request for Payment (RFP) #28 CIF # 20	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ 297,153.47	$ 136,251.61	$ -	$ 403,945.16	$ -	$ 576,787.91	$ -	$ 598,883.35	$ -	$ 2,223,409.98
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ 2,070.40	$ 1,035.20	$ -	$ 82,053.40	$ -	$ 2,070.40	$ -	$ -	$ -	$ 0.00
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2 **CONTINGENCY**											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 41,180.00	$ -	$ 109,627.68
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	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,410.37	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ -	$ -	$ 34,307.81	$ -	$ 54,765.78	$ -	$ 31,032.12	$ -	$ 30,560.72	$ 151,114.79
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 925.00	$ 2,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,050,455.14**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 2,796,611.77**
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	**$ 8,091,105.14**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 2,796,611.77**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Request for Payment (RFP) #22 CIF # 15	Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Request for Payment (RFP) #24 CIF # 17	Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Request for Payment (RFP) #28 CIF # 20	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,331,641.14	$ (2,070.40)	$ (1,035.20)	$ (34,307.81)	$ (82,053.40)	$ (54,765.78)	$ (2,070.40)	$ (33,442.49)	$ -	$ (31,485.72)	$ 1,933,384.29
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,453,121.14**	**$ (2,070.40)**	**$ (1,035.20)**	**$ (34,307.81)**	**$ (82,053.40)**	**$ (54,765.78)**	**$ (2,070.40)**	**$ (33,442.49)**	**$ -**	**$ (31,485.72)**	**$ 2,054,864.29**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ (297,153.47)	$ (136,251.61)	$ -	$ (188,270.85)	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (41,180.00)	$ -	$ 458,820.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ (297,153.47)**	**$ (136,251.61)**	**$ -**	**$ (188,270.85)**	**$ -**	**$ -**	**$ -**	**$ (41,180.00)**	**$ -**	**$ 458,820.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ -	$ (215,674.31)	$ -	$ (576,787.91)	$ -	$ (598,883.35)	$ -	$ 66,927.48
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ -**	**$ (215,674.31)**	**$ -**	**$ (576,787.91)**	**$ -**	**$ (598,883.35)**	**$ -**	**$ 282,927.48**
4 Total Sources of Funds Line 1-3	**$ 8,091,105.14**	**$ (299,223.87)**	**$ (137,286.81)**	**$ (34,307.81)**	**$ (485,998.56)**	**$ (54,765.78)**	**$ (578,858.31)**	**$ (33,442.49)**	**$ (640,063.35)**	**$ (31,485.72)**	**$ 2,796,611.77**

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.

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

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Change Order No. 04

Attachments:

Change Order No. 04.pdf

CHANGE ORDER NO.: 04

Owner:	Charles Town Utility Board	Owner's Project No.:	N/A
Design Engineer:	RK&K (Removed from Project)	Engineer's Project No.:	N/A
Construction Engineer:	Gwin, Dobson & Foreman, Inc.	Engineer's Project No.:	24054
Contractor:	HRI Inc.	Contractor's Project No.:	10341291
Project:	2022 Collection System Project		
Contract Name:	2022 Collection System Project CWSRF: C-544686 IJDC No. 2021S-2041		
Date Issued:	(date last signed below)	Effective Date of Change Order:	3/10/2026

The Contract is modified as follows upon execution of this Change Order:

Description:

This Change Order incorporates several field-directed modifications and a Contract Time adjustment associated with utility conflicts and material procurement delays encountered during construction.

The work includes electrical conduit relocation and removal of an existing privately owned power pole near Bobby's Used Cars (PCO-10A and PCO-10B), resolution of a force main conflict encountered during installation at Evitts Run (PCO-10C), and modification of the Burr East Wetwell top as previously authorized under WCD No. 04 (PCO-11).

In addition, this Change Order incorporates a Contract Time extension associated with delays resulting from utility conflicts encountered during construction and extended procurement lead times for AIS-compliant pipe supports.

The total negotiated Contract Price increase for this Change Order is $43,988.74 and includes a Contract Time extension of twenty-nine (29) calendar days.

Attachments:

PCO-10A – Electrical Conduit Relocation (Bobby's Used Cars dated 12/19/2025)

PCO-10B – Power Pole Removal (Bobby's Used Cars dated 12/19/2025)

PCO-10C – Force Main Conflict Work at Evitts Run (dated 12/19/2025)

PCO-11 – Burr East Wetwell Top Modification (dated 1/21/2026)

WCD No. 04 – Burr East Wetwell Modification (dated 1/21/2026)

Contractor correspondence confirming AIS-compliant pipe support procurement delay (2/23/2026)

Memorandum of Negotiation for Change Order No. 04



3-12-2026

EJCDC® C-941, Change Order EJCDC® C-941, Change Order, Rev.1.
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Change in Contract Price	Change in Contract Times
Original Contract Price: $ 6,074,000.00	Original Contract Times: Substantial Completion: (18 Mo's) June 18, 2026 Ready for final payment: (19 Mo's) July 18, 2026
[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 3 $ 326,368.82	**[Increase] [Decrease]** from previously approved Change Orders No.1 to No. **[Number of previous Change Order]**: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: $ 6,400,368.82	Contract Times prior to this Change Order: Substantial Completion: (18 Mo's) June 18, 2026 Ready for final payment: (19 Mo's) July 18, 2026
[Increase] [~~Decrease~~] this Change Order: $ 43,988.74	**[Increase] [~~Decrease~~]** this Change Order: Substantial Completion: 29 calendar days Ready for final payment: 29 calendar days
Contract Price incorporating this Change Order: $ 6,444,357.56	Contract Times with all approved Change Orders: Substantial Completion: July 17, 2026 Ready for final payment: August 16, 2026

Recommended by Engineer (if required)	Accepted by Contractor
By: Christopher M. Eckard	Mitchell Otey
Title: Engineering Manager	Project Manager
Date: 3-12-2026	3-13-2026
Authorized by Owner	Approved by Funding Agency (if applicable)
By:	
Title:	
Date:	

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WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT

MEMORANDUM OF NEGOTIATION FOR CHANGE ORDER

Project Name: 2022 Collection System Project

Project No. C - 544 686 _____

Contract No. IJDC No. 2021S-2041

Change Order No. --04---

Parties in Attendance:

CTUB (Owner), HRI (Contractor), GD&F (Engineer)

Date: 3/10/2026

Description of Change Order:

This Change Order incorporates several field-directed modifications and a Contract Time adjustment associated with utility conflicts and material procurement delays encountered during construction of the Charles Town 2022 Collection System Project.

During construction activities near Bobby's Used Cars, conflicts were encountered with existing electrical infrastructure that required relocation of electrical conduit and removal of an existing privately owned power pole to allow installation of the sanitary sewer improvements. These modifications were documented in PCO-10A (Electrical Conduit Relocation) and PCO-10B (Power Pole Removal).

Additional field conflicts were also encountered during installation of the Evitts Run force main, requiring adjustments to the proposed installation to accommodate existing conditions. The work associated with this modification is documented in PCO-10C – Force Main Conflict Work at Evitts Run.

This Change Order also incorporates work previously authorized under WCD No. 04, which required modification of the Burr East Wetwell top to accommodate field conditions encountered during construction. The final negotiated cost for this work is documented in PCO-11.

In addition to the above scope modifications, HRI has requested a Contract Time extension associated with schedule impacts caused by utility conflicts and extended material procurement lead times. The Contractor previously requested a 22-day Contract Time extension related to field conflicts encountered during construction. Subsequently, HRI requested an additional 7-day extension associated with extended lead times for procurement of AIS-compliant pipe supports required for the project.

Based on the documentation provided and coordination with the Owner and Engineer, a total Contract Time extension of twenty-nine (29) calendar days has been determined to be reasonable.

Contractor's Comments (Price Proposal):

- $14,003.58 - PCO-10A – Electrical conduit relocation (dated 12/19/2025)
- $9,911.00 - PCO-10B – Power pole removal (dated 12/19/2025)
- $13,589.00 - PCO-10C – Force main conflict work at Evitts Run (dated 12/19/2025)
- $6,485.16 - PCO-11 – Burr East Wetwell top modification (dated 1/21/2026)

$43,988.74 – Total

CHRISTOPHER M. ECKENRODE REGISTERED 20110 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

3-12-2026

Engineer's Comments:

The Engineer has reviewed the Contractor's cost proposals associated with PCO-10A, PCO-10B, PCO-10C, and PCO-11, including supporting documentation for labor, equipment, subcontractor costs, and markups. The costs presented are considered reasonable and consistent with the requirements of the Contract Documents.
PCO-10A and PCO-10B address relocation of electrical conduit and removal of a privately owned power pole at Bobby's Used Cars that conflicted with installation of the proposed sanitary sewer improvements. PCO-10C addresses adjustments required to resolve a field conflict encountered during installation of the Evitts Run force main.
PCO-11 incorporates work previously authorized under WCD No. 04 for modification of the Burr East Wetwell top due to field conditions encountered during construction.
The Contractor's request for a Contract Time extension has also been reviewed. The original 22-day extension request was associated with delays caused by utility conflicts encountered during construction. The additional 7-day extension request was attributed to extended procurement lead times for AIS-compliant pipe supports required for the project. Based on review of the documentation provided and coordination with the Owner, the Engineer considers the total 29-calendar day Contract Time extension to be reasonable.
Therefore, the Engineer recommends approval of Change Order No. 04 in the amount of $43,988.74, with a 29-calendar day extension of Contract Time.

Owner's Comments:

The Owner has reviewed the proposed change order and supporting documentation provided by the Engineer and Contractor. Based on the Engineer's recommendation and the documentation provided, the Owner concurs with the proposed adjustments to Contract Price and Contract Time.

Results:

- **Contract Price Increase:** $43,988.74
- **Contract Time Adjustment:** 29 calendar days

These adjustments reflect the negotiated costs associated with PCO-10A, PCO-10B, PCO-10C, and PCO-11 and the approved Contract Time extension.

Time Change:

Increase Contract Time by twenty-nine (29) calendar days.

Signatures/Date of Acceptance:

Contractor	Mitchell Otey 3-13-2026
Engineer	Christopher M. Eckenrode 3-12-2026
Owner	

Work Change Directive

PROJECT: 2022 Collection System Project

WORK CHANGE DIRECTIVE: No. 4 (Burr East Wetwell)

TO: HRI, Inc

INITIATION DATE: 1/20/2026

OWNER: Charles Town Utility Board
661 South George St. #101
Charles Town, WV 25414

CONTRACT NO: 1
CONTRACT DATE: December 10, 2024

The contractor (HRI Inc.) is directed to proceed with the following change:

Work Item: Burr East Wetwell

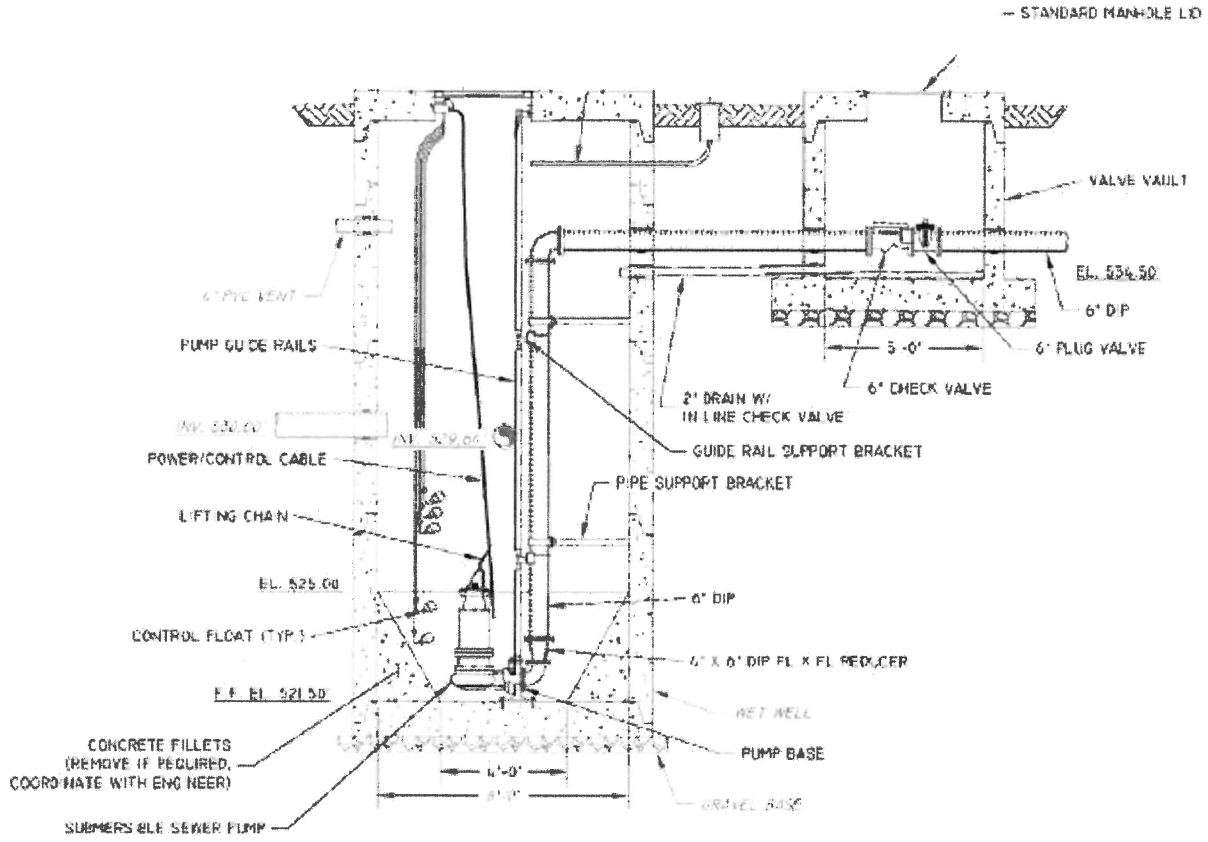
Sub-contractor(s) Involved:

Reference: Shown Below

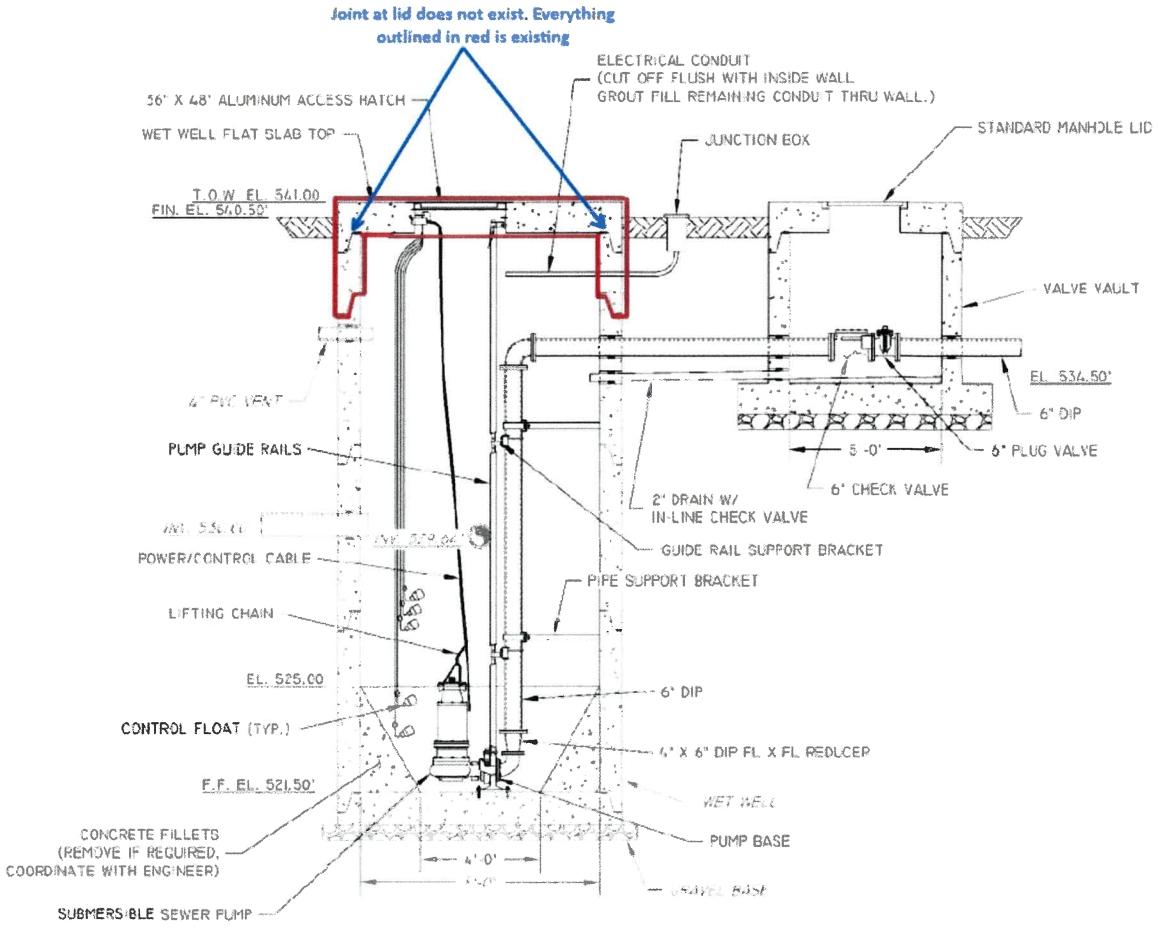
Purpose of Work Change Directive:
The issue for construction drawings, sheet 11 Burr East Pump Station Mechanical Demolition shows the existing top section of the precast concrete wetwell having a joint at the top slab. It was found that the top section wall joint is down approximately 2'. In an attempt to avoid construction delays to remanufacture a new precast top section the contractor is to cut the existing top section where the top slab meets the sidewalls, and fit the new top slab as directed below.

Change to be Made:
The Contractor shall perform the following work in the sequence outlined below:

- Using field measurements, determine the correct elevation required to cut the existing wet well walls such that the existing top slab can be removed and the new top section will be installed at the correct elevation.
- Sawcut the existing wet well sidewalls at the determined elevation and remove the existing top slab.
- Place and align the new wet well precast top slab to confirm proper fit, elevation, and seating prior to anchoring.
- Pre-drill through the new precast top section into the existing wet well walls for 3/4-inch diameter dowels spaced at 2 feet on center, with dowels penetrating the wet well walls a minimum of 4 inches.
- Remove the new precast top slab as necessary to install a double layer of mastic at the interface between the lid and the wet well walls.
- Reinstall the new lid and confirm final alignment and seating.
- Install the dowels so that they are flush to the top.
- Seal the top of all dowel holes with Sika Pro Gray Polyurethane Self-Leveling Sealant, or approved equal, to provide a continuous, watertight seal.

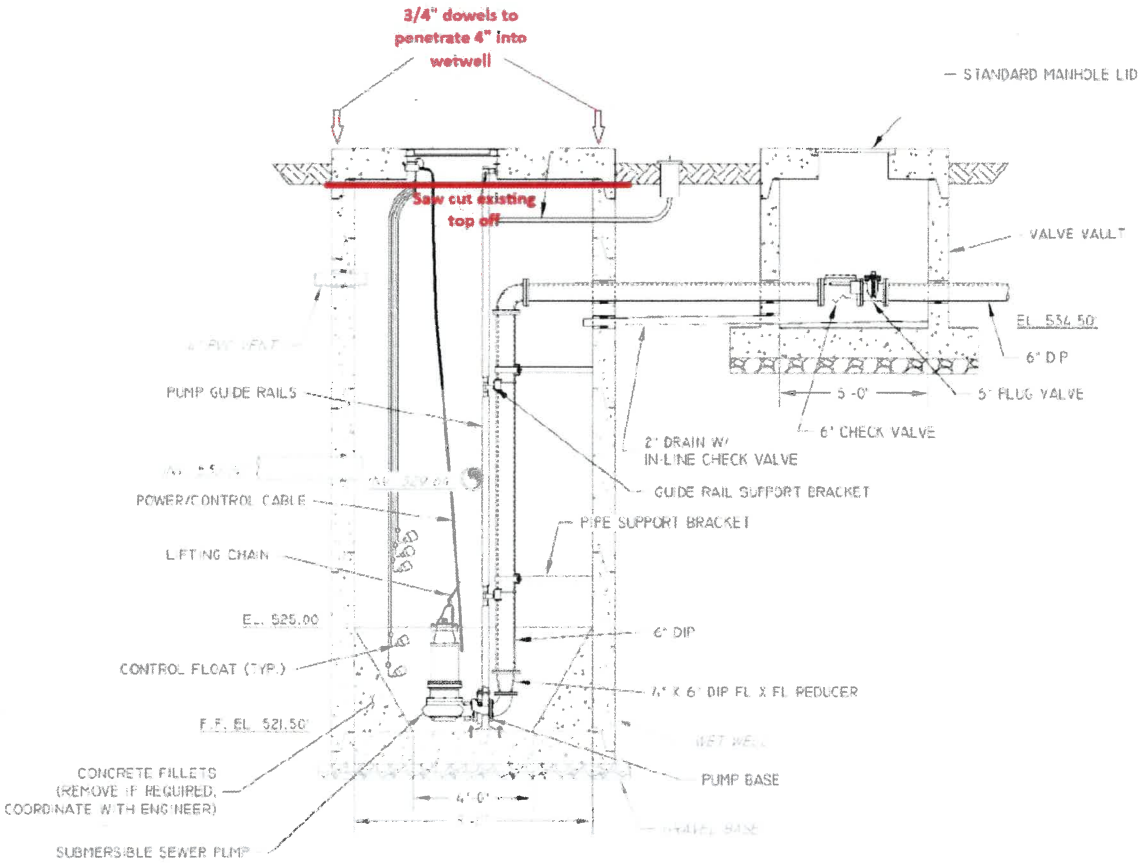

STANDARD MANHOLE LID
VALVE VAULT
EL. 536.50
6" DIP
6" PLUG VALVE
5'-0"
6" CHECK VALVE
2" DRAIN W/
IN LINE CHECK VALVE
GUIDE RAIL SUPPORT BRACKET
PIPE SUPPORT BRACKET
PUMP GUIDE RAILS
POWER/CONTROL CABLE
LIFTING CHAIN
EL. 525.00
CONTROL FLOAT (TYP.)
F.F. EL. 521.50
CONCRETE FILLETS
(REMOVE IF REQUIRED,
COORDINATE WITH ENGINEER)
SUBMERSIBLE SEWER PUMP
6" DIP
PUMP BASE
WET WELL
GRAVEL BASE

SECTION A-A


Joint at lid does not exist. Everything outlined in red is existing
ELECTRICAL CONDUIT (CUT OFF FLUSH WITH INSIDE WALL GROUT FILL REMAINING CONDUIT THRU WALL.)
36" X 48" ALUMINUM ACCESS HATCH
WET WELL FLAT SLAB TOP
JUNCTION BOX
STANDARD MANHOLE LID
T.O.W. EL. 541.00
FIN. EL. 540.50'
VALVE VAULT
EL. 534.50'
6" DIP
5'-0"
6" PLUG VALVE
6" CHECK VALVE
4" PVC VENT
PUMP GUIDE RAILS
2" DRAIN W/ IN-LINE CHECK VALVE
GUIDE RAIL SUPPORT BRACKET
POWER/CONTROL CABLE
PIPE SUPPORT BRACKET
LIFTING CHAIN
EL. 525.00
6" DIP
CONTROL FLOAT (TYP.)
4" X 6" DIP FL. X FL. REDUCER
F.F. EL. 521.50'
WET WELL
CONCRETE FILLETS (REMOVE IF REQUIRED, COORDINATE WITH ENGINEER)
PUMP BASE
4'-0"
SUBMERSIBLE SEWER PUMP

SECTION A-A

Dowels are <u>not</u> to be epoxy in place so that this can be taken apart if needed in the future, only seal the top to prevent water from getting into the dowel holes.



SECTION A-A

Issued By: David Santelli Date: 1/21/2026
David Santelli, Project Manager, GD&F

cc: CTUB
WVDEP
HRI Inc.
Chris Eckenrode, GD&F
Don Peglow, GD&F

From: OTEY, Mitchell (HRI) <motey@hriinc.com>
Sent: Monday, February 23, 2026 1:17 PM
To: David Santelli <dsantelli@gdfengineers.com>
Cc: BRESSLER, Tristen (HRI) <tbressler@hriinc.com>; BARKER, Edward (HRI) <ebarker@hriinc.com>; CULBERTSON, Brandon (HRI) <bculbertson@hriinc.com>; KERR, Robert (HRI) <rkerr@hriinc.com>; Don Peglow <DPeglow@gdfengineers.com>
Subject: RE: Charles Town Collection Systems Upgrade: 7 day extension request

Hey David,

I confirm that the additional 7 days is to obtain AIS-compliant pipe supports.

Thank you!

Regards,
Mitchell Otey
Project Manager
HRI, Inc.
814-400-2279

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

From: David Santelli <dsantelli@gdfengineers.com>
Sent: Monday, February 23, 2026 1:07 PM
To: OTEY, Mitchell (HRI) <motey@hriinc.com>
Cc: BRESSLER, Tristen (HRI) <tbressler@hriinc.com>; BARKER, Edward (HRI) <ebarker@hriinc.com>; CULBERTSON, Brandon (HRI) <bculbertson@hriinc.com>; KERR, Robert (HRI) <rkerr@hriinc.com>; Don Peglow <DPeglow@gdfengineers.com>
Subject: RE: Charles Town Collection Systems Upgrade: 7 day extension request

Warning : Message sent from Internet from dsantelli@gdfengineers.com

Do not click on the links or attachments unless you are sure of the sender's address.

Mitch,
Please confirm that the additional 7 days are specifically attributable to extended lead times associated with AIS-compliant pipe supports.
Once confirmed, I will incorporate this into Change Order No. 04.

At this time, CO No. 04 is anticipated to include the following:

- 29-day Contract Time extension (22 previously requested days plus the additional 7 days, if applicable)
- PCO-10A – Electrical conduit relocation (Bobby's Used Cars)
- PCO-10B – Power pole removal (Bobby's Used Cars)
- PCO-10C – Force Main conflict work at Evitts Run

- PCO-11 – Burr East Wetwell top modification (utilizing AIS-compliant all-thread as approved under prior submittal)

Please let me know so we can ensure the documentation accurately reflects the basis for the extension.

Thanks,
David Santelli | Project Manager
GWIN, DOBSON & FOREMAN, INC. | gdfengineers.com
(412).289.6875 | 3121 Fairway Drive Altoona, PA 16602

From: OTEY, Mitchell (HRI) <motey@hriinc.com>
Sent: Monday, February 23, 2026 12:44 PM
To: David Santelli <dsantelli@gdfengineers.com>
Cc: BRESSLER, Tristen (HRI) <tbressler@hriinc.com>; BARKER, Edward (HRI) <ebarker@hriinc.com>; CULBERTSON, Brandon (HRI) <bculbertson@hriinc.com>; KERR, Robert (HRI) <rkerr@hriinc.com>
Subject: Charles Town Collection Systems Upgrade: 7 day extension request

Good afternoon, David:

As discussed last week, HRI is experiencing long lead times for some material that will likely impact our schedule. We would like to add 7 days to the already agreed upon 22-day extension.

Please let me know if you need this submitted via RFI.

Thank you!

Regards,
Mitchell Otey
Project Manager
HRI, Inc.
814-400-2279

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

GD&F Received 12/19/2025

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

HRI, INC. - Utilities Division
CTUB - 2023 Collection System Upgrades
HRI Job # 10341291

HRI-PCO 10A

DESCRIPTION OF OPERATION: ELB 3" and 2" PVC SCH 40 Elec Conduit for Private Owner - Evitt's Run

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
3" SCH40 PVC Elec Conduit	190.00	LF	$4.70	$893.00
3" SCH 40 PVC Elec Conduit Sweeps	3.00	EA	$43.00	$129.00
2" SCH40 PVC Elec Conduit	190.00	LF	$1.99	$378.10
2" SCH 40 PVC Elec Conduit Sweeps	3.00	EA	$30.86	$92.58
#8 Stone	36.00	TN	$24.75	$891.04
Red Electrical Warning Tape	1.00	EA	$55.37	$55.37
Pipe Glue	4.00	EA	$8.98	$35.92
Pull String	1.00	EA	$19.97	$19.97
				$0.00
				$0.00
			Sub Total	$2,494.98
		0.0%	Sales Tax	$0.00
			Total Material	$2,494.98
		15.0%	Markup	$374.25

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	3.0		$115.00	$172.50	$345.00
Superintendent	12.0		$110.00	$165.00	$1,320.00
Site Foreman	20.0		$75.00	$112.50	$1,500.00
Operator CL1	20.0		$69.59	$104.39	$1,391.80
Labor - Gr2	20.0		$48.71	$73.07	$974.20
				Sub Total	$5,531.00
% Ins., Taxes, Etc. =	0.00%			Total Base Labor x (% Ins., Taxes, etc.)	$0.00
				Total Labor	$5,531.00
			15.0%	Markup	$829.65

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	3.00	$50.77	$152.31
Project Manager Truck	HRI104099	12.00	$62.67	$752.04
Foreman Truck	HRI108017	20.00	$60.84	$1,216.80
Komatsu PC-55 Excavator	N/A	20.00	$30.61	$612.20
Volvo L70G Loader	HRI220091	20.00	$81.49	$1,629.80
* Rate/Hour includes Operating Cost			Total Equipment	$4,363.15
		0.0%	Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
	Sub Total	$0.00
0.0%	Sales Tax	$0.00
	Total Subcontract Value	$0.00
5.0%	Markup	$0.00

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT
			Total Indirects	$0.00
		10.0%	Markup	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00
Subtotal	$13,593.02
Bonds / Insurance @ 2%	$135.93
TOTAL	$13,729.00
B&O Tax Calculation (2%)	$274.58
GRAND TOTAL	$14,003.58
	190 LF
UNIT PRICE PER LF	$74.00

Contractor's Representative

X _____
Signature Date

Engineer's Representative Confirming Receipt

X _____
Signature Date

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

GD&F Received 12/19/2025

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

HRI, INC. - Utilities Division
CTUB - 2023 Collection System Upgrades
HRI Job # 10341291

HRI-PCO 10B_REV1

DESCRIPTION OF OPERATION: Mobilization and Utility Pole Relocation

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			Sub Total	$0.00
			0.0% Sales Tax	$0.00
			Total Material	$0.00
			15.0% Markup	$0.00

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	2.0		$115.00	$172.50	$230.00
Superintendent	9.0		$110.00	$165.00	$990.00
Site Foreman	9.0		$75.00	$112.50	$675.00
Operator CL1	9.0		$69.59	$104.39	$626.31
Labor - Gr2	9.0		$48.71	$73.07	$438.39
				Sub Total	$2,959.70
% Ins., Taxes, Etc. =	0.00%			Total Base Labor x (% Ins., Taxes, etc.)	$0.00
				Total Labor	$2,959.70
				15.0% Markup	$443.96

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	9.00	$50.77	$456.93
Project Manager Truck	HRI104099	2.00	$62.67	$125.34
Foreman Truck	HRI108017	9.00	$60.84	$547.56
Volvo L70G Loader	HRI220091	9.00	$81.49	$733.41
Komatsu PC228 Excavator	HRI231008	9.00	$187.92	$1,691.28
Komatsu 138 Excavator	HRI230030	9.00	$130.54	$1,174.86
* Rate/Hour Includes Operating Cost			Total Equipment	$4,729.38
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
D&S Trucking	Lowboy Truck & Trailer	$1,326.00
	Sub Total	$1,326.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$1,326.00
	5.0% Markup	$66.30

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT
			Total Indirects	$0.00
			0.0% Markup	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00
Subtotal	$9,525.34
Bonds / Insurance @ 2%	$190.51
TOTAL	$9,716.00
B&O Tax Calculation (2%)	$194.32
GRAND TOTAL	$9,911.00

Contractor's Representative

X _____
Signature Date

Engineer's Representative Confirming Receipt

X _____
Signature Date

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

GD&F Received 12/19/2025

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

HRI, INC. - Utilities Division
CTUB - 2023 Collection System Upgrades
HRI Job # 10341291

HRI-PCO 10C

DESCRIPTION OF OPERATION: Force-Main Conflict

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
6-Inch DI MJ 45 Bend	4.00	EA	$134.56	$538.22
6-Inch DI MJ 22.5 Bend	2.00	EA	$125.63	$251.26
6-Inch C-900 PVC Pipe	20.00	LF	$8.00	$160.00
6-Inch Megalugs	12.00	EA	$75.08	$900.96
#8 Stone	40.00	TN	$24.75	$990.00
				$0.00
			Sub Total	$2,840.44
		0.0%	Sales Tax	$0.00
			Total Material	$2,840.44
		15.0%	Markup	$426.07

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	2.0		$115.00	$172.50	$230.00
Superintendent	10.0		$110.00	$165.00	$1,100.00
Site Foreman	10.0		$75.00	$112.50	$750.00
Operator CL1	20.0		$69.59	$104.39	$1,391.80
Labor - Gr2	10.0		$48.71	$73.07	$487.10
				Sub Total	$3,958.90
% Ins., Taxes, Etc. =	0.00%		Total Base Labor x (% Ins., Taxes, etc.)		$0.00
				Total Labor	$3,958.90
			15.0%	Markup	$593.84

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	10.00	$50.77	$507.70
Project Manager Truck	HRI104099	2.00	$62.67	$125.34
Foreman Truck	HRI108017	10.00	$60.84	$608.40
Volvo L70G Loader	HRI220091	10.00	$81.49	$814.90
Komatsu PC228 Excavator	HRI231008	10.00	$187.92	$1,879.20
Komatsu 138 Excavator	HRI230030	10.00	$130.54	$1,305.40
* Rate/Hour includes Operating Cost			Total Equipment	$5,240.94
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
	Sub Total	$0.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$0.00
	5.0% Markup	$0.00

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT
			Total Indirects	$0.00
			0.0% Markup	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00
Subtotal	$13,060.18
Bonds / Insurance @ 2%	$261.20
TOTAL	$13,322.00
B&O Tax Calculation (2%)	$266.44
GRAND TOTAL	$13,589.00

Contractor's Representative

X _____
Signature Date

Engineer's Representative Confirming Receipt

X _____
Signature Date

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

GD&F Received 1/21/2026

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

HRI, INC. - Utilities Division
CTUB - 2023 Collection System Upgrades
HRI Job # 10341291

HRI-PCO 11

DESCRIPTION OF OPERATION: Burr East Wet Well Top - Differing Conditions

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
#5 Rebar	1.00	EA	$20.73	$20.73
Hilit Concrete Hammer Drill Bit	1.00	EA	$106.00	$106.00
				$0.00
				$0.00
			Sub Total	$126.73
			0.0% Sales Tax	$0.00
			Total Material	$126.73
			15.0% Markup	$19.01

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	2.0		$115.00	$172.50	$230.00
Superintendent	2.0		$110.00	$165.00	$220.00
Site Foreman	8.0		$75.00	$112.50	$600.00
Labor - Gr2	8.0		$48.71	$73.07	$389.68
				Sub Total	$1,439.68
% Ins., Taxes, Etc. =	0.00%			Total Base Labor x (% Ins., Taxes, etc.)	$0.00
				Total Labor	$1,439.68
				15.0% Markup	$215.95

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	2.00	$50.77	$101.54
Project Manager Truck	HRI104099	2.00	$62.67	$125.34
Foreman Truck	HRI108017	8.00	$60.84	$486.72
* Rate/Hour includes Operating Cost			Total Equipment	$713.60
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
Pro-Cut	Concrete Sawcutting Sub	$3,600.00
	Sub Total	$3,600.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$3,600.00
	5.0% Markup	$180.00

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT
			Total Indirects	$0.00
			10.0% Markup	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00
Subtotal	$6,294.97
Bonds / Insurance @ 2%	$62.95
TOTAL	$6,358.00
B&O Tax Calculation (2%)	$127.16
GRAND TOTAL	$6,485.16

Contractor's Representative

X _____
Signature Date

Engineer's Representative Confirming Receipt

X David C. Santelli 1/21/2026
Signature Date

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

Pro-Cut Construction Services, Inc. dba

QUOTE

Quotation #: 55662
Quotation Date: 01/20/26

3939 Trindle Road
Camp Hill, PA 17011
(717) 766-2775 (P)
(717) 737-2773 (F)

Quoted by:
Roy Hofecker
(717) 766-2775 (P)
(717) 737-2773 (F)
Email: rhofecker@procutsawing.com

CUSTOMER INFORMATION

Account # 024502
HRI INC
1750 WEST COLLEGE AVENUE
STATE COLLEGE, PA 16801

Phone:
Fax:

JOB INFORMATION

Job name: CHARLESTOWN COLLECTION SYSTEM
Address: 155 AUGUSTINE AVE
CHARLES TOWN, WV 25414
Contact: BILL SARRAF (582) 322-1751
ED BARKER (814) 424-8377
Email: wsarraf@hriinc.com

Description of Work:

WIRE SAW TO REMOVE THE LID OFF A 9' DIAMETER TANK

1 CUT AROUND THE TANK THROUGH 6" THICK CONCRETE WALLS

CUT LINE IS APPROX 12" DOWN FROM THE TOP OF THE LID

* PRO-CUT WILL BE RESPONSIBLE FOR CUTTING ONLY
* ALL PROTECTION, REMOVAL & CLEANUP ARE EXCLUDED
* BASED ON ONE MOBILIZATION WORKING DAY SHIFT HOURS MONDAY - THURSDAY (NON-HOLIDAY)

Estimated Cost: $3,600.00

GENERAL TERMS & CONDITIONS

The customer is responsible for layout and marking of all material to be cut prior to our arrival.
Pro-Cut will be responsible for the cutting of concrete only. No removal will be included unless otherwise specified.
Pro-Cut will perform all sawing with the use of water. Dry cutting will not be performed.
Pro-Cut will not be responsible for slurry control or clean-up unless otherwise specified.
Pro-Cut will not be responsible for damage caused by the cutting of conduit, pipes, etc., which may not be visible in the material being cut.
The customer is responsible for traffic control, flaggers, barriers, cones, signs, hole covers, or barricades unless otherwise specified.
The customer must have a company representative present at all times while Pro-Cut is on site.
The customer is responsible for all necessary equipment, training, and related costs for working within confined spaces.
Removal of slurry from site will be an additional cost unless otherwise specified.
The customer must provide or construct scaffolding, work platforms, manlifts, or boom lifts unless specified. We reserve the right to inspect this equipment before use.
When working on or near waterways where a skiff, boat, life vests, etc. are required per OSHA standards, the customer will be responsible for providing the required items for Pro-Cut's use.
Pro-Cut is not responsible for weather, traffic, or delays caused by others.
Wait time beyond Pro-Cut's control will be charged at the rate of $250.00 per manhour.
The estimated cost is based on quantities, depth, and conditions listed in this quotation (any changes will result in a price adjustment).
All quotations are based on one mobilization during regular hours, Monday through Friday, from 7:00 am to 3:30 pm, unless otherwise specified.
Any cancellations made within 24 hours of the scheduled start time will result in a rescheduling fee.
Withholding retainage will not be accepted. All invoices must be paid in full within 30 days or late charges will apply. Invoices paid by credit card will incur a 3% service charge.
Any work that is completed during below freezing temperatures will be subject to additional charges.
Quotations are valid for thirty (30) days.

I accept this Quote and its Terms and Conditions:

_____ _____

Signature Date

HILTI Products Solutions Engineering Center Support and Downloads Company

Home

SHOPPING CART

QUICK ITEM NUME

Purchase items

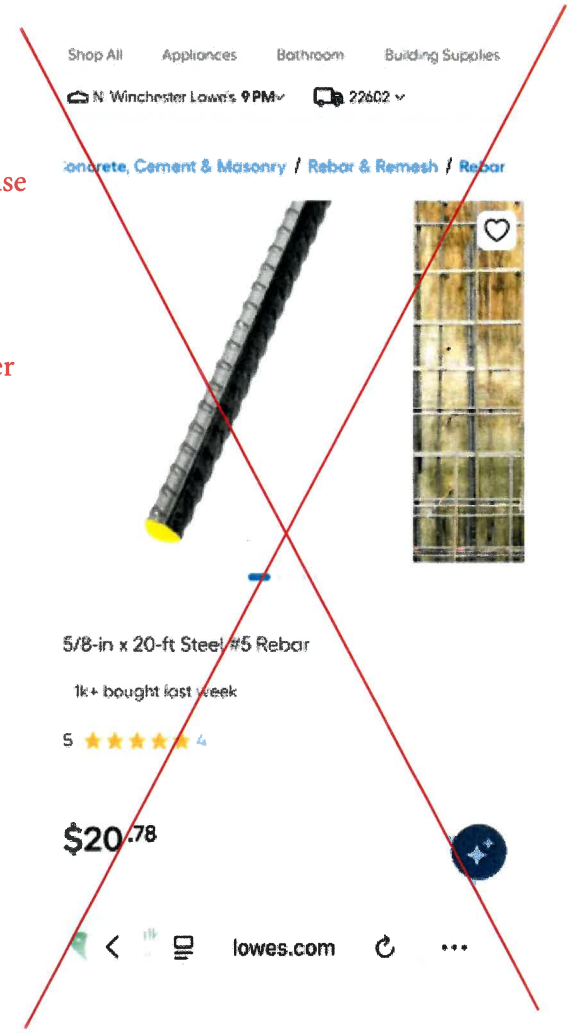
The purchased items will be charged according to your account terms and conditions.

		PACKAGING UNIT	PRICE / UNIT	QUANTITY		TOTAL PRICE	
	Hammer drill bit TE-CX 5/8"-8" #2341099	**1** pc	$106.00 / 1 Each	1	Each	**$106.00**	⋮

This is your **net price**. For company rates and discounts please log in or register. Shipping and other charges may apply. You will have the chance to review those charges during checkout.

Subtotal purchase items One-Time-Price **$106.00**

Contractor to use AIS compliant All thread that was previously approved and utilized on other portions of project.



CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Contract Renewal with Cooley Public Strategies

Attachments:

CTUB Communications Strategy 2026-2027.pdf

COOLEY PUBLIC STRATEGIES

To: Charles Town Utility Board
From: Emily Bryan, Cooley Public Strategies
Date: March 20, 2026
Re: CTUB Communications Strategy

As we come to the end of our first year together, it is time to review our progress with CTUB thus far and to explore the Board's strategic vision for CTUB communications into the future. We are proud of our work together so far to lay the foundation of the communications house and are excited to begin to layer additional effective tactics onto it.

In our initial charge from the Board, we were tasked broadly with helping CTUB increase its transparency and communication with the Jefferson County community. We were specifically charged with developing and launching a CTUB Facebook page, creating a rate estimator for the CTUB website, and supporting CTUB staff.

We began by working with staff to develop an FAQ document to guide all of our messaging and work. We outlined answers to more than 25 questions. Those answers serve as the basis of our messaging for social media and our starting point in addressing pressing issues.

We successfully worked with staff and the Board to develop a social media policy and launched the Facebook page on June first. The page currently has 142 followers. Roughly 80% of views are from non-followers, indicating strong external reach. The page has seen a 243% increase in views over the last 90 days and 63 page shares in that time period.

We worked with staff to identify the elements needed in a rate estimator. The estimator is an effective tool for helping customers understand the choice they make in buying a CTUB-serviced property as opposed to a WVAW-serviced property.

We supported staff in addressing the WVAW case before the PSC. We helped drive pro-CTUB public comments to the PSC. We developed strategic talking points, instructions, and a cover memo for staff to share with board members, council members, county commissioners, and other community leaders and promoted the comment period on Facebook, leading to a decision in CTUB's favor.

Throughout the fall and winter, we continued to support CTUB staff in messaging key issues and maintaining a strong social media presence. We provided staff with content for the first quarterly e-newsletter and provided recommendations for messaging and taking a proactive and strategic approach to issues with WVAW.

We look forward to building a strong, positive relationship with the new General Manager to properly support the Board's communications vision for CTUB.

Looking Ahead

As we started our work with CTUB, we outlined the following basic goals and tactics:

Goal:
- Increase CTUB's communication with key stakeholders and the public

transparently educating them about why CTUB is the best and most effective water system in West Virginia.

Strategies:
- Meet the public where it is – online.
- Educate and empower stakeholders.
- Prepare for the long-term.

Tactics:
- Define CTUB's messaging
- Establish social media platforms
- Website resource review and restructuring
- Launch monthly e-newsletter
- Engage directly with the Council and other stakeholders
- Strengthen media relationships
- Educate about future needs

The activities we began last year were the first step in our work. With new staff leadership in place, now is the time to aggressively move forward with some or all of the next steps identified below.

We are eager to better understand how the new General Manager intends to support the Board's communications priorities and values, including growth pays for growth. We look forward to their feedback about the ideas outlined below as we increase transparency around why CTUB is the best and most effective water system in West Virginia.

For continued communication and public affairs consulting, we propose to continue at our current monthly fee of $7,000. This would include continuing to support the new General Manager and execute the Board's vision for transparency and accountability. Some elements of what that could include are outlined below.

Moving Forward

Regular General Manager Support Sessions

With the arrival of a new General Manager, the Board can frame communications as a top priority for the utility. CPS leadership is available to meet regularly to support the new GM in identifying opportunities to communicate clearly with the board and the public, to keep communication priorities moving forward, and to overall support a successful launch.

Anticipated CTUB staff pull: 1-4 hours/month

Strategic Planning Work Session

When the new General Manager is named, we recommend that the CTUB board and staff set aside dedicated work time, apart from regular business meetings, to develop a strategic plan for communicating with the public about CTUB's work, priorities, needs, and community benefit. Spending time together to develop a shared vision around communications would allow staff to more clearly articulate the Board's vision and reach out to the public with confidence.

Anticipated CTUB staff pull: 10 hours/week for 2 weeks (prep), follow up as determined by Board

Website Review

The CTUB website is well-organized and efficiently structured. It does not allow users to quickly access key information like industrial customer applications and water testing results.

We are prepared to work with the new General Manager and CTUB staff to reorganize some of the materials, adding user-friendly sections related to how rates are set, the difference between CTUB and WVAW, and information about testing results.

We will work with the new General Manager and CTUB staff to develop new, user-friendly educational materials such as service maps, project spotlights, emergency alerts and preparedness information, rates and billing information, as well as community events and involvement opportunities. These materials can be used on the website as well as in community outreach and education events, meetings with stakeholders, and educating the media about how CTUB operates.

Anticipated CTUB staff pull: 4 hours/week for 5 weeks

Launch E-Newsletter

Our team worked with CTUB staff to develop content for an initial quarterly e-newsletter, but the project stalled out as other priorities required staff support.

With the new General Manager and the Board's continued support, we propose formally launching the e-newsletter in Q2 2026.

Anticipated CTUB staff pull: 5 hours/month initially, 2 hours/month once established

Develop Annual Report

As we come to the end of FY26, CTUB can prepare a user-friendly, public-facing annual report to inform elected officials, community leaders, and customers about its work in 2026 and its

anticipated activities and needs in the year ahead. This is also a potential tool to introduce the new General Manager to the public and to reinforce the Board's commitment to clear communication.

This report could include a general budget overview, information about key projects undertaken in the prior fiscal year, and a breakdown of anticipated needs in 2026. It could also provide information about key contacts at CTUB, information about how to provide feedback about the system, and an opportunity to sign up for the e-newsletter and follow the utility on social media.

Anticipated CTUB staff pull: 25 hours

Educate and Empower Stakeholders

Talking Points and Background for Council and Board Members

One of the most challenging parts of serving on the Council or Board is being asked to explain CTUB's complex activities without simple language to describe the situation. When asked, CPS has worked with CTUB staff to develop concise, clear talking points for both Board and Council members about the challenges the utility faces and the actions the Board has taken. With the new General Manager, we look forward to being activated more regularly to support clear, unified communications.

Anticipated CTUB staff pull: 1.5 hours/issue addressed

Events and Briefings

CTUB leadership hosted an open house for key stakeholders at the water treatment plant last spring. This was an excellent opportunity to educate leaders about CTUB's operations, community impact, and philosophy. Seeing exactly how and why "growth pays for growth" will enable leaders to discuss the benefits of this approach with the community at large.

CPS recommends that the new General Manager schedules a quarterly interaction with Board and Council members to do a deep dive into the issues CTUB faces, providing CTUB staff to directly address questions and concerns.

Two of these opportunities for FY 2027 could be on-site open houses at CTUB facilities, and two could be briefing-style events, where CTUB staff explains how rates are set, the difference between CTUB's rate model and WVAW's, the state of repair and need for improvement of the existing infrastructure, or another topic of pressing interest to the community. CPS will develop materials to support CTUB leadership in the planning and execution of these events.

Anticipated CTUB staff pull: 30 hours/quarter

Prepare for the Long-Term

Make the Case for the Future

CPS will work with the new General Manager and CTUB staff to identify a list of potentially challenging issues that are likely to come up for CTUB in the near-future – infrastructure investment, rate increases, system expansions, regulatory compliance, environmental issues, etc.

Once this list of issues is identified, we will develop messaging that takes the issue from the ground up. We will also begin to sketch out timelines for engaging community leaders, customers, and the greater Charles Town area in education activities around any potential action. This will enable CTUB leaders to make strategic decisions about when, where and how to begin speaking about potentially controversial plans to maximize the transparency and open communication of the utility.

Anticipated staff pull: 10 hours

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

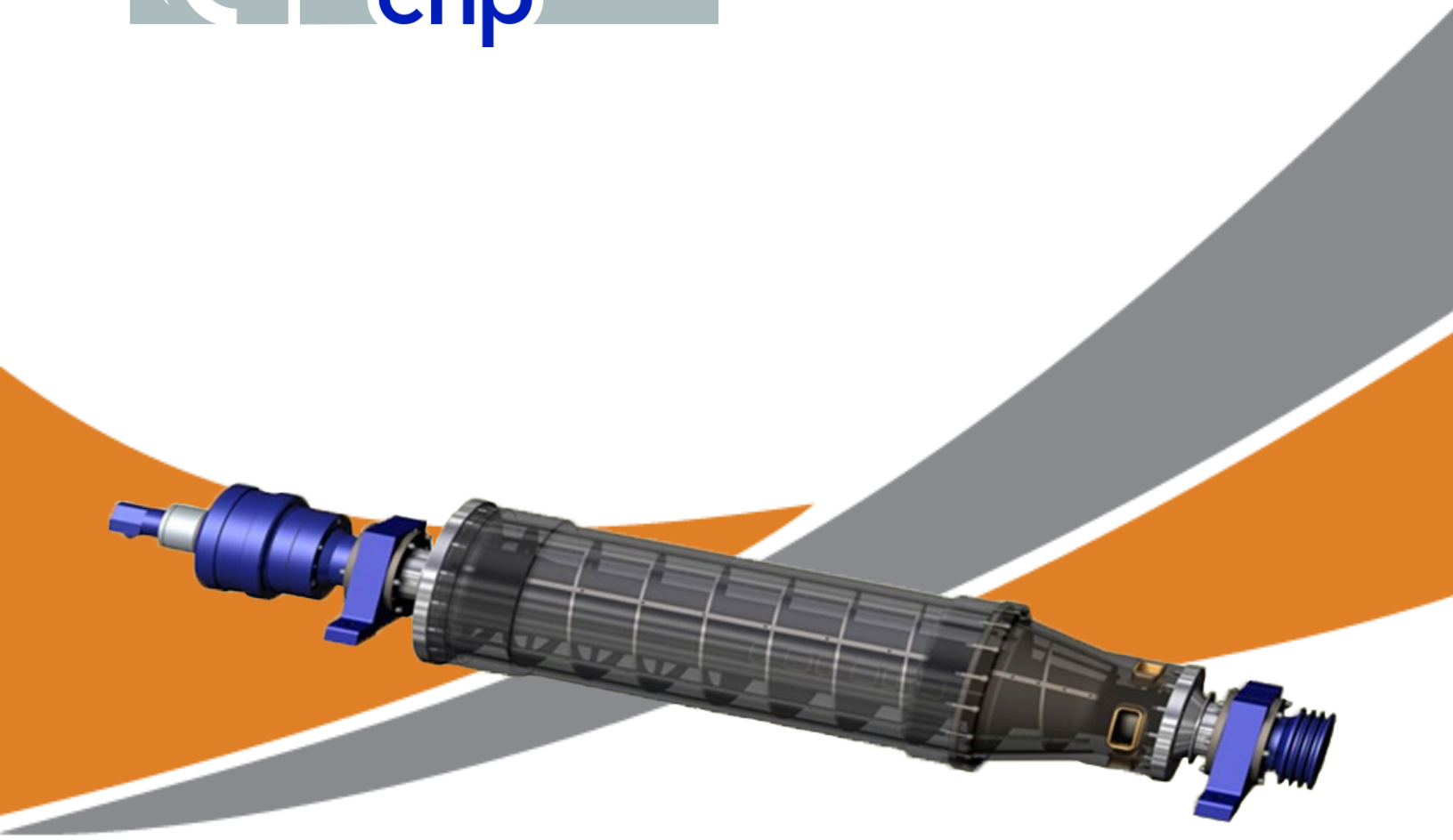
661 South George Street
Charles Town, WV 25414

Charles Town Wastewater Treatment Plant Centrifuge Rotating Assembly (Scroll) Quote

Attachments:

Scroll Quote.pdf

$233,900



Proposal

CS21-4 2Ph Rotating Assembly

Complete & Full Spare Rotor Option

To	All Bidding Contractors
Centrisys Ref - Opp#	15746
Project Name	Charles Town, WV
Date	3/6/2026
Prepared By	John Haney

ITEM 1. Complete Rotor Option – One (1) Decanter Rotating Assembly, Model CS21-4 2PH

Centrifuge Specification

Model	CS21-4 2Ph
Inside bowl diameter (in)	21
Bowl length (in)	94
Bowl length to diameter ratio	4.3:1
Beach angle (deg)	15
Maximum bowl speed (RPM)	3150
Rotodiff model	1071DLF

Equipment Description

- Centrifugally casted duplex SS solid bowl
- Scroll conveyor with duplex SS scroll shaft; 316SS flights
- Includes both main bearing assemblies, feed pipe, Rotodiff, carrier and pulley.
- Includes new set of V-Belts for Drive Motor.
- Requires trip to the site for installation and alignment – Not included

Purchase Price
One (1) CS21-4 Rotating Assembly – Complete Rotor .....$**224,600** **USD**
F.O.B. Kenosha-WI, freight excluded, taxes excluded.

Validity
Purchase price is valid sixty (60) calendar days from the quotation date, for shipment of equipment within the timetable stated below.

Payment Terms
30% with order; 70% upon arrival on site

Timetable
Shipment phase: 16-18 weeks following purchase order

ITEM 2. Full Spare Rotor Option – One (1) Decanter Rotating Assembly, Model CS21-4 2PH

Centrifuge Specification

Model	CS21-4 2PH
Inside bowl diameter (in)	21
Bowl length (in)	94
Bowl length to diameter ratio	4.3:1
Beach angle (deg)	15
Maximum bowl speed (RPM)	3150

Equipment Description

- Centrifugally casted duplex SS solid bowl
- Scroll conveyor with duplex SS scroll shaft; 316SS flights
- Complete with main bearing housings, feed pipe, new pillow blocks, new pulley and Rotodiff adapter
- Includes new set of V-Belts for Drive Motor.
- Requires trip to the site for installation and alignment – Not included
- **Does not** include the Rotodiff hydraulic motor or the spline shaft.

Purchase Price
One (1) CS21-4 Rotating Assembly – Full Spare Rotor .....$**174,100 USD**
F.O.B. Kenosha-WI, freight excluded, taxes excluded.

Validity
Purchase price is valid sixty (60) calendar days from the quotation date, for shipment of equipment within the timetable stated below.

Payment Terms
30% with order; 70% upon arrival on site

Timetable
Shipment phase: 16-18 weeks following purchase order

Centrisys Contact

Tony Henderson
Regional Sales Manager
9586 58th Place
Kenosha, WI 53144
Ph: (262) 654-6006
Direct: (262) 234-0349
Email: THenderson@centrisys.us

Sales Quote Number: SQ-42408

Centrifuge-Systems, LLC
9586 58th Pl
Kenosha, WI 53144-7805
Phone: 262-654-6006
Fax: (262) 658-1260

Sell To:
Charles Town Utility Board
661 S. George Street
Suite 101
Charles Town, WV 25414

Ship to:
Charles Town Utility Board
661 S. George Street
Suite 101
Charles Town, WV 25414

Sales Quote Date: March 9, 2026
Quote Expiration Date: April 8, 2026
Customer ID: C001489
Contact:
Customer Phone: 304-724-3246
Customer Fax: 304-725-7150
Customer Email: mcourtney@ctubwv.com
Sales Person :
Terms: Net 30
Customer PO#
Your Reference: Opp. 016016
Ship Via:
Shipping Agent:
Shipping Agent Service
Location Code:

Line #	Item	Description	Quantity	Unit	Unit Price	Discount Unit Price	Discount	Total Price
10000		Tech on site to assist with installation of spare rotating assembly				0.00	0	
20000	OS-SITE	Site Service	1	Each	9,300.00	9,300.00	0	9,300.00
30000		*Pricing includes no parts				0.00	0	
40000		*Pricing is for up to 2 days on site & includes no overtime				0.00	0	
50000		*Pricing will be billed at actual cost				0.00	0	
60000		*Any addtional time/resources required will be added to costs				0.00	0	

Subtotal	9,300.00
Total Tax	0.00
Total $	**9,300.00**

Amount Subject to Sales Tax 0.00

Line #	Item	Description	Quantity	Unit	Unit Price	Discount Unit Price	Discount	Total Price

Amount Exempt from Sales Tax 9,300.00

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

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

Locust Hill Tank Cleaning & Repair Quotes

Attachments:

Recondition Quote- Locust Hill.pdf
Temp Water Tank Quote- Locust Hill.pdf

Mid Atlantic Storage Systems, Inc.
QUALITY ERECTORS OF AQUASTORE® ,& tecStore™ TANK SYSTEMS

P R O P O S A L
 # X-4356, October 7, 2025

Charles Town Utility Board
c/o Ms. Kristen M. Stolipher
661 South George Street, Suite 101
Charles Town, WV 25414
PH.: 304-724-7080
Email: kstolipher@ctubwv,com

This PROPOSAL is offered to **Charles Town Utility Board,** hereafter called the BUYER, by Mid Atlantic Storage Systems, Inc., (MASSI) the SELLER, for the following improvements/repairs to be made to the existing Aquastore glass-coated, bolted-steel storage tank as manufactured by CST Storage, Inc. of Dekalb, IL.

TANK OWNER: Charles Town Utility Board, Charles Town, WV

REFERENCE: Model 25134 MSWT (25'dia. x 134' tall – 498,000 gallons) – MIP # 8022988 "Locust Street" and installed by Mid Atlantic Storage Systems around 2002.

SCOPE OF WORK – INTERIOR

Task # 1 – MASSI proposes to open the manway door and remove the remaining few inches of water after the tank has been emptied by Owner. Then, MASSI proposes to remove the silt using an industrial vacuum system (more than 4 inches of silt may be additional cost). The silt needs to be legally disposed of onsite, at a nearby treatment facility or another chosen location. Owner is responsible to establish where disposal will be left and for any dumping fees. Disposal costs are not included in the price. Then MASSI proposes to recondition / recaulk ALL the horizontal and vertical **interior** tank seams, glassed, steel floor, and bottom manway on the existing Aquastore glass-coated, bolted-steel water storage tank. MASSI also proposes to inspect the interior of the tank and repair any other misc. minor glass chips, etc. in the tank coating using the std. tank sealer to prevent potential corrosion, etc. at no additional cost. The sealant is used to ensure that the tank is "liquid tight", as well as to protect the panel sheet edges from corrosion. Over time, the sealant degrades and needs to be reapplied. An interior recondition is typically required sooner than an exterior recondition. Unlike an exterior recondition, an interior recondition requires the tank to remain out of service for approx. 7-10 days for the sealant to properly cure. Finally**,** MASSI proposes to provide and install new sacrificial anode bars on the inside floor of the existing Aquastore glass-coated, bolted-steel water storage tank. The exact number of anode bars is determined by the conductivity of the stored water and the size of the tank. A tank of this size normally takes (7) anode bars. The sacrificial anode bars are part of a new NSF approved cathodic protection system, which may not have been available at the time that the above referenced tank was originally installed. The anode bars assist with protecting the tank interior wetted surfaces from excessive corrosion.

SCOPE OF WORK – EXTERIOR

Option # 1 – MASSI proposes to recondition / recaulk ALL the horizontal and vertical **exterior** tank seams, bottom manway, and roof assembly on the existing Aquastore glass-coated, bolted-steel water storage tank. The sealant is used to protect the panel sheet edges from corrosion. Over time, the sealant degrades and needs to be reapplied to protect the sheet edges. MASSI also proposes to inspect the exterior of the tank and repair any misc. minor glass chips, etc. in the tank coating using the standard tank sealer to prevent potential corrosion, etc. at no additional cost.

Option # 2 – MASSI proposes to complete an exterior "chemical wash" of the roof and tank sidewalls with a mild chemical solution to remove as much of the existing streaking as possible and restore the exterior appearance.

Option # 3 – MASSI proposes to provide and install approximately 27,100 new exterior protective bolt caps with sealer to cover the exterior tank fasteners (i.e. nuts and washers) of the existing Aquastore glass-coated, bolted-steel water storage tank. The bolt caps assist with protecting the exterior nut and washer from corrosion and provides a more aesthetically pleasing exterior tank appearance.

ITEMS SPECIFICALLY NOT INCLUDED IN THIS PROPOSAL AND/OR BY OTHERS

1) The BUYER is responsible for providing free, clear and easy access to the tank site for our trucks.
2) The BUYER shall provide sufficient space adjacent to and around the tank site for Seller's access and equipment.
3) The BUYER is responsible for providing a well-drained, level and prepared tank site to include access roads; site clearing, grading; leveling; drainage; erosion control, brush removal.
4) Final grading, seeding, mulching, fencing, or other site restoration work.
5) The BUYER is responsible for any pipe or appurtenance relocation, and price does NOT include any tank or roof penetration nozzles/boots or relocation of platforms, electrical, etc.
6) Special permits/ Special licenses from federal/state/local agencies and/or related inspection fees, confined space permits, etc... Tanks will need to remain out of service for the duration of recondition process.

LABOR & EQUIPMENT FOR TANK MODIFICATIONS

1) Open-shop, **non-prevailing wage labor**, materials, & tools will be provided by Mid Atlantic Storage Systems, Inc.
2) All LABOR offered in this PROPOSAL will be performed by SELLER, an authorized dealer of CST formally known as Engineered Storage Products Co and A.O. Smith. using our FACTORY CERTIFIED & TRAINED crews regularly engaged in the installation of AQUASTORE® tank systems.

COMPLETION

Varies depending upon weather, crew availability, etc.…

INSURANCE

SELLER has $2 MM Comprehensive General Liability coverage.

BONDS

This PROPOSAL does not include the supply of, or associated cost of a performance and payment bond. If bonds are required please increase the total PRICE of this PROPOSAL by 1.5%.

TAX

Sales or Use Tax is NOT included for this project. (Taxes extra if required.) Please provide Tax Exemption Certificate.

PRICE

The total PRICE for Labor, Materials, and Equipment offered herein is:

Task 1 – $ 80,021
Option 1 - $ 77,458
Option 2 – $ 23,625
Option 3 - $ 45,162

TERMS
The PRICE is to be remitted net 30 days on monthly invoices submitted for materials delivered to the jobsite and work performed during that month. NOTE: a 1.25% monthly (15% annual) service charge will be accessed on past due accounts. Price retainage is not acceptable.

VALIDITY
The PRICE is valid for your written acceptance no later than **January 7, 2025**. Beyond these times **SELLER** reserves the right to revise pricing as necessary.

INDEMNIFICATION
The laws of the state where the Work giving rise to the claim is performed shall apply to Article 1.

TO THE EXTENT PERMITTED BY LAW, THE OWNER SHALL INDEMNIFY, DEFEND AT ITS EXPENSE, AND SAVE THE CONTRACTOR HARMLESS FROM, ANY LIABILITIES, COSTS, AND CLAIMS, INCLUDING JUDGMENTS RENDERED AGAINST, AND FINES AND PENALTIES IMPOSED UPON, THE CONTRACTOR AND REASONABLE ATTORNEYS' FEES AND ALL OTHER COSTS OF LITIGATION (COLLECTIVELY, “LIABILITIES”), ARISING OUT OF THE CONTRACT, INCLUDING INJURIES, DISEASE OR DEATH TO PERSONS, OR PROPERTY DAMAGE, AND ENVIRONMENTAL CLAIMS AND LIABILITIES, CAUSED BY OWNER, ITS EMPLOYEES, AGENTS OR SUBCONTRACTORS, OR IN ANY WAY ATTRIBUTABLE TO THE PERFORMANCE OF THE CONTRACT, EXCEPT THAT THE OWNERS OBLIGATION TO INDEMNIFY THE CONTRACTOR SHALL NOT APPLY TO ANY LIABILITIES ARISING FROM CONTRACTORS SOLE NEGLIGENCE. TO THE EXTENT PROVIDED IN THIS SECTION, THE OWNER AGREES TO INDEMNIFY THE CONTRACTOR FOR LIABILITIES ARISING FROM THE OWNER’S ACTS AND OMISSIONS, NEGLIGENT OR OTHERWISE. OWNER SHALL HAVE THE RIGHT TO SELECT ITS COUNSEL AND TO HAVE COUNSEL SEPARATE FROM THE Contractor, all at the Contractor’s expense.

RESCHEDULING FEE
A $ 2,500 Rescheduling Fee will be applied to any tank recondition project that is cancelled by the tank owner within 7 days of an agreed upon start date. However, this fee will be waived if Mid Atlantic is able to reschedule the rehab crew to another project with no delay in their work schedule.

The above referenced tank is approximately 23 years old.

We appreciate the opportunity to provide you with this PROPOSAL and look forward to your favorable acceptance.

Sincerely,

Ryan Lynch

Ryan Lynch
Inside Service Manager

BUYER ACCEPTANCE
The undersigned accepts this PROPOSAL and all its terms and conditions as a binding contract subject only to the approval of the credit of the BUYER by the SELLER which shall not be unreasonably withheld.

COMPANY: _____

BY:_____ TITLE:_____

SIGNATURE:_____ DATE:_____

Portable Water Systems, LLC

8473 Riverland Ave SW
Navarre, OH 44662
Phone: 330-756-4009 Fax: 330-756-3144

March 11, 2026

Charles Town Utility Board
661 S George Street, Suite 101
Charles Town, WV 25414
ATTN: Chris Hutzler

Proposal

We are pleased to present this proposal to provide portable hydro-pneumatic tanks for temporary water storage. The tanks will be moved in, setup, and removed once the project is completed.

Charles Town WV
Locust Tank Project

Provide 27,000 gallons of total storage capacity utilizing two hydro-pneumatic tanks. The tanks will be connected to two different fire hydrant located in the Locst Tank area. The tanks will connect to the hydrant through 4" hoses. Each tank will have a watts pressure relief valve.

1st 30 days TOTAL= $26,050.00

Additional rental time, if needed will be $500.00 per day after the first 30 days

Items Included in this Quotation

- 27,000 gallons of total storage capcity using 2 hydro pneumatic tanks delivered to Locust Tank area
- (2) 4" ID Hose X 50' Long
- (2) Watts Model # 1116FH pressure relief valve
- Removal of the tank from project site

Add $550.00 per day plus expenses per technician for labor and travel expenses beyond the standard setup if the contractor elects our setup team to stay and address any additional matters

Items not included in this proposal

- Pumps
- Taps or live connections to the system
- Tow vehicle/equipment. In order to mobilize and demobilize this project our semi truck with trailer and pickup truck with trailer will need to be able to travel all roads, access ways, and/or driveways without the assistance of other equipment or Tow vehicle. If Tow vehicles/equipment are needed to assist In the mobilizing or demobilizing this project site those vehicles/equipment will be provided and operated by others. It shall also be understood that Portable Water Systems, LLC must agree to the proposed method of Tow and can refuse any procedure or equipment that Portable Water System, LLC thinks will cause damage to its own vehicle and equipment

- Road Permits, Bonding for roads, or special insurance. If any roads, routes, highways, or interstates require special provisions to drive Portable Water Systems, LLC's equipment on them, all requirements will be paid for and acquired by others

- Site Preparations. It is understood that Portable Water Systems, LLC tanks/equipment must be placed on a fairly level surface capable of holding the weight of the equipment full of water. Any and all site work required to place the equipment will be acquired and paid for by others

- Any and all types of freeze protection. It is understood that Portable Water Systems, LLC tanks/equipment are susceptible to freezing conditions.

- Water Sampling and testing. It is understood that any water sampling or water testing that is required to be able to use Portable Water Systems, LLC tanks/equipment will be completed by and paid for by others

- Any type of fencing or barricades. All fencing and/or barricades will be provided by and paid for by others

- Site Restoration. It is understood that the tanks/equipment can and will leave an impression in the ground and ruts can be created by the vehicles bring in the tanks/equipment. Any and all restoration that may be required will be completed by and paid for by others.

Notes

- It is understood that Portable Water Systems, LLC is a first come first served business and this quotation is only good if the quoted tank/s are available at the time of need.

- Roadway Restrictions. It is understood that the quoted tank/equipment may be oversized by weight, height, or width. Should the quoted piece of equipment not be legally able to travel the required roads to access the site then this quotation is null and void

- It is understood that Portable Water Systems, LLC will make every effort to remove all equipment from the project site in a timely fashion after the completion of the project

- This quotation is good for 30 days; if you accept this quotation please call and we will issue a proposal. No work will begin without a signed proposal.

- Our company provides 1,000,000 in General Liability Insurance, Worker's Compensation above State required limits and adequate automobile insurance. Any requirements above these amounts will only be added at the customer's expense. There will also be an additional charge of $50.00 to any customer requesting to be added as an additional insured on our General Liability Insurance.

- In addition to any other amounts payable under this agreement, the Client will report and pay all sales, and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the services provided pursuant to this agreement. Without limiting the forgoing, Client shall promptly pay to Portable Water Systems, LLC an amount equal to any such taxes actually paid or required to be collected or paid by Portable Water Systems, LLC

- By signing and dating our issued proposal for a project you will also agree to release, waive, discharge and convenant not to sue and hold harmless from any and all liablity, claims, costs and expenses whatsoever arising out of or related to any lose, damage, or injury, that may be sustained in the process of renting this temporary water storage.

- Payment Information: Unless prior arrangements have been made all invoices are due and apyable within 30 days of the issues invoice date. Finance charges of 1.5% will apply on any outstanding monthly balances.

BY:		By	
Print	Michael Ritterbeck - Member	Print	
Date		Date	

Portable Water Systems, LLC

8473 Riverland Ave SW
Navarre, OH 44662
Phone: 330-756-4009 Fax: 330-756-3144

March 11, 2026

Charles Town Utility Board
661 S George Street, Suite 101
Charles Town, WV 25414
ATTN: Chris Hutzler

Proposal

We are pleased to present this proposal to provide a portable hydro-pneumatic tank for temporary water storage. The tank will be moved in, setup, and removed once the project is completed.

Charles Town WV
Locust Tank Project

Provide 16,000 gallons of total storage capacity utilizing a hydro-pneumatic tank. The tank will be connected to a fire hydrant located in the Locst tank area. The temporary Tank will connect to fire hydrant through a 4" hose. The tank will be equipped with two pressure relief valves.

1st 30 days TOTAL= $14,150.00
Additional rental time, if needed will be $275.00 per day after the first 30 days

Items Included in this Quotation
- 16,000 gallons of total storage capcity using a hydro pneumatic tank delivered to Locust Tank Area
- (1) 4" ID Hose X 50' Long
- (2) Watts Model # 1116FH pressure relief valve
- Removal of the tank from project site

Add $550.00 per day plus expenses per technician for labor and travel expenses beyond the standard setup if the contractor elects our setup team to stay and address any additional matters

Items not included in this proposal
- Pumps
- Taps or live connections to the system
- Tow vehicle/equipment. In order to mobilize and demobilize this project our semi truck with trailer and pickup truck with trailer will need to be able to travel all roads, access ways, and/or driveways without the assistance of other equipment or Tow vehicle. If Tow vehicles/equipment are needed to assist In the mobilizing or demobilizing this project site those vehicles/equipment will be provided and operated by others. It shall also be understood that Portable Water Systems, LLC must agree to the proposed method of Tow and can refuse any procedure or equipment that Portable Water System, LLC thinks will cause damage to its own vehicle and equipment

- Road Permits, Bonding for roads, or special insurance. If any roads, routes, highways, or interstates require special provisions to drive Portable Water Systems, LLC's equipment on them, all requirements will be paid for and acquired by others

- Site Preparations. It is understood that Portable Water Systems, LLC tanks/equipment must be placed on a fairly level surface capable of holding the weight of the equipment full of water. Any and all site work required to place the equipment will be acquired and paid for by others

- Any and all types of freeze protection. It is understood that Portable Water Systems, LLC tanks/equipment are susceptible to freezing conditions.

- Water Sampling and testing. It is understood that any water sampling or water testing that is required to be able to use Portable Water Systems, LLC tanks/equipment will be completed by and paid for by others

- Any type of fencing or barricades. All fencing and/or barricades will be provided by and paid for by others

- Site Restoration. It is understood that the tanks/equipment can and will leave an impression in the ground and ruts can be created by the vehicles bring in the tanks/equipment. Any and all restoration that may be required will be completed by and paid for by others.

Notes

- It is understood that Portable Water Systems, LLC is a first come first served business and this quotation is only good if the quoted tank/s are available at the time of need.

- Roadway Restrictions. It is understood that the quoted tank/equipment may be oversized by weight, height, or width. Should the quoted piece of equipment not be legally able to travel the required roads to access the site then this quotation is null and void

- It is understood that Portable Water Systems, LLC will make every effort to remove all equipment from the project site in a timely fashion after the completion of the project

- This quotation is good for 30 days; if you accept this quotation please call and we will issue a proposal. No work will begin without a signed proposal.

- Our company provides 1,000,000 in General Liability Insurance, Worker's Compensation above State required limits and adequate automobile insurance. Any requirements above these amounts will only be added at the customer's expense. There will also be an additional charge of $50.00 to any customer requesting to be added as an additional insured on our General Liability Insurance.

- In addition to any other amounts payable under this agreement, the Client will report and pay all sales, and other taxes, federal, state, or otherwise, however designated, which are levied or imposed by reason of the services provided pursuant to this agreement. Without limiting the forgoing, Client shall promptly pay to Portable Water Systems, LLC an amount equal to any such taxes actually paid or required to be collected or paid by Portable Water Systems, LLC

- By signing and dating our issued proposal for a project you will also agree to release, waive, discharge and convenant not to sue and hold harmless from any and all liablity, claims, costs and expenses whatsoever arising out of or related to any lose, damage, or injury, that may be sustained in the process of renting this temporary water storage.

- Payment Information: Unless prior arrangements have been made all invoices are due and apyable within 30 days of the issues invoice date. Finance charges of 1.5% will apply on any outstanding monthly balances.

BY:		By	
Print	Michael Ritterbeck - Member	Print	
Date		Date	

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Update on Evitts Run Line

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

Revenue & Expense January 2026-Draft.pdf
Revenue & Expense February 2026-Draft.pdf
Capital Expenditure Report.pdf

Charles Town Water Department
Revenue & Expense Summary
January 31, 2026
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,960,000	Metered Sales - Residential	2,310,000	2,142,206	(167,794)
1,850,000	Metered Sales - Commercial	1,079,167	982,850	(96,316)
65,000	Metered Sales - Glen Haven/Cavaland	37,917	37,669	(248)
40,000	Sale for Resale - Bulk Water	23,333	20,857	(2,476)
90,000	Forfieted Discounts	52,500	46,638	(5,862)
30,000	Misc. Service Rev - Reconnection / Tap Fees	17,500	15,235	(2,265)
565,000	Tank Lot Rental Income (Non-Operating)	329,583	344,402	14,819
310,000	Interest Income (Non-Operating)	180,833	213,613	32,780
34,000	Sinking Fund Income (Non-Operating)	19,833	15,571	(4,262)
40,000	Miscellaneous Income (Non-Operating)	23,333	11,061	(12,272)
6,984,000	**TOTAL REVENUES**	4,074,000	3,830,103	(243,897)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	8,750	2,257	(6,493)
60,000	WS - Maint of Water Source	35,000	40,237	5,237
560,000	WT - Salaries & Wages - Operations Labor	326,667	308,098	(18,568)
170,000	WT - Power & Fuel	99,167	86,776	(12,391)
11,000	WT - Power & Fuel - GH/CAV	6,417	3,782	(2,634)
220,000	WT - Chemical Expense	128,333	118,721	(9,612)
30,000	WT - Testing	17,500	11,261	(6,239)
35,000	WT - Materials & Supplies Expense	20,417	24,435	4,019
6,500	WT - Materials & Supplies Expense - GH/CAV	3,792	3,789	(3)
55,000	WT - Sludge Hauling	32,083	27,968	(4,115)
90,000	WT - Maint of Water Treatment Plant	52,500	73,548	21,048
12,000	WT - Maint of Water Plant - GH/CAV	7,000	11,086	4,086
20,000	WT - Licenses & Subscriptions	11,667	4,016	(7,651)
485,000	TD - Salaries & Wages - Maintenance Labor	282,917	309,865	26,949
30,000	TD - Materials & Supplies Expense	17,500	12,568	(4,932)
120,000	TD - Maint of Dist Reservior & Standpipes	70,000	74,484	4,484
120,000	TD - Maint of Mains	70,000	55,412	(14,588)
210,000	TD - Maint of Services	122,500	119,350	(3,150)
360,000	TD - Maint of Meters	210,000	249,083	39,083
50,000	TD - Maint of Hydrants	29,167	15,150	(14,017)
35,000	TD - Maint of Equipment	20,417	5,074	(15,343)
212,000	CA - Salaries & Wages	123,667	116,301	(7,366)
85,000	CA - Billing Expense	49,583	39,332	(10,251)
120,000	CA - Credit Card Processing Fees	70,000	67,674	(2,326)
90,000	CA - Licenses & Subscriptions (includes Sensus)	52,500	3,227	(49,273)
15,000	CA - Bad Debt Expense	8,750	8,577	(173)
175,000	GA - Salaries & Wages	102,083	90,624	(11,459)
2,500	GA - Director Compensation	1,458	1,700	242
275,000	GA - Employee Insurance & Benefits	160,417	133,391	(27,026)
128,880	GA - Employee Pension Expense	75,180	68,846	(6,335)

Charles Town Water Department
Revenue & Expense Summary
January 31, 2026
Preliminary Draft

109,739	GA - Payroll Taxes - FICA Tax Expense	64,015	63,799	(215)
4,572	GA - OPEB (Other Post Employment Benefits)	2,667	6,009	3,342
25,925	GA - Employee 457 Expense	15,123	15,445	322
45,000	GA - Office Supplies & Expense	26,250	18,298	(7,952)
20,000	GA - Travel, Training, & Education	11,667	10,884	(782)
10,000	GA - Uniform Expense	5,833	6,721	887
30,000	GA - Computer - Technology Expense	17,500	7,421	(10,079)
35,000	GA - Maint. of General Property	20,417	12,086	(8,331)
28,000	GA - Licenses & Subscriptions	16,333	8,575	(7,758)
30,000	GA - Contractual Services - Engineering	17,500	8,374	(9,126)
25,000	GA - Contractual Services - Accounting	14,583	15,300	717
65,000	GA - Contractual Services - Legal	37,917	46,886	8,970
60,000	GA - Contractual Services - Other	35,000	34,408	(592)
15,300	GA - Rental of Building	8,925	10,200	1,275
72,000	GA - Transportation Expense	42,000	41,399	(601)
95,000	GA - Insurance	55,417	83,949	28,532
23,000	GA - Worker's Comp	13,417	14,940	1,523
30,000	GA - Regulatory Commission Expense	17,500	3,888	(13,612)
2,500	GA - Bond Administration Fees	1,458	1,273	(186)
3,500	GA - Bond Service Fees	2,042	1,480	(561)
15,000	GA - Misc. General Expense	8,750	6,554	(2,196)
5,000	GA - Advertising & Publication Expense	2,917	1,457	(1,460)
343,292	Interest on Long Term Debt (Non-Operating)	200,254	173,038	(27,216)
-	Interest Expense - Subscriptions	-	1,138	1,138
1,328,615	Depreciation Expense (Non-Cash)	775,025	775,025	-
6,219,324	**TOTAL EXPENSES**	3,627,939	3,455,181	(172,758)
764,676	Excess (Deficit)	446,061	374,923	

Board request 5/8/2024	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 01/31/2026***	849,982	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/25	933,984	
	Disbursements To Date	(4,731,115)	
	Expenses	3,455,181	
	Deposits To Date	4,136,179	
	Revenues	(3,830,103)	
	OPERATING CASH BALANCE @ 01/31/2026	339,049	
		339,049	Water
		0	Operating
Added to report in 2019	**OTHER CASH (BANK) ACCOUNT BALANCES**		
	Water Capacity Improvement Fund	9,037,548	
	Water Renewal & Replacement Fund	1,240,928	
	Water Working Capital Fund	456,527	

Charles Town Sewer Department
Revenue & Expense Summary
January 31, 2026
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,160,000	CTUB Service Revenue	1,843,333	1,761,295	(82,039)
2,000,000	Ranson Revenue	1,166,667	1,177,638	10,972
2,860,000	JCPSD Revenue	1,668,333	1,574,583	(93,750)
45,000	Customer Forfieted Discounts	26,250	26,920	670
40,000	Customer Forfieted Discounts- RA	23,333	17,728	(5,606)
50,000	Customer Forfieted Discounts- PSD	29,167	24,215	(4,951)
30,000	Misc. Sewer Revenues (Non-Operating)	17,500	63,045	45,545
350,000	Interest Income (Non-Operating)	204,167	233,817	29,650
58,000	Sinking Fund Income (Non-Operating)	33,833	23,603	(10,230)
8,593,000	**TOTAL REVENUES**	5,012,583	4,902,845	(109,738)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	8,750	8,759	9
90,000	CS - Maint of Service Connections	52,500	66,949	14,449
150,000	CS - Maint of Collecting & Trans. Mains	87,500	72,739	(14,761)
530,000	PS - Salaries & Wages	309,167	324,437	15,270
170,500	PS - Power & Fuel	99,458	87,680	(11,779)
30,000	PS - Materials & Supplies Expense	17,500	15,409	(2,091)
65,000	PS - Sludge Hauling	37,917	30,409	(7,508)
200,000	PS - Maint of Pump Stations	116,667	144,693	28,026
10,000	PS - Maint of Equipment	5,833	89	(5,744)
355,000	TD - Salaries & Wages	207,083	133,226	(73,857)
210,000	TD - Power - CT Plant	122,500	136,370	13,870
100,000	TD - Power - TUI	58,333	43,793	(14,540)
11,000	TD - Power - Deerfield	6,417	2,380	(4,037)
180,000	TD - Chemical Expense - CT	105,000	69,226	(35,774)
25,000	TD - Chemical Expense - TUI	14,583	28,265	13,682
45,000	TD - Testing - CT	26,250	29,038	2,788
12,000	TD - Testing - TUI	7,000	6,142	(858)
80,000	TD - Materials & Supplies Expense	46,667	40,634	(6,033)
60,000	TD - Sludge Hauling - TUI	35,000	13,549	(21,451)
130,000	TD - Maint. Burns Farm	75,833	52,416	(23,417)
230,000	TD - Maint. Treatment Plant - CT	134,167	93,243	(40,924)
150,000	TD - Maint. Treatment Plant - TUI	87,500	87,391	(109)
30,000	TD - Maint. Treatment Plant - Deerfield	17,500	9,164	(8,336)
18,000	TD - Licenses & Subscriptions	10,500	-	(10,500)
320,000	CA - Billing & Acct Labor	186,667	180,985	(5,682)
100,000	CA - Billing Expense	58,333	43,416	(14,917)
120,000	CA - Credit Card Processing Fees	70,000	67,674	(2,326)
70,000	CA - Licenses & Subscriptions	40,833	3,026	(37,808)
25,000	CA - Bad Debt Expense	14,583	16,675	2,092
260,000	GA - Salaries & Wages	151,667	142,094	(9,573)
2,500	GA - Director Compensation	1,458	1,700	242
248,000	GA - Employee Insurance & Benefits	144,667	142,416	(2,251)
131,850	GA - Employee Pension Expense	76,913	68,650	(8,263)

Charles Town Sewer Department
Revenue & Expense Summary
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112,264	GA - Payroll Taxes - FICA Tax Expense	65,487	59,884	(5,603)
3,500	GA - OPEB (Other Post Employment Benefits)	2,042	1,253	(789)
27,445	GA - Employee 457 Expense	16,009	15,028	(982)
45,000	GA - Office Supplies & Expense	26,250	18,820	(7,430)
35,000	GA - Travel, Training, & Education	20,417	21,198	781
15,000	GA - Uniform Expense	8,750	5,778	(2,972)
30,000	GA - Computer - Technology Expense	17,500	5,513	(11,987)
35,000	GA - Maint. of General Property	20,417	13,673	(6,743)
30,000	GA - Licenses & Subscriptions	17,500	10,769	(6,731)
45,000	GA - Contractual Services - Engineering	26,250	6,988	(19,262)
35,000	GA - Contractual Services - Accounting	20,417	13,350	(7,067)
180,000	GA - Contractual Services - Legal	105,000	83,738	(21,262)
60,000	GA - Contractual Services - Other	35,000	36,101	1,101
15,300	GA - Rental of Building	8,925	10,200	1,275
110,000	GA - Transportation Expense	64,167	85,957	21,790
110,000	GA - Insurance	64,167	83,949	19,782
20,000	GA - Worker's Comp	11,667	14,473	2,807
40,000	GA - Regulatory Commission Expense	23,333	13,000	(10,334)
50,000	GA - Bond Administration Fees	29,167	22,940	(6,227)
5,000	GA - Bond Service Fees	2,917	1,574	(1,343)
20,000	GA - Misc. General Expense	11,667	9,621	(2,046)
5,000	GA - Advertising & Publication Expense	2,917	521	(2,396)
571,124	Interest on Long Term Debt (Non-Operating)	333,156	285,986	(47,169)
-	Interest Expense - Subscriptions	-	1,138	1,138
2,411,199	Depreciation Expense (Non-Cash)	1,406,533	1,406,533	-
8,184,682	**TOTAL EXPENSES**	4,774,398	4,390,621	(383,776)
408,318	Excess (Deficit)	238,186	512,224	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 01/31/2026***	1,801,597	
	Grant Revenue - WDA EEGF - ***Funds Rec. as of 01/31/2026***	1,077,000	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/25	3,372,905	
	Disbursements To Date	(5,451,217)	
	Expenses	4,390,621	
	Deposits To Date	5,078,841	
	Revenues	(7,781,442)	
	OPERATING CASH BALANCE @ 01/31/2026	3,000,529	
		3,000,529	Sewer
		(0)	Operating
***Added to report in 2019**	**OTHER CASH (BANK) ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	10,220,062	
	Sewer Renewal & Replacement Fund	1,293,358	
	Sewer Working Capital Fund	769,447	

Charles Town Water Department
Revenue & Expense Summary
2/28/2026
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,960,000	Metered Sales - Residential	2,640,000	2,440,048	(199,952)
1,850,000	Metered Sales - Commercial	1,233,333	1,116,258	(117,075)
65,000	Metered Sales - Glen Haven/Cavaland	43,333	42,431	(903)
40,000	Sale for Resale - Bulk Water	26,667	21,606	(5,061)
90,000	Forfieted Discounts	60,000	53,189	(6,811)
30,000	Misc. Service Rev - Reconnection / Tap Fees	20,000	15,355	(4,645)
565,000	Tank Lot Rental Income (Non-Operating)	376,667	382,933	6,266
310,000	Interest Income (Non-Operating)	206,667	239,803	33,136
34,000	Sinking Fund Income (Non-Operating)	22,667	15,571	(7,095)
40,000	Miscellaneous Income (Non-Operating)	26,667	11,481	(15,186)
6,984,000	**TOTAL REVENUES**	4,656,000	4,338,676	(317,324)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	10,000	2,401	(7,599)
60,000	WS - Maint of Water Source	40,000	46,161	6,161
560,000	WT - Salaries & Wages - Operations Labor	373,333	347,324	(26,009)
170,000	WT - Power & Fuel	113,333	102,288	(11,045)
11,000	WT - Power & Fuel - GH/CAV	7,333	3,782	(3,551)
220,000	WT - Chemical Expense	146,667	125,760	(20,906)
30,000	WT - Testing	20,000	16,882	(3,118)
35,000	WT - Materials & Supplies Expense	23,333	26,427	3,094
6,500	WT - Materials & Supplies Expense - GH/CAV	4,333	4,078	(256)
55,000	WT - Sludge Hauling	36,667	30,569	(6,098)
90,000	WT - Maint of Water Treatment Plant	60,000	72,857	12,857
12,000	WT - Maint of Water Plant - GH/CAV	8,000	11,086	3,086
20,000	WT - Licenses & Subscriptions	13,333	4,016	(9,318)
485,000	TD - Salaries & Wages - Maintenance Labor	323,333	351,771	28,437
30,000	TD - Materials & Supplies Expense	20,000	15,568	(4,432)
120,000	TD - Maint of Dist Reservior & Standpipes	80,000	64,087	(15,913)
120,000	TD - Maint of Mains	80,000	56,738	(23,262)
210,000	TD - Maint of Services	140,000	138,635	(1,365)
360,000	TD - Maint of Meters	240,000	366,754	126,754
50,000	TD - Maint of Hydrants	33,333	18,298	(15,036)
35,000	TD - Maint of Equipment	23,333	5,074	(18,259)
212,000	CA - Salaries & Wages	141,333	131,596	(9,737)
85,000	CA - Billing Expense	56,667	45,101	(11,566)
120,000	CA - Credit Card Processing Fees	80,000	77,220	(2,780)
90,000	CA - Licenses & Subscriptions (includes Sensus)	60,000	3,397	(56,603)
15,000	CA - Bad Debt Expense	10,000	8,477	(1,523)
175,000	GA - Salaries & Wages	116,667	102,119	(14,548)
2,500	GA - Director Compensation	1,667	1,900	233
275,000	GA - Employee Insurance & Benefits	183,333	151,654	(31,679)
128,880	GA - Employee Pension Expense	85,920	78,242	(7,678)

Charles Town Water Department
Revenue & Expense Summary
2/28/2026
Preliminary Draft

109,739	GA - Payroll Taxes - FICA Tax Expense	73,160	72,074	(1,086)
4,572	GA - OPEB (Other Post Employment Benefits)	3,048	6,861	3,813
25,925	GA - Employee 457 Expense	17,284	17,515	231
45,000	GA - Office Supplies & Expense	30,000	21,953	(8,047)
20,000	GA - Travel, Training, & Education	13,333	11,635	(1,698)
10,000	GA - Uniform Expense	6,667	6,786	119
30,000	GA - Computer - Technology Expense	20,000	7,421	(12,579)
35,000	GA - Maint. of General Property	23,333	19,008	(4,326)
28,000	GA - Licenses & Subscriptions	18,667	8,904	(9,763)
30,000	GA - Contractual Services - Engineering	20,000	8,374	(11,626)
25,000	GA - Contractual Services - Accounting	16,667	15,300	(1,367)
65,000	GA - Contractual Services - Legal	43,333	49,390	6,056
60,000	GA - Contractual Services - Other	40,000	37,178	(2,822)
15,300	GA - Rental of Building	10,200	11,475	1,275
72,000	GA - Transportation Expense	48,000	47,380	(620)
95,000	GA - Insurance	63,333	88,377	25,043
23,000	GA - Worker's Comp	15,333	16,702	1,369
30,000	GA - Regulatory Commission Expense	20,000	4,576	(15,424)
2,500	GA - Bond Administration Fees	1,667	1,297	(370)
3,500	GA - Bond Service Fees	2,333	1,480	(853)
15,000	GA - Misc. General Expense	10,000	6,870	(3,130)
5,000	GA - Advertising & Publication Expense	3,333	2,499	(834)
343,292	Interest on Long Term Debt (Non-Operating)	228,861	173,038	(55,824)
-	Interest Expense - Subscriptions	-	1,138	1,138
1,328,615	Depreciation Expense (Non-Cash)	885,743	885,743	-
6,219,324	**TOTAL EXPENSES**	4,146,216	3,933,236	(212,980)
764,676	Excess (Deficit)	509,784	405,440	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 02/28/2026*** 971,994

OPERATING CASH ACCOUNT

Reconciliation to Cash:

Cash Balance @ 6/30/25	933,984	
Disbursements To Date	(5,189,367)	
Expenses	3,933,236	
Deposits To Date	4,700,552	
Revenues	(4,338,676)	
OPERATING CASH BALANCE @ 02/28/2026	445,170	
	445,170	Water
	0	Operating

Added to report in 2019

OTHER CASH (BANK) ACCOUNT BALANCES

Water Capacity Improvement Fund	9,179,161
Water Renewal & Replacement Fund	1,243,603
Water Working Capital Fund	457,512

Charles Town Sewer Department
Revenue & Expense Summary
February 28, 2026
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,160,000	CTUB Service Revenue	2,106,667	2,007,777	(98,889)
2,000,000	Ranson Revenue	1,333,333	1,337,533	4,199
2,860,000	JCPSD Revenue	1,906,667	1,793,282	(113,385)
45,000	Customer Forfieted Discounts	30,000	30,300	300
40,000	Customer Forfieted Discounts- RA	26,667	20,432	(6,234)
50,000	Customer Forfieted Discounts- PSD	33,333	28,052	(5,281)
30,000	Misc. Sewer Revenues (Non-Operating)	20,000	69,295	49,295
350,000	Interest Income (Non-Operating)	233,333	263,760	30,427
58,000	Sinking Fund Income (Non-Operating)	38,667	24,579	(14,088)
8,593,000	**TOTAL REVENUES**	5,728,667	5,575,011	(153,656)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	10,000	10,398	398
90,000	CS - Maint of Service Connections	60,000	66,949	6,949
150,000	CS - Maint of Collecting & Trans. Mains	100,000	72,739	(27,261)
530,000	PS - Salaries & Wages	353,333	364,364	11,031
170,500	PS - Power & Fuel	113,667	101,144	(12,522)
30,000	PS - Materials & Supplies Expense	20,000	16,096	(3,904)
65,000	PS - Sludge Hauling	43,333	32,573	(10,760)
200,000	PS - Maint of Pump Stations	133,333	150,147	16,814
10,000	PS - Maint of Equipment	6,667	89	(6,577)
355,000	TD - Salaries & Wages	236,667	149,770	(86,896)
210,000	TD - Power - CT Plant	140,000	158,129	18,129
100,000	TD - Power - TUI	66,667	52,409	(14,258)
11,000	TD - Power - Deerfield	7,333	2,380	(4,954)
180,000	TD - Chemical Expense - CT	120,000	81,020	(38,980)
25,000	TD - Chemical Expense - TUI	16,667	33,161	16,495
45,000	TD - Testing - CT	30,000	41,968	11,968
12,000	TD - Testing - TUI	8,000	7,785	(215)
80,000	TD - Materials & Supplies Expense	53,333	46,510	(6,824)
60,000	TD - Sludge Hauling - TUI	40,000	16,658	(23,342)
130,000	TD - Maint. Burns Farm	86,667	52,416	(34,251)
230,000	TD - Maint. Treatment Plant - CT	153,333	105,427	(47,906)
150,000	TD - Maint. Treatment Plant - TUI	100,000	98,560	(1,440)
30,000	TD - Maint. Treatment Plant - Deerfield	20,000	9,920	(10,080)
18,000	TD - Licenses & Subscriptions	12,000	-	(12,000)
320,000	CA - Billing & Acct Labor	213,333	203,880	(9,454)
100,000	CA - Billing Expense	66,667	49,833	(16,834)
120,000	CA - Credit Card Processing Fees	80,000	77,220	(2,780)
70,000	CA - Licenses & Subscriptions	46,667	3,196	(43,471)
25,000	CA - Bad Debt Expense	16,667	16,551	(116)
260,000	GA - Salaries & Wages	173,333	160,054	(13,279)
2,500	GA - Director Compensation	1,667	1,900	233
248,000	GA - Employee Insurance & Benefits	165,333	162,347	(2,986)
131,850	GA - Employee Pension Expense	87,900	77,297	(10,603)
112,264	GA - Payroll Taxes - FICA Tax Expense	74,843	67,348	(7,494)

Charles Town Sewer Department
Revenue & Expense Summary
February 28, 2026
Preliminary Draft

3,500	GA - OPEB (Other Post Employment Benefits)	2,333	1,433	(900)
27,445	GA - Employee 457 Expense	18,297	16,898	(1,399)
45,000	GA - Office Supplies & Expense	30,000	22,466	(7,534)
35,000	GA - Travel, Training, & Education	23,333	22,060	(1,274)
15,000	GA - Uniform Expense	10,000	6,045	(3,955)
30,000	GA - Computer - Technology Expense	20,000	7,113	(12,887)
35,000	GA - Maint. of General Property	23,333	14,171	(9,163)
30,000	GA - Licenses & Subscriptions	20,000	11,097	(8,903)
45,000	GA - Contractual Services - Engineering	30,000	7,433	(22,567)
35,000	GA - Contractual Services - Accounting	23,333	13,350	(9,983)
180,000	GA - Contractual Services - Legal	120,000	97,558	(22,442)
60,000	GA - Contractual Services - Other	40,000	38,871	(1,129)
15,300	GA - Rental of Building	10,200	11,475	1,275
110,000	GA - Transportation Expense	73,333	90,815	17,482
110,000	GA - Insurance	73,333	88,377	15,043
20,000	GA - Worker's Comp	13,333	16,190	2,857
40,000	GA - Regulatory Commission Expense	26,667	13,409	(13,258)
50,000	GA - Bond Administration Fees	33,333	22,940	(10,394)
5,000	GA - Bond Service Fees	3,333	1,574	(1,760)
20,000	GA - Misc. General Expense	13,333	9,822	(3,512)
5,000	GA - Advertising & Publication Expense	3,333	1,563	(1,770)
571,124	Interest on Long Term Debt (Non-Operating)	380,749	285,986	(94,763)
-	Interest Expense - Subscriptions	-	1,138	1,138
2,411,199	Depreciation Expense (Non-Cash)	1,607,466	1,607,466	-
8,184,682	**TOTAL EXPENSES**	5,456,454	4,899,487	(556,968)
408,318	Excess (Deficit)	272,212	675,524	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 02/28/2026***	2,334,120	
	Grant Revenue - WDA EEGF - ***Funds Rec. as of 02/28/2026***	1,077,000	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/25	3,372,905	
	Disbursements To Date	(5,994,907)	
	Expenses	4,899,487	
	Deposits To Date	5,789,515	
	Revenues	(8,986,131)	
	OPERATING CASH BALANCE @ 02/28/2026	3,167,512	
		3,167,512	Sewer
		(0)	Operating
***Added to report in 2019**	**OTHER CASH (BANK) ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	10,747,110	
	Sewer Renewal & Replacement Fund	1,296,146	
	Sewer Working Capital Fund	771,106	

Charles Town Utility Board
Water Fund
Capital Expenditure Report
March 25, 2026

ANTICIPATED CAPITAL EXPENDITURES	FY 2026 BUDGET	YTD ACTUAL	YTD BALANCE	FY 2026 ANTICIPATED	FY 2026 BUDGET	NOTES
Water Supply: Emergency Repair	60,000	(58,079)	1,921	-	60,000	
WTP: Repair/Replacement	180,000	(173,500)	6,500	-	180,000	
Distribution System: R&R	110,000	(289,756)	(179,756)	110,000	220,000	#1
Metering/AMI: Meter & Smartpoint	150,000	(138,242)	11,758	25,000	175,000	#2
Fleet/Equipment: Trucks	70,000	-	70,000	15,000	85,000	#3
Fleet/Equipment: Specialized (Escavator, Mowers, Etc)	15,000	-	15,000	(15,000)	-	
General: Safety Equipment	20,000	-	20,000	-	20,000	
General: Facilities Property Repair/Replacement	15,000	-	15,000	-	15,000	
Emergency: Misc. R&R/Equipment	-	-	-	15,000	15,000	
TOTAL CAPITAL EXPENDITURES	**$ 620,000**	**$ (659,578)**	**$ (39,578)**	**$ 150,000**	**$ 770,000**	

**Expenditures in excess of the $15,000 capitalization policy.*

**521,000 of the total is a carry-over from the FY 2025 budget.*

Capital Expenditure Quotes:

VENDOR	Approved	AMOUNT
Citgo - Meter/Smartpoint Trade-in	FY 2025	138,242.40
Greenridge - Raw Water Line Emergency Bypass	7/9/2025	58,079.24
Mid-Atlantic Storage - Huntfield Water Tank	8/27/2025	78,677.00
Unifilt Corporation - WTP Plant Filters	9/10/2025	173,500.00
Portable Water Systems - Huntfield Tank Project	11/12/2025	27,550.00
Mid-Atlantic Storage - Locust Water Tank (for approval 3/25)		157,479.00
Portable Water Systems - Locust Tank (for approval 3/25)		26,050.00
TOTAL QUOTE		**$ 659,577.64**

Capital Disbursements:

VENDOR	DATE	AMOUNT
Citgo - Meter & Smartpoint Trade-in - Phase 1	8/27/2025	36,838.00
Portable Water Systems - Huntfield Tank Project	11/12/2025	27,550.00
Atlantic Storage Systems - Huntfield Water Tank Rehab	12/18/2025	78,677.00
Citgo - Meter & Smartpoint Trade-in - Phase 1	12/10/2025	32,035.20
Greenridge - Raw Water Line Emergency Bypass	1/28/2026	58,079.24
TOTAL DISBURSEMENTS		**$ 233,179.44**

1. Increased due to multiple tank repairs and rehabs
2. Increased due to reflect the actual
3. Truck to haul equipment and replace a 2012

“These are capital and non-operating items—so they’re either balance sheet or non-cash and don’t impact operating performance.”

Charles Town Utility Board
Sewer Fund
Capital Expenditure Report
March 26, 2026

ANTICIPATED CAPITAL EXPENDITURES	FY 2026 BUDGET	YTD ACTUAL	YTD BALANCE
Collection System: R&R - PS - Gravity Sewer	145,000	145,000	-
Collection System: Manhole Lining & R&R (On-going/service project)	50,000	15,710	34,290
Pump Station: Repair/Replacement	155,000	154,844	156
Pump Station: Generator Repair or Replacement (On-going/service project)	50,000	-	50,000
WTTP - R&R/Equipment	56,000	55,220	780
WTTP - Charles Town Plant - Centrifuge Scroll (Spare)	235,000	233,900	1,100
Fleet/Equipment: Trucks	120,000	-	120,000
Fleet/Equipment: Jetter/Vacuum Truck	500,000	365,594	134,406
Fleet/Equipment: Specialized (Escavator, Mowers, Etc)	30,000	27,990	2,010
General: Safety Equipment	52,000	51,288	712
General: Facilities Property Repair/Replacement	25,000	16,400	8,600
Emergency: Misc. R&R/Equipment	2,000	-	2,000
TOTAL CAPITAL EXPENDITURES	**$ 729,000**	**$ 461,272**	**$ 267,728**

**Expenditures in excess of the $15,000 capitalization policy.*

**434,373 of the total is a carry-over from the FY 2025 budget.*

FY 2026 Approved Quotes for Capital Expenditures:

VENDOR	DATE	AMOUNT
Advanced Rehab - Manhole Lining (On-going - Approved Prior FY)	FY 2024	15,710.00
Atlantic Machinery, Inc. - Jetter Trailer (Approved 3/7/2025)	FY 2024	27,990.00
Premiere Contracting - PS - Gravity Sewer (Approved FY 2025)	FY 2025	145,000.00
S.R. Harper, Inc. - Locust Hill Pond Aerator	7/23/2025	16,400.00
STH, Inc. Beallair PS Equipment Replacement	9/10/2025	75,400.00
SES - Installation - Beallair Pump Station Equipment	9/10/2025	31,650.00
STH - New Pump @ Wendy's Pump Station	9/24/2025	16,694.00
Pumpman - Ammonium Sensor Quote @ CTWWTP	11/12/2025	51,287.98
Premier Contracting - Belt Press Building Enclosure @ CTWWTP	11/12/2025	23,420.26
STH - Cranes Lane PS Control Panel	12/10/2025	31,100.00
Vactor - Jetter Truck	12/10/2025	365,594.00
Pump @ Tuscawilla Plant (for approval 1/28/2026)	1/28/2026	31,800.00
CTWWTP - Centifuge Scroll, Installation, & Assembly (for approval)	3/25/2026	233,900.00
TOTAL		**$ 1,065,946.24**

FY 2026 Disbursements:

VENDOR	DATE	AMOUNT
Atlantic Machinery, Inc. - Jetter Trailer (Approved 3/7/2025)	9/11/2025	27,990.00
S.R. Harper, Inc. - Locust Hill Pond Aerator	9/24/2025	16,400.00

STH, Inc. Beallair PS Equipment Replacement 45% Pmt	10/22/2025	33,930.00
STH - New Pump @ Wendy's Pump Station	11/12/2025	16,694.00
Advanced Rehab - Manhole Lining	11/12/2025	15,710.00
Premiere Contracting - PS - Gravity Sewer (Approved FY 2025)	12/18/2025	145,000.00
STH, Inc. Beallair PS Equipment Replacement 45% Pmt	1/14/2026	33,960.00
TOTAL DISBURSEMENTS		**$ 289,684.00**

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

March 25, 2026

Attachments:

Board Report 03.25.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**6-50**	**$142,978.68**	**$0.00**	**$102,090.50**	**$245,069.18**
Sewer	**6-60**	**$112,465.32**	**$0.00**	**$153,312.47**	**$265,777.79**
Total Of All Funds:		**$255,444.00**	**$0.00**	**$255,402.97**	**$510,846.97**

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**50**	**$142,978.68**	**$0.00**	**$102,090.50**	**$245,069.18**
Sewer	**60**	**$112,465.32**	**$0.00**	**$153,312.47**	**$265,777.79**
Total Of All Funds:		**$255,444.00**	**$0.00**	**$255,402.97**	**$510,846.97**

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 510,846.97
Security Deposit Refunds, checks dated 3/25/2026: 1,248.10

Total: $ 512,095.07

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
TYLER005		TYLER TECHNOLOGIES	*Account Continued*				
I2600198	02/28/26	UB NOTIFICATION	Open	$414.40	$0.00		
WILLI025		WILLIAM A OCONIS JR					
I2600167	03/25/26	EASEMENT AGREEMENT	Open	$5,000.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2600156	03/04/26	BACTERIOLOGICAL TEST	Open	$46.00	$0.00		
WVSTA010		WV STATE AUDITOR'S OFFICE					
I2600182	02/26/26	PRJCT# 19909, PERRY & ASSOC	Open	$620.00	$0.00		
WVWAT005		WV WATER DEVELOPMENT AUTH					
I2600176	03/25/26	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,374.86	$0.00		

Total Purchase Orders: 95 Total P.O. Line Items: 0 Total List Amount: $510,846.97 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
NBCEN005		NB & C ENGINEERING SERVICES LL	*Account Continued*				
PREMI015		PREMIER CONTRACTING LLC					
I2600173	03/03/26	6TH ST MANHOLE REPAIR	Open	$3,552.00	$0.00		
P2600055	03/16/26	YARD REPAIR-SWR LAT ALYSA CT	Open	$1,520.00	$0.00		
			Vendor Total:	**$5,072.00**			
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
I2600154	03/05/26	FEB SVCS: AFTER-HRS EMERGENCY	Open	$222.94	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
P2600061	03/18/26	MISC FOR WWTP'S	Open	$1,300.00	$0.00		
SELEC005		SELECT SPECIALTY PRODUCTS					
P2600004	02/24/26	SEWER DEGREASER	Open	$1,614.40	$0.00		
SGPLU005		SG PLUMBING, INC.					
P2600067	03/20/26	MOVED METER OUTSIDE	Open	$1,025.00	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
I2600155	03/10/26	HUNTFIELD ROTOR/SHAFT RPLCMNT	Open	$8,707.00	$0.00		
P2600016	02/26/26	PSI TRANSDUCERS - SPARES	Open	$1,755.00	$0.00		
P2600022	03/02/26	NEW PUMP FOR BRIAR RUN 2	Open	$6,910.00	$0.00		
P2600024	03/02/26	DEERFIELD PLANT PUMP	Open	$3,770.00	$0.00		
			Vendor Total:	**$21,142.00**			
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
P2600050	03/16/26	REPIPE 2" CPVC CIP LINE TUSC	Open	$1,745.93	$0.00		
P2600051	03/16/26	2" GUIDE RAILS, TOP RAILS -WTP	Open	$2,841.09	$0.00		
P2600052	03/16/26	REPLACE 2" VALVE DELPAC TANK	Open	$1,420.80	$0.00		
P2600053	03/16/26	THAW CIP LINE TUSCAWILLA	Open	$518.00	$0.00		
			Vendor Total:	**$6,525.82**			
STEPT005		STEPTOE & JOHNSON PLLC					
I2600172	03/16/26	GENERAL ENVIRONMENTAL	Open	$12,316.25	$0.00		
STONE005		STONER ENTERPRISES INC					
I2600163	03/17/26	MONTHLY SVC@ 661 S GEORGE ST	Open	$340.61	$0.00		
SUPER005		SUPERIOR AUTO BODY, LLC					
P2600038	03/10/26	REPAIR FRONT DOOR-MAINTENANCE	Open	$1,017.43	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
I2600142	02/26/26	IPEARL	Open	$64,070.40	$0.00		
I2600184	02/23/26	TRANSMITTER	Open	$73,677.60	$0.00		
P2600049	03/16/26	5/8"X3/4" METERS	Open	$9,900.00	$0.00		
			Vendor Total:	**$147,648.00**			
TRICK010		TRICK TRUCKS ELEVEN, INC					
P2600018	02/27/26	VISE FOR SEWER TRUCK	Open	$578.00	$0.00		
TYLER005		TYLER TECHNOLOGIES					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GERAL005		GERALD TAYLOR CO., INC.	*Account Continued*				
I2600151	03/10/26	TRANSPORT	Open	$1,079.10	$0.00		
I2600168	03/17/26	PUMP / TRANSPORT	Open	$750.20	$0.00		
I2600169	03/16/26	TRANSPORT	Open	$871.20	$0.00		
I2600170	03/16/26	SUPERVAC	Open	$1,174.30	$0.00		
			Vendor Total:	**$6,713.31**			
GUTTM005		GUTTMAN ENERGY					
I2600152	03/08/26	W/E 3/08/26	Open	$2,401.91	$0.00		
I2600166	03/15/26	W/E 3/15/26	Open	$2,290.11	$0.00		
			Vendor Total:	**$4,692.02**			
GWIND005		GWIN DOBSON & FOREMAN INC					
I2600158	02/28/26	WW RETAINER SVCS	Open	$444.60	$0.00		
I2600159	02/28/26	CLCTN SYS PJCT RPR	Open	$20,530.36	$0.00		
I2600160	02/28/26	WW CLCTN SYS PRJCT	Open	$10,030.36	$0.00		
I2600194	02/28/26	CANTER HOLLOW PS	Open	$8,729.11	$0.00		
I2600195	02/28/26	WTP MEMBRANE & GAC STUDY	Open	$1,111.50	$0.00		
I2600196	02/28/26	FS PS UPGRADE	Open	$4,515.15	$0.00		
I2600197	02/28/26	WWTP UPGRADE	Open	$31,455.18	$0.00		
			Vendor Total:	**$76,816.26**			
HACHC005		HACH COMPANY					
I2600193	03/20/26	CHEMKEY	Open	$451.20	$0.00		
P2600036	03/09/26		Open	$2,496.60	$0.00		
			Vendor Total:	**$2,947.80**			
HDSUP005		HD SUPPLY INC					
I2600171	03/13/26	CHEMKEY	Open	$524.34	$0.00		
P2600037	03/09/26	RAIN GAUGE - TUSC	Open	$51.73	$0.00		
P2600054	03/16/26	UV LAMP - DEERFIELD WWTP	Open	$595.13	$0.00		
			Vendor Total:	**$1,171.20**			
JCKUN005		J.C. KUNKLE & ASSOCIATES, A.C.					
I2600161	03/16/26	PROFF SVC FYE 2025	Open	$3,050.00	$0.00		
KAYCA005		KAY CASTO & CHANEY PLLC					
I2600180	03/20/26	GENERAL: THRU 2/28/26	Open	$7,717.50	$0.00		
I2600181	03/20/26	CIF PSC CASE: THRU 2/28/26	Open	$8,763.70	$0.00		
			Vendor Total:	**$16,481.20**			
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2600034	03/06/26	REPAIR TO WOODY'S TRUCK	Open	$1,684.23	$0.00		
P2600057	03/17/26	REPLACED FRONT/REAR BRAKE PADS	Open	$969.16	$0.00		
			Vendor Total:	**$2,653.39**			
MISSU005		MISS UTILITY OF WV, INC.					
I2600153	03/09/26	MESSAGE FEES: FEB	Open	$497.55	$0.00		
NBCEN005		NB & C ENGINEERING SERVICES LL					
I2600162	03/09/26	STRUCTURAL ANALYSIS 6TH AVE	Open	$1,100.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
COYNE005		COYNE CHEMICAL INC	*Account Continued*				
I2600144	03/05/26	ZETAG 8848 FS	Open	$5,342.22	$0.00		
I2600164	03/12/26	AMMONIUM SULFATE 40% NSF	Open	$1,586.00	$0.00		
I2600165	03/12/26	CONTAINER RETURNS	Open	30.00-	$0.00		
			Vendor Total:	**$11,268.31**			
CUMMI010		CUMMINS, INC					
P2600013	02/26/26	WENDY'S PS REPAIR	Open	$4,316.61	$0.00		
P2600014	02/26/26	BEALLAIR PS REPAIRS	Open	$2,597.27	$0.00		
P2600015	02/26/26	RACE TRACK PS REPAIR	Open	$3,833.70	$0.00		
			Vendor Total:	**$10,747.58**			
DAVID010		DAVID ENGLE					
I2600174	03/25/26	PER DIEM: 4/01 - 4/03/26	Open	$72.00	$0.00		
DEPTO005		DEPT OF ENVIRONMENTAL PROTECTI					
I2600145	03/05/26	CLLCTNSYS PRJCT GRNWTRPRMT	Open	$925.00	$0.00		
I2600146	03/05/26	GRNDWTR,SLUDGE,WVNPDES FEES	Open	$8,334.85	$0.00		
			Vendor Total:	**$9,259.85**			
DIWGR005		DIW GROUP, INC					
I2600185	03/20/26	CTUB GENERAL SERVICES	Open	$145.00	$0.00		
I2600186	03/20/26	FOUNDRY CENTRE	Open	$1,225.25	$0.00		
I2600187	03/20/26	KINGS CROSSING	Open	$591.50	$0.00		
I2600188	03/20/26	PRESIDENTS POINTE PHASE 5	Open	$845.00	$0.00		
I2600189	03/20/26	SHENANDOAH SPRINGS	Open	$1,859.00	$0.00		
I2600190	03/20/26	NORBORNE GLEBE	Open	$5,027.75	$0.00		
I2600191	03/20/26	HUNTFIELD PHASE 5B	Open	$1,774.50	$0.00		
I2600192	03/20/26	MADISON GREENS	Open	$1,563.25	$0.00		
			Vendor Total:	**$13,031.25**			
DODSO010		DODSON SEPTIC SERVICES, LLC					
P2600047	03/16/26	PUMP 4 PUMP STATIONS	Open	$375.00	$0.00		
DUSTI005		DUSTIN GREGORY					
I2600175	03/25/26	PER DIEM: 4/20 - 4/23/26	Open	$170.00	$0.00		
FIRES005		FIRE SAFETY EQUIPMENT SUPPLY					
P2600068	03/20/26	FIRE EXTINGUISHER INSPECTIONS	Open	$1,075.00	$0.00		
FIRST010		FIRST CITIZENS BANK & TRUST CO					
I2600179	03/22/26	COPIER	Open	$2,804.00	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
I2600147	02/01/26	TESTING	Open	$4,266.90	$0.00		
I2600148	02/01/26	TESTING	Open	$4,344.25	$0.00		
			Vendor Total:	**$8,611.15**			
GERAL005		GERALD TAYLOR CO., INC.					
I2600149	03/10/26	PUMP / TRANSPORT	Open	$462.25	$0.00		
I2600150	03/10/26	SUPERVAC	Open	$2,376.26	$0.00		

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: *03/25/26 to 06/30/26*	***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
AQUAS005		AQUASMART INC					
P2600029	03/04/26	CHEMICAL FOR CORROSION CONTRC	Open	$4,884.36	$0.00		
ARDEN005		ARDEN EQUIPMENT REPAIR, INC					
P2600039	03/10/26	MAINTENANCE ON WTP MOWERS	Open	$1,627.64	$0.00		
P2600042	03/10/26	MOWER MAINTENANCE SEWER	Open	$466.89	$0.00		
P2600044	03/11/26	MOWER MAINTENANCE -SEWER Z930	Open	$678.23	$0.00		
			Vendor Total:	**$2,772.76**			
AUTOZ005		AUTOZONE, INC					
P2600041	03/10/26	FLUIDS FOR MAINTENANCE TRUCK	Open	$52.14	$0.00		
P2600060	03/17/26	MISC FOR MAINTENANCE TRUCKS	Open	$247.31	$0.00		
			Vendor Total:	**$299.45**			
BIEDL005		BIEDLER'S ELECTRIC MOTOR REPAI					
P2600035	03/09/26	BELTS FOR PARK PS	Open	$145.08	$0.00		
P2600062	03/18/26	PUMP REPAIR FLOWING SPRINGS PS	Open	$1,668.91	$0.00		
			Vendor Total:	**$1,813.99**			
CHAMP005		CHAMPION OUTPUT SOLUTIONS INC					
I2600140	02/28/26	POSTAGE 4 PRINTING SVCS FEB	Open	$8,231.01	$0.00		
I2600141	02/28/26	PRINTING SVCS FEB	Open	$3,104.63	$0.00		
			Vendor Total:	**$11,335.64**			
CHARL030		CHARLES TOWN SEWER					
I2600177	03/25/26	FEB FUNDING	Open	$60,234.43	$0.00		
CHARL035		CHARLES TOWN WATER					
I2600178	03/25/26	FEB FUNDING	Open	$32,599.10	$0.00		
CITYE005		CITY ELECTRIC SUPPLY INC					
P2600048	03/16/26	TIME DELAY FUSE FOR WWTP	Open	$87.00	$0.00		
P2600058	03/17/26	FUSES FOR CTWWTP	Open	$516.00	$0.00		
			Vendor Total:	**$603.00**			
CITYO005		CITY OF CHARLES TOWN					
I2600183	03/25/26	APR RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
COREM005		CORE & MAIN INC					
I2600157	03/10/26	CLP	Open	$7,183.92	$0.00		
P2600020	03/02/26	MISC FOR MAINTENANCE	Open	$1,625.31	$0.00		
P2600056	03/16/26	MISC FOR STEVE W - SWR	Open	$5,150.43	$0.00		
			Vendor Total:	**$13,959.66**			
COYNE005		COYNE CHEMICAL INC					
I2600143	03/05/26	CP - 837	Open	$4,370.09	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, March 25, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - April 8, 2026 at 4:00 P.M.