CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JUNE 25, 2025

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

CALL TO ORDER

1. **SWEARING IN OF NEW CHAIRMAN**

2. **APPROVAL OF MINUTES**
   a. Approval of June 11, 2025 Regular Meeting Minutes
   UB Minutes 06.11.25.pdf

3. **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 2025) or by accessing the following zoom link:

   https://us06web.zoom.us/j/84803273374?pwd=DOlca4SrCiQIwJrYNp2tGYtpmMKzbd.1

   Meeting ID: 848 0327 3374
   Passcode: 771890
   (301)715-8592

4. **UNFINISHED BUSINESS**
   a. Update on WV PSC Cases - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development
   ii. 25-0263-W-C – West Virginia American Water Complaint Case

5. **NEW BUSINESS**

a. Public Service Commission Presentation by Jim Ellars - Mainline/Alternate Mainline Extension Agreements
b. Draft Consumer Confidence Reports
CCR 2025.pdf
c. Kay Casto Chaney, PLLC Legal Services Agreement Amendment No. 2
Amendment No.2.pdf
d. Collection System Project – Resolution No. 10 – CIF Payment No. 7
Resolution No. 10 - CIF No. 7.pdf
e. Collection System Project – Resolution No. 11 – CWSRF No. 4, Pay Application No. 3
Resolution No. 11 - CWSRF No. 4, Pay App 3.pdf
f. Collection System Project - Change Order No. 2
Change Order No. 2.pdf
g. Renewal and Replacement Project - Resolution No. 30 - Contractor Pay Application No. 30
Resolution No. 30 - Pay App 30.pdf
h. Charles Town South Third Amendment to Lease Agreement
CT South - PE Third Amendment 06.09.25.pdf

6. **MANAGER REPORTS**
a. Utility Manager Report
Revenue & Expense May 2025.pdf
b. Chairman Report

7. **APPROVAL OF BILLS**
a. June 25, 2025
Board Report 06.25.25.pdf

8. **ADJOURNMENT**

9. **INFORMATION ONLY**
a. Next Meeting - July 9, 2025

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

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

Approval of June 11, 2025 Regular Meeting Minutes

Attachments:

UB Minutes 06.11.25.pdf

Charles Town Utility Board
Regular Board Meeting
June 11, 2025

The Charles Town Utility Board held a regular meeting on June 11, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Heidi Parker, Board Member (Zoom); and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and Pasha Majdi, County Commission Liaison (Zoom).

Mr. Duke Pierson was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of May 28, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 28, 2025 regular meeting minutes. Mrs. Parker clarified the Avalon agreement was an Alternate Mainline Extension Agreement not a Mainline Extension Agreement as identified by the agenda item in the minutes.

Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the minutes.

PUBLIC COMMENT

No public comment was received.

UNFINISHED BUSINESS

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

i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker provided that he, along with Mrs. Stolipher and his partner, Steve Higgins, reviewed and made changes to the draft lease agreement and are now waiting for feedback from the other party. Commissioner Majdi questioned if the service agreement was not executed and what repercussions Mountain Pure could take. Mr. Rodecker mentioned they could go to WVAW and County ratepayers would be paying those rates.

Action: No action required by the Board.

ii. 25-0263-W-C – West Virginia American Water Complaint Case

Mr. Rodecker mentioned the PSC issued an order setting a hearing on June 30 in Charles Town. He provided CTUB would be represented by his partner, Cindy Wilson, at the hearing.

Action: No action required by the Board.

NEW BUSINESS

Revised FY2026 Capital Improvement Plan

Mrs. Stolipher provided a revised CIP with modifications to the water and wastewater treatment plant upgrade projects per Gwin Dobson and Foreman recommendations. The Board provided discussions. Mrs. Stolipher mentioned that Rafetelis will use these numbers in their calculation of revised CIF's and will be finalizing their report soon.

Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the revised FY2026 CIP.

Mr. Maxey requested a representative from GDF attend a future meeting to discuss these project numbers. Mrs. Stolipher mentioned Chris Eckenrode will be at the next meeting.

Asbury Block Sewer Project

Mrs. Stolipher presented the construction cost estimate of $1,140,346.00 for the Asbury Block sewer line replacement. She mentioned the project is ready to go out to bid. The Board provided discussions. Mr. Maxey questioned if this project would address any exfiltration if found to be issue. Mrs. Stolipher stated the project will give an insight into pipe conditions as they are dug up and replaced. Mrs. Parker asked about the funding source and Mrs. Shultz provided the project would be paid for from the operating account.

Action: Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the cost estimate for the Asbury Block sewer project and to proceed with the bidding process.

West Branch Apartments Alternate Mainline Extension Agreement

Mrs. Stolipher presented the sewer Alternate Mainline Extension Agreements for West Branch apartments located off of Route 115 adjacent to the Strider property across from the new Ranson Elementary. She provided the water would be provided by WVAW. The Board provided discussions. Mr. Maxey asked if this location would tie into the Rockwool line. Mrs. Stolipher replied yes and added CTUB would have to reimburse the State for those connections. Mrs. Parker had questions on language in the agreement.

Commissioner Majdi had questions regarding CTUB CIF's and the fees of WVAW. Mrs. Stolipher explained CTUB's fees and mentioned that WVAW does not charge those same fees, which was the reason for the developer of West Branch to move forward with WVAW for water services. Mr. Rodecker provide further discussions. Mr. Maxey suggested a resolution from the County Commission supporting CTUB that can be presented at the upcoming hearing. Commissioner Majdi invited CTUB to the next County Commission meeting to discuss these issues. Mrs. Stolipher, Mr. Rodecker and Mr. Maxey will attend.

Action: Motion made by Mr. Kratovil, second by Mr. Maxey, the Board approved the sewer AMEA for West Branch Apartments.

APPROVAL OF BILLS

June 11, 2025

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

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher mentioned the water model revisions are almost finalized as well as the Consumer Confidence Reports, staff will be performing the lead and copper sampling within the next 60 days with a change to the corrosion inhibitor thereafter, water tank cleaning will begin next month and the Greenfield project will be ready to go out to bid soon. She also provided that Jim Ellars from the PSC will give a presentation on alternate mainline and mainline extension agreements at the next Board meeting and suggested the Board send any questions to her prior to that meeting.

Mrs. Stolipher also mentioned she was selected to participate on the Water Advisory Committee and will provide any updates to the Board. The Board thanked the Chairman for his time and service on the Board as this was his last meeting.

Action: No action required by the Board.

Chairman Report

The Chairman provided his replacement, Mike George, will start the next meeting.

Action: No action required by the Board.

Mrs. Parker had questions on the Water Advisory Committee and requested an update from Mrs. Stolipher on her presentation to the JCDA last month. She had questions on the CIF chart in the Utility Manager Report. She also reported she supplied the County Commission with CTUB meeting minutes from April.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:10 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, June 25, 2025 at 4:00 P.M. at 661 S. George Street.

_____ _____

John Maxey
Vice Chairman

Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

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

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25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

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25-0263-W-C – West Virginia American Water Complaint Case

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Public Service Commission Presentation by Jim Ellars - Mainline/Alternate Mainline Extension Agreements

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Draft Consumer Confidence Reports

Attachments:

CCR 2025.pdf

2024 ANNUAL DRINKING WATER QUALITY REPORT

PWS# WV3301905



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Introduction

In compliance with the Safe Drinking Water Act Amendments, the **Charles Town Utility Board** (CTUB) is providing its customers with this annual water quality report. This report explains where your water comes from, what it contains, and how it compares to standards set by regulatory agencies. The information in this report shows the results of our monitoring for the period of January 1, 2024 to December 31, 2024 or earlier if not on a yearly schedule.

Should you wish to obtain a printed copy, please contact our office and we would be happy to provide one. The 2024 Water Quality Report is available for download at www.ctubwv.com/information/reports/water-documents/consumer-confidence-reports/. Reports from previous years can also be viewed at this location. Please call (304) 725-2316 or send an email to info@ctubwv.com to request a printed copy.

If you have any questions concerning this report, you may contact **Kristen M. Stolipher, (304) 725-2316**. If you have further questions, comments or suggestions, please attend any of our regularly schedule board meetings held on the **2nd and 4th Wednesday** of every month at **4:00 p.m.** in the **Charles Town Utility Board office, at 661 South George Street, Charles Town, WV 25414.** Visit www.ctubwv.com for agendas, minutes, informational items, updates and to sign-up for email notifications.

SOURCE WATER ASSESSEMENT

Your drinking water source is surface water from the Shenandoah River.

A Source Water Assessment was conducted in 2003 by the West Virginia Bureau for Public Health (WVBPH). The intake that supplies drinking water to the Charles Town Utility Board has a higher susceptibility to contamination, due to the sensitive nature of surface water supplies and the potential contaminant sources identified within the area.

This does not mean that this intake will become contaminated; only that conditions are such that the surface water could be impacted by a potential contaminant source.

Future contamination may be avoided by implementing protective measures. The source water assessment report is available for review by contacting the WVBPH at (304) 558-2981.

About CTUB



The Charles Town Utility Board was created in 1998 by the City of Charles Town City Council upon the issuance of Combined Waterworks and Sewerage System Revenue Bonds under Article 147 of the Codified Ordinances of the City. The Waterworks and Sewerage System of the City was combined into a single undertaking, the "System". The supervision, management, control and operation of the System is vested in the Charles Town Utility Board.

Our mission is to provide reliable water and sewer services that protect public health and the environment with financial accountability, regional stewardship and superior customer service.

Why must water be treated?

All drinking water contains various amounts and kinds of contaminants. Federal and State regulations establish limits, control and treatment practices to minimize these contaminants and to reduce any subsequent health effects.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (800) 426-4791.

What is in Your Water?

In order to ensure that tap water is safe to drink, the Environmental Protection Agency (EPA) prescribes regulations that limit the amount of certain contaminants in water provided by public water systems. The Food and Drug Administration (FDA) regulations establish limits of contaminants in bottled water, which must provide the same protection for public health.

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of these contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the **EPA's Safe Drinking Water Hotline (800) 426-4791. For additional information about drinking water regulations, visit www.epa.gov/dwstandardsregulations.**

The sources of drinking water (both tap and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of land or through the ground, it dissolves naturally-occurring minerals, and, in some cases radioactive material and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbes (viruses or bacteria) from septic system, agricultural livestock operations, wildlife and wastewater treatment plants.
- Inorganics, such as salts and metals, which can occur naturally or result from stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- Pesticides and herbicides from agriculture, urban runoff and residential uses.
- Organics (like synthetic and volatile organic chemicals) from industrial process and petroleum production, gas stations, urban stormwater runoff, and septic systems.
- Radioactive contaminants, either naturally occurring or the result of oil and gas production or mining activities.



Lead in Drinking Water

WHAT IS THE EPA STANDARD FOR LEAD IN DRINKING WATER?

EPA has established an Action Level for lead in water of 15 parts per billion (ppb). When lead testing is performed as required by EPA, 90 percent of the samples must contain less than 15 ppb. This is referred to as the 90th percentile results being less than 15 ppb.

CTUB has been testing for lead and copper in accordance with EPA's Lead and Copper Rule (LCR) since 1992. **In 2024 the 90th percentile value for lead was non-detect (ND) or 0.881 ppb compared to the EPA action level of 15 ppb.** CTUB currently monitors 30 sites in the system annually. All drinking water contains various amounts and kinds of contaminants. Federal and State regulations establish limits, control and treatment practices to minimize these contaminants and to reduce any subsequent health effects.

LEAD AND COPPER RULE REVISION (LCRR) COMPLIANCE

Recent EPA Lead and Copper Rule Revisions (LCRR) required all community water system and non-transient non-community water systems to develop a lead service line inventory for all public and private service lines in the distribution system or prove that there are no lead service lines in their jurisdiction by October 16, 2024.

CTUB completed the Lead and Copper Inventory of public and private services lines to ensure compliance with the LCRR prior to the deadline on October 16, 2024. We are pleased to confirm that the Inventory **did not identify any lead public or private service lines.** The most up-to-date inventory is located at https://ctubwv.com/information/reports/water-documents/lead-and-copper/.
Although our inventory did not identify any private service lines being lead or copper in material, our survey only evaluated the private service line to within 18 inches of the building. It is important for each customer to understand what type of plumbing is within their household to ensure that there are no risks of lead and copper impacts to your household.

WHAT CAN I DO IN MY HOME TO REDUCE EXPOSURE TO LEAD IN THE DRINKING WATER?

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. CTUB is responsible for providing high-quality drinking water, but cannot control the variety of materials used in plumbing components in home construction. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline, at http://www.epa.gov/safewater/lead or you can visit the CTUB website for additional information at www.ctubwv.com/information/reports/water-documents/lead-and-copper/.

WATER QUALITY DATA DEFINITIONS

Maximum Contaminant Level Goal (MCLG): The "Goal" is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL): The "Maximum Allowed" MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Secondary Maximum Contaminant Level (SMCL): Recommended level for a contaminant that is not regulated and has no MCL.

Action Level (AL): The concentration of a contaminant that, if exceeded, triggers treatment or other requirements.

Treatment Technique (TT): A required process intended to reduce levels of a contaminant in drinking water.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Non-Detects (ND): Lab analysis indicates that the contaminant is not present.

Parts per Million (ppm): Milligrams per liter (mg/l).

Parts per Billion (ppb): Micrograms per liter (µg/l).

Picocuries per Liter (pCi/L): A measure of the radioactivity in water.

Millirems per Year (mrem/yr): Measure of radiation absorbed by the body.

Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly and yearly.

Nephelometric Turbidity Unit (NTU): A measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.

Running Annual Average (RAA): An average of sample results obtained over the most current 12 months and used to determine compliance with MCLs.

Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

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WHAT DO WE TEST FOR?

The Safe Drinking Water Act of 1974 (SDWA), which has been amended most significantly in 1986 and 1996, governs drinking water quality. It sets the limits for contaminants in drinking water. These limits are represented in this report as MCL's or the Maximum Contaminant Levels. Under the SDWA, CTUB is required to test and submit results to the WVBPH for the presence of a number of organisms and chemicals as follows:

- **Bacteriological analysis.** Our system is required to test a minimum of 15 samples per month in accordance with the Total Coliform Rule for microbiological contaminants. Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. Any exceedance of this sampling requires immediate notification by the Utility.

- **Total Trihalomethanes (TTHM's) and Haloacetic Acids (HAA5).** Our system conducts quarterly monitoring of these chemicals. Both of these form in the water supply as chlorine reacts with organic matter. When ingested in large quantities, these chemicals are suspected carcinogens, so we monitor for them closely. CTUB monitors several locations throughout the system.

- **Corrosion control.** (Zinc Orthophosphate and pH) are monitored in the system. By dosing the drinking water with a minimum of 1.5 ppm zinc orthophosphate and maintaining a minimum pH of 7.3, the potential for corrosion of lead, copper and other metals is significantly reduced. CTUB monitors for these corrosion parameters at multiple locations throughout the system.

Water Quality Testing

The tables on the following pages list all of the drinking water contaminants which were detected during the 2024 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1, 2024-December 31, 2024. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old.

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WATER QUALITY ANALYSIS AND RESULTS

CTUB constantly monitors various components in the water supply to meet all regulatory requirements. The following tables list only those water quality parameters that are regulated and had some level of detection. If you have any questions on CTUB monitoring parameters, call us at (304) 725-2316.

Inorganic

Contaminant	Sample Point	Monitoring Period	Highest LRAA	Range (low/high)	Unit of Measure	MCL	MCLG	Likely Source of Contamination
BARIUM	Water Treatment Plant	2024	N/A	0.027	ppm	2	2	Mineral deposits, Manufacturing
SODIUM	Water Treatment Plant	2024	N/A	8.5	MG/L	1000	N/A	Mineral deposits, road salt runoff
FLOURIDE	Water Treatment Plant	2024	N/A	0.84	ppm	4	4	Mineral Deposits, Water treatment

Radiological Contaminants

Contaminant	Collection Date	Highest Value	Range	Unit of Measure	MCL	MCLG	Typical Source
GROSS ALPHA, EXCLUDING RADON & URANIUM	3/8/2021	0.224	0.224	pCi/L	15	0	Erosion of natural deposits
RADIUM	3/8/2021	0.699	0.699	pCi/L	0	0	Erosion of natural deposits

Disinfection Byproducts

TOTAL HALOACETIC ACIDS (HAA5)	21 TUSCAWILLA DRIVE, TUSCAWILLA PLAZA	2024	1	0-3.4	ppb	60	0	By-product of drinking water disinfection
TOTAL HALOACETIC ACIDS (HAA5)	34 N. WATER ST.	2024	36	12-49.8	ppb	60	0	By-product of drinking water disinfection
TOTAL HALOACETIC ACIDS (HAA5)	MOOSE LODGE/77UNIVERSAL FORRESTPRODUCTS	2024	27	10.5-57	ppb	60	0	By-product of drinking water disinfection
TOTAL HALOACETIC ACIDS (HAA5)	700 N. PRESTON ST	2024	36	14.3-53.1	ppb	60	0	By-product of drinking water disinfection
TTHM	34 N. WATER ST.	2024	45	16.1-74	ppb	80	0	By-product of drinking water chlorination
TTHM	MOOSE LODGE/77UNIVERSAL FORRESTPRODUCTS	2024	49	16.9-85.2	ppb	80	0	By-product of drinking water chlorination
TTHM	700 N. PRESTON ST	2024	44	15.2-70	ppb	80	0	By-product of drinking water chlorination
TTHM	TUSCAWILLA PLAZA/21 TUSCAWILLA DR	2024	53	18.3-104	ppb	80	0	By-product of drinking water chlorination

Lead and Copper

Contaminant	Monitoring Period	90TH Percentile	Range (low/high)	Unit	AL	Sites Over AL	Typical Source
COPPER, FREE	2024	0.0428	.000822-.0131	ppm	1.3	0	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD	2024	0.881	0-4.86	ppb	15	0	Corrosion of household plumbing systems; Erosion of natural deposits

Chlorine/Chloramines Maximum Disinfection Level

Contaminant	MPA	MPA Units	RAA	RAA Units
12/1/2024-12/31/2024	2.3	MG/L	1.9	MG/L

Total Organic Varbon Lowest Month for Removal

Contaminant	Collection Date	Highest Value	Range	Unit	TT	Likely Source of Contamination
CARBON, TOTAL	7/1/2024	7	0.5-7	MG/L	0	Naturally present in the environment

Turbidity

Contaminant	Facility	Highest Value	Unit of Measure	Month Occurred
Turbidity	TREATMENT PLANT-CHARLES TOWN	7	NTU	September

WATER QUALITY RESULT SUMMARY

During the 2024 calendar year, CTUB had the below noted violation of drinking water regulations.

Analyte: Public Notice
Compliance period: 2/1/2023-2/18/2023
Comments: Failed to issue a public notice or provide a copy of a notice to the state.
Violation Comments: The Public notice was issued however the copy of the notice was not received by the State. Confirmation has since been received by the State which resolves the violation. This violation did not affect public health.

Should you have any questions regarding this report or your drinking water quality please do not hesitate to contact us at info@ctubwv.com or (304) 725-2316.

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CHARLES TOWN UTILITIES-CAVALAND SUBDIVISION
WV3301972
Consumer Confidence Report – 2025
Covering Calendar Year – 2024

This brochure is a snapshot of the quality of the water that we provided last year. Included are the details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards. We are committed to providing you with information because informed customers are our best allies. If you would like to observe the decision-making process that affects drinking water quality or if you have any questions, comments or suggestions, please attend any regularly scheduled water board meeting held on the 2nd and 4th Wednesday of each month at 4:00 p.m. in the Charles Town Utility Board office at 661 South George Street, Charles Town, West Virginia 25414 or call KRISTEN M. STOLIPHER at 304-725-2316.

Your water comes from Ground water:

Source Name	Source Water Type
WELL 1	Ground water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) included rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in sources water before we treat it include:
Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, livestock operations and wildlife.
Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
Pesticides and herbicides, which may come from a variety of sources such as storm water run-off, agriculture, and residential users.
Radioactive contaminants, which can be naturally occurring or the result of mining activity.
Organic contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also come from gas stations, urban storm water run-off, and septic systems.

In order to ensure that tap water is safe to drink, EPA prescribes regulation which limits the amount of certain contaminants in water provided by public water systems. We treat our water according to EPA's regulations. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Our water system has an estimated population of 107 and is required to test a minimum of 1 sample(s) per month in accordance with the Total Coliform Rule for microbiological contaminants. Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public.

Water Quality Data

The following tables list all of the drinking water contaminants which were detected during the 2024 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1- December 31, 2024. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old.

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Terms & Abbreviations

Maximum Contaminant Level Goal (MCLG): the "Goal" is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.
Maximum Contaminant Level (MCL): the "Maximum Allowed" is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
Secondary Maximum Contaminant Level (SMCL): recommended level for a contaminant that is not regulated and has no MCL.
Action Level (AL): the concentration of a contaminant that, if exceeded, triggers treatment or other requirements.
Treatment Technique (TT): a required process intended to reduce levels of a contaminant in drinking water.
Maximum Residual Disinfectant Level (MRDL): the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
Non-Detects (ND): lab analysis indicates that the contaminant is not present.
Parts per Million (ppm): or milligrams per liter (mg/L)
Parts per Billion (ppb): or micrograms per liter (µg/L)
Picocuries per Liter (pCi/L): a measure of the radioactivity in water.
Millirems per Year (mrem/yr): measure of radiation absorbed by the body.
Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly and yearly.
Nephelometric Turbidity Unit (NTU): a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.
Running Annual Average (RAA): an average of sample results obtained over the most current 12 months and used to determine compliance with MCLs.
Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

Testing Results for: CHARLES TOWN UTILITIES-CAVALAND SUBDIVISION

Regulated Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
BARIUM	8/14/2024	0.14	0.14	ppm	2	2	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
FLUORIDE	8/14/2024	0.37	0.37	ppm	4	4	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
NITRATE	3/20/2024	8.9	7.6 - 8.9	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
NITRATE-NITRITE	3/20/2024	8.9	7.6 - 8.9	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Lead and Copper	Monitoring Period	90TH Percentile	Range (low/high)	Unit	AL	Sites Over AL	Typical Source
COPPER, FREE	2020 - 2022	0.124	0.0457 - 0.129	ppm	1.3	0	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD	2020 - 2022	2.2	0.18 - 2.3	ppb	15	0	Corrosion of household plumbing systems; Erosion of natural deposits

There is no safe level of lead in drinking water. Exposure to lead in drinking water can cause serious health effects in all age groups, especially pregnant people, infants (both formula-fed and breastfed), and young children. Some of the health effects to infants and children include decreases in IQ and attention span. Lead exposure can also result in new or worsened learning and behavior problems. The children of persons who are exposed to lead before or during pregnancy may be at increased risk of

these harmful health effects. Adults have increased risks of heart disease, high blood pressure, kidney or nervous system problems. Contact your health care provider for more information about your risks.

Lead can cause serious health effects in people of all ages, especially pregnant people, infants (both formula-fed and breastfed), and young children. Lead in drinking water is primarily from materials and parts used in service lines and in home plumbing. CHARLES TOWN UTILITIES-CAVALAND SUBDIVISION is responsible for providing high quality drinking water and removing lead pipes but cannot control the variety of materials used in the plumbing in your home. Because lead levels may vary over time, lead exposure is possible even when your tap sampling results do not detect lead at one point in time. You can help protect yourself and your family by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Using a filter, certified by an American National Standards Institute accredited certifier to reduce lead, is effective in reducing lead exposures. Follow the instructions provided with the filter to ensure the filter is used properly. Use only cold water for drinking, cooking, and making baby formula. Boiling water does not remove lead from water. Before using tap water for drinking, cooking, or making baby formula, flush your pipes for several minutes. You can do this by running your tap, taking a shower, doing laundry or a load of dishes. If you have a lead service line or galvanized requiring replacement service line, you may need to flush your pipes for a longer period. If you are concerned about lead in your water and wish to have your water tested, contact the Charles Town Utility Board Office Utility Manager, Kristen Stolipher at (304) 725-2316. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at https://www.epa.gov/safewater/lead.

CHARLES TOWN UTILITIES-CAVALAND SUBDIVISION completed lead tap sampling in 2020 - 2022 the results are available for review and can be accessed at https://ctubwv.com/information/reports/water-documents/lead-and-copper/.

Our water system no lead or unknown type service lines in our inventory.

Chlorine/Chloramines Maximum Disinfection Level	MPA	MPA Units	RAA	RAA Units
2/1/2024 - 2/29/2024	1.90000	MG/L	1.50000	MG/L

AVAILABILITY OF MONITORING DATA FOR UNREGULATED CONTAMINANTS

Our water system has sampled for a series of unregulated contaminants. Unregulated contaminants are those that do not yet have a drinking water standard set by the US Environmental Protection Agency (EPA). The purpose of monitoring for these contaminants is to help EPA decide whether the contaminants should have a standard. As our customers, you have a right to know that this data is available.

If you are interested in examining the results, please contact: Kristen Stolipher at 304-725-2316.

Radiological Contaminants	Collection Date	Highest Value	Range	Unit	MCL	MCLG	Typical Source
COMBINED URANIUM	8/14/2024	0.852	0.852	µg/L	30	0	Erosion of natural deposits
GROSS ALPHA, EXCLUDING RADON & Uranium	8/14/2024	0.467	0.467	pCi/L	15	0	Erosion of natural deposits
RADIUM-228	8/14/2024	0.971	0.971	pCi/L	0	0	Erosion of natural deposits

Secondary Contaminants-Non Health Based Contaminants-No Federal Maximum Contaminant Level (MCL) Established.	Collection Date	Highest Value	Range (low/high)	Unit	SMCL
SODIUM	8/14/2024	4.7	4.7	MG/L	1000

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During the 2024 calendar year, we had the below noted violation(s) of drinking water regulations.

Compliance Period	Analyte	Comments
1/1/2024 - 12/31/2024	TTHM	The sample in question was taken in the incorrect month of the year, the sample collected passed testing. No further action is required.
1/1/2024 - 12/31/2024	TOTAL HALOACETIC ACIDS (HAA5)	The sample in question was taken in the incorrect month of the year, the sample collected passed testing. No further action is required.
1/1/2024 - 1/31/2024	CHLORINE	Operator failed to record the chlorine level on a bacteriological test. Note, that the test in question passed, no bacteria was detected. No further action is required.

Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful waterborne pathogens may be present, or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms, indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessment(s) to identify and correct any problems that were found during these assessments.

Your CCR is available at www.CTUBWV.com. A copy of this report was placed on the Community Board located near the mailboxes within the community. A note was also added to the Utility Bill noting the location of the report on the CTUB website. Should you require an additional paper copy in the mail, please contact us at (304) 725-2316.

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CHARLES TOWN UTILITIES-GLEN HAVEN UTILITIES
WV3301909
Consumer Confidence Report – 2025
Covering Calendar Year – 2024

This brochure is a snapshot of the quality of the water that we provided last year. Included are the details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards. We are committed to providing you with information because informed customers are our best allies. If you would like to observe the decision-making process that affects drinking water quality or if you have any questions, comments or suggestions, please attend any regularly scheduled water board meeting held on the 2nd and 4th Wednesday of each month at 4:00 p.m. in the Charles Town Utility Board office at 661 South George Street, Charles Town, West Virginia 25414 or call KRISTEN M. STOLIPHER at 304-725-2316.

Your water comes from Ground water:

Source Name	Source Water Type
WELL #1	Ground water

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) included rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in sources water before we treat it include:
Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, livestock operations and wildlife.
Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
Pesticides and herbicides, which may come from a variety of sources such as storm water run-off, agriculture, and residential users.
Radioactive contaminants, which can be naturally occurring or the result of mining activity.
Organic contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also come from gas stations, urban storm water run-off, and septic systems.

In order to ensure that tap water is safe to drink, EPA prescribes regulation which limits the amount of certain contaminants in water provided by public water systems. We treat our water according to EPA's regulations. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Our water system has an estimated population of 195 and is required to test a minimum of 1 sample(s) per month in accordance with the Total Coliform Rule for microbiological contaminants. Coliform bacteria are usually harmless, but their presence in

DRAFT

water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public.

Water Quality Data

The following tables list all of the drinking water contaminants which were detected during the 2024 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1- December 31, 2024. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old.

Terms & Abbreviations

Maximum Contaminant Level Goal (MCLG): the "Goal" is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.
Maximum Contaminant Level (MCL): the "Maximum Allowed" is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
Secondary Maximum Contaminant Level (SMCL): recommended level for a contaminant that is not regulated and has no MCL.
Action Level (AL): the concentration of a contaminant that, if exceeded, triggers treatment or other requirements.
Treatment Technique (TT): a required process intended to reduce levels of a contaminant in drinking water.
Maximum Residual Disinfectant Level (MRDL): the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.
Non-Detects (ND): lab analysis indicates that the contaminant is not present.
Parts per Million (ppm): or milligrams per liter (mg/L)
Parts per Billion (ppb): or micrograms per liter (µg/L)
Picocuries per Liter (pCi/L): a measure of the radioactivity in water.
Millirems per Year (mrem/yr): measure of radiation absorbed by the body.
Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly and yearly.
Nephelometric Turbidity Unit (NTU): a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.
Running Annual Average (RAA): an average of sample results obtained over the most current 12 months and used to determine compliance with MCLs.
Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

Testing Results for: CHARLES TOWN UTILITIES-GLEN HAVEN UTILITIES

Regulated Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
BARIUM	7/26/2023	0.058	0.058	ppm	2	2	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits

Lead and Copper	Monitoring Period	90TH Percentile	Range (low/high)	Unit	AL	Sites Over AL	Typical Source
COPPER, FREE	2020 - 2022	0.164	0.0321 - 0.206	ppm	1.3	0	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD	2020 - 2022	4.6	0.83 - 5.3	ppb	15	0	Corrosion of household plumbing systems; Erosion of natural deposits

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There is no safe level of lead in drinking water. Exposure to lead in drinking water can cause serious health effects in all age groups, especially pregnant people, infants (both formula-fed and breastfed), and young children. Some of the health effects to infants and children include decreases in IQ and attention span. Lead exposure can also result in new or worsened learning and behavior problems. The children of persons who are exposed to lead before or during pregnancy may be at increased risk of these harmful health effects. Adults have increased risks of heart disease, high blood pressure, kidney or nervous system problems. Contact your health care provider for more information about your risks.

Lead can cause serious health effects in people of all ages, especially pregnant people, infants (both formula-fed and breastfed), and young children. Lead in drinking water is primarily from materials and parts used in service lines and in home plumbing. CHARLES TOWN UTILITIES-GLEN HAVEN UTILITIES is responsible for providing high quality drinking water and removing lead pipes but cannot control the variety of materials used in the plumbing in your home. Because lead levels may vary over time, lead exposure is possible even when your tap sampling results do not detect lead at one point in time. You can help protect yourself and your family by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Using a filter, certified by an American National Standards Institute accredited certifier to reduce lead, is effective in reducing lead exposures. Follow the instructions provided with the filter to ensure the filter is used properly. Use only cold water for drinking, cooking, and making baby formula. Boiling water does not remove lead from water. Before using tap water for drinking, cooking, or making baby formula, flush your pipes for several minutes. You can do this by running your tap, taking a shower, doing laundry or a load of dishes. If you have a lead service line or galvanized requiring replacement service line, you may need to flush your pipes for a longer period. If you are concerned about lead in your water and wish to have your water tested, contact CHARLES TOWN UTILITIES-GLEN HAVEN UTILITIES and KRISTEN M. STOLIPHER at (304) 725-2316. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at https://www.epa.gov/safewater/lead.

CHARLES TOWN UTILITIES-GLEN HAVEN UTILITIES completed lead tap sampling in 2020 - 2022 the results are available for review and can be accessed at https://ctubwv.com/information/reports/water-documents/lead-and-copper/.

Our water system no lead or unknown public type service lines in our inventory.

If you have any questions about our inventory, please contact KRISTEN M. STOLIPHER at (304) 725-2316.

Chlorine/Chloramines Maximum Disinfection Level	MPA	MPA Units	RAA	RAA Units
2/1/2024 - 2/29/2024	2.50000	MG/L	1.40000	MG/L

AVAILABILITY OF MONITORING DATA FOR UNREGULATED CONTAMINANTS

Our water system has sampled for a series of unregulated contaminants. Unregulated contaminants are those that do not yet have a drinking water standard set by the US Environmental Protection Agency (EPA). The purpose of monitoring for these contaminants is to help EPA decide whether the contaminants should have a standard. As our customers, you have a right to know that this data is available.

If you are interested in examining the results, please contact: Kristen Stolipher at 304-725-2316.

Radiological Contaminants	Collection Date	Highest Value	Range	Unit	MCL	MCLG	Typical Source
COMBINED URANIUM	7/23/2023	0.533	0.533	µg/L	30	0	Erosion of natural deposits
GROSS ALPHA, EXCL. RADON & U	7/23/2023	1.81	1.81	pCi/L	15	0	Erosion of natural deposits
RADIUM-228	7/23/2023	2.1	2.1	pCi/L	0	0	Erosion of natural deposits

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Secondary Contaminants-Non Health Based Contaminants-No Federal Maximum Contaminant Level (MCL) Established.	Collection Date	Highest Value	Range (low/high)	Unit	SMCL
SODIUM	7/26/2023	14.6	14.6	MG/L	1000

During the 2024 calendar year, we had the below noted violation(s) of drinking water regulations.

Compliance Period	Analyte	Comments
1/1/2020 - 12/31/2022	PUBLIC NOTICE	Failed to issue public notice or failed to provide a copy of the notice and certification to the state. This notice has been issued and reported at this time. No further action is required.
5/1/2024 - 5/31/2024	PUBLIC NOTICE	Failed to issue public notice or failed to provide a copy of the notice and certification to the state. This notice has been issued and reported at this time, no further action is required.
5/1/2024 - 5/31/2024	CHLORINE	An operator failed to record the chlorine residual on a form associated with a bacteriological test. The test passed with no bacteria detected. No further action is required.

Coliforms are bacteria that are naturally present in the environment and are used as an indicator that other, potentially harmful waterborne pathogens may be present, or that a potential pathway exists through which contamination may enter the drinking water distribution system. We found coliforms, indicating the need to look for potential problems in water treatment or distribution. When this occurs, we are required to conduct assessment(s) to identify and correct any problems that were found during these assessments.

Your CCR is available at www.CTUBWV.com. A copy of this report was placed on the Community Board located near the mailboxes within the community. A note was also added to the Utility Bill noting the location of the report on the CTUB website. Should you require an additional paper copy in the mail, please contact us at (304) 725-2316.

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CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

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

Kay Casto Chaney, PLLC Legal Services Agreement Amendment No. 2

Attachments:

Amendment No.2.pdf

1500 Chase Tower • 707 Virginia Street East • Charleston, WV 25301
Mailing Address: P.O. Box 2031 • Charleston, WV 25327
Telephone (304) 345-8900 • Fax (304) 345-8909
www.kaycasto.com
E-Mail: rrodecker@kaycasto.com
Direct: 304/391-8838

June 17, 2025

Via Email : kstolipher@ctubwv.com

Kristen M. Stolipher
Utility General Manager
Charles Town Utility Board
661 South George Suite – Suite 101
Charles Town, West Virginia 25414

RE: AMENDMENT NO. 2 TO MAY 4, 2023
TERMS OF REPRESENTATION

Dear Ms. Stolipher:

On June 6, 2023, the Charles Town Utility Board ("CTUB") executed a May 4, 2023 representation agreement relating to Kay Casto & Chaney, PLLC ("KCC") providing legal services to CTUB on its collection system project ("Project") as set forth in the February 1, 2022 Report prepared by the firm of Rummer Klepper & Kahl, LLP. That representation agreement specifically set forth an estimated "not to exceed" amount of $30,000.00. Subsequently, a February 8, 2024 Amendment No. 1 to May 4, 2023 Terms of Representation was entered into by CTUB increasing the estimated legal fees not to exceed amount to $115,000.00 to address property acquisition and easement related costs.

The purpose of this Addendum No. 2 is to increase the estimated not to exceed amount to $170,000.00 so as to assure coverage of additional costs associated with the on-going contract related work including resolution of requested change orders by the contractor and meetings with the project administrator and CTUB General Manager.

If the Board is in agreement with the terms and scope of our representation as set forth herein, please execute a copy of this letter and return it to me.

Kay Casto & Chaney PLLC

By:

Robert R. Rodecker

Approved On Behalf of
Charles Town Utility Board

_____ Date: _____
Name

Title: _____

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

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

Collection System Project – Resolution No. 10 – CIF Payment No. 7

Attachments:

Resolution No. 10 - CIF No. 7.pdf

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

RESOLUTION NO. 10
REQUEST FOR PAYMENT #10
(CIF PAYMENT #7)

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	$24,305.25	$24,305.25
Kay, Casto, & Chaney	$0	$812.50	$812.50
WV DEP	$0	$1,170.00	$1,170.00
Total	**$0**	**$26,287.75**	**$26,287.75**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 25th day of June, 2025.

By: _____
Michael George, Chairman

Date: June 25, 2025

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid from CTUB Internal CIF Funds (Prior to Closing)	Resolution No. 1 Request for Payment (RFP) # 1 CWSRF # 1	Resolution No. 2 Request for Payment (RFP) # 2 CIF # 1	Resolution No. 3 Request for Payment (RFP) # 3 CIF # 2	Resolution No. 4 Request for Payment (RFP) # 4 CIF # 3	Resolution No. 5 Request for Payment (RFP) # 5 CIF # 4	Resolution No. 6 Request for Payment (RFP) # 6 CIF # 5	Resolution No. 7 Request for Payment (RFP) # 7 CIF # 6	Resolution No. 8 Request for Payment (RFP) # 8 CWSRF # 2	Resolution No. 9 Request for Payment (RFP) # 9 CWSRF # 3	Resolution No. 10 Request for Payment (RFP) # 10 CIF # 7	BALANCE REMAINING
1 **CONSTRUCTION**													
a. Contract	$ 6,074,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 148,131.00	$ 48,555.00	$ -	$ 5,877,314.00
2 **CONSTRUCTION CONTINGENCY**													
a. Construction Contingency - (See note #1)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
3 **LEGAL SERVICES**													
a. Project Attorney	$ 147,000.00	$ 137,264.09	$ -	$ 812.50	$ 487.50	$ 650.00	$ -	$ 682.50	$ 5,637.00	$ -	$ -	$ 812.50	$ 653.91
4 **ACCOUNTING SERVICES**													
a. Project Account - CPA (See note #3)	$ 23,000.00	$ 18,262.50	$ -	$ 3,950.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 787.50
5 **ENGINEERING SERVICES**													
a. RK&K Engineering fees	$ 596,090.00	$ 565,565.83	$ -	$ 10,166.61	$ 7,785.91	$ 4,968.77	$ -	$ 3,932.69	$ -	$ -	$ -	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ -	$ -	$ 1,325.80	$ 3,478.44	$ 12,000.38	$ 7,736.10	$ 5,254.60	$ 33,797.22	$ -	$ -	$ 24,305.25	$ 212,102.21
6 **ADMINISTRATIVE SERVICES**													
a. Other Administrative Costs	$ 10,000.00	$ 5,377.14	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,622.86
7 **LANDS/EASEMENTS**													
a. Easements	$ 50,600.00	$ 47,325.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (See note #2)	$ 100,690.72	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (See note #2)	$ 6,859.28	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,170.00	$ 4,689.28
d. Plats - (See note #2)	$ 12,970.00	$ 10,828.00	$ -	$ 1,071.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,071.00
8 Sub Total Line 1-7	**$ 7,624,894.00**	**$ 886,313.28**	**$ -**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 148,131.00**	**$ 48,555.00**	**$ 26,287.75**	**$ 6,411,869.95**
B. COST OF FINANCING													
9 Registrar Fees	$ 650.00	$ -	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**	**$ -**	**$ 40,650.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 7,665,544.00**	**$ 886,313.28**	**$ 40,650.00**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 148,131.00**	**$ 48,555.00**	**$ 26,287.75**	**$ 6,411,869.95**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Paid from CTUB Internal CIF Funds (Prior to Closing)	Request for Payment (RFP) # 1 CWSRF # 1	Request for Payment (RFP) # 2 CIF # 1	Request for Payment (RFP) # 3 CIF # 2	Request for Payment (RFP) # 4 CIF # 3	Request for Payment (RFP) # 5 CIF # 4	Request for Payment (RFP) # 6 CIF # 5	Request for Payment (RFP) # 7 CIF # 6	Request for Payment (RFP) # 8 CWSRF # 2	Request for Payment (RFP) # 9 CWSRF # 3	Request for Payment (RFP) # 10 CIF # 7	BALANCE REMAINING
1 INTERNAL FUNDS													
a. Capacity Improvement Fees	$ 3,027,560.00	$ (886,313.28)	$ -	$ (17,325.91)	$ (11,751.85)	$ (17,619.15)	$ (7,736.10)	$ (9,869.79)	$ (39,434.22)	$ -	$ -	$ (26,287.75)	$ 2,011,221.95
1 Subtotal Internal Funds	**$ 3,027,560.00**	**$ (886,313.28)**	**$ -**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ -**	**$ -**	**$ (26,287.75)**	**$ 2,011,221.95**
2 GRANT FUNDS													
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,077,000.00
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,577,000.00**
3 BOND ISSUE													
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (40,650.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ (148,131.00)	$ (48,555.00)	$ -	$ 2,607,648.00
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (40,650.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (148,131.00)**	**$ (48,555.00)**	**$ -**	**$ 2,823,648.00**
4 Total Sources of Funds Line 1-3	**$ 7,665,544.00**	**$ (886,313.28)**	**$ (40,650.00)**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ (148,131.00)**	**$ (48,555.00)**	**$ (26,287.75)**	**$ 6,411,869.95**

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 - 5/14/2025 - Line item 4. Project Accountant was decreased by $7,000 to actual and the line item 3. Legal was increased by $7,000.

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

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

Collection System Project – Resolution No. 11 – CWSRF No. 4, Pay Application No. 3

Attachments:

Resolution No. 11 - CWSRF No. 4, Pay App 3.pdf

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

RESOLUTION NO. 11
REQUEST FOR PAYMENT #11
(CWSRF #C-544686 PAYMENT #4)

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 as follows: There is hereby authorized and directed the payment of **"Contractor's Payment Application No. 3"** as follows.

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$21,600.00	$0	$21,600.00
Total	**$21,600.00**	**$0**	**$21,600.00**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 25th day of June, 2025.

By: _____
Michael George, 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-544686-2025-04

3. REQUEST NUMBER: 4

4. INVOICE PERIOD COVERED BY THIS REQUEST

FROM: 5/1/2025 TO: 6/13/2025

5. % of PHYSICAL CONSTRUCTION COMPLETION 3.59%

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	$3,000,650.00	$196,686.00	$21,600.00	$218,286.00		
2) CONTINGENCY	$303,684.00			$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	$237,336.00	$21,600.00	$258,936.00		
15) LESS PREVIOUSLY PAID				$237,336.00		
16) REQUEST AMOUNT				$21,600.00		

17) _____ _____
AUTHORIZED SIGNATURE DATE
Michael George, Chairman
TYPED OR PRINTED NAME AND TITLE

18) _____ _____
PERSON PREPARING FORM SIGNATURE DATE
April Shultz, Assistant 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. 03

Application Period: 5/1/25-5/31/25		Application Date: 6/13/2025
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
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE		$6,074,000.00
2. Net change by Change Orders		
3. Current Contract Price (Line 1 ± 2)		$6,074,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)		$242,540.00
5. RETAINAGE:		
a. 10% X $242,540.00 Work Completed		$24,254.00
b. 10% X Stored Material		
c. Total Retainage (Line 5.a + Line 5.b)		$24,254.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)		$218,286.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)		$196,686.00
8. AMOUNT DUE THIS APPLICATION		$21,600.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)		$5,855,714.00

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: Josh Kutz Date: 6/13/2025

Payment of: $ 21,600.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: David Santelli (Engineer) 6/17/2025 (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: 03			
Application Period: 5/1/25-5/31/25												Application Date: 6/13/2025			
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		**0.50**	0.50		$136,490.00	$136,490.00		$136,490.00	50.0%	$136,490.00
2	Traffic Control	1	LS	$15,000.00	$15,000.00										$15,000.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00		**1.0**	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										$35,000.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00										$12,000.00
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00										$16,000.00
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00										$14,000.00
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00										$12,000.00
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00										$5,000.00
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00										$30,000.00
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00										$8,000.00
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00										$3,000.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00										$7,000.00
5	**Burr East Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00										$5,000.00
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
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										$6,000.00
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
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										$40,000.00
11e	Meter Vault	1	LS	$25,000.00	$25,000.00										$25,000.00
11f	Process Pipe	1	LS	$70,000.00	$70,000.00										$70,000.00
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00		**0.10**	0.10		$9,800.00	$9,800.00		$9,800.00	10.0%	$88,200.00
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00										$15,000.00
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00										$5,000.00
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00										$15,000.00
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										$5,000.00
11n	Electrical	1	LS	$90,000.00	$90,000.00										$90,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00	**0.10**		0.10	$10,500.00		$10,500.00		$10,500.00	10.0%	$94,500.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
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										$16,000.00
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

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

For (Contract): 01												Application Number: 03			
Application Period: 5/1/25-5/31/25												Application Date: 6/13/2025			
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		$9,000.00	10.0%	$81,000.00
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										$15,000.00
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										$23,000.00
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										$16,000.00
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		$10,200.00	10.0%	$91,800.00
13h	Instrumentation	1	LS	$4,500.00	$4,500.00										$4,500.00
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										$43,000.00
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00										$8,000.00
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00										$7,000.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00										$23,000.00
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00										$16,000.00
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00										$9,500.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
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		**0.09**	0.09		$47,700.00	$47,700.00		$47,700.00	9.0%	$482,300.00
15i	Meter Vault	1	LS	$20,000.00	$20,000.00										$20,000.00
15j	Process Pipe	1	LS	$141,000.00	$141,000.00										$141,000.00
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										$7,000.00
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										$8,500.00
15o	Electrical	1	LS	$135,000.00	$135,000.00	**0.10**		0.10	$13,500.00		$13,500.00		$13,500.00	10.0%	$121,500.00
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										$17,500.00
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00										$25,000.00
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										$5,500.00
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00										$7,000.00
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
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										$25,000.00
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00										$50,000.00
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00										$25,000.00

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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: 03
Application Period: 5/1/25-5/31/25		Application Date: 6/13/2025

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										$7,500.00
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00										$7,500.00
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										$1,840.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00										$148,500.00
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00										$38,400.00
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00										$56,800.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00										$104,400.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00										$18,800.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00										$610,000.00
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00										$297,000.00
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00										$322,000.00
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										$170,000.00
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00										$32,500.00
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00										$81,000.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00										$39,000.00
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00										$8,500.00
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00										$15,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00										$20,000.00
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										$50,000.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00										$36,000.00
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										$6,500.00
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										$20,400.00
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00										$22,400.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00										$5,880.00
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										$35,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00										$63,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00										$32,000.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00										$21,000.00
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00										$64,400.00
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00										$16,900.00
69	Concrete Curb Repair	10	LF	$200.00	$2,000.00										$2,000.00
70	Concrete Driveway Repair	10	CY	$1,800.00	$18,000.00										$18,000.00
71	Miscellaneous DIP Fittings	500	LB	$20.00	$10,000.00										$10,000.00
72	Class B Concrete	50	CY	$500.00	$25,000.00										$25,000.00
73	Shoring / Stabalization After Receiving / Launching Pit - Augustine Ave	1	LS	$10,000.00	$10,000.00										$10,000.00
	Totals				**$6,074,000.00**				**$24,000.00**	**$218,540.00**	**$242,540.00**		**$242,540.00**	4.0%	**$5,831,460.00**

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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Date: June 25, 2025

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Resolution No. 1 Request for Payment (RFP) # 1 CWSRF # 1	Resolution No. 2 Request for Payment (RFP) # 2 CIF # 1	Resolution No. 3 Request for Payment (RFP) # 3 CIF # 2	Resolution No. 4 Request for Payment (RFP) # 4 CIF # 3	Resolution No. 5 Request for Payment (RFP) # 5 CIF # 4	Resolution No. 6 Request for Payment (RFP) # 6 CIF # 5	Resolution No. 7 Request for Payment (RFP) # 7 CIF # 6	Resolution No. 8 Request for Payment (RFP) # 8 CWSRF # 2	Resolution No. 9 Request for Payment (RFP) # 9 CWSRF # 3	Resolution No. 10 Request for Payment (RFP) # 10 CIF # 7	Resolution No. 11 Request for Payment (RFP) #11 CWSRF # 4	BALANCE REMAINING
1 **CONSTRUCTION**													
a. Contract	$ 6,074,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 148,131.00	$ 48,555.00	$ -	$ 21,600.00	$ 5,855,714.00
2 **CONSTRUCTION CONTINGENCY**													
a. Construction Contingency - (See note #1)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
3 **LEGAL SERVICES**													
a. Project Attorney	$ 147,000.00	$ -	$ 812.50	$ 487.50	$ 650.00	$ -	$ 682.50	$ 5,637.00	$ -	$ -	$ 812.50	$ -	$ 653.91
4 **ACCOUNTING SERVICES**													
a. Project Account - CPA (See note #3)	$ 23,000.00	$ -	$ 3,950.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 787.50
5 **ENGINEERING SERVICES**													
a. RK&K Engineering fees	$ 596,090.00	$ -	$ 10,166.61	$ 7,785.91	$ 4,968.77	$ -	$ 3,932.69	$ -	$ -	$ -	$ -	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ -	$ 1,325.80	$ 3,478.44	$ 12,000.38	$ 7,736.10	$ 5,254.60	$ 33,797.22	$ -	$ -	$ 24,305.25	$ -	$ 212,102.21
6 **ADMINISTRATIVE SERVICES**													
a. Other Administrative Costs	$ 10,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,622.86
7 **LANDS/EASEMENTS**													
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (See note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (See note #2)	$ 6,859.28	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,170.00	$ -	$ 4,689.28
d. Plats - (See note #2)	$ 12,970.00	$ -	$ 1,071.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,071.00
8 Sub Total Line 1-7	**$ 7,624,894.00**	**$ -**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 148,131.00**	**$ 48,555.00**	**$ 26,287.75**	**$ 21,600.00**	**$ 6,390,269.95**
B. COST OF FINANCING													
9 Registrar Fees	$ 650.00	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**	**$ 40,650.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 7,665,544.00**	**$ 40,650.00**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 148,131.00**	**$ 48,555.00**	**$ 26,287.75**	**$ 21,600.00**	**$ 6,390,269.95**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) # 1 CWSRF # 1	Request for Payment (RFP) # 2 CIF # 1	Request for Payment (RFP) # 3 CIF # 2	Request for Payment (RFP) # 4 CIF # 3	Request for Payment (RFP) # 5 CIF # 4	Request for Payment (RFP) # 6 CIF # 5	Request for Payment (RFP) # 7 CIF # 6	Request for Payment (RFP) # 8 CWSRF # 2	Request for Payment (RFP) # 9 CWSRF # 3	Request for Payment (RFP) # 10 CIF # 7	Request for Payment (RFP) #11 CWSRF # 4	BALANCE REMAINING
1 INTERNAL FUNDS													
a. Capacity Improvement Fees	$ 3,027,560.00	$ -	$ (17,325.91)	$ (11,751.85)	$ (17,619.15)	$ (7,736.10)	$ (9,869.79)	$ (39,434.22)	$ -	$ -	$ (26,287.75)	$ -	$ 2,011,221.95
1 Subtotal Internal Funds	**$ 3,027,560.00**	**$ -**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ -**	**$ -**	**$ (26,287.75)**	**$ -**	**$ 2,011,221.95**
2 GRANT FUNDS													
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,077,000.00
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,577,000.00**
3 BOND ISSUE													
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ (40,650.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ (148,131.00)	$ (48,555.00)	$ -	$ (21,600.00)	$ 2,586,048.00
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ (40,650.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (148,131.00)**	**$ (48,555.00)**	**$ -**	**$ (21,600.00)**	**$ 2,802,048.00**
4 Total Sources of Funds Line 1-3	**$ 7,665,544.00**	**$ (40,650.00)**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ (148,131.00)**	**$ (48,555.00)**	**$ (26,287.75)**	**$ (21,600.00)**	**$ 6,390,269.95**

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 - 5/14/2025 - Line item 4. Project Accountant was decreased by $7,000 to actual and the line item 3. Legal was increased by $7,000.

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Change Order No. 2

Attachments:

Change Order No. 2.pdf

HRI, INC.

A COLAS COMPANY

June 3, 2025

Gwin, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona, PA 16602

Attn: David Santelli, Project Manger
Subject: Charles Town Collection System
Re: Proposed Change Order #02

Dear Mr. Santelli,

Enclosed, please find a detailed description, pricing and supporting documentation for the following HRI Change Order Proposal. This is in reference to HRI performing a jack and bore of the 48" casing pipe under the entirety of Augustine Avenue in lieu of open-cutting. HRI is providing a unit price for boring in soil and boring in rock. A combination of each could be used given subsurface conditions, but the below represent the minimum and maximum costs to the owner:

Jack & Bore – Soil: 80 LF @ $2,317.00 / LF for an Estimated Total = $185,360.00***
Jack & Bore – Rock 80 LF @ $3,237.00 / LF for an Estimated Total = $258,960***
*** *Prices do not include full payment of Bid Items 2 & 73*

We hope that you will find this proposal acceptable and incorporate it into a formal change order. Should you have any questions or wish to further discuss, please reach out.

Sincerely,
HRI, INC.

Joshua Kutz
Project Manger
814.574.7815

CC: Bill Sarraf; Ed Barker

HRI Proposal Clarifications and Conditions

a. A response is required within **(15) days** of receipt by owner / engineer. Responses provided after this duration are subject to pricing escalations by HRI and its subcontractors.

b. **Bid Items 2 & 73 to be paid at 100% - no credit to the owner**
   - Bid Item 2 – Traffic Control - HRI will keep the cost for any unused MPT signage and flagging to help offset our costs for the larger launching pit / receiving pit excavations and additional shoring costs for a larger box. Any rock encountered in the launching / receiving pits will be HRI's risk. Launch pit for driller will need to be upsized to 40' long x 16' wide, and roughly 12-18" deeper than invert of the casing. We will also need to use MPT at other locations throughout the project, and potentially at Augustine to reline existing manhole(s).
   - Bid Item 73 – Augustine Ave Shoring / Launching Pit – to be paid in accordance with the original launching pit to be provided at Augustine Ave which will still be provided

c. HRI will bill per LF of soil and/or rock as HRI is billed by our drilling subcontractor. HRI has provided total cost for best case (all soil) and worst case (all rock) scenarios.
   - Depending on how final quantities turn out, existing bid items can be used to cover the cost to CTUB, in lieu of a formal CO. If HRI receives written agreement to the proposed unit prices for rock and soil, HRI is content to delay billing until the work is completed and totaled to see if it can be accounted for as additional quantities in future applications for payment in lieu of processing a change order to incorporate new bid items.
   - For example, the cost could be split between Bid Item 36 - 30" PVC and Bid Item 61 -48" casing, as the 30" through this run will be pulled by the drilling sub, and this cost to do so is included in their number. HRI has simply factored the cost of the 30" piping into the proposed unit prices, as HRI must provide this material to the drilling subcontractor to install.
   - As mentioned, HRI included material cost of 30" pipe, as HRI must provide the material for the driller. HRI will assist the driller with pulling the pipe through the casing. HRI also included labor and equipment for this activity, but also to assist the drillers during their work, as HRI must provide equipment other than the drill rig.

d. There will most likely be additional paving in the car lot, to restore the owner's asphalt that is disturbed by construction activity / excavating the launching pit, and not just a trench as shown. Assuming this could be paid for through bid items, and hopefully minimal to none would be needed on the roadway switching to boring. CTUB to confirm they will cover the cost of any repaving to the car lot.

e. Verify condition of existing MH-CT 102 – HRI can extend the existing lateral into a new MH. MH_CT-102 can either stay as is or be relined. If it needs to be relined, HRI would be looking at a short-term single lane closure with flagging and have this work paid for through related bid items. Any additional costs can be determined at this time.

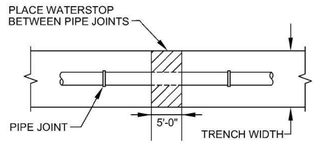
f. Drawing attached for relocation of casing as to not interfere with the existing sanitary line. Should not conflict with LODs.

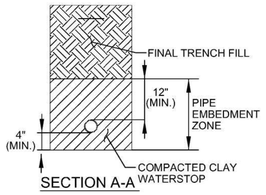
g. There should be overall savings to CTUB vs. bid qty pricing, by acknowledging unused bid items related to the Jetts Fram Grinder Pump, and the credit for the Davit cranes, that could be used to offset the cost of boring. Boring in lieu of open-cut will all avoid a longer-term road closure and detour on this heavily traveled road through Charles Town. Should the subsurface conditions present themselves as rock instead of soil, open-cutting duration could be extended several weeks to months while HRI is breaking and removing rock.

h. Should this proposal be accepted, HRI can provide an updated bypassing pumping plan for tying this into the system. As previously stated, HRI anticipates to only bypass pump during working hours, having everything tied-in before the workday ends, as we replace the sewer in kind.

i. CTUB will need to verify the location and elevation of the 12” water line that appears to run through the launching pit. Hopefully, it is deep enough that it will not interfere with the launch pit, but if it does, the launch pit may need to be reconfigured, and/or the casing may need to be extended to avoid conflict. Field conditions will dictate further action and if any additional cost will be incurred by HRI or CTUB.

j. Scope Clarifications / Breakdown
    - HRI
        - Excavate Launch / Receiving Pit
        - Procure and Install Shoring
        - Assist Drillers with labor and equipment
        - Procure and assist with installation of 30” PVC
    - Snyder
        - Provide & Install 48” Casing via Jack and Bore operations
        - Install 30” PVC w/ casing spacers, as needed

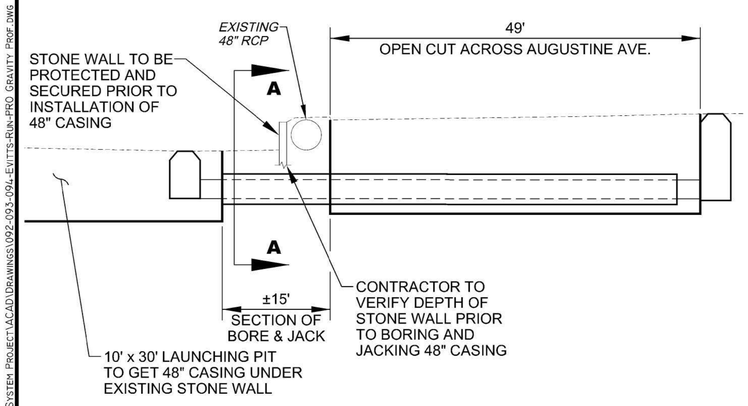




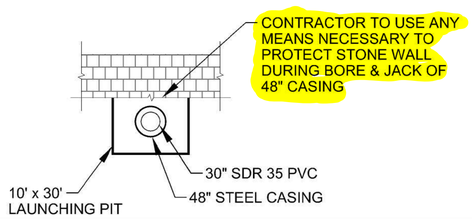
NOTES:

1). PLACE CLAY WATERSTOP IN TRENCH AS SHOWN TO PREVENT WATER FLOW THROUGH GRANULAR TRENCH. COMPACT CLAY WATERSTOP TO MINIMUM 95% DENSITY.
2). IF STABILIZATION (FOUNDATION) MATERIAL IS REQUIRED, EXTEND WATERSTOP THROUGH STABALIZATION MATERIAL TO BOTTOM OF TRENCH.
3). BACKFILL REQUIREMENTS ABOVE WATERSTOP (FINAL TRENCH BACKFILL) SHALL BE WITH TRENCH REPAIR DETAIL GIVEN ON DWG. X-7
4). WATERSTOPS ARE REQUIRED ONLY WHEN SPECIFIED IN THE CONTRACT DOCUMENTS OR WHEN DIRECTED BY ENGINEER. WHEN REQUIRED, WATERSTOPS SHALL BE PLACED AT A NOMINAL SPACING OF 100' OR AT LOCATIONS SHOWN ON THE PLANS.
5). WHEN SUITABLE CLAY MATERIAL IS AVALIABLE ON-SITE, INSTALLATION OF WATERSTOPS SHALL BE CONSIDERED INCIDENTAL.

WATERSTOP FOR TRENCHES - DETAIL

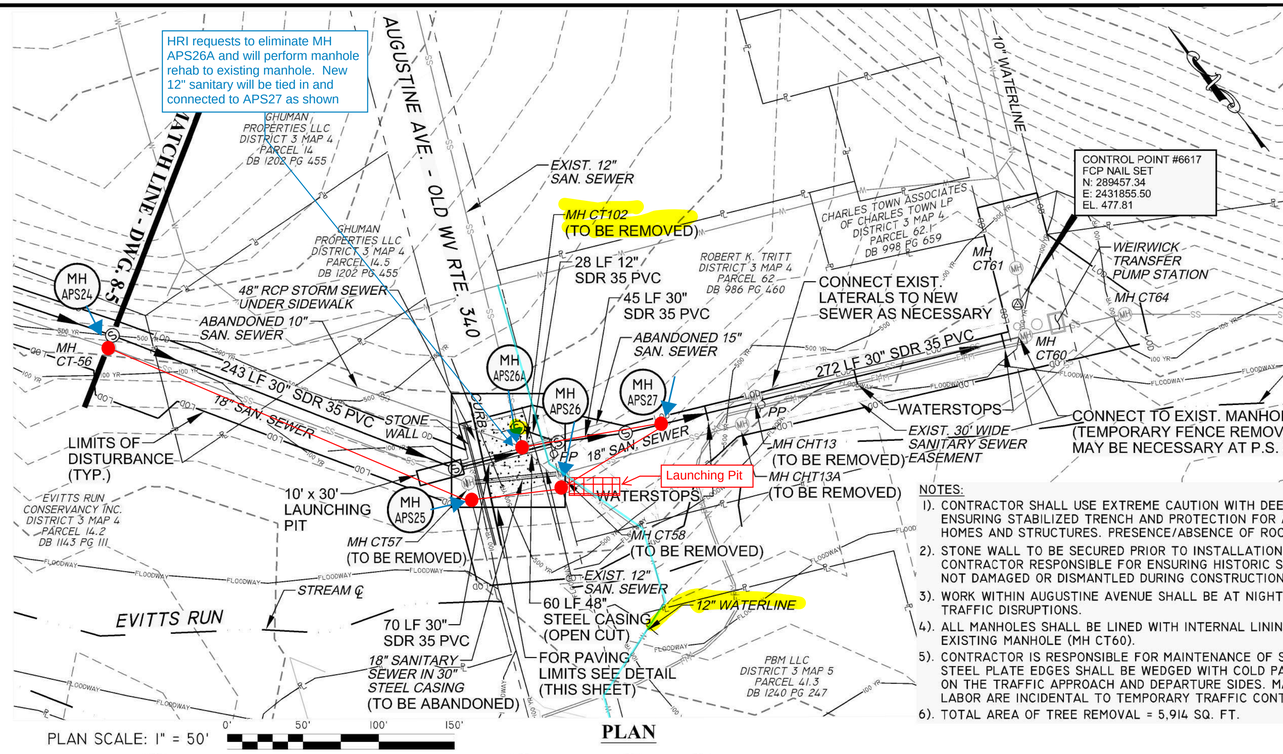


BORE AND JACK DETAIL - PROFILE



SECTION A-A

PROFILE SCALE: HORIZONTAL - 1" = 50' (0', 50', 100', 150') VERTICAL - 1" = 10' (0', 10', 20', 30')

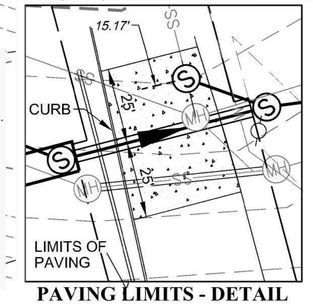


PLAN

PAGE QUANTITIES	
30" SDR 35 PVC - LF	630'
12" SDR 35 PVC - LF	28'
4' DIA. MANHOLE - EA	4
4' DIA. (DOGHOUSE) MANHOLE - EA	1
4' DIA. MANHOLE EXTENSIONS - VF	12.53'
INTERNAL MANHOLE LINING - VF	48.53'
MANHOLE FRAME & COVER HIGHWAY - EA	3
MANHOLE FRAME & COVER WATERTIGHT - EA	2
DROP CONNECTION - EA	1
48" STEEL CASING (OPEN CUT) - LF	60'
ASPHALT TRENCH PATCH (BASE) - TON	14.5
ASPHALT TRENCH PATCH (WEARING) - TON	20.5
AGGREGATE FOR BACKFILL - CY	77
CONCRETE CURB REPAIR - LF	6'
CONNECT TO EXISTING - EA	1
RECONNECT LATERAL SERVICE CONNECTION - EA	1
REMOVE MANHOLE - EA	5

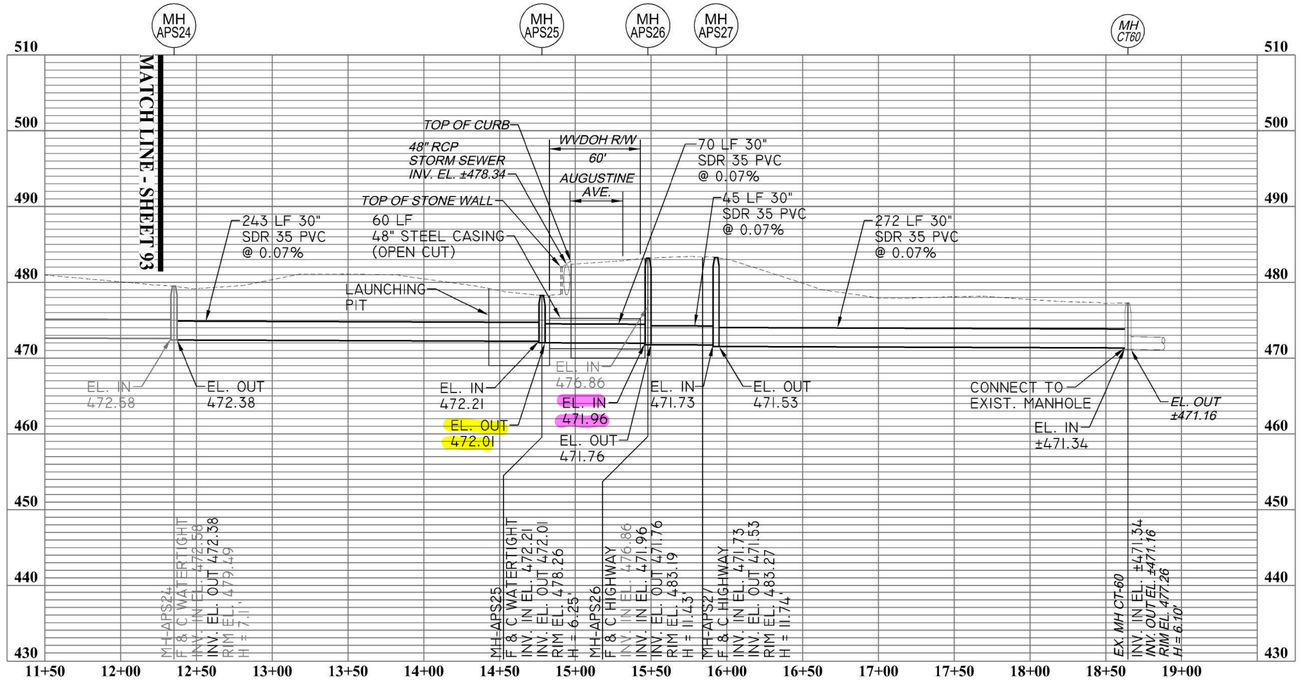
NOTES:

1). CONTRACTOR SHALL USE EXTREME CAUTION WITH DEEP EXCAVATION, ENSURING STABILIZED TRENCH AND PROTECTION FOR ADJACENT HOMES AND STRUCTURES. PRESENCE/ABSENCE OF ROCK IS UNKNOWN.
2). STONE WALL TO BE SECURED PRIOR TO INSTALLATION OF 48" CASING. CONTRACTOR RESPONSIBLE FOR ENSURING HISTORIC STONE WALL IS NOT DAMAGED OR DISMANTLED DURING CONSTRUCTION.
3). WORK WITHIN AUGUSTINE AVENUE SHALL BE AT NIGHT TO AVOID TRAFFIC DISRUPTIONS.
4). ALL MANHOLES SHALL BE LINED WITH INTERNAL LINING, INCLUDING EXISTING MANHOLE (MH CT60).
5). CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE OF STEEL PLATES, STEEL PLATE EDGES SHALL BE WEDGED WITH COLD PATCH ASPHALT ON THE TRAFFIC APPROACH AND DEPARTURE SIDES. MATERIALS AND LABOR ARE INCIDENTAL TO TEMPORARY TRAFFIC CONTROL ITEM.
6). TOTAL AREA OF TREE REMOVAL = 5,914 SQ. FT.

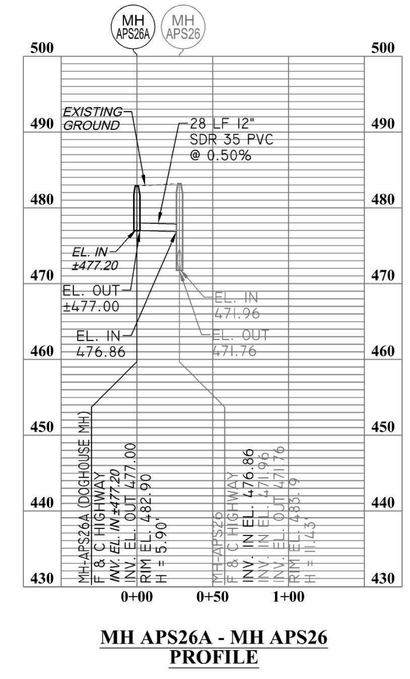


PAVING LIMITS - DETAIL

NOT TO SCALE



MH APS24 - MH CT60 PROFILE



MH APS26A - MH APS26 PROFILE

BIDDING PLANS

RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Scientists
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO.	19339.019
DATE	August 29, 2024
DESIGNED	RAD
DRAWN	RAS
CHECKED	JWC

REVISIONS

CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

EVITTS RUN INTERCEPTOR
SHEET 1 OF 3

SHEET NO. 92 OF 110

DRAWING NO. 8-4

\\AD.RKK.COM\FS\CLOUD\PROJECTS\2019\19339.CTUBONCALL\19339.019 2021 COLLECTION SYSTEM PROJECT\ACAD\DRAWINGS\092-093-094-EVITTS-RUN-PRO GRAVITY PROF.DWG

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

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

HRI-PCO xxx

DESCRIPTION OF OPERATION: Augustine Ave Drilling - Jack & Bore (Soil)

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
30" SDR PVC Pipe	80.00	LF	$100.47	$8,037.60
Pipe Fittings, Gaskets, Primer, Casing Spacers	1.00	LS	$2,700.00	$2,700.00
			Sub Total	$10,737.60
			0.0% Sales Tax	$0.00
			Total Material	$10,737.60
			15.0% Markup	$1,610.64

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	5.0		$115.00	$172.50	$575.00
Project Engineer	10.0		$95.00	$142.50	$950.00
Superintendent	20.0		$110.00	$165.00	$2,200.00
Site Foreman	30.0		$75.00	$112.50	$2,250.00
Operator CL1	50.0		$69.59	$104.39	$3,479.50
Labor - Gr2	40.0		$48.71	$73.07	$1,948.40
				Sub Total	$11,402.90
% Ins., Taxes, Etc. =	0.00%			**Total Base Labor x (% Ins., Taxes, etc.)**	$0.00
				Total Labor	$11,402.90
				15.0% Markup	$1,710.44

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	20.00	$50.77	$1,015.40
Project Manager Truck	HRI104099	5.00	$62.67	$313.35
Project Engineer Truck	HRI104080	10.00	$47.38	$473.80
Foreman Truck	HRI108017	30.00	$60.84	$1,825.20
Komatsu PC238 Excavator	HRI231002	20.00	$170.49	$3,409.80
Volvo L70G Loader	HRI220091	20.00	$81.49	$1,629.80
Single Axle Dump Truck	HRI121009	10.0	$120.23	$1,202.30
*** Rate/Hour includes Operating Cost**			**Total Equipment**	$9,869.65
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
Snyder Environmental	Jack & Bore - Drilling Through Soil (80 LF @ $1700/LF)	$136,000.00
	Sub Total	$136,000.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$136,000.00
	5.0% Markup	$6,800.00

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	$178,131.23
Bonds / Insurance @ 2%	$3,562.62
TOTAL	**$181,694.00**
B&O Tax Calculation (2%)	**$3,633.88**
GRAND TOTAL	**$185,327.88**
	80 LF
UNIT PRICE SOIL	**$2,317.00**

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.

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

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

HRI-PCO xxx

DESCRIPTION OF OPERATION: Augustine Ave Drilling - Jack & Bore (ROCK)

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
30" SDR PVC Pipe	80.00	LF	$100.47	$8,037.60
Pipe Fittings, Gaskets, Primer, Casing Spacers	1.00	LS	$3,250.00	$3,250.00
			Sub Total	$11,287.60
			0.0% Sales Tax	$0.00
			Total Material	$11,287.60
			15.0% Markup	$1,693.14

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	5.0		$115.00	$172.50	$575.00
Superintendent	20.0		$110.00	$165.00	$2,200.00
Project Engineer	10.0		$95.00	$142.50	$950.00
Site Foreman	40.0		$75.00	$112.50	$3,000.00
Operator CL1	70.0		$69.59	$104.39	$4,871.30
Labor - Gr2	60.0		$48.71	$73.07	$2,922.60
				Sub Total	$14,518.90
% Ins., Taxes, Etc. =	0.00%			**Total Base Labor x (% Ins., Taxes, etc.)**	$0.00
				Total Labor	$14,518.90
				15.0% Markup	$2,177.84

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	40.00	$50.77	$2,030.80
Project Manager Truck	HRI104099	5.00	$62.67	$313.35
Project Engineer Truck	HRI104080	10.00	$47.38	$473.80
Foreman Truck	HRI108017	30.00	$60.84	$1,825.20
Komatsu PC238 Excavator	HRI231002	30.00	$170.49	$5,114.70
Volvo L70G Loader	HRI220091	30.00	$81.49	$2,444.70
Single Axle Dump Truck	HRI121009	10.00	$120.23	$1,202.30
*** Rate/Hour includes Operating Cost**			**Total Equipment**	$13,404.85
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
Snyder Environmental	Jack & Bore - Drilling Through Soil (80 LF @ $2450/LF)	$196,000.00
	Sub Total	$196,000.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$196,000.00
	5.0% Markup	$9,800.00

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	$248,882.33
Bonds / Insurance @ 2%	$4,977.65
TOTAL	**$253,860.00**
B&O Tax Calculation (2%)	**$5,077.20**
GRAND TOTAL	**$258,937.20**
	80 LF
UNIT PRICE ROCK	**$3,237.00**

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.

Bid Qtys per Drawing 8-4					
36	30" SDR PVC	2000	LF	$ 305.00	$ 610,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$ 1,600.00	$ 128,000.00
64	Asphalt Trench Pathc (Base)	80	TN	$ 400.00	$ 32,000.00
65	Asphalt Trench Pathc (Wearing)	60	TN	$ 350.00	$ 21,000.00
66	Aggregate for Backfill	700	CY	$ 92.00	$ 64,400.00
69	Concrete Curb Repair	10	LF	$ 200.00	$ 2,000.00
73	Shoring/Stabilization After Receiving/Launching Pit Augustine Ave	1	LS	$ 10,000.00	$ 10,000.00

Approx Qtys - Augustine Ave Only			
80	LF	$	24,400.00
80	LF	$	128,000.00
14.5	TN	$	5,800.00
20.5	TN	$	7,175.00
45	CY	$	4,140.00
6	LF	$	1,200.00
1	LS	$	10,000.00
Approx Value of Pay Items		**$**	**180,715.00**
Est. Davit Crane Credit		**$**	**14,000.00**
Est. JF Grinder Unused Qty			**$79,570.00**
Est. New Augustine Budget		**$**	**274,285.00**

Jetts Farm Grinder Pump (Unused Bid Items / Under Bid Qty) -DWG 4-1					
Bid Item	**Desc**	**Qty**	**Unit**	**Bid Unit Price**	**Extended**
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00
40	1-1/2" SDR-9	855	LF	$54.00	$46,170.00
48	Connect to Existing	1	EA	$2,000.00	$2,000.00
55	Internal MH Lining	6	VF	$100.00	$600.00
54	MH Riser Extension	1	VF	$1,300.00	$1,300.00
45	MH F&C - Highway	1	EA	$1,500.00	$1,500.00
62	Test Pit Excavation & Refill	1	EA	$5,000.00	$5,000.00
					$79,570.00

Bid Item	Description	Qty	Unit	Unit Cost	Extended
2	Traffic Control	1	LS	$ 15,000.00	**$ 15,000.00**
73	Augustine Shoring	1	LS	$ 10,000.00	**$ 10,000.00**
Bid Item	**Description**	**Qty**	**Unit**	**Unit Cost**	**Extended**
36	30" SDR PVC	96	LF	$ 305.00	$ 29,280.00
61	48" Steel Casing	98	LF	$ 1,600.00	$156,800.00
					$186,080.00
Bid Item	**Description**	**Qty**	**Unit**	**Unit Cost**	**Extended**
36	30" SDR PVC	141	LF	$ 305.00	$ 43,005.00
61	48" Steel Casing	135	LF	$ 1,600.00	$216,000.00
					$259,005.00

Soil

80	LF	$ 2,317.00	**$185,360.00**

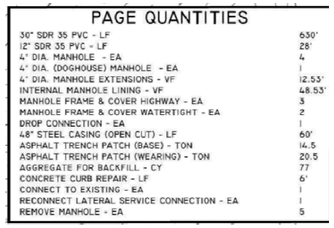
Rock

80	LF	$ 3,237.00	**$258,960.00**

Total 80 LF Soil	**$211,080.00**	$ (63,205.00)	****Compared to Est. Budget above w/ known credits**
Total 80 LF Rock	**$284,005.00**	$ 9,720.00	

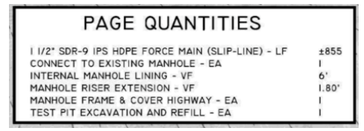
		Soil	Rock
Bid Item	**Description**		
2	**Traffic Control**	**$15,000.00**	**$15,000.00**
63	**Augustine Shoring**	**$10,000.00**	**$10,000.00**
PCO Unit Price	**Soil Boring @ 80 LF**	**$185,360.00**	
PCO Unit Price	**Rock Boring @ 80 LF**		**$258,960.00**
		$210,360.00	**$283,960.00**

Approx Original Bid Value	**$180,715.00**
Davit Crane Credit	**$14,000.00**
Jetts Farm - Unused Qty	**$79,570.00**
Approx Credit Value	**$274,285.00**
Potential Savings / Cost	**$ (63,925.00)** / **$9,675.00**


PAGE QUANTITIES

30" SDR 35 PVC - LF	630'
12" SDR 35 PVC - LF	28'
4' DIA. MANHOLE - EA	4
4' DIA. (DOGHOUSE) MANHOLE - EA	1
4' DIA. MANHOLE EXTENSIONS - VF	12.53'
INTERNAL MANHOLE LINING - VF	48.53'
MANHOLE FRAME & COVER HIGHWAY - EA	3
MANHOLE FRAME & COVER WATERTIGHT - EA	2
DROP CONNECTION - EA	1
48" STEEL CASING (OPEN CUT) - LF	60'
ASPHALT TRENCH PATCH (BASE) - TON	14.5
ASPHALT TRENCH PATCH (WEARING) - TON	20.5
AGGREGATE FOR BACKFILL - CY	77
CONCRETE CURB REPAIR - LF	6'
CONNECT TO EXISTING - EA	1
RECONNECT LATERAL SERVICE CONNECTION - EA	1
REMOVE MANHOLE - EA	5




PAGE QUANTITIES

1 1/2" SDR-9 IPS HDPE FORCE MAIN (SLIP-LINE) - LF	±855
CONNECT TO EXISTING MANHOLE - EA	1
INTERNAL MANHOLE LINING - VF	6'
MANHOLE RISER EXTENSION - VF	1.80'
MANHOLE FRAME & COVER HIGHWAY - EA	1
TEST PIT EXCAVATION AND REFILL - EA	1

BID COST - Augustine Ave MPT		
	HRI Bid - Augustine Ave	
Flagging SUB	$	5,912.00
MPT SUB	$	1,500.00
	$	**7,412.00**

Bid Item Breakdown				
Bid Item - Traffic Control	**$**	**15,000.00**	**Margin**	**MU**
Augustine Ave	$	8,000.00	**$ 588.00**	**7.35%**
Jefferson Park, Jetts Farm, Moose Lodge, Misc	$	7,000.00		

***** HRI to be paid 100% for Bid Items 2 & 73 to offset costs of additional excavation and shoring required to accommodate larger launching pit & new receiving pit**

Augustine Launching / Receving Pit							
	Length (ft)	Width (ft)	Depth (ft)	Vol (CF)	Vol (CY)		
Bid							
Launch	30	10	9.5	2850	105.56		
Receive		(Open Cut)					
					105.56	**$ 94.74**	**$ 10,000.00**
Drilling							
Launch	40	16	14	8960	331.85		
Receive	10	10	9.5	950	35.19		
					367.04	**$ 94.74**	**$ 34,773.09**

Bid Item 2	**53%**	**LS**	**$ 8,000.00**	
Bid Item 73	**1**	**LS**	**$ 10,000.00**	
Revised Pit	**1**	**LS**	**$ 34,773.09**	
		HRI	**$ (16,773.09)**	

HRI Excavating 3x material (soil and/or rock)



SNYDER ENVIRONMENTAL SERVICES, INC.

270 INDUSTRIAL BLVD.
KEARNEYSVILLE, WEST VIRGINIA 25430
PHONE: 304-725-9140 FAX: 304-728-7326

CONTRACTOR LICENSE #'S
WV-000270
VA-2701023228
MD-21173514
PA-092201

PLAN SHEET	BORE LOCATION	BORE LENGTH	CASING O. D.	CASING WALL	CARRIER DIA.	CARRIER FUNCTION	PRICE PER L F DIRT	PRICE PER L F ROCK, SANDSTONE, HARD SHALE	NOTES
92 OF 110	UNDER STONE WALL / ROADWAY / STORM DRAIN	80'	48"	0.500"	30" PVC	SANITARY	$1,700.00	$2,450.00	

JOB NAME: CTUB 2023 COLLECTION SYSTEM SANITARY BORE - UPDATED **DATE: 6/3/2025**

INCLUDED BY SNYDER ENVIRONMENTAL SERVICES ARE SUPPLYING, BORING AND JACKING STEEL CASING AND INSTALLING THE CARRIER PIPE, WHICH WILL BE SUPPLIED BY OTHERS. SUPPLYING CASING / BORE SPACERS AND END SEALS / BULKHEADS ARE INCLUDED. QUOTES ARE GOOD FOR 30 DAYS FROM DATE ABOVE.

EXCLUDED ARE PREVAILING WAGE RATES, BONDS, PERMITS, BORE PIT & RECEIVING PIT EXCAVATION, TEST PITS, POTHOLING/LOCATING ANY/ALL EXISTING UTILITIES, EXCAVATION BACKFILL, CATHODIC PROTECTION, PIPE MARKERS, ENGINEERING (ANY/ALL TYPES), TRAFFIC CONTROL, SHORING, E & S MEASURES, GROUND / SETTLEMENT MONITORING, SUPPLYING THE CARRIER PIPE, GROUTING / SAND-FILLING OF ANY INTERIOR/EXTERIOR ANNULAR SPACING, AS-BUILT DRAWINGS, AND DEWATERING OF THE PITS. SUITABLE BACKFILL AND COMPACTION TESTING OF BACKFILL MATERIALS FOR ALL AREAS AND BORING THROUGH SHOT ROCK, LOOSE ROCK, COBBBLES / BOULDERS, AND RUNNING SAND ARE ALL EXCLUDED. ACCESS TO THE PITS PASSABLE WITH A TWO WHEEL DRIVE TRUCK MUST BE PROVIDED BY GC. ROCK WITH A HARDNESS GREATER THAN 12,500 PSI IS NOT BORABLE AND IS EXCLUDED. PITS MUST BE 100% SAFE AND SUITABLE FOR WORKER OCCUPANCY. INSURANCE COVERAGES BEYOND OUR STANDARD POLICY IS EXTRA. GC IS RESPONSIBLE FOR HAVING BORE PIT ON CORRECT ALIGNMENT AND GRADE AND SUPPLYING A CURRENT CUT SHEET TO SNYDER ENVIRONMENTAL SERVICES PRIOR TO MOBILIZATION. SPECIFIC CONDITIONS, AS STATED HEREIN OF THIS PROPOSAL, MUST BE AN INTREGAL PROVISION OF THE CONTRACT AGREEMENT AND CANNOT BE WAIVED, AMENDED OR DELETED WITHOUT THE EXPRESS WRITTEN CONSENT OF AN OFFICER OF SNYDER ENVIRONMENTAL SERVICES, INC.

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

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

Renewal and Replacement Project - Resolution No. 30 - Contractor Pay Application No. 30

Attachments:

Resolution No. 30 - Pay App 30.pdf

CHARLES TOWN UTILITY BOARD
2022 RENEWAL AND REPLACEMENT PROJECT

RESOLUTION NO. 30

RESOLUTION OF THE CITY OF CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO THE CONSTRUCTION AND OTHER SERVICES FOR THE 2022 CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT AND AUTHORIZING PAYMENT THEREOF,

WHEREAS, the City of Charles Town Utility Board (CTUB) has reviewed the invoices attached hereto and incorporated herein by reference relation to the project:

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

b) That 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) That each of such costs has been otherwise properly incurred.

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

NOW, THEREFORE, BE IT RESOLVED the City of Charles Town Utility Board that the payment of the attached Contractor's Application for Payment No. 30 as summarized below, is hereby authorized and directed.

Vendor	Capacity Improvement Fee Fund	Operating Fund	Total
Alvarez Contractors, Inc.	$172,562.52	$94,150.43	$266,712.95
Total	**$172,562.52**	**$94,150.43**	**$266,712.95**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 25th day of June, 2025.

By: _____
Michael George, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 30

	Application Period: 3/01/25-5/31/25	Application Date: 5/31/2025
To (Owner): CHARLES TOWN UTILITY BOARD	From (Contractor): ALVAREZ CONTRACTORS, INC.	Via (Engineer): GWIN, DOBSON & FOREMAN INC.
Project: CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Contract: CONTRACT #1	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.:

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
CO 1	$498,183.42	
CO 2	$41,179.57	
CO 3	$90,351.00	
CO 4	$76,494.00	
CO 5	$27,066.00	
CO 6	$23,071.00	
CO 7	$57,366.08	
TOTALS	$813,711.07	
NET CHANGE BY CHANGE ORDERS	**$813,711.07**	

1. **ORIGINAL CONTRACT PRICE**	$	**$10,151,000.00**
2. **Net change by Change Orders**	$	**$813,711.07**
3. **Current Contract Price (Line 1 ± 2)**	$	**$10,964,711.07**
4. **TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	$	**$10,927,211.07**
5. **RETAINAGE:**		
a. 2% X $10,927,211.07 **Work Completed**	$	**$218,544.22**
b. 2% X _____ **Stored Material**	$	
c. **Total Retainage (Line 5.a + Line 5.b)**	$	**$218,544.22**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$10,708,666.85**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$10,442,313.90**
8. **AMOUNT DUE THIS APPLICATION**	$	**$266,352.95**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$256,044.22**

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: _____ Date: 5/31/2025

Payment of: $ $266,352.95
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 06/09/2025
(Engineer) (Date)

Payment of: $ $266,352.95
(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 - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	30
Application Period:	3/01/25-5/31/25	Application Date:	5/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
1	D1 - Moblization/Demob.	$20,000.00	$20,000.00	$0.00	$0.00	$20,000.00	100.0%	$0.00
2	D1 - Bonds/Insurance	$178,000.00	$178,000.00	$0.00	$0.00	$178,000.00	100.0%	$0.00
3	D1 - Video Taping	$4,500.00	$4,500.00	$0.00	$0.00	$4,500.00	100.0%	$0.00
4	D1 - Field Office	$18,000.00	$17,820.00	$180.00	$0.00	$18,000.00	100.0%	$0.00
5	D1 - QC Testing (Cash Allowance)	$50,000.00	$17,000.00	$0.00	$0.00	$17,000.00	34.0%	$33,000.00
6	D1 - Submittals/Shop Drawings by ACI	$40,000.00	$38,800.00	$0.00	$0.00	$38,800.00	97.0%	$1,200.00
	DIVISION 2 - SITE WORK							
7	D2 - Sediment & Erosion Control	$20,200.00	$19,796.00	$404.00	$0.00	$20,200.00	100.0%	$0.00
	SITE DEMOLITION							
8	D2 - Concrete Pads	$4,100.00	$4,100.00	$0.00	$0.00	$4,100.00	100.0%	$0.00
9	D2 - Remove all Ex. Underground Lines at Centrifuge Bldg. Site	$32,900.00	$31,255.00	$1,645.00	$0.00	$32,900.00	100.0%	$0.00
10	D2 - Remove all Ex. Underground Lines at Electrical Bldg. Site	$12,400.00	$12,400.00	$0.00	$0.00	$12,400.00	100.0%	$0.00
11	D2 - Remove Portions of Underground Lines at Ex. Press Bldg.	$4,200.00	$420.00	$3,780.00	$0.00	$4,200.00	100.0%	$0.00
	STRUCTURES & BUILDING DEMOLITION							
12	D2 - Headworks Building	$40,200.00	$40,200.00	$0.00	$0.00	$40,200.00	100.0%	$0.00
13	D2 - Influent Pump Station & Bypass Pump Set Up	$97,500.00	$97,500.00	$0.00	$0.00	$97,500.00	100.0%	$0.00
14	D2 - UV Equipment	$18,300.00	$18,300.00	$0.00	$0.00	$18,300.00	100.0%	$0.00
15	D2 - Plant Drain Pump Station	$14,800.00	$14,800.00	$0.00	$0.00	$14,800.00	100.0%	$0.00
16	D2 - Electrical Building by ACI	$7,900.00	$7,110.00	$790.00	$0.00	$7,900.00	100.0%	$0.00
17	D2 - Sludge Day Tank & Pump Building	$97,800.00	$97,800.00	$0.00	$0.00	$97,800.00	100.0%	$0.00
18	D2 - Digester Blower Building	$32,500.00	$32,500.00	$0.00	$0.00	$32,500.00	100.0%	$0.00
19	D2 - Sludge Transfer Pump Building	$3,200.00	$3,200.00	$0.00	$0.00	$3,200.00	100.0%	$0.00
20	D2 - Digester Tank	$8,200.00	$8,200.00	$0.00	$0.00	$8,200.00	100.0%	$0.00
21	D2 - SBR	$1,600.00	$1,600.00	$0.00	$0.00	$1,600.00	100.0%	$0.00
	EXCAVATION (MAJOR STRUCTURES)							
22	D2 - Centrifuge Building	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
23	D2 - Electrical Building by ACI	$7,800.00	$7,800.00	$0.00	$0.00	$7,800.00	100.0%	$0.00
24	D2 - Blower Pad	$5,100.00	$5,100.00	$0.00	$0.00	$5,100.00	100.0%	$0.00
25	D2 - Generator Pad	$5,200.00	$5,200.00	$0.00	$0.00	$5,200.00	100.0%	$0.00
	BACKFILL (MAJOR STRUCTURES)							
26	D2 - Centrifuge Building	$42,300.00	$42,300.00	$0.00	$0.00	$42,300.00	100.0%	$0.00
	STRUCTURAL STONE							
27	D2 - Centrifuge Building	$13,400.00	$13,400.00	$0.00	$0.00	$13,400.00	100.0%	$0.00
28	D2 - Electrical Building	$5,600.00	$5,600.00	$0.00	$0.00	$5,600.00	100.0%	$0.00
29	D2 - FRP Building	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100.0%	$0.00
30	D2 - Generator Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
31	D2 - Blower Pad	$1,500.00	$1,500.00	$0.00	$0.00	$1,500.00	100.0%	$0.00
	YARD PIPING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	30
Application Period:	3/01/25-5/31/25	Application Date:	5/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
32	D2 - 2" Sch 80 PVC Water Service to Headworks Bldg.	$9,900.00	$9,900.00	$0.00	$0.00	$9,900.00	100.0%	$0.00
33	D2 - 2" Sch 80 PVC Water Service to Centrifuge Bldg.	$25,100.00	$25,100.00	$0.00	$0.00	$25,100.00	100.0%	$0.00
34	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Sanitary Sewer	$16,600.00	$16,600.00	$0.00	$0.00	$16,600.00	100.0%	$0.00
35	D2 - 4" DIP WAS Inlet to Centrifuge Bldg.	$17,400.00	$17,400.00	$0.00	$0.00	$17,400.00	100.0%	$0.00
36	D2 - 4" DIP Sludge Drain Off Line from Digester	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00
37	D2 - 4" DIP WAS Line from Centrifuge Bldg. to Digester	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
38	D2 - 6" PVC Drain from Centrifuge Bldg. to Manhole	$16,500.00	$16,500.00	$0.00	$0.00	$16,500.00	100.0%	$0.00
39	D2 - 4" PVC Drain from Centrifuge Bldg. to Manhole	$15,200.00	$15,200.00	$0.00	$0.00	$15,200.00	100.0%	$0.00
40	D2 - 6" DIP Existing System Connection to New T-Valve	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
41	D2 - 8" PVC Drain Line Under Centrifuge Bldg.	$13,500.00	$13,500.00	$0.00	$0.00	$13,500.00	100.0%	$0.00
42	D2 - 24" & 12" HDPE Storm Drain at Centrifuge Bldg.	$58,000.00	$58,000.00	$0.00	$0.00	$58,000.00	100.0%	$0.00
43	D2 - 18" HDPE Storm Drain at Electrical Bldg.	$39,000.00	$39,000.00	$0.00	$0.00	$39,000.00	100.0%	$0.00
44	D2 - 10" Stainless Steel Air Line to Digester	$10,900.00	$10,900.00	$0.00	$0.00	$10,900.00	100.0%	$0.00
	YARD STRUCTURES							
45	D2 - 4' Dia. Precast Drain Line Manhole	$3,400.00	$3,400.00	$0.00	$0.00	$3,400.00	100.0%	$0.00
46	D2 - Type G Precast Drop Inlet	$9,200.00	$9,200.00	$0.00	$0.00	$9,200.00	100.0%	$0.00
	FINAL RECLAMATION							
47	D2 - Asphalt Paving	$98,800.00	$0.00	$98,800.00	$0.00	$98,800.00	100.0%	$0.00
48	D2 - Final Grading, Seed & Mulch	$5,700.00	$5,244.00	$456.00	$0.00	$5,700.00	100.0%	$0.00
	DIVISION 3 - CONCRETE							
	SITE CONCRETE							
49	D3 - Generator Pad	$10,100.00	$10,100.00	$0.00	$0.00	$10,100.00	100.0%	$0.00
50	D3 - FRP Shelter Pad	$9,400.00	$9,400.00	$0.00	$0.00	$9,400.00	100.0%	$0.00
51	D3 - Digester Blower Pad	$28,200.00	$28,200.00	$0.00	$0.00	$28,200.00	100.0%	$0.00
52	D3 - Digester Equipment Pads	$24,900.00	$24,900.00	$0.00	$0.00	$24,900.00	100.0%	$0.00
53	D3 - Sidewalks at Blower Bldg. Area	$10,700.00	$10,700.00	$0.00	$0.00	$10,700.00	100.0%	$0.00
54	D3 - Sidewalks at Covered Sludge Storage Area	$11,400.00	$11,400.00	$0.00	$0.00	$11,400.00	100.0%	$0.00
	ELECTRICAL BLDG.							
55	D3 - Grade Beams	$38,300.00	$38,300.00	$0.00	$0.00	$38,300.00	100.0%	$0.00
56	D3 - Concrete Pads/SOG	$18,100.00	$18,100.00	$0.00	$0.00	$18,100.00	100.0%	$0.00
57	D3 - Door Stoops/Pads	$12,000.00	$6,000.00	$6,000.00	$0.00	$12,000.00	100.0%	$0.00
58	D3 - Exterior SOG/Sidewalks	$15,400.00	$15,400.00	$0.00	$0.00	$15,400.00	100.0%	$0.00
59	D3 - Misc. Equipment Pads	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0%	$0.00
	COVERED SLUDGE STORAGE AREA & CENTRIFUGE BLDG.							
60	D3 - Footings, Grade Beams & Walls	$162,000.00	$162,000.00	$0.00	$0.00	$162,000.00	100.0%	$0.00
61	D3 - Thickened SOG at Trench Drains	$22,200.00	$22,200.00	$0.00	$0.00	$22,200.00	100.0%	$0.00
62	D3 - 6" SOG at 2 - Areas	$49,700.00	$49,700.00	$0.00	$0.00	$49,700.00	100.0%	$0.00
63	D3 - Equipment Pads, Containment Curbs & Walls	$15,400.00	$15,400.00	$0.00	$0.00	$15,400.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	30
Application Period:	3/01/25-5/31/25	Application Date:	5/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
64	D3 - Door/Stoop	$8,100.00	$0.00	$8,100.00	$0.00	$8,100.00	100.0%	$0.00
	DIGESTER BLDG. & TANK							
65	D3 - Equipment Pads	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
	DIVISION 4 - MASONRY							
	CENTRIFUGE BUILDING							
66	D4 - 12" Standard CMU's	$53,000.00	$53,000.00	$0.00	$0.00	$53,000.00	100.0%	$0.00
	DIVISION 5 - MISC. METALS							
	SITE							
67	D5 - Permanent Bollards	$7,200.00	$4,320.00	$2,880.00	$0.00	$7,200.00	100.0%	$0.00
68	D5 - Removable Bollards	$12,300.00	$10,455.00	$1,845.00	$0.00	$12,300.00	100.0%	$0.00
	ELECTRICAL BLDG.							
69	D5 - Partition Walls	$69,200.00	$69,200.00	$0.00	$0.00	$69,200.00	100.0%	$0.00
70	D5 - Roof/Ceiling Framing	$35,000.00	$35,000.00	$0.00	$0.00	$35,000.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
71	D5 - W8 x 28 Steel Lintel	$1,800.00	$1,800.00	$0.00	$0.00	$1,800.00	100.0%	$0.00
72	D5 - Monorail Framing	$11,100.00	$11,100.00	$0.00	$0.00	$11,100.00	100.0%	$0.00
73	D5 - Covered Storage Framing	$12,900.00	$12,900.00	$0.00	$0.00	$12,900.00	100.0%	$0.00
74	D5 - Steel Erection	$25,500.00	$25,500.00	$0.00	$0.00	$25,500.00	100.0%	$0.00
75	D5 - Stainless Steel Polymer Fill Station	$4,600.00	$4,600.00	$0.00	$0.00	$4,600.00	100.0%	$0.00
	DIVISION 6 - WOOD AND PLASTICS							
	CENTRIFUGE BUILDING							
76	D6 - Wood Trusses & Sheathing	$69,500.00	$69,500.00	$0.00	$0.00	$69,500.00	100.0%	$0.00
77	D6 - Wood Framing & Interior Finishes	$53,700.00	$53,700.00	$0.00	$0.00	$53,700.00	100.0%	$0.00
78	D6 - FRP Grating & Ladders	$11,700.00	$11,700.00	$0.00	$0.00	$11,700.00	100.0%	$0.00
	ELECTRICAL SHELTER							
79	D6 - FRP Shelter Building	$48,600.00	$48,600.00	$0.00	$0.00	$48,600.00	100.0%	$0.00
	DIVISION 7 - THERMAL & MOISTURE PROTECTION							
	ELECTRICAL BLDG.							
80	D7 - SSR Roofing & Soffit	$105,900.00	$105,900.00	$0.00	$0.00	$105,900.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
81	D7 - SSR Roofing & Soffit	$107,200.00	$107,200.00	$0.00	$0.00	$107,200.00	100.0%	$0.00
82	D7 - Corefill Insulation	$2,900.00	$2,900.00	$0.00	$0.00	$2,900.00	100.0%	$0.00
83	D7 - EIFS Outsulation	$39,300.00	$37,335.00	$1,965.00	$0.00	$39,300.00	100.0%	$0.00
	DIVISION 8 - DOORS & WINDOWS							
	ELECTRICAL BLDG.							
84	D8 - Hollow Metal Doors, Frames & Hardware	$25,500.00	$25,500.00	$0.00	$0.00	$25,500.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
85	D8 - FRP Door & Window	$16,800.00	$16,800.00	$0.00	$0.00	$16,800.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	30
Application Period:	3/01/25-5/31/25	Application Date:	5/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
86	D8 - Overhead Door (10'x12')	$16,200.00	$16,200.00	$0.00	$0.00	$16,200.00	100.0%	$0.00
87	D8 - Fixed Window	$3,800.00	$3,800.00	$0.00	$0.00	$3,800.00	100.0%	$0.00
	DIVISION 9 - FINISHES							
	ELECTRICAL BLDG.							
88	D9 - ACT Ceiling	$38,900.00	$38,900.00	$0.00	$0.00	$38,900.00	100.0%	$0.00
89	D9 - Paint Walls, Floors & Doors	$11,000.00	$7,700.00	$0.00	$0.00	$7,700.00	70.0%	$3,300.00
	CENTRIFUGE BUILDING							
90	D9 - Paint Walls, Floors & Doors	$31,000.00	$31,000.00	$0.00	$0.00	$31,000.00	100.0%	$0.00
91	D9 - Chemical Containment	$6,500.00	$6,500.00	$0.00	$0.00	$6,500.00	100.0%	$0.00
92	D9 - Piping	$5,700.00	$5,700.00	$0.00	$0.00	$5,700.00	100.0%	$0.00
	DIVISION 10 - SPECIALTIES							
93	D10 - Fire Extinguishers	$400.00	$400.00	$0.00	$0.00	$400.00	100.0%	$0.00
94	D10 - Project Signs	$6,700.00	$0.00	$6,700.00	$0.00	$6,700.00	100.0%	$0.00
	DIVISION 11 - EQUIPMENT							
	SITE							
95	D11 - Influent Pump Station - Submersible Pumps	$189,200.00	$189,200.00	$0.00	$0.00	$189,200.00	100.0%	$0.00
96	D11 - Plant Drain Pump Station Submersible Pumps	$89,400.00	$89,400.00	$0.00	$0.00	$89,400.00	100.0%	$0.00
	CENTRIFUGE BUILDING							
97	D11 - Centrifuge System	$619,200.00	$619,200.00	$0.00	$0.00	$619,200.00	100.0%	$0.00
98	D11 - Digester Sludge Pump	$30,000.00	$30,000.00	$0.00	$0.00	$30,000.00	100.0%	$0.00
99	D11 - Inline Grinder	$34,500.00	$34,500.00	$0.00	$0.00	$34,500.00	100.0%	$0.00
100	D11 - Polymer Feed System	$32,900.00	$32,900.00	$0.00	$0.00	$32,900.00	100.0%	$0.00
101	D11 - Polymer Bulk Tank	$7,800.00	$7,800.00	$0.00	$0.00	$7,800.00	100.0%	$0.00
	UV BUILDING							
102	D11 - UV System with Controls	$303,900.00	$303,900.00	$0.00	$0.00	$303,900.00	100.0%	$0.00
	HEADWORKS BUILDING							
103	D11 - Mechanical Bar Screen w/Controls	$159,000.00	$159,000.00	$0.00	$0.00	$159,000.00	100.0%	$0.00
104	D11 - Washer/Compactor w/Controls	$85,600.00	$85,600.00	$0.00	$0.00	$85,600.00	100.0%	$0.00
105	D11 - Grit Removal System w/Controls	$262,000.00	$262,000.00	$0.00	$0.00	$262,000.00	100.0%	$0.00
	EXISTING DIGESTER							
106	D11 - Digester Aeration & Mixing System w/Controls	$670,000.00	$670,000.00	$0.00	$0.00	$670,000.00	100.0%	$0.00
	EXISTING SBR TANKS							
107	D11 - MCP w/ PLC & Instrumentation	$274,800.00	$261,060.00	$13,740.00	$0.00	$274,800.00	100.0%	$0.00
	DIVISION 13 - SPECIAL CONSTRUCTION							
	SCADA / INTEGRATION							
108	D13 - SCADA, Control Panels, MCC, Field Instrumentation	$765,000.00	$751,938.00	$13,062.00	$0.00	$765,000.00	100.0%	$0.00
	DIVISION 14 - CONVEYING SYSTEMS							
	CENTRIFUGE BUILDING							

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	30
Application Period:	3/01/25-5/31/25	Application Date:	5/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
109	D14 - Hoist & Monorail	$27,700.00	$27,700.00	$0.00	$0.00	$27,700.00	100.0%	$0.00
	HEADWORKS BUILDING							
110	D14 - Screw Conveyor	$70,200.00	$70,200.00	$0.00	$0.00	$70,200.00	100.0%	$0.00
	DIVISION 15 - MECHANICAL							
	PROCESS PIPING							
111	D15 - Influent PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$49,000.00	$49,000.00	$0.00	$0.00	$49,000.00	100.0%	$0.00
112	D15 - Effluent PS- Sch 40 Stilling Well	$3,900.00	$3,900.00	$0.00	$0.00	$3,900.00	100.0%	$0.00
113	D15 - Plant Drain PS - DI Pipe, Fittings, Valves & Sch 40 Stilling Well	$19,500.00	$19,500.00	$0.00	$0.00	$19,500.00	100.0%	$0.00
114	D15 - Plan Drain PS - New Top Slab w/Hatch & Vent Pipe	$5,000.00	$5,000.00	$0.00	$0.00	$5,000.00	100.0%	$0.00
115	D15 - Plant Drain PS - Portable Hoist w/Socket	$3,000.00	$3,000.00	$0.00	$0.00	$3,000.00	100.0%	$0.00
116	D15 - Electrical Bldg- 12" Lug Style BF Valve w/SS Flange Spool	$10,700.00	$0.00	$10,700.00	$0.00	$10,700.00	100.0%	$0.00
117	D15 - Centrifuge Bldg. - DI Pipe, Fittings & Valves	$86,800.00	$86,800.00	$0.00	$0.00	$86,800.00	100.0%	$0.00
118	D15 - Centrifuge Bldg. - Sch 80 PVC Polymer Feed System	$27,100.00	$27,100.00	$0.00	$0.00	$27,100.00	100.0%	$0.00
119	D15 - Sludge Transfer Pump Bldg - DI Pipe, Fittings & Valves	$5,700.00	$5,700.00	$0.00	$0.00	$5,700.00	100.0%	$0.00
120	D15 - Headworks Bldg. - DI Pipe, Fittings & Valves	$47,200.00	$47,200.00	$0.00	$0.00	$47,200.00	100.0%	$0.00
121	D15 - Headworks Bldg. - Sch 80 PVC Drains	$9,000.00	$9,000.00	$0.00	$0.00	$9,000.00	100.0%	$0.00
122	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" SS Air Pipe	$11,600.00	$11,600.00	$0.00	$0.00	$11,600.00	100.0%	$0.00
123	D15 - Ex. Digester Bldg. Mixing Sys. Air Comp. Room - 2" Sch 40 PV	$3,200.00	$3,200.00	$0.00	$0.00	$3,200.00	100.0%	$0.00
124	D15 - Ex. Digester Tank - 6" DI Pipe & Fittings w/Elec. Actuated T-Va	$43,000.00	$43,000.00	$0.00	$0.00	$43,000.00	100.0%	$0.00
125	D15 - Ex. Digester Tank - 10" SS Pipe & Valve Air Supply Line to Mar	$19,500.00	$19,500.00	$0.00	$0.00	$19,500.00	100.0%	$0.00
126	D15 - Ex. Digester Tank - Pipe Penetrations to Tank by Mack Ind.	$15,700.00	$15,700.00	$0.00	$0.00	$15,700.00	100.0%	$0.00
127	D15 - Digester Blower Pad - 10" & 8" SS Pipe, Fittings & Valves	$15,800.00	$15,800.00	$0.00	$0.00	$15,800.00	100.0%	$0.00
128	D15 - SBR Tanks - Install Process Sensors & Instrumentation	$12,000.00	$12,000.00	$0.00	$0.00	$12,000.00	100.0%	$0.00
	PLUMBING							
129	D15 - Headworks Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BF	$35,800.00	$35,800.00	$0.00	$0.00	$35,800.00	100.0%	$0.00
130	D15 - Centrifuge Bldg. - Sch 80 PVC Water Pipe, Fittings, Valves, BFF	$46,200.00	$46,200.00	$0.00	$0.00	$46,200.00	100.0%	$0.00
131	D15 - Centrifuge Bldg. - Sch 80 PVC Drain Pipe, Fittings, Floor Drains	$16,700.00	$16,700.00	$0.00	$0.00	$16,700.00	100.0%	$0.00
132	D15 - Centrifuge Bldg. - Plumbing Fixtures & Eyewash/Shower	$32,800.00	$32,800.00	$0.00	$0.00	$32,800.00	100.0%	$0.00
	HVAC							
133	D15 - Electrical Bldg. - Split System HVAC Unit	$22,600.00	$22,600.00	$0.00	$0.00	$22,600.00	100.0%	$0.00
134	D15 - Centrifuge Bldg. - Exhaust Fans, Louvers, Unit Heaters	$29,900.00	$29,900.00	$0.00	$0.00	$29,900.00	100.0%	$0.00
	DIVISION 16 - ELECTRICAL							
	ELECTRICAL WORK BY S&S ELECTRIC							
135	D16 - Electrical Demolition	$163,500.00	$163,500.00	$0.00	$0.00	$163,500.00	100.0%	$0.00
136	D16 - Lighting - Material	$11,300.00	$11,300.00	$0.00	$0.00	$11,300.00	100.0%	$0.00
137	D16 - Lighting - Labor	$8,900.00	$8,900.00	$0.00	$0.00	$8,900.00	100.0%	$0.00
138	D16 - Gear - Material	$278,300.00	$278,300.00	$0.00	$0.00	$278,300.00	100.0%	$0.00
139	D16 - Gear - Labor	$60,900.00	$60,900.00	$0.00	$0.00	$60,900.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	30
Application Period:	3/01/25-5/31/25	Application Date:	5/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
140	D16 - Emergency Generator - Material	$382,500.00	$382,500.00	$0.00	$0.00	$382,500.00	100.0%	$0.00
141	D16 - Emergency Generator - Labor	$22,700.00	$22,700.00	$0.00	$0.00	$22,700.00	100.0%	$0.00
142	D16 - Devices - Material	$5,600.00	$5,600.00	$0.00	$0.00	$5,600.00	100.0%	$0.00
143	D16 - Devices - Labor	$7,300.00	$7,300.00	$0.00	$0.00	$7,300.00	100.0%	$0.00
144	D16 - Boxes/Troughs - Material	$101,900.00	$101,900.00	$0.00	$0.00	$101,900.00	100.0%	$0.00
145	D16 - Boxes/Troughs - Labor	$59,900.00	$59,900.00	$0.00	$0.00	$59,900.00	100.0%	$0.00
146	D16 - SCADA Equipment Install - Labor	$25,800.00	$25,800.00	$0.00	$0.00	$25,800.00	100.0%	$0.00
147	D16 - Conduit - Material	$380,500.00	$380,500.00	$0.00	$0.00	$380,500.00	100.0%	$0.00
148	D16 - Conduit - Labor	$634,000.00	$634,000.00	$0.00	$0.00	$634,000.00	100.0%	$0.00
149	D16 - Cable - Material	$487,600.00	$487,600.00	$0.00	$0.00	$487,600.00	100.0%	$0.00
150	D16 - Cable - Labor	$358,000.00	$358,000.00	$0.00	$0.00	$358,000.00	100.0%	$0.00
151	D16 - Grounding - Material	$12,000.00	$12,000.00	$0.00	$0.00	$12,000.00	100.0%	$0.00
152	D16 - Grounding - Labor	$20,700.00	$20,700.00	$0.00	$0.00	$20,700.00	100.0%	$0.00
153	D16 - Temporary Electric	$53,500.00	$53,500.00	$0.00	$0.00	$53,500.00	100.0%	$0.00
	BID ALTERNATE A - INFLUENT METERING VAULT							
154	Bonds & Insurance	$2,800.00	$2,800.00	$0.00	$0.00	$2,800.00	100.0%	$0.00
155	Demolition	$14,000.00	$14,000.00	$0.00	$0.00	$14,000.00	100.0%	$0.00
156	Excavation & Backfill	$7,600.00	$7,600.00	$0.00	$0.00	$7,600.00	100.0%	$0.00
157	Precast Concrete Vault	$23,000.00	$23,000.00	$0.00	$0.00	$23,000.00	100.0%	$0.00
158	Piping, Fittings, Valves & Supports	$45,000.00	$45,000.00	$0.00	$0.00	$45,000.00	100.0%	$0.00
159	16" Mag Meter	$14,600.00	$14,600.00	$0.00	$0.00	$14,600.00	100.0%	$0.00
160	Electrical Material	$16,000.00	$16,000.00	$0.00	$0.00	$16,000.00	100.0%	$0.00
161	Electrical Labor	$29,000.00	$29,000.00	$0.00	$0.00	$29,000.00	100.0%	$0.00
	BID ALTERNATE B - WAS METERING VAULT							
162	Bonds & Insurance	$4,400.00	$4,400.00	$0.00	$0.00	$4,400.00	100.0%	$0.00
163	Demolition	$14,700.00	$14,700.00	$0.00	$0.00	$14,700.00	100.0%	$0.00
164	Excavation & Backfill	$10,200.00	$10,200.00	$0.00	$0.00	$10,200.00	100.0%	$0.00
165	Precast Concrete Vault	$21,000.00	$21,000.00	$0.00	$0.00	$21,000.00	100.0%	$0.00
166	Piping, Fittings, Valves & Supports	$65,600.00	$65,600.00	$0.00	$0.00	$65,600.00	100.0%	$0.00
167	Flow Meters	$17,100.00	$17,100.00	$0.00	$0.00	$17,100.00	100.0%	$0.00
168	Misc. Metals	$23,000.00	$16,100.00	$6,900.00	$0.00	$23,000.00	100.0%	$0.00
169	Electrical Material	$33,000.00	$33,000.00	$0.00	$0.00	$33,000.00	100.0%	$0.00
170	Electrical Labor	$46,000.00	$46,000.00	$0.00	$0.00	$46,000.00	100.0%	$0.00
	CHANGE ORDER #1							
171	CHANGE ORDER #1	$498,183.42	$498,183.42	$0.00	$0.00	$498,183.42	100.0%	$0.00
172	CHANGE ORDER #2	$41,179.57	$41,179.57	$0.00	$0.00	$41,179.57	100.0%	$0.00
173	CHANGE ORDER #3	$90,351.00	$90,351.00	$0.00	$0.00	$90,351.00	100.0%	$0.00
174	CHANGE ORDER #4	$76,494.00	$73,544.24	$2,949.76	$0.00	$76,494.00	100.0%	$0.00

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Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract):	CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT	Application Number:	30
Application Period:	3/01/25-5/31/25	Application Date:	5/31/2025

			Work Completed		E	F		G
A		B	C	D				
Schedule of Values Item No.	Description	Scheduled Value ($)	From Previous Application (C+D)	This Period	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% (F / B)	Balance to Finish (B - F)
175	CHANGE ORDER #5	$27,066.00	$0.00	$27,066.00	$0.00	$27,066.00	100.0%	$0.00
176	CHANGE ORDER #6	$23,071.00	$16,611.12	$6,459.88	$0.00	$23,071.00	100.0%	$0.00
177	CHANGE ORDER #7	$57,366.08	$0.00	$57,366.08	$0.00	$57,366.08	100.0%	$0.00
	SubTotal	**$10,964,711.07**	**$10,655,422.35**	**$271,788.72**	**$0.00**	**$10,927,211.07**	**99.7%**	**$37,500.00**

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Stored Material Summary

Contractor's Application

For (Contract): CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT								Application Number: 30			
Application Period: 3/01/25-5/31/25								Application Date: 5/31/2025			
A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section)	Storage Location	Description of Materials or Equipment Stored	Date Placed into Storage (Month/Year)	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)
34, 37, 42, 158, 166	S100204638.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping & Bid Alternates	1/2023	$16,302.08		$16,302.08	8/2024	$16,302.08	
111, 113, 117, 119, 158, 166	S100198279.001		Inwood shop	CITCO Water - Piping, Valves, Fittings for Mechanical Piping & Bid Alternates	1/2023	$33,962.32		$33,962.32	12/2023	$33,962.32	
136	3624349		onsite	Scott Electric - lighting	1/2023	$3,299.00		$3,299.00	3/2023	$3,299.00	
42	S100204638.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Yard Piping	1/2023	$5,281.95		$5,281.95	9/2023	$5,281.95	
158	S100198279.002		Inwood shop	CITCO Water - Piping, Valves, Fittings for Bid Alternate A	1/2023	$7,075.75		$7,075.75	10/2023	$7,075.75	
138	S6606924.005, S6606924.003		onsite	Schaedler yesco electrical material for gear	2/2023	$2,481.00		$2,481.00	3/2023	$2,481.00	
13	21073974		Inwood shop	ISCO Industries Piping for Bypass pump	2/2023	$6,795.23		$6,795.23	3/2023	$6,795.23	
43	S100207506.001		Inwood shop	CITCO Water - Nyloplast Drain Basins	2/2023	$14,097.00		$14,097.00	4/2023	$14,097.00	
171	483242		Inwood shop	Skyline Steel - H-Piles	3/2023	$62,060.00		$62,060.00	4/2023	$62,060.00	
106	6183.03-.05		Inwood shop	Enviromix, Inc. - Digester Aeration & Mixing Sys w/Controls	3/2023	$259,425.00		$259,425.00	9/2023	$259,425.00	
157,165	MIVC0029470		Inwood shop	Mack Industries - PS Meter Vault, WAS Valve Vault	4/2023	$33,815.00		$33,815.00	12/2023	$33,815.00	
102	902090889		Inwood shop	Veolia UV System	4/2023	$237,600.00		$237,600.00	10/2023	$237,600.00	
117	S100211394.001		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$5,774.80		$5,774.80	12/2023	$5,774.80	
117	S100209868.002		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$4,582.50		$4,582.50	12/2023	$4,582.50	
117	S100198279.004		Inwood shop	CITCO Water - Process Piping for Centrifuge Bldg	4/2023	$3,386.75		$3,386.75	12/2023	$3,386.75	
111,120	S100209822.004		Inwood shop	CITCO Water - Process Piping for HW Bldg & Inf PS	4/2023	$11,549.36		$11,549.36	9/2024	$11,549.36	
33	S100213814.001		Inwood shop	CITCO Water - Yard Piping for Water Svc to Centrifuge Bldg	4/2023	$5,871.20		$5,871.20	8/2023	$5,871.20	
158	S100211150.003		Inwood shop	CITCO Water - Piping for Bid Alternate A - Inf. Metering Vault	4/2023	$5,581.64		$5,581.64	9/2023	$5,581.64	
105	9865-1, 9865-2		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	4/2023	$70,462.00		$70,462.00	7/2023	$70,462.00	
13	0134274-IN		Inwood shop	Precision Pump & Valve - Pumps for bypass	4/2023	$32,204.00		$32,204.00	5/2023	$32,204.00	
103,104	93254		Inwood shop	Zima Corporation - Bar Screen, Washer/Compactor	4/2023	$165,750.30		$165,750.30	7/2023	$165,750.30	
108	220802-1		Inwood shop	Micro-Tech Designs, Inc. - SCADA equipment	4/2023	$36,698.00		$36,698.00	10/2024	$36,698.00	
106	6183.06		Inwood shop	Enviromix, Inc. - Diffusers, Aeration piping, pipes/supports	5/2023	$77,827.50		$77,827.50	9/2023	$77,827.50	
125,127	683		Inwood shop	B.A. Martin Welding - SS Piping for Digester	5/2023	$18,779.95		$18,779.95	10/2023	$18,779.95	
71-75	1457		Inwood shop	Southern Steel Products Company - Misc. Metals for Cent. Bldg	5/2023	$38,450.00		$38,450.00	2/2024	$38,450.00	
95-96	9261		Inwood shop	Pumpman Pittsburgh - Submersible Pumps	5/2023	$200,809.00		$200,809.00	10/2024	$200,809.00	
105	9865-3		Inwood shop	Envirodyne Systems Inc. - Grit Removal System	6/2023	$134,158.00		$134,158.00	8/2023	$134,158.00	
166	S100198279.005		Inwood shop	CITCO Water - Plug valves	7/2023	$26,796.00		$26,796.00	12/2023	$26,796.00	
106	6183.07		Inwood shop	Enviromix, Inc. - Digester Blowers	7/2023	$181,597.50		$181,597.50	10/2023	$181,597.50	
97	PSI-31936		Inwood shop	Centrisys - Centrifuge System	9/2023	$499,840.00		$499,840.00	1/2024	$499,840.00	
108	220802-2		Inwood shop	Micro-Tech Designs, Inc. - Controls and Instrumentation	9/2023	$14,087.00		$14,087.00	10/2024	$14,087.00	
134	111977-00		Inwood shop	Aircon Engineering - Unit Heaters, Louvers, Split System	9/2023	$26,918.00		$26,918.00	3/2024	$26,918.00	
83	1327		Inwood shop	Kephart Plaster and Stone - EIFS Outsulation	11/2023	$13,000.00		$13,000.00	12/2023	$13,000.00	
78	10033728		Inwood shop	Fibergrate Composite Structures - FRP Ladder	11/2023	$2,975.00		$2,975.00	2/2024	$2,975.00	
166	S100234535.004		Inwood shop	CITCO Water - DI Piping	11/2023	$8,800.61		$8,800.61	12/2023	$8,800.61	
108	220802-3, 4		onsite	Micro-Tech Designs-Float Control Panels, Eff./Drain Pumps	2/2024	$29,479.00		$29,479.00	10/2024	$29,479.00	
108	220802-5		onsite	Micro-Tech Designs - Influent Pump VFD	5/2024	$105,434.00		$105,434.00	10/2024	$105,434.00	
108	220802-6		onsite	Micro-Tech Designs - MCC Panels	5/2024	$413,240.00		$413,240.00	10/2024	$413,240.00	

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Stored Material Summary

Contractor's Application

For (Contract): CHARLES TOWN WASTEWATER TREATMENT PLANT IMPROVEMENTS PROJECT								Application Number: 30			
Application Period: 3/01/25-5/31/25								Application Date: 5/31/2025			
A		B	C		D		E		F		G
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section	Storage Location	Description of Materials or Equipment Stored	Stored Previously		Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Incorporated in Work		Materials Remaining in Storage ($) (D + E - F)
					Date Placed into Storage (Month/Year)	Amount ($)			Date (Month/ Year)	Amount ($)	
174	386790		MSJ site	Waldron of Maryland, Inc. - Exp. Proof Heaters	8/2024	$19,998.00		$19,998.00	10/2024	$19,998.00	
				Totals		**$2,836,244.44**		**$2,836,244.44**		**$2,836,244.44**	

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Date: June 25, 2025

Charles Town Utility Board
2022 Renewal and Replacement Project
Schedule B

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid by CTUB from Operating Account 2/13/2025-3/12/2025	Paid by CTUB from Operating Account 3/13/2025-6/25/2025	Resolution No. 23 Contractor's Application for Payment No. 23	Resolution No. 24 Contractor's Application for Payment No. 24	Resolution No. 25 Contractor's Application for Payment No. 25	Resolution No. 26 Contractor's Application for Payment No. 26	Resolution No. 27 Contractor's Application for Payment No. 27	Resolution No. 28 Contractor's Application for Payment No. 28	Resolution No. 29 Contractor's Application for Payment No. 29	Resolution No. 30 Contractor's Application for Payment No. 30	BALANCE REMAINING
1 **CONSTRUCTION**												
a. Contract	$ 10,151,000.00			$ 555,426.85	$ 122,475.27	$ 294,937.06	$ 91,137.06	$ 33,105.38	$ 2,410.39	$ 71,663.88	$ 172,871.23	$ 255,684.22
b. Construction Contingency 5% - (See note #2, and #5-#11 below)	$ 157,022.35											$ 157,022.35
c. Change Order #1 (See note #1 below)	$ 498,183.42											$ -
d. Change Order #2	$ 41,179.57											$ -
e. Change Order #3	$ 90,351.00			$ 5,421.06	$ 2,710.63							$ -
f. Change Order #4	$ 76,494.00			$ 3,059.76	$ 32,127.48	$ 19,998.00	$ -	$ -	$ -	$ -	$ 2,949.76	$ -
g. Change Order #5	$ 27,066.00										$ 27,066.00	$ -
h. Change Order #6	$ 23,071.00								$ 11,535.50	$ 5,075.62	$ 6,459.88	$ -
i. Change Order #7 and #8	$ 57,366.08										$ 57,366.08	$ -
2 **ENGINEERING SERVICES**												
GDF Engineering fees (including CA and RPR)	$ 760,000.00	$ 4,631.96	$ 14,305.71									$ 1,850.83
Additional RPR inspection (Amendment #2 & #3)	$ 160,000.00	$ 649.50	$ -									$ -
Initial GDF R&R Report	$ 40,082.50											$ -
3 **LEGAL SERVICES**												
a. Local Project Attorney	$ 20,000.00											$ 14,244.00
4 **ADMINISTRATIVE SERVICES**												
a. Project Accountant (CPA)	$ 20,000.00											$ 9,112.50
b. Other Administrative Costs	$ 10,000.00											$ 3,151.74
5 **Total Project Costs Lines 1-6**	**$ 12,131,815.92**	**$ 5,281.46**	**$ 14,305.71**	**$ 563,907.67**	**$ 157,313.38**	**$ 314,935.06**	**$ 91,137.06**	**$ 33,105.38**	**$ 13,945.89**	**$ 76,739.50**	**$ 266,712.95**	**$ 441,065.64**
B. SOURCES OF FUNDS	**APPROVED PROJECT FUNDING**											
1 PROJECT FUNDS												
Internal Funds & EEG Grant												
a. Capacity Improvement Fees	$ 1,170,163.00			$ (310,424.21)	$ (157,313.38)	$ (314,935.06)	$ (91,137.06)	$ (33,105.38)	$ (13,945.89)	$ (76,739.50)	$ (172,562.52)	$ -
b. Renewal & Replacement (See note #3 & #4 below)	$ 500,000.00											$ 1,816.58
c. Operating Cash	$ 1,515,122.92	$ (5,281.46)	$ (14,305.71)								$ (94,150.43)	$ 439,249.30
d. EEG Grant Funds	$ 1,966,030.00											$ -
Total Internal Funds & EEG Grant Funds	**$ 5,151,315.92**											**$ 441,065.88**
Bond Proceeds												
e. 2022B & 2022C Construction Fund Account	**$ 6,980,500.00**			$ (253,483.46)								$ -
Total Funds Available	**$ 12,131,815.92**	**$ (5,281.46)**	**$ (14,305.71)**	**$ (563,907.67)**	**$ (157,313.38)**	**$ (314,935.06)**	**$ (91,137.06)**	**$ (33,105.38)**	**$ (13,945.89)**	**$ (76,739.50)**	**$ (266,712.95)**	**$ 441,065.88**

Note #1 - March 1, 2023 this line item was increased to include the full amount of Change Order #1. Internal funds that were previously allocated for the Collection System project will be dedicated to this Change Order. This will require an increase of the requested funds from CWSRF for the Collection System Project.
Note #2 - March 8, 2023 this line item was decreased by $41,179.57 to include the full amount of Change Order #2.
Note #3 - Pay App #7 in the amount of $1,068,229.84 includes $298,910 from Change Order #1. $769,319.84 will be paid from the 2022B and $298,910 will be paid from the Renewal & Replacement Account.
Note #4 - Pay App #8 in the amount of $872,756.88 includes the remaining balance of $199,273.42 from Change Order #1. $673,483.46 will be paid from the 2022B and $199,273.42 will be paid from the Renewal & Replacement Account.
Note #5 - August 23, 2023 this line item was decreased by $90,351 to include the full amount of Change Order #3.
Note #6 - June 26, 2024 this line item was decreased by $76,494 to include the full amount of Change Order #4.
Note #7 - July 24, 2024 this line item was decreased by $35,000 to include a portion of Amendment No. 3 for additional RPR services. The additional RPR line budget item included $25,000 above budget, remaining $35,000 was reduced from contingency.
Note #8 - September 11, 2024 this line item was decreased by $27,066 to include the full amount of Change Order #5.
Note #9 - November 13, 2024 this line item was decreased by $23,071 to include the full amount of Change Order #6.
Note #10 - December 11, 2024 this line item was decreased by $16,950.28 to include the full amount of Change Order #7.
Note #11 - March 12, 2025 this line item was decreased by $40,415.80 to include the full amount of Change Order #8.

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

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

Charles Town South Third Amendment to Lease Agreement

Attachments:

CT South - PE Third Amendment 06.09.25.pdf

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

Tenant GL/Site Name: 5000010827/Charles Town South

THIRD AMENDMENT TO LEASE AGREEMENT

Site Name/Location: **The City of Charles Town – WV-002 Charles Town Road**
1376 Charles Town Road, Charles Town, Jefferson County, West Virginia

This Third Amendment to Lease Agreement (the "Third Amendment"), dated as of _____, 2025, is made and entered into by and between CELLCO PARTNERSHIP d/b/a Verizon Wireless ("Tenant"), a Delaware general partnership, with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920; and the CITY OF CHARLES TOWN, WEST VIRGINA ("Landlord"), a Municipal Corporation, with an address at 101 East Washington Street, Charles Town, West Virginia 25414.

RECITALS

WHEREAS, Landlord and Tenant are parties to that Lease Agreement dated as of August 25, 2008 (the "Agreement") pursuant to which Tenant is leasing from Landlord space on Landlord's water tank (the "Tank") and within Landlord's Property located at 1376 Charles Town Road, Charles Town, West Virginia for the purposes of operating certain communications antennas and related equipment thereat (collectively the "Premises"); and

WHEREAS, Landlord and Tenant are parties to that First Amendment dated as of September 9, 2015 (the "First Amendment") whereby Tenant modified the configuration of its antennas and equipment at the premises and within the Property in accordance with the terms of the Agreement and First Amendment, and Landlord is amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS, Landlord and Tenant are parties to that Second Amendment dated as of November 18, 2020 (the "Second Amendment") whereby Tenant modified the configuration of its antennas and equipment at the premises and within the Property in accordance with the terms of the Agreement, First Amendment, and Second Amendment, and Landlord is amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS, Tenant desires to change the configuration of its antennas and related equipment at the Premises and within the Property in accordance with the terms hereof; and

NOW, THEREFORE, in consideration of the foregoing recitals and the agreements and covenants set forth herein, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

1. **Exhibit 2-1** to the Agreement is hereby deleted in its entirety, and the new **Exhibit 2-3** to the Agreement, the Colocation Application of Tenant, is hereby incorporated into the Agreement in lieu thereof.

2. **Exhibit 3-1** to the Agreement is hereby deleted in its entirety, and the new **Exhibit 3-3** to the Agreement, the Tenant As-Built Construction Drawings, is hereby incorporated into the Agreement in lieu thereof.

3. In consideration of Landlord's consent to the equipment modifications referenced in Exhibit 2-3 and Exhibit 3-3 of this Third Amendment, the monthly Rent is hereby affirmed for the current year of the Agreement expiring July 31, 2025, and shall be Two Thousand Seven Hundred Sixty-Nine Dollars and Seventy-Seven Cents ($2,769.77). On each August 1st throughout this Extension Term or any other Extension Term, the monthly Rent shall be increased subject to the annual monthly rental increase set forth in Section 4(b) of the Agreement.

4. Except as expressly amended herein, the Agreement, the First Amendment, and the Second Amendment's, terms and provisions thereof shall remain in full force and effect. Capitalized terms not otherwise defined herein shall have the meanings ascribed to such terms in the Agreement.

5. This Amendment may be executed in multiple counterparts, each of which, when executed, shall be deemed an original instrument, but all of which taken together shall constitute one and the same agreement.

[Signatures Appear on the Next Page]

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

Tenant GL/Site Name: 5000010827/Charles Town South

IN WITNESS WHEREOF, the parties have executed this Amendment as of the day and year first above written.

Witness

_____

Print Name: _____

TENANT:

CELLCO PARTNERSHIP d/b/a Verizon Wireless
a Delaware general partnership

By: Signed by: Sean Dunston 629FE71C6A324B0... _____

Name: Sean Dunston

Title: Associate Director

Witness

_____

Print Name:_____

LANDLORD:

CITY OF CHARLES TOWN
a Municipal Corporation

By: _____

Name:_____

Title: _____

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

Tenant GL/Site Name: 5000010827/Charles Town South

EXHIBIT 2-3

CO-LOCATION APPLICATION OF TENANT

[See Attached Co-location Application of Tenant]

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

☐ NEW LEASE	☑ AMENDMENT TO EXISTING LEASE	☐ ANCHOR TENANT	☐ RECONTRACT

INTERNAL USE ONLY	
APP VERSION #	3
LEASE #	3
AMENDMENT #	3

PLEASE RETURN THIS APPLICATION VIA EMAIL TO:

Wireless Networks Group, Inc.
1011 Holden Road
Frederick, Maryland 21701-3437
Attn: Michael Hofe

E-Mail: mhofe@wirelessnetworksgroup.com

Phone: 301-667-0001

Charles Town Site Number:	**WV-002**
Charles Town Site Name:	**CT Road**
Application Date:	11/26/2024
Revision Dates:	V2 - 12/15/2024 by MEH V3 - 3/18/2025 by MEH
OPS Approval:	May 27, 2025

APPLICANT / CARRIER INFORMATION

Carrier Name:	**Verizon Wireless**	**Contact Name:**	**TJ Harris**
Carrier Site Number:	**16828962**	**Contact Number:**	**443-370-5472**
Carrier Site Name:	**Charles Town South**	**Contact Fax:**	
Carrier Legal Entity Name:	Cellco Partnership d/b/a Verizon Wireless	**Contact Address:**	10 Church Circle Annapolis, MD 21401
State of registration:	Delaware		
Type of entity (LP, LLC, Corp) d/b/a (If applicable)	General Partnership		
Notice Address for Lease:	180 Washington Valley Road Bedminster, NJ 07921 Attention: Network Real Estate	**Contact E-mail:**	timothy.harris@smartlinkgroup.com
With copies to:		**Additional E-mail:**	timothy.harris@smartlinkgroup.com
Carrier Invoice Address:		**Desired Install Date:**	TBD
Carrier Invoice Contact - Name, Title, Phone No.		**Carrier NOC#**	800-852-2671

ADDITIONAL CONTACT INFORMATION

Leasing Contact Name/Number:	TJ Harris // 443-370-5472
RF Contact Name/Number:	
Construction Contact Name/Number:	Adam Willetts // 240-481-1433
Emergency Contact Name/Number:	

SITE INFORMATION

Latitude:	**39.27385**	**N**	**Existing Structure Type:**	**Water Tank**
Longitude:	**-77.84961111**	**W**	**Existing Structure Height:**	**96'**
Site Address:	**1376 Charles Town Road, Charles Town, WV 25414**			

FREQUENCY/TECHNOLOGY INFORMATION

Type of Technology for all equipment (i.e., 3G, LTE, CMDA, MW, WiFi, TV, etc.)		4G, 5G, LTE
TX Frequency (MHz)	Licensed	B2 - 1975-1990, B5-880-890, B13 -777-787, B66 - 2120-2130, 2170-2180, B43 - 3760-3780,3780-3800
RX Frequency (MHz)	Licensed	B2 - 1895-1910, B5-835-845, B13 -746-756, B66 - 1720-1730,1730-1735,1770-1780, B43 - 3700-3720,3720-3740,3740-3760
Tenants using an unlicensed band must provide exact Frequency Channels and Call Sign(s) to be utilized. (Providing the band range only will not be accepted.)		

PLEASE PROVIDE A BRIEF DESCRIPTION OF GENERAL SCOPE OF WORK

Verizon to remove (6) antennas, install (9) antennas, remove (6) RRHs, remove (1) OVP, install (6) RRHs, install (1) OVP, remove (6) coax and the (6) coax reserve, install (1) hybrid cable, and retain (1) hybrid cable.

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

EXISTING EQUIPMENT Applicant's Existing Equipment Configuration and Specifications										
Equipment Type (ex: panel, TMA, RRU)	**RAD (feet)**	**Mount Height (feet)**	**Mount Type**	**Equip Qty**	**Equipment Manufacturer**	**Equipment Model #**	**Equip Dim (HxWxD) (ft or in)**	**Equip Weight (lbs)**	**Az**	**Remain**
Panel	104.25	104.25	Sector Frames	3	JMA	MX06FRO860-02	95.9" x 15.4" x 10.7"	79	0, 120, 240	No
Panel	104.25	104.25	Sector Frames	3	JMA	MX10FRO860-03	95.9" x 15.4" x 10.7"	58.18	0, 120, 240	No
RRU	104.25	104.25	Sector Frames	3	Nokia	UHBA B13 RRH 4x30	20.9" x 11.8" x 7.5"	55.6	0, 120, 240	No
RRU	104.25	104.25	Sector Frames	3	Nokia	AHFIC B2/B66a	22.05" x 12.13" x 7.12"	79.36	0, 120, 240	No
OVP	104.25	104.25	Sector Frames	1	Raycap	3315 6OVP	28.93" x 15.73" x 10.3"	32	0	No

EXISTING LINES Applicant's Existing Lines and Specifications					
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Remain**	**Comments:**
Coax	1-5/8"	6	N/A	No	Remove (6) existing coax on site along with the reserve of six (6) additional coax for lease rights.
Hybrid	1-1/4"	1	N/A	Yes	Retaining (1) 6x12 hybrid cable

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

PROPOSED EQUIPMENT Applicant's Proposed Equipment Configuration and Specifications									
Equipment Type (ex: panel, TMA, RRU, ice shields)	**RAD (feet)**	**Mount Height (feet)**	**Mount Type**	**Equip Qty**	**Equipment Manufacturer**	**Equipment Model #**	**Equip Dim (HxWxD) (ft or in)**	**Equip Weight (lbs)**	**Azimuth**
Panel	106' - 2"	106' - 2"	Sector Frames	6 (2 per sector)	JMA	MX06FRO860-02E	95.9" x 12.2" x 7.5"	51	0, 120, 240
Panel	106' - 2"	106' - 2"	Sector Frames	3 (1 per sector)	Samsung	MT6413-77A	28.9" x 15.8" x 5.5"	57.3	0, 120, 240
RRU	106' - 2"	106' - 2"	Sector Frames	3 (1 per sector)	Samsung	B2/B66 RF4439d-25A	15" x 15" x 10"	74.7	0, 120, 240
RRU	106' - 2"	106' - 2"	Sector Frames	3 (1 per sector)	Samsung	B5/B13 RF4461d-13A	15" x 15" x 10.2"	79.1	0, 120, 240
OVP	106' - 2"	106' - 2"	Sector Frames	1	Raycap	RCMDC-6627-PF-48	29.5" x 16.5" x 12.6"	32	0

PROPOSED LINES Applicant's Proposed Lines and Specifications				
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Comments:**
Coax				
RET Home Run Cable				
Fiber	1-1/4" hybrid cable	2	N/A	Installing (1) new 6x12 hybrid cable and retaining (1) existing hybrid cable
DC Power				

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

PROPOSED FINAL CONFIGURATION TOTALS	
EQUIPMENT TYPE	TOTAL
Panel Antennas	9
Omni/Whip Antennas	0
RRU	6
TMA	0
Diplexer / Triplexer	0
Bias T	0
Surge Suppressor	0
MW Dish	0
Ice Shield	0
ODU	0
Filter	0
Combiner	0
Junction Box	1
RET	0
Equipment Cabinets	0
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	

PROPOSED FINAL CONFIGURATION TOTALS	
LINE TYPE	TOTAL
Coax	0
Hybrid	2
CAT5	0
DC/Power	0
RET	0
Fiber	0

ADDITIONAL EQUIPMENT INFORMATION

- RRUs, TMAs and ODUs are required to be installed directly behind the antennas / MW dish. Otherwise there will be an additional charge.
- All equipment lines are required to be installed inside the tower when space is available. Carriers will be charged an additional $25.00 per line per month if equipment lines are installed on the outside of the tower even though there is available space inside the tower. Charles Town must approve any installation of lines on the outside of the tower.
- All tenant equipment must be installed within one continuous 10 ft vertical envelope. Exceeding this vertical space will be subject to additional rent.

GROUND / INTERIOR SPACE REQUIREMENTS							
Total Ground / Interior Area Dimensions: **L' x W' = Total Square Feet Required**	12 X 30	(Including all Equipment (i.e., Shelter, Equipment Platform or Pad, Generator Pad, Generator Fuel Tank Pad, Antenna Sleds, etc. – provide details below)					
Cabinet Area Dimensions (Pad/Platform)	4 X 5	Cabinet Installation Type	Tenant Shelter				
Shelter Pad Dimensions	X	Shelter Manufacturer	12 x 30 leased area plus 2 ea. 4' x 5' door pads				
Rooftop Antenna Total Area Required	X	Antenna Sled Dimensions (per sector)	X	Antenna Wall Mount Dimensions (per sector)	X		

EQUIPMENT CABINET REQUIREMENTS (Required for rooftops or Charles Town interior space)					
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Equipment Cabinet Comments	No changes to existing				

GENERATOR REQUIREMENTS					
Generator Required?:	Existing	Generator Fuel Type	Diesel	Generator Size	60 kw
Generator Pad Dimensions				Generator Manufacturer	
Generator Fuel Tank Pad Dimensions	Inside Shelter generator room			Fuel Tank Manufacturer	Belly Fuel Tank

AC POWER REQUIREMENTS			
Meter Type	Existing Tenant Meter	Estimated Monthly Utility Usage Amount	
Voltage	120/240	Total Amperage	200 amps

FIBER / BACKHAUL					
Fiber Installation Status	Existing (No Change)	Fiber Provider			
Cable Type	Fiber	Number of Points of Entry		Conduit/Riser Size (in inches)	

STRUCTURAL ANALYSIS DETAILS			
Structural Hardcopies Required?	No	If wet seals required, please provide address:	

ADDITIONAL COMMENTS
No changes to leased ground space or installed ground equipment.

Docusign Envelope ID: DC26D93D-08AE-4115-9BA5-36EE19B4F628

EXHIBIT 3-3

TENANT AS-BUILT CONSTRUCTION DRAWINGS

[See Attached Final Approved CD's to be Replaced by As-Built Construction Drawings]

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

Revenue & Expense May 2025.pdf

Charles Town Water Department
Revenue & Expense Summary
May 31, 2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,740,000	Metered Sales - Residential	3,428,333	3,217,064	(211,270)
1,800,000	Metered Sales - Commercial	1,650,000	1,559,971	(90,029)
65,000	Metered Sales - Glen Haven/Cavaland	59,583	54,493	(5,090)
40,000	Sale for Resale - Bulk Water	36,667	31,098	(5,569)
90,000	Forfieted Discounts	82,500	74,868	(7,632)
30,000	Misc. Service Rev - Reconnection / Tap Fees	27,500	22,522	(4,978)
565,000	Tank Lot Rental Income (Non-Operating)	517,917	475,581	(42,336)
270,000	Interest Income (Non-Operating)	247,500	306,941	59,441
34,000	Sinking Fund Income (Non-Operating)	31,167	24,966	(6,201)
40,000	Miscellaneous Income (Non-Operating)	36,667	33,397	(3,269)
-	Grant Revenue - BHS OEHS SWAP	-	38,000	38,000
-	Gain on Sale of Assets	-	8,160	8,160
6,674,000	**TOTAL REVENUES**	6,117,833	5,847,059	(270,774)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	13,750	10,606	(3,144)
60,000	WS - Maint of Water Source	55,000	59,381	4,381
484,096	WT - Salaries & Wages - Operations Labor	443,755	433,477	(10,278)
155,000	WT - Power & Fuel	142,083	141,312	(771)
10,000	WT - Power & Fuel - GH/CAV	9,167	8,889	(277)
235,000	WT - Chemical Expense	215,417	184,175	(31,242)
30,000	WT - Testing	27,500	25,035	(2,465)
30,000	WT - Materials & Supplies Expense	27,500	22,418	(5,082)
6,500	WT - Materials & Supplies Expense - GH/CAV	5,958	4,101	(1,858)
55,000	WT - Sludge Hauling	50,417	39,593	(10,824)
90,000	WT - Maint of Water Treatment Plant	82,500	53,179	(29,321)
10,000	WT - Maint of Water Plant - GH/CAV	9,167	10,381	1,214
20,000	WT - Licenses & Subscriptions	18,333	8,326	(10,007)
512,125	TD - Salaries & Wages - Maintenance Labor	469,448	437,622	(31,826)
30,000	TD - Materials & Supplies Expense	27,500	26,463	(1,037)
40,000	TD - Maint of Dist Reservior & Standpipes	36,667	27,585	(9,082)
120,000	TD - Maint of Mains	110,000	66,787	(43,213)
195,000	TD - Maint of Services	178,750	139,661	(39,089)
360,000	TD - Maint of Meters	330,000	353,531	23,531
50,000	TD - Maint of Hydrants	45,833	26,639	(19,194)
205,055	CA - Salaries & Wages	187,967	171,056	(16,911)
75,500	CA - Billing Expense	69,208	74,096	4,888
112,000	CA - Credit Card Processing Fees	102,667	93,009	(9,658)
82,000	CA - Licenses & Subscriptions (includes Sensus)	75,167	70,400	(4,766)
15,000	CA - Bad Debt Expense	13,750	14,011	261
147,399	GA - Salaries & Wages	135,116	129,467	(5,649)
2,500	GA - Director Compensation	2,292	2,150	(142)
229,592	GA - Employee Insurance & Benefits	210,460	200,215	(10,245)
121,381	GA - Employee Pension Expense	111,266	101,679	(9,587)

Charles Town Water Department
Revenue & Expense Summary
May 31, 2025

103,365	GA - Payroll Taxes - FICA Tax Expense	94,751	91,535	(3,217)
7,140	GA - OPEB (Other Post Employment Benefits)	6,545	6,035	(510)
23,325	GA - Employee 457 Expense	21,381	20,597	(784)
30,000	GA - Office Supplies & Expense	27,500	30,381	2,881
20,000	GA - Travel, Training, & Education	18,333	16,141	(2,193)
15,000	GA - Uniform Expense	13,750	7,312	(6,438)
22,000	GA - Computer - Technology Expense	20,167	19,144	(1,023)
30,000	GA - Maint. of General Property	27,500	30,279	2,779
28,000	GA - Licenses & Subscriptions	25,667	26,467	800
30,000	GA - Contractual Services - Engineering	27,500	13,735	(13,765)
25,000	GA - Contractual Services - Accounting	22,917	19,486	(3,431)
65,000	GA - Contractual Services - Legal	59,583	50,427	(9,156)
35,000	GA - Contractual Services - Other	32,083	17,751	(14,332)
15,300	GA - Rental of Building	14,025	15,300	1,275
72,000	GA - Transportation Expense	66,000	56,576	(9,424)
95,000	GA - Insurance	87,083	88,195	1,112
22,510	GA - Worker's Comp	20,634	17,559	(3,075)
25,000	GA - Regulatory Commission Expense	22,917	4,858	(18,059)
6,000	GA - Bond Administration Fees	5,500	4,117	(1,383)
15,000	GA - Misc. General Expense	13,750	8,436	(5,314)
5,000	Advertising & Publication Expense	4,583	3,620	(964)
358,160	Interest on Long Term Debt (Non-Operating)	328,313	305,005	(23,309)
-	Interest -Leases (Equipment	-	94	94
1,328,615	Depreciation Expense (Non-Cash)	1,217,897	1,217,897	-
5,874,563	**TOTAL EXPENSES**	5,385,016	5,006,191	(378,825)
799,437	Excess (Deficit)	732,817	840,868	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	1,696,870

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(6,033,494)	
Expenses	5,006,191	
Deposits To Date	6,375,384	
Revenues	(5,847,059)	
OPERATING CASH BALANCE @ 05/31/2025	986,419	
	986,419	Water Operating
	0	

Added to report in 2019

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	7,849,153
Water Renewal & Replacement Fund	946,595
Water Working Capital Fund	446,955

Charles Town Sewer Department
Revenue & Expense Summary
5/31/2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,042,000	CTUB Service Revenue	2,788,500	2,601,092	(187,408)
1,845,000	Ranson Revenue	1,691,250	1,632,407	(58,843)
2,720,000	JCPSD Revenue	2,493,333	2,388,123	(105,210)
45,000	Customer Forfieted Discounts	41,250	37,350	(3,900)
38,000	Customer Forfieted Discounts- RA	34,833	30,705	(4,128)
50,000	Customer Forfieted Discounts- PSD	45,833	36,326	(9,508)
30,000	Misc. Sewer Revenues (Non-Operating)	27,500	27,614	114
325,000	Interest Income (Non-Operating)	297,917	337,604	39,687
50,000	Sinking Fund Income (Non-Operating)	45,833	45,480	(353)
8,145,000	**TOTAL REVENUES**	7,466,250	7,136,702	(329,548)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	13,750	13,624	(126)
90,000	CS - Maint of Service Connections	82,500	67,816	(14,684)
180,000	CS - Maint of Collecting & Trans. Mains	165,000	89,235	(75,765)
513,870	PS - Salaries & Wages	471,048	397,629	(73,419)
155,000	PS - Power & Fuel	142,083	145,200	3,117
25,000	PS - Materials & Supplies Expense	22,917	25,162	2,246
65,000	PS - Sludge Hauling	59,583	50,416	(9,167)
180,000	PS - Maint of Pump Stations	165,000	165,623	623
297,257	TD - Salaries & Wages	272,486	260,698	(11,788)
175,000	TD - Power - CT Plant	160,417	183,436	23,019
90,000	TD - Power - TUI	82,500	81,693	(807)
10,000	TD - Power - Deerfield	9,167	4,393	(4,773)
180,000	TD - Chemical Expense - CT	165,000	125,605	(39,395)
25,000	TD - Chemical Expense - TUI	22,917	9,695	(13,222)
45,000	TD - Testing - CT	41,250	39,491	(1,759)
12,000	TD - Testing - TUI	11,000	9,702	(1,298)
80,000	TD - Materials & Supplies Expense	73,333	73,772	439
60,000	TD - Sludge Hauling - TUI	55,000	22,044	(32,956)
120,000	TD - Maint. Burns Farm	110,000	101,738	(8,262)
230,000	TD - Maint. Treatment Plant - CT	210,833	203,497	(7,336)
150,000	TD - Maint. Treatment Plant - TUI	137,500	133,859	(3,641)
30,000	TD - Maint. Treatment Plant - Deerfield	27,500	15,807	(11,693)
15,000	TD - Licenses & Subscriptions	13,750	17,859	4,109
307,992	CA - Billing & Acct Labor	282,326	250,437	(31,889)
85,000	CA - Billing Expense	77,917	76,294	(1,623)
110,000	CA - Credit Card Processing Fees	100,833	93,009	(7,824)
60,000	CA - Licenses & Subscriptions	55,000	42,417	(12,583)
25,000	CA - Bad Debt Expense	22,917	22,993	77
227,276	GA - Salaries & Wages	208,336	202,305	(6,031)
2,500	GA - Director Compensation	2,292	2,150	(142)
198,920	GA - Employee Insurance & Benefits	182,343	179,542	(2,802)
122,304	GA - Employee Pension Expense	112,112	98,121	(13,991)
104,150	GA - Payroll Taxes - FICA Tax Expense	95,471	85,199	(10,271)

Charles Town Sewer Department
Revenue & Expense Summary
5/31/2025

6,120	GA - OPEB (Other Post Employment Benefits)	5,610	5,185	(425)
23,808	GA - Employee 457 Expense	21,824	20,223	(1,601)
30,000	GA - Office Supplies & Expense	27,500	31,954	4,454
30,000	GA - Travel, Training, & Education	27,500	36,294	8,794
15,000	GA - Uniform Expense	13,750	6,598	(7,152)
20,000	GA - Computer - Technology Expense	18,333	11,437	(6,896)
30,000	GA - Maint. of General Property	27,500	24,945	(2,555)
30,000	GA - Licenses & Subscriptions	27,500	21,041	(6,460)
35,000	GA - Contractual Services - Engineering	32,083	21,828	(10,255)
30,000	GA - Contractual Services - Accounting	27,500	12,760	(14,740)
200,000	GA - Contractual Services - Legal	183,333	107,933	(75,400)
35,000	GA - Contractual Services - Other	32,083	19,328	(12,756)
15,300	GA - Rental of Building	14,025	15,300	1,275
90,000	GA - Transportation Expense	82,500	89,220	6,720
110,000	GA - Insurance	100,833	88,195	(12,638)
19,958	GA - Worker's Comp	18,295	16,877	(1,418)
35,000	GA - Regulatory Commission Expense	32,083	13,232	(18,851)
55,000	GA - Bond Administration Fees	50,417	36,771	(13,646)
15,000	GA - Misc. General Expense	13,750	12,813	(937)
5,000	GA - Advertising & Publication Expense	4,583	2,574	(2,009)
587,147	Interest on Long Term Debt (Non-Operating)	538,218	299,331	(238,887)
2,411,199	Depreciation Expense (Non-Cash)	2,210,266	2,210,266	-
-	Bond Issuance Costs	-	40,650	
7,814,801	**TOTAL EXPENSES**	7,163,568	6,435,218	(769,000)
330,199	Excess (Deficit)	302,682	701,483	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	2,900,231	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/24	1,798,204	
	Disbursements To Date	(9,571,684)	
	Expenses	6,435,218	
	Deposits To Date	11,384,134	
	Revenues	(10,036,933)	
	OPERATING CASH BALANCE @ 05/31/2025	3,610,654	
		3,610,654	Sewer Operating
		(0)	
***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	8,483,122	
	Sewer Renewal & Replacement Fund	833,428	
	Sewer Working Capital Fund	753,313	

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

June 25, 2025

Attachments:

Board Report 06.25.25.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

========== FUND TOTALS ==========		
50	WATER FUND	93,048.72
60	SEWER FUND	420,099.70
	GRAND TOTAL:	513,148.42

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 513,148.42
Thomas Nalls, check dated 6/11/2025: 4,044.02

Total: $ 517,192.44

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
CORPORATION OF RANSON	MAY UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	4,462.56
			TOTAL:	4,462.56
DIW GROUP, INC	KINGS XING	WATER FUND	NON-DEPARTMENTAL	507.00
	CTUB GNRL	WATER FUND	WATER	555.50
	HNTFLD PHS 3B	WATER FUND	WATER	644.32
	HNTFLD PHS 5B	WATER FUND	WATER	3,897.56
	KINGS XING	SEWER FUND	NON-DEPARTMENTAL	507.00
	CTUB GNRL	SEWER FUND	SEWER	555.50
	HNTFLD PHS 3B	SEWER FUND	SEWER	644.31
	HNTFLD PHS 5B	SEWER FUND	SEWER	3,897.57
			TOTAL:	11,208.76
STEPTOE & JOHNSON PLLC	GENERAL ENVIRONMENTAL	SEWER FUND	SEWER	4,500.00
	GENERAL EMPLOYER COUNSELIN	SEWER FUND	SEWER	81.25
			TOTAL:	4,581.25
STH, INC.	PM: WENDY'S PS	SEWER FUND	SEWER	500.00
	PM: CRANES LN PS	SEWER FUND	SEWER	500.00
	PM: ORCHARD HILLS PS	SEWER FUND	SEWER	500.00
			TOTAL:	1,500.00
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER	644.80
	PUMP / TRANSPORT	WATER FUND	WATER	1,150.32
	TRANSPORT	SEWER FUND	SEWER	1,029.60
	TRANSPORT	SEWER FUND	SEWER	1,029.60
	SUPERVAC	SEWER FUND	SEWER	2,220.00
	SUPERVAC	SEWER FUND	SEWER	1,556.60
			TOTAL:	7,630.92
THE CI THORNBURG CO, INC.	SETTER BALL	WATER FUND	WATER	6,176.40
	METER GASKET, BALL VALVE	WATER FUND	WATER	487.00
	CHLORINE	WATER FUND	WATER	2,804.11
	CALAMP VIPER RADIO	WATER FUND	WATER	2,273.90
			TOTAL:	11,741.41
WV WATER DEVELOPMENT AUTHORITY	#2017-175 INFRSCTR FNDPJCT	SEWER FUND	NON-DEPARTMENTAL	1,946.77
			TOTAL:	1,946.77

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	710-000113	WATER FUND	NON-DEPARTMENTAL	35.99
	710-000115	WATER FUND	NON-DEPARTMENTAL	18.94
	712-000043	WATER FUND	NON-DEPARTMENTAL	21.96
	712-000047	WATER FUND	NON-DEPARTMENTAL	33.99
	712-000048	WATER FUND	NON-DEPARTMENTAL	28.97
	712-000049	WATER FUND	NON-DEPARTMENTAL	29.97
	712-000050	WATER FUND	NON-DEPARTMENTAL	28.97
	712-000051	WATER FUND	NON-DEPARTMENTAL	28.97
	712-000052	WATER FUND	NON-DEPARTMENTAL	13.92
	712-000054	WATER FUND	NON-DEPARTMENTAL	14.93
	712-000071	WATER FUND	NON-DEPARTMENTAL	21.94
	712-000072	WATER FUND	NON-DEPARTMENTAL	15.93
	712-000073	WATER FUND	NON-DEPARTMENTAL	14.93
	712-000075	WATER FUND	NON-DEPARTMENTAL	19.94
	712-000077	WATER FUND	NON-DEPARTMENTAL	18.94
	712-000078	WATER FUND	NON-DEPARTMENTAL	18.94
	712-000178	WATER FUND	NON-DEPARTMENTAL	21.94
	710-000096	WATER FUND	NON-DEPARTMENTAL	15.91
	710-000097	WATER FUND	NON-DEPARTMENTAL	19.91
	710-000107	WATER FUND	NON-DEPARTMENTAL	27.95
	712-000055	WATER FUND	NON-DEPARTMENTAL	13.89
	713-000275	WATER FUND	NON-DEPARTMENTAL	22.82
	713-000278	WATER FUND	NON-DEPARTMENTAL	20.87
	713-000279	WATER FUND	NON-DEPARTMENTAL	19.90
	713-000282	WATER FUND	NON-DEPARTMENTAL	14.08
	713-000286	WATER FUND	NON-DEPARTMENTAL	35.45
	708-000055	WATER FUND	NON-DEPARTMENTAL	4.55
			TOTAL:	993.04
MISS UTILITY OF WV, INC.	MESSAGE FEES: MAY	WATER FUND	WATER	301.47
	MESSAGE FEES: MAY	SEWER FUND	SEWER	301.48
			TOTAL:	602.95
PRECISION PUMP & VALVE SERVICE, INC.	PUMP REPAIR	SEWER FUND	SEWER	2,790.00
	CHANGE 2 UNIFLANGES	SEWER FUND	SEWER	2,622.00
			TOTAL:	5,412.00
PREMIER CONTRACTING LLC	MANHOLES 4 BEALLAIR PS	SEWER FUND	NON-DEPARTMENTAL	8,875.00
	EQUIPMENT 4 BEALLAIR PS	SEWER FUND	NON-DEPARTMENTAL	9,900.00
	MATERIALS 4 BEALLAIR PS	SEWER FUND	NON-DEPARTMENTAL	8,885.00
	LABORERS & SUPER 4 BEALLAI	SEWER FUND	NON-DEPARTMENTAL	5,575.00
	EXTRAS 4 BEALLAIR PS	SEWER FUND	NON-DEPARTMENTAL	4,950.00
			TOTAL:	38,185.00
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SFTY CNSLTNG: 5/01 - 5/31/	WATER FUND	WATER	752.55
	SFTY CNSLTNG: 5/01 - 5/31/	SEWER FUND	SEWER	752.56
			TOTAL:	1,505.11
BLUETRITON BRANDS INC	MNTHLY SVC@ 661 & 842	WATER FUND	WATER	124.40
	MNTHLY SVC@ 661 & 842	SEWER FUND	SEWER	97.42
			TOTAL:	221.82
RAFTELIS FINANCIAL CONSULTANTS INC	WA & SWR CAPACITY FEE STUD	WATER FUND	WATER	3,632.50
	WA & SWR CAPACITY FEE STUD	SEWER FUND	SEWER	3,632.50
			TOTAL:	7,265.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
			TOTAL:	4,155.00
GUTTMAN ENERGY	W/E 6/08/25	WATER FUND	WATER	1,374.12
	W/E 6/15/25	WATER FUND	WATER	407.22
	W/E 6/08/25	SEWER FUND	SEWER	902.20
	W/E 6/08/25	SEWER FUND	SEWER	113.24
	W/E 6/15/25	SEWER FUND	SEWER	1,370.73
	W/E 6/15/25	SEWER FUND	SEWER	71.70
			TOTAL:	4,239.21
GWIN DOBSON & FOREMAN INC	WW CLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	11,934.65
	WW CLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	12,370.60
			TOTAL:	24,305.25
JASON HARRIS	RMV 7 PINETREES CRAIGHILL	SEWER FUND	SEWER	848.00
			TOTAL:	848.00
INWOOD QUARRY, INC.	C2 & I10 PICKUPS: 6/10/25	WATER FUND	WATER	650.22
	C2 & I10 PICKUPS: 6/10/25	WATER FUND	WATER	650.22
			TOTAL:	1,300.44
JAMES RIVER EQUIPMENT	TEETH BUCKET 4 JD EXCAVATO	WATER FUND	WATER	1,200.00
			TOTAL:	1,200.00
JEFFERSON RENTALS	TRIMMER REPAIR	WATER FUND	WATER	166.37
			TOTAL:	166.37
KAY CASTO & CHANEY PLLC	GENERAL: THRU 5/31/25	WATER FUND	WATER	958.75
	MIDDLEWAY: THRU 5/31/25	WATER FUND	WATER	4,267.50
	WVAW ENCRCHMNT: THRU 5/31/	WATER FUND	WATER	668.50
	CLLCTNSYSTM: THRU 5/31/25	SEWER FUND	NON-DEPARTMENTAL	325.00
	GENERAL: THRU 5/31/25	SEWER FUND	SEWER	2,020.25
			TOTAL:	8,240.00
ROBERT LYNN KERSHNER	SVC CALLS MULT LOCATIONS	SEWER FUND	SEWER	130.00
	SVC CALLS MULT LOCATIONS	SEWER FUND	SEWER	455.00
	SVC CALLS MULT LOCATIONS	SEWER FUND	SEWER	260.00
			TOTAL:	845.00
SECURITY DEPOSIT REFUNDS	701-002880	WATER FUND	NON-DEPARTMENTAL	28.76
	702-000330	WATER FUND	NON-DEPARTMENTAL	38.18
	704-002900	WATER FUND	NON-DEPARTMENTAL	30.33
	705-000570	WATER FUND	NON-DEPARTMENTAL	33.30
	705-004030	WATER FUND	NON-DEPARTMENTAL	11.48
	708-001710	WATER FUND	NON-DEPARTMENTAL	31.89
	709-000018	WATER FUND	NON-DEPARTMENTAL	15.92
	709-000092	WATER FUND	NON-DEPARTMENTAL	8.90
	709-000102	WATER FUND	NON-DEPARTMENTAL	16.94
	709-000208	WATER FUND	NON-DEPARTMENTAL	15.92
	710-000093	WATER FUND	NON-DEPARTMENTAL	20.96
	710-000098	WATER FUND	NON-DEPARTMENTAL	19.94
	710-000099	WATER FUND	NON-DEPARTMENTAL	19.94
	710-000100	WATER FUND	NON-DEPARTMENTAL	25.16
	710-000102	WATER FUND	NON-DEPARTMENTAL	21.95
	710-000110	WATER FUND	NON-DEPARTMENTAL	34.98
	710-000111	WATER FUND	NON-DEPARTMENTAL	33.99

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
3RD TIME TRUCKING	HAULING	WATER FUND	WATER	431.86
	HAULING	WATER FUND	WATER	431.87
	HAULING	WATER FUND	WATER	138.56
	HAULING	WATER FUND	WATER	138.57
	HAULING	SEWER FUND	SEWER	294.91
			TOTAL:	1,435.77
ALVAREZ CONTRACTORS, INC	WWTP PROJECT	SEWER FUND	NON-DEPARTMENTAL	266,352.95
			TOTAL:	266,352.95
AUTOZONE	TERMINAL, WASHER NOZZLE	WATER FUND	WATER	9.49
	TERMINAL, WASHER NOZZLE	WATER FUND	WATER	6.38
			TOTAL:	15.87
BRODY CARPER	PER DIEM 7/13 - 7/18/25	SEWER FUND	SEWER	374.00
			TOTAL:	374.00
CHARLES TOWN SEWER	MAY FUNDING	SEWER FUND	NON-DEPARTMENTAL	46,417.25
			TOTAL:	46,417.25
CHARLES TOWN WATER	MAY FUNDING	WATER FUND	NON-DEPARTMENTAL	29,114.19
			TOTAL:	29,114.19
THE CINCINNATI INSURANCE COMPANY	WVDOT RNWL: 6/5/25 - 6/5/2	SEWER FUND	NON-DEPARTMENTAL	1,000.00
			TOTAL:	1,000.00
CITY ELECTRIC SUPPLY CO	SCREWDRIVER, HEX KEY, 19ST	SEWER FUND	SEWER	178.14
			TOTAL:	178.14
CITY OF CHARLES TOWN	UB COLLECTIONS MAY	WATER FUND	NON-DEPARTMENTAL	22,399.64
			TOTAL:	22,399.64
CORE & MAIN	FLG ACC RR FF	WATER FUND	WATER	140.83
	MISC WATER STOCK	WATER FUND	WATER	40.94
	MISC WATER STOCK	WATER FUND	WATER	113.06
	SWR SDR35, SPIGOT X SWR HU	SEWER FUND	SEWER	54.92
	GSKT	SEWER FUND	SEWER	64.03
			TOTAL:	413.78
CUMMINS, INC	TRBLSHT SHN2 PS	SEWER FUND	SEWER	2,127.67
			TOTAL:	2,127.67
DEWBERRY ENGINEERS INC	TO8 WATER MODEL UPDATE	WATER FUND	NON-DEPARTMENTAL	195.00
			TOTAL:	195.00
WV DEPT OF HEALTH & HUMAN SERVICES	BACTERIOLOGICAL TEST	WATER FUND	WATER	138.00
			TOTAL:	138.00
DOCUMENT SOLUTIONS, INC	COPIER COLOR OVERAGE	SEWER FUND	SEWER	117.80
			TOTAL:	117.80
DODSON SEPTIC SERVICES, LLC	PUMP MULT LIFT STATIONS	SEWER FUND	SEWER	312.50
			TOTAL:	312.50
FIRST CITIZENS BANK & TRUST CO	COPIER	SEWER FUND	NON-DEPARTMENTAL	4,080.00
	COPIER	SEWER FUND	SEWER	75.00

CHARLES TOWN UTILITY BOARD

Wednesday, June 25, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - July 9, 2025