CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, OCTOBER 28, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of October 14, 2026 Regular Meeting Minutes
   UB Minutes 10.14.26.pdf

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

   The public is invited to attend this meeting in person or via webcast at the following link:

   Meeting Agendas & Minutes 2026 - Charles Town Utility Board

   Members of the public attending virtually who wish to offer public comment must sign up in advance by contacting General Manager Paul Mantello at pmantello@ctubwv.com or 304-725-2316.

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Cases 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   b. Update on Summit Point Regional Utility Corridor Initiative
   i. Potesta Revised Proposal for Phase I (South Jefferson Elementary School) - Review & Consideration
   Revised Proposal for Phase I-South Jefferson Elementary School.pdf
   ii. Potesta Proposal for Phase II - Phase VIII - Review & Consideration
   Proposal for Engineering Services Phases II through VII.pdf
   iii. October 16th Phase I Kickoff Meeting with Potesta

c. Revised CTUB Draft Policy for Public Transparency in Agency Business, Agreements, Contracts and Engagements
Draft CTUB Governance, Administration, & Public Transparency Policy Manual.pdf
d. Public Report on the Middleway Stormwater Permit Application and Status Report on Actions Taken to Date - 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.
e. Legal Issues related to Former General Manager, Kristen Stolipher - Possible Executive Session under the provision of W. Va. Code § 6-9A-4(b)(12) may be considered for the purpose of receiving attorney-client privileged legal advice.
f. Audit Committee Recommendation - RFP #26-220 Audit Services
Audit Committee Recommendation - RFP #26-220 Audit Services.pdf

4. **NEW BUSINESS**
a. Collection System Project - Resolution No. 40 - CIF No. 32, Pay App No. 19
Collection System Project - Resolution No. 40 - CIF No. 32, Pay App No. 19.pdf
b. Collection System Project - Resolution No. 41 - CIF No. 33
Collection System Project - Resolution No. 41 - CIF No. 33.pdf
c. Potential Litigation Involving Comstock Plumbing, LLC - 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.
d. General Manager's 6-Month Performance Evaluation - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A)- Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

5. **MANAGER REPORTS**
a. Utility Manager Report
UM Report October 2026.pdf
b. Chairman Report
c. Engineering Report
Engineering Report October 2026.pdf

6. **APPROVAL OF BILLS**

a. October 28, 2026
Board Report 10.28.26.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - November 18, 2026 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

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

Approval of October 14, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 10.14.26.pdf

Charles Town Utility Board
Regular Board Meeting
October 14, 2026

The Charles Town Utility Board held a regular meeting on October 14, 2026 at 4:00 P.M. Members of the Board present were Mayor Micheal George, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker and Patrick Kratovil (Zoom). Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom); Richard Lewis, Legal Counsel (Zoom); and County Commission Liaison, Commissioner Mike Mood.

CALL TO ORDER

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

PUBLIC COMMENT

Public comment was received from Christine Wimer and Jacob Light.

Approval of September 23, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the September 23, 2026 regular meeting minutes. With no objections from the Board, the minutes were approved as presented.

Approval of October 7, 2026 Special Meeting Minutes

The Chairman called for changes or corrections to the October 7, 2026 special meeting minutes. He requested the heading be changed to "Special Meeting" and Mrs. Parker requested the word "internal" be added in front of investigation and the PSC case #'s be added. With no objections from the Board, the minutes were approved as amended.

OLD BUSINESS

Update on Summit Point Regional Utility Corridor Initiative

Potesta Proposal for Master Services Agreement

Mr. Mantello included the draft Master Services Agreement from Potesta for the project. Joe Knechtel and David Altizer from Potesta were in the audience to address questions from the Board. Mr. Mantello provided his suggested changes to the agreement. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, to authorize Mr. Mantello's clerical corrections and with Potesta's approval move forward with the agreement as amended. After discussions, Potesta will discuss the changes and get back to the Board later in the meeting.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling the agreement until hearing back from Potesta.**

Update on Board Letter to Senator Capito

Mr. Mantello provided he followed up with Chris Stroble, Senator Capito's Eastern Panhandle Representative, and they are waiting until after the elections to provide a response.

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

Update on Audit Committee Selection

Mrs. Shultz reported that two audit proposals were received in response to RFP #26-220. A third firm was solicited, but did not respond. The State Auditor's Office confirmed that the Audit Committee may proceed with evaluating the two proposals received. The Committee will complete its evaluation and present its recommendation to the Board at the October 28, 2026 meeting.

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

NEW BUSINESS

Consideration and Approval of Updated Engineering Services – Greenfield Forcemain & Samuel Street Flow Meter Project

Mr. Mantello provided the Board approved moving forward with this project a few years back, but since that time the chosen contractor went bankrupt. Mrs. Shultz mentioned that since then, GDF has taken over the engineering for the project having new and additional costs for Board approval.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the updated engineering services for the Greenfield Forcemain & Samuel Street Flow Meter Project.**

CTUB Draft Policy for Public Transparency in Agency Business, Agreements, Contracts and Engagements

Mr. Mantello provided a draft transparency policy for the Board to review and consider. The Board provided discussions and would like to have legal counsel review before any action.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved tabling the policy until legal counsel provides their review.**

Cooley Public Strategies Presentation: Draft CTUB Projects Dashboard

Tommy Crouse from Cooley provided a presentation on a draft transparency dashboard for the website. The Board provided discussions and suggested changes. Mr. Crouse will make the suggested changes and provide a new draft at the November meeting.

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

Public Report on the Middleway Stormwater Permit Application and Status Report on Actions Taken to Date

Mr. Mantello provided a copy of the letter sent to WVDEP regarding the Board action on the stormwater permit application. Now working through legal counsel, Mr. Mantello mentioned next steps are to provide the permit changes/additions to Sidewinder and IFS. He stated that once the revised permit is returned back to CTUB, Dewberry will review and provide a report back to the Board and then resubmit to WVDEP. The Board provided discussions.

Mr. Maxey requested staff draft a report on the facts and timeline on the events leading up to the stormwater permit submittal to be brought to the Board and legal counsel for review then released to the public.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved directing staff to draft a short, fact-based analysis/timeline of the stormwater permit submission, provide to the attorneys for review and present to the Board for review at the next meeting.**

Mr. Maxey stated that it is not CTUB's role to approve or deny projects, but to provide service when required and CTUB intends to do so in a way that protects the public health and the environment and provides quality service at the lowest possible cost to our residential and commercial rate payers, including Sidewinder should they become one.

OLD BUSINESS

Update on Summit Point Regional Utility Corridor Initiative

Potesta Proposal for Master Services Agreement

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved untabling the agreement.

Mr. Altizer from Potesta provided they are in agreement with the proposed changes to the agreement.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the Master Services Agreement with Potesta as amended.

NEW BUSINESS

Quotes for New Generator and Automatic Transfer Switch Installation at Samuel Street Pump Station and Jefferson High School

Mrs. Shultz provided these were included in the budget and clarified it should be for Samuel Street and Jefferson High School pump stations. The Board requested clarifications on the size for each.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the generator and automatic transfer switch quotes for Samuel Street and Jefferson High School pump stations as submitted and if any modifications are needed to inform the Board.

Quote to Repair the Effluent Flygt Pump at Charles Town Wastewater Plant

Mr. Mantello mentioned this is to repair an effluent pump at the Charles Town Wastewater Plant.

Action: Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the quote to repair the effluent pump.

MANAGER REPORT

Utility Manager Report

Huntfield Tree Root Intrusion Project – Update & Status

Mr. Mantello provided information on a foaming herbicide for a root intrusion treatment option and ia working with the HOA for possible cost sharing.

Locust Hill Pond Water Quality Pilot Program – Update & Status

Mr. Mantello provided an update with data on the pilot program for the Locust Hill Pond. He mentioned improvement on water quality and clarity, but duckweed still seems to be a problem. Mr. Mantello has a meeting with the HOA later in the month to present the data. The Board provided discussions.

September 28th JCC Good Neighbor Data Center Guardrails Workshop

Mr. Mantello briefed the Board on the workshop and had discussions about modifying the RFP to offer the opportunity for the public to participate in the Summit Point project that may or may not involve a data center.

October 7th CTUB Special Meeting & Public Notice

Mr. Mantello provided as a follow-up to the October 7th special meeting that this meeting was originally scheduled to take action on the Phase I Task Order with Potesta, however, other items got added. In taking blame to the additions, he will be more cautious in the future.

October 14th JCC Town Hall – Impacts of Residential Growth

Mr. Mantello provided a packet he will be providing at the JCC Town Hall meeting later in the evening relating to growth and the impacts.

Chairman Report

The Chairman had no updates.

Engineering Report

Mr. Eckenrode provided a brief update on the Collection System Project, the Tuscawilla Project, and the Charles Town Wastewater Treatment Plant Project. Mr. Maxey requested a design schedule for the Charles Town Wastewater Treatment Plant Project.

APPROVAL OF BILLS

October 14, 2026

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

EXECUTIVE SESSION

Update on WV PSC Cases No. 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:38 P.M. to discuss the update on WV PSC Cases No. 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6- 9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.**

The Board convened back into public session at 5:42 P.M.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 5:43 P.M.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, October 28, 2026 at 4:00 P.M. at 661 S. George Street.

Mayor Micheal George	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Update on WV PSC Cases 25-0263-W-C and 26-0854-LRR-WS-C - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Update on Summit Point Regional Utility Corridor Initiative

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

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

Potesta Revised Proposal for Phase I (South Jefferson Elementary School) - Review & Consideration

Attachments:

Revised Proposal for Phase I-South Jefferson Elementary School.pdf

VIA EMAIL AND HAND DELIVERED

October 12, 2026

Mr. Paul Mantello
Utility General Manager
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, West Virginia 25414

Re: Revised Proposal for Professional Engineering Services
Phase I - South Jefferson Elementary School
Summit Point Regional Utility Corridor Initiative
Project No. 0103-26-0107

Dear Mr. Mantello:

Potesta & Associates, Inc. (POTESTA) extends our thanks to you and the Charles Town Utility Board (CTUB) for selecting POTESTA to submit a proposal for engineering services for the Summit Point Regional Utility Corridor Initiative (SPRUCI). This revised proposal is in response to your Request for Proposal Summit Point Regional Utility Corridor Initiative dated August 31, 2026, and conversations with Messrs. Dana Burns and Joe Knechtel.

INTRODUCTION

The SPRUCI describes a multi-phased project with multiple alternatives for extending utilities to potential new customers in the Charles Town area. The project and subsequent proposal will include engineering services for the following facets:

- Extension of water and wastewater services to the South Jefferson Elementary School. Phase I of the SPRUCI will include Preliminary Engineering Reports (PERs) and initial applications for the West Virginia state revolving funds for each. This phase includes a detailed evaluation of the existing water treatment and distribution system along with the wastewater treatment and collection system. Phase I will be developed as part of the larger SPRUCI project, considering the following for the overall corridor infrastructure:
    - Alignments
    - Pipe sizing
    - Pressures
    - Pumping

  - Water storage
  - Other factors that affect long term development.

- Extension of water and wastewater services to the Summit Point Motor Park and its associated businesses. Evaluation of on-site alternatives will be made.

- Extension of water, wastewater, and reclaimed water services to a potential data center just north of the motor park.

- Alternative analyses for future expansion of the CTUB water, wastewater, and reclaimed water services:

  - Full regional corridor to include a potential data center.
  - Package plants for wastewater and water treatment at the Summit Point Motorsports Park. This alternative will include an evaluation of closed loop and hybrid closed loop/evaporative systems for cooling at the proposed data center.
  - Extending CTUB services to the South Jefferson Elementary School and decentralized treatment at the Summit Point Motorsports Park, but no data center.
  - Extending CTUB services to the South Jefferson Elementary School and Summit Point Motorsports Park, but no data center.

- Evaluation of the alternatives and a recommended long-term plan for CTUB in the corridor. The evaluation will be driven by CTUB criteria:
  - Affordability & Financial Sustainability – Top Priority
  - "Growth Pays for Growth" – Top Priority
  - Maximizing Public Value – Top Priority
  - Opportunity Readiness & Flexibility – High Priority
  - Projected Growth and Demand – High Priority
  - Environmental Responsibility - High Priority
  - Implementation Risk & Constructability – High Priority
  - Regional & Intergenerational Value – High Priority
  - Expected deliverable – Alternative evaluation matrix and recommendation.

- PER to support funding applications and serve as a decision document.

- Grant research, funding strategy, and acquisition assistance.

- Implementation map and phasing plan.

- Stakeholder, agency, and funding coordination.

PHASE I SCOPE OF SERVICES

Due to funding deadline time constraints, POTESTA recommended to CTUB that we submit a proposal for the Phase I portion of the SPRUCI then follow with a second proposal for the remaining phases. The proposal for the remaining phases will be submitted to CTUB on or before October 14, 2026.

POTESTA will provide engineering services to CTUB to complete Phase I of the SPRUCI. Phase I will be the preparation, submittal, and follow-up of PER, funding applications, and Facilities Plan as follows:

- POTESTA will prepare a PER for a waterline extension from the end of the existing waterline on Summit Point Road where it enters the Tuscawilla Locust Hill development to the South Jefferson Elementary School. The PER will contemplate installation that will include service connections to residences and commercial properties who have signed water user agreements and can be served directly from the new main.

- POTESTA will prepare a PER for a wastewater collection line from the end of the existing line near 1200 West Washington Street in Charles Town to South Jefferson Elementary School. The PER will contemplate installation that will include service connections to residences and commercial properties located within 300 feet of new wastewater main. The service connections to be provided will be those that are practical and economical, taking into consideration the proximity of gravity mains versus force mains and the need for rights-of-way to access the properties from the main location. It is noteworthy that the use of CWSRF will require submittal of a Facilities Plan for the project. The Facilities Plan is not included in this proposal but will be included in the subsequent phase proposal.

- POTESTA will complete a Project Priority List (PPL) funding application for the waterline extension to the West Virginia Department of Environmental Protection (WVDEP) for funds from the Drinking Water Treatment Revolving Fund (DWTRF). The application will include a component addressing per- and polyfluoroalkyl substances (PFAS).

- POTESTA will complete a PPL funding application for the wastewater collection extension to the WVDEP for funds from the CWSRF. The application will include a component addressing PFAS.

- POTESTA will prepare and submit a Facilities Plan for the wastewater extension to the WVDEP.

The preparation, submittal, and follow-up process for the PERs will include POTESTA's attendance at the public meetings of the West Virginia Infrastructure and Jobs Development Council's (WVIJDC) Technical Review & Funding Committee (TRFC) meetings that have said PERs on the

agenda. POTESTA will respond to questions at the meeting(s) verbally and in writing, if necessary. In addition, POTESTA will respond to comments published by TRFC verbally or in writing, if necessary. POTESTA will continue to take these actions until WVIJDC makes a formal decision regarding the PER.

For the preparation, submittal and follow-up process for the funding applications and Facilities Plan, POTESTA will respond to review comments/questions from WVDEP. The response will be verbal or written as appropriate to advance the application. POTESTA will continue to take these actions until WVDEP makes a formal decision regarding the application.

COST AND SCHEDULES

The schedules for the tasks of Phase I are provided in **Attachment A** and include:

- Waterline extension
- PPL application for waterline extension
- Wastewater collection system extension
- PPL application for wastewater collection system extension
- Facilities Plan for the wastewater collection system extension.

The total compensation for the Phase I services described herein shall be a fixed lump sum not to exceed $155,000, consisting of $67,500 for the water scope and $87,500 for the wastewater scope. No compensation exceeding these amounts shall be incurred without prior written authorization by CTUB. Our services will be invoiced in accordance with the attached rate schedule (**Attachment B**).

POTESTA's services are offered in accordance with the standard Engineers Joint Contract Documents Committee (EJCDC) Agreement Between Owner and Engineer for Professional Services – Task Order Edition, Task Order No. 1 and Task Order No. 2 to the same, submitted to CTUB separately.

We will invoice monthly on a percent completion basis. Please complete the invoice routing information below to include the name and address to whom the invoice should be sent and any individuals that should receive copies.

CLOSING

POTESTA looks forward to providing services to CTUB on this project. The POTESTA team has extensive experience and the working knowledge of the different facets of the various funding and construction considerations involved.

If you have questions, please feel free to contact me at kjknecthel@potesta.com or 540-247-2950 or Project Engineer, David Altizer at daltizer@potesta.com or 304-673-4915.

Again, thank you for your consideration.

Respectfully,

POTESTA & ASSOCIATES, INC.

K. Joe Knechtel, PE
Branch Manager

KJK:DA/mh

Attachments

AUTHORIZATION (Signature Required to Proceed)	
Signature	**Date**

POTESTA Invoice Routing Information (Client to Complete)	
Name:	Title:
Mailing Address:	
Telephone:	Email:
Copies to:	
☐ Check here if invoice addressee/address is same as proposal.	

Project No. 0103-26-0107

ATTACHMENT A

Charles Town Utility Board
Summit Point Regional Utility Corridor Initiative
Preliminary Engineering Report

Phase I - Water				
Activity	**Start Date**	**Completion Date**	**Comments**	**Responsible Party**
Kickoff meeting	2nd week of October 2026	2nd week of October 2026	Objectives, schedule, decision points, communication protocols	CTUB/POTESTA
Research	Last week of September 2026	1st week of November 2026	Existing system data, school water usage, general data for PERll, ROW needs determination	CTUB/POTESTA
Layout and alternative evaluations	2nd week of October 2026	2nd week of November 2026	Initial layouts, evaluate alternatives, determine recommendation for alternative	POTESTA
Draft project schedule	2nd week of November 2026	Last week of November 2026	From PER submittal to final completion	POTESTA
Cost projections	2nd week of November 2026	2nd week of December 2026	Cost projections for all alternatives	POTESTA
Determine proposed project funding	2nd week of December 2026	1st week of January 2027	Requires interaction with funding agencies and Region 9	POTESTA
Create documents for PER	2nd week of January 2027	2nd week of January 2027	Introd, Current & Future Situations, Alternatives, Environmental, Public Health, PSC and 5G Compliance, Eng Summary, Map	POTESTA
Compile prepare PER for final submittal	3rd week of January 2027	1st week of February 2027	Includes internal review	POTESTA
Client review of PER	1st week of February 2027	2nd week of February 2027	CTUB and POTESTA will designate representatives so they can communicate via e-mail or telephone during this step	CTUB
Submit Engineering PER to WVIJDC	2/10/27	2/10/27	February 2027 deadline for PER submittals that month	POTESTA

Phase I - Sewer				
Activity	**Start Date**	**Completion Date**	**Comments**	**Responsible Party**
Kickoff meeting	2nd week of October 2026	2nd week of October 2026	Objectives, schedule, decision points, communication protocols	CTUB/POTESTA
Research	Last week of September 2026	1st week of November 2026	Existing system data, school water usage, general data for PERll, ROW needs determination	CTUB/POTESTA
Layout and alternative evaluations	2nd week of October 2026	2nd week of November 2026	Initial layouts, evaluate alternatives, determine recommendation for alternative	POTESTA
Draft project schedule	2nd week of November 2026	Last week of November 2026	From PER submittal to final completion	POTESTA
Cost projections	2nd week of November 2026	2nd week of December 2026	Cost projections for all alternatives	POTESTA
Determine proposed project funding	2nd week of December 2026	1st week of January 2027	Requires interaction with funding agencies and Region 9	POTESTA
Create documents for PER	2nd week of January 2027	2nd week of January 2027	Introd, Current & Future Situations, Alternatives, Environmental, Public Health, PSC and 5G Compliance, Eng Summary, Map	POTESTA
Compile prepare PER for final submittal	3rd week of January 2027	1st week of February 2027	Includes internal review	POTESTA
Client review of PER	1st week of February 2027	2nd week of February 2027	CTUB and POTESTA will designate representatives so they can communicate via e-mail or telephone during this step	CTUB
Submit Engineering PER to WVIJDC	2/10/27	2/10/27	February 2027 deadline for PER submittals that month	POTESTA

Charles Town Utility Board
Summit Point Regional Utility Corridor Initiative
Funding Application - CWSRF

Phase I - Water				
Activity	**Start Date**	**Completion Date**	**Comments**	**Responsible Party**
Kickoff meeting	2nd week of October 2026	2nd week of October 2026	Objectives, schedule, decision points, communication protocols	CTUB/POTESTA
Obtain system data	Last week of September 2026	2nd week of October 2026	Current volumes, excess capacity, water, sewer, reclaimed water, GIS, financial (planning and capital improvement)	CTUB/POTESTA
Capital cost projections	2nd week of November 2026	4th week of November 2026	Alternative 1 only	POTESTA
Determine proposed project funding	2nd week of December 2026	1st week of January 2027	Requires interaction with funding agencies and Region 9	POTESTA
Submit Project Priority List application to WVDEP	1st week of February 2027	2/26/27	Required before DWTRF funding will be considered	POTESTA

Phase I - Sewer				
Activity	**Start Date**	**Completion Date**	**Comments**	**Responsible Party**
Kickoff meeting	2nd week of October 2026	2nd week of October 2026	Objectives, schedule, decision points, communication protocols	CTUB/POTESTA
Obtain system data	Last week of September 2026	2nd week of October 2026	Current volumes, excess capacity, water, sewer, reclaimed water, GIS, financial (planning and capital improvement)	CTUB/POTESTA
Capital cost projections	2nd week of November 2026	4th week of November 2026	Alternative 1 only	POTESTA
Determine proposed project funding	2nd week of December 2026	1st week of January 2027	Requires interaction with funding agencies and Region 9	POTESTA
Submit Project Priority List application to WVDEP	1st week of January 2027	1/29/27	Required before CWSRF funding will be considered	POTESTA

Charles Town Utility Board
Summit Point Regional Utility Corridor Initiative
Facilities Plan

Phase I - Sewer				
Activity	**Start Date**	**Completion Date**	**Comments**	**Responsible Party**
Obtain approval of Preliminary Engineering Report (PER)	2/26/27	4/7/2027*	Objectives, schedule, decision points, communication protocols	POTESTA
Completion and submission of Facilities Plan	TBD	30 days after PER approval by WVIJDC	Current volumes, excess capacity, water, sewer, reclaimed water, GIS, financial (planning and capital improvement)	POTESTA

* The earliest date that the West Virginia Infrastructure and Jobs Development Council (WVIJDC) will approve the PER. This date is contingent upon WVIJDC actions and is beyond POTESTA's control. Therefore this completion date is an estimate only, not a fixed deadline.

ATTACHMENT B

POTESTA & ASSOCIATES, INC.

2026 RATE SCHEDULE

Principal	$280 - $360/hour
Chief Engineer/Scientist	$220 - $280/hour
Senior Engineer/Scientist	$90 - $230/hour
Staff Engineer/Scientist	$85 - $130/hour
Engineer/Scientist	$60 - $115/hour
Professional Surveyor	$110 - $160/hour
Senior Technician	$65 - $110/hour
Technician	$45 - $80/hour
Two-Man Survey Crew	$160/hour
Three-Man Survey Crew	$215/hour
Senior CADD Designer	$105 - $135/hour
CADD Designer	$55 - $110/hour
Clerical Support	$55 - $140/hour

(Any changes in hourly rates will be made on January 1 of each year.)

NOTE: Engineer/Scientist includes engineer, scientist, technical designers, engineering associates, planners, health and safety specialists, and information technologists.

Rev. 1/2/2026

POTESTA & ASSOCIATES, INC.
FIELD EQUIPMENT RENTAL RATE SHEET

Description	Rate		
	Per Unit	Day	Week[1]
1-Point Proctor Kit	N/A	$20.00	$75.00
12' Motorized Boat (includes fuel)	N/A	$300.00	$700.00
16' Motorized Boat (includes fuel)	N/A	$500.00	$2,000.00
22"x34" and 24"x36" Black and White Plots	$2.50	N/A	N/A
22"x34" and 24"x36" Color Plots	$10.00	N/A	N/A
30"x42" Black and White Plots	$3.50	N/A	N/A
30"x42" Color Plots	$12.00	N/A	N/A
4-Gas Meter	N/A	$85.00	$275.00
Air Meter (Concrete)	N/A	$25.00	N/A
Air Purifying Respirator with Cartridges	N/A	$25.00	N/A
Automated Composite Sampler	N/A	$95.00	$350.00
Bladder Pump with Controller and Compressor	N/A	$200.00	$800.00
Bomb Water Sampler	N/A	$25.00	$75.00
Chlorine Meter	N/A	$25.00	$75.00
Company Vehicles - Car (includes fuel)	N/A	$155.00	$620.00
Company Vehicles - Truck/Van/SUV (includes fuel)	N/A	$175.00	$765.00
Company Vehicles - Truck/Van/SUV (includes fuel) with Trailer	N/A	$205.00	$1,025.00
Cone Penetrometer	N/A	$125.00	N/A
CORMIX/CorHyd Software Utilization (per run)	$300.00	N/A	N/A
Depth and Velocity Flow Meter	N/A	$80.00	N/A
Electro Fishing Equipment	N/A	$100.00	$350.00
Field Data Interface Unit (for Data Loggers)	N/A	$50.00	N/A
Flow Cell for Water Quality Meter	N/A	$20.00	$50.00
Generator	N/A	$30.00	$120.00
Hand Auger	N/A	$10.00	$30.00
Handheld GPS	N/A	$30.00	N/A
Inclinometer	N/A	$500.00	N/A
Interface Probe	N/A	$55.00	$120.00
Internal Color Copies	$1.00	N/A	N/A
Kemmerer Water Sampler	N/A	$25.00	$75.00
Laser Range Finder	N/A	$20.00	N/A
Level Loggers	N/A	$50.00	$200.00
Level Loggers (Reader)	N/A	$50.00	N/A
Lodging	N/A	$140.00	N/A
Low-Flow DC Purge Pump with Controller	N/A	$75.00	$300.00
Manual Direct-Push Sampler	N/A	$50.00	$200.00
Nets/Aquatic Samplers/Miscellaneous Equipment	N/A	$50.00	$150.00
Nuclear Gauge	N/A	$150.00	$350.00
Opacity Kit	N/A	$10.00	N/A

Description	Rate		
	Per Unit	Day	Week[1]
Other	Cost + 12%	Cost + 12%	N/A
Other Boat Rental	Cost + 12%	Cost + 12%	Cost + 12%
Ponar Sampler	N/A	$25.00	$75.00
PH/Temperature/Conductivity Meter	N/A	$75.00	$250.00
pH/Temperature/Conductivity Meter/DO/ORP Meter	N/A	$125.00	$500.00
PID/FID	N/A	$100.00	$400.00
Sludge Sampler	N/A	$20.00	$75.00
Small Row Boat	N/A	$125.00	$300.00
Speedy Moisture Gauge	N/A	$30.00	N/A
Sub-Meter GPS Unit	N/A	$150.00	$500.00
Surface Velocity Meter (SVR)	N/A	$90.00	N/A
Temperature Loggers	N/A	$10.00	$35.00
Temperature Loggers (Reader)	N/A	$50.00	N/A
Treatability Study Equipment	N/A	$200.00	$800.00
Turbidity Meter	N/A	$25.00	$75.00
UTV	N/A	$100.00	$375.00
Vehicle Mileage (if daily rates are not used)	IRS Rate + 12%	N/A	N/A
Water Level Indicator	N/A	$35.00	$75.00
Whale Pump System	N/A	$35.00	$100.00

(Any changes in rates will be made January 1 of each year.)

[1] **Weekly rental rate implies calendar week.**

POTESTA & ASSOCIATES, INC.
FIELD SUPPLY RATE SHEET

Description	Rate	
	Per Unit	Day
2" Free Product Absorbent Socks (2')	$6.00	N/A
4" Free Product Absorbent Socks (2')	$8.00	N/A
24"-36" Passive Diffusion Sampler Bladder and Deionized Water (Excludes Sampler Harness)	$40.00	N/A
55-Gallon Steel Drum	$75.00	N/A
Asbestos Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Plastic Bags, Etc.	N/A	$35.00
Benthic Survey Supplies (Per Sample) Forms, Containers, Ethyl Alcohol, Nitrile Gloves, Flagging, Distilled Water, Decon Supplies, Marking Utensils, Plastic Bags	$35.00	N/A
Bentonite (50 lb. Bag)	$20.00	N/A
Bladder Pump Sampling Supplies (Bladders, Grab Plates, Tubing) - Per Well	$30.00	N/A
Concrete Testing Supplies	$25.00	N/A
Discharge Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Disposable Bailers 3' (1.5" diameter)	$9.00	N/A
Disposable Bailers 3' (0.75" diameter)	$6.50	N/A
Disposable Bailers 7' (1.5" diameter)	$12.50	N/A
Fish Survey Supplies (Per Site Per Day) Buckets, Waders, Bottles, Formalin, Ethyl Alcohol, Forms, Marking Utensils, Plastic Bags	$35.00	N/A
Groundwater Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
GW Filters	$17.50	N/A
HGM Stream Assessment Supplies Tape, Clinometer, Densiometer, Diameter Tape, Flagging, Quadrat, Etc.	N/A	$25.00
Other	Cost + 12%	N/A
Petroleum Soil Field Test Kit (Per Sample)	$45.00	N/A
Soil Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Stream Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Stream Delineation Supplies Hip Chain, Clinometer, Flagging, Forms, Etc.	N/A	$20.00
Survey Supplies Hubs, Stakes, Flagging, Iron Pins, Monuments, Marking Paint, Traffic Control	N/A	$25.00
Wetland Delineation Supplies Flagging, Forms, Reference Materials, Plastic Bags, Etc.	N/A	$20.00

(Any changes in rates will be made January 1 of each year.)

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Potesta Proposal for Phase II - Phase VIII - Review & Consideration

Attachments:

Proposal for Engineering Services Phases II through VII.pdf

VIA EMAIL ONLY

October 14, 2026

Mr. Paul Mantello
Utility General Manager
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, West Virginia 25414

Re: Proposal for Professional Engineering Services, Phases II through VIII
Summit Point Regional Utility Corridor Initiative
Project No. 0103-26-0107

Dear Mr. Mantello:

Potesta & Associates, Inc. (POTESTA) extends our thanks to you and the Charles Town Utility Board (CTUB) for selecting POTESTA to submit a proposal for engineering services for the Summit Point Regional Utility Corridor Initiative (INITIATIVE). The proposal is in response to your Request for Proposal "Summit Point Regional Utility Corridor Initiative dated August 31, 2026 (Request), and conversations with Messrs. Dana Burns and Joe Knechtel.

INTRODUCTION

The INITIATIVE describes a multi-phased project with multiple alternatives for extending utilities to potential new customers in the Charles Town/Summit Point area. The project and subsequent proposal will study phase include engineering services for the following facets:

- Extension of water and wastewater services to the South Jefferson Elementary School. Phase I of the INITIATIVE will include Preliminary Engineering Reports (PERs) and initial applications for the West Virginia State revolving funds for each. This phase includes a detailed evaluation of the existing water treatment and distribution system along with the wastewater treatment and collection system. (This Phase I proposal has already been submitted to CTUB).

- Extension of water and wastewater services to the Summit Point Motorsports Park (SPMP) and its associated businesses. Evaluation of on-site alternatives will be made.

- Extension of water, wastewater, and reclaimed water services to a potential data center just north of the motor park.

- Alternative analyses for future expansion of the CTUB water, wastewater, and reclaimed water services.
  - Full regional corridor to include a potential data center.
  - Package plants for wastewater and water treatment at the SPMP. This alternative will include an evaluation of closed loop and hybrid closed loop/evaporative systems for cooling at the proposed data center.
  - Extending CTUB services to the South Jefferson Elementary School and decentralized treatment at the SPMP, but no data center.
  - Extending CTUB services to the South Jefferson Elementary School and SPMP, but no data center.

- Evaluation of the alternatives and a recommended long-term plan for CTUB in the corridor. The evaluation will be driven by CTUB criteria:

  - Affordability & Financial Sustainability
  - "Growth Pays for Growth"
  - Maximizing Public Value
  - Opportunity Readiness & Flexibility
  - Projected Growth and Demand
  - Environmental Responsibility
  - Implementation Risk & Constructability
  - Regional & Intergenerational Value
  - Expected deliverable – Alternative evaluation matrix and recommendation.

- Evaluate community concerns, determine mitigation measures, publish public benefits, and engage the community.

- PER to support funding applications and serve as a decision document.

- Grant research, funding strategy, and acquisition assistance.

- Implementation map and phasing plan.

- Stakeholder, agency, and funding coordination.

SCOPE OF SERVICES

Phase II Scope of Services

POTESTA will provide CTUB engineering services to complete Phase II of the INITIATIVE. Phase II will be an engineering evaluation of the existing utility systems and potential utility service

into the Summit Point Regional Utility Corridor. Engineering services will include the following tasks:

- POTESTA will evaluate the existing water transmission and distribution systems to establish the future expansion of the system. For the purpose of this evaluation, the proposed Phase I waterline extension will be included as part of the existing system. The evaluation will specifically address expansion to and service for the SPMP and its associated facilities as well as the proposed data center.

- POTESTA will evaluate the existing wastewater collection and transmission system to establish the future expansion of the system. For the purpose of this evaluation, the proposed Phase I wastewater collection extension will be included as part of the existing system. The evaluation will specifically address expansion to and service for the SPMP and its associated facilities as well as the proposed data center.

- POTESTA will determine the hydraulic factors and capacity of the water transmission and distribution system, the capacity of the existing water treatment plant (WTP), and the fire flow situation including storage. This task will include creating or upgrading the hydraulic model for the system.

- POTESTA will determine the capacity of the wastewater collection and transmission system that will connect to future expansion in the Summit Point Utility Corridor. The capacity of the existing wastewater treatment plant (WWTP) will also be determined.

- POTESTA will locate and evaluate potential regional connection points for the water system.

- POTESTA will evaluate and recommend the potential for a reclaimed water system. The evaluation will include:

    - Capacity/quantity of the proposed system
    - Storage requirements
    - Pumping factors/parameters
    - Quality requirements - potential consumers and regulators
    - Facility improvements necessary to generate reclaimed water.

- POTESTA will develop initial alignments for potential waterline extensions.

- POTESTA will create maps to show the initial alignments for potential waterline extensions.

- POTESTA will develop potential customer counts for each of the potential waterline extensions.

- POTESTA will develop initial alignments for potential wastewater collection line extensions.

- POTESTA will create maps to show the initial alignments for potential wastewater collection line extensions.

- POTESTA will develop potential customer counts for each of the potential wastewater collection line extensions.

- POTESTA will evaluate the following issues for each of the potential waterline extensions:
  - Environmental
  - Property
  - Roads/railroads
  - Utility conflict
  - Topography
  - Geotechnical factors

- POTESTA will evaluate the following issues for each of the potential wastewater collection line extensions:

  - Environmental
  - Property
  - Roads/railroads
  - Utility conflict
  - Topography
  - Geotechnical factors

- POTESTA will procure or develop and provide Geographic Information System (GIS) mapping for the project area.

The Phase II scope of services will include the following deliverables:

- Existing Conditions and System Capacity Technical Memorandum
- Hydraulic capacity analysis (Model)
- GIS exhibits for corridor
- Constraints/opportunities map

Phase III Scope of Services

POTESTA will provide engineering services to analyze different alternatives for expanding water and wastewater utility services into the Summit Point Regional Utility Corridor. CTUB has specified four alternatives for waterline extensions, four alternatives for wastewater collection system extensions, and two alternatives for creating a reclaimed water system in the corridor. In

addition, POTESTA will evaluate other alternatives POTESTA derives during the Phase II evaluation of the INITIATIVE.

The alternatives specified by CTUB in the Request are described below:

WATER

Alternative 1 - Construct a waterline extension from the end of the existing waterline on Summit Point Road where it enters the Tuscawilla Locust Hill development to the South Jefferson Elementary School. Note that the engineering services for the PER for the extension to the South Jefferson Elementary School will be completed as Phase I (covered under a separate proposal). Construct a waterline extension from the South Jefferson Elementary to the SPMP and the proposed data center. The evaluation will contemplate installation that will include service connections to residences and commercial properties who have signed water user agreements and can be served directly from the new main.

Alternative 2 – Construct a decentralized/package water treatment plant at or near SPMP to provide water for SPMP and the proposed data center. In addition to potable water, the evaluation will consider providing cooling water to the data center. Included will be an engineering evaluation of hybrid closed-loop/evaporative scenarios with cooling water demands for each scenario. In addition to the water treatment plant, POTESTA will evaluate the potential raw water source(s) for Alternative 2.

Alternative 3 - Construct a waterline extension from the end of the existing waterline on Summit Point Road where it enters the Tuscawilla Locust Hill development to the South Jefferson Elementary School. Note that the engineering services for the PER for the extension to the South Jefferson Elementary School will be completed as Phase I (covered under a separate proposal) - Construct a decentralized/package water treatment plant at or near SPMP to provide water for SPMP. In addition to the water treatment plant, POTESTA will evaluate the potential raw water source(s) for Alternative 3. The data center is not included in this alternative.

Alternative 4 - Construct a waterline extension from the end of the existing waterline on Summit Point Road where it enters the Tuscawilla Locust Hill development to the South Jefferson Elementary School. Note that the engineering services for the PER for the extension to the South Jefferson Elementary School will be completed as Phase I (covered under a separate proposal) - Construct a waterline extension from the South Jefferson Elementary to the SPMP. The evaluation will contemplate installation that will include service connections to residences and commercial properties who have signed water user agreements and can be served directly from the new main. The data center is not included in this alternative.

WASTEWATER

Alternative 1 - Construct a wastewater collection system extension from the end of the existing system near 1200 West Washington Street in Charles Town to South Jefferson Elementary School. Note that the engineering services for the PER for the extension to the South Jefferson Elementary School will be completed as Phase I (covered under a separate proposal) - Construct a wastewater collection system extension from the South Jefferson Elementary to the SPMP and the proposed data center. The evaluation will contemplate installation that will include service connections to residences and commercial properties located within 300 feet of the new wastewater main. The service connections to be provided will be those that are practical and economical, taking into consideration the proximity of gravity mains versus force mains and the need for rights-of-way to access the properties from the main location. An evaluation of the existing WWTP, its capacity, and modifications to upgrade capacity, if necessary, will be included in this alternative's evaluation.

Alternative 2 - Construct a decentralized/package wastewater treatment plant at or near SPMP to provide wastewater collection and treatment for SPMP and the proposed data center.

Alternative 3 - Construct a wastewater collection system extension from the end of the existing system near 1200 West Washington Street in Charles Town to South Jefferson Elementary School. Note that the engineering services for the PER for the extension to the South Jefferson Elementary School will be completed as Phase I (covered under a separate proposal) - Construct a decentralized/package wastewater treatment plant at or near SPMP to provide wastewater collection and treatment for SPMP. The data center is not included in this alternative.

Alternative 4 - Construct a wastewater collection system extension from the end of the existing system near 1200 West Washington Street in Charles Town to South Jefferson Elementary School. Note that the engineering services for the PER for the extension to the South Jefferson Elementary School will be completed as Phase I (covered under a separate proposal) - Construct a wastewater collection system extension from the South Jefferson Elementary to the SPMP. The evaluation will contemplate installation that will include service connections to residences and commercial properties located within 300 feet of new wastewater main. The service connections to be provided will be those that are practical and economical, taking into consideration the proximity of gravity mains versus force mains and the need for rights-of-way to access the properties from the main location. An evaluation of the existing WWTP, its capacity, and modifications to upgrade capacity, if necessary, will be included in this alternative's evaluation.

RECLAIMED WATER

Alternative 1 – Create a reclaimed water system at CTUB and provide reclaimed water to the proposed data center for cooling. This alternative requires a modification of the existing WWTP to generate reclaimed water, construction of a pumping system, and construction of infrastructure to transmit the reclaimed water to the data center.

Alternative 2 - Construct a decentralized/package wastewater treatment plant at or near SPMP to provide wastewater collection and treatment for SPMP and the proposed data center. The plant will be designed and constructed to generate reclaimed water. Construction of a pumping system and infrastructure to transmit the reclaimed water to the data center will be required.

To facilitate the analysis, POTESTA will provide engineering services to determine/calculate the following information for each alternative:

- Cost projections
- Annual operating and maintenance costs (O&M)
- Major life cycle/replacement costs
- Energy requirements
- Staffing requirements
- Useful life projections/considerations
- Funding projections to include developer contributions, public funds, CTUB contribution.
- Expenditure schedule
- Recommended lifecycle analysis period and methodology

There are no deliverables required by Phase III. The data, information, and associated documentation will be provided in the Phase IV deliverables.

Phase IV Scope of Services

POTESTA will provide engineering services to demonstrate the analysis performed in Phase III, select criteria to evaluate the various alternatives, and to recommend the preferred plan. The requirements of Phase IV will be met in the following manner:

- Develop a matrix for the evaluation of the various alternatives. The scoring/weighting factors for the matrix will in general be based on the guidelines provided by CTUB in the Request as follows:

    - Affordability & Financial Sustainability – Top Priority
    - "Growth Pays for Growth" – Top Priority
    - Maximizing Public Value – Top Priority
    - Opportunity Readiness & Flexibility – High Priority
    - Projected Growth and Demand – High Priority
    - Environmental Responsibility - High Priority
    - Implementation Risk & Constructability – High Priority
    - Regional & Intergenerational Value – High Priority

- Apply each alternative and its information determined during the Phase III evaluation to the matrix.

- Identify the preferred alternative.

- Develop an implementation plan. The plan will include funding, design, and construction.

The Phase IV scope of services will include the following deliverables:

- Alternatives evaluation matrix
- Recommended alternative
- Recommended phased implementation strategy.

These deliverables will be presented in an Engineering Study and Report format.

Phase V Scope of Services

POTESTA will provide engineering services to evaluate community concerns associated with the INITIATIVE and to design the public utility infrastructure that may support future development in the corridor. CTUB will provide relevant concerns raised through public meetings, stakeholder discussions, written comments, and other available community input. POTESTA will evaluate reasonable utility-related measures that could avoid, minimize, or mitigate those concerns while maximizing broader public benefits.

To accomplish the goals of Phase V, POTESTA will perform the following tasks:

- Categorize community concerns regarding groundwater resources, surface water resources, potable water consumption, reclaimed-water use, wastewater generation and treatment, stream and watershed impacts, drought and water availability, infrastructure capacity, reliability and redundancy, fire protection, construction impacts, environmental protection, taxpayer impacts, and broader community benefits. The concerns will be provided by CTUB.

- Review stakeholder and public input - to be provided by CTUB through Jefferson County's Good Neighbor Data Center Guardian initiative and other public or stakeholder processes.

- Develop a Community Concerns and Mitigation Matrix for each alternative analyzed during Phase III.

- Evaluate water resources strategies, including opportunities to minimize potable water demand, avoid or reduce reliance on groundwater, maximize technically and economically feasible reclaimed-water utilization, improve water-use efficiency, and maintain adequate capacity and reliability for existing CTUB customers.

- Evaluate environmental benefits and impacts to include reduction in wastewater effluent discharge associated with reclaimed-water reuse, potential reductions in nutrient loading, effects on water and wastewater system demands, and other potential water-resource and watershed benefits.

- Evaluate public infrastructure and community benefits, including improvements to regional water and wastewater infrastructure, fire flow, reliability, service to South Jefferson Elementary School and SPMP, intermediate customer connections, future regional service opportunities, and improvements that retain useful public value if individual development projects are delayed or do not proceed.

- Evaluate ratepayer and financial considerations associated with potential mitigation and community-benefit measures including appropriate allocation costs among the developer, CTUB, grant or other public funding sources. Consideration of CTUB's "Growth Pays for Growth" objective will be given.

- Recommend performance indicators for mitigation measures and public benefits. Measurables to include potable water conserved, reclaimed water utilized, wastewater discharge avoided, nutrient loading reduced, additional fire-flow capacity, infrastructure investment, new customers served, developer contributions, projected financial effects on CTUB and its existing customers.

The Phase V scope of services will include the following deliverables:

- Community Concerns and Mitigation Matrix
- Public Benefits Analysis – Engineering Report
- Public engagement materials
- Incorporate into the Alternatives Matrix (Phase IV) and Preliminary Engineering Report (Phase VI)
    - Mitigation measures
    - Public benefits
    - Community concerns

Phase VI Scope of Services

POTESTA will provide CTUB engineering services to complete Phase VI of the INITIATIVE. Phase VI will be the preparation, submittal, and follow-up of PERs and funding applications as follows:

- POTESTA will prepare a PER for waterline extensions into the Summit Point Regional Utility Corridor. The existing system will be evaluated for its capability for expansion and means of increasing the same if necessary. The Summit Point Regional Utility Corridor will

be evaluated for potential future water service. Several alternatives for providing water services in the corridor will be evaluated during Phase I through Phase IV of the INITIATIVE as described in the Phase I proposal and this proposal. POTESTA will recommend an alternative, and CTUB will select their preferred alternative. The PER will specify the preferred alternative and include details on at least two other alternatives. The PER will be prepared in the format mandated by the West Virginia Infrastructure and Jobs Development Council (WVIJDC).

- POTESTA will prepare a PER for extensions of the wastewater collection and treatment system into the Summit Point Regional Utility Corridor. The existing system will be evaluated for its capability for expansion and means of increasing the same if necessary. The Summit Point Regional Utility Corridor will be evaluated for potential future wastewater service. Several alternatives for providing wastewater services in the corridor will be evaluated during Phase I through Phase IV of the INITIATIVE as described in the Phase I proposal and this proposal. POTESTA will recommend an alternative and CTUB will select their preferred alternative. The PER will specify the preferred alternative and include details on at least two other alternatives. The PER will be prepared in the format mandated by the WVIJDC.

The preparation, submittal, and follow-up process for the PERs will include POTESTA's attendance at the WVIJDC's Technical Review & Funding Committee (TRFC) meetings that have said PERs on the agenda. POTESTA will respond to questions at the meeting(s) verbally and in writing, if necessary. In addition, POTESTA will respond to comments published by TRFC verbally or in writing, if necessary. POTESTA will continue to take these actions until WVIJDC makes a formal decision regarding the PER.

The PERs will be structured so that, with reasonable program-specific updates, they can support applications to state and federal funding agencies and also function as a clear decision document for CTUB's Board and project stakeholders.

Phase VII Scope of Services

POTESTA will provide engineering services to assist CTUB in identifying, pursuing, and securing outside funding for eligible components of the project. Because the number and complexity of funding applications are not known at this time, funding research and strategy are included in the base scope of services of this proposal, but grant/application preparation will be priced separately through defined task authorizations.

The engineering tasks for funding research and strategy are as follows:

- Identify potentially applicable federal, state, regional, and other grant, loan, forgivable-loan, earmark, and infrastructure-financing programs.

- Evaluate CTUB/project eligibility, eligible project components, matching requirements, timing, prerequisites, and likely competitiveness.

- Prepare a Funding Opportunity Matrix identifying program, administering agency, eligible costs, likely funding range where reasonably ascertainable, match requirements, application cycle/deadline, prerequisites, and recommended project phase.

- Recommend project segmentation and phasing that may improve funding eligibility or permit stacking of multiple funding sources.

- Identify opportunities to combine public funding, CTUB funds, developer contributions, and other sources while supporting CTUB's Growth Pays for Growth objective.

- Coordinate, as authorized, with Region 9, WVIJDC, U. S. Economic Development Administration, USDA Rural Development, Congressional offices, and other potential funding partners.

- Prepare or assist CTUB with grant and funding applications, including engineering narratives, project descriptions, maps, cost estimates, benefit analyses, and technical supporting materials. (To be priced separately.)

- Assist in responding to technical questions and requests for additional information from funding agencies through award, when authorized.

The Phase VII scope of services will include the following deliverables:

- Funding and Grant Strategy Memorandum
- Funding Opportunity Matrix
- Recommended funding/stacking strategy by project phase
- Grant/funding application assistance (authorized and priced separately)

Phase VIII Scope of Services

POTESTA will provide engineering services to develop a practical detailed implementation and phasing plan. A basic plan will be provided during Phase IV. This phase will add detail to the implementation and phasing plan. The plan will be developed in such a manner that each recommended phase will provide useful independent value even if subsequent phases are delayed or never constructed, except for extensions that are geographically located to require a previous phase to be constructed to provide access to the system.

The following information will be developed for each phase and included in the Implementation and Phasing Plan:

- Estimated cost
- Potential funding sources
- Beneficiary/responsible party
- Major permits required
- Property/easement needs
- Prerequisites
- Approximate schedule
- Decision triggers necessary to proceed

The Phase VIII scope of services will include the following deliverable:

- Recommended Implementation and Phasing Plan

Phase XI Scope of Services

POTESTA will attend, participate in, and provide an engineering perspective to coordination meetings with the following stakeholders, agencies, and funders:

- CTUB Board
- CTUB staff
- City of Charles Town
- Jefferson County Schools/South Jefferson Elementary School
- SPMP
- Proposed data center developer and engineering team
- West Virginia Department of Commerce
- Jefferson County Commission
- Jefferson County Development Authority
- WVIJDC
- State/federal funding agencies.
- Regulatory agencies
- Other stakeholders identified during the study

Table 1 shows the number of meetings, time per meeting, and POTESTA personnel to attend (**Attachment A**).

COST PROPOSALS AND SCHEDULES

POTESTA's lump sum cost to complete each phase/task for the waterline extensions into the Summit Point Regional Utility Corridor are shown in Table 2 (**Attachment A**), and the lump sum cost to complete each phase/task for the wastewater collection and treatment system extensions into the Summit Point Regional Utility Corridor are shown in Table 3 (**Attachment A**).

We will invoice monthly on a percent completion basis. Our services will be invoiced in accordance with the attached rate schedule (**Attachment B**). Please complete the invoice routing information below to include the name and address to whom the invoice should be sent and any individuals that should receive copies.

POTESTA's services are offered in accordance with the standard Engineers Joint Contract Documents Committee (EJCDC) Agreement Between Owner and Engineer for Professional Services – Task Order Edition, submitted to CTUB separately. Please indicate your acceptance of this proposal by signing this letter below and returning it to POTESTA.

CLOSING

POTESTA looks forward to providing services to CTUB on this project. The POTESTA team has extensive experience and the working knowledge of the different facets of the various funding and construction considerations involved. If you have questions, please feel free to contact me (kjknecthel@potesta.com 540-247-2950) or Project Engineer, David Altizer (daltizer@potesta.com 304-673-4915). Again, thank you for your consideration.

Respectfully,

POTESTA & ASSOCIATES, INC.



Joe Knechtel, PE
Branch Manager

KJK:DA/mh
Enclosures

AUTHORIZATION (Signature Required to Proceed)	
_____	_____
Signature	**Date**

POTESTA Invoice Routing Information (Client to Complete)	
Name:	Title:
Mailing Address:	
Telephone:	Email:
Copies to:	
☐ Check here if invoice addressee/address is same as proposal.	

ATTACHMENT A

Table 1 – Coordination Meeting Projections			
Stakeholders, Agencies, and Funders	**Number of Meetings**	**Time (hrs.) per Meeting**	**POTESTA Team Members**
Charles Town Utility Board	20	4	Project Manager, Project Engr.
Charles Town Utility staff	6	6	Project Engineer
City of Charles Town	4	4	Project Manager
South Jeff. Elementary/Board	2	6	Project Engineer
SPMP	6	5	Project Manager, Project Engr.
Proposed data center team	8	5	Project Manager, Project Engr.
WV Department of Commerce	2	2	President, Project Manager
Jefferson County Commission	4	4	Project Manager
Jefferson Development Authority	2	4	Project Manager
WVIJDC	10	2	Project Engineer
State/federal funding agencies	8	2	Project Engineer
Regulatory agencies	8	2	Project Engineer
Other stakeholders	10	4	Project Manager, Project Engr.

Table 2 – Waterline Lump Sum Costs	
Phase	**Engineering Fee**
Phase II	$ 55,000
Phase III	$ 56,000
Phase IV	$ 70,000
Phase V	$ 135,000
Phase VI	$ 160,000
Phase VII	$ 85,000
Phase VIII	$ 30,000
Phase IX	$ 55,000

Table 3 – Wastewater System Lump Sum Costs	
Phase	**Engineering Fee**
Phase II	$ 60,000
Phase III	$ 60,000
Phase IV	$ 70,000
Phase V	$ 135,000
Phase VI	$ 160,000
Phase VII	$ 85,000
Phase VIII	$ 26,000
Phase IX	$ 34,000

ATTACHMENT B

POTESTA & ASSOCIATES, INC.

2026 RATE SCHEDULE

Principal	$280 - $360/hour
Chief Engineer/Scientist	$220 - $280/hour
Senior Engineer/Scientist	$90 - $230/hour
Staff Engineer/Scientist	$85 - $130/hour
Engineer/Scientist	$60 - $115/hour
Professional Surveyor	$110 - $160/hour
Senior Technician	$65 - $110/hour
Technician	$45 - $80/hour
Two-Man Survey Crew	$160/hour
Three-Man Survey Crew	$215/hour
Senior CADD Designer	$105 - $135/hour
CADD Designer	$55 - $110/hour
Clerical Support	$55 - $140/hour

(Any changes in hourly rates will be made on January 1 of each year.)

NOTE: Engineer/Scientist includes engineer, scientist, technical designers, engineering associates, planners, health and safety specialists, and information technologists.

Rev. 1/2/2026

POTESTA & ASSOCIATES, INC.
FIELD EQUIPMENT RENTAL RATE SHEET

Description	Rate		
	Per Unit	Day	Week[1]
1-Point Proctor Kit	N/A	$20.00	$75.00
12' Motorized Boat (includes fuel)	N/A	$300.00	$700.00
16' Motorized Boat (includes fuel)	N/A	$500.00	$2,000.00
22"x34" and 24"x36" Black and White Plots	$2.50	N/A	N/A
22"x34" and 24"x36" Color Plots	$10.00	N/A	N/A
30"x42" Black and White Plots	$3.50	N/A	N/A
30"x42" Color Plots	$12.00	N/A	N/A
4-Gas Meter	N/A	$85.00	$275.00
Air Meter (Concrete)	N/A	$25.00	N/A
Air Purifying Respirator with Cartridges	N/A	$25.00	N/A
Automated Composite Sampler	N/A	$95.00	$350.00
Bladder Pump with Controller and Compressor	N/A	$200.00	$800.00
Bomb Water Sampler	N/A	$25.00	$75.00
Chlorine Meter	N/A	$25.00	$75.00
Company Vehicles - Car (includes fuel)	N/A	$155.00	$620.00
Company Vehicles - Truck/Van/SUV (includes fuel)	N/A	$175.00	$765.00
Company Vehicles - Truck/Van/SUV (includes fuel) with Trailer	N/A	$205.00	$1,025.00
Cone Penetrometer	N/A	$125.00	N/A
CORMIX/CorHyd Software Utilization (per run)	$300.00	N/A	N/A
Depth and Velocity Flow Meter	N/A	$80.00	N/A
Electro Fishing Equipment	N/A	$100.00	$350.00
Field Data Interface Unit (for Data Loggers)	N/A	$50.00	N/A
Flow Cell for Water Quality Meter	N/A	$20.00	$50.00
Generator	N/A	$30.00	$120.00
Hand Auger	N/A	$10.00	$30.00
Handheld GPS	N/A	$30.00	N/A
Inclinometer	N/A	$500.00	N/A
Interface Probe	N/A	$55.00	$120.00
Internal Color Copies	$1.00	N/A	N/A
Kemmerer Water Sampler	N/A	$25.00	$75.00
Laser Range Finder	N/A	$20.00	N/A
Level Loggers	N/A	$50.00	$200.00
Level Loggers (Reader)	N/A	$50.00	N/A
Lodging	N/A	$140.00	N/A
Low-Flow DC Purge Pump with Controller	N/A	$75.00	$300.00
Manual Direct-Push Sampler	N/A	$50.00	$200.00
Nets/Aquatic Samplers/Miscellaneous Equipment	N/A	$50.00	$150.00
Nuclear Gauge	N/A	$150.00	$350.00
Opacity Kit	N/A	$10.00	N/A

Description	Rate		
	Per Unit	Day	Week[1]
Other	Cost + 12%	Cost + 12%	N/A
Other Boat Rental	Cost + 12%	Cost + 12%	Cost + 12%
Ponar Sampler	N/A	$25.00	$75.00
PH/Temperature/Conductivity Meter	N/A	$75.00	$250.00
pH/Temperature/Conductivity Meter/DO/ORP Meter	N/A	$125.00	$500.00
PID/FID	N/A	$100.00	$400.00
Sludge Sampler	N/A	$20.00	$75.00
Small Row Boat	N/A	$125.00	$300.00
Speedy Moisture Gauge	N/A	$30.00	N/A
Sub-Meter GPS Unit	N/A	$150.00	$500.00
Surface Velocity Meter (SVR)	N/A	$90.00	N/A
Temperature Loggers	N/A	$10.00	$35.00
Temperature Loggers (Reader)	N/A	$50.00	N/A
Treatability Study Equipment	N/A	$200.00	$800.00
Turbidity Meter	N/A	$25.00	$75.00
UTV	N/A	$100.00	$375.00
Vehicle Mileage (if daily rates are not used)	IRS Rate + 12%	N/A	N/A
Water Level Indicator	N/A	$35.00	$75.00
Whale Pump System	N/A	$35.00	$100.00

(Any changes in rates will be made January 1 of each year.)

[1] **Weekly rental rate implies calendar week.**

POTESTA & ASSOCIATES, INC.
FIELD SUPPLY RATE SHEET

Description	Rate	
	Per Unit	Day
2" Free Product Absorbent Socks (2')	$6.00	N/A
4" Free Product Absorbent Socks (2')	$8.00	N/A
24"-36" Passive Diffusion Sampler Bladder and Deionized Water (Excludes Sampler Harness)	$40.00	N/A
55-Gallon Steel Drum	$75.00	N/A
Asbestos Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Plastic Bags, Etc.	N/A	$35.00
Benthic Survey Supplies (Per Sample) Forms, Containers, Ethyl Alcohol, Nitrile Gloves, Flagging, Distilled Water, Decon Supplies, Marking Utensils, Plastic Bags	$35.00	N/A
Bentonite (50 lb. Bag)	$20.00	N/A
Bladder Pump Sampling Supplies (Bladders, Grab Plates, Tubing) - Per Well	$30.00	N/A
Concrete Testing Supplies	$25.00	N/A
Discharge Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Disposable Bailers 3' (1.5" diameter)	$9.00	N/A
Disposable Bailers 3' (0.75" diameter)	$6.50	N/A
Disposable Bailers 7' (1.5" diameter)	$12.50	N/A
Fish Survey Supplies (Per Site Per Day) Buckets, Waders, Bottles, Formalin, Ethyl Alcohol, Forms, Marking Utensils, Plastic Bags	$35.00	N/A
Groundwater Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
GW Filters	$17.50	N/A
HGM Stream Assessment Supplies Tape, Clinometer, Densiometer, Diameter Tape, Flagging, Quadrat, Etc.	N/A	$25.00
Other	Cost + 12%	N/A
Petroleum Soil Field Test Kit (Per Sample)	$45.00	N/A
Soil Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Stream Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Stream Delineation Supplies Hip Chain, Clinometer, Flagging, Forms, Etc.	N/A	$20.00
Survey Supplies Hubs, Stakes, Flagging, Iron Pins, Monuments, Marking Paint, Traffic Control	N/A	$25.00
Wetland Delineation Supplies Flagging, Forms, Reference Materials, Plastic Bags, Etc.	N/A	$20.00

(Any changes in rates will be made January 1 of each year.)

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

October 16th Phase I Kickoff Meeting with Potesta

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

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

Revised CTUB Draft Policy for Public Transparency in Agency Business, Agreements, Contracts and Engagements

Attachments:

Draft CTUB Governance, Administration, & Public Transparency Policy Manual.pdf

Charles Town Utility Board

Governance, Agreements, & Public Transparency Policy Manual

DRAFT FOR BOARD AND LEGAL COUNSEL REVIEW | October 23rd, 2026

Table of Contents

Policy #1 — Agreements, Contracts, Permits & Signatory Authorities

Policy #2 — Executive Session Limitations

Policy #3 — Disclosure of Interests, Conflicts of Interest, & Recusal

Policy #4 — Public Communication on Significant Projects

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POLICY #1: **Agreements, Permits & Signatory Authority**

1. Purpose
Establish clear requirements for approval and execution of agreements, contracts, permits, and other documents that create obligations or commitments on behalf of the Charles Town Utility Board (CTUB).

2. General Authority
The Board retains approval authority where required by law, ordinance, Board policy, or a prior Board action. The General Manager and other designated employees may execute documents within their delegated authority. No individual may execute a document that exceeds that authority or creates an obligation not otherwise authorized.

3. When Board Approval Is Required
Board approval is required before execution or submission when the proposed action:

- Is subject to a Board-approval requirement under law, ordinance, resolution, Board policy, funding condition, or an existing agreement;
- Exceeds delegated purchasing, contracting, or expenditure authority;
- Establishes a new commitment to provide or extend utility service, reserve capacity, or construct, finance, own, or operate infrastructure for a third party, unless already authorized;
- Creates an obligation inconsistent with an approved budget, Board resolution, or existing authorization; or
- Exceeds or materially changes the scope, cost, or obligations of a previously approved project or agreement.

Approval shall be taken in open session and documented in the Board minutes. Authorization to negotiate or study a proposal does not, by itself, authorize execution of a resulting agreement or implementation of a project.

4. Delegated Signatory Authority
The General Manager or other designated employee may execute agreements and administrative documents within the scope of applicable Board authorization, adopted budgets, and delegated authority. A Board action may designate the individual authorized to sign an approved document. Substantive changes beyond that authorization must be referred for further approval.

Permits, regulatory filings, technical submissions, and certifications may be signed or submitted by authorized staff, operators, engineers, or consultants when the underlying activity is authorized and the signer meets applicable agency requirements. Routine compliance filings for authorized operations do not require separate Board approval solely because they are regulatory submissions.

5. Verification & Escalation
Before executing or submitting a covered document, the responsible employee shall complete Appendix A — Signatory Authority Determination. A checklist result does not itself grant signing authority. If a Board-approval trigger applies, obtain the required approval first. If the authority or signer qualifications cannot be established, refer the matter to the General Manager and, as appropriate, legal counsel before execution.

6. Records, Effective Date, & Review
Maintain the completed checklist, supporting authorization, executed document, and applicable Board action with CTUB's official contract or project records in accordance with retention and public-access requirements. This policy applies prospectively upon Board adoption and does not determine the validity of earlier actions. Review at least every two years or sooner as necessary.

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APPENDIX A - Signatory Authority Determination

Attachment to Policy 1 | Complete before execution or submission of a covered document.

For each question, mark Yes, No, or Unsure.

Determination Question	Response
Does law, ordinance, Board policy or resolution, a funding condition, or an existing agreement require Board approval?	☐ Yes ☐ No ☐ Unsure
Does the action exceed established purchasing, contracting, or expenditure authority?	☐ Yes ☐ No ☐ Unsure
Does it create a new service, capacity, infrastructure, financing, or ownership commitment not previously authorized?	☐ Yes ☐ No ☐ Unsure
Does it exceed or materially change the scope, cost, or obligations of an approved project or agreement?	☐ Yes ☐ No ☐ Unsure
Is it inconsistent with an adopted budget, Board resolution, or existing authorization?	☐ Yes ☐ No ☐ Unsure
Is the proposed signer expressly authorized under current delegation or the applicable Board action?	☐ Yes ☐ No ☐ Unsure
For a regulatory submission, does the proposed signer satisfy agency signature and certification requirements? (Mark N/A if not applicable.)	☐ Yes ☐ No ☐ Unsure ☐ N/A

Routing

If Yes to any of questions 1–5: Refer for Board approval or confirm an existing authorization expressly covers the action before signing.

If No to questions 1–5, Yes to question 6, and Yes or N/A to question 7: Delegated execution may proceed, subject to ordinary procurement, budget, and legal requirements.

If any answer is Unsure, question 6 is No, or question 7 is No: Do not execute; refer to the General Manager and, when appropriate, legal counsel.

This checklist verifies, but does not create, legal or delegated authority. Applicable law and agency-specific signature requirements control.

POLICY #2 - Executive Session Limitations

1. Purpose
The purpose of this policy is to establish clear procedures governing the Charles Town Utility Board's use of executive sessions in accordance with the West Virginia Open Governmental Proceedings Act. This policy is intended to ensure that executive sessions are conducted only for purposes authorized by law, that confidential discussions do not substitute for formal Board action in open session, and that the Board maintains appropriate records of matters discussed in executive session while protecting legally privileged and confidential information.

2. Applicability & Permissible Subjects
This policy applies to all CTUB executive sessions, including those concerning personnel, legal matters, contracts, property, security, and other matters. An executive session may be held only when the particular subject and circumstances fall within an exception authorized by W. Va. Code § 6-9A-4 or other applicable law. The Board shall not use an executive session merely because a matter is sensitive, controversial, or inconvenient to discuss publicly.

3. Convening an Executive Session
The Board shall convene in a properly noticed open meeting before entering executive session. A motion to enter executive session shall identify the general subject to be considered and the applicable statutory authorization, without unnecessarily disclosing protected information. The motion and vote shall comply with the West Virginia Open Governmental Proceedings Act. Only matters within the announced lawful basis shall be discussed in executive session.

4. Discussion & Action Limitations
Executive-session discussion, informal consensus, or direction to continue negotiations does not itself constitute formal Board approval or authorize execution of a document. Except where expressly permitted by applicable law, the Board shall not take final action or make a binding decision in executive session. When Board approval is required, the Board shall reconvene in open session and take an appropriately stated, recorded action. Any subsequent execution of an agreement or other instrument remains subject to Policy #1 and applicable delegated authority.

5. Participation & Confidentiality
Attendance shall be limited to Board members and other persons whose presence is appropriate to the lawful purpose of the executive session. Participants shall safeguard attorney-client privileged communications, legally confidential records, security-sensitive information, and confidential negotiating information. This policy does not create a new exemption from public disclosure or prohibit disclosures required by law.

6. Public Minutes & Internal Records
The public meeting minutes shall document the motion to enter executive session, the general purpose and statutory basis stated in the motion, the vote, and any subsequent action taken in open session, as required by law. CTUB shall not require verbatim recordings or detailed minutes of executive-session deliberations solely under this policy. Any confidential notes or records maintained for a lawful administrative purpose shall be handled in consultation with legal counsel and retained and disclosed only as required by applicable law.

7. Confidential Executive Session Minutes
Meeting minutes shall be recorded during executive sessions, for review and approval by the Board prior to the next regularly scheduled meeting, to memorialize the topics, concerns, and documents reviewed and discussed, and ensure the mutual understanding and timely progression of matters discussed in closed session.

The Board shall maintain confidential, nonverbatim minutes of executive sessions for internal continuity and follow-up. Such minutes shall identify the meeting date, attendees, statutory purpose, general topics and documents considered, and follow-up assignments.

The General Manager or a Board-designated individual shall prepare the minutes, unless excluded from the session. Draft minutes shall be made available to authorized Board members for confidential review and correction, before or at the next regular meeting. Review of the minutes does not constitute Board approval of any matter discussed.

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Executive-session minutes shall be stored separately from public meeting minutes, with access limited to authorized persons. They shall be retained and evaluated for disclosure under applicable law; labeling a record confidential does not itself exempt it from the West Virginia Freedom of Information Act. Legal counsel shall be consulted concerning privilege, retention, access, and disclosure.

Nothing in this section requires disclosure of attorney-client privileged communications, confidential information, negotiating strategy, or other information lawfully protected from public disclosure.

8. Administration, Effective Date, & Review
The Board Chair shall preside over executive sessions, with assistance from the General Manager and legal counsel as appropriate. Questions regarding permissible subjects, procedure, participation, or disclosure shall be referred to legal counsel. This policy takes effect upon adoption and applies prospectively. The Board shall review it at least every two years or sooner if legal requirements change.

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POLICY 3 - Disclosure of Interests, Conflicts of Interest, & Recusal

1. Purpose & Applicability
Members of the Charles Town Utility Board, the General Manager, and all administrative staff shall exercise their official duties in a manner that promotes impartiality, accountability, and public confidence in CTUB's decision-making.

This section applies to all CTUB business, including Service Agreements, Routine Administrative Contracts, Material Permit Applications, procurement, professional services, development proposals, regulatory matters, and other engagements involving CTUB.

No Board member or administrative employee shall use their official position to secure an improper personal, financial, business, or professional advantage for themselves or another person or entity.

2. Duty to Disclose Interests
Before participating in the consideration, discussion, negotiation, evaluation, recommendation, approval, or execution of CTUB business, each Board Member and administrative employee shall disclose any known private, financial, business, or professional interest that could reasonably give rise to an actual or potential conflict of interest. Disclosable interests include, but are not limited to:

a) Ownership, employment, compensation, consulting, contractual, investment, or other financial interests involving a person or entity conducting or seeking to conduct business with CTUB.
b) A material financial or professional interest held by an immediate family member or a business with which the individual or an immediate family member is associated.
c) Service as an officer, director, employee, consultant, representative, or compensated agent of an organization involved in the matter.
d) A material personal or professional relationship with a party that could reasonably call into question the individual's impartiality in the matter.
e) Any other circumstance in which the individual, an immediate family member, or an associated business or organization may receive a particular benefit or incur a particular detriment as a result of CTUB's action.

Disclosure shall be made as soon as the interest becomes known and, whenever practicable, before the matter is placed on a Board agenda or assigned to administrative staff for consideration.

3. Disclosure Procedures
Board members shall disclose potential conflicts to the Board Chair and General Manager in writing before the matter is considered. If the interest is identified during a meeting, the member shall disclose it before participating further.

The Board Chair shall disclose their own potential conflicts to the General Manager and the remaining Board members.

Administrative staff shall disclose potential conflicts in writing to the General Manager. The General Manager shall disclose their own potential conflicts to the Board Chair.

Each disclosure shall identify the nature of the interest, the individual or entity involved, and the relationship between the interest and the proposed CTUB business.

When a matter is considered by the Board, disclosures required to be made publicly under applicable law shall be made on the public record and documented in the meeting minutes.

4. Determination of Conflicts of Interest
Disclosure of an interest does not automatically establish that a conflict exists or that recusal is required. Upon receiving a disclosure, the Board Chair and General Manager shall, as appropriate, consult CTUB's legal counsel to determine whether the interest:

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a) Requires disclosure but does not prohibit participation;
b) Requires recusal from some or all official participation;
c) Prohibits CTUB from entering into the proposed transaction or engagement without an applicable statutory exception, exemption, or other lawful authorization; or
d) Requires additional review or guidance from the West Virginia Ethics Commission.

When the potential conflict involves the Board Chair or General Manager, the affected individual shall not participate in determining the disposition of their own conflict. Any determination permitting participation shall be documented, including the nature of the disclosed interest and the basis for permitting participation.

Nothing in this policy authorizes participation in a matter prohibited by the West Virginia Ethics Act or other applicable law.

5. Recusal from Board Proceedings
A Board member who is required to recuse themselves shall:

a) Fully disclose the disqualifying interest before the Board considers the matter.
b) Refrain from participating in discussion, deliberation, negotiation, evaluation, recommendation, or voting concerning the matter.
c) Physically leave the meeting room during the Board's consideration, discussion, and vote on the matter, as required by applicable law.
d) Refrain from privately attempting to influence other Board members, CTUB employees, or representatives concerning the matter.
e) Refrain from participating in any related executive-session discussion or decision-making.

The meeting minutes shall document the disclosure, the reason for recusal, the member's departure from the meeting room, and the member's return following completion of the matter.

A recused member shall not be counted as participating in the vote on the matter. The Board shall determine whether a sufficient quorum remains to conduct business in accordance with applicable law.

6. Recusal of Administrative Staff
An administrative employee who is required to recuse themselves shall not participate in the review, evaluation, negotiation, recommendation, approval, administration, or execution of the affected CTUB business, except for limited ministerial activities expressly authorized following legal review.

The General Manager shall reassign the matter to an employee or representative without a disqualifying conflict and shall document the reassignment.

When the General Manager is required to recuse themselves, the Board Chair, in consultation with legal counsel, shall arrange for the affected responsibilities to be assigned to another authorized CTUB representative.

Recusal shall not relieve any individual of a separate statutory or regulatory duty that must be fulfilled by a specifically designated official. Such circumstances shall be referred to legal counsel to establish an appropriate lawful procedure.

7. Interests That Do Not Automatically Require Recusal
An individual's professional experience, ordinary community involvement, uncompensated membership in a civic or professional organization, or interest shared with the general public shall not, by itself, require recusal.

Likewise, an interest affecting an individual solely as a member of a sufficiently broad class of similarly situated persons or businesses shall be evaluated in accordance with applicable law.

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These circumstances do not eliminate any disclosure obligation imposed by law or this policy. Particular attention shall be given to relationships involving nonprofit organizations, other governmental bodies, utilities, developers, contractors, and professional service providers when CTUB is considering an agreement, appropriation, procurement, or other action involving that organization.

8. Continuing Duty & Records
The duty to disclose is continuing. An individual shall promptly update a previous disclosure whenever a material change occurs in the nature or extent of the interest.

CTUB shall maintain written disclosures, conflict determinations, recusals, and related correspondence in accordance with applicable records-retention requirements.

Disclosures and recusals made during public Board proceedings shall be documented in the meeting minutes to the extent required by law.

Records shall be made available for public inspection consistent with the West Virginia Freedom of Information Act, subject to applicable exemptions and confidentiality requirements.

9. Compliance with Applicable Law
This section shall be interpreted and administered consistently with the West Virginia Ethics Act, W. Va. Code § 6B-2-5, applicable Ethics Commission regulations and advisory opinions, and other applicable laws governing conflicts of interest, public contracts, and official conduct.

Where applicable law imposes a more restrictive requirement than this policy, the more restrictive legal requirement shall control.

Nothing in this policy authorizes a transaction prohibited by law, permits an individual to avoid a statutory disqualification through disclosure alone, or substitutes an internal CTUB determination for an exemption or authorization required from the West Virginia Ethics Commission.

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POLICY 4 - Public Notice, Engagement & Communication on Significant Projects

1. Purpose
To establish consistent, predictable procedures for determining when CTUB will provide public notice and engagement beyond applicable legal requirements, before taking final action on significant utility projects and commitments.

2. Applicability & Governing Principles
This policy applies when CTUB proposes final Board action on a project, agreement, or undertaking. It supplements, and does not replace, notice or hearing requirements imposed by law, permit, regulation, or funding agreement. It does not expand CTUB's jurisdiction or authorize any agreement, expenditure, or permit.

The General Manager or designee shall complete Appendix B before scheduling final Board action. Where multiple levels apply, the highest level governs. Uncertain classifications shall be referred to the General Manager and, as appropriate, legal counsel.

3. Public Engagement Levels
Level 1 - Standard Notice: Comply with applicable public meeting, agenda, and other legal notice requirements; no additional procedure is imposed by this policy.

Level 2 - Enhanced Notice: At least seven (7) calendar days before the scheduled final Board action, post a plain-language project summary and the proposed agreement or a summary of material terms, as appropriate, on CTUB's website and make it available at the meeting location. Identify the item distinctly on the agenda; provide a dedicated opportunity for public comment and accept written comments through CTUB's designated process.

Level 3 - Enhanced Notice & Public Information Meeting: Complete Level 2 procedures and hold a separate public information meeting, before final Board action, to explain CTUB's role, project scope, anticipated impacts, and public questions. The information meeting is not itself a substitute for Board approval or any legally required public hearing.

4. Determining the Required Level
The checklist in Appendix B controls the initial classification. A legal, regulatory, permit, or funding requirement for notice or hearing must be satisfied independently, even if the checklist otherwise indicates Level 1. The Board may direct a higher level of engagement for a particular matter by recorded action.

A previously approved project does not require a new enhanced notice process solely because staff is executing a routine implementing document or filing a permit within the approved scope. A proposed change that triggers Appendix B shall be reviewed again before final Board action on that change.

5. Public Communication & Responsibilities
For Level 2 or Level 3 matters, CTUB shall maintain a readily accessible project summary, updated following significant developments within CTUB's responsibility. Public information shall distinguish CTUB approvals from land-use, environmental, or other approvals made by separate governmental bodies, and explain what CTUB action does and does not authorize.

The General Manager or designee serves as the administrative point of contact. CTUB need not disclose attorney-client privileged, security-sensitive, confidential negotiating, or otherwise lawfully protected information.

6. Records, exceptions, and review
The completed checklist, supporting determination, public summary, notice documentation, and written comments shall be retained with the project records under applicable retention rules. If emergency circumstances or a mandatory deadline make the voluntary seven-day period impracticable, the General Manager shall document the reason and refer the matter to the Board and legal counsel before proceeding; statutory notice requirements may not be waived by this policy.

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Appendix B — Public Notice Determination Checklist

For each item mark Yes, No, or Unsure. "Unsure" requires clarification before classification. Check mandatory legal notice independently.

Question	Response	Routing
1. Does a law, permit, regulation, or funding condition require a special public notice, hearing, or customer notification?	☐ Yes ☐ No ☐ Unsure	Independent legal review; satisfy mandatory requirements.
2. Will CTUB approve a new water or wastewater treatment facility, new source of supply, or major utility extension?	☐ Yes ☐ No ☐ Unsure	Level 3
3. Will CTUB expand its service territory or make a new commitment affecting another utility's service rights?	☐ Yes ☐ No ☐ Unsure	Level 3
4. Will CTUB approve a new agreement requiring construction or financing of off-site infrastructure for a third party?	☐ Yes ☐ No ☐ Unsure	Level 2
5. Will CTUB approve a new project creating a financial obligation above the Board-adopted enhanced-notice threshold?	☐ Yes ☐ No ☐ Unsure	Level 2; threshold must be adopted before use.
6. Will CTUB approve a change in the location, purpose, or scope of a project previously presented to the public that meets an applicable trigger above?	☐ Yes ☐ No ☐ Unsure	Reclassify using triggers 2–5.
7. Has the Board expressly directed enhanced engagement for this matter?	☐ Yes ☐ No ☐ Unsure	Level directed by the Board.

Instructions:
If any Level 3 trigger is Yes, use Level 3; otherwise, if any Level 2 trigger is Yes, use Level 2; otherwise use Level 1, subject to independent legal notice requirements. Resolve every Unsure response before final classification. A checklist never substitutes for required Board approval.

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CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Public Report on the Middleway Stormwater Permit Application and Status Report on Actions Taken to Date - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Legal Issues related to Former General Manager, Kristen Stolipher - Possible Executive Session under the provision of W. Va. Code § 6-9A-4(b)(12) may be considered for the purpose of receiving attorney-client privileged legal advice.

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

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

Audit Committee Recommendation - RFP #26-220 Audit Services

Attachments:

Audit Committee Recommendation - RFP #26-220 Audit Services.pdf

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

October 28, 2026

Audit Committee Recommendation – RFP #26-220 Audit Services

The Charles Town Utility Board issued RFP #26-220 for audit services for fiscal years 2026 through 2028. The RFP was sent to three accounting firms, and two proposals were received by the September 28, 2026 deadline. The third firm did not respond. The State Auditor's Office confirmed that the Audit Committee could proceed with the two proposals.

The Audit Committee reviewed and scored both proposals using the State Auditor's scoring criteria. Perry & Associates CPAs received the highest score and is recommended for the three-year audit contract totaling $26,550.

Recommended Board Action:

Approve the Audit Committee's recommendation to engage Perry & Associates CPAs for audit services for fiscal years 2026 through 2028, at a total cost of $26,550, and authorize April Shultz, Assistant Utility Manager, to execute the Uniform Audit Contract and submit the required documents to the West Virginia State Auditor's Office for final approval.

AUDIT PROPOSAL SCORE SHEET SUMMARY

RFP #:
RFP# 26-220

Entity: Charles Town Utility Board

Audit Year(s) Ending: 2026, 2027, 2028 Number of Bids Received: 2		Responsiveness to the Proposal	Understanding of the Audit to be Performed	Technical Experience	Cost Criteria Average divided by Cost times 10	Entity Preference + 1 to 5 Points (to ONE preferred firm)	Total Points
Accounting Firms	Contract Amount	0 - 15	0 - 24	0 - 34	0 - 25	+ 1 to 5	Maximum of 103
Perry & Associates	$ 26,550	15	22	34	11		82
Fizer & Associates, PLLC	$ 29,600	12	17	27	9		65
Balestra and Company - Did not respond.	$ -						0
0	$ -						0
0	$ -						0
Average	**$ 28,075**						

By signing below, you are making the assertion that there is no conflict of interest or collusion of the audit committee members or another representative of the enity with the firms submitting bid proposals and/or the firm awarded the contract. Further, you are making the assertion that the scoring of the bid proposals by the audit committee members are true and not influenced by any bidder or person.

Scored by: (Signatures of Audit Committee)	Date	Printed Name
1. April Shultz	10/22/2026	April Shultz
2. Jacqueline Cooper	10/22/2026	Jacqueline Cooper
3. Duke Pierson	10/22/2026	Duke Pierson
4.		0
5.		0



PERRY
& Associates CPAs

Charles Town Utility Board

Technical Proposal for Audit Services
July 1, 2025 through June 30, 2028 (Annual)

RFP #26-220
Date of Proposal: September 28, 2026

Contact: Jodey L. Altier, CPA, CFF, Managing Partner
313 Second Street, Marietta OH 45750
740-373-0056
Qualified EDGE Firm

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Introductory Letter

April Shultz, Assistant Utility Manager
661 S. George Street, Ste. 101
Charles Town, WV 25414

Thank you for the opportunity to respond to your Request for Proposal. At Perry & Associates, Certified Public Accountants, A.C., we truly value the chance to partner with organizations that play such an essential role in strengthening their communities.

We understand that entities like yours work every day to serve local residents with dedication, stewardship, and responsibility. That commitment aligns directly with who we are. Our Firm was built on the belief that clients should feel like part of our extended family — supported, respected, and confident that we're working beside them, not just for them.

We are proud of the work we have performed with a variety of government agencies throughout the years. Our team thoroughly understands the intense regulations and rules associated with working in the public sector, and we explore innovative ways to stay within the tight budgets set aside for federal, state and local government agencies.

Through constant training and development, we stay ahead of the curve on the latest accounting and review standards to provide government offices with the unique technical needs expected in the public sector. Additionally, we are adept at performing audits and forensic services for local, regional, statewide, and US government agencies. Perry & Associates CPAs provides big-accounting firm expertise with small firm service and personalization. Accounting services should not be a commodity, especially when it comes to the nuanced nature of accounting within government agencies.

Choosing Perry & Associates CPAs means choosing a relationship built on trust, a shared commitment to accountability, and a dedication to learning and growth. We would be honored to support your organization as you continue creating long-term value for your community.

The attached proposal represents a firm and irrevocable offer for 90 days from the date of this letter.

Respectfully submitted,



Jodey L. Altier, CPA, CFF, President, Managing Partner
Perry & Associates, Certified Public Accountants, A.C

Understanding of Scope

Public Office, Contract Period, and Scope

Public Office: Charles Town Utility Board
Contract Period: July 1, 2025 through June 30, 2028
Scope: The Charles Town Utility Board is seeking written proposals to perform an audit in accordance with the standards, requirements, and conditions specified by the WV State Auditor's Office, Chief Inspector Division's *Procedures Manual for Procuring and Conducting Audits and Reviews of Local Governments.*

CPA Licensure Laws

P & A affirmatively states that it is licensed by the West Virginia Accountancy Board to do business in the State of West Virginia and will remain in compliance with West Virginia CPA licensure laws and rules.

CPE Requirements

P & A affirmatively states that it and all assigned key professional staff are and will remain in compliance with the continuing professional education requirements.

Peer Review

P & A affirms that it has undergone an external quality control peer review in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (AICPA). The Firm received a pass rating on its most recent peer review. The Firm is a member of the Governmental Audit Quality Control Center of the AICPA.

Personal and External Impairments

P & A affirms that it and all assigned key professional staff have no personal, financial, or external relationships with the Charles Town Utility Board that would impair independence. The Firm has no professional relationships that could affect, or appear to affect, its impartiality with respect to the Charles Town Utility Board.

Deliverables

Following the completion of the audit of the financial statements the firm will issue:

1. A report on the fair presentation of the financial statements in conformity with the applicable financial reporting framework, including required and other supplementary information.
2. A Combined report on compliance and internal control required by *Government Auditing Standards.*
3. A management letter, separate from other reports.
4. A combined report on compliance with requirements applicable to each major federal program and internal control.
5. A schedule of findings and questioned costs (if applicable).
6. In conjunction with the OMB form SF-SAC, the Data Collection Form (if applicable).

Applicable Auditing Standards

To meet the requirements of this Request for proposals, the audit will be performed in accordance with the American Institute of Certified Public Accountants' auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in the *Government Auditing Standards,* issued by the Comptroller General of the United States.

Comprehensive Audit Approach and Methodology

Perry & Associates is committed to performing audits that are effective, efficient, and fully compliant with professional standards (GAAS, GAGAS, and Auditor of State requirements), providing reasonable assurance that financial statements are free from material misstatement. Our objective is to enhance confidence in the Charles Town Utility Board's financial statements through an independent opinion.

Knowledge-Based, Risk-Focused Methodology

We use a Knowledge-Based Audit (KBA) methodology, focusing audit effort on areas with the highest risk of misstatement. This includes:

- Understanding the Board and its environment
- Identifying and assessing risks
- Designing and executing risk-based audit procedures
- Continuously updating audit knowledge

Audit programs are customized to focus on relevant and higher-risk areas.

Audit Process



Audit Planning

Planning begins with an Initial Data Survey / Questionnaire to gather key information on governance, finances, internal controls, and changes affecting reporting. Procedures include:

- Fraud risk discussion and documentation
- Preliminary analytical review
- Understanding and documenting internal controls
- Assessing inherent and control risks
- Setting materiality and tolerable misstatement
- Entrance conference with management and governance

Internal Control Review

We will consider the Charles Town Utility Board internal controls over financial reporting as a basis for designing our audit procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of opining on the effectiveness of the Charles Town Utility Board internal controls over financial reporting.

Steps within this phase of the engagement include:

- Review of prior audit reports and working papers
- Interviews with key personnel
- Review of policies, procedures, and system documentation
- Documentation of control objectives and risk assessments

With the information and knowledge gained we will thoroughly document control objectives, make assessments as to the adequacy of controls and note any missing controls or unmeant control objectives. We will determine risk of material misstatement for each significant transaction cycle and decide whether to perform tests of controls and restrict substantive testing.

For all material financial accounts and transactional cycles we will determine if activity level controls were implemented / placed in operation and document the operating effectiveness of computer environment controls. We will determine if activity level controls were implemented / placed in operation, document and test application controls, and document and test the operating effectiveness of computer environment controls. The remaining untested revenues of the Charles Town Utility Board, below the tolerable error amount, will be scanned to determine if they appear to be reasonable and are posted to the proper classification.

Compliance with Laws and Regulations

We will perform tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts; however, providing an opinion on compliance with those provisions will not be an objective of our audit and accordingly, we will not express such an opinion. We are aware of our responsibilities with respect to non-compliance with laws and regulations and fraud and how they may affect our audit processes.

AU-C Section 250, *Consideration of Laws and Regulations in an Audit of Financial Statements,* defines “noncompliance” as the act of omission or commission by the entity, either intentionally or unintentionally, which is contrary to the prevailing laws or regulations and may include: transactions entered into by, or in the name of, the entity or on its behalf by those charged with governance, management, or employees. However, noncompliance does not include personal misconduct (unrelated to business activities) by those charged with governance, management, or employees of the entity.

We will test compliance utilizing the most current version of the *Ohio Compliance Supplement* (OCS), to determine the audit steps to be performed. We will cover all applicable areas listed in the *Ohio Compliance Supplement* over each period. These sections will be documented in a logical manner in order to facilitate a review to verify that all applicable areas have been completed. We will determine if appropriate controls were placed in operation and perform required Suggested Audit Procedures - Compliance (Substantive) Tests.

Information Technology and Data Systems

We will document computer controls. The nature of computer control tests differ depending upon whether the client operates in a basic or intricate computer environment. To classify the environment, we will determine if the client has: [1] access to software source code which would permit them to change software applications (including third-party software); [2] the ability to alter stored computerized data outside the normal application process; and [3] knowledge sufficient to change how applications perform or to modify data outside normal application processing. If [3] and either [1] or [2] are true, the entity has an intricate environment; otherwise, we consider the IT environment to be basic.

If we preliminarily assess control risk slightly below maximum or low in an intricate environment, we will obtain an understanding of transaction-level application controls and of general controls designed to achieve the relevant control objectives. We will document general controls in an intricate IT environment. If we plan to assess control risk, related to those controls, at slightly below maximum or at low, we will test these controls.

P & A used the following software applications throughout planning, risk management, and audit testing:

- CCH ProSystem fx® Engagement and Knowledge Coach
- Accounting Research Manager (ARM)
- Caseware IDEA data analysis software
- Microsoft Office and other specialized tools

Substantive Testing

After confirming our preliminary control risk assessments, we will determine the timing, nature and extent of substantive testing, based on a combination of the following:

- Results of fraud risk assessment documentation;
- Inherent risk assessments;
- Results from obtaining an understanding of the internal control structure; and
- Results of control risk assessments and the testing performed.

Substantive testing consist of substantive analytical procedures and tests of detail. Tests of detail are usually most appropriate to obtain sufficient appropriate audit evidence pertaining to certain relevant assertions about account balances (e.g., cash, accounts receivable, debt and other obligations). Substantive analytical procedures are particularly useful in testing large volumes of transactions that tend to be predictable over time.

Inspection, observation, recalculation, and re-performance are effective tests of details because they provide our auditors direct knowledge of evidence being considered. Confirmations are utilized when evidence from third parties is required, such as when testing cash and cash equivalents and investments, receivables, and debt balances.

P & A uses the Knowledge-Based Audit (KBA) software to assist our auditors in customizing audit programs for significant account balances, classes of transactions, and disclosures based on his or her assessment of risk. The software provides standard procedures the auditor can use to customize an audit plan based on the risk assessments and the auditor's knowledge of the entity.

Analytical Procedures and Sampling

1. **Planning Analytical Review:** Based upon Inquiry of Charles Town Utility Board Management and our review of ordinances, resolutions, meeting minutes, policies, procedures and other relevant information, we will develop expectations regarding financial information covering the fiscal periods for which we are engaged. Planning analytics will assist us by highlighting new aspects and developments of the Charles Town Utility Board that we were not previously aware of; identifying account balances that are not material and therefore have a low risk of material misstatement; and identifying unusual or unexpected relationships that may be indicative of material misstatements in specific account balances.

Analytical Procedures and Sampling (continued)

2. **Final Analytical Review:** We will perform final analytical review procedures at or near the end of the audit to help us assess the validity of conclusions reached during the performance of our audit and in forming our opinion on the financial statements. Our final analytical review procedures generally include evaluating the explanations given in response to unusual or unexpected balances or relationships previously identified, if applicable, and evaluating unusual or unexpected balances or relationships not previously identified. Final analytical review procedures may provide us additional assurances that financial statements were not materially misstated due to undetected errors or fraud or may indicate the need for additional auditing procedures before issuing our opinion.
3. **Using Analytical Procedures as Substantive Tests:** Analytical procedures may also be used as substantive tests to provide assurance for one or more specific audit objectives/assertions related to one or more account balances or classes of transactions. Depending on the audit objectives(s) and the account balance or class of transactions we may perform analytical procedures, substantive tests of details, or a combination thereof.

Sampling

P & A commonly uses a non-statistical sampling approach, which is based on our control risk and inherent risk assessments and the risk of material misstatement. Audit sampling will be used in planning our control tests, substantive testing, and tests of compliance with laws and regulations. Knowledge-Based Audit (KBA) software practice aides are utilized to document and prepare our testing samples. These practice aides were designed in accordance with AU-C Section 530.

Audit Completion and Reporting

Final procedures include:

- Final analytical review
- Subsequent events review
- Review of related parties, contingencies, and going concern considerations
- Partner and supervisory review of working papers and reports
- Draft audit reports and management letters for review
- An AU-C 260 required communications form will be prepared
- A management representation letter will be obtained

Client Specific Considerations

As part of the proposal process, we have studied the information provided in the request for proposal, read prior audit reports, explored the client's website and observed recent news about Charles Town Utility Board. Through this analysis process we have noted and will take into consideration the following:

Pending WV Public Service Commission Cases:

- 25-0263-W-C Complaint Case against WV American Water
- 25-0079-W-PC Service Agreement between CTUB and Sidewinder Enterprises, LLC (Village of Middleway)

Value Added Services

In addition to audit requirements, P & A will provide insights and recommendations to improve controls, efficiency, and reporting based on nearly 50 years of experience in governmental and not-for profit auditing, and accounting. We will obtain a thorough understanding of how the Charles Town Utility Board internal control structures affect the processing of each type of transaction, from initiation to reporting in the Charles Town Utility Board financial statements. Obtaining this understanding, we will enable us to provide suggestions for improving the efficiency or effectiveness of these controls and processes, as necessary. Because our Firm utilizes a risk-based approach, the level of understanding will be dependent on each transaction's significance to the Charles Town Utility Board financial statements.

Annual Comprehensive Financial Report (ACFR)

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (COA Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

Each annual comprehensive financial report is reviewed using a checklist designed to determine compliance with both generally accepted accounting principles (GAAP) and program policy as established by the GFOA's Special Review Executive Committee and the GFOA Executive Board. Reviews are performed by GFOA staff and members of the GFOA's Special Review Committee, which comprises individuals from government, the public accounting profession, and academe who possess specialized expertise in governmental financial reporting, typically as a result of either preparing or auditing an annual comprehensive financial report that has received the Certificate of Achievement. Reviewers are never selected from the same state as the report being reviewed or from the same firm that performed the independent audit.

Communication

P & A is committed to open and ongoing communication with the Charles Town Utility Board. In addition to entrance and exit conferences, we will hold progress meetings as requested or needed throughout the audit through on-site meetings, telephone calls, and email communication. We value our relationship with the Board and make communication a priority. If audit testing indicates that a finding may be required, we will promptly discuss the matter with management to ensure they are informed of all issues as they arise.

Engagement Partner Contact Information

Jodey Altier
313 Second Street, Marietta, Ohio 45750
740-373-0056
JAltier@perrycpas.net

Who We Are



Passion-Driven Service

Going beyond traditional accounting to provide proactive and impactful solutions.

Forward thinking & Innovative

Investing in people, technology, and processes to stay ahead and deliver high-quality results.

Personalized, Relationship-Focused Approach

Emphasize Strong client relationships, tailored service, and deep understanding of each client's needs.

Perry & Associates Certified Public Accountants, A.C. was founded on May 1, 1974, and has steadily grown its client base and team over the years. In 1983, the Firm expanded into governmental and non-profit reviewing, later broadening audit services to governments in 1991, along with offering governmental consulting.

The Firm operates three offices in Marietta, OH; St. Clairsville, OH; and Vienna, WV. Jodey L. Altier, CPA, CFF, Managing Partner, oversees all reviews from the Marietta office. Our team includes 30 auditors and accountants, from senior management to staff auditors.

Annually, Perry & Associates completes roughly 400 governmental and not-for-profit engagements across Ohio, West Virginia, and Maryland. The Firm's commitment to excellence is reflected in ongoing professional education, advanced technology, and strong business relationships. All staff use up-to-date laptops and software to ensure efficient, high-quality audits, supported by a highly experienced and dedicated team.

> *Our mission at Perry & Associates is to provide exceptional audit and accounting services that uphold the highest standards of integrity, accuracy, and compliance, while building trusted partnerships with the clients and communities we serve.*

Experience, Expertise and Training

References – A Small Sample of our Recent Past Performance

ENTITY NAME	CONTACT NAME	PHONE NUMBER	STATE	COUNTY	STAFF INVOLVED*
HUNTINGTON WATER QUALITY BOARD	Tonya Patterson	(304) 781-1957	WV	Cabell	JLA, RCL
JEFFERSON CO FARMLAND PROTECTION BOARD	Elizabeth Wheeler	(304) 728-3380	WV	Jefferson	JLA, RCL
MORGANTOWN UTILITY BOARD	Chip Royce	(304) 292-8443	WV	Monongalia	JLA, ZBH

In addition to this small sample, our engagement team has over 100 years of combined assurance experience and has completed more than 2,000 audits

*Partner, Supervisory and Staff Qualifications and Experience**

The supervisory staff and auditors assigned to this engagement include the following individuals

- **Jodey L. Altier (JLA), CPA, CFF** – Managing Partner
- **Brett M. Burns (BMB), CPA** – Director of Assurance
- **Zachary B. Hart (ZBH)** – Senior Audit Manager
- **Ryan C. Lynn (RCL), CPA** – Quality Management Specialist
- **Dylan Elliott (DME), CPA** – Senior Staff Auditor
- **Jenna E. Burns (JEB), CPA, CVA** – Director of Tax and Client Accounting Services
- **KyLynn D. Gray (KDG)** – Advisory Manager
- **R. Thomas Martin (RTM), CISA** – Senior Information Systems Analyst

**Detailed information about our staff can be found in the Engagement Team Section of this proposal.*

Technical and Specialist Support

The Firm's supervisory personnel are actively involved in every audit and readily available to provide guidance and support to engagement staff. Firm policies require consultation with internal or external specialists when issues arise that require interpretation or expertise beyond the engagement team's knowledge.

To ensure compliance and technical accuracy, the Firm routinely relies on the following resources:

- Peer firm partners for technical consultation
- Ohio Auditor of State, Center for Audit Excellence, including guidance on new GAAP, GASB, and Auditor of State Bulletins
- Ohio and National Government Finance Officers Association (GFOA) resources and professional forums
- Generally Accepted Auditing Standards (AICPA)
- Government Auditing Standards (Yellow Book)
- Standards for Audits of Ohio Governmental Entities
- Auditor of State Ohio Compliance Supplement and Ohio Revised Code
- AICPA guidance for audits of state and local governmental units
- Uniform Guidance (2 CFR Part 200), as applicable

Recent Relevant Training

Perry and Associates maintains strict compliance with Continuing Professional Education (CPE) requirements established under Government Auditing Standards (the Yellow Book), ensuring that all audit professionals complete the mandated 80 hours of CPE every two years, including at least 24 hours directly related to government auditing, the governmental environment, or specific engagements. In addition to meeting these baseline requirements, we take a proactive approach to professional development by investing in advanced training on emerging standards, regulatory updates, and evolving best practices. Each year firm leadership meet to discuss the firm's learning and training strategy. Learning is a core value of the firm and education and development are an element of the firm's quality management system that is heavily monitored. We ensure the professionals we hire join our team with the core higher education fundamentals. We purchase educational resources of the highest quality such as Becker and the AICPA. Each professional has a developmental learning plan based on the client's they will service and includes topics such as single audits, new accounting standards, ethics, internal controls and accounting systems. As a firm, we emphasize innovation and continuous improvement by incorporating training on data analytics, audit technology, and process optimization, enabling us to enhance audit quality, increase efficiency, and deliver greater value to our clients while remaining fully aligned with the latest professional standards. Detailed information about relevant CPE courses completed by the team assigned to this engagement can be found in *Appendix B: Recent, Relevant CPE*

SBA, Women Owned Business and EDGE Certifications

Our Firm has reviewed the provisions of 13 CFR § 121.201 and assert the Firm's annual revenues do not exceed those provided for Small Business Administration (SBA) to be considered small. The Women's Business Enterprise Nation Council (WBENC) has granted their National Women's Business Enterprise Certification to the Firm, who has successfully met WBENC's standards as a Women's Business Enterprise (WBE). The Firm has also met the State of Ohio requirements to be a certified EDGE Firm.

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Engagement Team



Jodey Altier, CPA, CFF, CGMA
Managing Partner
26 Years of Experience

After beginning her career as an auditor within the "Big Four" Jodey brought her expertise to Perry & Associates Certified Public Accountants, A.C. at the turn of the century. In 2012 Jodey was named a partner within the firm and in 2015 assumed the role of Managing Partner. Throughout her tenure as Managing Partner, Perry's has seen tremendous growth in size, industry knowledge, community impact and most proudly, firm culture. Since 2015 multiple lines of business have been added to our portfolio of offerings under Ms. Altier's direction including Advisory Services, Client Accounting Services, Information Systems and Forensic Services. The addition of these services has allowed Perry and Associates to become a leader in our field and an impactful partner for our clients. Within the firm, Jodey has instilled a "people first" culture that extends to Perry's team of dedicated professionals, clients and the greater communities in which we work and live. This focus has allowed are team members to provide innovative solutions to dynamic needs of our clients throughout our operations. Beyond the firm, Jodey volunteers her knowledge and leadership with several local, state and national organizations. Jodey sits as the Chair of the Board of Trustees for Washington State College of Ohio, is the Chair of the Ohio Peer Review committee, is a member of the AICPA peer review Board for which she is the acting chair of the Oversight Task force. Outside of the realm of auditing and accountancy, Jodey enjoys rescuing dogs with her two sons.

Education:
B.A.A, Accounting, Ohio University
B.S., Psychology, Ohio University

Member of:
American Institute of Certified Public Accountants (AICPA)
Government Financing Officers Association (GFOA)
Ohio Society of Certified Public Accountants (OSCPA)
West Virginia Society of Certified Public Accountants (WSCPA)



Brett Burns, MBA, CPA, CGFM
Director of Assurance
11 Years of Experience

Brett serves as the Director of Assurance with Perry & Associates Certified Public Accountants, A.C. Brett has amassed extensive experience during his 10 years in governmental and not-for-profit auditing and accounting including financial reporting, consulting, auditing and experience with federal single audits with a bevy of not-for-profit and government types including Townships, Villages, Fire Districts, Colleges, Cities, Counties and many others. Brett will be the primary engagement partner on your engagement and will be responsible for the overall audit strategy, execution and timely completion of all deliverables. Brett's Passion for assurance is derived from his deeply rooted belief in community and how we move community forward, a community that extends beyond the area we call home and into the board rooms of every client we serve. He is an active member of the Ohio Society of CPAs, Marietta College Alumni Advisory Committee, and a Varsity Baseball Coach at Parkersburg High School among other endeavors. Brett is an activator and achiever who believes in providing a quality, timely and actionable experience to our clients. A listing of client's Brett has worked with can be provided upon request.

Education:
B.A., Public Accounting and Finance, Marietta College
M.B.A., Cumberland University

Member of:
American Institute of Certified Public Accountants (AICPA)
Government Financing Officers Association (GFOA)
Ohio Society of Certified Public Accountants (OSCPA)
West Virginia Society of Certified Public Accountants (WSCPA)



Jenna Burns, MBA, CPA, CVA

Director of Tax/CAS
11 Years of Experience

Jenna Burns serves as the Director of Tax and Client Accounting Services with Perry & Associates Certified Public Accountants, A.C. Within her work Jenna strives to provide support and strengthen the community by building long term financial stability and success with her clients. Though most clients within the Tax and Client Accounting Services fall within the the private sector, Jenna provides ample knowledge as a consultant to our audit teams in areas such as tax, bookkeeping, and business operations. As a Certified Valuation Analyst, Ms. Burns is also available to our audit teams for assistance in areas that involve business valuations. Aside from her role with Perry, Jenna serves as treasurer on the board of *The Castle Historical House Museum.*

Education:

B.B.A., Accounting and Business Management, Cumberland University
M.B.A., Cumberland University

Member of:

American Institute of Certified Public Accountants (AICPA)



Ryan Lynn, CPA,

Quality Management Specialist
11 Years of Experience

Ryan serves as the Quality Management Specialist with Perry & Associates Certified Public Accountants, A.C. Ryan has amassed extensive experience during his 11 years in governmental and not-for-profit auditing and accounting including financial reporting, auditing and experience with federal single audits with a number of not-for-profit and government types including Townships, Villages, School Districts, Cities, Counties and many others. Ryan will be involved in the review process of your engagement and will be responsible for the overall quality of the services provided. Ryan's passion for assurance is derived from his desire to assist local entities with ensuring that their financial reporting and data is accurate and useful for making important decisions. Ryan prides himself in the quality of the services he provides to his clients, as well as ensuring the quality of the work produced by the firm. A listing of client's Ryan has worked with can be provided upon request.

Education:

B.A., Public Accounting, Marietta College

Member of:

American Institute of Certified Public Accountants (AICPA)
Ohio Society of Certified Public Accountants (OSCPA)



Zachary Hart

Senior Audit Manager
15 Years of Experience

Zachary is a Senior Audit Manager with over fifteen years of experience in governmental and not-for-profit auditing and accounting. Zachary has a passion for helping clients and providing them with the necessary guidance to improve their operations and efficiency. Throughout the process of your engagement, Zachary will be responsible for the overall management of your audit process from initial planning through the review and submission phases of your engagement. While originally from the Mid-Ohio Valley area, and a graduate of Marietta College, Zachary now works remotely from within the "DMV" region which includes Washington D.C., Maryland and Northern Virginia, allowing us to expand our geographical reach, making an even greater impact in our region.

Education:

B.A., Public Accounting, Marietta College



Dylan Elliott, CPA

Senior Staff Auditor
3 Years of Experience

Dylan currently serves as a Senior Auditor with Perry & Associates Certified Public Accountants, A.C. Dylan's portfolio includes audit work on several not-for-profit and governmental entity types including Townships, Libraries, Airports, Cities, and Counties, among others. Additionally, Dylan splits his time with our Advisory team, completing reviews and compilation engagements for not-for-profit and governmental entities. Dylan's work within the engagement will include planning, testing and completing draft reports. In addition to his work at Perry, Dylan volunteers his time and experience to help local high school and college students through mentoring and helping lead *Discover Accounting Day* at our Marietta Office in partnership with a local not-for-profit organization.

Education:

B.A., Public Accounting and Business Management,
Muskingum University



KyLynn Gray, CGFM

Senior Staff Auditor
7 Years of Experience

KyLynn serves as our Advisory Manager where she leads advisory engagements, provides detailed reviews, and collaborates closely with the Director of Assurance on complex client work. During individual engagements, she acts as both a strategic advisor and hands-on collaborator, helping clients navigate accounting challenges with clarity and confidence. With seven years of experience specializing in nonprofit and governmental accounting, she brings expertise as a Certified Government Financial Manager (CGFM). Her commitment to service extends beyond client work through her volunteer roles on the boards of the Foster Family Foundation and North Star Child Advocacy Center. Driven by a strong sense of responsibility, she strives to help organizations in need strengthen their accounting systems, allowing them to access grants, funding, and resources critical to their missions.

Education:

B.App.Sc. Nuclear Medical Technology,
University of Findlay



Thomas Martin, CGFM

Senior Systems Analyst
9 Years of Experience

Thomas is a Senior Information Systems Analyst at Perry and Associates with 9 years of accounting, auditing, and information systems experience. He has worked extensively in the areas of data analytics and financial statement audits; as well as helping with the evaluation of information systems. Thomas' primary function within engagements is related to large scale data analytics and the evaluation of information systems, but his broad range of experience allows him to move dynamically within the engagement. Thomas uses his knowledge of Microsoft Dynamics GP, Power Bi, CaseWare IDEA, process mapping, flowcharting, Excel VBA and Python programing language, to enhance engagements. Thomas prides himself on the work Perry and Associates does for small governments and not-for-profits, playing a small role in their impact on the communities they serve.

Education:

M.S. Accounting, Marshall University

Member of:

Information Systems Audit and Control Association

Appendix A: Peer Review Letter

BUCKLER, McKENNEY & NADZADI, P.C.
Certified Public Accountants
116 Fox Plan Road
Monroeville, PA 15146-2799
(412) 856-7880
FAX (412) 856-0510

11 West Market Street
Blairsville, PA 15717
(724) 459-5025
FAX (724) 459-5051

Mitchell K. McKenney, CPA
Jennifer Nadzadi, CPA

Merle L. Buckler, CPA (1931-1996)

Report on the Firm's System of Quality Control

June 27, 2024

To the Partners of Perry & Associates CPAs AC and the Peer Review Committee of the Ohio Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Perry & Associates CPAs AC in effect for the year ended September 30, 2023 Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of

applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Perry & Associates CPAs AC in effect for the year ended September 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Perry & Associates CPAs AC has received a peer review rating of *pass*.

Buckler, McKenney & Nadzadi

Buckler, McKenney & Nadzadi PC

Appendix B: Recent, Relevant CPE

Team Member	Year	Course Title	Hours
Jodey Altier	2025	AICPA Technical Hotlines Top A&A Issues Facing CPAs	1.5
	2025	A&A Update and Its impact on Peer Review	1.5
	2025	Peer Review & Quality Management - Evaluation Tips	2
	2025	Peer Review and Quality management	1
	2024	Engagements under Government Auditing Standards	3
	2024	Peer Review Focus on Quality Management	1.5
	2024	Peer Review Update	8
	2024	Quality Management Standards	1
	2024	A&A update with ethics focus	1
Brett Burns	2025	GAO Green Book - Governmental Internal Controls	3
	2025	AI in Assurance, Auditing, Compliance & Risk Analytics	2.5
	2025	Performance Audits Under Yellowbook	4
	2025	Lease Accounting: Mastering the Requirements	2
	2025	Yellow Book Examination Engagements	2
	2025	Auditing Fair Value	2
	2024	Ohio Professional Standards & Responsibilities	3
	2024	Introduction to Federal Grants	5
	2024 & 2025	Ohio AOS Combined IPA Conference	7+
Zachary Hart	2025	Quality Management Standards	2
	2025	2025 Ohio Compliance Supplement Update	1.5
	2025	Single Audit Quality: Focus on Risk Assessment, Evaluating Results, and Reporting	2.5
	2025	Writing Yellow Book and Single Audit Reports That Comply With Requirements	2
	2024	Forensic Accounting Engagement Scope and Acceptance Considerations	0.5
	2024	Internal Control Over and Testing Compliance	1.5
	2024	Auditor of State Findings for Recovery	1
	2024 & 2025	Annual Governmental GAAP Update	4
	2024 & 2025	Ohio AOS Combined IPA Conference	7+
Ryan Lynn	2025	AICPA A&A Focus (3 courses)	3
	2025	Peer Reviewer Case Study Review	8
	2025	WVDE School Finance Summer Conference	20
	2024	AICPA Engagement Quality Review (EQR)	1.5
	2024	Misappropriation of Assets & Procurement Cards	1.5
	2024	GAAS Update 2024	2
	2024	Misappropriation of Assets & Procurement Cards	1.5
	2024	WVDE Medaling with School Finance	13
	2024 & 2025	Ohio AOS Combined IPA Conference	7+

Appendix B: Recent, Relevant CPE

Team Member	Year	Course Title	Hours
Dylan Elliott	2025	Addressing Financial Statement Audit Deficiencies with DataSnipper	1
	2025	GASBs New Financial Reporting Model	2.5
	2025	YellowBook Update 2025	2.5
	2025	Enhancing Audit Quality	2
	2025	Common Audit Deficiencies: Governmental Audits	1.5
	2024	AICPA Cybersecurity Standards Part 1	1.5
	2024	Standards for Financial Audits	1
	2024	Intro to Single Audits & Planning a Uniform Guidance Compliance Audit	1.5
	2024 & 2025	Ohio AOS Combined IPA Conference	7+
Jenna Burns	2025	Business Valuations: Developing Economic Outlooks for 2025	2
	2025	Valuation Essentials: Insights for Transaction Support	2
	2025	Valuation for Litigation Assistance 2025	2
	2025	Red Flags in a Small Business Valuation 2025	2
	2024	2024 Tax update for Tax Exempt Organizations	1
	2024	Impacts of Gaming on Tax Exempt Organizations	1
KyLynn Gray	2025	GAO Green Book - Governmental Interal Controls	3
	2025	AI in Assurance, Auditing, Compliance & Risk Analytics	2.5
	2025	Performance Audits Under Yellowbook	4
	2025	Lease Accounting: Mastering the Requirements	2
	2025	Yellow Book and Single Audit Update 2025	2.5
	2025	Ethical Conundrums in Everyday Representation	1
	2024	Yellow Book Financial Audits and Attest Engagements	3.5
	2024	Ethical and Independence Considerations in Yellow Book Engagements	2
	2024	Revenue & Expenses: Proposed Changes For Governmental Entities	1
Thomas Martin	2025	The State of Privacy 2025	1
	2025	Protect Your Business Communications from Brand Abuse and Compromised Vendors	1
	2025	Building the Business Case for AI	1
	2025	What's In Your Commercial Software? Understanding Cots Risks	1
	2025	How ChatGPT and Other AI Will Change Cybersecurity Forever	1
	2024	From Check-the-Box to Cyber Resilience: Transform Auditing with Process Mining	1
	2024	Strengthening Your Cyber Defenses: Why Traditional Recovery Plans Fall Short	1
	2024	Leveraging Exposure Management to Improve Enterprise Security	1
	2024	State of Cybersecurity 2024	1



PERRY
& Associates CPAs

Charles Town Utility Board

Cost Proposal for Audit Services
July 1, 2025 through June 30, 2028 (Annual)

RFP #26-220
Date of Proposal: September 28, 2026

Contact: Jodey L. Altier, CPA, CFF, Managing Partner
313 Second Street, Marietta OH 45750
740-373-0056
Qualified EDGE Firm

PERRY
& Associates CPAs

April Shultz, Assistant Utility Manager
661 S. George Street, Ste. 101
Charles Town, WV 25414

In response to the Request for Proposal for the audits of Charles Town Utility Board for the fiscal periods July 1, 2025 through June 30, 2028, Perry & Associates Certified Public Accountants, A.C. (the Firm) is pleased to provide to you our fixed fee bids as detailed in the attached Exhibits.

	Total Fixed Fee
Fiscal period 2026	**$9,750**
Fiscal period 2027	**$8,250**
Fiscal period 2028	**$8,550**
Total for fiscal periods 2026-2028	**$26,550**

I hereby certify that I am entitled to represent Perry & Associates Certified Public Accountants, A.C., empowered to submit this bid and authorized to sign a contract with Charles Town Utility Board. We look forward to working with you.

Respectfully submitted,



Jodey L. Altier, CPA, CFF, President, Managing Partner Perry & Associates, Certified Public Accountants, A.C

Cost Proposal – Charles Town Utlilty Board

Exhibit A

Bid Summary and Certification

The Firm of Perry and Associates CPAs, A.C. proposes to conduct audit services for the Charles Town Utility Board, for the fiscal year ending June 30, 2026 and to issue the results on or before the specified date of January 31, 2027, for the amount of $9,750. The firm's employees assigned to and who will conduct this audit, their level of audit responsibility, credentials, experience, and hourly rates are as follows:

	CPA Yes/No	Years of Governmenta audit Experience	Has prior experience this entity Type Yes/No	Hours	Rate/ Hour	Total
President/CEO:						
Jodey L. Altier	Yes	26	Yes	6	$75.00	$450.00
Principal and Quality Management Specialist:						
Ryan C. Lynn	Yes	7	Yes	8	$75.00	$600.00
Director:						
Brett M. Burns	Yes	11	Yes	8	$75.00	$600.00
Senior Audit Manager:						
Ryan C. Lynn	Yes	7	Yes	12	$75.00	$900.00
Zach D. Hart	Yes	14	Yes	12	$75.00	$900.00
Staff Auditors	No	Varies	Yes	84	$75.00	$6,300.00
			Total	130		$9,750.00

Staff auditors will be assigned as needed.

BREAKDOWN OF TOTAL AUDIT/REVIEW HOURS

Planning and Supervision	26	**Review**	19.5
Field Work: General	38.5	**Report**	6
Federal Grants	40	**Non-Audit Services**	0
		Total Hours	130

The Firm will not provide this entity with any services that would violate professional standards issued by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the

In the preparation of this bid there was no conflict of interest or collusion between the Firm and the audit committee members or another representative of the entity. Further, the Firm did not influence, directly or indirectly, the audit committee members or any entity personnel in the scoring of the bid proposals and/or the awarding of the contract.

Respectively submitted,



Jodey L. Altier, CPA, CFF, President, Managing Partner
Perry & Associates Certified Public Accountants, A.C.

September 28, 2026

Exhibit B

Bid Summary and Certification

The Firm of Perry and Associates CPAs, A.C. proposes to conduct audit services for the Charles Town Utility Board, for the fiscal year ending June 30, 2027 and to issue the results on or before the specified date of November 30, 2027, for the amount of $8,250. The firm's employees assigned to and who will conduct this audit, their level of audit responsibility, credentials, experience, and hourly rates are as follows:

	CPA Yes/No	Years of Governmenta audit Experience	Has prior experience this entity Type Yes/No	Hours	Rate/ Hour	Total
President/CEO:						
Jodey L. Altier	Yes	26	Yes	6	$75.00	$450.00
Principal and Quality Management Specialist:						
Ryan C. Lynn	Yes	7	Yes	8	$75.00	$600.00
Director:						
Brett M. Burns	Yes	11	Yes	8	$75.00	$600.00
Senior Audit Manager:						
Ryan C. Lynn	Yes	7	Yes	12	$75.00	$900.00
Zach D. Hart	Yes	14	Yes	12	$75.00	$900.00
Staff Auditors	No	Varies	Yes	64	$75.00	$4,800.00
			Total	110		$8,250.00

Staff auditors will be assigned as needed.

BREAKDOWN OF TOTAL AUDIT/REVIEW HOURS

Planning and Supervision	22	Review	16.5
Field Work: General	25.5	Report	6
Federal Grants	40	Non-Audit Services	0
		Total Hours	110

The Firm will not provide this entity with any services that would violate professional standards issued by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the

In the preparation of this bid there was no conflict of interest or collusion between the Firm and the audit committee members or another representative of the entity. Further, the Firm did not influence, directly or indirectly, the audit committee members or any entity personnel in the scoring of the bid proposals and/or the awarding of the contract.

Respectively submitted,



Jodey L. Altier, CPA, CFF, President, Managing Partner
Perry & Associates Certified Public Accountants, A.C.

September 28, 2026

Exhibit C

Bid Summary and Certification

The Firm of Perry and Associates CPAs, A.C. proposes to conduct audit services for the Charles Town Utility Board, for the fiscal year ending June 30, 2028 and to issue the results on or before the specified date of November 30, 2028, for the amount of $8,550. The firm's employees assigned to and who will conduct this audit, their level of audit responsibility, credentials, experience, and hourly rates are as follows:

	CPA Yes/No	Years of Governmenta audit Experience	Has prior experience this entity Type Yes/No	Hours	Rate/ Hour	Total
President/CEO:						
Jodey L. Altier	Yes	26	Yes	6	$75.00	$450.00
Principal and Quality Management Specialist:						
Ryan C. Lynn	Yes	7	Yes	8	$75.00	$600.00
Director:						
Brett M. Burns	Yes	11	Yes	8	$75.00	$600.00
Senior Audit Manager:						
Ryan C. Lynn	Yes	7	Yes	12	$75.00	$900.00
Zach D. Hart	Yes	14	Yes	12	$75.00	$900.00
Staff Auditors	No	Varies	Yes	68	$75.00	$5,100.00
			Total	114		$8,550.00

Staff auditors will be assigned as needed.

BREAKDOWN OF TOTAL AUDIT/REVIEW HOURS

Planning and Supervision	22.8	Review	17.1
Field Work: General	28.1	Report	6
Federal Grants	40	Non-Audit Services	0
		Total Hours	114

The Firm will not provide this entity with any services that would violate professional standards issued by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the

In the preparation of this bid there was no conflict of interest or collusion between the Firm and the audit committee members or another representative of the entity. Further, the Firm did not influence, directly or indirectly, the audit committee members or any entity personnel in the scoring of the bid proposals and/or the awarding of the contract.

Respectively submitted,



Jodey L. Altier, CPA, CFF, President, Managing Partner
Perry & Associates Certified Public Accountants, A.C.

September 28, 2026

FIZER & ASSOCIATES, PLLC

Andrew J. Fizer, Owner | CPA | MBA | CGMA | Certified Forensic Accountant

September 24, 2026

April Shultz, Assistant Utility Manager
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, WV 25414

April,

Thank you for the request from the Charles Town Utility Board for a proposal to perform your annual Single Audit and Financial and Compliance Audits in accordance with the standards, requirements, terms, and conditions specified by the West Virginia State Auditor's Office, Chief Inspector Division's *Manual for Procuring and Conducting Audits and Reviews of Local Governments*. I understand the audits are for the fiscal years ending June 30, 2026, June 30, 2027, and June 30, 2028.

I noted from the Request for Proposal that your organization currently has 38 full-time employees and 3 part-time employees. I considered this in estimating the audit time, as well as the Funds, Accounts, and Debt Agreements.

My approach to performing the Financial and Compliance Audits will be guided by the professional standards, including:

- Generally Accepted Accounting Principles
- Generally Accepted Auditing Principles
- *Government Auditing Standards*
- State of West Virginia "Manual for Procuring and Conducting Audits and Reviews of Local Governments"
- Practitioners Publishing Company Guide to Audits

10 Stony Point Road | Charleston, West Virginia 25314 | P: 304-552-5322 | F: 681-245-6212

I will review background information on your organization to acquaint myself with your officials and administration. In addition, I will review reporting requirements and consider general audit procedures to properly plan the audit.

I will ask your organization to assemble the following items (if applicable):

- Certificate of Incorporation
- Organization charts
- List of governing board members and members of administration
- Minutes of governing boards
- Chart of accounts and accounting policies and procedures
- Main accounting journals, e.g., general ledger, cash receipts, disbursements, and payroll and general journals
- Personnel files and employee time records
- Prior and interim financial statements
- Correspondence with grantors
- Budgets
- Grant agreements
- Contracts, leases, insurance policies, etc.
- Debt agreements
- Name, address and account numbers of all bank accounts
- Bank reconciliations and related bank statements and canceled checks
- List of major vendors with addresses
- Paid bills file
- Inventory records
- Records prepared by bank for pension plans
- List of donations
- Other

I will prepare preliminary analytical procedures by comparing account balances for the current period to similar accounts in the prior period annual financial statements. Such analytical relationships will be considered in the development of the audit program.

My next steps will be to:

- Prepare a planning materiality analysis
- Study the organization's internal controls
- Prepare an audit work program
- Complete a time budget by audit area
- Hold discussions with appropriate organization officials about key audit dates

I will design the audit program based upon the risk that matters may materially affect the financial statements. My audit steps could include (if applicable):

- Review Minutes, contracts and funding source agreements
- Cash
- Investments
- Support, receivables and receipts
- Program service fees, revenue and receivables
- Donations
- Expenses for program, supporting services and accounts payable
- Inventories
- Property and equipment
- Debt and other liabilities
- Other

Examples of audit steps could be:

- Approval of budget documents
- Identify related party transactions
- Confirm bank balances with the Banks
- Review cash disbursement records for disbursements after year end to ascertain if the item was an unrecorded liability.

I will be prepared to begin the FYE 2026 audit and complete all fieldwork during December 2026. I plan to issue my report before January 31, 2027.

I will be prepared to begin the FYE 2027 audit and complete all fieldwork during November 2027. I plan to issue my report before November 30, 2027.

I will be prepared to begin the FYE 2028 audit and complete all fieldwork during November 2028. I plan to issue my report before November 30, 2028.

I have audited the following types of West Virginia entities for the period 2023 through 2026:

County Commissions
Municipalities (Class III and IV)
Boards of Health
Public Service Districts
Economic Development Authorities
Emergency Ambulance Authorities
Transit Authorities
Solid Waste Authorities
Libraries
Not-For-Profit Organizations

Fizer and Associates is enrolled in the Peer Review Program and my system of quality control for the accounting and auditing practice has been reviewed by Vail & Park, P.C., an independent Certified Public Accounting firm. The review was conducted in accordance with standards established by the Peer Review Authority of the American Institute of Certified Public Accountants (AICPA). This review was scheduled and completed in accordance with section 2.2.2 of the Procedures Manual for Conducting Audits and Reviews of Local Governments, which is issued and maintained by the Office of the State Auditor, Chief Inspector Division.

I am a member of the AICPA Governmental Audit Quality Center. I have over 25 years of public and private auditing experience.

The fees will be $13,200 for the fiscal year ending June 30, 2026, $8,200 for the fiscal year ending June 30, 2027, and $8,200 for the fiscal year ending June 30, 2028. I have included the Bid Summary and Certification Forms.

I welcome the opportunity to become the Auditor for the Charles Town Utility Board.

Sincerely,

Andrew J. Fizer, CPA
Enclosures

Bid Summary and Certification

revised 08/2019

The Firm of Fizer and Associates, PLLC proposes to conduct the Single Audit of the Charles Town Utility Board for the period of July 1, 2025 through June 30, 2026 and to issue the report on or before the specified date of January 31, 2027 for the amount of $13,200.

The Firm's employees assigned to and who will conduct this audit, their level of audit responsibility, credentials, experience, and hourly rates are as follows:

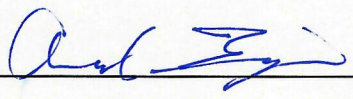
Audit Managers	CPA Yes/No	Years of Governmental Audit Experience	Has Prior experience THIS ENTITY Yes/No	Has Prior experience this entity TYPE Yes/No	Hours	X Rate/Hour	= Total
Andrew J. Fizer, CPA	Yes	25	No	Yes	132	100	$13,200.00
							$0.00
Audit Supervisor(s)							
							$0.00
							$0.00
Audit Staff							
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
Other Personnel							
							$0.00
				Total Hours	132		

BREAKDOWN OF TOTAL AUDIT/REVIEW HOURS

Planning and Supervision	6		Review	8	
Field Work: General	58		Report Preparation	10	
Federal Grants	50		Nonaudit services	0	
		Total Hours	132		

The firm will not provide this entity with any services that would violate professional standards issued by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the United States.

In the preparation of this bid there was no conflict of interest or collusion between the firm and the audit committee members or another representative of the entity. Further, the firm did not influence, directly or indirectly, the audit committee members or any entity personnel in the scoring of the bid proposals and/or the awarding of the contract.

Signature:  Title: Partner/Owner

Date: 9/22/2026

Bid Summary and Certification

revised 08/2019

The Firm of Fizer and Associates, PLLC proposes to conduct the Financial and Compliance Audit of the Charles Town Utility Board for the period of July 1, 2026 through June 30, 2027 and to issue the report on or before the specified date of November 30, 2027 for the amount of $8,200.

The Firm's employees assigned to and who will conduct this audit, their level of audit responsibility, credentials, experience, and hourly rates are as follows:

	CPA Yes/No	Years of Governmental Audit Experience	Has Prior experience THIS ENTITY Yes/No	Has Prior experience this entity TYPE Yes/No	Hours	X Rate/Hour	= Total
Audit Managers							
Andrew J. Fizer, CPA	Yes	25	No	Yes	82	100	$8,200.00
							$0.00
Audit Supervisor(s)							
							$0.00
							$0.00
Audit Staff							
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
Other Personnel							
							$0.00
				Total Hours	82		

BREAKDOWN OF TOTAL AUDIT/REVIEW HOURS

Planning and Supervision	6	Review	8
Field Work: General	58	Report Preparation	10
Federal Grants	0	Nonaudit services	0
Total Hours	82		

The firm will not provide this entity with any services that would violate professional standards issued by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the United States.

In the preparation of this bid there was no conflict of interest or collusion between the firm and the audit committee members or another representative of the entity. Further, the firm did not influence, directly or indirectly, the audit committee members or any entity personnel in the scoring of the bid proposals and/or the awarding of the contract.

Signature: _____ Title: Partner/Owner

Date: 9/22/2026

Bid Summary and Certification

revised 08/2019

The Firm of Fizer and Associates, PLLC proposes to conduct the Financial and Compliance Audit of the Charles Town Utility Board for the period of July 1, 2027 through June 30, 2028 and to issue the report on or before the specified date of November 30, 2028 for the amount of $8,200.

The Firm's employees assigned to and who will conduct this audit, their level of audit responsibility, credentials, experience, and hourly rates are as follows:

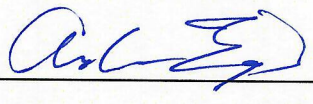
	CPA Yes/No	Years of Governmental Audit Experience	Has Prior experience THIS ENTITY Yes/No	Has Prior experience this entity TYPE Yes/No	Hours	X Rate/Hour	= Total
Audit Managers							
Andrew J. Fizer, CPA	Yes	25	No	Yes	82	100	$8,200.00
							$0.00
Audit Supervisor(s)							
							$0.00
							$0.00
Audit Staff							
							$0.00
							$0.00
							$0.00
							$0.00
							$0.00
Other Personnel							
							$0.00
				Total Hours	82		

BREAKDOWN OF TOTAL AUDIT/REVIEW HOURS

Planning and Supervision	6	Review	8
Field Work: General	58	Report Preparation	10
Federal Grants	0	Nonaudit services	0
Total Hours	82		

The firm will not provide this entity with any services that would violate professional standards issued by the American Institute of Certified Public Accountants and *Government Auditing Standards* issued by the Comptroller General of the United States.

In the preparation of this bid there was no conflict of interest or collusion between the firm and the audit committee members or another representative of the entity. Further, the firm did not influence, directly or indirectly, the audit committee members or any entity personnel in the scoring of the bid proposals and/or the awarding of the contract.

Signature:  Title: Partner/Owner

Date: 9/22/2026

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

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

Collection System Project - Resolution No. 40 - CIF No. 32, Pay App No. 19

Attachments:

Collection System Project - Resolution No. 40 - CIF No. 32, Pay App No. 19.pdf

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

RESOLUTION NO. 40
REQUEST FOR PAYMENT #40
(CIF PAYMENT #32)

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board as follows: There is hereby authorized and directed the payment of **"Contractor's Payment Application No. 19"** as follows.

Vendor	CWSRF	CWSRF "Green" PF Loan 1	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$0	$0	$124,307.28	$124,307.28
Total	**$0**	**$0**	**$124,307.28**	**$124,307.28**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 28th day of October, 2026.

By: _____
Micheal George, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 19

Application Period: 9/1/26 - 9/30/26	Application Date: 10/8/2026	
To (Owner): Charles Town Utility Board	From (Contractor): HRI, Inc.	Via (Engineer): Rummel, Klepper & Kahl, LLP
Project: 2022 Collection System Project	Contract: 01	Via (Consultant): Gwin, Dobson & Foreman Engineers
Owner's Contract No.:	Contractor's Project No.: 10341291	Engineer's Project No.: 24054

Application For Payment

Change Order Summary

Approved Change Orders

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

1. ORIGINAL CONTRACT PRICE	$	$6,074,000.00
2. Net change by Change Orders	$	$370,357.56
3. Current Contract Price (Line 1 ± 2)	$	$6,444,357.56
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$6,266,771.92
5. RETAINAGE:		
a. 10% X $6,266,771.92 Work Completed	$	$626,677.19
b. 10% X Stored Material	$	
c. Total Retainage (Line 5.a + Line 5.b)	$	$626,677.19
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$5,640,094.73
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$5,515,787.45
8. AMOUNT DUE THIS APPLICATION	$	$124,307.28
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$804,262.83

Contractor's Certification

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

Contractor Signature

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

Payment of: $ $124,307.28
(Line 8 or other - attach explanation of the other amount)

is recommended by: David Santelli (Engineer) 10/09/2026 (Date)

Payment of: $ 124,307.28
(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:	19
Application Period:	9/1/26 - 9/30/26	Application Date:	10/8/2026

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272,980.00	$272,980.00	**0.04**	**0.96**	1.00	$10,919.20	$262,060.80	$272,980.00		$272,980.00	100.0%	
2	Traffic Control	1	LS	$15,000.00	$15,000.00		**0.90**	0.90		$13,500.00	$13,500.00		$13,500.00	90.0%	$1,500.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00		**1.00**	1.00		$5,200.00	$5,200.00		$5,200.00	100.0%	
4	**Erosion & Sediment Control**	**1**	**LS**	**$142,000.00**											
4a	Rock Construction Entrance	1	LS	$35,000.00	$35,000.00		**0.90**	0.90		$31,500.00	$31,500.00		$31,500.00	90.0%	$3,500.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00		**1.00**	1.00		$14,000.00	$14,000.00		$14,000.00	100.0%	
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00		**1.00**	1.00		$30,000.00	$30,000.00		$30,000.00	100.0%	
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00	**0.25**	**0.75**	1.00	$750.00	$2,250.00	$3,000.00		$3,000.00	100.0%	
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00	**0.25**	**0.75**	1.00	$1,750.00	$5,250.00	$7,000.00		$7,000.00	100.0%	
5	**Burr East Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00		**1.00**	1.00		$9,000.00	$9,000.00		$9,000.00	100.0%	
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
5d	Demo Concrete Pad	1	LS	$3,000.00	$3,000.00										$3,000.00
5e	Relocate Propane Tanks	1	LS	$1,000.00	$1,000.00		**1.00**	1.00		$1,000.00	$1,000.00		$1,000.00	100.0%	
6	**Moose Lodge Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00		**1.00**	1.00		$4,500.00	$4,500.00		$4,500.00	100.0%	
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00		**1.00**	1.00		$8,500.00	$8,500.00		$8,500.00	100.0%	
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	100.0%	
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	100.0%	
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00		**1.00**	1.00		$9,500.00	$9,500.00		$9,500.00	100.0%	
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	100.0%	
9	**Forrest Street Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00	**0.40**	**0.50**	0.90	$6,000.00	$7,500.00	$13,500.00		$13,500.00	90.0%	$1,500.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00	**0.50**	**0.50**	1.00	$4,500.00	$4,500.00	$9,000.00		$9,000.00	100.0%	
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00	**1.00**		1.00	$9,000.00		$9,000.00		$9,000.00	100.0%	
10	**11th Ave Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	**1**	**LS**	**$495,000.00**											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00	**0.50**	**0.50**	1.00	$2,000.00	$2,000.00	$4,000.00		$4,000.00	100.0%	
11c	Site Fencing	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
11d	Valve Vault	1	LS	$40,000.00	$40,000.00		**1.00**	1.00		$40,000.00	$40,000.00		$40,000.00	100.0%	
11e	Meter Vault	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
11f	Process Pipe	1	LS	$70,000.00	$70,000.00		**1.00**	1.00		$70,000.00	$70,000.00		$70,000.00	100.0%	
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00		**1.00**	1.00		$98,000.00	$98,000.00		$98,000.00	100.0%	
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11n	Electrical	1	LS	$90,000.00	$90,000.00		**0.90**	0.90		$81,000.00	$81,000.00		$81,000.00	90.0%	$9,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00	**0.10**	**0.90**	1.00	$10,500.00	$94,500.00	$105,000.00		$105,000.00	100.0%	
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
12c	Meter Vault	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
12e	Process Pipe	1	LS	$54,000.00	$54,000.00		**1.00**	1.00		$54,000.00	$54,000.00		$54,000.00	100.0%	

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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				
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00		**1.00**	1.00		$90,000.00	$90,000.00		$90,000.00	100.0%	
12g	Instrumentation	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
12i	Electrical	1	LS	$65,000.00	$65,000.00		**1.00**	1.00		$65,000.00	$65,000.00		$65,000.00	100.0%	
12j	Integration	1	LS	$45,000.00	$45,000.00		**1.00**	1.00		$45,000.00	$45,000.00		$45,000.00	100.0%	
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00		**1.00**	1.00		$23,000.00	$23,000.00		$23,000.00	100.0%	
13c	Seeding & Landscaping	1	LS	$3,500.00	$3,500.00	**1.00**		1.00	$3,500.00		$3,500.00		$3,500.00	100.0%	
13d	Meter Vault	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
13f	Process Pipe	1	LS	$73,500.00	$73,500.00		**1.00**	1.00		$73,500.00	$73,500.00		$73,500.00	100.0%	
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00		**1.00**	1.00		$102,000.00	$102,000.00		$102,000.00	100.0%	
13h	Instrumentation	1	LS	$4,500.00	$4,500.00		**1.00**	1.00		$4,500.00	$4,500.00		$4,500.00	100.0%	
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00		**1.00**	1.00		$58,000.00	$58,000.00		$58,000.00	100.0%	
13k	Integration	1	LS	$43,000.00	$43,000.00		**1.00**	1.00		$43,000.00	$43,000.00		$43,000.00	100.0%	
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
15c	Site Grading	1	LS	$23,000.00	$23,000.00		**1.00**	1.00		$23,000.00	$23,000.00		$23,000.00	100.0%	
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00		**1.00**	1.00		$9,500.00	$9,500.00		$9,500.00	100.0%	
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
15g	Site Fencing	1	LS	$20,000.00	$20,000.00		**1.00**	1.00		$20,000.00	$20,000.00		$20,000.00	100.0%	
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00		**1.00**	1.00		$530,000.00	$530,000.00		$530,000.00	100.0%	
15i	Meter Vault	1	LS	$20,000.00	$20,000.00		**1.00**	1.00		$20,000.00	$20,000.00		$20,000.00	100.0%	
15j	Process Pipe	1	LS	$141,000.00	$141,000.00		**1.00**	1.00		$141,000.00	$141,000.00		$141,000.00	100.0%	
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
15l	Instrumentation	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00		**1.00**	1.00		$8,500.00	$8,500.00		$8,500.00	100.0%	
15o	Electrical	1	LS	$135,000.00	$135,000.00		**1.00**	1.00		$135,000.00	$135,000.00		$135,000.00	100.0%	
15p	Integration	1	LS	$180,000.00	$180,000.00		**1.00**	1.00		$180,000.00	$180,000.00		$180,000.00	100.0%	
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Burr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00		**1.00**	1.00		$17,500.00	$17,500.00		$17,500.00	100.0%	
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
19	**Bypass Pump - Jett's Farm Pump Station**	**1**	**LS**	**$36,000.00**											
19a	Set Up Bypass Pump & Piping	1	LS	$13,500.00	$13,500.00		**1.00**	1.00		$13,500.00	$13,500.00		$13,500.00	100.0%	
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00		**1.00**	1.00		$20,000.00	$20,000.00		$20,000.00	100.0%	
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
20	**Bypass Pump - Samuel Street Pump Station**	**1**	**LS**	**$15,000.00**											
20a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
22	**Bypass Pump - Forest Ave Pump Station**	**1**	**LS**	**$13,000.00**											
22a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
23	**Bypass Pump - 11th Ave Pump Station**	**1**	**LS**	**$13,000.00**											
23a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
24	**Bypass Pump - Evitt's Run Interceptor**	**1**	**LS**	**$100,000.00**											
24a	Set Up Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00		**1.00**	1.00		$50,000.00	$50,000.00		$50,000.00	100.0%	
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	

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25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00		**1.00**	1.00		$48,000.00	$48,000.00		$48,000.00	100.0%	
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
29	4" SDR 35 Sewer	100	LF	$194.00	$19,400.00										$19,400.00
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$92.00	$1,840.00		**55.00**	55.00		$5,060.00	$5,060.00		$5,060.00	275.0%	-$3,220.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00	**245.00**	**675.50**	920.50	$33,075.00	$91,192.50	$124,267.50		$124,267.50	83.7%	$24,232.50
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00		**70.00**	70.00		$13,440.00	$13,440.00		$13,440.00	35.0%	$24,960.00
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00	**28.00**	**190.75**	218.75	$7,952.00	$54,173.00	$62,125.00		$62,125.00	109.4%	-$5,325.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00		**576.00**	576.00		$100,224.00	$100,224.00		$100,224.00	96.0%	$4,176.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00		**36.00**	36.00		$8,460.00	$8,460.00		$8,460.00	45.0%	$10,340.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00		**1884.50**	1884.50		$574,772.50	$574,772.50		$574,772.50	94.2%	$35,227.50
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00		**4087.58**	4087.58		$551,823.30	$551,823.30		$551,823.30	185.8%	-$254,823.30
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00		**2723.08**	2723.08		$313,154.20	$313,154.20		$313,154.20	97.3%	$8,845.80
39	2" SDR 9 HDPE Force Main (Slip Line)	1400	LF	$55.00	$77,000.00		**1370.00**	1370.00		$75,350.00	$75,350.00		$75,350.00	97.9%	$1,650.00
40	1.5" SDR 9 IPS HDPE Force Main (Slip Line)	900	LF	$54.00	$48,600.00										$48,600.00
41	1.25" SDR 9 IPS HDPE for Main	1200	LF	$75.50	$90,600.00		**1136.00**	1136.00		$85,768.00	$85,768.00		$85,768.00	94.7%	$4,832.00
42	4' Diameter Manhole (up to 6')	20	EA	$8,500.00	$170,000.00	**2.00**	**24.00**	26.00	$17,000.00	$204,000.00	$221,000.00		$221,000.00	130.0%	-$51,000.00
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00		**33.05**	33.05		$21,482.50	$21,482.50		$21,482.50	66.1%	$11,017.50
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00		**3.00**	3.00		$24,300.00	$24,300.00		$24,300.00	30.0%	$56,700.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00		**26.00**	26.00		$39,000.00	$39,000.00		$39,000.00	100.0%	
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00	**2.00**	**6.00**	8.00	$3,400.00	$10,200.00	$13,600.00		$13,600.00	160.0%	-$5,100.00
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00		**4.00**	4.00		$6,000.00	$6,000.00		$6,000.00	40.0%	$9,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00		**13.00**	13.00		$26,000.00	$26,000.00		$26,000.00	130.0%	-$6,000.00
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00	**1.00**		1.00	$4,300.00		$4,300.00		$4,300.00	20.0%	$17,200.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00		**3.00**	3.00		$37,500.00	$37,500.00		$37,500.00	75.0%	$12,500.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00		**7.00**	7.00		$63,000.00	$63,000.00		$63,000.00	175.0%	-$27,000.00
52	Burr East Force Main Connection	1	LS	$21,000.00	$21,000.00		**1.00**	1.00		$21,000.00	$21,000.00		$21,000.00	100.0%	
53	Jett's Farm Force Main Connection	1	LS	$11,000.00	$11,000.00		**1.00**	1.00		$11,000.00	$11,000.00		$11,000.00	100.0%	
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00		**5.00**	5.00		$6,500.00	$6,500.00		$6,500.00	100.0%	
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00		**126.34**	126.34		$12,634.00	$12,634.00		$12,634.00	140.4%	-$3,634.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00	**91.50**	**224.43**	315.93	$9,333.00	$22,891.86	$32,224.86		$32,224.86	158.0%	-$11,824.86
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00	**8.00**	**13.00**	21.00	$11,200.00	$18,200.00	$29,400.00		$29,400.00	131.3%	-$7,000.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00	**7.00**	**13.00**	20.00	$2,940.00	$5,460.00	$8,400.00		$8,400.00	142.9%	-$2,520.00
59	12" Steel Casing - (Open Cut)	200	LF	$200.00	$40,000.00										$40,000.00
60	16" Steel Casing - (Open Cut)	80	LF	$250.00	$20,000.00										$20,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$1,600.00	$128,000.00										$128,000.00
62	Test Pit Excavation & Refill	7	EA	$5,000.00	$35,000.00		**3.00**	3.00		$15,000.00	$15,000.00		$15,000.00	42.9%	$20,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00		**5.00**	5.00		$45,000.00	$45,000.00		$45,000.00	71.4%	$18,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00		**197.87**	197.87		$79,148.00	$79,148.00		$79,148.00	247.3%	-$47,148.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00		**162.23**	162.23		$56,780.50	$56,780.50		$56,780.50	270.4%	-$35,780.50
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00		**654.54**	654.54		$60,217.68	$60,217.68		$60,217.68	93.5%	$4,182.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00		**18.00**	18.00		$23,400.00	$23,400.00		$23,400.00	138.5%	-$6,500.00
69	Concrete Curb Repair	10	LF	$200.00	$2,000.00										$2,000.00
70	Concrete Driveway Repair	10	CY	$1,800.00	$18,000.00										$18,000.00
71	Miscellaneous DIP Fittings	500	LB	$20.00	$10,000.00		**420.00**	420.00		$8,400.00	$8,400.00		$8,400.00	84.0%	$1,600.00
72	Class B Concrete	50	CY	$500.00	$25,000.00		**44.00**	44.00		$22,000.00	$22,000.00		$22,000.00	88.0%	$3,000.00
73	Shoring / Stabalization After Receiving / Launching Pit - Augustine Ave	1	LS	$10,000.00	$10,000.00		**1.00**	1.00		$10,000.00	$10,000.00		$10,000.00	100.0%	
	Change Orders														
CO-1	B&O Tax	1	LS	$121,480.00	$121,480.00										$121,480.00
CO-2-A	Evitts Run MH Upsize	1	LS	$20,704.00	$20,704.00		**1.00**	1.00		$20,704.00	$20,704.00		$20,704.00	100.0%	
CO-2-B	Lakeland Place - 16th St Access Road	1	LS	$79,983.00	$79,983.00		**1.00**	1.00		$79,983.00	$79,983.00		$79,983.00	100.0%	
CO-2-C	Lakeland Place - ELB 5" Conduit	1420	LF	$71.00	$100,820.00		**1420.00**	1420.00		$100,820.00	$100,820.00		$100,820.00	100.0%	
CO-2-D	Davit Crane Credit	1	LS	-$10,422.36	-$10,422.36		**1.00**	1.00		-$10,422.36	-$10,422.36		-$10,422.36	100.0%	
CO-2-E	Lakeland Place - Potomac Edison	1	LS	$49,987.68	$49,987.68										$49,987.68
CO-3	Augustine Boring	84.5	LF	$2,317.00	$195,786.50		**84.50**	84.50		$195,786.50	$195,786.50		$195,786.50	100.0%	
CO-3	Credit	1	LS	-$231,970.00	-$231,970.00										-$231,970.00
CO-4-A	Evitt's Run - Conduit Relocation	1	LS	$14,003.58	$14,003.58		**1.00**	1.00		$14,003.58	$14,003.58		$14,003.58	100.0%	
CO-4-B	Evitt's Run - Power Pole Removal	1	LS	$9,911.00	$9,911.00		**1.00**	1.00		$9,911.00	$9,911.00		$9,911.00	100.0%	

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 01												Application Number: 19				
Application Period: 9/1/26 - 9/30/26												Application Date: 10/8/2026				
A					B			C			D	E	F			
Item		Contract Information				Quantity			Payment							
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)	
CO-4-C	Evitt's Run - Force Main Conflict	1	LS	$13,589.00	$13,589.00		**1.00**	1.00		$13,589.00	$13,589.00		$13,589.00	100.0%		
CO-4-D	Burr East - Wet Well Modification	1	LS	$6,485.16	$6,485.16		**1.00**	1.00		$ 6,485.16	$6,485.16		$6,485.16	100.0%		
	Totals				**$6,444,357.56**				**$138,119.20**	**$6,128,652.72**	**$6,266,771.92**		**$6,266,771.92**	97.2%	**$177,585.64**	

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Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	19
Application Period:	9/1/26 - 9/30/26	Application Date:	10/8/2026

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

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Date: October 28, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 32 Request for Payment (RFP) #32 CIF # 24	Resolution No. 33 Request for Payment (RFP) #33 Pay App #15 CIF # 25	Resolution No. 34 Request for Payment (RFP) #34 CIF # 26	Resolution No. 35 Request for Payment (RFP) #35 Pay App #16 CIF # 27	Resolution No. 36 Request for Payment (RFP) #36 CIF # 28	Resolution No. 37 Request for Payment (RFP) #37 Pay App #17 CIF # 29	Resolution No. 38 Request for Payment (RFP) #38 CIF # 30	Resolution No. 39 Request for Payment (RFP) #39 Pay App #18 CIF # 31	Resolution No. 40 Request for Payment (RFP) #40 Pay App #19 CIF # 32	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 145,644.30	$ -	$ 31,965.59	$ -	$ 225,234.09	$ -	$ 203,501.40	$ 124,307.28	$ 632,795.15
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1,7 & 11)	$ 20,503.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,503.22
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,987.68
c. Change Order 5 - (Note #11)	$ 132,373.10	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 132,373.10
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note 6, 9, & 12)	$ 570,000.00	$ 35,140.93	$ -	$ 26,901.17	$ -	$ 28,920.14	$ -	$ 7,340.40	$ -	$ -	$ 72,185.21
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,144,443.88**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 1,066,427.36**
B. COST OF FINANCING											
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**										**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,185,093.88**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 1,066,427.36**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #32 CIF # 24	Request for Payment (RFP) #33 Pay App #15 CIF # 25	Request for Payment (RFP) #34 CIF # 26	Request for Payment (RFP) #35 Pay App #16 CIF # 27	Request for Payment (RFP) #36 CIF # 28	Request for Payment (RFP) #37 Pay App #17 CIF # 29	Request for Payment (RFP) #38 CIF # 30	Request for Payment (RFP) #39 Pay App #18 CIF # 31	Request for Payment (RFP) #40 Pay App #19 CIF # 32	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,425,629.88	$ (35,140.93)	$ (145,644.30)	$ (27,901.17)	$ (31,965.59)	$ (28,920.14)	$ (225,234.09)	$ (7,340.40)	$ (203,501.40)	$ (124,307.28)	$ 742,083.36
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,547,109.88**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ 863,563.36**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,185,093.88**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ 1,066,427.36**

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

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

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

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

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

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

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

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

Note #12 - 9/23/2026 - GDF - Task Order #3 was approved for Additional RPR Inspection Services approved increase of $50,000 to be paid from Capacity Improvement Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Resolution No. 41 - CIF No. 33

Attachments:

Collection System Project - Resolution No. 41 - CIF No. 33.pdf

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

RESOLUTION NO. 41
REQUEST FOR PAYMENT #41
(CIF PAYMENT #33)

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	$4,554.55	$4,554.55
GD&F Engineers	$0	$52,282.51	$52,282.51
Total	**$0**	**$56,837.06**	**$56,837.06**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 28th day of October, 2026.

By: _____
Micheal George, Chairman

Date: October 28, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 33 Request for Payment (RFP) #33 Pay App #15 CIF # 25	Resolution No. 34 Request for Payment (RFP) #34 CIF # 26	Resolution No. 35 Request for Payment (RFP) #35 Pay App #16 CIF # 27	Resolution No. 36 Request for Payment (RFP) #36 CIF # 28	Resolution No. 37 Request for Payment (RFP) #37 Pay App #17 CIF # 29	Resolution No. 38 Request for Payment (RFP) #38 CIF # 30	Resolution No. 39 Request for Payment (RFP) #39 Pay App #18 CIF # 31	Resolution No. 40 Request for Payment (RFP) #40 Pay App #19 CIF # 32	Resolution No. 41 Request for Payment (RFP) #41 CIF # 33	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ 145,644.30	$ -	$ 31,965.59	$ -	$ 225,234.09	$ -	$ 203,501.40	$ 124,307.28	$ -	$ 632,795.15
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1,7 & 11)	$ 20,503.22	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,503.22
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 49,987.68
c. Change Order 5 - (Note #11)	$ 132,373.10	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 132,373.10
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note 6, 9, & 12)	$ 570,000.00	$ -	$ 26,901.17	$ -	$ 28,920.14	$ -	$ 7,340.40	$ -	$ -	$ 56,837.06	$ 15,348.15
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,144,443.88**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 56,837.06**	**$ 1,009,590.30**
B. COST OF FINANCING											
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**										**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,185,093.88**	**$ 145,644.30**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 56,837.06**	**$ 1,009,590.30**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #33 Pay App #15 CIF # 25	Request for Payment (RFP) #34 CIF # 26	Request for Payment (RFP) #35 Pay App #16 CIF # 27	Request for Payment (RFP) #36 CIF # 28	Request for Payment (RFP) #37 Pay App #17 CIF # 29	Request for Payment (RFP) #38 CIF # 30	Request for Payment (RFP) #39 Pay App #18 CIF # 31	Request for Payment (RFP) #40 Pay App #19 CIF # 32	Request for Payment (RFP) #41 CIF # 33	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,425,629.88	$ (145,644.30)	$ (27,901.17)	$ (31,965.59)	$ (28,920.14)	$ (225,234.09)	$ (7,340.40)	$ (203,501.40)	$ (124,307.28)	$ (56,837.06)	$ 685,246.30
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,547,109.88**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ (56,837.06)**	**$ 806,726.30**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,185,093.88**	**$ (145,644.30)**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ (56,837.06)**	**$ 1,009,590.30**

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CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

General Manager's 6-Month Performance Evaluation - Possible Executive Session under the provision of W. VA Code §6-9A-4(b)(2)(A)- Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open meeting.

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

UM Report October 2026.pdf

Charles Town Utility Board

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

MEMORANDUM TO THE BOARD OF DIRECTORS

DATE: October 28, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, October 2026

Ongoing Projects & Initiatives:

- Locust Hill Pond Water Quality Pilot Program – LHUOA Status Update & Exhibits
- Unidentified Connection of Water Distribution System to Stormwater Collection System – W. 6th Ave.
- Update on Utility Services to Potomac Metals @ 410 16th Ave.

Wastewater Treatment Plant

Total Wastewater Processed September 2026:
Charles Town: 37.18 million Gallons per month or 1.24 MGD average
Tuscawilla: 3.75 million Gallons per month or 0.13 MGD average

Collection System

1 Pump(s) pulled and sent for repair
14 Grease Trap inspections
19 Sewer main repairs/blockages/call-outs
77 Sewer line inspections
0 Manhole inspections
16 Sewer line jetting

Water Plant and Distribution System

Total Water Pumped July 2026 (CT): 50.2 million Gallons per month or 1.62 MGD average
5 Leaks repaired
3 Meters repaired
51 Meters replaced
42 New meters installed
1944 - Ten (10) day notices
266 Disconnect notices, 103 Disconnects
0 Hydrant(s) repaired

Customer Counts

- Sewer 11,213
  - Residential 10,466
  - Commercial 683
  - Public Authority 58
  - Industrial 6
- Water 7,931
  - Residential 7292
  - Commercial 602
  - Public Authority 37

Human Resources

Employees Count: 38 full-time | 1 part-time | 1 vacancies

LOCUST HILL POND WATER QUALITY PILOT PROGRAM – LHUOA STATUS UPDATE

August 10, 2026 – October 14, 2026

The comparison, below, uses the initial August sampling-period average as the baseline and the October 14th measurement as the final value for each parameter. The final values represent individual readings rather than multi-day averages.

Water Quality Results

PARAMETER	INITIAL AVERAGE (mg/L) August 10th – August 14th	FINAL READING (mg/L) October 14th	ASSESSMENT
Dissolved Oxygen (DO)	8.03	11.08	October 14 reading is 38.0% above August 10th – 14th baseline. Cooler water can naturally hold more dissolved oxygen; this single reading does not establish a treatment effect.
Ammonia	0.035	0.071	October 14 reading is 0.071 mg/L, approximately 103% above the low August 10th – 14th baseline, but remains low in absolute concentration according to the consultant.
Phosphorus	0.518	0.320	October 14 reading is 38.2% below the August 10th – 14th baseline average; encouraging evidence of improved phosphorus control, without proving treatment causation.
Nitrogen (TKN)	1.97	2.00	October 14 reading is 1.5% above the August 10th – 14th baseline average, essentially unchanged. Nitrogen removal was not a primary treatment objective.
Alkalinity	161	155	October 14 reading is 3.7% below the August 10th – 14th baseline average; generally stable buffering capacity.

1. Overall Assessment

The Locust Hill Pond Water Quality Pilot Program has demonstrated encouraging—but not definitive—preliminary evidence of improved water quality, reduced aquatic vegetation, and potentially improved conditions for aquatic life, since treatment began on August 17th, 2026. The program utilizes three UltraClear products (Phosphate Binder Pro, Muck Digester Tablets, and SST Biological Treatment) to reduce phosphorus availability, promote organic matter decomposition, and improve overall pond conditions.

Although the results do not conclusively establish the individual effectiveness of each treatment product, the combination of measurable phosphorus reduction, observed duckweed thinning, and absence of observed algae blooms supports a preliminary assessment that the treatment program is producing beneficial results.

Water Quality Results

The most significant measurable improvement has been the reduction in phosphorus concentrations, from an initial average of 0.518 mg/L to 0.320 mg/L on October 14, representing a 38.2% reduction. This is encouraging because phosphorus is a primary nutrient supporting algae and aquatic plant growth. Sustained reductions in phosphorus availability may help limit excessive aquatic vegetation and improve overall pond conditions.

Dissolved oxygen increased from an initial average of 8.03 mg/L to 11.08 mg/L on October 14th, an increase of approximately 38.0%. Although this increase is favorable, seasonal cooling increases in oxygen solubility and may account

for some of the improvement. The September 15th Dissolved Oxygen Profile (Exhibit #3) also demonstrated generally adequate oxygen availability throughout much of the pond, and consistency at all water depths, although localized lower readings—usually where duckweed cover was present—indicate that some areas experience less favorable conditions. Excessive surface vegetation restricts sunlight penetration and contributes to dissolved oxygen depletion.

Ammonia increased from an initial average of 0.035 mg/L to 0.071 mg/L, representing an increase of approximately 103%. Although the percentage increase is substantial, the absolute increase was relatively small, at 0.036 mg/L. Ammonia is naturally produced through the decomposition of organic matter in the pond and fluctuates with stormwater runoff from surrounding golf course grounds, landscaped areas, and adjacent properties that introduce nitrogen and phosphorus through fertilizers, and more organic matter for decomposition. Additionally, treated wastewater effluent from the Tuscawilla Plant contributes residual ammonia, organic nitrogen, nitrate, and phosphorus. The observed increase does not independently demonstrate deteriorating water quality or treatment ineffectiveness.

Total Kjeldahl Nitrogen (TKN) remained essentially unchanged, increasing from an initial average of 1.97 mg/L to 2.00 mg/L, a difference of approximately 1.5%. TKN measures organic nitrogen and ammonia nitrogen, both of which are affected by organic decomposition. As organic material breaks down, organic nitrogen may be converted into ammonia and subsequently into nitrate through nitrification. The stable TKN concentrations do not necessarily indicate that the biological treatment products are ineffective, although the results do not demonstrate measurable nitrogen removal.

Alkalinity remained relatively stable throughout the pilot program, decreasing only 3.7%, from 161 mg/L to 155 mg/L. These concentrations indicate substantial buffering capacity, meaning the pond can resist sudden changes in pH associated with biological decomposition, nutrient cycling, and other natural processes. Maintaining stable buffering conditions is beneficial for microbial treatment activity, fish health, and overall aquatic ecosystem stability.

Collectively, the water-quality results demonstrate encouraging phosphorus reduction, favorable dissolved oxygen measurements, and relatively stable nitrogen and buffering conditions. While measurable nitrogen removal has not been established, the available results do not indicate a clear deterioration in overall water quality.

In addition to laboratory testing, field observations provide important evidence of improved pond conditions. Delegate Clark reported that duckweed coverage is noticeably thinner this year and did not bloom. Additionally, no algae blooms were observed in the treated pond, following the initiation of the treatment program.

Potential Benefits to Aquatic Life & Fish Habitat

The observed improvements may also provide important ecological benefits by creating more favorable conditions for warmwater fish and other aquatic life commonly found in West Virginia ponds. West Virginia's water quality standards, established under 47 CSR 2, generally identify a dissolved oxygen criterion of at least 5.0 mg/L for applicable warmwater fisheries. Common warmwater species, including largemouth bass, bluegill, channel catfish, and Triploid Grass Carp depend on adequate dissolved oxygen and suitable habitat conditions for survival, reproduction, and growth.

The October 14th dissolved oxygen concentration of 11.08 mg/L is favorable for many warmwater fish species. The September 15th dissolved oxygen profile (Exhibit #3) also demonstrated generally adequate oxygen availability throughout much of the pond, although localized readings below 5.0 mg/L, where duckweed cover was observed, indicate that reduced sunlight penetration may be the cause.

Some non-native species of warmwater fish, like the Triploid Grass Carp, consume and could help manage excessive aquatic vegetation, like duckweed. Although, research indicates that grass carp consume duckweed, but they often cannot eat it fast enough to control an infestation and are more effective against submerged vegetation. West Virginia also has specific stocking requirements. The WV Division of Natural Resources provides an application for certified Triploid Grass Carp importation, and state law restricts certain nonnative fish species.

Evaluation of Individual Treatment Products

Phosphate Binder Pro is intended to bind phosphorus within the water column, reducing its availability to support algae and aquatic plant growth. The measured 38.2% reduction in phosphorus concentrations represents the strongest quantitative evidence of treatment effectiveness. The observed reduction in duckweed coverage and absence of observed algae blooms following treatment are also consistent with the intended benefits of phosphorus control.

Muck Digester Tablets are intended to accelerate the biological decomposition of accumulated organic material and bottom sediments, potentially reducing muck accumulation and associated nutrient recycling. The observed increase in ammonia concentrations is consistent with ongoing organic matter decomposition. However, the results do not establish that the product accelerated decomposition or reduced accumulated muck. Its effectiveness looks promising, but should be physically verified with sediment depth measurements. Additional evaluations could include measurements and comparison of sediment depth at fixed locations.

SST is a biological treatment intended to support microbial activity and the decomposition of organic material within the pond. The improvements in phosphorus concentrations and observed aquatic vegetation conditions may reflect the combined effects of the treatment program, including potential contributions from SST. Our testing does not directly measure microbial activity, organic matter decomposition, or other indicators necessary to independently evaluate SST's contribution.

2. Evaluation of Alternatives & Supplemental Water Quality Management Strategies

In addition to the UltraClear treatment products currently being evaluated, several physical, mechanical, biological, and watershed-management strategies could improve water quality and aquatic habitat within Locust Hill Pond. These strategies may serve as alternatives to the existing treatment program or, more appropriately, as supplemental measures addressing conditions that biological and phosphorus-binding products may not fully resolve.

The pilot program has demonstrated encouraging preliminary results, including a reduction in phosphorus concentrations, improved dissolved oxygen measurements, and observed reductions in duckweed coverage. However, the pond remains relatively nutrient-rich, and the long-term effectiveness of the treatment program has not yet been established.

The following alternatives are evaluated based on their potential effectiveness, environmental impacts, implementation considerations, and compatibility with the existing treatment program:

Increased Aeration & Water Circulation

Installation of additional surface fountain aerators, subsurface diffused-air systems, or other circulation equipment to increase oxygen transfer and reduce stagnant conditions.

Potential Benefits:

Increased aeration will increase dissolved oxygen availability, and support the decomposition of accumulated organic sediment and the microbial processes associated with Muck Digester and SST treatments. It might also improve conditions for warmwater fish and reduce the stagnant surface conditions that favor duckweed accumulation. However, we've observed that duckweed will still accumulate around the existing aerators, where the water is still.

Limitations & Considerations:

Aeration does not physically remove the nitrogen or phosphorus that promotes excessive aquatic vegetation. For Pond #1, the estimated cost for increased surface and subsurface aeration is approximately $45,000 (3-4 Surface Aerators & Subsurface Diffuser).

Assessment:
Increased aeration represents a promising—but expensive—supplemental strategy. Although, the October 14th dissolved oxygen concentration of 11.08 mg/L was favorable and the September 15th Dissolved Oxygen Profile (Exhibit #3) indicated oxygen levels were consistent at all depths, except for an area noted to have duckweed cover.

Sediment Removal & Dredging
Mechanical removal of accumulated sediments, particularly organic muck and nutrient-enriched material.

Potential Benefits:
Dredging will physically remove accumulated organic matter, and one of the associated sources of nitrogen and phosphorus responsible for excessive aquatic vegetation. It would also restore water depth, storage capacity lost through sediment accumulation from stormwater runoff, and shallow areas favorable to rooted aquatic plants.

Limitations & Considerations:
Dredging is substantially more disruptive and potentially more expensive than biological treatment or mechanical vegetation removal. Ther estimated cost to dredge a 9-acre pond is $650,000 and implementation may require environmental permits. Dredging effectiveness in controlling duckweed is uncertain, because duckweed floats on the water surface rather than rooting in bottom sediments. Lastly, dredging will not prevent future nutrient accumulation from stormwater runoff.

Assessment:
Dredging could provide substantial long-term benefits if the pond contains significant deposits of nutrient-rich organic sediment. However, our current water-quality results did not establish the extent of sediment accumulation or whether the sediment is a major source of phosphorus and ammonia. Sediment testing and analysis is needed to further identify the source of the nutrients. Targeted removal of accumulated sediments in shallow areas, or near stormwater outfalls, may offer a more economical alternative to dredging the entire pond.

Periodic Physical Removal of Duckweed
Physical collection and removal of floating duckweed using surface skimmers, nets, or floating booms.

Potential Benefits:
Provides immediate reduction in excessive surface vegetation coverage, improves light penetration and dissolved oxygen levels, and removes a significant source of nitrogen and phosphorus contained within vegetation.

Limitations & Considerations:
Duckweed can reproduce rapidly, requiring repeated removal during warm weather, and removing it alone does not directly address the nutrient conditions in the pond that encourage excessive duckweed growth. Large-scale removal can be labor-intensive and requires specialized equipment, which is moderately expensive. Purchasing equipment to performing removal in-house costs an estimated $5,000. Contracting the removal costs an estimated $4,500 per visit.

Assessment:
Periodic mechanical removal is a practical supplemental strategy, particularly when duckweed accumulates in concentrated areas (windy day). Rather than attempting continuous removal across the entire 9-acre pond, a targeted approach using floating booms to concentrate duckweed near accessible shoreline locations may provide an economical method of controlling excessive coverage.

Biological Vegetation Control / Fish Stocking
Introduction or management of native, herbivorous fish species, particularly certified triploid grass carp, to consume aquatic vegetation.

Potential Benefits:
Provide ongoing biological consumption of certain aquatic plants, and reduce the need for mechanical or chemical control of susceptible submerged vegetation.

Limitations & Considerations:
Grass carp prefer consuming submerged aquatic plants and are not consistently effective in controlling duckweed or algae. Stocking must also account for water quality, fish escape routes, existing fish populations, and applicable West Virginia regulatory requirements.

Assessment:
Fish stocking may be appropriate as part of a broader pond water quality management program, but should not be considered a primary strategy for controlling duckweed. The available water-quality testing suggests generally favorable conditions for common warmwater fish; however, fluctuating dissolved oxygen levels and chemicals carried in stormwater runoff have produced numerous observed "fish kills."

Aquatic Pond Dyes – Not a Viable Solution
The pond system is hydraulically connected to a local waterway through an existing weir, and used to irrigate the golf course, so the use of algaecides and herbicides to control aquatic vegetation is not a viable environmental option. Similarly, pond dyes work by reducing the amount of sunlight penetrating the water, which limits photosynthesis and suppresses algae and submerged vegetation growth, but reduces dissolved oxygen. Also, duckweed floats on the surface, where it continues receiving sunlight. Consequently, pond dyes generally provide little direct control of duckweed.

3. Next Steps & Recommendations

Near-Term:
- Complete the current treatment program.
- Continue water-quality testing and monitoring. Evaluate adding additional parameters: pH, temperature, nitrate, and nitrite.
- Finalize pilot and analyze results.

Intermediate-Term:
- Conduct a sediment-depth survey to evaluate accumulated organic material and sediment.
- Testing and analysis of sediment composition and nutrient concentrations, to further determine source of nutrients and relative pond health.
- Consult and evaluate data with industry experts.

Long-Term:
- Establish pond water quality management program, combining beneficial bacteria products dosing protocol and physical duckweed removal schedule.

The preliminary results of the Locust Hill Pond Water Quality Pilot Program suggest that the UltraClear treatment products may be contributing to improved pond conditions, particularly with respect to reduced phosphorus concentrations, the absence of significant observed algae blooms, and the thinning of surface duckweed vegetation.

The approximately 38% reduction in phosphorus concentrations is particularly noteworthy, as phosphorus is a principal nutrient supporting excessive algae and aquatic vegetation growth. Although the available data cannot conclusively attribute this reduction to the treatment products, the observed improvements are consistent with the intended objectives of the program: phosphorous reduction.

The increase in ammonia concentrations may also be consistent with biological decomposition of accumulated organic material, which is one of the intended functions of the Muck Digester Tablets. However, additional monitoring is necessary

to determine whether the products are effectively reducing organic sediment accumulation or simply transforming nutrients into other forms.

Dissolved oxygen measurements have generally been favorable, although previous testing identified localized areas with lower concentrations. Maintaining adequate dissolved oxygen is important for supporting beneficial aerobic bacteria, promoting the decomposition of organic material, and sustaining healthy aquatic conditions. Continued monitoring is therefore recommended, particularly during warmer months when oxygen depletion is more likely.
While the treatment program appears promising, biological treatment alone may not provide sufficient control of duckweed. Because duckweed floats on the water surface, it can reproduce rapidly under favorable conditions and is not necessarily controlled by phosphorus reduction or microbial treatment. Excessive duckweed coverage can also restrict sunlight penetration and reduce oxygen production by submerged aquatic vegetation and algae, potentially contributing to unfavorable dissolved oxygen conditions.

Accordingly, periodic physical removal of duckweed should be incorporated as a supplemental component of the pond management program and would provide an immediate improvement in pond appearance, while physically exporting nitrogen, phosphorus, and organic material contained within the harvested vegetation. Removing excessive duckweed before it dies and decomposes would also help limit additional organic matter accumulation and associated oxygen demand / depletion. Given the pond's connection to a downstream waterway through an existing weir, physical removal offers the additional benefit of reducing the potential transport of excessive floating vegetation and associated nutrients into downstream waters.

The condition of the pond's sediment also warrants further investigation. Accumulated organic sediments can serve as a continuing source of nitrogen and phosphorus through biological decomposition and nutrient recycling. A sediment-depth survey and limited sediment sampling would help determine the extent of organic material accumulation, evaluate the potential contribution of sediments to existing nutrient concentrations, and establish whether additional management measures, including targeted dredging, may be beneficial in the future. At this stage, the available results do not demonstrate a need for full-scale dredging, additional chemical treatments, or substantial modifications to the existing management program.

Based on the preliminary findings, the recommended course of action is to continue the existing UltraClear treatment program, supplemented by periodic physical removal of excessive duckweed. This combined approach would allow the pond to benefit from ongoing biological treatment and phosphorus management, while directly addressing surface vegetation accumulation, pond appearance, and the recycling of nutrients from decaying plant material.

4. Exhibits

UltraClear Pond Treatment Application & Dosing Schedule	Exhibit #1
Locust Hill Pond Water Quality Pilot Program Testing Results (August 10th – October 14th)	Exhibit #2
Locust Hill Pond #1 Dissolved Oxygen Profile (September 15th)	Exhibit #3

Exhibit #1

CONFIDENTIAL

UltraClear®

Pond Treatment Program

Technical Application & Dosing Instructions | 9 Acre Pond

Prepared for:	**Wayne Clark / Paul Mantello**	Document No:	AP081726-01
Property:	**Locust Hill Golf Course**	Issued:	14-Aug-26
Location:	**Charles Town, WV 25414**	Program Start:	17-Aug-26
Prepared by:	**Dan Kelley, UltraClear**	Reference:	9 Acre Pond

1. Application Schedule

Date	Muck Digester	SST	Phosphate Binder Pro
Aug 17	576 tabs (1.5 box)	8 gal (2 cases)	135 lb (3 pails)
Aug 31	576 tabs (1.5 box)	8 gal (2 cases)	135 lb (3 pails)
Sep 14	288 tabs (0.75 box)	3 gal	67.5 lb (1.5 pails)
Sep 28	288 tabs (0.75 box)	3 gal	67.5 lb (1.5 pails)
Oct 12	288 tabs (0.75 box)	3 gal	67.5 lb (1.5 pails)
Oct 26	288 tabs (0.75 box)	3 gal	67.5 lb (1.5 pails)
Nov 9*	288 tabs (0.75 box)	4 gal (1 case)	90 lb (2 pails)

** November 9 application is conditional on water temperature. See Section 3.*

Startup application density is 64 tablets per surface acre. Maintenance density is 32 tablets per surface acre.

2. Application Procedures

Muck Digester Tablets

Broadcast tablets as evenly as practical across the entire pond surface. Do not concentrate the treatment along the shoreline. Prioritize:

- Deep-water areas
- Known depositional zones
- Areas with visible or documented organic muck accumulation
- Low-circulation areas where sludge tends to collect

SST

Agitate thoroughly before every application. Divide the required volume between several application points around the pond perimeter and apply directly to the water along the shoreline. Favor areas with natural circulation. Do not deposit the entire treatment at a single point.

Phosphate Binder Pro

Note: Binder dosage is based on pond volume in acre-feet, not surface acreage alone. Additional binder may be required if actual depth exceeds estimates (5ft average depth). Monitor closely.

Add Binder gradually to pond water in a suitable mixing vessel and mix thoroughly to a pourable slurry. Maintain agitation to prevent settling before application. Distribute the slurry at multiple locations around the pond perimeter, seeking broad distribution through the water column.

3. Temperature & Seasonal Requirements

Phosphate Binder Pro

Apply only while pond water temperature is above 50°F. Water temperature in the Charles Town area declines rapidly through late October and November, so verify actual pond temperature before the final application. At 50°F or below, discontinue Binder treatment. Any residual binder may be stored and used for future use when water temperatures return to 50°F.

Muck Digester & SST

Effective at lower temperatures than the Binder, remaining applicable down to approximately 38°F. If Binder treatment is discontinued for temperature, the Muck Digester and SST portion of the program may continue independently while conditions remain suitable.

4. Mid-Program Adjustments

Monitor treatment response throughout the program. If elevated turbidity, discoloration, or suspended material indicates that additional phosphorus binding is warranted, the Phosphate Binder may be applied more frequently or increased up to approximately 2× the scheduled rate.

Document any supplemental application so total Binder usage can be tracked against available inventory. Do not increase biological product dosage solely because water clarity temporarily changes; evaluate pond conditions and treatment response first.

5. Storage & Handling

- SST must be stored between 50°F and 95°F; DO NOT ALLOW PRODUCT TO FREEZE
- Phosphate Binder Pro and Muck Digester may be stored in a cool dark place; protect from excessive heat
- Keep containers closed when not in use
- Always agitate SST before every application
- Record actual quantities applied at each treatment

6. Program Product Requirements

Product	Scheduled Use	Procure
Muck Digester Tablets	2,592 tablets (6.75 boxes)	7 boxes (0.25 box reserve)
SST / Clarifier Pro	32 gallons	32 gallons
Natural Phosphate Binder	630 lb	630 lb

The unused Muck Digester reserve may be retained for supplemental treatment or seasonal extension if pond conditions warrant.

7. Field Record Requirements

Record the following at each application:

- Date applied and pond water temperature
- Muck Digester tablets applied
- SST / Clarifier Pro gallons applied
- Phosphate Binder pounds or pails applied
- General water appearance and visible muck accumulation
- Any deviation from the scheduled treatment, and the reason

Treatment rates should be reassessed if actual pond depth, pond volume, water temperature, or site conditions differ materially from the assumptions used to develop this protocol.

Exhibit #2

Locust Hill Pond Water Quality Pilot Program - Sampling & Testing Results

Date	Rainfall (Inches)	Dissolved Oxygen (mg/L)	Ammonia (mg/L)	Phosphorous (mg/L)	Nitrogen TKN (mg/L)	Alkalinity (mg/L)
8/10/2026	0	9.09	0.029	0.513	1.54	164
8/11/2026	0.4	7.11	0.025	0.526	1.51	162
8/12/2026	0	7.98	0.027	0.495	2.03	156
8/13/2026	0	6.99	0.052	0.542	2.36	161
8/14/2026	0	8.97	0.04	0.512	2.43	479
8/15/2026						
8/16/2026						
8/17/2026	0.3	8.75	0.396	0.656	2.43	131
8/18/2026	0.3	6.97	0.037	0.712	1.36	226
8/19/2026	0	10.05	0.05	0.567	2.4	278
8/20/2026	0	7.79	0.034	0.653	2.2	325
8/21/2026	0.2	11.97	0.055	0.685	3.62	154
8/22/2026						
8/23/2026						
8/24/2026	0	8	0.057	0.588	4.09	184
8/25/2026	0	8.34	0.022	0.506	3.63	170
8/26/2026	0	7.45	0.029	0.364	4.06	175
8/27/2026	0	5.79	0.065	0.402	5	171
8/28/2026	0	6.29	0.036	0.852	2.93	182
8/29/2026						
8/30/2026						
8/31/2026	0.2	4.71	0.03	0.516	3.15	172
9/1/2026	0	3.66	0.059	1.29	2.74	192
9/2/2026	0	5.47	0.079	1.03	2.54	161
9/3/2026	0.1	1.87	0.169	0.423	2.08	163
9/4/2026	0.4	2.29	0.326	0.969	1.92	167
9/5/2026						
9/6/2026						
9/7/2026						
9/8/2026	0	4.5	0.049	4.16	4.12	172
9/9/2026	0	6.21	0.296	1.15	1.64	180
9/10/2026	0	4.39	0.239	1.09	1.5	187
9/11/2026	0.1	6.7	0.163	1.08	1.54	214
9/12/2026						
9/13/2026						
9/14/2026	0	5.77	0.3	0.725	5.82	276
9/15/2026	0	8.41	0.092	0.43	1.71	176
9/16/2026	0	11	0.05	0.283	4.3	188
9/17/2026	0	7.97	0.097	0.469	20.1	187
9/18/2026	0.15	7.08	0.383	0.402	15.6	364
9/19/2026						
9/20/2026						
9/21/2026	0	4.85	0.150	0.617	2.55	165
9/22/2026	0.5	3.62	0.252	0.579	2.96	185
9/23/2026	0.3	3.38	0.324	0.680	2.53	184
9/24/2026	0.1	4.41	0.252	0.599	2.85	167
9/25/2026	0	5.38	0.261	0.515	2.50	167
9/26/2026						
9/27/2026						
9/28/2026	0	8.71	0.048	0.392		161
9/29/2026	0	8.98	0.047	0.352		162
9/30/2026	0	7.86	0.041	0.342		160
10/1/2026	0	7.16	0.046	0.313		167
10/2/2026						
10/3/2026						
10/4/2026						
10/5/2026	0	7.38	0.045	0.601	2.52	151
10/6/2026	0	8.17	0.039	0.519	2.42	154
10/7/2026	0	8.21	0.038	0.394	2.44	193
10/8/2026	0	8.59	0.045	0.448	3.16	180
10/9/2026	0	10.26	0.058	0.475	2.36	197
10/10/2026						
10/11/2026						
10/12/2026						
10/13/2026						
10/14/2026	0	11.08	0.071	0.32	2	155

Exhibit #3

Locust Hill Pond Water Quality Pilot Program
Dissolved Oxygen Profile - 9/15/2026



Location	Top	Bottom		
#1	6.18	6.25		
#2	6.19	5.7		
#3	4.76	4.45		
#4	3.92	3.89	D Weed	(Duckweed)
#5	7.03	6.81	Shallow	
#6	6.55	6.5	Shallow	
#7	7.14	7.01	Shallow	
#8	7.11	7.29		
#9	7.52	7.46		
#10	6.97	6.35		

Unidentified Connection of Potable Water Distribution System to Stormwater Collection System – West 6th Avenue

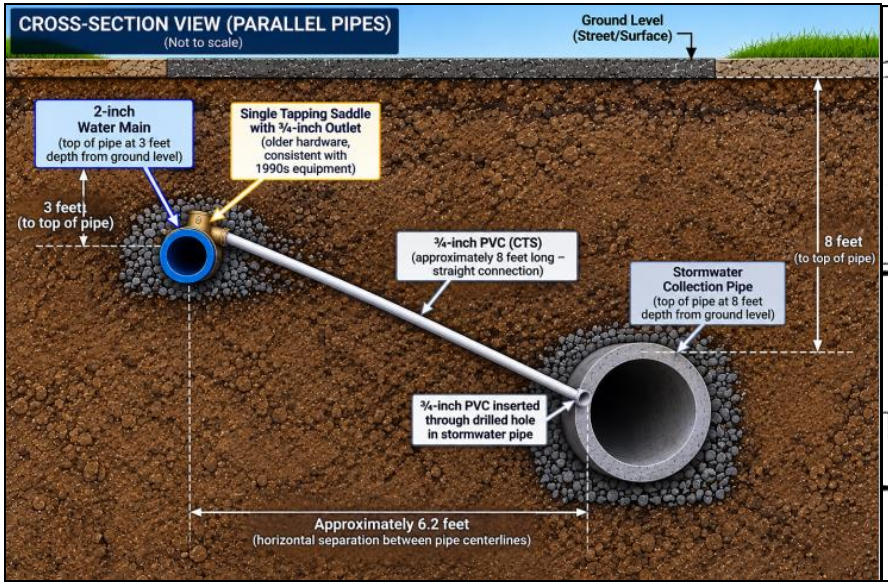


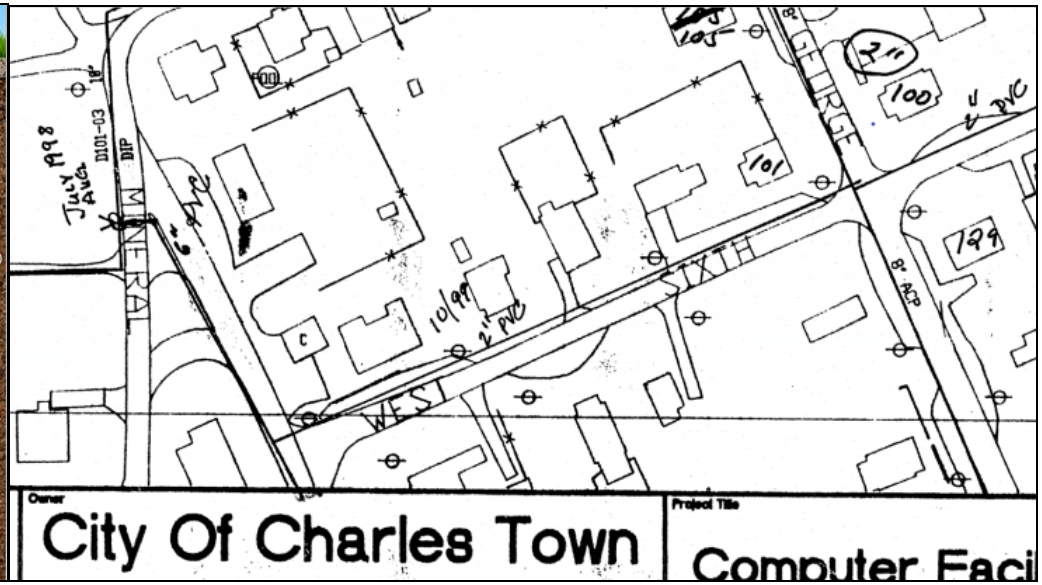
On September 29th, Ranson Public Works notified CTUB Distribution & Collection Systems Manager, Steven Williams, that steady dry-weather flow was observed at the stormwater outfall, identified above. Mr. Williams subsequently found the flow tested positive for chlorine and engaged our leak detection consultant, American Leak Detection (ALD).

ALD located the leak, as coming from a 2-inch watermain, in front of 210 W. 6th Avenue, in Ranson. When the leak location was excavated, CTUB Distribution & Collection discovered an 8-foot, ¾-inch line connecting the 2-inch watermain to the adjacent underground 18-inch stormwater collection pipe. On October 15th, CTUB removed the connection.

The purpose of the connection was most likely to mitigate a frequent clogging issue in the stormwater pipe, noted by the Ranson Public Works Department. Our records indicate the distribution and stormwater collection systems were both installed in the 1990s, and the affected section of 2-inch watermain was installed in October 1999. The connection was likely also installed in 1999, together with the 2-inch watermain, to create continuous flow through the stormwater pipe, flush accumulating debris, and was intended to prevent blockages. Please see a cross-section diagram of the connection and a screenshot from our July 1995 Water Distribution System As-Built Drawings, below. Mr. Williams indicated that the saddle and piping appear consistent with hardware commonly used during the 1990s.

Unidentified Connection of Potable Water Distribution System to Stormwater Collection System – West 6th Avenue





This area of the distribution system is located in the "Main Pressure Zone," with average operating pressure of 40 PSI. At an estimated discharge rate of 25-50 gallons per minute, the unidentified connection between CTUB's potable water distribution system and the municipal stormwater collection system may have resulted in the continuous loss of approximately 13.1 to 26.3 million gallons of treated drinking water, annually, or approximately 2.2% to 4.4% of our annual water production at the Charles Town Water Treatment Plant. This volume is equivalent to the average daily water consumption of approximately 240 to 480 residential customers.

Based on CTUB's current water tariff, using an average 150 gallons per day, per household, the estimated annual volume represents approximately $304,000 in retail value. Using our FY25 audited water operating expenses, this represents approximately $15,000 - $30,000 annually in production-related costs (electricity, chemicals, and other variable costs), associated with the estimated volume of lost water.

Assuming a continuous discharge of 25-50 gallons per minute:

Impact	Daily	Monthly	Annually	Over 5 Years
Potable Water Lost (Gallons)	36,000 – 72,000	1,080,000 – 2,160,000	13,140,000 – 26,280,000	65,700,000 – 131,400,000
Associated Production-Related Operating Costs	$41 - $82	$1,232 - $2,464	$14,990 - $29,981	$74,953 - $149,905

Unidentified Connection of Potable Water Distribution System to Stormwater Collection System – West 6th Avenue

CTUB Staff will complete the following actions to address distribution system water loss, investigate the recently discovered connection, and coordinate with our municipal partners:

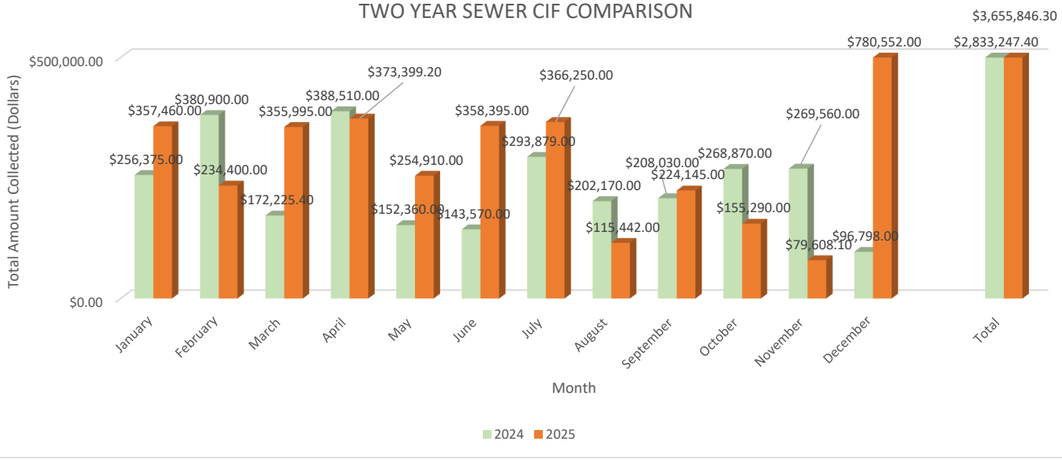
1. Dry-Weather Stormwater Outfall Survey: Coordinate with municipal public works departments and MS4 programs to locate and conduct a near-term survey of stormwater outfalls during dry-weather conditions, identifying unexplained flows that may originate from potable water distribution infrastructure.
2. Interagency Coordination & Reporting Protocols: Develop an interagency memorandum and coordinated reporting procedures for identifying, documenting, and investigating unexplained dry-weather stormwater discharges, including reciprocal notification between CTUB and municipal public works personnel.
3. Annual Leak Detection Program: Establish internal and/or contracted annual water distribution leak detection surveys and reporting, including written reporting of findings, recommended corrective actions, and estimated water losses.
4. Water Loss Monitoring**:** CTUB currently monitors water loss monthly by comparing metered water production with billed customer consumption and accounting for estimated authorized unbilled uses, including firefighting, water main flushing, and other municipal activities. Staff will review existing non-revenue water data and estimation methods, to evaluate the potential historical and operational impacts of the unidentified connection, and refine our detection and reporting.

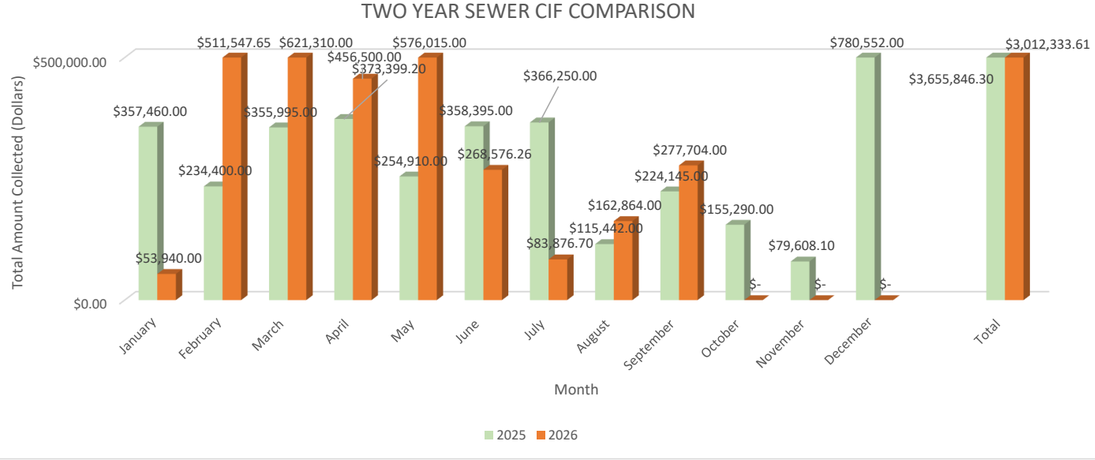
Charles Town Utility Board
2025 Capacity Improvement Fee Collections/EDU for Sewer

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

Charles Town Utility Board
2026 Capacity Improvement Fee Collections/EDU for Sewer

Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-26		12	12	$ 53,940.00		$ 53,940.00
Feb-26	7.47	106	113.47	$ 545,672.65	$ 34,125.00	$ 511,547.65
Mar-26		137	137	$ 674,935.00	$ 53,625.00	$ 621,310.00
Apr-26		100	100	$ 513,375.00	$ 56,875.00	$ 456,500.00
May-26	1	121	122	631,265.00	$ 55,250.00	$ 576,015.00
Jun-26		59.75	59.75	$ 271,826.26	$ 3,250.00	$ 268,576.26
Jul-26	1.26	34	35.26	$ 90,376.70	$ 6,500.00	$ 83,876.70
Aug-26		78	78	$ 183,989.00	$ 21,125.00	$ 162,864.00
Sep-26		133	133	$ 362,204.00	$ 84,500.00	$ 277,704.00
Oct-26						$ -
Nov-26						$ -
Dec-26						$ -
Total 2026	**9.73**	**780.75**	**790.48**	**$ 3,327,583.61**	**$ 315,250.00**	**$ 3,012,333.61**

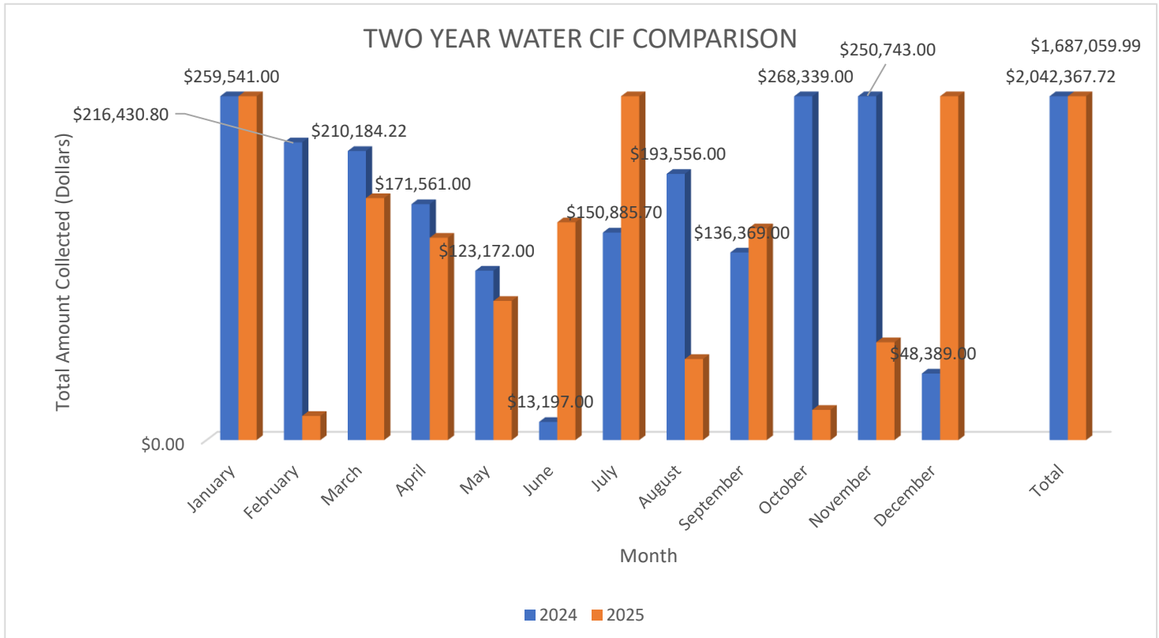


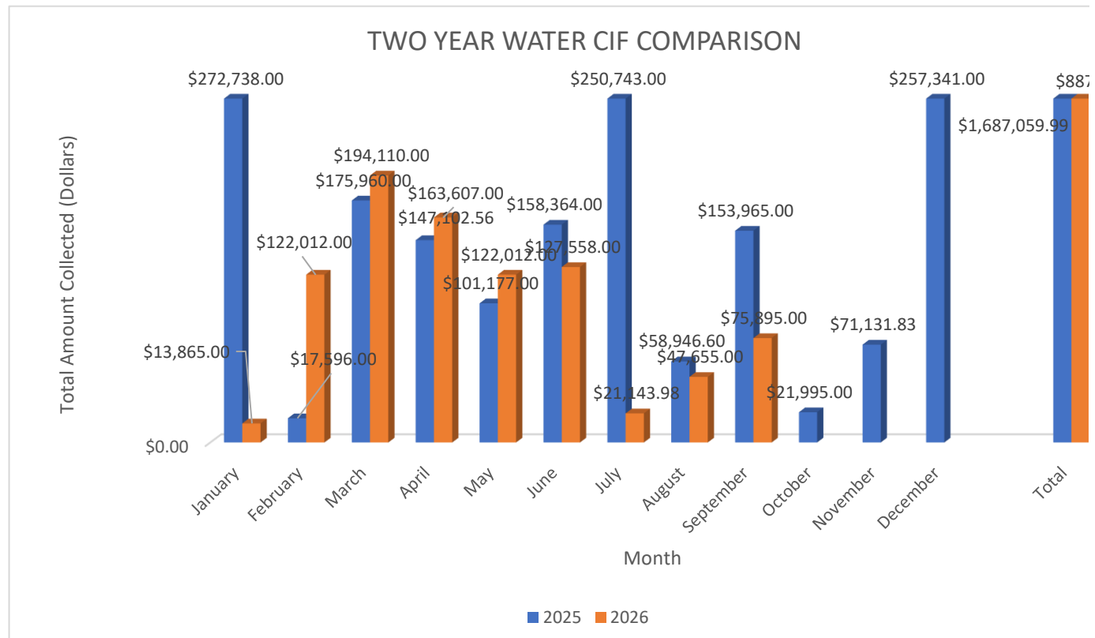


Water CIF Tracking as of October 28, 2026

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

2026 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-26		5	5	$ 13,865.00
Feb-26	7	37	44	$ 122,012.00
Mar-26		70	70	$ 194,110.00
Apr-26		59	59	$ 163,607.00
May-26		44	44	$ 122,012.00
Jun-26		46	46	$ 127,558.00
Jul-26	1.26	10	11.26	$ 21,143.98
Aug-26		27	27	$ 47,655.00
Sep-26		43	43	$ 75,895.00
Oct-26				
Nov-26				
Dec-26				
Total 2026	**8.26**	**341**	**349.26**	**$ 887,857.98**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	3,333
2016	1.75	419	1.14	0.61	610,000	2,905
2017	1.75	393	1.08	0.67	670,000	3,190
2018	1.75	491	1.34	0.41	410,000	1,952
2019	1.75	459	1.26	0.49	490,000	2,333
2020	1.75	419.7	1.15	0.60	603,333	2,873
2021	1.75	401.61	1.11	0.64	637,500	3,036
2022	1.75	387.15	1.06	0.69	687,500	3,274
2023	1.75	382.28	1.06	0.69	694,167	3,306
2024	1.75	432.96	1.19	0.56	559,167	2,663
2025	1.75	431.13	1.18	0.57	570,833	2,718
2026	1.75	357.16	1.31	0.44	438,889	2,090

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY	Total Design minus Average	Total Available	Total Available
2015	0.5	48	0.13	0.37	370,000	1,762
2016	0.5	49	0.13	0.37	370,000	1,762
2017	0.5	48	0.14	0.36	360,000	1,714
2018	0.5	78	0.21	0.29	290,000	1,381
2019	0.5	55.24	0.15	0.35	350,000	1,667
2020	0.5	1.09	0.16	0.34	340,000	1,619
2021	0.5	32.55	0.10	0.40	400,833	1,909
2022	0.5	62.8	0.17	0.33	328,333	1,563
2023	0.5	83.78	0.23	0.27	270,000	1,286
2024	0.5	66.68	0.18	0.32	316,667	1,508
2025	0.5	62.85	0.18	0.32	316,667	1,508
2026	0.5	28.85	0.11	0.39	392,222	1,868

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

Total EDU's available between CT and Tuscawilla	
2015	5,095
2016	4,667
2017	4,905
2018	3,333
2019	4,000
2020	4,492
2021	4,944
2022	4,837
2023	4,591
2024	4,171
2025	4,226
2026	3,958

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

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

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

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	38.14	1.23
FEBRUARY	46.18	1.65
MARCH	42.67	1.38
APRIL	37.20	1.24
MAY	40.18	1.30
JUNE	37.01	1.23
JULY	39.40	1.27
AUGUST	39.20	1.26
SEPTEMBER	37.18	1.24
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	357.16	1.31

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

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

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

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	2.99	0.1
FEBRUARY	2.88	0.1
MARCH	2.99	0.1
APRIL	2.58	0.1
MAY	3.58	0.12
JUNE	2.97	0.1
JULY	3.40	0.11
AUGUST	3.71	0.12
SEPTEMBER	3.75	0.13
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	28.85	0.108

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

HISTORICAL CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	4,928
2020	2.8	615.64	1.68	1.12	1,117,946	5,324
2021	2.8	601.87	1.64	1.16	1,164,627	5,546
2022	2.8	588.97	1.60	1.20	1,204,163	5,734
2023	2.8	602.24	1.63	1.17	1,168,256	5,563
2024	2.8	579.85	1.57	1.23	1,228,525	5,850
2025	2.8	602.15	1.65	1.15	1,154,057	5,496
2026	2.8	448.48	1.61	1.19	1,192,551	5,679

HISTORICAL GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	2.68	0.01	0.01	14,441	-
2025	0.0216	2.90	0.01	0.01	13,678	-
2026	0.0216	2.38	0.01	0.01	12,900	-

HISTORICAL CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	1.86	0.01	0.03	30,967	
2025	0.036	1.75	0.005	0.03	31,209	
2026	0.036	1.32	0.005	0.03	31,165	

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

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

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

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

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

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	47,828,478	1,542,854
FEBRUARY	45,179,910	1,457,416
MARCH	47,157,420	1,521,207
APRIL	47,448,040	1,530,582
MAY	50,513,930	1,629,482
JUNE	51,799,130	1,670,940
JULY	54,166,530	1,747,307
AUGUST	54,197,825	1,748,317
SEPTEMBER	50,186,991	1,618,935
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	448,478,254	1,607,449

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

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

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

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	222,800	7,187
FEBRUARY	187,600	6,700
MARCH	193,900	6,255
APRIL	234,400	7,813
MAY	249,100	8,035
JUNE	289,600	9,653
JULY	324,500	10,468
AUGUST	351,000	11,323
SEPTEMBER	325,900	10,863
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	2,378,800	8,700

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

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

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

2026		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	142,800	4,606
FEBRUARY	129,300	4,618
MARCH	150,100	4,842
APRIL	143,000	4,767
MAY	158,100	5,100
JUNE	166,100	5,537
JULY	156,400	5,045
AUGUST	132,700	4,281
SEPTEMBER	141,600	4,720
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,320,100	4,835

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Engineering Report

Attachments:

Engineering Report October 2026.pdf

CHARLES TOWN UTILITY BOARD
ENGINEER'S REPORT
October 28, 2026

Water Projects

Membrane/GAC Pilot Study

- AriaFiltra (1st membrane manufacturer) submitted their final report.
- AOP/Scinor (2nd membrane manufacturer) system pilot has been operating for over a month. Water quality sampling has been ongoing and sent to a certified laboratory.
- GAC pilot columns are still running. Have not yet reached saturation.
- Pilot units running as expected. Pilot study should end in mid-December.

Corrosion Inhibitor Change

- CTUB and GD&F had a meeting with Pat Murphy from Health Department on 9-8-2026. Chris E. explained why we wanted to switch corrosion inhibitors. Health Department seemed to be onboard with proposed change. They said CTUB would need to double the lead and copper sample sites from 30 to 60 and increase sampling frequency from once to twice a year for one (1) year. GD&F is currently preparing a Design Engineer's Report to submit to the Health Department.
- Chris E. is wanting to make this change to prevent zinc buildup in system and because it is a better product for the hard water source and should lead to reduced flushing times and less water quality complaints.

Sewer Projects

Collection System Project (RK&K Design)

- Currently working on final punchlist items at the pump stations, which mostly involve restoration. The 8" gravity line along 11th and Forrest Streets, including all laterals, have been completed.
- HRI is now Substantially Complete, with all new mains and pump stations currently in operation.
- Change Order No. 6 ($151,821) regarding the Burr East conduit change and additional bypass pumping at Burr, Jett's Farm and Moose Lodge is currently being reviewed by DEP.
- A Final Balancing Change Order is also upcoming.

New WWTP Design

- Two (2) geotechnical RFPs were received. Drilling to commence next month.
- Preliminary design of new headworks screens, vortex grit systems, Clarifiers and UV system are complete.
- Preparation of specifications and design engineer's report has begun.
- 3rd party system water quality sampling to optimize plant size ongoing. One or two sampling events remain. BioWin modeling is being finalized for BNR system layout.
- GDF has continued with preliminary design of new sludge handling system and BNR reactors.

Tuscawilla BNR/MBR Project Upgrade

- GD&F has completed the design. Currently working on bidding specifications.
- Project scheduled to bid in early November.

New Maintenance Building

- Awarded project to W. Harley Miller Contractors, Inc. for $1,360,000.
- Contractor has completed all rough-in site work and utilities.
- Contractor just submitted pole building structure submittal. Submittal and RFI process has been ongoing. GD&F still needs truss and metal panel submittals.
- GDF onsite RPR is Don Peglow (part-time as needed).

Greenfield Forcemain

- Project was awarded to Snyder Environmental Services for $1,897,438 on 9-9-2026.
- They have provided the Agreement, Bonds and Insurance. Agreement to be signed by CTUB.
- Preconstruction meeting held on October 27, 2026.
- Additional easement obtained from Citizens Fire Department with a few stipulations.

Asbury Church Area Sewer Replacement

- Design complete, waiting on easement. Once received, project will be put out to bid.
- Cost estimate to be updated.

Flowing Springs Pump Station Upgrade

- All permits received. Project is considered bid ready.
- GD&F updated probable construction cost estimate which is about $2 million.
- Project to be advertised to bid the first week of November.

Asset Management Plan

- GD&F currently assisting CTUB with completing Tuscawilla WWTP and Pump Station plans on an as needed basis.

CTWWTP SBR Blower Issues

- GD&F helped with blower starter setpoint changes.

Misc.

- GDF has been assisting CTUB with the following developer sewerage pump station and forcemain project reviews and hydraulic calculations: Augustine Manor (Vinton Hayes), Norborne Glebe and Avalon/Langlet.

GD&F
GWIN DOBSON & FOREMAN ENGINEERS

Charles Town Utility Board
Charles Town Maintenance Building
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #2
Tuesday, October 6, 2026 @ 10:00 AM

Minutes

Prepared by: **Gwin, Dobson & Foreman, Inc.**
Luke Paronish, P.E., Project Manager

Issued: **September 1, 2026**

1. Review Minutes of Previous Meeting & Attendance
   No comments from the Progress Meeting #1 Minutes that was held on September 1, 2026.

2. Review of Work Progress since Previous Meeting
   - Completed the over-excavation of the unsuitable fill materials within the building footprint, and placed the structural fill to bring the building pad to within 14" of top-of-slab (all testing – passed).

   - Graded the site, including the main entrance – spread on-site gray gravel across building pad and entrance area - no compaction testing to-date on this material used to level/cover the site.
   Hunter to follow up with Steve on the surface material
   - Installed the 6" sanitary sewer main from the existing MH to a point near the new oil separator, and reconnected the existing 4" PVC lateral from the old maintenance building (backfill compaction tests – passed).
   - Installed the interior sanitary plumbing, floor drains (tested-passed), and 6" SCH-40 trench drain waste line (not tested at this time).

3. Field Observations, Problems, Conflicts and Coordination
   New RFIs:
   4 – Excavation Depths
   5 – Sanitary Sewer Trench Repair Detail
   6 – Permanent Base Course
   7 – Type A & B windows
   8 – Gasketed Pipe Fittings

   All RFIs have been answered to date.

   Problems/conflicts?
   Need to have an approved submittal **before** anything gets installed.
   Don to have final say on approving test results, work quality and inspections before work moves forward.

   Final drawings will be sent to GD&F as a submittal for approval, and after approval the drawings will be sent to Building Code Reviewer.
   ETA on final drawings will be end of this week (10/9) or early next week.

Charles Town Utility Board
Charles Town Maintenance Building
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #2
Tuesday, October 6, 2026 @ 10:00 AM

4. Status of Construction Schedule & Contract Times
Current Contract Times:
Start Date: **8-14-26**
Substantial Completion Date: **5-11-27**
Final Completion Date: **6-10-27**

Contractor to update schedule each month indicating any delays. An updated schedule was sent. No delays are anticipated.

5. Planned Work Until Next Meeting
Plumbing under slab was inspected by Code Reviewer.
Waiting for final stamped design to move forward with footings and schedule additional inspections.

6. Review of Submittals & Material Deliveries
Lab results were sent for all soil & aggregate needed so far.
Luke to review outstanding submittals and send back by end of the week:
Low Voltage Controllers
Panelboards
Safety switches
Surge protective devices
Joint Sealants
Glass and Glazing
Aluminum Windows

Material deliveries to date:
Site materials and the plumbing that was installed. A little aggregate stored.

7. Maintenance of Quality and Work Standards
All work to date has been satisfactory.
The work has been installed satisfactorily, with passing test results on all compacted fill materials to-date. The building sub-grades were inspected/approved by the third-party agency & GDF prior to placing any fill materials. As-built GPS contours of the excavated fill areas within the building footprint were taken by DHM personnel prior to placing the fill materials.

8. Application for Payment
Pay app #1 in the amount of $27,000 for Bonds and Insurance was paid.
Pay app #2 in the amount of $150,120 has been submitted, signed and sent to CTUB for board approval. Meeting next Wednesday.

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

9. Other Pertinent Business Relating to Work

In relation to the sanitary sewer (6") CTUB noticed their old building is getting vapors. The manhole is creating a vacuum on their line. CTUB installed a vent to deal with it. We want to make sure that a cleanout gets installed and vents installed. Vents are shown on all new fixture installations. Preferred to route vents out side wall to avoid holes in new roof.
-Still looking to be under roof before winter. Plan to pour slab after building erection.

10. Future Meeting

The next progress meeting is scheduled for Tuesday, November 3rd at 10:00 AM at CTUB office.

11. Minute Revisions

None.

Charles Town Utility Board — WWTP Maintenance Building

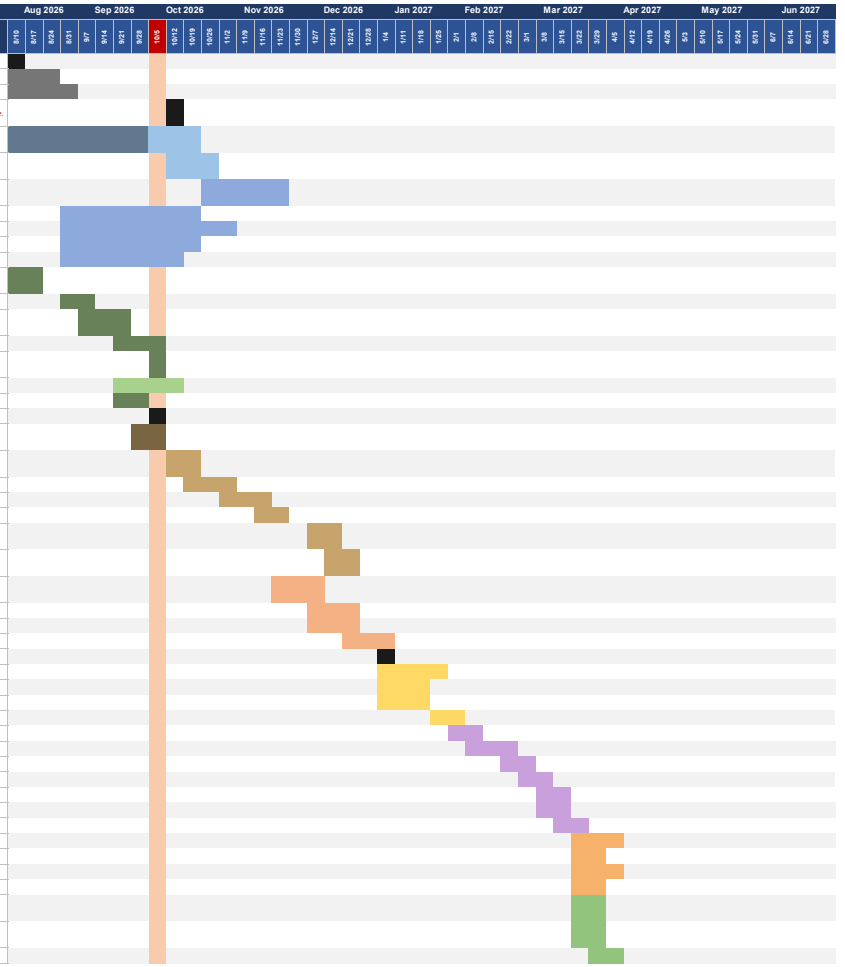
Construction Progress Schedule (Gantt Chart) — 3-Bay Pole-Type Garage w/ Office & Restroom

Owner:	Charles Town Utility Board	
Engineer:	Gwin, Dobson & Foreman, Inc.	
Notice to Proceed (NTP):	Friday, 08/14/2026	
Contract Substantial Completion (NTP + 270 days):	05/11/2027	
Contract Final Completion (NTP + 300 days):	06/10/2027	
Planned Substantial Completion (this schedule):	**05/15/2027**	*HELD at 10/6/26 update via recovery sequence (see Status / Notes). 7-day weather contingency retained.*
Planned Final Completion (this schedule):	**06/06/2027**	*HELD at 10/6/26 update.*
Schedule Update / Data Date:	**Tuesday, 10/06/2026**	

Assumptions, calendar-day durations per Spec Section 01 32 16: sequence reflects typical means & methods for this scope, incl. 7-day schedule contingency. Update % Complete and re-baseline as actual progress is reported.

STATUS 10/6/26: Site clearing (all trees removed), excavation/cut & fill, bank cut-back at entry, temporary construction entrance, pad compaction testing (passed; proctors sent to Architect), building corner stakeout, under-slab plumbing rough-in (inspected & passed), 6" sanitary sewer, mobilization/bonds/insurance, and schedule of values are COMPLETE. Submittals approx. 65% complete. Site paving base course and fencing/site improvements moved to spring 2027. 4" fiber conduit from existing on-site structure to new building is IN PROGRESS. HOLD: building work cannot proceed until structural drawings are received from the structural engineer (forecast week of 10/12/26). Completion dates HELD by recovery sequence: start layout day after drawings, expedited truss shop drawing review, added truss crew, and slab poured under roof after truss erection. Any slip in drawing receipt past 10/16 is day-for-day.

ID	Phase	Task Name	Duration (Cal. Days)	Start Date	Finish Date	% Complete	Status / Notes (10/6/26 Update)
1	*0. Milestones*	**◆ Notice to Proceed (Milestone)**	1	8/14/2026	8/14/2026	100%	
2	*0. Milestones*	Mobilization, Bonds, Insurance & Preconstruction Conference	10	8/15/2026	8/24/2026	100%	*Complete*
3	*0. Milestones*	Submit Progress Schedule & Schedule of Values	21	8/15/2026	9/4/2026	100%	*Complete*
4	*0. Milestones*	**◆ Structural Drawings Received from Structural Engineer (Forecast)**	1	10/16/2026	10/16/2026	0%	*HOLD — awaiting drawings; forecast week of 10/12. Building work is driven by this date.*
5	*1. Submittals*	Submittals - All Disciplines - Submit & Approve (65% Complete)	70	8/15/2026	10/23/2026	65%	*65% complete. Finish extended to 10/23 (was 9/4) — confirm remaining items; may affect procurement*
6	*1. Submittals*	Engineered Wood Truss Shop Drawings - Submit & Approve (Expedited)	10	10/17/2026	10/26/2026	0%	*NEW — requires structural drawings. RECOVERY: 10-day expedited review — need Architect/Engineer commitment*
7	*2. Procurement*	Engineered Wood Trusses - Fabrication & Delivery	30	10/27/2026	11/25/2026	0%	*After shop drawing approval (was 9/5–10/4). Delivery 11/25 has ZERO float to truss erection*
8	*2. Procurement*	Metal Roof/Wall Panels - Fabrication & Delivery	45	9/5/2026	10/19/2026	0%	*Not reported in 10/6 update — confirm status*
9	*2. Procurement*	VRF/HVAC Equipment - Fabrication & Delivery	60	9/5/2026	11/3/2026	0%	*Not reported in 10/6 update — confirm status*
10	*2. Procurement*	Electrical Gear - Fabrication & Delivery	45	9/5/2026	10/19/2026	0%	*Not reported in 10/6 update — confirm status*
11	*2. Procurement*	Overhead Doors/Windows/Louvers - Fabrication & Delivery	40	9/5/2026	10/14/2026	0%	*Not reported in 10/6 update — confirm status*
12	*3. Site Work*	Mobilize Site, Temporary Construction Entrance & Erosion/Sediment Controls (SWPPP)	7	8/15/2026	8/21/2026	100%	*Temporary construction entrance in place*
13	*3. Site Work*	Clearing, Grubbing & Site Demolition	10	9/1/2026	9/10/2026	100%	*All trees removed*
14	*3. Site Work*	Site Excavation, Cut & Fill & Rough Grading (incl. Bank Cut-Back at Entry)	14	9/11/2026	9/24/2026	100%	*Complete — bank near entry cut out*
15	*3. Site Work*	Site Utilities - 6" Sanitary Sewer	11	9/25/2026	10/5/2026	100%	*Complete (actual dates not reported)*
16	*3. Site Work*	Site Utilities - 4" Fiber Conduit (Existing On-Site Structure to New Building)	7	10/5/2026	10/11/2026	50%	*IN PROGRESS — being run now; % complete estimated, confirm*
17	*3. Site Work*	Site Utilities - Water, LP Gas & Storm Piping	21	9/25/2026	10/15/2026	0%	*Not reported in 10/6 update — confirm status*
18	*3. Site Work*	Building Pad Subgrade Prep & Compaction Testing	10	9/25/2026	10/4/2026	100%	*All compaction tests passed; proctors sent to Architect*
19	*4. Foundations*	Building Corners Staked Out	1	10/5/2026	10/5/2026	100%	*Complete (actual date not reported)*
20	*4. Foundations*	Under-Slab Plumbing Rough-in & Inspection	7	9/29/2026	10/5/2026	100%	*Inspected & passed (actual dates not reported; was planned 10/29–11/4)*
21	*4. Foundations*	Foundation Layout & Pier/Post Hole Excavation	7	10/17/2026	10/23/2026	0%	*On hold — awaiting structural drawings. RECOVERY: start day after receipt (was 10/5)*
22	*4. Foundations*	Pier & Perimeter Footings - Reinforcing & Concrete Placement	14	10/24/2026	11/6/2026	0%	*Re-forecast (was 10/12)*
23	*4. Foundations*	Set Treated Wood Posts (Grout into Steel Sleeves)	10	11/7/2026	11/16/2026	0%	*Re-forecast (was 10/26)*
24	*4. Foundations*	Backfill & Compaction at Post Piers	7	11/17/2026	11/23/2026	0%	*Re-forecast (was 11/5)*
25	*4. Foundations*	Stone Base & Slab Prep (Vapor Retarder, Reinforcing)	5	12/10/2026	12/14/2026	0%	*RECOVERY: placed under roof after truss erection, concurrent w/ panels*
26	*4. Foundations*	Concrete Slab-on-Grade	10	12/15/2026	12/24/2026	0%	*RECOVERY: poured after trusses (was 11/12). Cold-weather protection; must finish before OH doors*
27	*5. Structural Shell*	Erect Wood Trusses & Install Girts/Purlins	14	11/26/2026	12/9/2026	0%	*RECOVERY: added crew 18→14 days; erected before slab — CONFIRM post bracing w/ structural engineer (was 11/22)*
28	*5. Structural Shell*	Metal Roof Panel Installation (Standing Seam Aluminum)	14	12/10/2026	12/23/2026	0%	
29	*5. Structural Shell*	Metal Wall Panel Installation	16	12/10/2026	12/25/2026	0%	
30	*5. Structural Shell*	Overhead Doors, Windows & Louvers Installation	12	12/26/2026	1/6/2027	0%	
31	*5. Structural Shell*	**◆ Building Dry-In Complete (Milestone)**	1	1/7/2027	1/7/2027	0%	
32	*6. MEP Rough-In*	Electrical Rough-in	21	1/8/2027	1/28/2027	0%	
33	*6. MEP Rough-In*	Plumbing Rough-in (Above Slab)	14	1/8/2027	1/21/2027	0%	
34	*6. MEP Rough-In*	HVAC Ductwork & Rough-in	16	1/8/2027	1/23/2027	0%	
35	*6. MEP Rough-In*	Rough-in Inspections	5	1/29/2027	2/2/2027	0%	
36	*7. Interior Finishes*	Building Insulation	7	2/3/2027	2/9/2027	0%	
37	*7. Interior Finishes*	Gypsum Wallboard Installation	14	2/10/2027	2/23/2027	0%	
38	*7. Interior Finishes*	Interior Painting - Prime Coat	7	2/24/2027	3/2/2027	0%	
39	*7. Interior Finishes*	Flooring Installation	10	3/3/2027	3/12/2027	0%	
40	*7. Interior Finishes*	Toilet Partitions & Toilet Accessories	5	3/13/2027	3/17/2027	0%	
41	*7. Interior Finishes*	Wood Casework Installation	7	3/13/2027	3/19/2027	0%	
42	*7. Interior Finishes*	Interior Painting - Finish Coat & Touch-up	5	3/20/2027	3/24/2027	0%	
43	*8. MEP Trim-Out*	Electrical Fixtures, Panels & Devices Trim-out	12	3/25/2027	4/5/2027	0%	
44	*8. MEP Trim-Out*	Plumbing Fixtures Installation	7	3/25/2027	3/31/2027	0%	
45	*8. MEP Trim-Out*	VRF Units & HVAC Equipment Installation/Startup	12	3/25/2027	4/5/2027	0%	
46	*8. MEP Trim-Out*	Exhaust Fans & Fuel-Fired Heating Equipment Installation	7	3/28/2027	4/3/2027	0%	
47	*9. Site Completion*	Site Paving - Base Course	10	3/25/2027	4/3/2027	0%	*Moved to spring (was 10/16/26) — must finish before surface course 4/4; confirm asphalt plant opening*
48	*9. Site Completion*	Fencing & Site Improvements	7	3/25/2027	3/31/2027	0%	*Moved to spring (was 10/26/26) — concurrent w/ paving base course*
49	*9. Site Completion*	Site Paving - Surface Course & Striping	7	4/4/2027	4/10/2027	0%	



ID	Phase	Task Name	Duration (Cal. Days)	Start Date	Finish Date	% Complete	Status / Notes (10/6/26 Update)
50	*9. Site Completion*	Final Grading, Topsoil & Disturbed Area Restoration	10	4/11/2027	4/20/2027	0%	
51	*10. Closeout*	Plumbing System Testing	3	4/1/2027	4/3/2027	0%	
52	*10. Closeout*	HVAC Testing, Adjusting & Balancing (TAB)	5	4/4/2027	4/8/2027	0%	
53	*10. Closeout*	Electrical Systems Testing & Inspection	5	4/6/2027	4/10/2027	0%	
54	*10. Closeout*	Final Cleaning	5	4/21/2027	4/25/2027	0%	
55	*10. Closeout*	Schedule Contingency / Weather Allowance	7	4/26/2027	5/2/2027	0%	
56	*10. Closeout*	Punch List Walkthrough & Corrections	12	5/3/2027	5/14/2027	0%	
57	*10. Closeout*	◆ **Substantial Completion (Milestone)**	1	5/15/2027	5/15/2027	0%	
58	*10. Closeout*	Final Punch List Items & Closeout Documentation	21	5/16/2027	6/5/2027	0%	
59	*10. Closeout*	◆ **Final Completion & Final Payment (Milestone)**	1	6/6/2027	6/6/2027	0%	



Legend:

- Milestones
- Submittals
- Procurement
- Site Work
- Foundations
- Structural Shell
- MEP Rough-In
- Interior Finishes
- MEP Trim-Out
- Site Completion
- Closeout
- ◆ *Milestone (shown in black)*

- Data date (status as of 10/6/26) — week shaded red/peach
- Task 100% complete
- Task in progress (% complete shown as darker portion of bar)

Attendance Sheet
Charles Town Maintenance Building
Charles Town Utility Board
City of Charles Town, Jefferson County, West Virginia

Meeting: **Progress Meeting #2** _____
Date: **10/6/26** _____

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	Luke Paronish	GD&F	814 270 6520	lparonish@gdfengineers.com
2.	Travis Markley	CTUB	304 725 2316	tmarkley@ctubwv.com
3.	Chris Eckenrode	GD&F	814 934 5497	ceckenrode@gdfengineers.com
4.	Hunter Martin	WHM	304 886 3340	hmartin@whmcontractors.com
5.	Don Peglow	GD&F	814 600 8438	dpeglow@gdfengineers.com
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CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

October 28, 2026

Attachments:

Board Report 10.28.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	6-50	$331.92	$0.00	$0.00	$331.92
Sewer	6-60	$10,382.13	$0.00	$0.00	$10,382.13
	Year Total:	$10,714.05	$0.00	$0.00	$10,714.05
Water	7-50	$146,963.79	$0.00	$35,741.28	$182,705.07
Sewer	7-60	$82,173.11	$0.00	$84,743.56	$166,916.67
	Year Total:	$229,136.90	$0.00	$120,484.84	$349,621.74
Water	X-50	$29,811.75	$0.00	$0.00	$29,811.75
Sewer	X-60	$257,227.30	$0.00	$0.00	$257,227.30
	Year Total:	$287,039.05	$0.00	$0.00	$287,039.05
Total Of All Funds:		$526,890.00	$0.00	$120,484.84	$647,374.84

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$177,107.46	$0.00	$35,741.28	$212,848.74
Sewer	60	$349,782.54	$0.00	$84,743.56	$434,526.10
Total Of All Funds:		$526,890.00	$0.00	$120,484.84	$647,374.84

This Packet: $ 647,374.84
Security Deposit Refunds, checks dated 10/28/2026: 1,276.52

Total: $ 648,651.36

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WVBUR010		WV BUREAU OF PUBLIC HEALTH	*Account Continued*				
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2700343	10/07/26	BACTERIOLOGICAL TEST	Open	$184.00	$0.00		
I2700344	10/28/26	BACTERIOLOGICAL TEST	Open	$138.00	$0.00		
I2700345	10/06/26	BACTERIOLOGICAL TEST	Open	$322.00	$0.00		
I2700358	10/13/26	BACTERIOLOGICAL TEST	Open	$23.00	$0.00		
			Vendor Total:	**$667.00**			
WESTV010		WV STATE TREASURER'S OFFICE					
I2700342	10/28/26	UNCLAIMED PROPERTY RY2026	Open	$1,092.11	$0.00		
WVWAT005		WV WATER DEVELOPMENT AUTH					
I2700369	10/28/26	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,221.56	$0.00		
XYLEM020		XYLEM WATER SOLUTIONS U.S					
P2700256	10/28/26	KC INV# 401514003 & 401519358	Open	$16,570.00	$0.00		

Total Purchase Orders: 105 Total P.O. Line Items: 0 Total List Amount: $647,374.84 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING	*Account Continued*				
MOUNT015		MOUNTAIN STATE MACHINE TOOL IN					
P2700187	10/06/26	WORM GEAR REPAIR FOR BASIN #2	Open	$7,800.00	$0.00		
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
I2700336	10/13/26	SFTY CNSLTNG: 9/01 - 9/30/26	Open	$1,485.14	$0.00		
RAILR005		RAILROAD MGMT CO, IV LLC					
I2700337	09/29/26	CT, WATER PIPE LICENSE FEE	Open	$702.03	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
P2700244	10/21/26	SERV CALLS TO CTWWTP AND TUSC	Open	$845.00	$0.00		
ROBER005		ROBERTS OXYGEN COMPANY, INC					
I2700355	10/15/26	YEARLY RENTAL RENEWAL	Open	$406.00	$0.00		
I2700356	10/15/26	YERLY RENTAL RENEWAL	Open	$1,390.00	$0.00		
			Vendor Total:	**$1,796.00**			
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2700163	09/24/26	STARTUP FOR REPAIRED PUMP KC	Open	$865.00	$0.00		
P2700221	10/15/26	RAW WATER INTAKE TURBINE PUMP	Open	$865.00	$0.00		
			Vendor Total:	**$1,730.00**			
STATE005		STATE OF WA DEPT OF REVENUE					
I2700338	10/28/26	UNCLAIMED PROPERTY RY2026	Open	$15.39	$0.00		
STEPT005		STEPTOE & JOHNSON PLLC					
I2700346	10/15/26	GENERAL EMPLOYER COUNSELING	Open	$1,625.00	$0.00		
I2700347	10/15/26	GENERAL ENVIRONMENTAL	Open	$26,493.75	$0.00		
			Vendor Total:	**$28,118.75**			
STONE005		STONER ENTERPRISES INC					
I2700339	10/15/26	SVC@ 661 S GEORGE ST	Open	$147.84	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
P2700200	10/09/26	METER PARTS	Open	$8,715.00	$0.00		
P2700201	10/09/26	METER PARTS	Open	$8,082.50	$0.00		
P2700202	10/09/26	METER PARTS	Open	$8,082.50	$0.00		
P2700203	10/09/26	METER PARTS	Open	$8,082.50	$0.00		
P2700206	10/09/26	CHEMICALS	Open	$2,818.39	$0.00		
P2700250	10/26/26	CARBON SLURRY-WTP	Open	$1,165.42	$0.00		
			Vendor Total:	**$36,946.31**			
TYLER005		TYLER TECHNOLOGIES					
I2700341	09/30/26	UB NOTIFICATION	Open	$429.20	$0.00		
WILDM005		WILLDAN FINANCIAL SERVICES					
P2700084	07/01/26	WATER & WASTEWATER RATE STUDY	Open	$3,205.00	$0.00		
WVBUR010		WV BUREAU OF PUBLIC HEALTH					
I2700357	10/28/26	H.TWAROG CLSS II WW CERT	Open	$150.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GUTTM005		GUTTMAN ENERGY	*Account Continued*				
GWIND005		GWIN DOBSON & FOREMAN INC					
I2700349	10/20/26	PROJ: 24054-25001 CS PROJECT	Open	$52,282.51	$0.00		
I2700350	08/31/26	PROJ: 24054-25001 CS PROJECT	Open	$4,554.55	$0.00		
P2600001	01/01/26	ASSET MGT TASK ORDER NO. 2	Open	$663.84	$0.00		
P2700225	07/31/26	PROJ: 24034 GREENFIELD FM PS	Open	$7,573.33	$0.00	C2700007	C
P2700227	08/31/26	PROJ: 24034 GREENFIELD FM PS	Open	$3,942.34	$0.00	C2700007	C
P2700228	09/30/26	PROJ: 24034 GREENFIELD FM PS	Open	$2,727.76	$0.00	C2700007	C
P2700229	09/30/26	PROJ: 25052 - FS PS UPGRADE	Open	$3,036.15	$0.00	C2700002	C
P2700230	09/30/26	PROJ: 24046 - CTWWTP UPGRADES	Open	$28,583.84	$0.00	C2700001	C
P2700251	09/30/26	26018 TUI WWTP MBR PROJECT	Open	$14,070.12	$0.00	C2700003	C
P2700252	09/30/26	PROJ: 25080 WTP PILOT STUDY	Open	$1,517.49	$0.00	C2700005	C
P2700254	08/31/26	PROJ: 24057 NEW MAINT BUILDING	Open	$5,653.39	$0.00	C2700004	C
P2700255	09/30/26	PROJ: 24057 NEW MAINT BUILDING	Open	$26,645.45	$0.00	C2700004	C
			Vendor Total:	**$151,250.77**			
HDSUP005		HD SUPPLY INC					
P2700136	09/11/26	CHRIS H	Open	$25.04	$0.00		
P2700198	10/08/26	MISC TESTS FOR CTWWTP/TUSC	Open	$2,856.84	$0.00		
P2700214	10/13/26	WTP MISC	Open	$439.89	$0.00		
P2700224	10/19/26	HACH PH PROBE-CTWWTP	Open	$448.40	$0.00		
P2700226	10/19/26	MISC TESTING FOR WWTP	Open	$1,030.16	$0.00		
			Vendor Total:	**$4,800.33**			
HRIIN005		HRI, INC.					
I2700348	10/21/26	CS PROJECT - PAY APP NO. 19	Open	$124,307.28	$0.00		
INDIA005		INDIANA UNCLAIMED PROPERTY DIV					
I2700335	10/28/26	UNCLAIMED PROPERTY RY2026	Open	$11.06	$0.00		
INTEL005		INTELLIPOINT TECHNOLOGIES					
I2700354	10/23/26	IT-REG-RMTE & DUO HRDWR TOKENS	Open	$625.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					
I2700368	10/22/26	C2 PICKUP: 10/22/26	Open	$343.19	$0.00		
IRVIN005		IRVIN DUANE SHUTLER					
P2700241	10/20/26	LEAK DETECTION ON W 6TH ST	Open	$750.00	$0.00		
LINEX010		LINE-X OF EASTERN PANHANDLE					
P2700147	09/14/26	2025 SILVERADO MATS,STEPS,ETC	Open	$1,486.36	$0.00		
P2700148	09/14/26	2025 SILVERADO LIGHTS, BED, ET	Open	$9,248.51	$0.00		
			Vendor Total:	**$10,734.87**			
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2700205	10/09/26	OIL CHANGE - SW TRUCK	Open	$133.31	$0.00		
P2700219	10/15/26	OIL CHANGE, TIRE ROT- WTP	Open	$171.25	$0.00		
P2700234	10/20/26	OIL CHANGE, INSP, BRAKE HOSE	Open	$405.32	$0.00		
P2700240	10/20/26	OIL CHANGE, REPL SHOCKS	Open	$1,371.80	$0.00		
			Vendor Total:	**$2,081.68**			

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
DIWGR005		DIW GROUP, INC	*Account Continued*				
I2700320	08/25/26	CTUB GENERAL SERVICES	Open	$580.00	$0.00		
I2700321	09/22/26	CTUB GENERAL SERVICES	Open	$580.00	$0.00		
I2700322	09/22/26	KINGS CROSSING	Open	$3,337.75	$0.00		
I2700323	09/22/26	PRESIDENTS POINTE PHASE 5	Open	$1,943.50	$0.00		
I2700324	09/22/26	HUNTWELL WEST PHASE 2	Open	$2,999.75	$0.00		
I2700325	09/22/26	MADISON GREENS	Open	$2,239.25	$0.00		
I2700326	09/22/26	RIVERPOINTE	Open	$253.50	$0.00		
I2700327	09/22/26	BEALLAIR	Open	$84.50	$0.00		
I2700328	09/22/26	MEDIA FARMS	Open	$3,464.50	$0.00		
I2700329	09/22/26	AVALON	Open	$253.50	$0.00		
			Vendor Total:	**$15,736.25**			
DODSO010		DODSON SEPTIC SERVICES, LLC					
P2700208	10/13/26	DISPOSAL FROM TWWTP POND	Open	$6,187.50	$0.00		PC1
P2700222	10/15/26	DISPOSAL FROM TWWTP POND	Open	$6,862.50	$0.00		
P2700232	10/20/26	DISPOSAL FROM TWWTP POND	Open	$4,837.50	$0.00		
P2700249	10/22/26	PUMP VARIOUS LIFT STATIONS	Open	$1,462.50	$0.00		
			Vendor Total:	**$19,350.00**			
DUNHA005		DUNHAM'S SEPTIC SOLUTIONS					
P2700231	10/20/26	PUMP SEPTIC TANK AT WTP	Open	$855.00	$0.00		
ELMSH005		ELM SHOES, INC					
P2700220	10/15/26	YEALY BOOT TRUCK	Open	$5,682.25	$0.00		
ENDRE005		ENDRESS & HAUSER					
P2600164	05/06/26	THERMAL MASS REPLACEMENT CTW\	Open	$9,965.21	$0.00		
ERA00005		ERA					
P2600224	05/29/26	pH FOR DECEMBER CTWWTP	Open	$86.00	$0.00		
FCIGR005		FCI GROUP LLC					
P2700248	10/22/26	TIRE FOR MOWER TRAILER	Open	$98.04	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
I2700330	09/01/26	TESTING	Open	$2,360.42	$0.00		
I2700331	09/01/26	TESTING	Open	$2,325.17	$0.00		
			Vendor Total:	**$4,685.59**			
GERAL005		GERALD TAYLOR CO., INC.					
I2700332	10/13/26	SUPERVAC	Open	$1,908.94	$0.00		
I2700333	10/13/26	PUMP / TRANSPORT	Open	$1,805.08	$0.00		
I2700366	10/20/26	PUMP / TRANSPORT	Open	$592.80	$0.00		
I2700367	10/20/26	TRANSPORT	Open	$1,197.00	$0.00		
			Vendor Total:	**$5,503.82**			
GUTTM005		GUTTMAN ENERGY					
I2700334	10/11/26	W/E 10/11/26	Open	$2,880.92	$0.00		
I2700353	10/18/26	W/E 10/18/26	Open	$3,683.03	$0.00		
			Vendor Total:	**$6,563.95**			

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *10/28/26 to 06/30/27*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WILLI015		ALL AMERICAN PAVING					
I2700359	10/19/26	ASPHALT: 8/6, 8/14, & 8/19/26	Open	$17,137.00	$0.00		
I2700360	10/19/26	ASPHALT& CONCRETE: 9/4-9/18/26	Open	$16,913.00	$0.00		
I2700361	10/19/26	ASPHALT: 7/6 - 7/15/26	Open	$17,769.00	$0.00		
			Vendor Total:	**$51,819.00**			
AUTOZ005		AUTOZONE, INC					
P2700238	10/20/26	MISC TRUCK SUPPLIES	Open	$263.22	$0.00		
CHARL030		CHARLES TOWN SEWER					
I2700362	10/28/26	SEP FUNDING	Open	$53,306.38	$0.00		
CHARL035		CHARLES TOWN WATER					
I2700363	10/28/26	SEP FUNDING	Open	$32,564.43	$0.00		
CHSTR005		CHS TRAFFIC CONTROL SERVICES I					
P2700233	10/20/26	JEFFERSON AVE WATERMAIN LEAK	Open	$1,701.00	$0.00		
CITYE005		CITY ELECTRIC SUPPLY INC					
P2700245	10/22/26	FUSES FOR TUSC	Open	$64.68	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2700318	10/05/26	SEP UTILITIES@ 661 S GEORGE ST	Open	$2,051.70	$0.00		
TREAS005		COMMONWEALTH OF VIRGINIA					
I2700340	10/28/26	UNCLAIMED PROPERTY RY2026	Open	$262.66	$0.00		
COREM005		CORE & MAIN INC					
P2700087	08/24/26	WATER STOCK	Open	$97.20	$0.00		
P2700158	09/23/26	314 W CONGRESS ST	Open	$1,182.79	$0.00		
P2700174	09/29/26	306 S FAIRFAX WATER TAP	Open	$5,312.14	$0.00		
P2700188	10/06/26	TOOLS FOR TRUCKS FOR SW LINES	Open	$43.52	$0.00		
P2700215	10/14/26	POTOMAC METALS SEWER FRC MAIN	Open	$2,089.49	$0.00		
P2700235	10/20/26	SEWER STOCK	Open	$2,994.64	$0.00		
P2700236	10/20/26	WATER STOCK	Open	$1,436.02	$0.00		
P2700247	10/22/26	306 S FAIRFAX METER	Open	$495.61	$0.00		
			Vendor Total:	**$13,651.41**			
COYNE005		COYNE CHEMICAL INC					
I2700319	10/08/26	CP - 837	Open	$11,194.15	$0.00		
I2700351	10/15/26	CES PACL 2035	Open	$7,912.59	$0.00		
I2700364	10/22/26	AMMONIUM SULFATE 40% NSF	Open	$2,732.80	$0.00		
I2700365	10/22/26	CES PACL 2035	Open	$3,499.20	$0.00		
			Vendor Total:	**$25,338.74**			
DIWGR005		DIW GROUP, INC					

CHARLES TOWN UTILITY BOARD

Wednesday, October 28, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - November 18, 2026 at 4:00 P.M.