CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, NOVEMBER 18, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of October 28, 2026 Regular Meeting Minutes
   UB Minutes 10.28.26.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. Discussions related to the Stormwater Permit for Sidewinder Enterprises - 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.
   c. Discuss Ongoing Official Investigation - Possible Executive Session under

the provision of W. Va. Code §6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.

d. Update on Summit Point Regional Utility Corridor Initiative
e. FY 2027 Capital Improvement Plan Update
   CTUB FY2027 CIP Working Draft Project List.pdf
   CTUB FY2027 CIP - Working Draft for Board Review.pdf
f. Cooley Public Strategies Presentation: Draft CTUB Projects Dashboard
   CTUB 101
   CTUB Operations

4. **NEW BUSINESS**
   a. WV-004 6th Avenue Tank - AT&T 2nd Lease Amendment
      WV-004 6th Avenue AT-T_2nd Amd.pdf
   b. Glen Haven Booster Station Control Panel & Installation Quote
      Quote GH.pdf
   c. Maintenance Building Project - Resolution No. 3, Pay App No. 3
      Maintenance Building Project - Resolution No. 3, Pay App No. 3.pdf
   d. Collection System Project - Resolution No. 42 - CIF No. 34, Pay App No. 20
      Collection System Project - Resolution No. 42 - CIF No. 34, Pay App No. 20.pdf
   e. Collection System Project - Resolution No. 43 - CIF No. 35
      Collection System Project - Resolution No. 43 - CIF No. 35.pdf
   f. Notice of Award for the Greenfield Forcemain Upgrade and Samuel Street Pump Station Flow Meter Installation Project
      Notice of Award.pdf
   g. Notice to Proceed for the Greenfield Forcemain Upgrade and Samuel Street Pump Station Flow Meter Installation Project
      Notice to Proceed.pdf
   h. GDF Presentation on the Flowing Springs Pump Station Upgrade Project
      25052_C5-Layout1.pdf
      25052-E2-Layout1.pdf

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

6. **APPROVAL OF BILLS**
   a. November 18, 2026
      Board Report 11.18.26.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**

a. Next Meeting - December 16, 2026
Revenue & Expense July 2026.pdf
Revenue & Expense August 2026.pdf
Revenue & Expense September 2026.pdf

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Approval of October 28, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 10.28.26.pdf

Charles Town Utility Board
Regular Board Meeting
October 28, 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).

County Commission Liaison, Commissioner Mike Mood was absent from the meeting.

CALL TO ORDER

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

PUBLIC COMMENT

Public comment was received from Christine Wimer.

Approval of October 14, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the October 14, 2026 regular meeting minutes. Mrs. Parker suggested one minor revision to the Utility Manager Report. With no objections from the Board, the minutes were approved as revised.

OLD BUSINESS

Update on Summit Point Regional Utility Corridor Initiative

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

Mr. Mantello included the revised Proposal from Phase I for Board consideration and approval.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the revised Phase 1 Potesta proposal.**

Potesta Proposal for Phase II – IX – Review & Consideration

Mr. Mantello provided the draft proposal for Phases II-IX for servicing the Summit Point corridor. He reviewed his corrections/revisions with the Board and suggested meeting with Potesta and Ryan Stuart Development, representatives from the data center, to discuss the phased approach in the proposal. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling the Phase II-IX proposal until Mr. Mantello meets with Potesta and Ryan Stuart Development and brings a revised proposal back to the Board.**

October 16th Phase I Kickoff Meeting with Potesta

Mr. Mantello briefed the Board on the Phase I kickoff meeting with Potesta. He mentioned they will be taking a public-facing approach and are eager to get started.

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

Mr. Mantello provided a revised transparency policy for the Board to review and consider. Mrs. Wilson stated she will provide her legal review of the document in Executive Session.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved tabling the policy until legal counsel provides their review in Executive Session and publish on the CTUB website for a sixty (60) day public comment period.**

Audit Committee Recommendation – RFP #26-220 Audit Services

Mrs. Shultz provided the Audit Committee recommendation is to move forward with Perry & Associates for audit services as the lowest bidder.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved Perry & Associates for auditing services.**

NEW BUSINESS

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

Mrs. Shultz provided the pay application for Resolution No. 40 – CIF Payment #32 in the amount of $124,307.28 for work completed.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Resolution No. 40 – CIF Payment #32 in the amount of $124,307.28 for the Collection System Project.**

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

Mrs. Shultz provided the pay application for Resolution No. 40 – CIF Payment #32 in the amount of $56,837.06 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 41 – CIF No. 33.**

MANAGER REPORT

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the Locust Hill ponds and the pilot program, an un-identified connection in Ranson connecting a 2-inch water main to a stormwater pipe and water and sewer services for Potomac Metals.

Chairman Report

The Chairman provided he attended the Kick-off meeting for the Greenfield Forcemain project and thanked CTUB staff for removing old pumps from the City's maintenance shop.

Engineering Report

There were no updates.

APPROVAL OF BILLS

October 28, 2026

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, 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.

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.

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

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.

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.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 4:38 P.M. to discuss the agenda items above.**

Tracey Eberling, Legal Counsel, joined the meeting by Zoom for executive session.

The Board convened back into public session at 5:56 P.M.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously accepted the draft public transparency policy, upload to the website for a 60-day public comment period with two amendments; (1) strike paragraph 6 and 7 from Policy #2, and (2) replace the work "need" with "shall" in paragraph 5 from Policy #4.**

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously accepted the public report provided by the General Manager on the Construction Stormwater Permit WVR113389 and publish to the website with one modification under Action Items #1, to remove bullet #6 as it is duplicative.**

Action: **Motion made by Mr. Kratovil, second by Mr. Pierson, the Board unanimously authorized Counsel to engage with Counsel for the former General Manager to see if a settlement is available.**

EXECUTIVE SESSION

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.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 6:00 P.M. to discuss the 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.**

The Board convened back into public session at 6:21 P.M.

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 6:21 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, November 18, 2026 at 4:00 P.M. at 661 S. George Street.

_____	_____
Mayor Micheal George	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special 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, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Discussions related to the Stormwater Permit for Sidewinder Enterprises - 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, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Update on Summit Point Regional Utility Corridor Initiative

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

FY 2027 Capital Improvement Plan Update

Attachments:

CTUB FY2027 CIP Working Draft Project List.pdf
CTUB FY2027 CIP - Working Draft for Board Review.pdf

Charles Town Utility Board - FY2027 Capital Improvement Plan

Working Draft for Board Review | November 13, 2026

Project ID	Project	Estimated cost	A: Current-2028	B: 2029-2030	C: 2031-2032	Future: 2033-2040	Approved growth*
WATER SUPPLY AND TREATMENT							
PR-WTP-07	Membrane / GAC Pilot Study	$164,000	$164,000	-	-	-	
PR-WTP-06	WTP Upgrade	$54,000,000	$2,500,000	$20,000,000	$31,500,000	-	54%
PR-WTP-04	WTP Sludge Forcemain / Pump Station	$1,990,000	-	$1,990,000	-	-	0%
PR-WTP-01	Wells & Springs (on hold)	$2,435,000	-	-	$2,435,000	-	50%
PR-WTP-05	Intake Construction	$2,400,000	-	-	$2,400,000	-	0%
WATER DISTRIBUTION							
PR-01	Water Tank Rehabilitations	$1,500,000	$500,000	$500,000	$500,000	-	0%
PR-02	Summit Point - Water PER, Phase 1	$67,500	$67,500	-	-	-	
PR-03	12th & 13th Avenue Water Main	$150,000	$150,000	-	-	-	
PR-MZ-05	South George Street	$345,000	-	$345,000	-	-	30%
PR-MZ-06	Water Street	$276,000	-	$276,000	-	-	30%
PR-NZ-05	East 10th Street	$342,700	-	-	$342,700	-	30%
PR-MZ-16	West Academy Tie	$101,200	-	-	$101,200	-	30%
PR-MZ-04	Church Street	$684,250	-	-	$684,250	-	70%
PR-NZ-06	Burns Street Pump Station Upgrade	$1,351,633	-	-	$1,351,633	-	50%
PR-MZ-02	Fritts & Old Town Ranson	$744,625	-	-	$744,625	-	100%
PR-MZ-07	Route 340	$2,400,000	-	-	-	$2,400,000	50%
PR-HZ-05	Augustine Avenue - Add Booster Pump	$780,000	-	-	-	$780,000	50%
WATER MODEL							
Program	On-going Water Model	$100,000	$50,000	$25,000	$25,000	-	
WATER TOTAL		**$69,831,908**	**$3,431,500**	**$23,136,000**	**$40,084,408**	**$3,180,000**	
WASTEWATER TREATMENT							
PR-WW-02	WWTP Upgrades & Expansion	$54,965,000	$5,045,000	$35,000,000	$14,920,000	-	60%
PR-WW-04	WWTP Effluent Pumps & Controls	$400,000	$400,000	-	-	-	
PR-WW-05	Tuscawilla Membrane Replacement / Expansion	$1,550,000	$1,550,000	-	-	-	
SEWER COLLECTION							
PR-CS-01	Collection System Project - Closeout	$1,309,000	$1,309,000	-	-	-	60%
PR-CS-02	Flowing Springs Pump Station	$2,077,577	$2,077,577	-	-	-	70%
PR-CS-03	Greenfield Forcemain / Pump Station	$2,115,000	$2,115,000	-	-	-	100%
PR-CS-10	Summit Point - Wastewater PER, Phase 1	$87,500	$87,500	-	-	-	
PR-CS-04	Cantor Hollow Pump Station	$700,000	$80,000	$620,000	-	-	0%
PR-CS-05	Asbury Church Sewer Main Replacement	$1,450,000	$1,450,000	-	-	-	0%
PR-CS-06	Fairfax Crossing Parallel / Collector Lines	$2,875,000	-	$2,875,000	-	-	100%
PR-CS-07	Evitts Run Interceptor Line	$3,450,000	-	$1,725,000	$1,725,000	-	70%
PR-CS-08	Collection System / Pump Stations, Phases 2-3	$6,000,000	-	-	$3,000,000	$3,000,000	70%
PR-CS-09	Breckenridge Pump Station Upgrade	$250,000	-	-	$250,000	-	
SEWER MODEL							
Program	On-going Sewer Model	$100,000	$50,000	$25,000	$25,000	-	
SEWER TOTAL		**$77,329,077**	**$14,164,077**	**$40,245,000**	**$19,920,000**	**$3,000,000**	
SHARED FACILITIES							
PR-GA-01	Maintenance Building (50% Water / 50% Sewer)	$1,566,930	$1,566,930	-	-	-	
TOTAL CIP		**$148,727,915**	**$19,162,507**	**$63,381,000**	**$60,004,408**	**$6,180,000**	

*Approved growth allocations are from the prior CIP review. Estimated costs are rounded to the nearest dollar; source values are unchanged.
WWTP: engineer cost update by year-end 2026. Wells & Springs: on hold; location undetermined.

POTENTIAL DEVELOPMENT-RELATED PROJECTS

Summit Point Regional Utility Corridor Initiative: Potesta has started Phase 1 water/wastewater PERs for South Jefferson Elementary (included above). Estimates are expected in December; PERs will be submitted to funding agencies to seek grants. Later phases will enter the CIP after Board approval, once costs and funding are known.

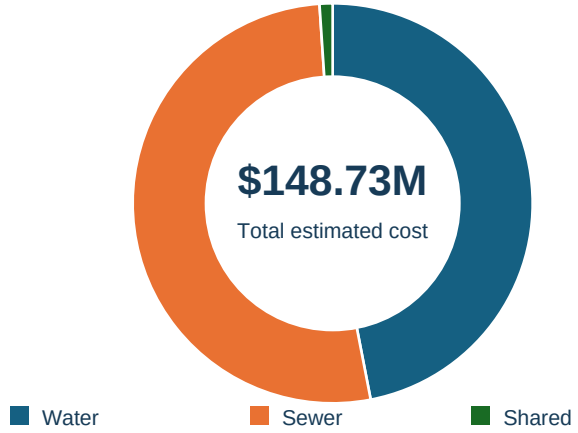
CTUB | FY2027 CAPITAL IMPROVEMENT PLAN

Working Draft for Board Review | November 13, 2026

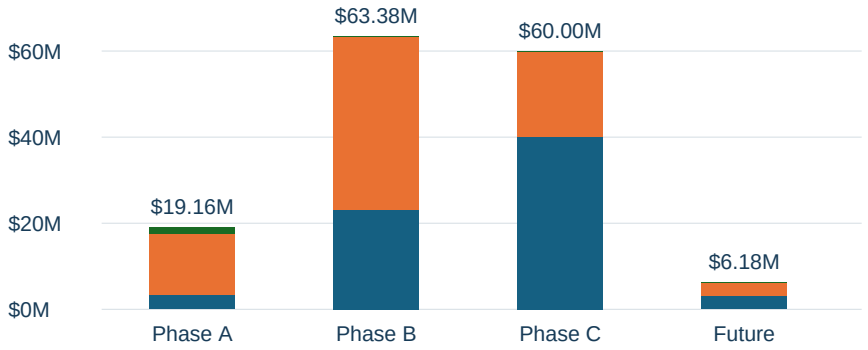
TOTAL ESTIMATED COST	WATER	SEWER	SHARED FACILITIES
$148.73M	**$69.83M**	**$77.33M**	**$1.57M**

Current working estimates through 2040; subject to engineering updates, final CS closeout and Board action.

COST BY SYSTEM



COST BY PHASE



System	Estimated cost	A: Current-2028	B: 2029-2030	C: 2031-2032	Future: 2033-2040
Water	$69,831,908	$3,431,500	$23,136,000	$40,084,408	$3,180,000
Sewer	$77,329,077	$14,164,077	$40,245,000	$19,920,000	$3,000,000
Shared facilities	$1,566,930	$1,566,930	-	-	-
TOTAL	**$148,727,915**	**$19,162,507**	**$63,381,000**	**$60,004,408**	**$6,180,000**

33 projects / programs in current draft | 5 prior entries completed / removed

WWTP ENGINEERING UPDATE

Current estimates include increases reviewed with the engineer. Testing is underway to determine final design and improvements. Updated cost estimate and timeline are expected by year-end 2026; costs and phase allocations may change with the findings.

COLLECTION SYSTEM - SUBSTANTIALLY COMPLETE

The project is substantially complete, with final pay application and change orders anticipated for the December Board meeting. The current CIP allocation is retained for comparison purposes pending final project closeout and removal from the active plan.

Board Discussion and Growth Allocation Review

Working Draft for Board Review | Project-list consideration and remaining growth-allocation work

For Board consideration

November 18 discussion: Review the updated CIP project list, changes, and outstanding engineering and growth-allocation items. The substantially completed Collection System Project (PR-CS-01) will be removed from the active CIP following final closeout, anticipated in December 2026. Staff anticipates presenting the updated CIP for Board approval by year-end 2026 for use in the upcoming rate study.

24 active entries show growth percentages; 9 do not. Blank percentages need the review below; an explicit 0% is a stated allocation.

Project ID	Growth allocation not listed in the CIP	Review note
PR-WTP-07	Membrane / GAC Pilot Study	Approved after prior CIP. Engineer / Board to confirm whether WTP Upgrade 54% applies; otherwise determine the percentage for Board approval.
PR-02	Summit Point - Water PER, Phase 1	Engineer and Board to evaluate growth allocation, followed by Board approval.
PR-03	12th & 13th Avenue Water Main	Staff / Ranson to confirm remaining scope; current estimate may remain appropriate if scope is unchanged. Then review growth allocation for Board approval.
Water model	On-going Water Model	Engineer and Board to evaluate growth allocation, followed by Board approval.
PR-WW-04	WWTP Effluent Pumps & Controls	Engineer and Board to evaluate growth allocation, followed by Board approval.
PR-WW-05	Tuscawilla Membrane Replacement / Expansion	Engineer and Board to evaluate growth allocation, followed by Board approval.
PR-CS-10	Summit Point - Wastewater PER, Phase 1	Engineer and Board to evaluate growth allocation, followed by Board approval.
PR-CS-09	Breckenridge PS Upgrades (In-house)	CTUB staff to complete in house; no separate design services required. Staff to discuss upgrades with engineer, then Board, to determine growth / R&R allocation.
Sewer model	On-going Sewer Model	Engineer and Board to evaluate growth allocation, followed by Board approval.

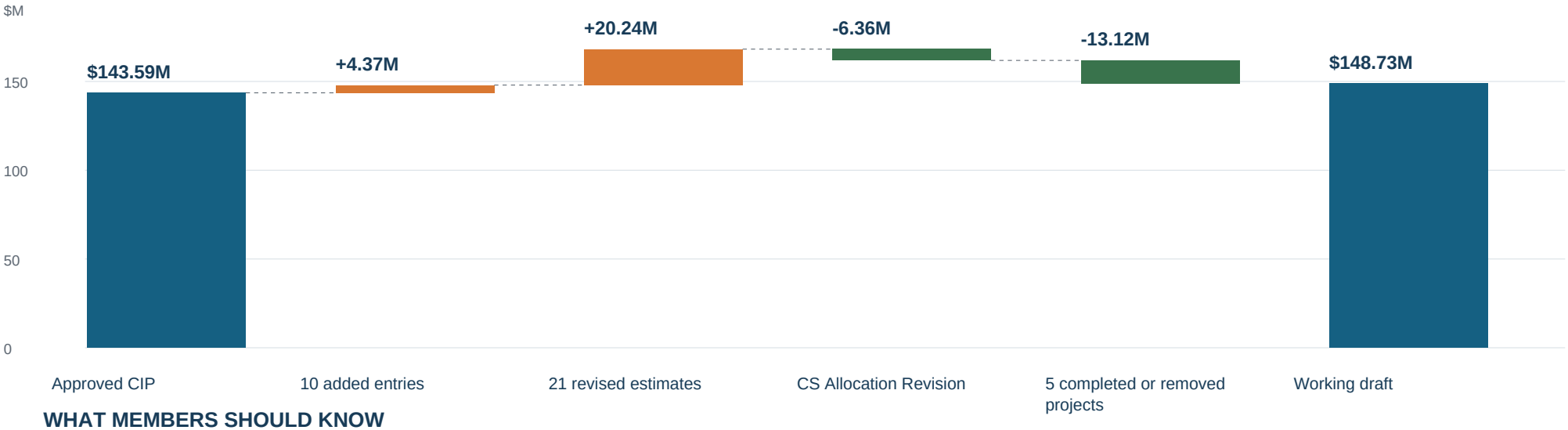
What Has Changed Since the Last Approval?

FY2027 CIP - Working Draft for Board Review

LAST APPROVED CIP	CURRENT WORKING DRAFT	NET INCREASE
$143,593,737	**$148,727,915**	**+$5,134,178**

Net change: 3.6%. The chart below explains the increases and reductions.

HOW THE PLAN MOVES FROM THE APPROVED CIP TO THIS DRAFT



WHAT MEMBERS SHOULD KNOW

Largest estimate increases: WWTP upgrades +$4.91M; WTP upgrade +$4.00M; collection-system / pump-station phases +$2.50M. These three account for $11.41M of the revised estimates.

Reductions need context: $13.12M leaves the active schedule for completed or removed projects. The CS bar shows the difference between the prior and current allocations, not actual payments. See page 1 for the completion update.

Priority order: Projects are organized by fund and project class, then by priority within each class. The detailed changes review on pages 4-5 follows that order.

Added since the last approved CIP revision: These projects were not included in that revision. They were either approved afterward or added following review with the engineer and staff.

Comparison is against prior approved CIP allocations, not expenditures. Rounded dollars are shown.

Changes Since Last Approval - Water

Project ID	Project	Last approved	Working draft	Change	What changed / current note
WATER SUPPLY AND TREATMENT - PRIORITY ORDER					
PR-WTP-07	Membrane / GAC Pilot Study	$0	$164,000	+$164,000	Engineering, setup and testing. Growth review: page 2.
PR-WTP-06	WTP Upgrade	$50,000,000	$54,000,000	+$4,000,000	Revised estimate; includes 10% contingency on $40M construction.
PR-WTP-04	WTP Sludge Forcemain / Pump Station	$915,588	$1,990,000	+$1,074,412	Construction estimate increased to $1.5M; contingency and soft costs included.
PR-WTP-01	Wells & Springs	$1,614,900	$2,435,000	+$820,100	Construction estimate increased to $2M plus contingency / soft costs. On hold; location undetermined.
PR-WTP-05	Intake Construction	$1,265,000	$2,400,000	+$1,135,000	Construction estimate increased to $1.6M plus contingency and soft costs.
PR-WTP-02	WTP Chlorine Room Upgrades	$401,910	$0	-$401,910	Completed; removed from active CIP.
WATER DISTRIBUTION - PRIORITY ORDER					
PR-01	Water Tank Rehabilitations	$0	$1,500,000	+$1,500,000	Added entry: six remaining tank rehabilitations at $250,000 each.
PR-02	Summit Point - Water PER, Phase 1	$0	$67,500	+$67,500	Added entry: Phase 1 water PER for South Jefferson Elementary.
PR-03	12th & 13th Avenue Water Main	$0	$150,000	+$150,000	Current estimate retained. Scope / estimate review: page 2.
PR-MZ-05	South George Street	$279,000	$345,000	+$66,000	$300,000 estimate plus contingency and soft costs.
PR-MZ-06	Water Street	$240,000	$276,000	+$36,000	$240,000 estimate plus contingency and soft costs.
PR-NZ-05	East 10th Street	$298,000	$342,700	+$44,700	Includes 10% contingency and soft costs.
PR-MZ-16	West Academy Tie	$88,000	$101,200	+$13,200	Includes 10% contingency and soft costs.
PR-MZ-04	Church Street	$595,000	$684,250	+$89,250	Revised estimate. Low priority; fire flow noted at 840 GPM.
PR-NZ-06	Burns Street Pump Station Upgrade	$1,175,333	$1,351,633	+$176,300	Includes contingency / soft costs. Linked to Church Street; low priority.
PR-MZ-02	Fritts & Old Town Ranson	$647,500	$744,625	+$97,125	Revised estimate. Nearly complete; remaining work is not a high priority.
PR-MZ-07	Route 340	$1,200,000	$2,400,000	+$1,200,000	Estimate increased; low priority, planned for 2040.
PR-HZ-05	Augustine Avenue - Add Booster Pump	$780,000	$780,000	$0	Unchanged cost. Added booster pump is planned by 2040.
PR-HZ-01	Augustine Avenue PS Discharge	$298,000	$0	-$298,000	Removed: discharge line installed by Huntfield developer.
PR-MZ-01	Charles Town Racetrack	$88,000	$0	-$88,000	Completed; removed from active CIP.
WATER MODEL - PRIORITY ORDER					
Program	On-going Water Model	$0	$100,000	+$100,000	Added entry: ongoing water-model program.
WATER TOTAL		**$59,886,231**	**$69,831,908**	**+$9,945,677**	Excludes shared facilities
Water share of shared facilities (50%)		$467,500	$783,465	**$315,965**	Separate allocation; see Shared Facilities on page 5.

Changes Since Last Approval - Sewer

Project ID	Project	Last approved	Working draft	Change	What changed / current note
WASTEWATER TREATMENT - PRIORITY ORDER					
PR-WW-02	WWTP Upgrades & Expansion	$50,055,000	$54,965,000	+$4,910,000	Engineer-reviewed increases: study, possible land purchase, contingency and testing. Cost / timeline update: page 1.
PR-WW-04	WWTP Effluent Pumps & Controls	$0	$400,000	+$400,000	Added entry: new effluent pumps and controls.
PR-WW-05	Tuscawilla Membrane Replacement / Expansion	$0	$1,550,000	+$1,550,000	Revised membrane replacement / expansion scope; $1.3M construction plus contingency and soft costs. Added since last approved revision.
PR-WW-03	Blu-Nite Sand Filters @ CTWWTP	$200,000	$0	-$200,000	Removed per CME.
PR-WW-01	Renewal and Replacement Project	$12,131,816	$0	-$12,131,816	Completed; removed from active CIP.
SEWER COLLECTION - PRIORITY ORDER					
PR-CS-01	Collection System Project	$7,665,544	$1,309,000	-$6,356,544	Substantially complete; final pay application / change orders expected at December Board meeting. Retained pending closeout / removal.
PR-CS-02	Flowing Springs Pump Station	$1,000,000	$2,077,577	+$1,077,577	Scope revised; $1.7M construction plus contingency / soft costs. Bid expected January 2027.
PR-CS-03	Greenfield Forcemain / Pump Station	$1,360,000	$2,115,000	+$755,000	Bid amount plus 10% contingency and soft costs.
PR-CS-10	Summit Point - Wastewater PER, Phase 1	$0	$87,500	+$87,500	Added entry: Phase 1 wastewater PER for South Jefferson Elementary.
PR-CS-04	Cantor Hollow Pump Station	$145,000	$700,000	+$555,000	Construction estimate increased to $500,000 plus contingency / soft costs.
PR-CS-05	Asbury Church Sewer Main Replacement	$1,215,146	$1,450,000	+$234,854	Construction estimate increased to $1.25M plus contingency / soft costs.
PR-CS-06	Fairfax Crossing Parallel / Collector Lines	$2,500,000	$2,875,000	+$375,000	Includes contingency / soft costs. Final scope and design to be coordinated with GDF.
PR-CS-07	Evitts Run Interceptor Line	$3,000,000	$3,450,000	+$450,000	Renamed Evitts Run Interceptor Line; includes contingency / soft costs. Scope to be coordinated with GDF.
PR-CS-08	Collection System / Pump Stations, Phases 2-3	$3,500,000	$6,000,000	+$2,500,000	Revised to $6M: $3M each for Phases 2 and 3. Scope to be coordinated with GDF.
PR-CS-09	Breckenridge PS Upgrades (In-house)	$0	$250,000	+$250,000	Added in-house CTUB staff project. Growth / R&R review: page 2.
SEWER MODEL - PRIORITY ORDER					
Program	On-going Sewer Model	$0	$100,000	+$100,000	Added entry: ongoing sewer-model program.
SEWER TOTAL		**$82,772,506**	**$77,329,077**	**-$5,443,429**	Excludes shared facilities

SHARED FACILITIES	Last approved	Working draft	Change	Allocation
PR-GA-01 Maintenance Building	$935,000	$1,566,930	**$631,930**	Whole project; counted once in combined CIP total.
Water share (50%)	$467,500	$783,465	**$315,965**	Allocated to water; excluded from direct water-project subtotal.
Sewer share (50%)	$467,500	$783,465	**$315,965**	Allocated to sewer; excluded from direct sewer-project subtotal.

Charles Town Utility Board - FY2027 Capital Improvement Plan

Working Draft for Board Review | November 13, 2026

Project ID	Project	Estimated cost	A: Current-2028	B: 2029-2030	C: 2031-2032	Future: 2033-2040	Previously approved growth allocation
WATER SUPPLY AND TREATMENT							
PR-WTP-07	Membrane / GAC Pilot Study	$164,000	$164,000	-	-	-	
PR-WTP-06	WTP Upgrade	$54,000,000	$2,500,000	$20,000,000	$31,500,000	-	54%
PR-WTP-04	WTP Sludge Forcemain / Pump Station	$1,990,000	-	$1,990,000	-	-	0%
PR-WTP-01	Wells & Springs	$2,435,000	-	-	$2,435,000	-	50%
PR-WTP-05	Intake Construction	$2,400,000	-	-	$2,400,000	-	0%
WATER DISTRIBUTION							
PR-01	Water Tank Rehabilitations	$1,500,000	$500,000	$500,000	$500,000	-	0%
PR-02	Summit Point - Water PER, Phase 1	$67,500	$67,500	-	-	-	
PR-03	12th & 13th Avenue Water Main	$150,000	$150,000	-	-	-	
PR-MZ-05	South George Street	$345,000	-	$345,000	-	-	30%
PR-MZ-06	Water Street	$276,000	-	$276,000	-	-	30%
PR-NZ-05	East 10th Street	$342,700	-	-	$342,700	-	30%
PR-MZ-16	West Academy Tie	$101,200	-	-	$101,200	-	30%
PR-MZ-04	Church Street	$684,250	-	-	$684,250	-	70%
PR-NZ-06	Burns Street Pump Station Upgrade	$1,351,633	-	-	$1,351,633	-	50%
PR-MZ-02	Fritts & Old Town Ranson	$744,625	-	-	$744,625	-	100%
PR-MZ-07	Route 340	$2,400,000	-	-	-	$2,400,000	50%
PR-HZ-05	Augustine Avenue - Add Booster Pump	$780,000	-	-	-	$780,000	50%
WATER MODEL							
Program	On-going Water Model	$100,000	$50,000	$25,000	$25,000	-	
WATER TOTAL		**$69,831,908**	**$3,431,500**	**$23,136,000**	**$40,084,408**	**$3,180,000**	
WASTEWATER TREATMENT							
PR-WW-02	WWTP Upgrades & Expansion	$54,965,000	$5,045,000	$35,000,000	$14,920,000	-	60%
PR-WW-04	WWTP Effluent Pumps & Controls	$400,000	$400,000	-	-	-	
PR-WW-05	Tuscawilla Membrane Replacement / Expansion	$1,550,000	$1,550,000	-	-	-	
SEWER COLLECTION							
PR-CS-01	Collection System Project	$1,309,000	$1,309,000	-	-	-	60%
PR-CS-02	Flowing Springs Pump Station	$2,077,577	$2,077,577	-	-	-	70%
PR-CS-03	Greenfield Forcemain / Pump Station	$2,115,000	$2,115,000	-	-	-	100%
PR-CS-10	Summit Point - Wastewater PER, Phase 1	$87,500	$87,500	-	-	-	
PR-CS-04	Cantor Hollow Pump Station	$700,000	$80,000	$620,000	-	-	0%
PR-CS-05	Asbury Church Sewer Main Replacement	$1,450,000	$1,450,000	-	-	-	0%
PR-CS-06	Fairfax Crossing Parallel / Collector Lines	$2,875,000	-	$2,875,000	-	-	100%
PR-CS-07	Evitts Run Interceptor Line	$3,450,000	-	$1,725,000	$1,725,000	-	70%
PR-CS-08	Collection System / Pump Stations, Phases 2-3	$6,000,000	-	-	$3,000,000	$3,000,000	70%
PR-CS-09	Breckenridge PS Upgrades (In-house)	$250,000	-	-	$250,000	-	
SEWER MODEL							
Program	On-going Sewer Model	$100,000	$50,000	$25,000	$25,000	-	
SEWER TOTAL		**$77,329,077**	**$14,164,077**	**$40,245,000**	**$19,920,000**	**$3,000,000**	
SHARED FACILITIES							
PR-GA-01	Maintenance Building (50% Water / 50% Sewer)	$1,566,930	$1,566,930	-	-	-	0%
TOTAL CIP		**$148,727,915**	**$19,162,507**	**$63,381,000**	**$60,004,408**	**$6,180,000**	

POTENTIAL DEVELOPMENT-RELATED PROJECTS

Summit Point Regional Utility Corridor Initiative: Potesta has started Phase 1 water/wastewater PERs for South Jefferson Elementary (included above). Estimates are expected in December; PERs will be submitted to funding agencies to seek grants. Later phases will enter the CIP after Board approval, once costs and funding are known.

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Cooley Public Strategies Presentation: Draft CTUB Projects Dashboard
CTUB 101
CTUB Operations

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

WV-004 6th Avenue Tank - AT&T 2nd Lease Amendment

Attachments:

WV-004 6th Avenue AT-T_2nd Amd.pdf

TENANT Site ID: Charles Town FA #12737270

SECOND AMENDMENT TO LICENSE AGREEMENT

Site Name/Location: **The City of Charles Town – WV-004 6th Avenue**
215 6th Avenue, Ranson, Jefferson County, West Virginia 25438

This Second Amendment to License Agreement (the "Second Amendment"), dated as of the latter of the signature dates below, is made and entered into by and between NEW CINGULAR WIRELESS PCS, LLC ("Licensee"), a Delaware limited liability company, with its principal offices at 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, GA 30319; and the CITY OF CHARLES TOWN ("Licensor"), a Municipal Corporation, with an address at 101 East Washington Street, Charles Town, West Virginia 25414.

RECITALS

WHEREAS Licensor and Licensee are parties to that License Agreement dated as of June 27, 2019 (the "Agreement"), as amended by that certain First Amendment to License Agreement dated as of May 27, 2026 (the "First Amendment") pursuant to which Licensee is licensing from Licensor space on Licensor's Site (the "Site") and within Licensor's Property located at 215 East 6th Avenue, Ranson, West Virginia 25438 for the purposes of operating certain communications antennas and related equipment thereat (collectively the "Licensed Premises"); and

WHEREAS, Licensee desires to modify equipment at the Licensed Premises and within the Site in accordance with the terms hereof; and

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

1. **Exhibit B-1** to the License Agreement is hereby deleted in its entirety, and the new **Exhibit B-2,** the Licensor approved Co-Lo Application of Licensee and the Licensor approved Construction Drawings of Licensee are hereby incorporated into the Agreement, in lieu thereof.

2. **Fee Payment.** In consideration of Licensor's consent to the equipment modifications referenced in Exhibit B-2 of this Second Amendment, the Fee Payment shall be increased by One Hundred Dollars and No Cents ($100.00) per month beginning October 1, 2026. The new monthly Fee Payment amount for the current year of the Term of the Agreement, expiring August 9, 2027, shall be Three Thousand Six Hundred Sixty-Six Dollars and Six Cents ($3,666.06). The annual Fee Payment for each succeeding year throughout the term is also hereby affirmed and shall be increased by two and one-half percent (2.5%) of the previous year's Fee Payment beginning on August 10, 2027, and each August 10 thereafter.

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

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

SIGNATURES NEXT PAGE

TENANT Site ID: Charles Town FA #12737270

IN WITNESS WHEREOF, the parties have executed this Second Amendment as of the respective day and year below written.

Witness

Signed by:
Sandi Beaulieu
C5B16D672F5F429...

Print Name: Sandi Beaulieu

LICENSEE:

NEW CINGULAR WIRELESS PCS, LLC
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

By: Signed by: Sandi Beaulieu
C5B16D672F5F429...

Name: Sandi Beaulieu

Title: Sr. Real Estate & Construction Manager

Initial
AH

Date: 22 October 2026 | 11:37:06 EDT

Witness

_____

Print Name: _____

LICENSOR:

CITY OF CHARLES TOWN
a Municipal Corporation

By: _____

Name: _____

Title: _____

Date: _____

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Glen Haven Booster Station Control Panel & Installation Quote

Attachments:

Quote GH.pdf

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE31277

Date 10/19/2026

Bill To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

Ship To

Charles Town Utility Board
15527 Charles town rd
Charles town WV 25414
United States

TOTAL

$18,785.00

Expires: 11/19/2026

Title	Reference
CTUB- Glen Haven Booster Station	Booster System Control Panel

Account Rep	Est. Lead Time	Terms
Cameron A Hallock (301) 370-3949	8 Weeks	Net 30

Item	Amount
STH Proposal STH Booster Pump Station Control Panel Proposal, to Include: -DUPLEX Booster Station Controller -Panel uses VFD for phase conversion from 230V 1PH to 230V 3PH/ speed control /pressure maintenance. Duplex Municipal Clean Water Pumping Control Panel, for operation on 230V 1Ø incoming power. To control 2 - 7.5 hp 16.8 F.L.A. Pumps. - NEMA 3R rated enclosure: Painted steel with lockable front door - Through-door main disconnect - Variable frequency drive operation, configurable via HMI - Red Beacon Alarm Light & Alarm Horn - Duplex panel for dual pump control - Single Phase 208/240VAC Input - Suitable for 7.5 HP three-phase motor - Remote monitoring dry contacts: -High/Low level -Pressure alarms -Common alarm/fault (normally open) - Pump Protection, Motor protective switch included (Branch circuit protection, adjustable overload and disconnect) - Modbus RTU/TCP communications options - 2-year warranty	$13,420.00
STH Proposal Installation Proposal to Install Booster Pump Control Panel:	$3,265.00

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE31277

Date 10/19/2026

Remove two VFD, One control box Install 1- control box to existing back plate and use existing wire This assumes there is a window of shut down to complete the work	
Startup Deferred Startup STH Startup Supervision, 1 Day	$1,600.00
Freight Allowed Freight allowed - prepaid transportation charges which are included in the contract price	$500.00

*****Quoted price does not include Federal, State, or Local Sales Tax.*****

Subtotal	$18,785.00
Tax Total (%)	$0.00
Total	$18,785.00

Terms and Conditions:

Dear Valued Customer,

Unless specified otherwise, quoted price does not include shipping or freight charges. FOB Shipping Point. Start-up and Warranty will not be provided until complete payment has been received. All terms subject to credit approval. Past due accounts are subject to 2% per month service charge. APR of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. The above is accepted subject to the terms as stated. Payment will be issued in accordance with STH terms. I accept a fax or e-mail of this agreement to be as legally binding as an original document. If tax exempt, include a copy of your tax certificate. State law requires us to have a copy on file. Quotes Valid for 30 days.

Price Adjustment Clause

If, during the performance of this contract, the cost of materials significantly increases due to circumstances beyond the control of STH, the contract price will be equitably adjusted to reasonably cover such increases.

Tariffs and Duties

Any tariffs, duties, import fees, or other government-imposed charges assessed on the shipment of goods shall be the sole responsibility of the customer. If such charges are incurred by STH at the time of import or delivery, they will be passed through to the customer and added to the final invoice. The customer agrees to pay any such additional charges in full upon receipt of the invoice. Unless otherwise agreed upon or superseded by a prior written agreement, STH is not responsible for any delays, costs, or liabilities resulting from the imposition of tariffs or related regulations.

PO #: _____ Date: _____ STH Authorization: _____ Date: _____

Company Name: _____ Date: _____

Authorized:_____ Title: _____

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Maintenance Building Project - Resolution No. 3, Pay App No. 3

Attachments:

Maintenance Building Project - Resolution No. 3, Pay App No. 3.pdf

CHARLES TOWN UTILITY BOARD
MAINTENANCE BUILDING PROJECT

RESOLUTION NO. 3
MAINTENANCE BUILDING PROJECT - PAYMENT AUTHORIZATION NO. 3

RESOLUTION OF THE CHARLES TOWN UTILITY BOARD APPROVING CONTRACTOR'S APPLICATION FOR PAYMENT NO. 3 AND ENGINEERING SERVICES INVOICES FOR THE MAINTENANCE BUILDING PROJECT AND AUTHORIZING PAYMENT THEREOF

WHEREAS, the Charles Town Utility Board (CTUB) has received Contractor's Application for Payment No. 3 from W. Harley Miller Contractors, Inc. and engineering services invoices from GD&F Engineers for the Maintenance Building Project; and

WHEREAS, the application for payment and engineering invoices have been reviewed and recommended for payment; and

WHEREAS, the Maintenance Building Project is a shared CTUB project funded equally from the Water and Sewer Renewal & Replacement accounts.

NOW, THEREFORE, BE IT RESOLVED, by the Charles Town Utility Board that the following payments are hereby approved and authorized:

Vendor	Water Fund (50%)	Sewer Fund (50%)	Total Approved for Payment
W. Harley Miller Contractors, Inc.	$19,280.25	$19,280.25	$38,560.50
GD&F Engineers	$6,075.35	$6,075.35	$12,150.70
TOTAL	**$25,355.60**	**$25,355.60**	**$50,711.20**

ADOPTED BY the Charles Town Utility Board at its meeting held on the 18th day of November, 2026.

By: _____
Micheal George, Chairman

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:
Charles Town Utility Board
661 South George Street
Charles Town WV 25414

PROJECT:
Charles Town Maintenance Building
832 South George Street
Charles Town WV 25414

APPLICATION NO: 3
PERIOD TO: 10/31/2026
CONTRACT FOR:
CONTRACT DATE: 7/8/2026
PROJECT NOS: / /

Distribution to:
OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

FROM CONTRACTOR:
W Harley Miller Contractors, Inc.
P.O Box 945
Martinsburg WV 25402

VIA ARCHITECT:
Gwinn, Dobson & Foreman, Inc.
3121 Fairway Drive
Altoona PA 16602

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	$	1,367,000.00
2. NET CHANGE BY CHANGE ORDERS	$	0.00
3. CONTRACT SUM TO DATE *(Line 1 ± 2)*	$	1,367,000.00
4. TOTAL COMPLETED & STORED TO DATE *(Column G on G703)*	$	239,645.00
5. RETAINAGE:		
a. 10.00 % of Completed Work *(Columns D + E on G703)*	$	23,964.50
b. 0.00 % of Stored Material *(Column F on G703)*	$	0.00
Total Retainage *(Lines 5a + 5b, or Total in Column I of G703)*	$	23,964.50
6. TOTAL EARNED LESS RETAINAGE *(Line 4 minus Line 5 Total)*	$	215,680.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT *(Line 6 from prior Certificate)*	$	177,120.00
8. CURRENT PAYMENT DUE	$	38,560.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE *(Line 3 minus Line 6)*	$	1,151,319.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 0.00	$ 0.00
Total approved this month	$ 0.00	$ 0.00
TOTAL	$ 0.00	$ 0.00
NET CHANGES by Change Order	$	0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: _____ Date: 10/30/26
State of: West Virginia
County of: Berkeley
Subscribed and sworn to before me this 30th day of October, 2026
Notary Public: Megan Schoolfield
My commission expires: May 6, 2027

OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Megan E. Schoolfield
W Harley Miller Contractors Inc.
1193 Hedgesville Rd.
Martinsburg, WV 25403
My Commission Expires May 6, 2027

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED ..... $ 38,560.50
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT: GD&F Christopher M. Echenrode 11-2-2026
By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G702™ – 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. **All rights reserved.** WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

010711ACD44

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3
APPLICATION DATE: 10/31/2026
PERIOD TO: 10/31/2026
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED *(Not in D or E)*	TOTAL COMPLETED AND STORED TO DATE *(D+E+F)*	% *(G ÷ C)*	BALANCE TO FINISH *(C – G)*	RETAINAGE *(If variable rate)*
			FROM PREVIOUS APPLICATION *(D + E)*	THIS PERIOD					
001	Bonds & Insurance	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00	0.00	3,000.00
002	Supervision	24,500.00	2,500.00	3,000.00	0.00	5,500.00	22.45	19,000.00	550.00
003	General Conditions	20,000.00	2,500.00	500.00	0.00	3,000.00	15.00	17,000.00	300.00
004	Temporary Facilities	18,500.00	2,300.00	500.00	0.00	2,800.00	15.14	15,700.00	280.00
005	Concrete- Footers	29,000.00	0.00	0.00	0.00	0.00	0.00	29,000.00	0.00
006	Concrete- Slab	85,500.00	0.00	0.00	0.00	0.00	0.00	85,500.00	0.00
007	Carpentry- Rough Carpentry	20,900.00	0.00	0.00	0.00	0.00	0.00	20,900.00	0.00
008	Carpentry- Building Framing	130,000.00	0.00	0.00	0.00	0.00	0.00	130,000.00	0.00
009	Carpentry- Interior Sheathing	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
010	Insulation	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
011	Roofing- Standing Seam Metal	120,000.00	0.00	0.00	0.00	0.00	0.00	120,000.00	0.00
012	Caulking & Joint Sealants	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
013	Overhead Coiling Doors	56,000.00	0.00	0.00	0.00	0.00	0.00	56,000.00	0.00
014	Aluminum Windows- Shop Drawings	1,500.00	0.00	1,500.00	0.00	1,500.00	100.00	0.00	150.00
015	Aluminum Windows- Windows/Glazing	8,500.00	0.00	0.00	0.00	0.00	0.00	8,500.00	0.00
	GRAND TOTAL								

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G703™ – 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

101210ACD44

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3
APPLICATION DATE: 10/31/2026
PERIOD TO: 10/31/2026
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED *(Not in D or E)*	TOTAL COMPLETED AND STORED TO DATE *(D+E+F)*	% *(G ÷ C)*	BALANCE TO FINISH *(C – G)*	RETAINAGE *(If variable rate)*
			FROM PREVIOUS APPLICATION *(D + E)*	THIS PERIOD					
016	Aluminum Windows- Fabrication	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
017	Aluminum Windows- Installation	2,600.00	0.00	0.00	0.00	0.00	0.00	2,600.00	0.00
018	Aluminum Windows- Caulking	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
019	Doors, Frames & Hardware	19,500.00	0.00	0.00	0.00	0.00	0.00	19,500.00	0.00
020	Drywall Systems	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00
021	Painting	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
022	Acoustical Ceilings	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
023	PVC Liner Panels	19,500.00	0.00	0.00	0.00	0.00	0.00	19,500.00	0.00
024	Signage	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
025	Toilet Compartments	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
026	Toilet Accessories	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00
027	Fire Protection	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
028	Casework	8,000.00	0.00	0.00	0.00	0.00	0.00	8,000.00	0.00
029	Plumbing	109,500.00	0.00	33,925.00	0.00	33,925.00	30.98	75,575.00	3,392.50
030	Mechanical	111,500.00	0.00	0.00	0.00	0.00	0.00	111,500.00	0.00
	GRAND TOTAL								

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G703™ – 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992 by The American Institute of Architects. **All rights reserved.** WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

101210ACD44

AIA® Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 3
APPLICATION DATE: 10/31/2026
PERIOD TO: 10/31/2026
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED *(Not in D or E)*	TOTAL COMPLETED AND STORED TO DATE *(D+E+F)*	% *(G ÷ C)*	BALANCE TO FINISH *(C – G)*	RETAINAGE *(If variable rate)*
			FROM PREVIOUS APPLICATION *(D + E)*	THIS PERIOD					
031	Electrical	170,000.00	10,200.00	0.00	0.00	10,200.00	6.00	159,800.00	1,020.00
032	Site Work	118,500.00	82,900.00	0.00	0.00	82,900.00	69.96	35,600.00	8,290.00
033	Sidework	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
034	Clear & Grub	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00	0.00	950.00
035	Erosion & Sediment Control	9,000.00	2,900.00	3,220.00	0.00	6,120.00	68.00	2,880.00	612.00
036	Landscape Plantings	6,500.00	0.00	0.00	0.00	0.00	0.00	6,500.00	0.00
037	Retaining Walls	7,000.00	0.00	0.00	0.00	0.00	0.00	7,000.00	0.00
038	Mobilization/General Conditions	38,000.00	29,600.00	200.00	0.00	29,800.00	78.42	8,200.00	2,980.00
039	Paving	64,500.00	0.00	0.00	0.00	0.00	0.00	64,500.00	0.00
040	Sanitary Sewar	61,000.00	24,400.00	0.00	0.00	24,400.00	40.00	36,600.00	2,440.00
041	Water	6,000.00	0.00	0.00	0.00	0.00	0.00	6,000.00	0.00
042	Allowance #1	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
	GRAND TOTAL	1,367,000.00	196,800.00	42,845.00	0.00	239,645.00	17.53	1,127,355.00	23,964.50

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G703™ – 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992 by The American Institute of Architects. **All rights reserved.** WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

101210ACD44

CHARLES TOWN UTILITY BOARD

MAINTENANCE BUILDING PROJECT

PROJECT BUDGET & EXPENDITURE SCHEDULE

Report Date	November 18, 2026	**Resolution**	Resolution No. 3
Project Type	Shared — Water / Sewer	**Pay Application**	No. 3
Funding Source	Water & Sewer Renewal & Replacement Accounts	**Allocation**	50% Water / 50% Sewer

A. PROJECT BUDGET & EXPENDITURES

Project Component	Approved Budget	Approved Adjustments	Current Budget	Paid Prior	Current Payment	Paid to Date	Remaining Budget
CONSTRUCTION							
Construction Contract	$1,367,000.00	-	$1,367,000.00	$177,120.00	$38,560.50	$215,680.50	$1,151,319.50
CONTINGENCY							
Construction Contingency (5%)	$68,350.00	-	$68,350.00	-	-	-	$68,350.00
ENGINEERING SERVICES							
a.) Conceptual & Final Design	$60,200.00	-	$60,200.00	$60,200.00	-	$60,200.00	-
b.) Geotechnical Services	$8,000.00	-	$8,000.00	$8,000.00	-	$8,000.00	-
c.) Construction Administration	$30,000.00	-	$30,000.00	$1,535.80	$12,150.70	$13,686.50	$16,313.50
d.) RPR Services	$90,000.00	-	$90,000.00	-	-	-	$90,000.00
OTHER PROJECT COSTS							
Permits — City of Charles Town	$3,530.10	-	$3,530.10	$3,530.10	-	$3,530.10	-
TOTAL PROJECT COSTS	**$1,627,080.10**	**-**	**$1,627,080.10**	**$250,385.90**	**$50,711.20**	**$301,097.10**	**$1,325,983.00**

B. SOURCES OF FUNDS

Funding Source	Approved Funding	Approved Adjustments	Current Funding	Paid Prior	Current Payment	Paid to Date	Remaining Funding
Water Renewal & Replacement Account — 50%	$813,540.05	-	$813,540.05	$125,192.95	$25,355.60	$150,548.55	$662,991.50
Sewer Renewal & Replacement Account — 50%	$813,540.05	-	$813,540.05	$125,192.95	$25,355.60	$150,548.55	$662,991.50
TOTAL FUNDING	**$1,627,080.10**	**-**	**$1,627,080.10**	**$250,385.90**	**$50,711.20**	**$301,097.10**	**$1,325,983.00**

C. CURRENT CONSTRUCTION PAYMENT STATUS

Original Construction Contract	$1,367,000.00
Approved Change Orders	-
Current Construction Contract	$1,367,000.00
Previous Construction Payments	$177,120.00
Pay Application No. 3	$38,560.50
Paid Including Pay Application No. 3	$215,680.50
Construction Contract Balance	**$1,151,319.50**

D. PROJECT NOTES

06/10/2026 — Construction contract awarded to W. Harley Miller Contractors, Inc. in the amount of $1,367,000.00.

Project is funded equally from the Water and Sewer Renewal & Replacement accounts.

Budget adjustments are recorded only when the approved project budget changes; routine payments do not revise the approved budget.

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Resolution No. 42 - CIF No. 34, Pay App No. 20

Attachments:

Collection System Project - Resolution No. 42 - CIF No. 34, Pay App No. 20.pdf

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

RESOLUTION NO. 42
REQUEST FOR PAYMENT #42
(CIF PAYMENT #34)

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. 20"** as follows.

Vendor	CWSRF	CWSRF "Green" PF Loan 1	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$0	$0	$42,064.20	$42,064.20
Total	**$0**	**$0**	**$42,064.20**	**$42,064.20**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 18th day of November, 2026.

By: _____
Micheal George, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 20

	Application Period: 10/1/26 - 10/31/26	Application Date:	11/10/2026
To (Owner): Charles Town Utility Board	From (Contractor): HRI, Inc	Via (Engineer):	Rummel, Klepper & Kahl, LLP
Project: 2022 Collection System Project	Contract: 01	Via (Consultant):	Gwin, Dobson & Foreman Engineers
Owner's Contract No :	Contractor's Project No : 10341291	Engineer's Project No :	24054

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	$121,480 00	
2	$251,494 68	$10,422 36
3	$195,786 50	$231,970 00
4	$43,988 74	
TOTALS	$612,749 92	$242,392 36
NET CHANGE BY CHANGE ORDERS	**$370,357.56**	

1. ORIGINAL CONTRACT PRICE	$	$6,074,000.00
2. Net change by Change Orders	$	$370,357.56
3. Current Contract Price (Line 1 ± 2)	$	$6,444,357.56
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	$6,313,509.92
5. RETAINAGE:		
a. 10% X $6,313,509 92 Work Completed	$	$631,350.99
b. 10% X _____ Stored Material	$	
c. Total Retainage (Line 5.a + Line 5.b)	$	$631,350.99
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	$5,682,158.93
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	$5,640,094.73
8. AMOUNT DUE THIS APPLICATION	$	$42,064.20
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	$762,198.63

Contractor's Certification

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

Contractor Signature

By:	Date:
Mitchell Otey, PM	11/10/2026

Payment of: $ $42,064 20
(Line 8 or other - attach explanation of the other amount)

is recommended by: *David Santelli* (Engineer) 11/10/2026 (Date)

Payment of: $ 42,064.20
(Line 8 or other - attach explanation of the other amount)

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

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

© 2013 National Society of Professional Engineers for EJCDC All rights reserved

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	01	Application Number:	20
Application Period:	10/1/26 - 10/31/26	Application Date:	11/10/2026

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272 980.00	$272 980.00		**1.00**	1.00		$272 980.00	$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		**1.00**	1.00		$3,000.00	$3,000.00		$3,000.00	100.0%	
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$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	**0.10**	**0.90**	1.00	$1,500.00	$13,500.00	$15,000.00		$15,000.00	100.0%	
9b	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%	
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	**1.00**		1.00	$14,000.00		$14,000.00		$14,000.00	100.0%	
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00	**1.00**		1.00	$10,000.00		$10,000.00		$10,000.00	100.0%	
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00	**1.00**		1.00	$9,000.00		$9,000.00		$9,000.00	100.0%	
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		**1.00**	1.00		$4,000.00	$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		**1.00**	1.00		$105 000.00	$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	**1.00**		1.00	$4,000.00		$4,000.00		$4,000.00	100.0%	
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%	

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL Employees and partners who nee

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

For (Contract): 01												Application Number: 20			
Application Period: 10/1/26 - 10/31/26												Application Date: 11/10/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
12f	Submersible Pumps	1	LS	$90 000.00	$90 000.00		**1.00**	1.00		$90 000.00	$90 000.00		$90 000.00	100.0%	
12g	Instrumentation	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
12h	Wet Well Top Slab	1	LS	$15 000.00	$15 000.00		**1.00**	1.00		$15 000.00	$15 000.00		$15 000.00	100.0%	
12i	Electrical	1	LS	$65,000.00	$65,000.00		**1.00**	1.00		$65,000.00	$65,000.00		$65,000.00	100.0%	
12j	Integration	1	LS	$45 000.00	$45 000.00		**1.00**	1.00		$45 000.00	$45 000.00		$45 000.00	100.0%	
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00		**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%	

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL Employees and partners who nee

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

For (Contract): 01												Application Number: 20			
Application Period: 10/1/26 - 10/31/26												Application Date: 11/10/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00		**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		**920.50**	920.50		$124,267.50	$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		**218.75**	218.75		$62,125.00	$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		**26.00**	26.00		$221,000.00	$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	**1.00**	**8.00**	9.00	$1,700.00	$13,600.00	$15,300.00		$15,300.00	180.0%	-$6,800.00
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	**19.00**	**315.93**	334.93	$1,938.00	$32,224.86	$34,162.86		$34,162.86	167.5%	-$13,762.86
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00	**1.00**	**21.00**	22.00	$1,400.00	$29,400.00	$30,800.00		$30,800.00	137.5%	-$8,400.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00		**20.00**	20.00		$8,400.00	$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	**8.00**		8.00	$3,200.00		$3,200.00		$3,200.00	16.0%	$16,800.00
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%	

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL Employees and partners who nee

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

For (Contract): 01												Application Number: 20				
Application Period: 10/1/26 - 10/31/26												Application Date: 11/10/2026				
A					B			C			D	E	F			
Item		Contract Information				Quantity			Payment							
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)	
CO-4-C	Evitt's Run - Force Main Conflict	1	LS	$13 589.00	$13 589.00		**1.00**	1.00		$13 589.00	$13 589.00		$13 589.00	100.0%		
CO-4-D	Burr East - Wet Well Modification	1	LS	$6,485.16	$6,485.16		**1.00**	1.00		$ 6,485.16	$6,485.16		$6,485.16	100.0%		
	Totals				**$6,444,357.56**				**$46,738.00**	**$6,266,771.92**	**$6,313,509.92**		**$6,313,509.92**	98.0%	**$130,847.64**	

EJCDC® C-620 Contractor's Application for Payment
© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL Employees and partners who nee

Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	20
Application Period:	10/1/26 - 10/31/26	Application Date:	11/10/2026

A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No	Supplier Invoice No	Submittal No (with Specification Section No)	Storage Location	Description of Materials or Equipment Stored	Application No when Materials Placed in Storage	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
11g	27315		HRI Trailer	Burr East Grinder Pumps	4	$33,390 00		$33,390 00	2/2026	$33,390 00	
11g	28718		HRI Trailer	Burr East Grinder Pumps	4	$35,692 65		$35,692 65	2/2026	$35,692 65	
12f	27317		HRI Trailer	Jetts Farm Grinder Pumps	4	$38,700 00		$38,700 00	5/2026	$38,700 00	
12f	28503		HRI Trailer	Jetts Farm Grinder Pumps	4	$34,605 00		$34,605 00	5/2026	$34,605 00	
13g	27316		HRI Trailer	Moose Lodge Grinder Pumps	4	$33,300 00		$33,300 00	5/2026	$33,300 00	
13g	28504		HRI Trailer	Moose Lodge Grinder Pumps	4	$28,811 25		$28,811 25	5/2026	$28,811 25	
36	x122052		Evitts Run	30" PVC	5				7/2025		
36	x345362		Evitts Run	30" PVC	5	$6,450 20		$6,450 20	8/2025	$6,450 20	
36	x346372		Evitts Run	30" PVC	5	$25,318 44		$25,318 44	8/2025	$25,318 44	
36	x347299		Evitts Run	30" PVC	5	$25,318 44		$25,318 44	8/2025	$25,318 44	
36	x356214		Evitts Run	30" PVC	5	$25,318 44		$25,318 44	10/2025	$25,318 44	
42	886402		Evitts Run	Sanitary MH - APS16	5	$5,103 00		$5,103 00	2/2026	$5,103 00	
42	882498		Evitts Run	Sanitary MH - APS26A	5	$41,139 40		$41,139 40	11/2025	$41,139 40	
42	880503		Evitts Run	Sanitary MH - APS27	5	$7,064 25		$7,064 25	2/2026	$7,064 25	
42	876403		Evitts Run	Sanitary MH	5	$4,623 00		$4,623 00	9/2025	$4,623 00	
36	x633532		Evitts Run	30" PVC	6	$25,318 44		$25,318 44	10/2025	$25,318 44	
37	x423369		Burr East	6" HDPE DR 11	6	$12,240 00		$12,240 00	11/2025	$12,240 00	
31	x569471		LP	8" Fusible C900	6	$17,796 18		$17,796 18	4/2026	$17,796 18	
32	x569471		LP	8" Fusible C900	6	$5,567 52		$5,567 52	4/2026	$5,567 52	
33	x569471		LP	8" Fusible C900	6	$4,971 00		$4,971 00	4/2026	$4,971 00	
11g	29342		HRI Trailer	Burr East Grinder Pumps	6	$7,420 00		$7,420 00	5/2026	$7,420 00	
12f	29341		HRI Trailer	Jetts Farm Grinder Pumps	6	$7,900 00		$7,900 00	6/2026	$7,900 00	
15i	895582		Evitts Run	LP Meter Vault	6	$6,449 00		$6,449 00	3/2026	$6,449 00	
42	907465		HRI Trailer	JF Sanitary MH	9	$5,724 00		$5,724 00	5/2026	$5,724 00	
13d	908161		HRI Trailer	JF Meter Vault	9	$3,420 00		$3,420 00	5/2026	$3,420 00	
12c	908161		HRI Trailer	ML Meter Vault	9	$3,351 00		$3,351 00	6/2026	$3,351 00	
12h	908161		HRI Trailer	ML Wet Well Top	9	$4,424 00		$4,424 00	6/2026	$4,424 00	
				Totals		**$449,415.21**		**$449,415.21**		**$449,415.21**	

© 2013 National Society of Professional Engineers for EJCDC All rights reserved

C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Date: November 18, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	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	Resolution No. 42 Request for Payment (RFP) #42 Pay App #20 CIF # 34	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 31,965.59	$ -	$ 225,234.09	$ -	$ 203,501.40	$ 124,307.28	$ -	$ 42,064.20	$ 590,730.95
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**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 56,837.06**	**$ 42,064.20**	**$ 967,526.10**
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**	**$ 27,901.17**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 56,837.06**	**$ 42,064.20**	**$ 967,526.10**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	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	Request for Payment (RFP) #42 Pay App #20 CIF # 34	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,425,629.88	$ (27,901.17)	$ (31,965.59)	$ (28,920.14)	$ (225,234.09)	$ (7,340.40)	$ (203,501.40)	$ (124,307.28)	$ (56,837.06)	$ (42,064.20)	$ 643,182.10
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,547,109.88**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ (56,837.06)**	**$ (42,064.20)**	**$ 764,662.10**
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**	**$ (27,901.17)**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ (56,837.06)**	**$ (42,064.20)**	**$ 967,526.10**

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

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

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

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

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

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

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

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

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

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, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Resolution No. 43 - CIF No. 35

Attachments:

Collection System Project - Resolution No. 43 - CIF No. 35.pdf

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

RESOLUTION NO. 43
REQUEST FOR PAYMENT #43
(CIF PAYMENT #35)

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	$10,788.62	$10,788.62
Total	**$0**	**$10,788.62**	**$10,788.62**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 18th day of November, 2026.

By: _____
Micheal George, Chairman

Date: November 18, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	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	Resolution No. 42 Request for Payment (RFP) #42 Pay App #20 CIF # 34	Resolution No. 43 Request for Payment (RFP) #43 CIF # 35	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ 31,965.59	$ -	$ 225,234.09	$ -	$ 203,501.40	$ 124,307.28	$ -	$ 42,064.20	$ -	$ 590,730.95
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	$ -	$ 28,920.14	$ -	$ 7,340.40	$ -	$ -	$ 56,837.06	$ -	$ 10,788.62	$ 4,559.53
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,144,443.88**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 56,837.06**	**$ 42,064.20**	**$ 10,788.62**	**$ 956,737.48**
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**	**$ 31,965.59**	**$ 28,920.14**	**$ 225,234.09**	**$ 7,340.40**	**$ 203,501.40**	**$ 124,307.28**	**$ 56,837.06**	**$ 42,064.20**	**$ 10,788.62**	**$ 956,737.48**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	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	Request for Payment (RFP) #42 Pay App #20 CIF # 34	Request for Payment (RFP) #43 CIF # 35	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,425,629.88	$ (31,965.59)	$ (28,920.14)	$ (225,234.09)	$ (7,340.40)	$ (203,501.40)	$ (124,307.28)	$ (56,837.06)	$ (42,064.20)	$ (10,788.62)	$ 632,393.48
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,547,109.88**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ (56,837.06)**	**$ (42,064.20)**	**$ (10,788.62)**	**$ 753,873.48**
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**	**$ (31,965.59)**	**$ (28,920.14)**	**$ (225,234.09)**	**$ (7,340.40)**	**$ (203,501.40)**	**$ (124,307.28)**	**$ (56,837.06)**	**$ (42,064.20)**	**$ (10,788.62)**	**$ 956,737.48**

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

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

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

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

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

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

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

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

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

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

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Notice of Award for the Greenfield Forcemain Upgrade and Samuel Street Pump Station Flow Meter Installation Project

Attachments:

Notice of Award.pdf

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE OF AWARD

Date of Issuance: September 9, 2026

Owner:	Charles Town Utility Board	Owner's Contract No.:	N/A
Engineer:	Gwin, Dobson & Foreman, Inc.	Engineer's Project No.:	24034
Project:	Greenfield Force Main and Samuel Street Fow Meter	Contract Name:	N/A
Bidder:	Snyder Environmental Services, LLC		

Bidder's Address: 270 Industrial Boulevard, Kearneysville, WV 25430

TO BIDDER:

You are notified that Owner has accepted your Bid dated August 26, 2026 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Charles Town Utility Bord - Greenfield Force Main and Samuel Street Flow Meter.

The Contract Price of the awarded Contract is: $1,897,438.00.

Six (6) unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner six (6) counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any):

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: Charles Town Utility Board	Contractor Acknowledgement
Authorized Signature	Contractor: Snyder Environmental Services, LLC
By: Michael George	Authorized Signature
Title: Chief Cth B	By: Brandon
	Title: Brandon Juarez, CEO
	Date: 9/9/26
Copy: Engineer Contractor	Copy: Owner Engineer

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Notice to Proceed for the Greenfield Forcemain Upgrade and Samuel Street Pump Station Flow Meter Installation Project

Attachments:

Notice to Proceed.pdf

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE TO PROCEED

Owner:	Owner's Contract No.:
Contractor:	Contractor's Project No.:
Engineer:	Engineer's Project No.:
Project:	Contract Name:
	Effective Date of Contract:

TO CONTRACTOR:

Owner hereby notifies Contractor that the Contract Times under the above Contract will commence to run on [November 16, 2026]. *[see Paragraph 4.01 of the General Conditions]*

On that date, Contractor shall start performing its obligations under the Contract Documents. No Work shall be done at the Site prior to such date. In accordance with the Agreement, [the date of Substantial Completion is May 16, 2027, and the date of readiness for final payment is June 14, 2027] ***or*** [the number of days to achieve Substantial Completion is _____, and the number of days to achieve readiness for final payment is _____].

Before starting any Work at the Site, Contractor must comply with the following:

[Note any access limitations, security procedures, or other restrictions]

Owner:	Contractor Acknowledgement
	Contractor:
Authorized Signature	Authorized Signature
By:	By:
Title: General Manager	Title: Project Manager
	Date: 10/27/26
Copy: Engineer Contractor	Copy: Owner Engineer

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

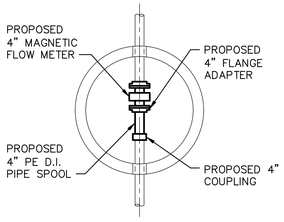
Special Meeting

661 South George Street
Charles Town, WV 25414

GDF Presentation on the Flowing Springs Pump Station Upgrade Project

Attachments:

25052_C5-Layout1.pdf
25052-E2-Layout1.pdf

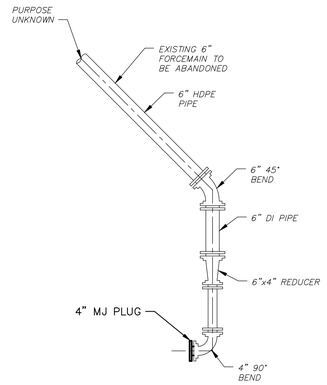


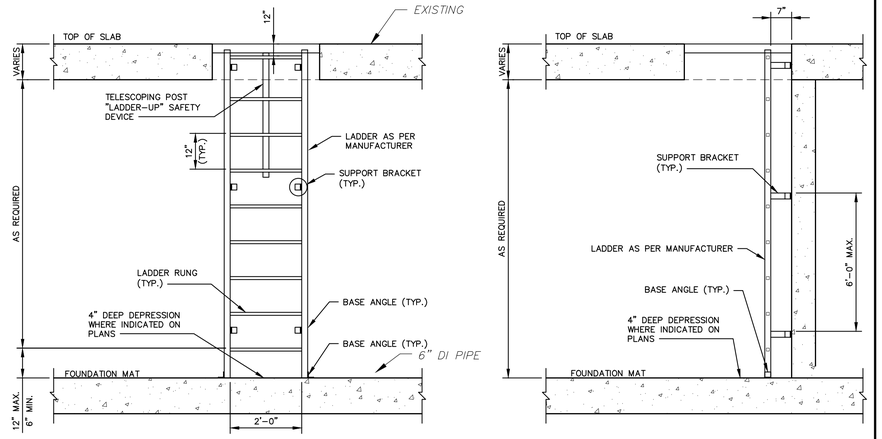
PLAN VIEW

BRECKEN RIDGE PUMP STATION FLOW METER

PROPOSED SITE PIPING LAYOUT

SCALE: 3/8" = 1'-0"





FRONT ELEVATION

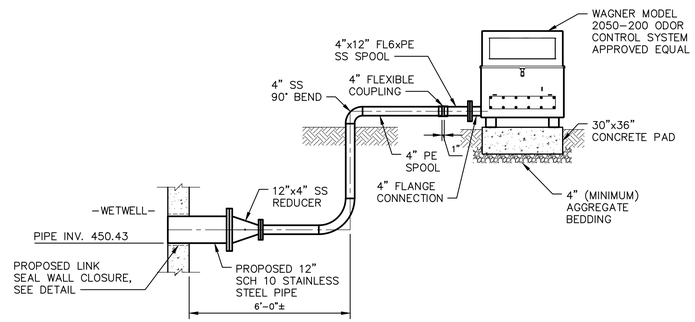
SIDE ELEVATION

NOTES:

1. ALL FASTENERS, BOLTS, NUTS, WASHERS, ETC., SHALL BE 316L STAINLESS STEEL.
2. DETAIL SHOWS CONCRETE CURB. DELETE CURB WHERE INDICATED ON PLANS AND ACCESS HATCH WITHOUT CURB DETAIL – 2, THIS SHEET.

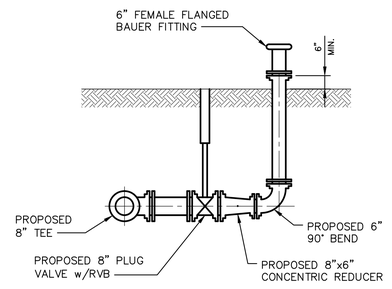
LADDER DETAIL

SCALE: 1/2" = 1'-0"



SECTION A–A – C5

SCALE: 3/8" = 1'-0"



SECTION B–B – C5

SCALE: 3/8" = 1'-0"

NOTES:

1. PIPE SUPPORTS SHALL BE REQUIRED IN ALL VAULTS AND MANHOLES, NOT SHOWN FOR CLARITY. NUMBER AS REQUIRED.
2. ALL BURIED MECHANICAL JOINT PIPE SHALL BE INSTALLED WITH RETAINER GLANDS.
3. ALL PIPE PENETRATIONS IN EXISTING VAULTS AND MANHOLES SHALL BE SEALED WITH NEW LINKSEALS PER DETAIL UNLESS OTHERWISE NOTED.

NO.	DATE	DESCRIPTION
	11-6-26	ISSUED FOR BID

REVISIONS

SEAL

KELLEN ANDREW DOUGLAS
REGISTERED
25766
STATE OF
WEST VIRGINIA
PROFESSIONAL ENGINEER

PUMP STATION AREA
PROPOSED SITE PIPING LAYOUT

CHARLES TOWN UTILITY BOARD

FLOWING SPRINGS PUMP STATION IMPROVEMENTS PROJECT

RANSON CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

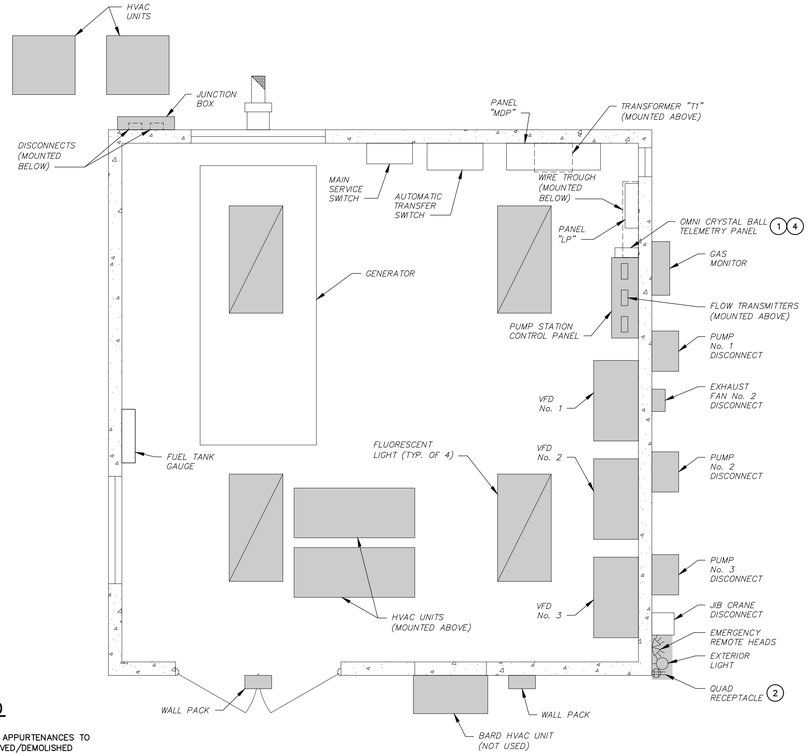
GD&F
GWIN DOBSON & FOREMAN
ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

DATE: 8/10/26	JOB: 25052	SCALE: AS SHOWN
FILE: 25052_C5	DRAWN BY: BRP	CHECKED BY:

SHEET NO: C5

PLOT CREATED: 11/7/2026 11:52 AM

G:\25052\25052_C5



LEGEND

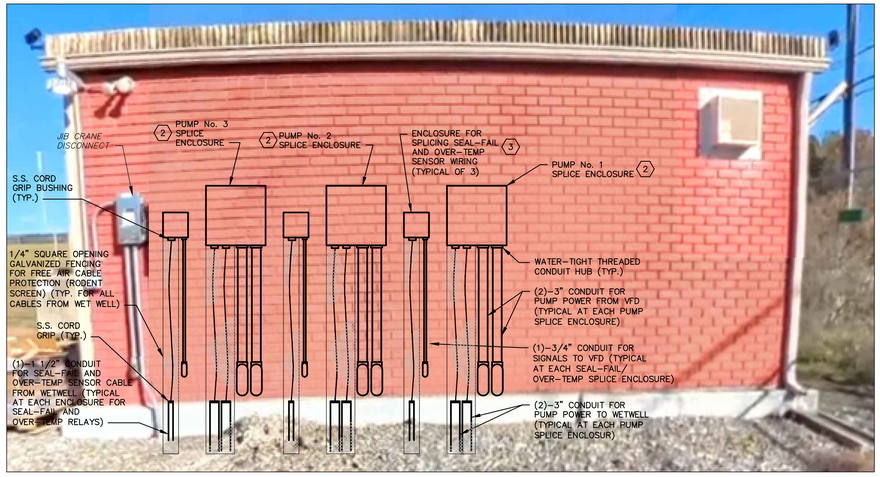
EXISTING APPURTENANCES TO BE REMOVED/DEMOLISHED

PUMP STATION CONTROL BUILDING DEMOLITION PLAN

SCALE: 3/8" = 1'-0"

DEMOLITION NOTES:

1. EXISTING OMNI CRYSTAL BALL TELEMETRY PANEL SHALL BE SALVAGED/RE-USED AND SHALL BE INTEGRATED WITH THE PROPOSED CONTROL SYSTEM.
2. REMOVE EXISTING WEATHERPROOF QUAD RECEPTACLE AND REPLACE WITH NEW.
3. COORDINATE WITH OWNER FOR REMOVAL/RELOCATION OF SHELVING UNITS AND STORED MATERIALS AS REQUIRED.
4. CONTRACTOR SHALL IDENTIFY AND LABEL SIGNAL WIRING FROM ATS, GENERATOR AND OTHER EXISTING TO REMAIN EQUIPMENT CONNECTED TO PUMP CONTROL PANEL/OMNI PANEL. THIS WIRING AND CONDUIT SHALL REMAIN AND BE RE-USED FOR CONNECTION TO THE NEW PUMP CONTROL PANEL. PROVIDE ADDITIONAL WIRE AND CONDUIT AS NECESSARY TO EXTEND SIGNALS INTO NEW PANEL.

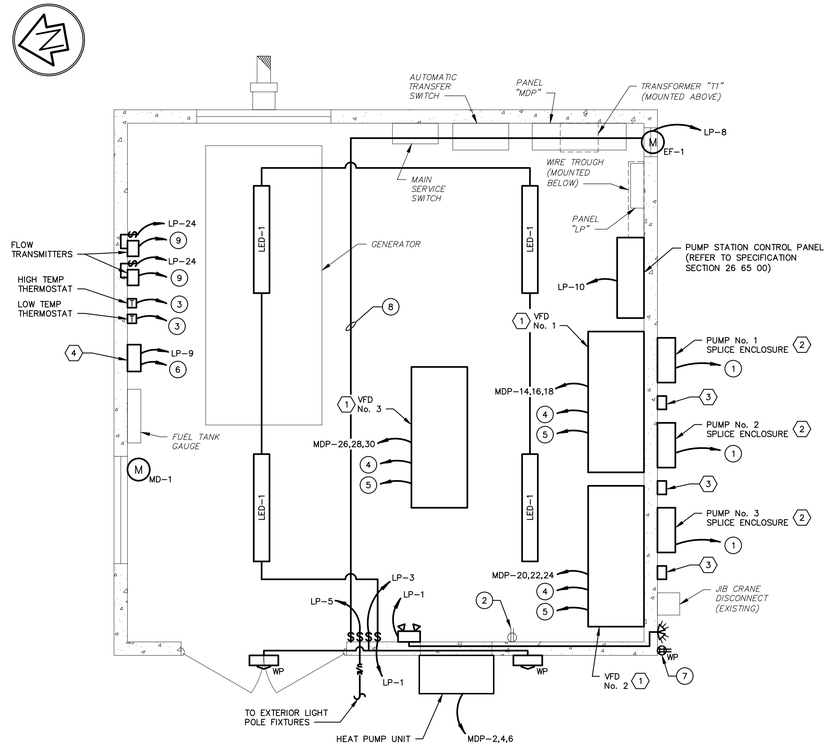


ELECTRICAL EQUIPMENT MOUNTING WALL ELEVATION

NO SCALE

ELEVATION NOTES:

1. PROVIDE KELLUMS GRIP IN WET WELL FOR PUMP POWER CABLES. PROVIDE CORD GRIPS AT JUNCTION/TERMINAL BOX CABLE ENTRANCES AND ABOVE GROUND CONDUIT EXITS. COORDINATE CORD GRIP SIZES WITH CORRESPONDING CONDUIT SIZE, CABLE SIZE(S) AND NUMBER OF CABLES.
2. ALL POWER AND CONTROL CABLES IN WET WELL SHALL BE WITHIN ARM'S REACH OF WET WELL ACCESS HATCH.
3. 1/4" SQUARE GALVANIZED FENCING (RODENT SCREEN) SHALL BE NEATLY FOLDED TO PROVIDE A PROFESSIONAL LOOKING FINISH. SCREEN SHALL EXTEND FROM 6" UNDERGROUND TO FLUSH WITH BOTTOM SIDE OF ENCLOSURE.



PUMP STATION CONTROL BUILDING MODIFICATION PLAN

SCALE: 3/8" = 1'-0"

GENERAL NOTE:

1. REFER TO SITE PLAN CONDUIT SCHEDULE AND ELECTRICAL EQUIPMENT MOUNTING WALL ELEVATION FOR ADDITIONAL WIRING AND CONDUIT REQUIREMENTS.

EQUIPMENT NOTES:

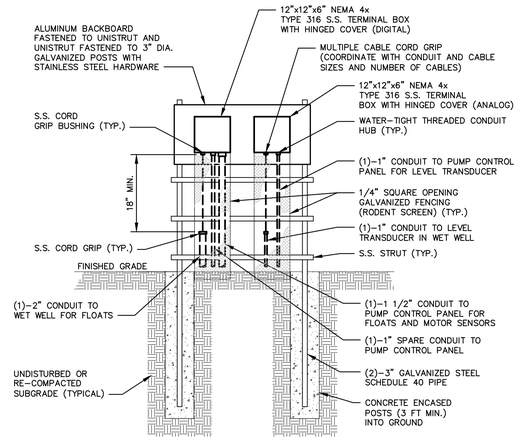
1. 150 HP, 110kW, 480 VOLT VARIABLE FREQUENCY DRIVE WITH INPUT HARMONIC FILTER, LOAD REACTOR, SOFT-START BYPASS AND NEMA 12 ENCLOSURE. SEE TYPICAL VFD WIRING DIAGRAM ON SHEET E6 AND SPECIFICATIONS SECTION 26 24 19 FOR ADDITIONAL INFORMATION.
2. 20"x20"x8" NEMA 4x ENCLOSURE WITH HINGED COVER AND POWER DISTRIBUTION BLOCK SIZED FOR CONDUCTORS FROM VFD TO PUMP. CONFIRM MANUFACTURED CABLE ARRANGEMENT WITH PUMP SUBMITTAL.
3. 6"x6"x4" NEMA 4x ENCLOSURE WITH HINGED COVER FOR SPLICING SEAL-FAIL AND OVER-TEMP SENSOR CABLES.
4. 12"x12"x6" NEMA 12 ENCLOSURE, 4PDT DEFINITE PURPOSE CONTACTOR FOR MOTORIZED DAMPER CONTROL.

PLAN NOTES:

1. PROVIDE TWO SETS OF: THREE (3)-#3 CONDUCTORS AND ONE (1)-#8 GROUND IN ONE (1)-1 1/2" CONDUIT TO ASSOCIATED VFD.
2. RELOCATE EXISTING RECEPTACLE AND RE-ROUTE ASSOCIATED CONDUIT AND WIRE AS REQUIRED FOR PANEL INSTALLATION.
3. PROVIDE TWO (2)-#16 CONDUCTORS IN ONE (1)-3/4" CONDUIT FROM THERMOSTAT TO PUMP CONTROL PANEL.
4. PROVIDE TWENTY (20)-#16 CONDUCTORS AND TWO (2)-#16 SPARE CONDUCTORS IN ONE (1)-1" CONDUIT FROM VFD TO PUMP CONTROL PANEL.
5. PROVIDE TWO (2)-#16 TSP IN ONE (1)-3/4" CONDUIT FROM VFD TO PUMP CONTROL PANEL.
6. PROVIDE TWO (2)-#14 CONDUCTORS IN ONE (1)-3/4" CONDUIT TO EXISTING ATS FOR GENERATOR RUN SIGNAL. PROVIDE TWO (2)-#12 CONDUCTORS AND ONE (1)-#12 GROUND IN ONE (1)-3/4" CONDUIT TO MOTORIZED DAMPER.
7. RECONNECT TO EXISTING CIRCUIT.
8. PROVIDE TWO (2)-#12 CONDUCTORS, ONE (1)-#12 GROUND IN ONE (1)-3/4" CONDUIT.
9. PROVIDE ONE (1)-#16 TSP CABLE IN ONE (1)-3/4" CONDUIT TO PUMP STATION CONTROL PANEL.

LEGEND:

WP WEATHERPROOF QUAD RECEPTACLE



FRONT VIEW

WET WELL JUNCTION/TERMINAL BOX DETAIL

NO SCALE

DETAIL NOTES:

1. PROVIDE KELLUMS GRIP IN WET WELL FOR PUMP POWER CABLES. PROVIDE CORD GRIPS AT JUNCTION/TERMINAL BOX CABLE ENTRANCES AND ABOVE GROUND CONDUIT EXITS. COORDINATE CORD GRIP SIZES WITH CORRESPONDING CONDUIT SIZE, CABLE SIZE(S) AND NUMBER OF CABLES.
2. PROVIDE TERMINALS INSIDE ENCLOSURE FOR SPLICING FLOAT/TRANSDUCER CABLES. CONTRACTOR TO CONFIRM REQUIRED QUANTITY.
3. ALL POWER AND CONTROL CABLES IN WET WELL SHALL BE WITHIN ARM'S REACH OF WET WELL ACCESS HATCH.
4. TERMINAL BOXES SHALL BE 12"H x 12"W x 6"D.
5. 1/4" SQUARE GALVANIZED FENCING (RODENT SCREEN) SHALL BE NEATLY FOLDED TO PROVIDE A PROFESSIONAL LOOKING FINISH. SCREEN SHALL EXTEND FROM 6" UNDERGROUND TO FLUSH WITH BOTTOM SIDE OF ENCLOSURE.

NO.	DATE	DESCRIPTION
	11-6-26	ISSUED FOR BID

REVISIONS

LUKE PARONISH REGISTERED 25923 STATE OF WEST VIRGINIA PROFESSIONAL ENGINEER

SEAL

PUMP STATION CONTROL BUILDING DEMOLITION AND MODIFICATION PLANS

CHARLES TOWN UTILITY BOARD

FLOWING SPRINGS PUMP STATION IMPROVEMENTS PROJECT

RANSON CORPORATION
JEFFERSON COUNTY, WEST VIRGINIA

DATE: 8/10/26	JOB: 25052	SCALE: AS SHOWN
FILE: 25052-E2	DRAWN BY: HRO	CHECKED BY: LMP

GD&F
GWIN DOBSON & FOREMAN ENGINEERS
3121 Fairway Drive
Altoona, PA 16602
814.943.5214
gdfengineers.com

SHEET NO: E2

PLOT CREATED: 11/7/2026 11:53 AM

G:\25052\25052-E2

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

November 2026 UM Report.pdf

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

MEMORANDUM TO THE BOARD OF DIRECTORS

DATE: November 18, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, November 2026

Ongoing Projects & Initiatives:

- Proposed Governance, Agreements, & Public Transparency Policy Manual Draft
- AEDs for CTUB Facilities & Field Crews
- NRWA Apprenticeship Program Employer Incentive Award

Wastewater Treatment Plant

Total Wastewater Processed October 2026:
Charles Town: 39.43 million Gallons per month or 1.27 MGD average
Tuscawilla: 4.34 million Gallons per month or 0.14 MGD average

Collection System

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

Water Plant and Distribution System

Total Water Pumped October 2026 (CT): 51 million Gallons per month or 1.64 MGD average
6 Leaks repaired
14 Meters repaired
43 Meters replaced
56 New meters installed
1945 - Ten (10) day notices
283 Disconnect notices, 110 Disconnects
0 Hydrant(s) repaired

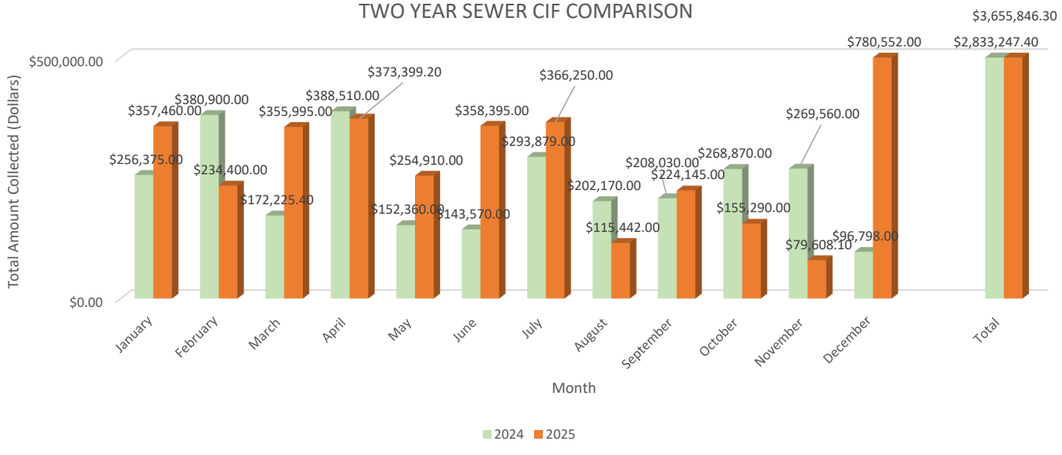
Customer Counts

- Sewer 11,289
  - Residential 10,544
  - Commercial 681
  - Public Authority 58
  - Industrial 6
- Water 7,949
  - Residential 7311
  - Commercial 601
  - Public Authority 37

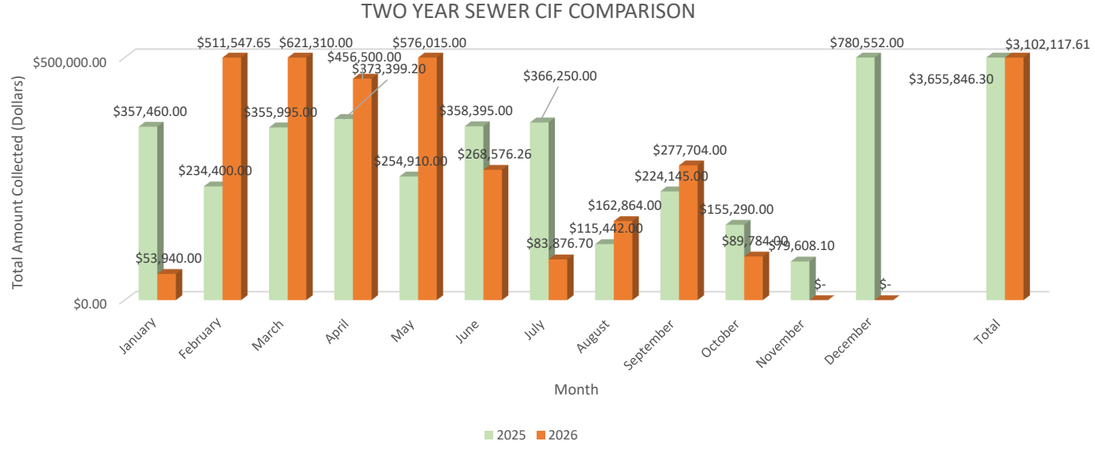
Human Resources

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

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**



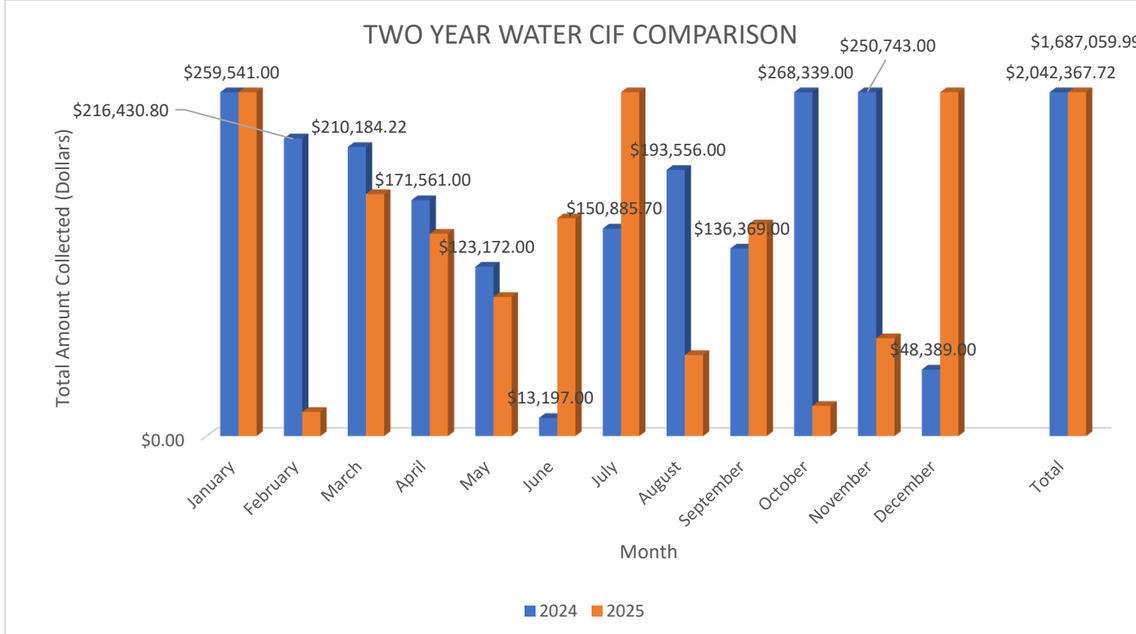
Charles Town Utility Board 2026 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-26		12	12	$ 53,940.00		$ 53,940.00
Feb-26	7.47	106	113.47	$ 545,672.65	$ 34,125.00	$ 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		43	43	$ 99,534.00	$ 9,750.00	$ 89,784.00
Nov-26						$ -
Dec-26						$ -
Total 2026	**9.73**	**823.75**	**833.48**	**$ 3,427,117.61**	**$ 325,000.00**	**$ 3,102,117.61**

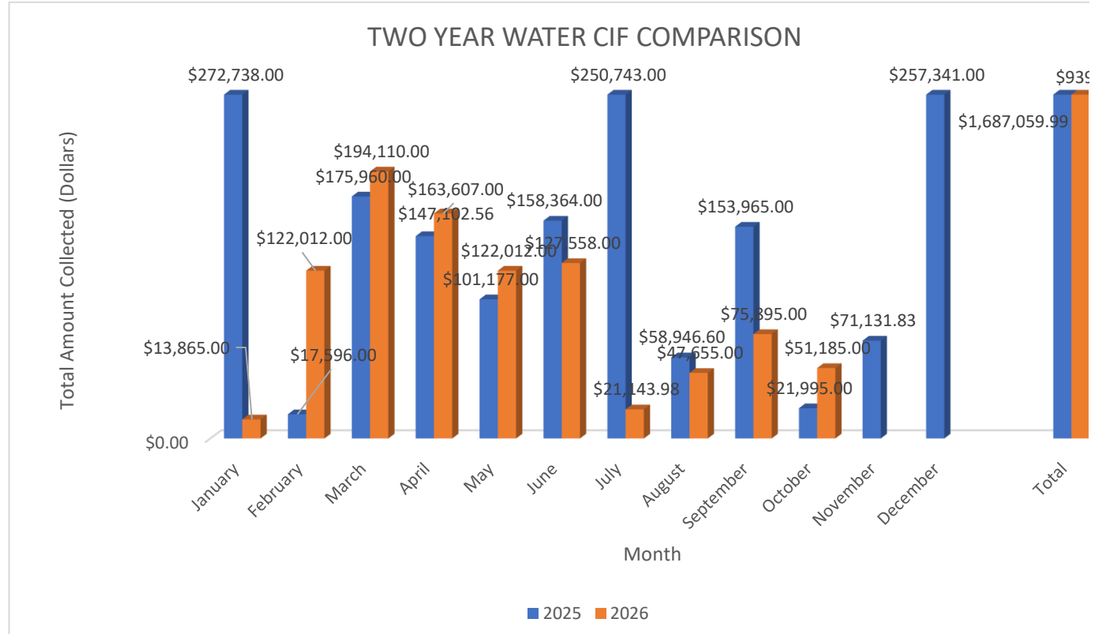


Water CIF Tracking as of November 18, 2026

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		29	29	$ 51,185.00
Nov-26				
Dec-26				
Total 2026	**8.26**	**341**	**378.26**	**$ 939,042.98**





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	396.59	1.31	0.44	443,000	2,110

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	33.19	0.11	0.39	389,000	1,852

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	3,962

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	39.43	1.27
NOVEMBER		
DECEMBER		
Annual Total	396.59	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	4.34	0.14
NOVEMBER		
DECEMBER		
Annual Total	33.19	0.111

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	499.46	1.61	1.19	1,188,850	5,661

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	2.69	0.01	0.01	12,767	-

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	1.46	0.005	0.03	31,209	

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	50,978,300	1,644,461
NOVEMBER		
DECEMBER		
Annual Total	499,456,554	1,611,150

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	311,000	10,032
NOVEMBER		
DECEMBER		
Annual Total	2,689,800	8,833

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	136,200	4,394
NOVEMBER		
DECEMBER		
Annual Total	1,456,300	4,791

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Engineering Report

Attachments:

November 2026 Engineering Report.pdf

CHARLES TOWN UTILITY BOARD
ENGINEER'S REPORT
November 18, 2026

Water Projects

Membrane/GAC Pilot Study

- AriaFiltra (1st membrane manufacturer) submitted their final report. GDF has reviewed and commented.
- AOP/Scinor (2nd membrane manufacturer) system pilot has been operating for about 2 months. 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 - Ongoing

- 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, final restoration, E&S removal and project closeout.
- Final Completion is expected within one (1) month.
- Change Order No. 6 ($151,821) regarding the Burr East conduit change and additional bypass pumping at Burr, Jett's Farm and Moose Lodge has been reviewed by DEP.
- A Final Balancing Change Order is in the works.

New WWTP Design

- Two (2) geotechnical RFPs were received. Specialized Engineering to commence boring work within one month after they are staked out by GD&F.
- GD&F is proceeding with final design of new Influent Pump Station.
- Preliminary design of new headworks screens, vortex grit systems, Clarifiers and UV system are complete.
- Preparation of specifications and design engineer's report is ongoing.
- 3rd party system water quality sampling to optimize plant size ongoing. The samplings events are complete, waiting on laboratory results. The BioWin model has been finalized and the new BNR reactors are currently being laid out. The reactors ended up being much larger than first anticipated.
- GDF has continued with preliminary design of new sludge handling system and BNR reactors.
- GD&F has advised that it would be in CTUB's best interest to purchase the downstream bank property based on the final outcome of the BioWin modeling as more space for the new WWTP is desired.

Tuscawilla BNR/MBR Project Upgrade

- GD&F has completed the design. Currently working on bidding specifications and final electrical and controls.
- Project scheduled to bid later this month.
- Cost estimate is between $1.1M and $1.5M. The reason for the range is the existing modules, if they come out and can be reinstalled, we'll end up around the low range. If any are damaged on removal and need replaced, replacement cost is around $5,000 for each cassette. MMBR when they performed their onsite evaluation, said that the existing modules appear to be fine and are still performing well. They will be physically cleaned during the upgrade project and re-installed.

New Maintenance Building

- Awarded project to W. Harley Miller Contractors, Inc. for $1,360,000.
- Contractor has completed all sitework as needed for construction of footings.
- Contractor submitted pole building structure, roofing and siding submittals which had to be sent to City for approval. They have been approved. Once materials arrive onsite, Contractor will begin foundation construction.
- Submittal and RFI process have been ongoing.
- GDF onsite RPR is Don Peglow (part-time as needed).

Greenfield Forcemain

- Project was awarded to Snyder Environmental Services (SES) for $1,897,438 on 9-9-2026.
- SES has not yet provided a project construction schedule.
- GDF onsite RPR will be Don Peglow (part-time as needed).

Asbury Church Area Sewer Replacement

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

Flowing Springs Pump Station Upgrade

- All permits received. Project is considered bid ready.
- GD&F updated probable construction cost estimate which is just over $1.7 million.
- Project to be advertised to bid this month pending Board approval.

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.
- GDF has been assisting CTUB with updating CIP.
- Don Peglow has been providing CTUB with Developer Sewer inspections on an as needed basis.

GD&F
GWIN DOBSON & FOREMAN
ENGINEERS

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #20
Thursday, October 29, 2026 @ 10:00 AM

Meeting Minutes

Prepared by: **Gwin, Dobson & Foreman, Inc.**
David Santelli, Project Manager
Issued: 11/12/2026

1. Review Minutes of Previous Meeting & Attendance

- Minutes from Progress Meeting No. 19 (issued September 30, 2026) were reviewed with no comments or corrections.
- Sign-in sheet attached

2. Review of Work Progress since Previous Meeting

- Pump Stations:
  - Moose Lodge – Installed 6" Sch. 40 stilling well and corrected instrumentation issues.
  - Lakeland Place – Installed 6" Sch. 40 stilling well and aluminum ladder at meter pit.
  - Jett's Farm – Installed 6" Sch. 40 stilling well.
  - Burr East – Installed 6" Sch. 40 stilling well and aluminum ladders at valve and meter pits.
- Punch List / Site Restoration:
  - Completed remaining punch list items performed by HRI's pipe crew, excluding subcontractor work.
  - HRI performed grading behind the Kidwell residence using GPS equipment to direct drainage toward the existing yard inlet. Following a homeowner complaint regarding drainage, a site visit was scheduled immediately following the progress meeting to evaluate existing conditions and determine whether corrective work by HRI is warranted.
  - Completed hydroseeding at 11th Avenue / Forrest Street on October 8, 2026.
  - Marked pavement restoration areas at 11th Avenue, Forrest Street, and Mare Street with the paving subcontractor on October 7, 2026.
- Demobilization:
  - HRI dismantled the construction trailer and storage yard on Wiltshire Road.
  - HRI delivered the unused residential grinder pump station and additional surplus materials to CTUB's WWTP yard.

3. Planned Work

- **Remaining Punch List Items:**
  - Evitt's Run: Homeowner fence restoration between MH APS-18 and existing MH-423 has been completed.
  - Lakeland Place: Pavement restoration around MH FF-36 is scheduled for Monday, November 2, 2026.
  - 11th Avenue / Forrest Street:
    - Remaining pavement restoration along Forrest Street, E. 11th Avenue, Mare Street, and associated manholes is scheduled for Monday, November 2, 2026.
    - Continue monitoring vegetation establishment following hydroseeding on October 8, 2026.
    - Remaining fence restoration is scheduled for Tuesday, November 10, 2026.
  - Kidwell Residence:
    - Chain-link fence restoration is scheduled for Tuesday, November 10, 2026.
    - A site visit was scheduled immediately following the progress meeting to evaluate the homeowner's drainage complaint and determine whether corrective work by HRI is warranted.
  - Coordination / Scheduling: HRI reported that the remaining paving and fence restoration work is scheduled for November 2 and November 10, 2026.

4. Field Observations, Problems, Conflicts & Coordination:

- 27 RFIs processed to date; 0 outstanding.
- 5 WCDs issued to date; 0 outstanding.
- Pavement Restoration:
  - Remaining pavement restoration at Forrest Street, 11th Avenue, Mare Street, and MH FF-36 at Lakeland Place is scheduled for Monday, November 2, 2026.
  - The basketball court restoration concern at 504 N. Forrest Street has been resolved.
- Kidwell Residence:
  - A site visit was scheduled immediately following the progress meeting to evaluate the homeowner's drainage complaint and determine whether additional corrective work by HRI is warranted.
  - HRI indicated that GPS grading information would be provided for review.
  - Chain-link fence restoration is scheduled for Tuesday, November 10, 2026.
- Courtney Residence: The homeowner expressed dissatisfaction with the gravel driveway restoration. It is anticipated that the condition will improve following a few rainfall events and traffic.
- Evitt's Run: Remaining homeowner fence restoration has been completed.
- Jett's Farm: HRI is to provide mobilization and demobilization dates for the Jett's Farm Pump Station construction to assist CTUB in addressing the homeowner's request for compensation.
- Project Closeout Coordination:
  - All parties expressed that they had hoped Thomas Cazad (WVDEP) would attend the progress meeting to discuss the outstanding change orders, a potential final project walkthrough, and the remaining requirements for project closeout.
  - GD&F reported that multiple attempts to contact Thomas by phone and email over the past two months have gone unanswered.
  - GD&F continues to seek direction from WVDEP regarding whether a final project walkthrough will be required prior to closeout.

5. Status of Construction Schedule & Contract Times

- HRI has not submitted an updated construction schedule since September 3, 2026.
- HRI reported that remaining paving is scheduled for November 2, 2026, and fence restoration is scheduled for November 10, 2026.
- HRI has submitted a request for Substantial Completion, including a draft Certificate of Substantial Completion and punch list. Documentation remains under review.
- Change Order No. 05:
  - Signed by the Contractor, Engineer, and Owner; awaiting WVDEP approval.
  - GD&F reported that multiple attempts to contact Thomas Cazad by phone and email over the past two months have gone unanswered.
  - Approval remains outstanding, and GD&F has not received any additional comments or requests for information from WVDEP.
- Change Order No. 06:
  - Includes PCO Nos. 14 and 15 for additional electrical conduit and extended bypass pumping associated with Potomac Edison power connection delays.
  - Proposed contract increase of $151,821.00 and a 92-calendar-day contract time extension.
  - Draft forwarded to HRI for review and signature.
  - Following execution by HRI, GD&F, and CTUB, CO No. 06 will be submitted to WVDEP for review and approval.

- CTUB intends to fund CO No. 06 using local funds.
- All parties expressed concern regarding the outstanding change orders and the lack of communication from WVDEP. Resolution of these items is necessary to proceed with project closeout

Contract Status as of October 29, 2026:

- Original Substantial Completion Date: July 17, 2026
- Original Final Completion Date: August 16, 2026
- Proposed Revised Substantial Completion Date: October 17, 2026
- Proposed Revised Final Completion Date: November 16, 2026
- Proposed Revised Contract Time: 699 calendar days (including 92-day extension).

Note: Revised contract dates remain contingent upon approval of Change Order No. 06.

6. Review of Submittals & Material Deliveries

- 59 submittals processed to date; 0 outstanding.
- CTUB is to review its records to determine whether the pump performance reports have been received.
- HRI indicated that the outstanding AIS certifications would be submitted within two weeks of the progress meeting (November 12, 2026).
- HRI is to provide any remaining outstanding documentation associated with previously reviewed submittals.

7. Maintenance of Quality and Work Standards

- CTUB stated they are pleased with the quality of work performed.

8. Application for Payment

- Application for Payment No. 19, for the period ending September 30, 2026, was reviewed by GD&F and forwarded to CTUB on October 9, 2026, for review and approval.
- HRI indicated that Application for Payment No. 20 for the October billing period would be submitted, followed by the final Application for Payment.

9. Testing/Training:

- Pump station operational training for CTUB personnel has been completed.
- HRI is to submit all outstanding pump performance and startup testing reports required for project closeout.
- HRI reported they performed compaction testing where pavement restoration is needed with no issues.

10. Other Pertinent Business

- Change Orders No. 05 and 06:
  - All parties expressed concern regarding the outstanding change orders and had hoped Thomas Cazad (WVDEP) would attend the progress meeting to discuss their status and any remaining requirements for approval.
  - GD&F reported that numerous attempts to contact Thomas by phone and email over the past two months have gone unanswered.
  - Due to the continued lack of response and the need to move the project toward closeout, GD&F will escalate these matters to Thomas's supervisor, Katheryn Emery, at WVDEP to obtain the necessary direction and approvals.
- Project Closeout:

- HRI is to provide all remaining closeout documentation, including outstanding O&M manuals, AIS/BABAA certifications, pump performance reports, and startup testing documentation, as applicable.
- HRI's request for Substantial Completion and the associated Certificate of Substantial Completion remain under review.
- GD&F has also made multiple unsuccessful attempts to contact Thomas regarding whether WVDEP requires a final project walkthrough.
- GD&F will seek clarification from Katheryn Emery regarding the final walkthrough and any additional WVDEP requirements necessary to close out the project.

11. Future Meeting

- Due to the Thanksgiving holiday, the next progress meeting, if necessary, will be held on Wednesday, November 25, 2026, at 10:00 AM at the CTUB office, with the option to attend virtually via Zoom.
- If the project is closed out prior to this date, the meeting will not be necessary.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David Santelli — 11/12/2026

David Santelli
Project Manager

Date

Attendance Sheet
2022 Collection System Project
Charles Town Utility Board
City of Charles Town, Jefferson County, West Virginia

Meeting: 20
Date: 10/29/2021

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	David Santelli PM	GD&F	412.289.6875	dsantelli@gdfengineers.com
2.	Collin Cole	CTUB	(304) 995-6777	CCole@CTUBWV.com
3.	TRAVIS MARKLEY	CTUB	304-671-1245	tmarkleyjr@ctubwv.com
4.	Rob Kerr	HRI	814-400-2490	rkerr@HRIInc.com
5.	Paul Mantello	CTUB	301-473-3123	pmantello@ctubwv.com
6.				
7.	Mitch Otey (virtual)	HRI		
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

November 18, 2026

Attachments:

Board Report 11.18.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	7-50	$151,228.82	$0.00	$73,835.07	$225,063.89
Sewer	7-60	$163,114.95	$0.00	$65,902.25	$229,017.20
	Year Total:	$314,343.77	$0.00	$139,737.32	$454,081.09
Water	X-50	$80,832.66	$0.00	$0.00	$80,832.66
Sewer	X-60	$263,077.04	$0.00	$0.00	$263,077.04
	Year Total:	$343,909.70	$0.00	$0.00	$343,909.70
Total Of All Funds:		$658,253.47	$0.00	$139,737.32	$797,990.79

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$232,061.48	$0.00	$73,835.07	$305,896.55
Sewer	60	$426,191.99	$0.00	$65,902.25	$492,094.24
Total Of All Funds:		$658,253.47	$0.00	$139,737.32	$797,990.79

This Packet: $ 797,990.79
Robert Lynn Kershner, check dated 10/28/2026: 67,250.00
Security Deposit Refunds, checks dated 11/18/2026: 2,259.44

Total: $ 867,500.23

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CITHO005		THE CI THORNBURG CO, INC.	*Account Continued*				
P2700200	10/09/26	METER PARTS	Open	$337.50	$0.00		
P2700262	10/28/26	520M MXU SINGLE PORT SMART PTS	Open	$9,990.00	$0.00		
P2700263	10/28/26	520M MXU SINGLE PORT SMART PTS	Open	$9,990.00	$0.00		
P2700264	10/28/26	520M MXU SINGLE PORT SMART PTS	Open	$9,990.00	$0.00		
P2700275	11/02/26	CHLORINE FOR WTP	Open	$2,818.39	$0.00		
P2700298	11/13/26	TOTE CARBON SLURRY WTP	Open	$1,165.42	$0.00		
			Vendor Total:	**$34,291.31**			
THOMA005		THOMAS NALLS					
I2700443	11/18/26	NOV TANK LOT RENT	Open	$4,215.63	$0.00		
USBAN005		U.S. BANK					
I2700395	10/31/26	PCARD 9146	Open	$18,377.14	$0.00		
USALC010		USALCO, LLC					
I2700392	10/22/26	DELPAC 2500	Open	$8,542.80	$0.00		
WHARL005		W HARLEY MILLER CONTRACTORS IN					
P2700304	10/31/26	MAINT BUILDING - PAY APP NO. 3	Open	$38,560.50	$0.00	C2700006	C
WALKE005		WALKER DIVING UNDERWATER					
P2700191	10/07/26	ANNUAL CLEANING/INSP INTAKE	Open	$7,475.00	$0.00		
WINCH030		WINSUPPLY WINCHESTER VA CO					
I2700427	10/29/26	BLEACH	Open	$169.32	$0.00		
WVAME005		WV AMERICAN WATER					
I2700428	10/21/26	SHUTOFFS, RECONNECTS	Open	$1,040.00	$0.00		
I2700429	11/01/26	USAGE DATA - 2,940	Open	$588.00	$0.00		
			Vendor Total:	**$1,628.00**			
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2700430	10/23/26	BACTERIOLOGICAL TEST	Open	$253.00	$0.00		
I2700431	10/29/26	BACTERIOLOGICAL TEST	Open	$138.00	$0.00		
I2700432	11/04/26	BACTERIOLOGICAL TEST	Open	$46.00	$0.00		
I2700433	11/05/26	BACTERIOLOGICAL TEST	Open	$23.00	$0.00		
			Vendor Total:	**$460.00**			
WVWAT005		WV WATER DEVELOPMENT AUTH					
I2700451	11/18/26	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,118.37	$0.00		
XYLEM020		XYLEM WATER SOLUTIONS U.S					
P2700269	10/29/26	GODWIN PUMP SERVICE WTP	Open	$1,891.32	$0.00		
P2700299	11/01/26	KC INV# 401525111	Open	$8,285.00	$0.00		
			Vendor Total:	**$10,176.32**			

Total Purchase Orders: 138 Total P.O. Line Items: 0 Total List Amount: $797,990.79 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
PROTO005		PROTOUCH COMMUNICATIONS, LLC	*Account Continued*				
PUMPM005		PUMPMAN PITTSBURGH LLC					
P2700119	09/02/26	PVP REBUILD KIT WASTING PUMPS	Open	$4,085.00	$0.00		
WAKEF005		REVCO SOLUTIONS					
I2700426	10/31/26	OCT COLLECTIONS	Open	$301.28	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
P2700242	10/21/26	REPAIR EXPL PROOF & WIRING TUS	Open	$7,400.00	$0.00		
P2700243	10/21/26	REMV EXT CORD, PIPING AMM LINE	Open	$2,400.00	$0.00		
P2700268	10/29/26	WAR ADMIRAL PS SOFT START	Open	$5,385.75	$0.00		
P2700287	11/09/26	INST BARSCREEN BREAKER TUSC	Open	$890.00	$0.00		
			Vendor Total:	**$16,075.75**			
ROBER005		ROBERTS OXYGEN COMPANY, INC					
P2700283	11/06/26	OXY TANK HAZ CHRG -SEWER PLANT	Open	$26.50	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2700216	10/15/26	REPAIR EFFLUENT FLYGT PUMP-CT	Open	$42,731.00	$0.00		
P2700223	10/19/26	SPARE TRANSDUCERS	Open	$3,895.00	$0.00		
P2700237	10/20/26	REPLACEMENT PUMP-DRISWOOD PS	Open	$2,712.00	$0.00		
P2700279	11/05/26	CRANE & LABOR VERT TURB TUSC	Open	$5,360.00	$0.00		
			Vendor Total:	**$54,698.00**			
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2700281	11/05/26	MISC VEHICLE REPAIRS	Open	$3,300.88	$0.00		
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
P2700294	11/12/26	RMV DECANT #2 REINSTALL CTWWTP	Open	$6,082.50	$0.00		
STATE020		STATE CERTIFIED TERMITE & PEST					
P2700313	11/17/26	PEST CONTROL FOR WTP	Open	$165.00	$0.00		
STEPT005		STEPTOE & JOHNSON PLLC					
I2700421	11/09/26	GENERAL EMPLOYER COUNSELING	Open	$6,932.03	$0.00		
I2700422	11/09/26	GENERAL ENVIRONMENTAL	Open	$74,000.78	$0.00		
			Vendor Total:	**$80,932.81**			
STEVE005		STEVEN FARIAS					
I2700423	11/18/26	PER DIEM: 12/13 - 12/18/26	Open	$374.00	$0.00		
STONE005		STONER ENTERPRISES INC					
I2700394	10/24/26	COOLER RENTAL@ 661 S GEORGE ST	Open	$15.55	$0.00		
I2700424	10/27/26	SVC@ 661 S GEORGE ST	Open	$87.49	$0.00		
I2700425	11/10/26	SVC@ 661 S GEORGE ST	Open	$123.70	$0.00		
			Vendor Total:	**$226.74**			
TMOBI005		T-MOBILE					
I2700391	10/21/26	MONTHLY CELL SERVICE	Open	$507.97	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
INWOO005		INWOOD QUARRY, INC.	*Account Continued*				
I2700384	10/28/26	C2 PICKUPS: 10/28/26	Open	$680.56	$0.00		
I2700416	10/30/26	C2 PICKUPS: 10/30/26	Open	$937.76	$0.00		
I2700441	11/12/26	M5 PICKUP: 11/12/26	Open	$148.75	$0.00		
			Vendor Total:	**$1,767.07**			
IRONM005		IRON MOUNTAIN, INC					
I2700417	10/31/26	SHREDDING, STORAGE	Open	$1,825.83	$0.00		
JPRFB005		JP & RF BURNS PARTNERSHIP					
I2700371	10/31/26	OCT LOADS - 25	Open	$4,600.00	$0.00		
KAYCA005		KAY CASTO & CHANEY PLLC					
I2700385	10/28/26	GENERAL: THRU 9/30/26	Open	$4,345.00	$0.00		
I2700386	10/28/26	MIDDLEWAY: THRU 9/30/26	Open	$4,560.00	$0.00		
I2700387	10/28/26	FOIA REQUESTS: THRU 9/30/26	Open	$1,320.00	$0.00		
I2700388	10/28/26	PSC APPEAL: THRU 9/30/26	Open	$5,340.00	$0.00		
I2700389	10/28/26	INDEMNIFICATION: THRU 9/30/26	Open	$1,447.50	$0.00		
I2700390	10/28/26	QLTYSVC PSC CASE: THRU 9/30/26	Open	$60.00	$0.00		
			Vendor Total:	**$17,072.50**			
KMELE005		KM ELECTRICAL SOLUTIONS LLC					
P2700259	10/28/26	INSTALL HEATERS, ETC CTWWTP	Open	$4,873.00	$0.00		
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2700271	10/29/26	OIL CHANGE, TIRE ROTATION SW	Open	$180.83	$0.00		
METLI005		METLIFE, INC					
P2700285	11/01/26	METLIFE	Open	$2,907.98	$0.00		
MIDAT005		MID ATLANTIC STORAGE SYSTEMS					
P2700282	09/01/26	PAINT REPAIR - 6TH AVE TANK	Open	$3,299.00	$0.00		
MIKED005		MIKE DENNIS					
I2700418	11/18/26	PER DIEM: 11/29 - 12/04/26	Open	$374.00	$0.00		
MISSU005		MISS UTILITY OF WV, INC.					
I2700440	11/09/26	MESSAGE FEES: OCT	Open	$443.30	$0.00		
PATTO005		PATTON BUILDING SERVICES					
I2700419	10/31/26	CLEANING OCT	Open	$533.00	$0.00		
POTES005		POTESTA & ASSOCIATES, INC					
P2700311	10/14/26	0103-26-0107 SP WATER PHASE 1	Open	$12,624.45	$0.00	C2700008	C
P2700312	10/14/26	0103-26-0107 SP WW PHASE 1	Open	$16,067.48	$0.00	C2700009	C
			Vendor Total:	**$28,691.93**			
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
I2700442	11/12/26	SFTY CNSLTNG: 10/01 - 10/31/26	Open	$1,994.69	$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
I2700420	11/05/26	OCT SVCS: AFTER-HRS EMERGENCY	Open	$101.30	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GEIGE005		GEIGER PUMP & EQUIPMENT	*Account Continued*				
P2700111	08/26/26	MOYNO PUMP @ CTWWTP	Open	$19,032.39	$0.00		
GERAL005		GERALD TAYLOR CO., INC.					
I2700382	10/27/26	PUMP / TRANSPORT	Open	$1,010.62	$0.00		
I2700408	10/31/26	TRANSPORT	Open	$966.00	$0.00		
I2700409	10/31/26	SUPERVAC	Open	$2,460.72	$0.00		
I2700410	10/31/26	PUMP / TRANSPORT	Open	$1,207.96	$0.00		
I2700435	11/10/26	PUMP / TRANSPORT	Open	$506.84	$0.00		
I2700436	11/10/26	TRANSPORT	Open	$718.20	$0.00		
I2700437	11/10/26	SUPERVAC	Open	$2,000.69	$0.00		
			Vendor Total:	**$8,871.03**			
GUTTM005		GUTTMAN ENERGY					
I2700383	10/25/26	W/E 10/25/26	Open	$3,576.96	$0.00		
I2700413	11/01/26	W/E 11/01/26	Open	$2,635.42	$0.00		
I2700434	11/08/26	W/E 11/08/26	Open	$2,619.57	$0.00		
			Vendor Total:	**$8,831.95**			
GWIND005		GWIN DOBSON & FOREMAN INC					
I2700414	10/31/26	WW RETAINER SVCS	Open	$2,825.91	$0.00		
I2700438	10/31/26	AVALON INSPECTIONS	Open	$2,468.23	$0.00		
I2700439	10/31/26	KINGS XING INSPECTIONS	Open	$2,837.43	$0.00		
P2700301	10/31/26	PROJ: 25080 WTP PILOT STUDY	Open	$742.00	$0.00	C2700005	C
P2700302	10/31/26	PROJ: TUSCAWILLA WWTP MBR	Open	$4,792.61	$0.00	C2700003	C
P2700303	10/31/26	PROJ: 24057 NEW MAINT BUILDING	Open	$6,497.31	$0.00	C2700004	C
P2700305	10/31/26	PROJ: 25052 - FS PS UPGRADE	Open	$2,069.84	$0.00	C2700002	C
P2700306	10/31/26	PROJ: 24034 GREENFIELD FM PS	Open	$4,848.00	$0.00	C2700007	C
P2700307	10/31/26	PROJ: 24046 - CTWWTP UPGRADES	Open	$56,520.93	$0.00	C2700001	C
P2700308	10/31/26	PROJ: 24054-25001 CS PROJECT	Open	$10,788.62	$0.00		
			Vendor Total:	**$94,390.88**			
HDSUP005		HD SUPPLY INC					
P2700214	10/13/26	WTP MISC	Open	$61.12	$0.00		
P2700258	10/28/26	MISC FOR WTP	Open	$1,774.28	$0.00		
P2700286	11/09/26	MISC FOR CTWWTP	Open	$490.86	$0.00		
P2700291	11/10/26	MISC LAB TESTS	Open	$2,082.76	$0.00		
P2700292	11/10/26	HACH DR300 & DEHUMIDIFIER WTP	Open	$2,766.41	$0.00		
P2700296	11/13/26	MISC CTWWTP	Open	$875.39	$0.00		
			Vendor Total:	**$8,050.82**			
HENRY005		HENRY TWAROG					
I2700415	11/18/26	PER DIEM: 12/13 - 12/18/26	Open	$374.00	$0.00		
HRIIN005		HRI, INC.					
P2700309	11/18/26	CS PROJ: PAY APP NO. 20	Open	$42,064.20	$0.00		
IMMOT005		IM MOTORS LLC					
P2700295	11/01/26	VERTICAL TURBINE PUMP - TWWTP	Open	$31,478.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
COREM005		CORE & MAIN INC	*Account Continued*				
P2700236	10/20/26	WATER STOCK	Open	$1,131.78	$0.00		
P2700310	11/17/26	PREMIUM ALL PURPOSE BLADE	Open	$295.35	$0.00		
			Vendor Total:	**$4,417.12**			
CORPO005		CORPORATION OF RANSON					
I2700445	10/31/26	OCT UT COLLECTIONS	Open	$5,545.30	$0.00		
COYNE005		COYNE CHEMICAL INC					
I2700406	11/05/26	ZETAG 8848 FS	Open	$5,342.22	$0.00		
I2700448	11/12/26	AMMONIUM SULFATE 40% NSF	Open	$3,231.92	$0.00		
			Vendor Total:	**$8,574.14**			
CRANE005		CRANETECH INC					
P2700171	09/28/26	CTWWTP EFF PUMP VAULT HOIST/TR	Open	$8,263.45	$0.00		
DERIC005		DERICK TITUS					
I2700411	11/18/26	PER DIEM: 12/13 - 12/18/26	Open	$374.00	$0.00		
DIGIT005		DIGITAL ASSURANCE CERTIFICATIO					
I2700393	11/01/26	DISSEMINATION SVC & STORAGE	Open	$2,995.09	$0.00		
DIWGR005		DIW GROUP, INC					
I2700372	10/27/26	CTUB GENERAL SERVICES	Open	$580.00	$0.00		
I2700373	10/27/26	KINGS CROSSING	Open	$2,408.25	$0.00		
I2700374	10/27/26	PRESIDENTS POINTE PHASE 5	Open	$1,014.00	$0.00		
I2700375	10/27/26	HUNTWELL WEST PHASE 3	Open	$2,366.00	$0.00		
I2700376	10/27/26	SHENANDOAH SPRINGS	Open	$464.75	$0.00		
I2700377	10/27/26	MADISON GREENS	Open	$1,690.00	$0.00		
I2700378	10/27/26	RIVERPOINTE	Open	$549.25	$0.00		
I2700379	10/27/26	MEDIA FARMS	Open	$549.25	$0.00		
I2700380	10/27/26	BIRDHILL MEADOWS	Open	$1,901.25	$0.00		
I2700381	10/27/26	AVALON	Open	$3,718.00	$0.00		
			Vendor Total:	**$15,240.75**			
DODSO010		DODSON SEPTIC SERVICES, LLC					
P2700300	11/16/26	PUMP LIFT STATIONS	Open	$1,462.50	$0.00		
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
I2700407	10/31/26	B.MCFILLAN HEP B VACC	Open	$105.00	$0.00		
FERGU005		FERGUSON US HOLDINGS, INC					
P2700260	10/28/26	GAUGES FOR CTWWTP BLOWERS	Open	$1,021.41	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
I2700412	10/01/26	TESTING	Open	$5,610.95	$0.00		
I2700450	10/01/26	TESTING	Open	$21,875.92	$0.00		
P2700033	07/01/26	SAMPLING PLAN - WWTP UPGRADES	Open	$4,795.06	$0.00		
			Vendor Total:	**$32,281.93**			
GEIGE005		GEIGER PUMP & EQUIPMENT					

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: *11/01/26 to 06/30/27*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
3RDTI005		3RD TIME TRUCKING					
I2700396	10/01/26	HAULING	Open	$543.20	$0.00		
I2700397	10/22/26	HAULING	Open	$174.32	$0.00		
I2700398	10/28/26	HAULING	Open	$345.68	$0.00		
I2700399	10/30/26	HAULING	Open	$164.16	$0.00		
I2700400	10/31/26	HAULING	Open	$312.16	$0.00		
			Vendor Total:	**$1,539.52**			
AMERI015		AMERIGAS PROPANE LP					
I2700401	10/31/26	TANK RENTAL: FLWNG SPRGS	Open	$153.80	$0.00		
ANTIE005		ANTIETAM ELECTRICAL CONTRACTOR					
P2700141	09/14/26	VFD REPLACEMENT @ WTP	Open	$23,213.64	$0.00		
ARDEN005		ARDEN EQUIPMENT REPAIR, INC					
P2700280	11/05/26	TROUBLESHOOT TRIMMER/MOWER S	Open	$423.30	$0.00		
AUTOZ005		AUTOZONE, INC					
P2700297	11/13/26	MISC FOR VEHICLES-MAINTENANCE	Open	$182.24	$0.00		
CHAMP005		CHAMPION OUTPUT SOLUTIONS INC					
I2700402	10/30/26	PRINTING SVCS OCT	Open	$3,325.19	$0.00		
I2700403	10/30/26	POSTAGE 4 PRINTING SVCS OCT	Open	$8,938.54	$0.00		
			Vendor Total:	**$12,263.73**			
CHARL030		CHARLES TOWN SEWER					
I2700446	11/18/26	OCT FUNDING	Open	$39,683.67	$0.00		
CHARL035		CHARLES TOWN WATER					
I2700447	11/18/26	OCT FUNDING	Open	$31,646.38	$0.00		
CITYN005		CITY NATIONAL BANK					
I2700404	11/02/26	LOCKBOX SVCS: OCT	Open	$176.72	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2700444	10/31/26	UB COLLECTIONS OCT	Open	$25,328.58	$0.00		
I2700449	11/18/26	DEC RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
			Vendor Total:	**$27,878.58**			
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
I2700405	11/02/26	NOV 2026 PROFF SVCS	Open	$7,000.00	$0.00		
COREM005		CORE & MAIN INC					
P2700174	09/29/26	306 S FAIRFAX WATER TAP	Open	$2,434.93	$0.00		
P2700215	10/14/26	POTOMAC METALS SEWER FRC MAIN	Open	$106.16	$0.00		
P2700235	10/20/26	SEWER STOCK	Open	$448.90	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, November 18, 2026

Special Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - December 16, 2026

Attachments:

Revenue & Expense July 2026.pdf
Revenue & Expense August 2026.pdf
Revenue & Expense September 2026.pdf

Charles Town Water Department
Revenue & Expense Summary
July 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
3,780,000	Metered Sales - Residential	315,000	344,976	29,976
1,630,000	Metered Sales - Commercial	135,833	142,345	6,512
50,000	Metered Sales - Public Authority	4,167	4,320	153
58,000	Metered Sales - Glen Haven/Cavaland	4,833	5,535	701
40,000	Sale for Resale - Bulk Water	3,333	6,767	3,434
80,000	Customer Penalties	6,667	7,920	1,253
30,000	Misc. Service Rev - Reconnection / Tap Fees	2,500	2,285	(215)
580,000	Tank Lot Rental Income (Non-Operating)	48,333	44,155	(4,178)
385,000	Interest Income (Non-Operating)	32,083	29,609	(2,474)
34,000	Sinking Fund Income (Non-Operating)	2,833	-	(2,833)
40,000	Miscellaneous Income (Non-Operating)	3,333	129	(3,205)
6,707,000	**TOTAL REVENUES**	558,917	588,041	29,124
	EXPENSES			
12,000	WS - Materials & Supplies Expense	1,000	145	(855)
65,561	WS - Maint of Water Source	5,463	-	(5,463)
598,000	WT - Salaries & Wages - Operations Labor	49,833	74,579	24,746
175,000	WT - Power & Fuel	14,583	11,635	(2,949)
11,000	WT - Power & Fuel - GH/CAV	917	733	(183)
205,000	WT - Chemical Expense	17,083	19,368	2,285
30,000	WT - Testing	2,500	3,749	1,249
45,000	WT - Materials & Supplies Expense	3,750	6,705	2,955
6,500	WT - Materials & Supplies Expense - GH/CAV	542	426	(116)
50,000	WT - Sludge Hauling	4,167	4,063	(103)
110,742	WT - Maint of Water Treatment Plant	9,228	1,269	(7,959)
20,000	WT - Maint of Water Plant - GH/CAV	1,667	-	(1,667)
6,000	WT - Licenses & Subscriptions	500	-	(500)
618,000	TD - Salaries & Wages - Maintenance Labor	51,500	62,305	10,805
30,000	TD - Materials & Supplies Expense	2,500	1,796	(704)
70,000	TD - Maint of Dist Reservoir & Standpipes	5,833	4,261	(1,572)
110,000	TD - Maint of Mains	9,167	20,948	11,782
220,000	TD - Maint of Services	18,333	7,007	(11,326)
380,000	TD - Maint of Meters	31,667	20,201	(11,466)
32,000	TD - Maint of Hydrants	2,667	656	(2,011)
15,000	TD - Maint of Equipment	1,250	-	(1,250)
190,000	CA - Salaries & Wages	15,833	18,986	3,153
55,000	CA - Billing Expense	4,583	4,888	305
85,000	CA - Credit Card Processing Fees	7,083	10,758	3,675
55,000	CA - Licenses & Subscriptions (includes Sensus)	4,583	126	(4,457)
15,000	CA - Bad Debt Expense	1,250	80	(1,170)
234,500	GA - Salaries & Wages	19,542	18,772	(770)
3,750	GA - Director Compensation	313	225	(88)
251,300	GA - Employee Insurance & Benefits	20,942	19,099	(1,842)
131,240	GA - Employee Pension Expense	10,937	13,595	2,658
125,785	GA - Payroll Taxes - FICA Tax Expense	10,482	13,377	2,895
22,994	GA - OPEB (Other Post Employment Benefits)	1,916	1,563	(353)
25,358	GA - Employee 457 Expense	2,113	3,011	898
40,000	GA - Office Supplies & Expense	3,333	3,358	25

Charles Town Water Department
Revenue & Expense Summary
July 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
25,000	GA - Travel, Training, & Education	2,083	4,326	2,242
10,000	GA - Uniform Expense	833	145	(688)
25,338	GA - Computer - Technology Expense	2,111	100	(2,011)
35,000	GA - Maint. of General Property	2,917	117	(2,800)
23,000	GA - Licenses & Subscriptions	1,917	330	(1,587)
20,000	GA - Contractual Services - Engineering	1,667	-	(1,667)
25,000	GA - Contractual Services - Accounting	2,083	-	(2,083)
100,000	GA - Contractual Services - Legal	8,333	17,498	9,165
140,157	GA - Contractual Services - Other	11,680	4,100	(7,579)
15,300	GA - Rental of Building	1,275	2,550	1,275
90,000	GA - Transportation Expense	7,500	3,818	(3,682)
80,000	GA - Insurance	6,667	6,879	212
25,000	GA - Worker's Comp	2,083	2,523	440
30,000	GA - Regulatory Commission Expense	2,500	650	(1,850)
2,500	GA - Bond Administration Fees	208	-	(208)
3,000	GA - Bond Service Fees	250	-	(250)
15,000	GA - Misc. General Expense	1,250	605	(645)
6,000	GA - Advertising & Publication Expense	500	-	(500)
-	Interest - Other (Non-Operating)	-	505	505
327,419	Interest on Long Term Debt (Non-Operating)	27,285	-	(27,285)
1,563,353	Depreciation Expense (Non-Cash)	130,279	130,279	-
6,605,795	**TOTAL EXPENSES**	550,483	522,111	(28,372)
101,205	Excess (Deficit)	8,434	65,929	

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 07/31/2026***	23,917

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/26	255,523	
Disbursements To Date	(742,060)	
Expenses	522,111	
Deposits To Date	692,435	
Revenues	(588,041)	
OPERATING CASH BALANCE @ 07/31/2026	205,898	
	205,898	Water
	-	Operating

OTHER CASH (BANK) ACCOUNT BALANCES

Water Capacity Improvement Fund	9,929,238
Water Renewal & Replacement Fund	1,242,016
Water Working Capital Fund	462,926

Charles Town Sewer Department
Revenue & Expense Summary
July 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
65,000	Flat Rate Revenue	5,417	5,351	(65)
5,815,380	Metered Residential Revenue	484,615	537,577	52,962
1,928,278	Metered Commercial Revenue	160,690	155,781	(4,909)
167,000	Metered Public Authority Revenue	13,917	5,785	(8,132)
60,000	Metered Industrial Revenue	5,000	3,956	(1,044)
125,000	Customer Penalties	10,417	11,795	1,378
-	Other Wastewater Revenues - O&M Agreements	-	3,000	3,000
30,000	Misc. Sewer Revenues (Non-Operating)	2,500	793	(1,707)
410,000	Interest Income (Non-Operating)	34,167	36,062	1,896
60,000	Sinking Fund Income (Non-Operating)	5,000	982	(4,018)
8,660,658	**TOTAL REVENUES**	721,722	761,083	39,362
	EXPENSES			
18,000	CS - Materials & Supplies Expense	1,500	4,838	3,338
115,895	CS - Maint of Service Connections	9,658	10,588	930
140,000	CS - Maint of Collecting & Trans. Mains	11,667	2,560	(9,107)
560,000	PS - Salaries & Wages	46,667	68,668	22,001
175,000	PS - Power & Fuel	14,583	12,127	(2,457)
30,000	PS - Materials & Supplies Expense	2,500	2,649	149
55,000	PS - Sludge Hauling	4,583	3,499	(1,084)
278,896	PS - Maint of Pump Stations	23,241	911	(22,330)
5,000	PS - Maint of Equipment	417	-	(417)
380,000	TD - Salaries & Wages	31,667	39,485	7,818
280,000	TD - Power - CT Plant	23,333	21,102	(2,231)
100,000	TD - Power - TUI	8,333	7,113	(1,221)
7,000	TD - Power - Deerfield	583	175	(408)
155,000	TD - Chemical Expense - CT	12,917	113	(12,804)
50,000	TD - Chemical Expense - TUI	4,167	9,633	5,467
81,212	TD - Testing - CT	6,768	4,412	(2,355)
14,000	TD - Testing - TUI	1,167	1,016	(151)
70,000	TD - Materials & Supplies Expense	5,833	6,425	592
30,000	TD - Sludge Hauling - TUI	2,500	1,818	(682)
100,000	TD - Maint. Burns Farm	8,333	6,440	(1,893)
205,606	TD - Maint. Treatment Plant - CT	17,134	8,361	(8,773)
180,000	TD - Maint. Treatment Plant - TUI	15,000	1,573	(13,427)
24,000	TD - Maint. Treatment Plant - Deerfield	2,000	-	(2,000)
15,000	TD - Licenses & Subscriptions	1,250	-	(1,250)
295,000	CA - Billing & Acct Labor	24,583	30,880	6,296
120,000	CA - Billing Expense	10,000	7,831	(2,169)
125,000	CA - Credit Card Processing Fees	10,417	10,758	342
25,000	CA - Licenses & Subscriptions	2,083	126	(1,957)
25,000	CA - Bad Debt Expense	2,083	74	(2,010)
323,000	GA - Salaries & Wages	26,917	28,645	1,728
3,750	GA - Director Compensation	313	225	(88)
232,819	GA - Employee Insurance & Benefits	19,402	18,960	(442)
124,640	GA - Employee Pension Expense	10,387	12,551	2,164
119,474	GA - Payroll Taxes - FICA Tax Expense	9,956	12,845	2,888
13,452	GA - OPEB (Other Post Employment Benefits)	1,121	847	(274)

Charles Town Sewer Department
Revenue & Expense Summary
July 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
65,000	Flat Rate Revenue	5,417	5,351	(65)
30,168	GA - Employee 457 Expense	2,514	3,009	495
45,000	GA - Office Supplies & Expense	3,750	4,300	550
40,000	GA - Travel, Training, & Education	3,333	5,054	1,721
15,000	GA - Uniform Expense	1,250	271	(979)
25,338	GA - Computer - Technology Expense	2,111	0	(2,111)
35,000	GA - Maint. of General Property	2,917	123	(2,793)
24,000	GA - Licenses & Subscriptions	2,000	330	(1,670)
25,000	GA - Contractual Services - Engineering	2,083	1,272	(811)
35,000	GA - Contractual Services - Accounting	2,917	0	(2,917)
190,000	GA - Contractual Services - Legal	15,833	46,616	30,783
140,157	GA - Contractual Services - Other	11,680	4,100	(7,579)
15,300	GA - Rental of Building	1,275	2,550	1,275
150,000	GA - Transportation Expense	12,500	12,858	358
126,000	GA - Insurance	10,500	10,319	(182)
25,000	GA - Worker's Comp	2,083	2,523	440
40,000	GA - Regulatory Commission Expense	3,333	1,265	(2,069)
50,000	GA - Bond Administration Fees	4,167	0	(4,167)
5,000	GA - Bond Service Fees	417	0	(417)
25,000	GA - Misc. General Expense	2,083	1,117	(967)
3,500	GA - Advertising & Publication Expense	292	81	(211)
-	Interest Expense - Other	-	505	505
559,861	Interest on Long Term Debt (Non-Operating)	46,655	-	(46,655)
-	Loss on Disposal of Assets	-	8,720	8,720
2,411,199	Depreciation Expense (Non-Cash)	200,933	200,933	-
8,492,267	**TOTAL EXPENSES**	707,689	643,193	(64,496)
168,391	Excess (Deficit)	14,033	117,890	

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 07/31/2026***	88,372

OPERATING CASH ACCOUNT

Reconciliation to Cash:		
Cash Balance @ 6/30/26	2,313,007	
Disbursements To Date	(992,292)	
Expenses	643,193	
Deposits To Date	1,013,673	
Revenues	(849,455)	
OPERATING CASH BALANCE @ 07/31/2026	2,334,388	
	2,334,388	Sewer
	(0)	Operating

OTHER CASH (BANK) ACCOUNT BALANCES

Sewer Capacity Improvement Fund	11,740,297
Sewer Renewal & Replacement Fund	1,657,765
Sewer Working Capital Fund	780,232

Charles Town Water Department
Revenue & Expense Summary
August 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
3,780,000	Metered Sales - Residential	630,000	673,961	43,961
1,630,000	Metered Sales - Commercial	271,667	288,353	16,686
50,000	Metered Sales - Public Authority	8,333	7,742	(591)
58,000	Metered Sales - Glen Haven/Cavaland	9,667	11,352	1,686
40,000	Sale for Resale - Bulk Water	6,667	10,039	3,372
80,000	Customer Penalties	13,333	14,956	1,623
30,000	Misc. Service Rev - Reconnection / Tap Fees	5,000	4,580	(420)
580,000	Tank Lot Rental Income (Non-Operating)	96,667	133,137	36,471
385,000	Interest Income (Non-Operating)	64,167	59,295	(4,871)
34,000	Sinking Fund Income (Non-Operating)	5,667	-	(5,667)
40,000	Miscellaneous Income (Non-Operating)	6,667	3,648	(3,019)
6,707,000	**TOTAL REVENUES**	1,117,833	1,207,063	89,230
	EXPENSES			
12,000	WS - Materials & Supplies Expense	2,000	289	(1,711)
65,561	WS - Maint of Water Source	10,927	-	(10,927)
598,000	WT - Salaries & Wages - Operations Labor	99,667	117,795	18,128
175,000	WT - Power & Fuel	29,167	24,642	(4,525)
11,000	WT - Power & Fuel - GH/CAV	1,833	1,475	(358)
205,000	WT - Chemical Expense	34,167	42,944	8,778
30,000	WT - Testing	5,000	9,865	4,865
45,000	WT - Materials & Supplies Expense	7,500	8,330	830
6,500	WT - Materials & Supplies Expense - GH/CAV	1,083	725	(358)
50,000	WT - Sludge Hauling	8,333	9,193	860
110,742	WT - Maint of Water Treatment Plant	18,457	3,883	(14,573)
20,000	WT - Maint of Water Plant - GH/CAV	3,333	-	(3,333)
6,000	WT - Licenses & Subscriptions	1,000	-	(1,000)
618,000	TD - Salaries & Wages - Maintenance Labor	103,000	96,933	(6,067)
30,000	TD - Materials & Supplies Expense	5,000	5,141	141
70,000	TD - Maint of Dist Reservoir & Standpipes	11,667	9,251	(2,416)
110,000	TD - Maint of Mains	18,333	22,843	4,510
220,000	TD - Maint of Services	36,667	8,902	(27,764)
380,000	TD - Maint of Meters	63,333	53,769	(9,564)
32,000	TD - Maint of Hydrants	5,333	656	(4,677)
15,000	TD - Maint of Equipment	2,500	-	(2,500)
190,000	CA - Salaries & Wages	31,667	40,744	9,077
55,000	CA - Billing Expense	9,167	475	(8,692)
85,000	CA - Credit Card Processing Fees	14,167	36,086	21,919
55,000	CA - Licenses & Subscriptions (includes Sensus)	9,167	21,653	12,486
15,000	CA - Bad Debt Expense	2,500	21,906	19,406
234,500	GA - Salaries & Wages	39,083	3,042	(36,041)
3,750	GA - Director Compensation	625	4,888	4,263
251,300	GA - Employee Insurance & Benefits	41,883	6,601	(35,282)
131,240	GA - Employee Pension Expense	21,873	6,885	(14,988)
125,785	GA - Payroll Taxes - FICA Tax Expense	20,964	145	(20,819)
22,994	GA - OPEB (Other Post Employment Benefits)	3,832	100	(3,732)
25,358	GA - Employee 457 Expense	4,226	8,227	4,001
40,000	GA - Office Supplies & Expense	6,667	1,869	(4,797)

Charles Town Water Department
Revenue & Expense Summary
August 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
25,000	GA - Travel, Training, & Education	4,167	4,326	159
10,000	GA - Uniform Expense	1,667	145	(1,522)
25,338	GA - Computer - Technology Expense	4,223	100	(4,123)
35,000	GA - Maint. of General Property	5,833	117	(5,717)
23,000	GA - Licenses & Subscriptions	3,833	330	(3,504)
20,000	GA - Contractual Services - Engineering	3,333	-	(3,333)
25,000	GA - Contractual Services - Accounting	4,167	-	(4,167)
100,000	GA - Contractual Services - Legal	16,667	20,976	4,309
140,157	GA - Contractual Services - Other	23,359	8,492	(14,867)
15,300	GA - Rental of Building	2,550	3,825	1,275
90,000	GA - Transportation Expense	15,000	8,198	(6,802)
80,000	GA - Insurance	13,333	13,818	485
25,000	GA - Worker's Comp	4,167	3,953	(214)
30,000	GA - Regulatory Commission Expense	5,000	1,334	(3,666)
2,500	GA - Bond Administration Fees	417	-	(417)
3,000	GA - Bond Service Fees	500	-	(500)
15,000	GA - Misc. General Expense	2,500	843	(1,657)
6,000	GA - Advertising & Publication Expense	1,000	-	(1,000)
-	Interest - Other (Non-Operating)	-	505	505
327,419	Interest on Long Term Debt (Non-Operating)	54,570	-	(54,570)
1,563,353	Depreciation Expense (Non-Cash)	260,559	260,559	-
6,605,795	**TOTAL EXPENSES**	1,100,966	896,778	(204,188)
101,205	Excess (Deficit)	16,867	310,285	

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 08/31/2026***	71,572

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/26	255,523	
Disbursements To Date	(1,392,719)	
Expenses	896,778	
Deposits To Date	1,318,838	
Revenues	(1,207,063)	
OPERATING CASH BALANCE @ 08/31/2026	181,643	
	181,643	Water
	0	Operating

OTHER CASH (BANK) ACCOUNT BALANCES

Water Capacity Improvement Fund	10,000,682
Water Renewal & Replacement Fund	1,275,586
Water Working Capital Fund	464,031

Charles Town Sewer Department
Revenue & Expense Summary
August 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
65,000	Flat Rate Revenue	10,833	10,712	(121)
5,815,380	Metered Residential Revenue	969,230	1,064,053	94,823
1,928,278	Metered Commercial Revenue	321,380	315,943	(5,437)
167,000	Metered Public Authority Revenue	27,833	12,197	(15,637)
60,000	Metered Industrial Revenue	10,000	7,477	(2,523)
125,000	Customer Penalties	20,833	22,130	1,296
-	Other Wastewater Revenues - O&M Agreements	-	3,473	3,473
30,000	Misc. Sewer Revenues (Non-Operating)	5,000	3,473	(1,527)
410,000	Interest Income (Non-Operating)	68,333	72,232	3,898
60,000	Sinking Fund Income (Non-Operating)	10,000	1,914	(8,086)
8,660,658	**TOTAL REVENUES**	1,443,443	1,513,603	70,160
	EXPENSES			
18,000	CS - Materials & Supplies Expense	3,000	5,627	2,627
115,895	CS - Maint of Service Connections	19,316	11,075	(8,241)
140,000	CS - Maint of Collecting & Trans. Mains	23,333	4,921	(18,412)
560,000	PS - Salaries & Wages	93,333	121,100	27,767
175,000	PS - Power & Fuel	29,167	24,184	(4,983)
30,000	PS - Materials & Supplies Expense	5,000	4,884	(116)
55,000	PS - Sludge Hauling	9,167	6,681	(2,486)
278,896	PS - Maint of Pump Stations	46,483	23,600	(22,883)
5,000	PS - Maint of Equipment	833	-	(833)
380,000	TD - Salaries & Wages	63,333	60,634	(2,699)
280,000	TD - Power - CT Plant	46,667	42,435	(4,231)
100,000	TD - Power - TUI	16,667	14,170	(2,497)
7,000	TD - Power - Deerfield	1,167	363	(804)
155,000	TD - Chemical Expense - CT	25,833	10,967	(14,867)
50,000	TD - Chemical Expense - TUI	8,333	12,367	4,034
81,212	TD - Testing - CT	13,535	11,686	(1,849)
14,000	TD - Testing - TUI	2,333	4,172	1,839
70,000	TD - Materials & Supplies Expense	11,667	16,228	4,561
30,000	TD - Sludge Hauling - TUI	5,000	3,458	(1,542)
100,000	TD - Maint. Burns Farm	16,667	9,384	(7,283)
205,606	TD - Maint. Treatment Plant - CT	34,268	62,482	28,215
180,000	TD - Maint. Treatment Plant - TUI	30,000	9,313	(20,687)
24,000	TD - Maint. Treatment Plant - Deerfield	4,000	3,770	(230)
15,000	TD - Licenses & Subscriptions	2,500	-	(2,500)
295,000	CA - Billing & Acct Labor	49,167	50,415	1,249
120,000	CA - Billing Expense	20,000	16,034	(3,966)
125,000	CA - Credit Card Processing Fees	20,833	22,586	1,753
25,000	CA - Licenses & Subscriptions	4,167	268	(3,899)
25,000	CA - Bad Debt Expense	4,167	5,863	1,696
323,000	GA - Salaries & Wages	53,833	57,257	3,424
3,750	GA - Director Compensation	625	475	(150)
232,819	GA - Employee Insurance & Benefits	38,803	38,227	(576)
124,640	GA - Employee Pension Expense	20,773	21,258	485
119,474	GA - Payroll Taxes - FICA Tax Expense	19,912	22,176	2,264
13,452	GA - OPEB (Other Post Employment Benefits)	2,242	1,715	(527)

Charles Town Sewer Department
Revenue & Expense Summary
August 31, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
30,168	GA - Employee 457 Expense	5,028	5,137	109
45,000	GA - Office Supplies & Expense	7,500	7,581	81
40,000	GA - Travel, Training, & Education	6,667	9,042	2,375
15,000	GA - Uniform Expense	2,500	456	(2,044)
25,338	GA - Computer - Technology Expense	4,223	0	(4,223)
35,000	GA - Maint. of General Property	5,833	527	(5,306)
24,000	GA - Licenses & Subscriptions	4,000	1,400	(2,600)
25,000	GA - Contractual Services - Engineering	4,167	3,688	(479)
35,000	GA - Contractual Services - Accounting	5,833	0	(5,833)
190,000	GA - Contractual Services - Legal	31,667	73,463	41,796
140,157	GA - Contractual Services - Other	23,359	8,492	(14,867)
15,300	GA - Rental of Building	2,550	3,825	1,275
150,000	GA - Transportation Expense	25,000	23,095	(1,905)
126,000	GA - Insurance	21,000	20,697	(303)
25,000	GA - Worker's Comp	4,167	3,953	(214)
40,000	GA - Regulatory Commission Expense	6,667	4,365	(2,302)
50,000	GA - Bond Administration Fees	8,333	0	(8,333)
5,000	GA - Bond Service Fees	833	0	(833)
25,000	GA - Misc. General Expense	4,167	4,915	748
3,500	GA - Advertising & Publication Expense	583	900	317
-	Interest Expense - Other	-	505	505
559,861	Interest on Long Term Debt (Non-Operating)	93,310	-	(93,310)
-	Loss on Disposal of Assets	-	8,720	8,720
2,411,199	Depreciation Expense (Non-Cash)	401,867	401,867	-
8,492,267	**TOTAL EXPENSES**	1,415,378	1,282,402	(132,975)
168,391	Excess (Deficit)	28,065	231,200	

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS		
CIF Revenue (Non-Operating) - ***CIFs Collected as of 08/31/2026***	251,236	
OPERATING CASH ACCOUNT		
Reconciliation to Cash:		
Cash Balance @ 6/30/26	2,313,007	
Disbursements To Date	(1,762,849)	
Expenses	1,282,402	
Deposits To Date	1,723,712	
Revenues	(1,764,838)	
OPERATING CASH BALANCE @ 08/31/2026	2,273,870	
	2,273,870	Sewer
	-	Operating
OTHER CASH (BANK) ACCOUNT BALANCES		
Sewer Capacity Improvement Fund	11,614,994	
Sewer Renewal & Replacement Fund	1,706,824	
Sewer Working Capital Fund	782,094	

Charles Town Water Department
Revenue & Expense Summary
September 30, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
3,780,000	Metered Sales - Residential	945,000	1,010,372	65,372
1,630,000	Metered Sales - Commercial	407,500	438,604	31,104
50,000	Metered Sales - Public Authority	12,500	11,216	(1,284)
58,000	Metered Sales - Glen Haven/Cavaland	14,500	17,158	2,658
40,000	Sale for Resale - Bulk Water	10,000	12,564	2,564
80,000	Customer Penalties	20,000	23,097	3,097
30,000	Misc. Service Rev - Reconnection / Tap Fees	7,500	7,280	(220)
580,000	Tank Lot Rental Income (Non-Operating)	145,000	168,324	23,324
385,000	Interest Income (Non-Operating)	96,250	89,144	(7,106)
34,000	Sinking Fund Income (Non-Operating)	8,500	6,556	(1,944)
40,000	Miscellaneous Income (Non-Operating)	10,000	4,736	(5,264)
6,707,000	**TOTAL REVENUES**	1,676,750	1,789,051	112,301
	EXPENSES			
12,000	WS - Materials & Supplies Expense	3,000	444	(2,556)
65,561	WS - Maint of Water Source	16,390	1,392	(14,998)
598,000	WT - Salaries & Wages - Operations Labor	149,500	162,468	12,968
175,000	WT - Power & Fuel	43,750	36,890	(6,860)
11,000	WT - Power & Fuel - GH/CAV	2,750	2,207	(543)
205,000	WT - Chemical Expense	51,250	61,019	9,769
30,000	WT - Testing	7,500	10,800	3,300
45,000	WT - Materials & Supplies Expense	11,250	16,851	5,601
6,500	WT - Materials & Supplies Expense - GH/CAV	1,625	1,034	(591)
50,000	WT - Sludge Hauling	12,500	12,901	401
110,742	WT - Maint of Water Treatment Plant	27,685	21,680	(6,005)
20,000	WT - Maint of Water Plant - GH/CAV	5,000	-	(5,000)
6,000	WT - Licenses & Subscriptions	1,500	-	(1,500)
618,000	TD - Salaries & Wages - Maintenance Labor	154,500	142,855	(11,645)
30,000	TD - Materials & Supplies Expense	7,500	8,793	1,293
70,000	TD - Maint of Dist Reservoir & Standpipes	17,500	9,295	(8,205)
110,000	TD - Maint of Mains	27,500	25,551	(1,949)
220,000	TD - Maint of Services	55,000	19,894	(35,106)
380,000	TD - Maint of Meters	95,000	69,056	(25,944)
32,000	TD - Maint of Hydrants	8,000	835	(7,165)
15,000	TD - Maint of Equipment	3,750	13,573	9,823
190,000	CA - Salaries & Wages	47,500	42,590	(4,910)
55,000	CA - Billing Expense	13,750	17,725	3,975
85,000	CA - Credit Card Processing Fees	21,250	33,556	12,306
55,000	CA - Licenses & Subscriptions (includes Sensus)	13,750	751	(12,999)
15,000	CA - Bad Debt Expense	3,750	3,884	134
234,500	GA - Salaries & Wages	58,625	54,846	(3,779)
3,750	GA - Director Compensation	938	575	(363)
251,300	GA - Employee Insurance & Benefits	62,825	53,156	(9,669)
131,240	GA - Employee Pension Expense	32,810	30,312	(2,498)
125,785	GA - Payroll Taxes - FICA Tax Expense	31,446	30,855	(591)
22,994	GA - OPEB (Other Post Employment Benefits)	5,748	4,520	(1,228)
25,358	GA - Employee 457 Expense	6,339	6,866	527
40,000	GA - Office Supplies & Expense	10,000	10,348	348
25,000	GA - Travel, Training, & Education	6,250	8,030	1,780

Charles Town Water Department
Revenue & Expense Summary
September 30, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
10,000	GA - Uniform Expense	2,500	684	(1,816)
25,338	GA - Computer - Technology Expense	6,334	1,988	(4,347)
35,000	GA - Maint. of General Property	8,750	8,621	(129)
23,000	GA - Licenses & Subscriptions	5,750	2,287	(3,463)
20,000	GA - Contractual Services - Engineering	5,000	966	(4,034)
25,000	GA - Contractual Services - Accounting	6,250	-	(6,250)
100,000	GA - Contractual Services - Legal	25,000	24,601	(399)
140,157	GA - Contractual Services - Other	35,039	12,282	(22,757)
15,300	GA - Rental of Building	3,825	5,100	1,275
90,000	GA - Transportation Expense	22,500	15,475	(7,025)
80,000	GA - Insurance	20,000	20,757	757
25,000	GA - Worker's Comp	6,250	5,382	(868)
30,000	GA - Regulatory Commission Expense	7,500	2,036	(5,464)
2,500	GA - Bond Administration Fees	625	636	11
3,000	GA - Bond Service Fees	750	494	(256)
15,000	GA - Misc. General Expense	3,750	986	(2,764)
6,000	GA - Advertising & Publication Expense	1,500	-	(1,500)
-	Interest - Other (Non-Operating)	-	505	505
327,419	Interest on Long Term Debt (Non-Operating)	81,855	118,587	36,732
1,563,353	Depreciation Expense (Non-Cash)	390,838	390,838	-
6,605,795	**TOTAL EXPENSES**	1,651,449	1,527,778	(123,671)
101,205	Excess (Deficit)	25,301	261,273	

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 09/30/2026***	147,467

OPERATING CASH ACCOUNT

Reconciliation to Cash:

Cash Balance @ 6/30/26	255,523	
Disbursements To Date	(2,127,993)	
Expenses	1,527,778	
Deposits To Date	1,980,314	
Revenues	(1,789,051)	
OPERATING CASH BALANCE @ 09/30/2026	107,844	
	107,844	Water
	0	Operating

OTHER CASH (BANK) ACCOUNT BALANCES

Water Capacity Improvement Fund	10,100,485
Water Renewal & Replacement Fund	1,261,837
Water Working Capital Fund	465,131

Charles Town Sewer Department
Revenue & Expense Summary
September 30, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
65,000	Flat Rate Revenue	16,250	16,016	(234)
5,815,380	Metered Residential Revenue	1,453,845	1,583,613	129,768
1,928,278	Metered Commercial Revenue	482,070	483,215	1,145
167,000	Metered Public Authority Revenue	41,750	20,524	(21,226)
60,000	Metered Industrial Revenue	15,000	8,835	(6,165)
125,000	Customer Penalties	31,250	34,262	3,012
-	Other Wastewater Revenues - O&M Agreements	-	4,973	4,973
30,000	Misc. Sewer Revenues (Non-Operating)	7,500	5,341	(2,159)
410,000	Interest Income (Non-Operating)	102,500	108,443	5,943
60,000	Sinking Fund Income (Non-Operating)	15,000	8,345	(6,655)
8,660,658	**TOTAL REVENUES**	2,165,165	2,273,566	108,402
	EXPENSES			
18,000	CS - Materials & Supplies Expense	4,500	7,415	2,915
115,895	CS - Maint of Service Connections	28,974	11,658	(17,316)
140,000	CS - Maint of Collecting & Trans. Mains	35,000	5,141	(29,859)
560,000	PS - Salaries & Wages	140,000	181,422	41,422
175,000	PS - Power & Fuel	43,750	39,011	(4,739)
30,000	PS - Materials & Supplies Expense	7,500	8,539	1,039
55,000	PS - Sludge Hauling	13,750	10,038	(3,712)
278,896	PS - Maint of Pump Stations	69,724	28,039	(41,685)
5,000	PS - Maint of Equipment	1,250	-	(1,250)
380,000	TD - Salaries & Wages	95,000	73,211	(21,789)
280,000	TD - Power - CT Plant	70,000	63,365	(6,635)
100,000	TD - Power - TUI	25,000	20,624	(4,377)
7,000	TD - Power - Deerfield	1,750	505	(1,245)
155,000	TD - Chemical Expense - CT	38,750	10,967	(27,783)
50,000	TD - Chemical Expense - TUI	12,500	24,385	11,885
81,212	TD - Testing - CT	20,303	13,546	(6,758)
14,000	TD - Testing - TUI	3,500	4,673	1,173
70,000	TD - Materials & Supplies Expense	17,500	27,173	9,673
30,000	TD - Sludge Hauling - TUI	7,500	6,578	(922)
100,000	TD - Maint. Burns Farm	25,000	9,384	(15,616)
205,606	TD - Maint. Treatment Plant - CT	51,402	76,288	24,887
180,000	TD - Maint. Treatment Plant - TUI	45,000	30,486	(14,514)
24,000	TD - Maint. Treatment Plant - Deerfield	6,000	3,770	(2,230)
15,000	TD - Licenses & Subscriptions	3,750	-	(3,750)
295,000	CA - Billing & Acct Labor	73,750	70,708	(3,042)
120,000	CA - Billing Expense	30,000	28,511	(1,489)
125,000	CA - Credit Card Processing Fees	31,250	33,556	2,306
25,000	CA - Licenses & Subscriptions	6,250	751	(5,499)
25,000	CA - Bad Debt Expense	6,250	5,685	(565)
323,000	GA - Salaries & Wages	80,750	78,233	(2,517)
3,750	GA - Director Compensation	938	575	(363)
232,819	GA - Employee Insurance & Benefits	58,205	55,905	(2,300)
124,640	GA - Employee Pension Expense	31,160	30,392	(768)
119,474	GA - Payroll Taxes - FICA Tax Expense	29,868	30,917	1,049
13,452	GA - OPEB (Other Post Employment Benefits)	3,363	2,588	(775)

Charles Town Sewer Department
Revenue & Expense Summary
September 30, 2026

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
30,168	GA - Employee 457 Expense	7,542	7,339	(204)
45,000	GA - Office Supplies & Expense	11,250	11,364	114
40,000	GA - Travel, Training, & Education	10,000	11,999	1,999
15,000	GA - Uniform Expense	3,750	897	(2,853)
25,338	GA - Computer - Technology Expense	6,334	5,845	(489)
35,000	GA - Maint. of General Property	8,750	4,860	(3,890)
24,000	GA - Licenses & Subscriptions	6,000	1,788	(4,212)
25,000	GA - Contractual Services - Engineering	6,250	5,396	(854)
35,000	GA - Contractual Services - Accounting	8,750	0	(8,750)
190,000	GA - Contractual Services - Legal	47,500	83,944	36,444
140,157	GA - Contractual Services - Other	35,039	12,282	(22,757)
15,300	GA - Rental of Building	3,825	5,100	1,275
150,000	GA - Transportation Expense	37,500	31,678	(5,822)
126,000	GA - Insurance	31,500	31,076	(425)
25,000	GA - Worker's Comp	6,250	5,382	(868)
40,000	GA - Regulatory Commission Expense	10,000	4,365	(5,635)
50,000	GA - Bond Administration Fees	12,500	11,326	(1,174)
5,000	GA - Bond Service Fees	1,250	508	(742)
25,000	GA - Misc. General Expense	6,250	5,621	(629)
3,500	GA - Advertising & Publication Expense	875	1,168	293
-	Interest Expense - Other	-	505	505
559,861	Interest on Long Term Debt (Non-Operating)	139,965	4,970	(134,995)
-	Loss on Disposal of Assets	-	8,720	8,720
2,411,199	Depreciation Expense (Non-Cash)	602,800	602,800	-
8,492,267	**TOTAL EXPENSES**	2,123,067	1,852,971	(270,095)
168,391	Excess (Deficit)	42,098	420,595	

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 09/30/2026***	528,940	

OPERATING CASH ACCOUNT

Reconciliation to Cash:		
Cash Balance @ 6/30/26	2,313,007	
Disbursements To Date	(2,434,491)	
Expenses	1,852,971	
Deposits To Date	2,569,565	
Revenues	(2,802,506)	
OPERATING CASH BALANCE @ 09/30/2026	2,448,081	
	2,448,081	Sewer
	0	Operating

OTHER CASH (BANK) ACCOUNT BALANCES

Sewer Capacity Improvement Fund	11,776,077
Sewer Renewal & Replacement Fund	1,704,840
Sewer Working Capital Fund	783,952