CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, APRIL 15, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of March 23, 2026 Special Meeting Minutes
      UB Minutes 03.23.26.pdf
   b. Approval of March 24, 2026 Special Meeting Minutes
      UB Minutes 03.24.26.pdf
   c. Approval of March 25, 2026 Regular Meeting Minutes
      UB Minutes 03.25.26.pdf
   d. Approval of April 1, 2026 Special Meeting Minutes
      UB Minutes 04.01.26.pdf

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

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

   https://us06web.zoom.us/j/89386322596?pwd=P0labXx5L7n8wopxDfrj1eqrptd0ra.1&jst=1

   Meeting ID:893 8632 2596
   Passcode: 582516
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   b. Evitts Run Sewer Line Documentation Proposal from GDF
      CTUB Evitts Run Documentation 03.31.26.pdf

c. Resolution 2026-01 - FY 2026 Budget Revisions
Resolution 2026-01 Revised Water and Sewer Operating Budgets.pdf

4. **NEW BUSINESS**
   a. Approval of Employment Contract for New Utility General Manager
   b. Pump Repair Quote from STH for Tuscawilla WWTP
   STH Quote.pdf

5. **MANAGER REPORTS**
   a. Manager Report
   UM Report.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. April 15, 2026
   Board Report 04.15.26.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - April 22, 2026 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of March 23, 2026 Special Meeting Minutes

Attachments:

UB Minutes 03.23.26.pdf

Charles Town Utility Board
Special Board Meeting
March 23, 2026

The Charles Town Utility Board held a special meeting on March 23, 2026 at 3:30 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson; Treasurer; Heidi Parker, Board Member (Zoom) and Patrick Kratovil, Board Member (Zoom). Also present were Ashley Stottlemyer, Secretary and Erin Webb, Legal Counsel (Zoom).

CALL TO ORDER
The Chairman called the meeting to order at 3:35 P.M.

NEW BUSINESS
Interviews for Utility General Manager Position – The Board anticipates going into Executive Session under the provision of WV State Code §6-9A- 4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 3:36 P.M. for interviews for the Utility General Manager Position under the provision of WV State Code §6-9A- 4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.**

The Board convened back into public session at 6:22 P.M.

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

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 6:23 P.M.**

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

_____
Brent Manuel
Chairman

_____
Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of March 24, 2026 Special Meeting Minutes

Attachments:

UB Minutes 03.24.26.pdf

Charles Town Utility Board
Special Board Meeting
March 24, 2026

The Charles Town Utility Board held a special meeting on March 24, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson; Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member (Zoom). Also present were Ashley Stottlemyer, Secretary and Erin Webb, Legal Counsel (Zoom).

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

NEW BUSINESS
Interviews for Utility General Manager Position – The Board anticipates going into Executive Session under the provision of WV State Code §6-9A- 4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:01 P.M. for interviews for the Utility General Manager Position under the provision of WV State Code §6-9A- 4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.**

The Board convened back into public session at 6:20 P.M.

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

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

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

_____
Brent Manuel
Chairman

_____
Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of March 25, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 03.25.26.pdf

Charles Town Utility Board
Regular Board Meeting
March 25, 2026

The Charles Town Utility Board held a regular meeting on March 25, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member (late). Also present were April Shultz, Interim Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom), Erin Webb, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of March 11, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the March meeting minutes. Mrs. Parker suggested minor changes.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the March 11, 2026 regular meeting minutes as amended.**

PUBLIC COMMENT

No public comment was received.

UNFINISHED BUSINESS

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

This item was moved to the end of the meeting.

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

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

This item was moved to the end of the meeting.

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

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park - Possible Executive Session under the provision of WV Code §6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this

article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of this code.

This item was moved to the end of the meeting.

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

Resolution 2026-01 - FY 2026 Budget Revisions

The Board left this item on the table from last meeting.

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

NEW BUSINESS

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

Mrs. Shultz included the pay application for Resolution No. 27 in the amount of $640,063.35 for work completed.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Resolution No. 27 – CWSRF No. 9, Pay App No. 12 for $640,063.35.**

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

Mrs. Shultz included the pay application for Resolution No. 28 in the amount of $31,485.72 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 28 – CIF No. 20 for $31,485.72.**

Collection System Project - Change Order No. 04

Chris Eckenrode reviewed Change Order No. 04 which incorporated a number of items for the project totaling $43,988.74.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Change Order No. 04 for $43,988.74.**

Contract Renewal with Cooley Public Strategies

Mrs. Shultz provided the renewal contract with Cooley which expires March 31st. The Board requested a 30-day contract extension until the new General Manager is hired. Emily Bryan from Cooley agreed with that approach.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, for a 30-day extension of the current contract with Cooley. Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved amending the original motion to propose a 90-day extension to the current contract with Cooley.**

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

Mrs. Shultz provided a quote for a spare centrifuge scroll for the Charles Town wastewater treatment plant, including an installation site visit for a total of $224,000.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, with discussions from the Board, the Board unanimously approved the centrifuge scroll quote totaling $224,000.**

Locust Hill Tank Cleaning & Repair Quotes

Mrs. Shultz included the tank cleaning and repair quotes for the Locust Hill tank to include Task 1, Option 1 plus the temporary storage tanks. She mentioned this is one of three tanks that need to be addressed. Mr. Eckenrode provided an overview on the tank cleaning. Mrs. Shultz also stressed the need to tackle water projects listed in the Capital Improvement Plan.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the tank cleaning and repair quotes for the Locust Hill tank totaling $183,529.**

Update on Evitts Run Line

Mr. Maxey requested Mr. Eckenrode draft a written report documenting the repair of the Evitts Run line for use relating to future investigations by WVDEP/EPA after being identified as an impaired waterway, which could lead to federal funding to remediate. He would like to see a clear cause analysis, capacity impact, corrective actions and investigate other mains of similar age at a later date. Mr. Eckenrode stated he will provide a task order at the next meeting.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, with discussions from the Board, the Board unanimously approved requesting a report for the state of purpose on the failure of the Evitts Run main and the correction the Contractor and Engineer were able to implement.**

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

Mr. James Cochran presented a proposed commercial project in Kearneysville and requested CTUB serve as the applicant sponsor to pursue IJDC and EEFG grants for the construction of a sewer forcemain extension from Northport pump station East along Rt 9 to the proposed property. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously authorized sponsorship IJDC and EEFG grant applications for the Northport-Route 9 Forcemain Extension, contingent on full grant funding, no financial obligation to CTUB, financial self-sufficiency and execution of final agreements approved by legal counsel.**

MANAGER REPORTS

Utility Manager Report

Mrs. Shultz provided her report on this month's sewer and water efforts and mentioned the great work from all staff. Mr. Eckenrode provided a brief review of the projects that GDF is currently working on, including the GAC program starting April 7th and the ammonia sensors scheduled to be installed April 1st – 2nd. He mentioned the need for a new blower at the Charles Town wastewater plant and will provide the Board with a quote at the next meeting. Mr. Eckenrode also provided the current plant site can be utilized for the expansion project and the maintenance building is ready to go out to bid. The Board provided discussions. Mrs. Shultz and Mr. Eckenrode also provided discussions on water projects, including the need for an alternate backup water source.

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

Chairman Report

The Chairman had no updates to report.

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

APPROVAL OF BILLS

March 11, 2026

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

EXECUTIVE SESSION

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

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

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park - Possible Executive Session under the provision of WV Code §6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of this code.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 5:17 P.M. to discuss the three items noted.**

The Board convened back into public session at 7:08 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved directing staff to post the presented advertisement under section 5G of WV Code for a Preliminary Engineering Report to serve the Summit Point Raceway in the next edition of the Spirit of Jefferson.**

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved rescheduling the April 8th board meeting to April 15th.**

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved directing Counsel to draft a letter to Summit Point Motorsports advising them that CTUB is available to provide service and moving forward with a Preliminary Engineering Report that is required by State law to receive funding from IJDC.**

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 7:10 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, April 15, 2026 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of April 1, 2026 Special Meeting Minutes

Attachments:

UB Minutes 04.01.26.pdf

Charles Town Utility Board
Special Board Meeting
April 1, 2026

The Charles Town Utility Board held a special meeting on April 1, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson; Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Ashley Stottlemyer, Secretary and Erin Webb, Legal Counsel (Zoom).

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

NEW BUSINESS
Interviews for Utility General Manager Position – The Board anticipates going into Executive Session under the provision of WV State Code §6-9A- 4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 4:01 P.M. for interviews for the Utility General Manager Position under the provision of WV State Code §6-9A- 4(b)(2)(A) to consider matters arising from the appointment, employment of an employee.**

The Board convened back into public session at 5:46 P.M.

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

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 5:46 P.M.**

INFORMATION ONLY
The next regular meeting is scheduled for Wednesday, April 15, 2026 at 4:00 P.M. at 661 S. George Street.

_____
Brent Manuel
Chairman

_____
Ashley Stottlemyer
Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

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

Evitts Run Sewer Line Documentation Proposal from GDF

Attachments:

CTUB Evitts Run Documentation 03.31.26.pdf

GD&F
GWIN
DOBSON &
FOREMAN
CONSULTING ENGINEERS

March 31, 2026

Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Attn: April Shultz, Interim Utility General Manager

RE: Evitts Run Sewer Line Failure Documentation Proposal (Task Order)

Dear Mrs. Shultz:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) regarding providing documentation regarding the Evitts Run Gravity Sewer Line Failure.

Understanding of the Project

CTUB is looking for GD&F assistance in properly documenting the apparent failure of the existing 18" diameter gravity sewer line along Evitts Run. A portion of this 18" steel line was recently replaced as part of the 2022 RK&K Collection System Project. During construction, a section of the existing line had apparently failed, thus allowing groundwater/surface water and/or stormwater to enter the existing gravity wastewater conveyance system. This resulted in a significant flow increase at the Charles Town Wastewater Treatment Facility.

Proposed Services

GD&F will provide the following services:

- Fully document the apparent piping failure in terms of timeline, plant flow data, construction methodology, rainfall events, corrective actions taken, photo documentation, impacts on plant system capacity, and recommendation of future upgrades.

Proposed Schedule

GD&F will begin immediately upon written authorization from the Board. The document will be completed within thirty (30) days upon authorization.

Proposed Cost

GD&F will provide the above scope of services for a, not-to-exceed, fee of 2,500. Invoices will be submitted on a monthly basis based on GDF current standard rates. Payment will be made on an accrued hourly basis plus expenses. The expenses include direct expenses such as mileage, printing/copying, etc. as necessary to complete the services. Payment is due within thirty (30) days of invoicing.

We appreciate the opportunity to submit this proposal (task order). To authorize the services, please complete the following authorization section of this proposal and return a signed copy to our office. If you have any questions, please contact our office at your convenience.

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Engineering Manager

CME/mad
Prop/2026/CTUB_EvittsRunDocumentation_3-31-26.doc
cc: File

ACCEPTANCE OF PROPOSAL

The Charles Town Utility Board hereby accepts the above service and cost proposal.

_____ _____

Authorized Representative Date

_____

Attest/Witness

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Resolution 2026-01 - FY 2026 Budget Revisions

Attachments:

Resolution 2026-01 Revised Water and Sewer Operating Budgets.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

UTILITY BOARD

CHAIRMAN
City of Charles Town City Manager
Brent Manuel

VICE CHAIRMAN
John Maxey

TREASURER
Duke Pierson

SECRETARY
Ashley Stottlemyer

Board Member
Heidi Parker

Board Member
Patrick Kratovil

INTERIM UTILITY MANAGER
April Shultz

RESOLUTION NO. 2026-01
CHARLES TOWN UTILITY BOARD

WHEREAS there is need for the Charles Town Utility Board by and for Water and Sewer operations to adopt revised Water and Sewer Budgets for Fiscal Year 2026;

WHEREAS it has been determined that certain CITY OF CHARLES TOWN (WEST VIRGINIA) Combined Waterworks and Sewerage System Refunding Revenue Bonds require the following:

> Section 6.15.Operating Budget. The Issuer shall annually, at least 30 days preceding the beginning of each Fiscal Year, or at such earlier date required by its charter or the ordinance of the Board, prepare and adopt by resolution a detailed budget of the estimated revenues and expenditures for operation and maintenance of the System during the succeeding Fiscal Year. The Issuer shall mail copies of such annual budget and all resolutions authorizing increased expenditures for operation and maintenance to the Original Purchaser and shall make available such budgets and all resolutions authorizing increased expenditures for operation and maintenance of the System at all reasonable times to the Original Purchaser and to any Holder of Bonds or anyone acting for and in behalf of such Holder who requests the same and;

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts revised Water and Sewer Budgets for Fiscal Year 2026, dated April 15, 2026.

CHARLES TOWN UTILITY BOARD

_____
Chairman

Attest:

_____
Dated: April 15, 2026

Charles Town Utility Board

Water Fund

FY 2026 Budget Revision #2

As of March 31, 2026

	APPROVED BUDGET	PROPOSED REVISION #2	REVISED BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
OPERATING REVENUES							
Metered Sales - Residential	3,960,000	(190,000)	3,770,000	2,827,500	2,744,875	(82,625)	97.1%
Metered Sales - Commercial	1,850,000	(45,000)	1,805,000	1,353,750	1,282,873	(70,877)	94.8%
Metered Sales - Glen Haven/Cavaland	65,000	-	65,000	48,750	47,414	(1,336)	97.3%
Bulk Water	40,000	-	40,000	30,000	21,890	(8,110)	73.0%
Customer Penalties	90,000	-	90,000	67,500	59,455	(8,045)	88.1%
Misc Service Revenue - Reconnection	30,000	-	30,000	22,500	18,510	(3,990)	82.3%
TOTAL OPERATING REVENUES	**6,035,000**	**(235,000)**	**5,800,000**	**4,350,000**	**4,175,017**	**(174,983)**	**96.0%**
OPERATING EXPENSES							
Water Supply & Treatment							
Salaries & Wages	560,000	-	560,000	420,000	383,738	36,262	91.4%
Materials & Supplies	15,000	-	15,000	11,250	2,546	8,704	22.6%
Maint of Water Source	60,000	5,000	65,000	48,750	46,161	2,589	94.7%
Power & Fuel	170,000	-	170,000	127,500	117,628	9,872	92.3%
Power & Fuel - GH/CAV	11,000	-	11,000	8,250	6,804	1,446	82.5%
Chemicals	220,000	(15,000)	205,000	153,750	148,913	4,837	96.9%
Testing	30,000	-	30,000	22,500	21,138	1,362	93.9%
Material & Supplies - WTP	35,000	10,000	45,000	33,750	30,655	3,095	90.8%
Material & Supplies - GH/CAV	6,500	-	6,500	4,875	4,367	508	89.6%
Sludge Hauling	55,000	(5,000)	50,000	37,500	34,134	3,366	91.0%
Maint of Water Treatment Plant	90,000	20,000	110,000	82,500	80,528	1,972	97.6%

Charles Town Utility Board

Water Fund

FY 2026 Budget Revision #2

As of March 31, 2026

	APPROVED BUDGET	PROPOSED REVISION #2	REVISED BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
Maint of Water Plant - GH/CAV	12,000	5,000	17,000	12,750	11,086	1,664	87.0%
License Fees & Subscriptions	20,000	(14,000)	6,000	4,500	4,016	484	89.2%
Total Water Supply & Treatment	**1,284,500**	**6,000**	**1,290,500**	**967,875**	**891,712**	**76,163**	**92.1%**
Transmission & Distribution							
Salaries & Wages	485,000	-	485,000	363,750	342,696	21,054	94.2%
Materials & Supplies	30,000	(5,000)	25,000	18,750	16,729	2,021	89.2%
*Maint of Dist Reservior & Standpipes	110,000	-	110,000	82,500	65,843	16,657	79.8%
Maint of Mains	120,000	(30,000)	90,000	67,500	59,604	7,896	88.3%
Maint of Services	210,000	-	210,000	157,500	157,476	24	100.0%
Maint of Meters	360,000	-	360,000	270,000	294,480	(24,480)	109.1%
Maint of Hydrants	50,000	(12,000)	38,000	28,500	22,306	6,194	78.3%
Maint/Repair of Equipment	35,000	(20,000)	15,000	11,250	5,074	6,176	45.1%
Total Transmission & Distribution	**1,400,000**	**(67,000)**	**1,333,000**	**999,750**	**964,208**	**35,542**	**96.4%**
Billing & Accounting Expenses							
Salaries & Wages	212,000	-	212,000	159,000	146,655	12,345	92.2%
Billing Expense	85,000	-	85,000	63,750	54,265	9,485	85.1%
Credit Card Processing Fees	120,000	-	120,000	90,000	77,220	12,780	85.8%
License Fees & Subscriptions	90,000	(38,000)	52,000	39,000	17,790	21,210	45.6%
Bad Debt Expense	15,000	-	15,000	11,250	8,082	3,168	71.8%
Total Billing & Accounting	**522,000**	**(38,000)**	**484,000**	**363,000**	**304,012**	**58,988**	**83.7%**

Charles Town Utility Board

Water Fund

FY 2026 Budget Revision #2

As of March 31, 2026

	APPROVED BUDGET	PROPOSED REVISION #2	REVISED BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
Administrative & General Expenses							
Salaries & Wages	175,000	-	175,000	131,250	113,297	17,953	86.3%
Director Compensation	2,500	1,250	3,750	2,813	2,375	438	84.4%
Employee Insurance & Benefits	275,000	(40,000)	235,000	176,250	164,236	12,014	93.2%
Employee Pension - PERS	128,880	-	128,880	96,660	82,307	14,353	85.2%
Payroll Taxes - FICA	109,739	-	109,739	82,304	76,209	6,096	92.6%
OPEB	4,572	6,300	10,872	8,154	7,656	498	93.9%
Employee Pension - 457 Plan	25,925	-	25,925	19,444	18,156	1,288	93.4%
Office Supplies & Expense	45,000	-	45,000	33,750	26,769	6,981	79.3%
Travel, Training, & Education	20,000	-	20,000	15,000	12,543	2,457	83.6%
Uniform Expense	10,000	-	10,000	7,500	6,786	714	90.5%
Computers - Technology	30,000	(5,000)	25,000	18,750	10,402	8,348	55.5%
Maintenance of General Property	35,000	-	35,000	26,250	20,898	5,352	79.6%
License Fees & Subscriptions	28,000	(8,000)	20,000	15,000	8,904	6,096	59.4%
Contractual Services - Engineering	30,000	(5,000)	25,000	18,750	8,967	9,784	47.8%
Contractual Services - Accounting	25,000	-	25,000	18,750	16,825	1,925	89.7%
Contractual Services - Legal	65,000	30,000	95,000	71,250	57,023	14,227	80.0%
Contractual Services - Other	60,000	35,000	95,000	71,250	38,117	33,133	53.5%
Rental of Office Building	15,300	-	15,300	11,475	12,750	(1,275)	111.1%
Transportation Expense	72,000	8,000	80,000	60,000	57,558	2,442	95.9%
Property Insurance	95,000	-	95,000	71,250	91,877	(20,627)	128.9%

Charles Town Utility Board

Water Fund

FY 2026 Budget Revision #2

As of March 31, 2026

	APPROVED BUDGET	PROPOSED REVISION #2	REVISED BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
Worker's Comp	23,000	2,000	25,000	18,750	18,465	285	98.5%
Regulatory Commission Expense	30,000	-	30,000	22,500	4,886	17,614	21.7%
Misc. General Expense	15,000	-	15,000	11,250	7,487	3,763	66.6%
Advertising & Publication Expense	5,000	-	5,000	3,750	3,707	43	98.9%
Bond Administration Fees	6,000	-	6,000	4,500	4,128	372	91.7%
Total Administrative & General	**1,330,917**	**24,550**	**1,355,467**	**1,016,600**	**872,328**	**144,272**	**85.8%**
TOTAL OPERATING EXPENSES	**$ 4,537,417**	**$ (74,450)**	**$ 4,462,967**	**$ 3,347,225**	**$ 3,032,260**	**$ 314,965**	**90.6%**
Operating Income (before Depreciation)	1,497,583	(160,550)	1,337,033	1,002,775	1,142,757	139,982	
Dep/Amort Exp (Non-cash, not budgeted)	(1,328,615)	-	(1,328,615)	(996,461)	(996,461)	-	
OPERATING INCOME (LOSS)	**$ 168,968**	**$ (160,550)**	**$ 8,418**	**$ 6,314**	**$ 146,296**	**$ 139,982**	
NON-OPERATING REVENUES (EXPENSES)							
Tank Lot Rental Revenue	565,000	-	565,000	423,750	382,933		
Interest Income	310,000	45,000	355,000	266,250	239,803		
Sinking Fund Income	34,000	-	34,000	25,500	15,571		
Misc. Water Revenue	40,000	-	40,000	30,000	11,481		
Grant Revenue	-	-	-	-	-		
Bond Issuance Costs	-	-	-	-	-		
Gain on Sale of Assets	-	-	-	-	-		

Charles Town Utility Board

Water Fund

FY 2026 Budget Revision #2

As of March 31, 2026

	APPROVED BUDGET	PROPOSED REVISION #2	REVISED BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
Interest Expense - Other	-	-	-	-	(1,138)		
Interest on Long-term Debt	(343,292)	-	(343,292)	(294,634)	(294,634)		
TOTAL NON-OPERATING REVENUES (EXP)	**$ 605,708**	**$ 45,000**	**$ 650,708**	**$ 450,866**	**$ 354,016**		
INCOME BEFORE CONTRIBUTED CAPITAL	**$ 774,676**	**$ (115,550)**	**$ 659,126**	**$ 457,180**	**$ 500,313**		

Revision #1 Increased line item Maint of Dist Reservior & Standpipes by 80,000 for tank cleaning proposals received after budget approval.

Charles Town Utility Board

Water Fund

FY 2026 Budget Revision #2

As of March 31, 2026

Overall financial performance remains stable and consistent with expected operating trends.
Operating revenues are slightly below budget due to normalized consumption levels following a period of elevated usage earlier in the fiscal year. Despite this, revenues continue to reflect stable system demand and ongoing customer growth.
The revised budget reflects current operating trends and positions the utility to maintain strong financial performance while continuing to address system needs and future capital planning.

- Year-to-date budget is prorated based on 9 of 12 months completed (75% of the fiscal year).
- Variance is presented using adjusted variance, where positive values indicate favorable results for both revenues and expenses.
- Revenues reflect current operating trends and system growth; however, average consumption has normalized from earlier elevated levels, resulting in lower revenues than originally projected.
- Expenses are in line with budget expectations and reflect normal operational activity.
- Depreciation and non-operating items are included for financial reporting purposes but are non-cash or non-operational in nature and are not considered in evaluating operating performance.

CATEGORY	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
OPERATING SUMMARY					
Operating Revenues	$ 5,800,000	$ 4,350,000	$ 4,175,017	$ (174,983)	96.0%
Operating Expenses	$ 4,462,967	$ 3,347,225	$ 3,032,260	$ 314,965	90.6%
Operating Income	$ 8,418	$ 6,314	$ 146,296	$ 139,982	0.0%

PACE INDICATORS	
% of Year Completed	**75.0%**
Revenue (YTD Actual / YTD Budget)	**96.0%**
Expense (YTD Actual / YTD Budget)	**90.6%**

Charles Town Utility Board

Sewer Fund

FY 2026 Budget Revision #2

As of March 31, 2026

	APPROVED BUDGET	PROPOSED REVISION #2	REVISED BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
OPERATING REVENUES							
CTUB Revenue	3,160,000	(34,000)	3,126,000	2,344,500	2,299,619	(44,881)	98.1%
Ranson Revenue	2,000,000		2,000,000	1,500,000	1,489,277	(10,723)	99.3%
JCPSD Revenue	2,860,000	(104,000)	2,756,000	2,067,000	2,005,409	(61,591)	97.0%
Customer Penalties	45,000		45,000	33,750	33,827	77	100.2%
Customer Penalties - RA	40,000		40,000	30,000	22,929	(7,071)	76.4%
Customer Penalties - PSD	50,000		50,000	37,500	31,152	(6,348)	83.1%
TOTAL OPERATING REVENUES	**8,155,000**	**(138,000)**	**8,017,000**	**6,012,750**	**5,882,213**	**(130,537)**	**97.8%**
OPERATING EXPENSES							
Collection System							
Materials & Supplies	15,000	3,000	18,000	13,500	12,336	1,164	91.4%
Maint of Service Connections	90,000	20,000	110,000	82,500	72,912	9,588	88.4%
Maint of Collecting & Trans. Mains	150,000	(10,000)	140,000	105,000	77,946	27,054	74.2%
Total Collection System	**255,000**	**13,000**	**268,000**	**201,000**	**163,194**	**37,806**	**81.2%**
Pumping System							
Salaries & Wages	530,000	-	530,000	397,500	404,234	(6,734)	101.7%
Power	170,500	-	170,500	127,875	120,547	7,328	94.3%
Materials & Supplies	30,000	-	30,000	22,500	18,873	3,627	83.9%
Sludge Hauling	65,000	-	65,000	48,750	43,217	5,533	88.7%
Maint of Pump Stations	200,000	50,000	250,000	187,500	180,733	6,767	96.4%

Maint of Equipment	10,000	(5,000)	5,000	3,750	89	3,661	2.4%
Total Pumping System	**1,005,500**	**45,000**	**1,050,500**	**787,875**	**767,693**	**20,182**	**97.4%**
Wastewater Treatment & Disposal							
Salaries & Wages	355,000	-	355,000	266,250	215,122	51,128	80.8%
Power - CT Plant	210,000	30,000	240,000	180,000	180,148	(148)	100.1%
Power - TUI	100,000	-	100,000	75,000	68,716	6,284	91.6%
Power - Deerfield	11,000	-	11,000	8,250	2,972	5,278	36.0%
Chemical Expense - CT	180,000	(30,000)	150,000	112,500	97,099	15,402	86.3%
Chemical Expense - TUI	25,000	30,000	55,000	41,250	36,895	4,356	89.4%
Testing - CT	45,000	30,000	75,000	56,250	41,968	14,282	74.6%
Testing - TUI	12,000	2,000	14,000	10,500	7,785	2,715	74.1%
Materials & Supplies	80,000	-	80,000	60,000	50,887	9,113	84.8%
Sludge Hauling - TUI	60,000	(30,000)	30,000	22,500	19,503	2,997	86.7%
Maint. Burns Farm	130,000	-	130,000	97,500	72,800	24,700	74.7%
Maint. Treatment Plant - CT	230,000	(40,000)	190,000	142,500	110,068	32,432	77.2%
Maint. Treatment Plant - TUI	150,000	20,000	170,000	127,500	107,918	19,582	84.6%
Maint. Treatment Plant - Deerfield	30,000	-	30,000	22,500	14,285	8,215	63.5%
License Fees & Subscriptions	18,000	(3,000)	15,000	11,250	-	11,250	0.0%
Total Wastewater Treatment & Disposal	**1,636,000**	**9,000**	**1,645,000**	**1,233,750**	**1,026,163**	**207,587**	**83.2%**
Billing & Accounting Expenses							
Salaries & Wages	320,000	-	320,000	240,000	226,924	13,076	94.6%
Billing Expense	100,000	-	100,000	75,000	59,667	15,333	79.6%
Credit Card Processing Fees	120,000	-	120,000	90,000	77,220	12,780	85.8%
License Fees & Subscriptions	70,000	(40,000)	30,000	22,500	17,589	4,911	78.2%
Bad Debt Expense	25,000	-	25,000	18,750	16,056	2,694	85.6%
Total Billing & Accounting	**635,000**	**(40,000)**	**595,000**	**446,250**	**397,454**	**48,796**	**89.1%**
Administrative & General Expenses							

Salaries & Wages	260,000	-	260,000	195,000	177,698	17,302	91.1%
Director Compensation	2,500	1,250	3,750	2,813	2,375	438	84.4%
Employee Insurance & Benefits	248,000	10,000	258,000	193,500	188,459	5,041	97.4%
Employee Pension - PERS	131,850	-	131,850	98,888	89,929	8,959	90.9%
Payroll Taxes - FICA	112,264	-	112,264	84,198	78,547	5,651	93.3%
OPEB	3,500	-	3,500	2,625	1,663	962	63.4%
Employee Pension - 457 Plan	27,445	-	27,445	20,584	19,952	632	96.9%
Office Supplies & Expense	45,000	-	45,000	33,750	27,225	6,525	80.7%
Travel, Training, & Education	35,000	-	35,000	26,250	26,141	109	99.6%
Uniform Expense	15,000	-	15,000	11,250	6,045	5,205	53.7%
Computers - Technology	30,000	(5,000)	25,000	18,750	9,722	9,028	51.9%
Maintenance of General Property	35,000	-	35,000	26,250	15,316	10,934	58.3%
License Fees & Subscriptions	30,000	(6,000)	24,000	18,000	12,236	5,764	68.0%
Contractual Services - Engineering	45,000	(15,000)	30,000	22,500	8,322	14,178	37.0%
Contractual Services - Accounting	35,000	-	35,000	26,250	14,875	11,375	56.7%
Contractual Services - Legal	180,000	-	180,000	135,000	118,722	16,278	87.9%
Contractual Services - Other	60,000	35,000	95,000	71,250	39,810	31,440	55.9%
Rental of Office Building	15,300	-	15,300	11,475	12,750	(1,275)	111.1%
Transportation Expense	110,000	25,000	135,000	101,250	98,534	2,716	97.3%
Property Insurance	110,000	-	110,000	82,500	91,877	(9,377)	111.4%
Worker's Comp	20,000	4,000	24,000	18,000	17,883	117	99.4%
Regulatory Commission Expense	40,000	-	40,000	30,000	22,054	7,946	73.5%
Misc. General Expense	20,000	-	20,000	15,000	11,368	3,632	75.8%
Advertising & Publication Expense	5,000	-	5,000	3,750	2,029	1,721	54.1%
Bond Administration Fees	55,000	-	55,000	41,250	36,261	4,989	87.9%
Total Administrative & General	**1,670,859**	**49,250**	**1,720,109**	**1,290,081**	**1,129,792**	**160,290**	**87.6%**
TOTAL OPERATING EXPENSES	**$ 5,202,359**	**$ 76,250**	**$ 5,278,609**	**$ 3,958,956**	**$ 3,484,296**	**$ 474,660**	**88.0%**
Operating Income (before Depreciation)	2,952,641	(214,250)	2,738,391	2,053,794	2,397,917	344,124	

Dep/Amort Exp (Non-cash, not budgeted)	(2,411,199)	-	(2,411,199)	(1,808,399)	(1,808,399)	-
OPERATING INCOME (LOSS)	**$ 541,442**	**$ (214,250)**	**$ 327,192**	**$ 245,394**	**$ 589,518**	**$ 344,124**
NON-OPERATING REVENUES (EXPENSES)						
Misc. Sewer Revenues	30,000	-	30,000	22,500	63,970	
Interest Income	350,000	50,000	400,000	300,000	298,371	
Sinking Fund Income	58,000	3,000	61,000	45,750	32,779	
Bond Issuance Costs	-		-	-		
Gain on Sale of Assets	-		-	-		
Loss on Retirement of Assets	-		-	-		
Interest Expense - Other	-	-	-	-	(3,019)	
Interest on Long-term Debt	(571,124)	-	(571,124)	(291,093)	(291,093)	
TOTAL NON-OPERATING REVENUES (EXP)	**$ (133,124)**	**$ 53,000**	**$ (80,124)**	**$ 77,157**	**$ 101,008**	
INCOME BEFORE CONTRIBUTED CAPITAL	**$ 408,318**	**$ (161,250)**	**$ 247,068**	**$ 322,551**	**$ 690,526**	

Charles Town Utility Board

Sewer Fund

FY 2026 Budget Revision #2

As of March 31, 2026

Overall financial performance remains stable and consistent with expected operating trends.
Operating revenues are slightly below budget due to normalized consumption levels following a period of elevated usage earlier in the fiscal year. Despite this, revenues continue to reflect stable system demand and ongoing customer growth.
The revised budget reflects current operating trends and positions the utility to maintain strong financial performance while continuing to address system needs and future capital planning.

- Year-to-date budget is prorated based on 9 of 12 months completed (75% of the fiscal year).
- Variance is presented using adjusted variance, where positive values indicate favorable results for both revenues and expenses.
- Revenues reflect current operating trends and system growth; however, average consumption has normalized from earlier elevated levels, resulting in lower revenues than originally projected.
- Expenses are in line with budget expectations and reflect normal operational activity.
- Depreciation and non-operating items are included for financial reporting purposes but are non-cash or non-operational in nature and are not considered in evaluating operating performance.

CATEGORY	ANNUAL BUDGET	YTD BUDGET	YTD ACTUAL	VARIANCE $	VARIANCE %
OPERATING SUMMARY					
Operating Revenues	$ 8,017,000	$ 6,012,750	$ 5,882,213	$ (130,537)	97.8%
Operating Expenses	$ 5,278,609	$ 3,958,956	$ 3,484,296	$ 474,660	88.0%
Operating Income	$ 327,192	$ 245,394	$ 589,518	$ 344,124	0.0%

PACE INDICATORS	
% of Year Completed	**75.0%**
Revenue (YTD Actual / YTD Budget)	**97.8%**
Expense (YTD Actual / YTD Budget)	**88.0%**

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of Employment Contract for New Utility General Manager

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Pump Repair Quote from STH for Tuscawilla WWTP

Attachments:

STH Quote.pdf

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

Quote

Quote # QTE38180

Date 3/31/2026

Bill To

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

Ship To

Tuscawilla WWTP Pump House
1192 Tuscawilla Drive
Charles town WV 25414
United States

TOTAL

$14,286.63

Expires: 4/30/2026

Title

G-R Rotating Element

Service Address

Tuscawilla WWTP Pump House 1192 Tuscawilla Drive Charles town, WV 25414

Account Rep	Terms
Cameron A Hallock (301) 370-3949	Payment Schedule

Item	Quantity	Rate	Amount
PS-Municipal Repair Gorman-Rupp Municipal Pump 1518007 STH to perform the following scope for the Gorman-Rupp Self-Priming pump at this site. Day 1 - One technician will clean and scrape the volute of this pump Day 2 - Two technicians to install new rotating element, and startup the system. Work to be done during normal business hours (M-F,7-3). *STH cancellation policy requires customers to provide at least a 24-hour notice of cancellation. Failure to do so, may result in a cancellation fee of up to $400.* *See Terms and Conditions below regarding Tax and Minimum Hour rates. *STH cancellation policy requires customers to provide at least a 24-hour notice of cancellation. Failure to do so, may result in a cancellation fee of up to $400.* *Note- Safety is STH's highest concern. All work performed by STH personnel trained in NFPA70E Electrical Hazard Protection and use of safety equipment as required. To execute, please sign and return the quote so that we can order parts & schedule the work. First 50% must be received before order is released to factory. Second 50% will be invoiced after installation and due upon receipt. Balance due will be subject to late fees as described on our conditions if not paid according to the above STH Terms. The above terms supersede STH standard terms listed at the bottom of this quote. Best Regards,	1		$14,286.63

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

Quote

Quote # QTE38180

Date 3/31/2026

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

Subtotal	$14,286.63
Tax Total (%)	$0.00
Total	$14,286.63

Terms and Conditions:

Price Adjustment Clause

Tariffs and Duties

Dear Valued Customer,

Payment is expected per agreed upon payment terms. Late payments are subject to 2% late fee per month calculated from the day of service. Returned checks result in a $35 returned check charge.

Standard STH Labor Rates: Per service technician are Monday – Friday $185.00 per hour per man from 7:00am – 3:30pm. Additional charges will apply for after 3:30pm weekdays and for Saturdays, Sundays and Holidays. There is always a 4-Hour Minimum Labor Charge. Additional labor and materials will be billed unless quoted above. (Quote valid for only 30 days). FOB Shipping Point. Start-Up and Warranty will not be provided until complete payment has been received. Terms are Net Due Upon Receipt Pending Credit Approval. Past due accounts are subject to a 2% per month service charge. APR of 24%. All attorney fee and court costs incurred in collection of past due accounts will be added to amount due. The above is accepted subject to terms as stated. Payment will be issued in accordance with STH Terms. STH will accept a facsimile or Email of this agreement to be as legally binding as an original document.

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.

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, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Manager Report

Attachments:

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: April 15, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, April 2026

Summary:

Several major projects are on-going including the 2023 Collection System Project, Greenfield Forcemain Project, Asbury Block Sewer project, NPDES Permit Renewal and Deerfield Permit Renewal. The Ammonia probes were installed at the CTWWTP and the MBR Manufacturer made a site visit to Tuscawilla to evaluate the existing system. Please see the Engineers Report following this memo for further details. The March 2026 PFAS's results were received and below the thresholds detailed in the Board policy.

Wastewater Treatment Plant

Total Wastewater Processed March 2026:
Charles Town: 42.67 million Gallons per month or 1.38 MGD average
Tuscawilla: 2.99 million Gallons per month or 0.10 MGD average

Collection System

1 Pump(s) pulled and sent for repair
32 Grease Trap inspections
11 Sewer main repairs/blockages/call-outs
27 Sewer line inspections
2 Manhole inspections
6 Sewer line jetting

Water Plant and Distribution System

Total Water Pumped March 2026 (CT): 47.2 million Gallons per month or 1.52 MGD average
3 Leaks repaired
4 Meters repaired
242 Meters replaced
14 New meters installed
1706 - Ten (10) day notices
240 Disconnect notices, 111 Disconnects
1 Hydrant(s) repaired

Customer Counts

- Sewer 10,820
- Water 7,727

Human Resources

Employees Count: 34 full-time | 1 part-time | 4 vacancies

Other Notable Activities:

March 4, 2026: Met with City of CT staff and PayPoint Reps to discuss draft benefits/compensation study report.
March 11, 2026: Regular Board meeting
March 18, 2026: Travis attended the Water Advisory Committee Meeting.

March 23, 2026: Special Board meeting
March 24, 2026: Special Board meeting
March 25, 2026: Regular Board meeting
March 26, 2026: CTUB Collection System Project Progress Meeting
March 30, 2026: Staff met with GM candidate for tour and interview.

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	126.99	1.42	0.33	330,000	1,571

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	8.86	0.10	0.40	400,000	1,905

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	3,476

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

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		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	126.99	1.42

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		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	8.86	0.100

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	140.17	1.51	1.29	1,292,841	6,156

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	0.60	0.01	0.01	14,886	-

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	0.42	0.005	0.03	31,311	

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		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	140,165,808	1,507,159

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		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	604,300	6,714

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

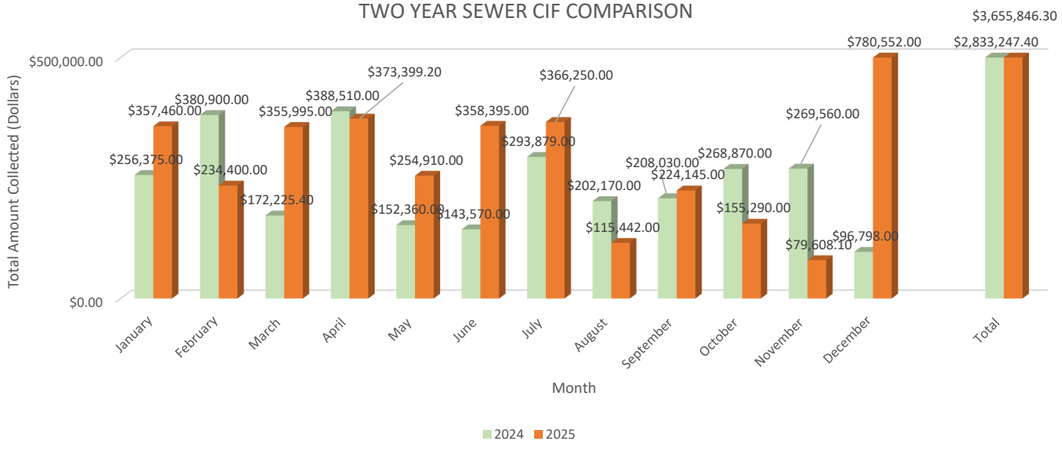
2024		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	155,600	5,019
FEBRUARY	135,000	4,821
MARCH	148,800	4,750
APRIL	155,700	5,023
MAY	153,600	4,955
JUNE	164,300	5,300
JULY	178,100	5,745
AUGUST	177,200	5,716
SEPTEMBER	151,800	4,897
OCTOBER	144,000	4,645
NOVEMBER	134,900	4,352
DECEMBER	160,300	5,171
Annual Total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

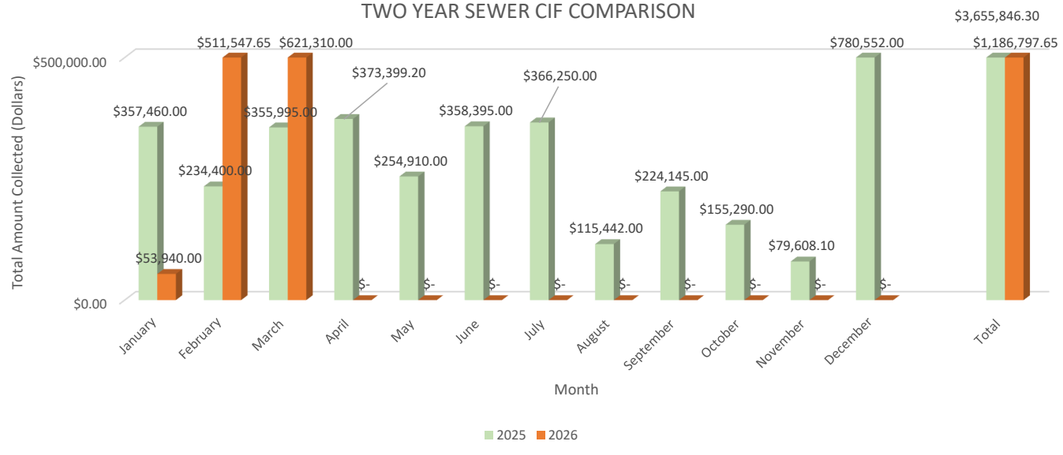
2025		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	137,900	4,448
FEBRUARY	125,700	4,489
MARCH	133,100	4,294
APRIL	135,700	4,377
MAY	169,600	5,471
JUNE	140,600	4,687
JULY	148,600	4,794
AUGUST	149,100	4,810
SEPTEMBER	175,900	5,863
OCTOBER	162,500	5,242
NOVEMBER	139,700	4,657
DECEMBER	135,300	4,365
Annual Total	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		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	422,200	4,689

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						$ -
May-26						$ -
Jun-26						$ -
Jul-26						$ -
Aug-26						$ -
Sep-26						$ -
Oct-26						$ -
Nov-26						$ -
Dec-26						$ -
Total 2026	**7.47**	**255**	**262.47**	**$ 1,274,547.65**	**$ 87,750.00**	**$ 1,186,797.65**

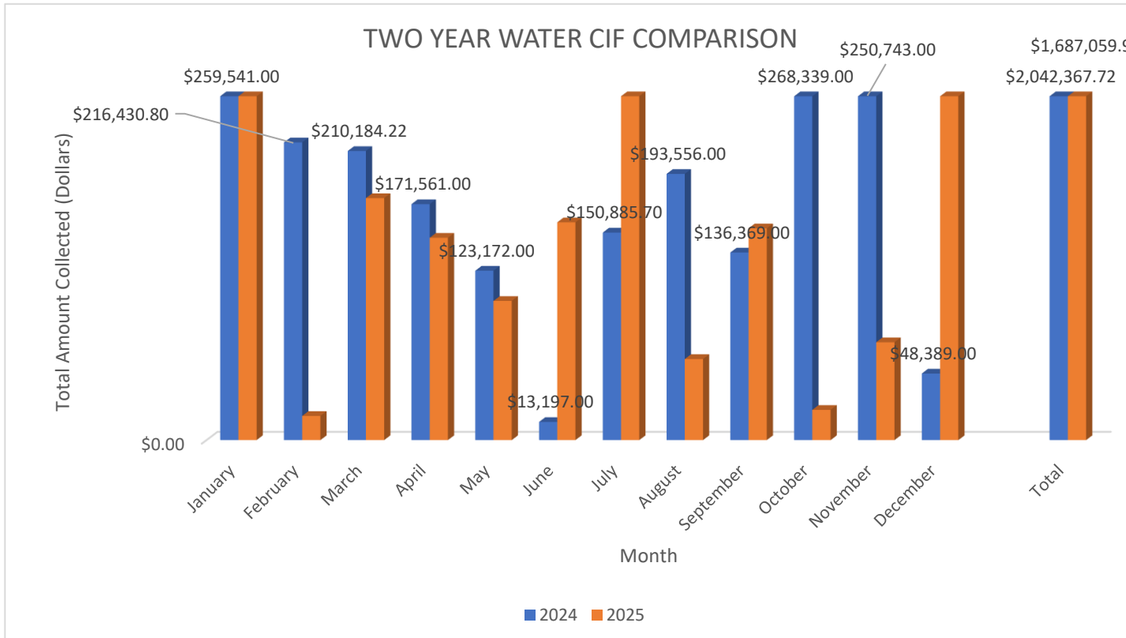


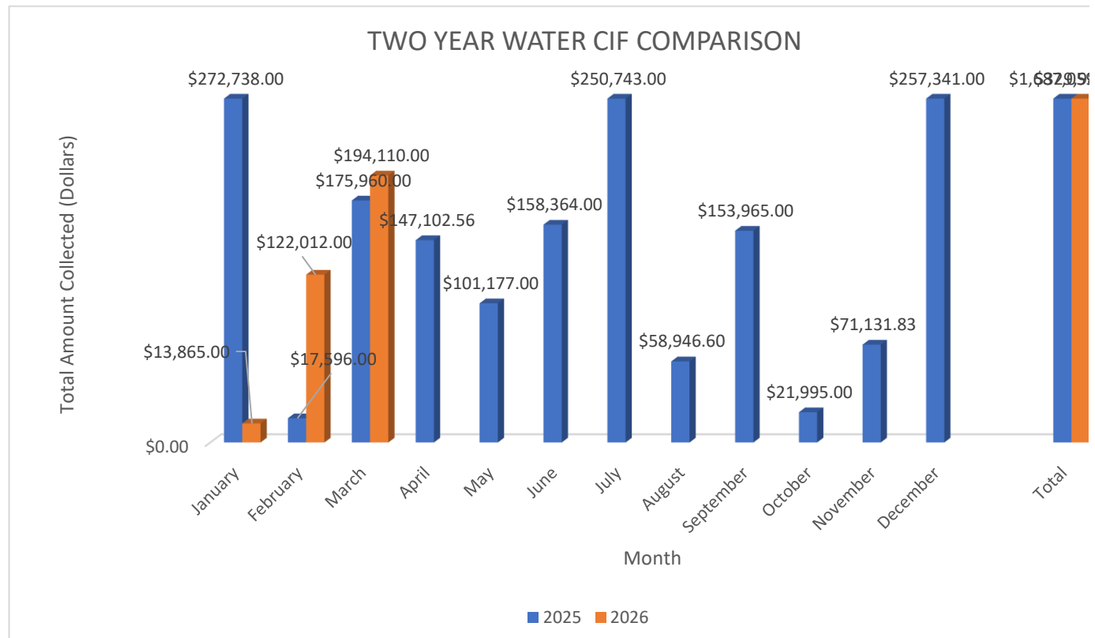


Water CIF Tracking as of April 10, 2026

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				
May-26				
Jun-26				
Jul-26				
Aug-26				
Sep-26				
Oct-26				
Nov-26				
Dec-26				
Total 2026	**7**	**112**	**119**	**$ 329,987.00**





CHARLES TOWN UTILITY BOARD
ENGINEER'S REPORT
APRIL 15, 2026

Water Projects

Chorine Gas System Replacement

- All new chlorine gas equipment has been installed and is currently in operation.
- Training on the new chlorine gas system was conducted on April 13th.
- Minor labeling is only item that remains.

Membrane/GAC Pilot Study

- GDF submitted pilot study protocol report to WVBPH. WVBPH approved of a 6-month proposed study.
- The membrane pilot study equipment delivery and installation occurred the week of April 6th.
- The GAC pilot unit delivery and installation is the week of April 13th.
- Snyder Environmental assisted with installation and plumbing. S&S assisted in electrical.

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

- Portable Water Systems will provide 2 temporary tanks and pressure system such that Mid-Atlantic can perform cleaning and joint sealant rehab work similar to last year's Huntfield Tank.
- Total cost for this work is $183,529. It will be scheduled for June/July.

Corrosion Inhibitor Change

- Letter was sent to Dan Mace of WV BPH on January 21, 2026, with notification of switching from a zinc orthophosphate to a blended polyorthophosphate.
- CTUB planned to switch corrosion inhibitors at the end of March 2026. Still waiting on Health Department approval from new Engineer.
- Reason for change is no zinc buildup in system and better product for the hard water source.

Sewer Projects

Collection System Project (RK&K Design)

- HRI has been making good progress with GDF RPR, Don Peglow, onsite. They are operating between 3-4 crews per week. Currently working on Lakeland and Jett's Farm pump stations and 8" gravity line along 11th and Forrest Streets.
- HRI expected to be Substantially Complete by June/July 2026.

New WWTP Design

- Existing condition H&H modeling is complete. Need to size new structures to run proposed condition. Currently designing new influent pump station and headworks. Preliminary process flow schematic is complete.
- Currently performing BioWin modeling operating various treatment trains at various flows and water quality conditions to optimize plant size.
- Wetland delineation upcoming this month.
- Beginning to look at new BNR basin and clarifier design.

Tuscawilla BNR/MBR Project Upgrade

- GD&F made site visit with MBR manufacturer to evaluate existing system. There was significant buildup on membrane modules when tank was drained.
- Currently talking with membrane manufacturers to assist in basin membrane replacement and installation of one (1) new MBR system so that plant can treat up to 0.5 MGD.
- New CAD drawing layouts ongoing.
- Decided to add MBR basin drain pumps so they can be quickly pumped down for inspection and cleaning in future.

New Maintenance Building

- Design complete, Building Permit received. Project will be put out to bid this month.
- Cost estimate is about $1,000,000.

Greenfield Forcemain

- Design complete, final easement received. Project will be put out to bid this month.
- Cost estimate is about $1,200,000.

Asbury Church Area Sewer Replacement

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

Flowing Springs Pump Station Upgrade

- Design is approximately 75% complete.
- Project consists of replacing pumps, controls, instrumentation, valves, VFDs, manhole and wet well rehabilitation and other various upgrades including electrical and HVAC.

Asset Management Plan

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

Ammonia Sensors at CTWWTP

- The influent and effluent online continuously monitoring ammonia sensors have been installed and are reading correctly. Microtech to tie signals into SCADA this month.

CTWWTP Flow Increases

- Plant effluent flows still remain back to normal (1.2-1.3 MGD average).

CTWWTP SBR Blower Issues

- GD&F decided it was best to send blower No. 2 to Excelsior in Blandon, PA, for a re-build rather than getting a new one, due to costs. Snyder Environmental has delivered blower No. 2 to factory for a re-build.
- Note that this blower manufacturer does not perform motor work. We may need to get new motor bearings and insulation following the blower re-build.
- If this work restores blower, we will send another one for a re-build.

Misc.

- GDF has been assisting CTUB with Developer Sewer drawing reviews and EDU questions.


GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #13
Thursday, March 26, 2026 @ 10:00 AM

Meeting Minutes

Prepared by: **Gwin, Dobson & Foreman, Inc.**
David Santelli, Project Manager
Issued: 3/30/2026

1. Review Minutes of Previous Meeting & Attendance

- Sign in.
- Review of Progress Meeting #12 minutes (issued 3/2/26).

2. Review of Work Progress since Previous Meeting

Lakeland:

- Power conduit completed with transformer pad, panel pad, odor control unit connected, and shelter completed.
- Generator set and duct banks completed.
- Waiting for panel delivery.

Burr East:

- Pump station construction near completion.
- Odor control unit installed.
- Waiting on power company connection prior to testing facility and tying into new force main.

Evitts Run:

- 30" gravity sewer installation completed.
- Laterals reconnected.
- Waiting for area to dry prior to final restoration and permanent seeding.

Jett Farm:

- 4" force main completed, tested, and connected to existing 6" force main.

11th Ave / Forrest:

- Rock grinding complete and structure APS-7 set.
- Pipe installed toward Structure APS-6.
- Due to spacing, Slip joint pipe had to be used (MJ Fittings wouldn't fit).

3. Planned Work

- Start-up and testing of Burr East Pump Station.
- Connect Burr East to new 6" force main.
- Install new fencing at Burr East.
- Bypass and install Structures 13, 14, and 15 at Jett Farm Pump Station.
- Begin pump station demolition at Jett Farm.
- Forrest / 11th Ave:
  - Install gravity sewer from Structure APS-10 to APS-9.
  - Continue installation from APS-7 toward APS-6.

- Site grading at Lakeland to new elevations in preparation for fencing.
- Forrest PS demo, HRI and CTUB to coordinate what equipment needs to be saved.
- CTUB to call First Energy to authorize power disconnect.

4. Field Observations, Problems, Conflicts & Coordination:

- **RFIs-** There has been 24 RFIs received to date with 0 outstanding.
- HRI to send in Moose bypass plan revision for approval.

5. Status of Construction Schedule & Contract Times

- Change Order No. 04 is currently pending final signatures from DEP.

  CO No. 04 includes PCO-10A, 10B, 10C, PCO-11, and a 29-day contract time extension related to power relocation delays and AIS compliant pipe support lead times.

  Current Contract:
  - Contract Status: 463 of 578 days have elapsed.
  - Substantial Completion Date: June 18, 2026 (18 months)
  - Final Completion Date: July 18, 2026 (19 months)

  Proposed Contract: *(once CO No. 4 is approved)*
  - *Substantial completion Date: July 17, 2026*
  - *Final Completion August 16, 2026*
  - *Total Contract Duration: 607 days*

6. Review of Submittals & Material Deliveries

- There have been 57 submittals, with 0 outstanding.

- Deliveries since last meeting:
  - 8X6 Wye fittings
  - 11th Ave. Pipe

- Upcoming deliveries:
  - Jetts panel boxes.
  - Moose panel boxes.
  - Misc Piping.

7. Maintenance of Quality and Work Standards

CTUB and Don agreed that HRI is performing quality work, noting that the 30" tie in went well. Keith (WVDEP) has visited the sights this month and had no issues with work completed.

8. Application for Payment

- Pay App. 12 for the work completed in February (2/1–2/28) 2026. was reviewed and turned over to CTUB for processing on 3/11/2026.

9. Testing

- Compaction testing at WV 51.
- Evitts has been tested, passed, and operational.
- Burr Main has been tested and passed.

Upcoming Testing

- 10” at Lakeland
- Jetts MH
- Forrest Main.

10. Other Pertinent Business

PCO 12 – Forrest Street Utility Conflict

- PCO 12 is currently under review for the revised installation required to avoid existing utility conflicts.
- The proposed revision includes shifting the alignment into the roadway, eliminating the casing, and tying into the existing 10" line using a cleanout and fitting.
- GD&F noted that the intent of the revision is to simplify the work and reduce cost while remaining consistent with the original proposal.
- HRI to submit revised pricing for review.
- Discussion to continue.
- CTUB to share camera footage to help with locating laterals.

Burr East Pump Station – Power Connection

- HRI reported that First Energy has revised the requirements for the Burr East power connection.
- Original plan was to reuse the existing pole inside the compound; however, First Energy has now indicated that a new pole will be installed at a different location.
- Waiting on First Energy to stake out the new pole location, after which HRI will reroute conduit to the new location and provide a sweep for connection.
- Schedule impact is unknown at this time pending First Energy field layout and installation.

Change Order No. 04

- CO No. 04 has been revised per DEP comments, CTUB has approved and signed. Pending final signatures from DEP.
- This change order includes PCO-10A, PCO-10B, PCO-10C, PCO-11, and the 29-day contract time extension.

Lakeland Power Coordination

- HRI to continue coordinating with Potomac Energy for final power connection at Lakeland once all conduit work is complete.

11. Future Meeting

- Next progress meeting will be Thursday, April 30, 2026 at 10:00 AM at CTUB Office with Zoom option.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David C. Santelli — 3/30/2026

David Santelli — Date
Project Manager

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

Meeting: 13
Date: 3/26/2026

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	David Santelli PM	GD&F	412.289.6875	dsantelli@gdfengineers.com
2.	Ed Barker	HRI	814 424 8877	ebarker@hriinc.com
3.	Tristen Bressler PE	HRI	814 5008193	tbressler@hriinc.com
4.	BRANDON CULBERTSON	HRI	814 251 5933	BCULBERTSON@HRIINC.COM
5.	TRAVIS MARKLEY	CTUB	304-725-2516	tmarkley@CTUBWV.COM
6.	Don Peglow	GDF	814 600 8438	dpeglow@gdfengineers.com
7.	Collin Cole	CTUB	(304) 995-6777	CCole@CTUBWV.COM
8.				
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15.				
16.				
17.				

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

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

April 15, 2026

Attachments:

Board Report 04.15.26.pdf

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS	*Account Continued*				
I2600250	03/31/26	BACTERIOLOGICAL TEST	Open	$230.00	$0.00		
I2600280	04/02/26	BACTERIOLOGICAL TEST	Open	$115.00	$0.00		
			Vendor Total:	**$503.00**			

Total Purchase Orders: 115 Total P.O. Line Items: 0 Total List Amount: $386,910.17 Total Void Amount: $0.00

This Packet: $ 386,910.17
Telamon, check dated 3/25/2026: 358.67
Tyler Tech, check dated 3/25/2026: 27,845.84
Security Deposit Refunds, checks dated 4/15/2026: 2,755.95

Total: $ 417,870.63

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
STHIN005		SHAFER, TROXELL & HOWE, LLC	*Account Continued*				
I2600225	03/27/26	TRBLSHT GORMAN & RUPP PUMPS	Open	$1,810.00	$0.00		
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2600081	03/30/26	TRUCK REPAIRS	Open	$1,285.34	$0.00		
STEVE015		STEVE WILLIAMS JR					
I2600277	04/15/26	PER DIEM: 4/26 - 5/01/26	Open	$374.00	$0.00		
STONE005		STONER ENTERPRISES INC					
I2600208	03/24/26	COOLER RENTAL@ 661 S GEORGE ST	Open	$15.55	$0.00		
TMOBI005		T-MOBILE					
I2600235	03/22/26	MONTHLY CELL SERVICE	Open	$644.08	$0.00		
TECHS005		TECH STAR MECHANICAL SERVICES					
P2600095	04/08/26	SERVICE FOR AC UNIT AT CTWWTP	Open	$343.44	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
I2600223	03/26/26	CHLORINE	Open	$2,804.11	$0.00		
I2600256	03/19/26	SRII	Open	$1,042.60	$0.00		
I2600257	03/19/26	SRII	Open	$240.60	$0.00		
			Vendor Total:	**$4,087.31**			
THOMA005		THOMAS NALLS					
I2600284	04/15/26	APR TANK LOT RENT	Open	$4,154.02	$0.00		
TYLER005		TYLER TECHNOLOGIES					
I2600278	03/31/26	UB NOTIFICATION	Open	$302.90	$0.00		
USBAN005		U.S. BANK					
I2600283	03/31/26	PCARD 9146	Open	$18,833.39	$0.00		
USALC010		USALCO, LLC					
I2600201	03/23/26	DELPAC 2500	Open	$7,952.00	$0.00		
VITAL005		VITAL SIGNS PLUS					
P2600079	03/30/26		Open	$164.85	$0.00		
WINCH030		WINCHESTER NOLAND CO.					
I2600232	03/26/26	BLEACH	Open	$51.48	$0.00		
P2600076	03/25/26	CABLE FOR POND AERATOR-TUSC	Open	$595.00	$0.00		
			Vendor Total:	**$646.48**			
WVAME005		WV AMERICAN WATER					
I2600221	03/18/26	SHUTOFFS, RECONNECTS	Open	$580.00	$0.00		
I2600279	04/09/26	USAGE DATA - 3,310	Open	$662.00	$0.00		
			Vendor Total:	**$1,242.00**			
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2600236	03/27/26	BACTERIOLOGICAL TEST	Open	$138.00	$0.00		
I2600249	03/31/26	FLOURIDE TEST	Open	$20.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
JEFFE005		JEFFERSON PUBLISHING COMPANY	*Account Continued*				
JPRFB005		JP & RF BURNS PARTNERSHIP					
I2600241	03/31/26	MAR LOADS - 60	Open	$10,920.00	$0.00		
KAYCA005		KAY CASTO & CHANEY PLLC					
I2600294	04/13/26	GENERAL: THRU 3/31/26	Open	$13,651.50	$0.00		
I2600295	04/13/26	CIF PSC CASE: THRU 3/31/26	Open	$5,784.00	$0.00		
			Vendor Total:	**$19,435.50**			
KMELE005		KM ELECTRICAL SOLUTIONS LLC					
P2600066	03/20/26	CTWWTP BLOWER RM EXHAUST FAN	Open	$1,100.00	$0.00		
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2600070	03/23/26	TIRES, ALIGNMENT, WIPERS	Open	$1,264.09	$0.00		
P2600091	04/06/26	OIL CHANGE AND SERVICE	Open	$271.88	$0.00		
			Vendor Total:	**$1,535.97**			
METLI005		METLIFE, INC					
P2600106	04/15/26	METLIFE	Open	$2,479.54	$0.00		
MIKED005		MIKE DENNIS					
I2600243	04/15/26	PER DIEM: 4/21 - 4/23/26	Open	$72.00	$0.00		
MIKES005		MIKE SIVIERO					
I2600296	04/15/26	PER DIEM: 4/26 - 5/01/26	Open	$374.00	$0.00		
MISSU005		MISS UTILITY OF WV, INC.					
I2600282	04/08/26	MESSAGE FEES: MAR	Open	$612.25	$0.00		
MMBRS005		MMBR SYSTEMS, LLC					
P2600096	03/04/26	MBR INSPECTION & REPORT	Open	$8,600.00	$0.00		
NHA00005		NH & A					
P2600073	03/24/26	ESET PROTECT ADVANCED-RENEW 3`	Open	$1,345.08	$0.00		
PATTO005		PATTON BUILDING SERVICES					
I2600239	03/31/26	CLEANING MAR	Open	$533.00	$0.00		
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
I2600275	04/08/26	SFTY CNSLTNG: 3/01 - 3/31/26	Open	$1,463.24	$0.00		
PUMPM005		PUMPMAN PITTSBURGH LLC					
I2600276	04/01/26	CTWWTP AMMONIUM PROBES	Open	$42,691.50	$0.00		
SGPLU005		SG PLUMBING, INC.					
P2600084	04/01/26	NEW METER, CROCK	Open	$1,500.00	$0.00		
P2600090	04/03/26	187 MORDINGTON AVE	Open	$1,350.00	$0.00		
P2600092	04/07/26	NEW METER 185 HALE RD	Open	$1,650.00	$0.00		
			Vendor Total:	**$4,500.00**			
STHIN005		SHAFER, TROXELL & HOWE, LLC					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
FREDE005		FREDERICKTOWNE LABS INC	*Account Continued*				
I2600265	03/01/26	TESTING	Open	$3,821.99	$0.00		
I2600266	04/02/26	TESTING	Open	$5,646.96	$0.00		
			Vendor Total:	**$9,468.95**			
GERAL005		GERALD TAYLOR CO., INC.					
I2600213	03/23/26	PUMP / TRANSPORT	Open	$986.88	$0.00		
I2600214	03/23/26	SUPERVAC	Open	$2,510.84	$0.00		
I2600224	03/26/26	PUMP / TRANSPORT	Open	$597.36	$0.00		
I2600267	03/31/26	PUMP / TRANSPORT	Open	$767.86	$0.00		
I2600268	03/31/26	TRANSPORT	Open	$894.96	$0.00		
I2600269	03/31/26	SUPERVAC	Open	$4,207.60	$0.00		
			Vendor Total:	**$9,965.50**			
GRANI005		GRANICUS					
P2600010	02/24/26	Granicus Software	Open	$1,871.43	$0.00		
GUTTM005		GUTTMAN ENERGY					
I2600199	03/22/26	W/E 3/22/26	Open	$1,972.97	$0.00		
I2600233	03/29/26	W/E 3/29/26	Open	$2,720.97	$0.00		
I2600270	04/05/26	W/E 4/05/26	Open	$2,005.11	$0.00		
			Vendor Total:	**$6,699.05**			
GWIND005		GWIN DOBSON & FOREMAN INC					
I2600291	03/31/26	WA RETAINER SVCS	Open	$592.80	$0.00		
I2600292	03/31/26	CT ASSET MNGMNT PLAN	Open	$1,732.65	$0.00		
I2600293	03/31/26	WW RETAINER SVCS	Open	$889.20	$0.00		
			Vendor Total:	**$3,214.65**			
HACHC005		HACH COMPANY					
I2600271	04/04/26	DR3900 ANNUAL SVC RNWL	Open	$990.00	$0.00		
HDSUP005		HD SUPPLY INC					
I2600272	04/02/26	CHEMKEY	Open	$185.97	$0.00		
P2600082	03/30/26	FOR CTWWTP	Open	$2,003.08	$0.00		
			Vendor Total:	**$2,189.05**			
INWOO005		INWOOD QUARRY, INC.					
I2600200	03/23/26	C2 & I10 PICKUPS: 3/23/26	Open	$2,098.44	$0.00		
I2600240	03/04/26	C2 & I10 & I8 PICKUPS: 3/04/26	Open	$1,854.26	$0.00		
I2600273	04/06/26	C2 PICKUPS: 4/06/26	Open	$2,187.08	$0.00		
			Vendor Total:	**$6,139.78**			
IRONM005		IRON MOUNTAIN, INC					
I2600226	11/30/25	SHREDDING, STORAGE	Open	$1,433.33	$0.00		
I2600227	12/31/25	SHREDDING, STORAGE	Open	$1,878.12	$0.00		
I2600234	03/31/26	SHREDDING, STORAGE	Open	$1,746.63	$0.00		
			Vendor Total:	**$5,058.08**			
JEFFE005		JEFFERSON PUBLISHING COMPANY					
I2600274	03/26/26	CLASSIFIED: 3/26/26	Open	$37.86	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
COREM005		CORE & MAIN INC	*Account Continued*				
I2600259	04/07/26	BALL CURB STOP	Open	$143.56	$0.00		
P2600033	03/06/26	VAVLE REPLACEMENT WTP	Open	$3,408.64	$0.00		
P2600045	03/12/26	219 N MILDRED 4 IN FIRE LINE	Open	$7,004.74	$0.00		
P2600056	03/16/26	MISC FOR STEVE W - SWR	Open	$326.10	$0.00		
P2600064	03/19/26	301 S GEORGE NEW SRV UPGRADE	Open	$3,817.69	$0.00		
P2600065	03/19/26	WATER STOCK	Open	$3,916.08	$0.00		
P2600069	03/23/26	SDR35	Open	$287.12	$0.00		
P2600074	03/25/26	417 E 12TH AVE WATER SERVICE	Open	$190.12	$0.00		
P2600078	03/27/26	FOR STEVE W	Open	$6,876.50	$0.00		
			Vendor Total:	**$28,901.83**			
CORPO005		CORPORATION OF RANSON					
I2600290	03/31/26	MAR UT COLLECTIONS	Open	$4,998.94	$0.00		
COYNE005		COYNE CHEMICAL INC					
I2600209	03/24/26	ZETAG 8848 FS	Open	$10,684.45	$0.00		
I2600210	03/24/26	MICRO C2000	Open	$3,733.20	$0.00		
I2600230	03/26/26	AMMONIUM SULFATE 40% NSF	Open	$1,586.00	$0.00		
I2600260	04/02/26	AMMONIUM SULFATE 40% NSF	Open	$1,586.00	$0.00		
			Vendor Total:	**$17,589.65**			
CUMMI010		CUMMINS, INC					
I2600211	03/25/26	PM: WILLOW SPRINGS PS	Open	$652.07	$0.00		
I2600212	03/25/26	PM: TWWTP	Open	$1,905.80	$0.00		
I2600245	04/02/26	PM: S SAMUEL ST	Open	$547.65	$0.00		
I2600246	04/03/26	PM: FLOWING SPRINGS PS	Open	$884.44	$0.00		
I2600247	04/03/26	PM: DEMORY FARMS PS	Open	$633.52	$0.00		
I2600261	04/06/26	PM: HUNTFIELD PS	Open	$884.44	$0.00		
I2600262	04/07/26	PM: CRAIGHILL PS	Open	$547.66	$0.00		
I2600263	04/07/26	PM: CLARENCE DR PS	Open	$633.52	$0.00		
I2600281	04/09/26	PM: CTWWTP	Open	$1,992.60	$0.00		
I2600285	04/08/26	PM: GLEN HAVEN	Open	$550.52	$0.00		
I2600286	04/08/26	PM: HUNTFIELD	Open	$862.15	$0.00		
I2600287	04/10/26	PM: BURNS ST	Open	$862.15	$0.00		
I2600288	04/10/26	PM: WTP	Open	$1,006.67	$0.00		
			Vendor Total:	**$11,963.19**			
DEPTO005		DEPT OF ENVIRONMENTAL PROTECTI					
I2600248	04/03/26	WWTP LAB CERT RNWL 2026	Open	$80.00	$0.00		
DERIC005		DERICK TITUS					
I2600242	04/15/26	PER DIEM: 4/21 - 4/23/26	Open	$72.00	$0.00		
ENCOV005		ENCOVA INSURANCE					
I2600264	04/01/26	INSTALLMENT	Open	$3,456.00	$0.00		
FIRES005		FIRE SAFETY EQUIPMENT SUPPLY					
P2600071	03/23/26	NEW FIRE EXTINGUISHERS	Open	$160.00	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					

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: *04/15/26 to 06/30/26*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
3RDTI005		3RD TIME TRUCKING					
I2600251	03/04/26	HAULING	Open	$863.03	$0.00		
I2600252	03/23/26	HAULING	Open	$987.07	$0.00		
			Vendor Total:	**$1,850.10**			
ALEXS005		ALEX SHADE					
I2600253	04/15/26	PER DIEM: 4/26 - 5/01/26	Open	$374.00	$0.00		
AMERI015		AMERIGAS PROPANE LP					
I2600222	03/28/26	PROPANE: WOODLAWN	Open	$204.90	$0.00		
I2600229	03/31/26	TANK RENTAL: SPRUCE HILL	Open	$172.88	$0.00		
			Vendor Total:	**$377.78**			
ARDEN005		ARDEN EQUIPMENT REPAIR, INC					
P2600028	03/04/26	MAINTENANCE FOR MOWERS-SEWER	Open	$713.10	$0.00		
CENTR005		CENTRISYS CORPORATION					
P2600098	03/25/26	CS21-4 SPARE ROTATING ASSEMBLY	Open	$67,380.00	$0.00		
CHAMP005		CHAMPION OUTPUT SOLUTIONS INC					
I2600254	03/31/26	POSTAGE 4 PRINTING SVCS MAR	Open	$13,135.24	$0.00		
I2600255	03/31/26	PRINTING SVCS MAR	Open	$4,994.75	$0.00		
			Vendor Total:	**$18,129.99**			
CHSTR005		CHS TRAFFIC CONTROL SERVICES I					
P2600080	03/30/26	TRAFFIC CONTROL-LEAK REPAIR	Open	$1,365.00	$0.00		
CITYE005		CITY ELECTRIC SUPPLY INC					
P2600077	03/26/26	FUSES FOR TUSCAWILLA PLANT	Open	$35.00	$0.00		
CITYN005		CITY NATIONAL BANK					
I2600237	04/01/26	LOCKBOX SVCS: MAR	Open	$209.52	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2600228	04/15/26	ANNUAL LOAN PAYMENT	Open	$12,816.00	$0.00		
I2600244	03/26/26	JAN UTILITIES@ 661 S GEORGE ST	Open	$1,628.87	$0.00		
I2600289	03/31/26	UB COLLECTIONS MAR	Open	$24,154.41	$0.00		
			Vendor Total:	**$38,599.28**			
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
I2600238	04/01/26	APR 2026 PROFF SVCS	Open	$7,000.00	$0.00		
COREM005		CORE & MAIN INC					
I2600207	03/23/26	BRS 90 PJ	Open	$194.40	$0.00		
I2600231	03/27/26	MTR IDLER, HYMAX CPLG	Open	$2,149.02	$0.00		
I2600258	04/07/26	BALL CURB STOP	Open	$587.86	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, April 15, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - April 22, 2026 at 4:00 P.M.