CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, APRIL 29, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of April 15, 2026 Regular Meeting Minutes
   UB Minutes 04.15.26.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/84938883644?pwd=fLmjc0bIWf3u8iab0yCsHwyxvCS5rm.1

   Meeting ID:849 3888 3644
   Passcode: 853660
   (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. 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.
Statement of Qualifications - Potesta.pdf

c. Update on Jefferson County Parks and Recreation - Request for Sewer Service for Hite Road Park
Cochran Property-Hite Road-North Jefferson Elem-Fox Glen_Sewer Extension Estimate_4-24-26.pdf
Hite Park-N Jefferson Elem-Cochran_Sewermain Extension_4-24-26.pdf

4. **NEW BUSINESS**
   a. Inquiry for Data Center Development in Summit Point
   b. Collection System Project - Resolution No. 29 - CWSRF No. 10, Pay App No. 13
   Collection System Project - Resolution No. 29 - CWSRF No. 10, Pay App No. 13.pdf
   c. Collection System Project - Resolution No. 30 - CIF No. 22
   Collection System Project - Resolution No. 30 - CIF No. 22.pdf
   d. Chlorine Room Modification Project - Resolution No. 4 - Pay App No. 04
   Chlorine Room Modification Project - Resolution No. 4 - Pay App No. 04.pdf
   e. Quote for Topsoil Building
   Topsoil Building Quote.pdf

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

6. **APPROVAL OF BILLS**
   a. April 29, 2026
   Board Report 04.29.26.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - May 13, 2026 at 4:00 P.M.
   b. Miscellaneous
   Response to J. Milliron Public Comment.pdf

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of April 15, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 04.15.26.pdf

Charles Town Utility Board
Regular Board Meeting
April 15, 2026

The Charles Town Utility Board held a regular meeting on April 15, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were April Shultz, Interim Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of March 23, 2026 Special Meeting Minutes
Approval of March 24, 2026 Special Meeting Minutes
Approval of April 1, 2026 Special Meeting Minutes

The Chairman called for changes or corrections to the special meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the March 23, 2026, March 24, 2026 and the April1, 2026 special meeting minutes as presented.**

Approval of March 25, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the March regular meeting minutes. Mr. Maxey suggested a minor change regarding the centrifuge item.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the March 25, 2026 regular meeting minutes as amended.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

NEW BUSINESS

Approval of Employment Contract for New Utility General Manager

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously authorized the Employment Agreement for Paul Mantello to serve as CTUB Utility General Manager beginning April 20, 2026, and to authorize the Board Chair to execute the contract and any necessary related documents.**

Mr. Mantello was in the audience to sign the contract.

Pump Repair Quote from STH for Tuscawilla WWTP

Mrs. Shultz included the quote from STH to repair a pump for the Tuscawilla wastewater plant.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously the quote from STH to repair the pump for the Tuscawilla treatment plant.**

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.

Evitts Run Sewer Line Documentation Proposal from GDF

Mr. Eckenrode provided the Board with a task order to provide documentation regarding the Evitts Run Gravity Sewer Line failure not to exceed $2,500.00.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the task order from GDF for the Evitts Run Sewer Line documentation.

Resolution 2026-01 - FY 2026 Budget Revisions

Mrs. Shultz briefed the Board on the minor revisions to the FY 2026 water and sewer operating budgets. She provided the overall budget revisions for FY 2026 were not significant, but primarily line item reclasses. She did mention water may need a rate increase based on revenues and expenditures. The Board provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Resolution 2026-01 – FY 2026 Budget Revisions and allow for the new General Manager to review in preparation for the new FY2027 budget.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved rescheduling the April 22nd regular board meeting to April 29th.

MANAGER REPORTS

Utility Manager Report

Mrs. Shultz provided her report on this month's sewer and water efforts, including a meter replacement project, the completion of the Chlorine Room Project, new employee hires and PFAS results which were all well below the threshold as detailed in the Board Policy. She also mentioned that Mrs. Wilson will be sending out the letter to Summit Point as directed by the Board at the last meeting.

Mr. Eckenrode provided a brief review of the projects that GDF is currently working on, including getting an evaluation for repairs on the blower at the Charles Town wastewater plant instead of purchasing a new one, the membrane GAC pilot study installed at the water plant and the Collections Project wrapping up in the next few months. The Board provided discussions on the report. Mrs. Parker requested the WAC minutes be added to the Manager's Report.

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

April 15, 2026

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, 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.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:39 P.M. for an update on WV PSC Case 25-1000-LRR-WS-C as well as other WV PSC pending cases under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.**

The Board invited Mr. Mantello to join executive session.

The Board convened back into public session at 5:31 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 5:32 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, April 29, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 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 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

Attachments:

Statement of Qualifications - Potesta.pdf

April 15, 2026

Ashley Stottlemyer
Charles Town Utility Board
661 S. George Street
Charles Town, West Virginia 25414

RE: RFP for Engineering Services
Water and Sewer Service Extensions
Summit Point Motorsports Park and Vicinity
Project No. 0103-26-0107

Dear Ms. Stottlemyer:

Potesta & Associates, Inc. (POTESTA) is pleased to submit this Statement of Qualifications to the City of Charles Town Utility Board (CTUB) and the City of Charles Town to provide engineering services for the extension of public water and sewer service to the vicinity of the Summit Point Motorsports Park in Jefferson County, West Virginia. POTESTA has served—and continues to serve—as the Engineer-of-Record for numerous utility providers and municipalities on projects involving water and sewer system extensions, source and supply development, treatment facilities, pump stations, storage infrastructure, and system rehabilitation, supporting reliable and sustainable utility service for long-term community growth. We address aging infrastructure, system capacity needs, and regulatory considerations, and are well-equipped to provide professional engineering services for the proposed water and sewer service extensions.

POTESTA understands that a prior evaluation of the utility infrastructure at Summit Point Motorsports Park was completed, and POTESTA is ready to guide the project from the design phase through final construction, including the development of engineering analyses and reports, the design of water and wastewater system improvements, and the preparation of procurement and contract documentation. Our team will support contractor selection, coordinate property access and right-of-way needs, perform surveying and mapping, and manage environmental permitting and regulatory compliance. During construction, we will provide oversight and inspection services, along with project closeout documentation. We also offer ongoing planning support to help optimize system capacity, performance, and long-term reliability.

We have a strong background in design-build projects and understand this project as a strategic extension of public utility infrastructure that must balance constructability, regulatory requirements, and long-term system performance. POTESTA recognizes that the concept design/detailed design/construction document phase benefits from having input from the other partners on the team to deliver an innovative, successful project from conception to completion.

Notable design/build projects include:

- Expansion and Renovation of the Charleston Civic Center (Charleston, WV)

- WVU Transportation Center and Garage (Morgantown, WV)
- Data Center/Broadband Educational and Training Center (Grant County, WV)
- Middle Mile Fiber Optic Broadband Network (Grant County, WV)
- Marshall University Brad D. Smith Schools of Business (Huntington, WV)
- Marshall University Biotechnology Center (Huntington, WV)
- Glenville State University Student Residence Hall (Glenville, WV)
- University of Charleston Brotherton Residence Hall (Charleston, WV)
- University of Charleston Innovation Center (Charleston, WV)
- Marshall University Third Avenue Parking Garage (Huntington, WV)
- Widening of I-64, 3.5 miles from four to six lanes (Huntington, WV)
    - Included a storm sewer system under the center parapet wall along the entire length of the project.

Our familiarity with Jefferson County will be key to efficiently advancing the project through permitting, coordination, and design by leveraging our knowledge of local agencies, requirements, and conditions. We are currently working for West Virginia American Water (WVAW) – Eastern Operating Area to design a sanitary sewer collection system, a lift station, and a force main to convey wastewater from the Keyes Ferry Subdivision to the WVAW Eastern Jefferson WWTP, serving approximately 250 customers. The project includes approximately two miles of sewer line, a river and railroad crossing, Phase 2 system extensions totaling 5,100 LF, and upgrades to the Deerwood Pump Station, including new controls, pumps, and a chlorination system. Over the years, POTESTA has developed extensive experience in Jefferson County, supporting a variety of commercial, industrial, and residential projects through all phases of development, including utility infrastructure design, environmental permitting, regulatory coordination, and construction administration.

The information provided in this Statement of Qualifications addresses the requirements outlined in your solicitation. POTESTA's technical expertise, staff experience, and proximity to the project site enable us to support CTUB and the City of Charles Town successfully. Our team is committed to clear communication, responsiveness, and cost-effective solutions that support reliable project delivery. We appreciate your consideration and look forward to the opportunity to assist with this important project.

Sincerely,

POTESTA & ASSOCIATES, INC.

Dana L. Burns

Dana L. Burns, PE, PS
President

DLB/kjt

Statement of QUALIFICATIONS

PREPARED FOR:

CITY OF CHARLES TOWN / CHARLES TOWN UTILITY BOARD
661 S. George Street
Charles Town, West Virginia 25414

WATER & SEWER SERVICE EXTENSIONS

Summit Point Motorsports Park & Vicinity

PREPARED BY:

POTESTA
Engineers and Environmental Consultants

CHARLESTON
7012 MacCorkle Ave., SE
Charleston, WV 25304
(304) 342-1400

MORGANTOWN
125 Lakeview Dr.
Morgantown, WV 26508
(304) 225-2245

WINCHESTER
15 South Braddock St.
Winchester, VA 22601
(540) 450-0180



Project Contact:
K. Joe Knechtel, PE ⏩ kjknechtel@potesta.com
15 S. Braddock Street ⏩ Winchester, VA 22601

Submission Date:
April 17, 2026
Project Number ⏩ 0103-26-0107

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QUALIFICATIONS / TECHNICAL EXPERTISE

Proven. Practical. Reliable



POTESTA
Engineers and Environmental Consultants

COMPANY PROFILE

Incorporated in 1997 in Charleston, West Virginia by Mr. Ronald R. Potesta, POTESTA is a full-service engineering and environmental consulting firm that has been delivering exceptional services across the Mid-Atlantic region since its inception. Our firm operates under a centralized leadership team, and each project is managed by a designated Project Manager to ensure accountability, communication, and consistent project delivery.

We serve a diverse range of clients, including local, state, and federal agencies, as well as industries such as mining, manufacturing, utilities, waste management, land development, legal, finance, insurance, education, construction, and architecture.

MAIN POINT OF CONTACT

Dana L. Burns, PE, PS
President
dlburns@potesta.com
(304) 342-1400

With over 29 years of proven success, we've delivered countless projects marked by quality, reliability, and lasting client relationships.





OFFICE LOCATIONS



MORGANTOWN, WV


WINCHESTER, VA



CHARLESTON, WV

90+ EMPLOYEES

- **27** Engineers
- **39** Technical Support
- **14** Environmental
- **11** Administrative



SERVICES

ENGINEERING SERVICES

- Civil Engineering
- Geotechnical Engineering
- Water Resources Engineering
- Environmental Engineering
- Site Design
- Stormwater Management
- Water & Wastewater Design
- Transportation Engineering
- Mining Engineering
- Construction Monitoring
- Surveying & CADD

ENVIRONMENTAL SERVICES

- Wetlands & Ecological Studies
- Remediation & Contaminated Site Cleanup
- Air Quality & Emissions Monitoring
- Waste Management & Recycling
- Environmental Site Assessments
- Water & Wastewater Management
- Hazardous Materials Management

REGULATORY SERVICES

- Permitting
- Environmental Impact Assessments (NEPA)
- Regulatory Liaison
- Health & Safety Plans
- Risk Management & Due Diligence

SPECIALIZED SERVICES

- Geographic Information Systems
- Renewable Energy Consulting
- Oil & Gas Consulting
- Coal Supply & Procurement
- Land Management Services
- Litigation Support

POTESTA
Engineers and Environmental Consultants

CIVIL / SITE ENGINEERING

POTESTA has significant experience supporting commercial, industrial, and mixed-use developments, working closely with developers, architects, municipalities, and contractors to deliver preliminary engineering and design development, prepare construction documents, coordinate permitting and regulatory approvals, and provide construction-phase services that guide projects efficiently from concept through construction. Our engineering team has experience with both traditional and design-build delivery methods, offering expertise in all major areas of civil engineering, including site development, utility and infrastructure design, roadway design, grading plans, and stormwater management.

In addition to engineering services, POTESTA provides environmental consulting and regulatory compliance support, helping projects efficiently navigate permitting and agency coordination from concept through construction.



UTILITY PLANNING AND ENGINEERING SERVICES

PRELIMINARY ENGINEERING

- **Feasibility Evaluations & Route Selection**
- **Surveying & GIS Mapping**
- **Utility Planning, Design, & Coordination**
- **Preliminary Grading, Drainage, & Trench Design Considerations**
- **Stormwater & Erosion Control Planning**
- **Geotechnical Exploration & Subsurface Evaluation**
- **Permitting & Regulatory Coordination**
- **Engineer's Opinion of Probable Construction Cost**

DESIGN SERVICES

- **Utility Alignment & Profile Design**
- **Water Distribution System Design**
- **Sanitary Sewer Design**
- **Hydraulic & System Capacity Analysis**
- **Grading, Drainage, & Trench Design**
- **Erosion & Sediment Control / Stormwater Management**
- **Geotechnical Evaluation & Subsurface Considerations**
- **Earth Retaining Structures (as needed)**
- **Access Road Design for Construction & Maintenance (as needed)**
- **Construction Drawings, Technical Specifications, & Contract Documents**

POTESTA
Engineers and Environmental Consultants

UTILITY INFRASTRUCTURE DESIGN

Successful land development requires reliable utility infrastructure to support multiple tenants and accommodate future growth. POTESTA provides planning and design services for utility infrastructure, including water, sanitary sewer, stormwater, natural gas, electric, and telecommunications. Our team evaluates existing utility capacity and designs the extensions and connections needed to serve developments while maintaining efficient and reliable system performance.

We have facilitated numerous water and sewer extensions to serve new and existing developments, as well as extensions for other purposes, including protecting public health, meeting regulatory requirements, improving system reliability and efficiency, addressing environmental concerns, serving underserved areas, and supporting infrastructure projects.

POTESTA maintains several master agreements with municipalities and utility authorities to advance improvements from initial evaluation through design and construction.



WATER & WASTEWATER INFRASTRUCTURE PLANNING, DESIGN, & SUPPORT

- **Water Transmission & Distribution System Design and Expansion**
- **Utility Crossings & Complex Installation Design**
- **Pressure Management, Pumping Systems, & Capacity Optimization**
- **Pipeline Rehabilitation, Replacement, & Relining**
- **Water Storage Facilities & Rehabilitation**
- **Water Treatment Plant (WTP) Design, Upgrades, & Advanced Treatment Processes**
- **Wastewater Treatment Plant (WWTP) Design, Upgrades, & Operational Support**
- **Collection & Conveyance Systems (Gravity Sewers, Force Mains, Pump Stations)**
- **Combined Sewer & Stormwater System Improvements**
- **Sludge & Residuals Management**
- **Water Reuse & Resource Recovery Solutions**
- **Stormwater Drainage & Infrastructure Improvements**
- **Planning, Permitting, Regulatory Coordination, & Technical Support Services**

POTESTA
Engineers and Environmental Consultants

GEOTECHNICAL ENGINEERING

POTESTA offers experienced engineers skilled in applying advanced technologies for subsurface explorations, monitoring well and piezometer installations, foundation recommendations for structures such as pump stations and tanks, slope stability analysis, retaining wall design, and site stabilization solutions. Our team has extensive experience evaluating subsurface conditions and performing site-specific testing to support water and sewer extensions, including trench design, pipeline installation, and utility corridor development. We routinely evaluate and design retaining walls and slope stabilization measures to address elevation changes, earth retention, and site constraints, incorporating appropriate materials and construction methods to meet project-specific needs, regulatory requirements, and constructability considerations.



SUBSURFACE EXPLORATIONS

- **Preliminary Site Reconnaissance —** On-site evaluation to assess existing conditions, topography, drainage patterns, access constraints, and potential geotechnical considerations that may influence utility alignments and installation.
- **Development of Exploration Program —** Preparation of a site-specific subsurface exploration plan to evaluate soil, rock, and groundwater conditions along proposed utility corridors. Our staff is experienced in drilling and rock coring, sample collection, soil and rock classification, and monitoring well and piezometer installations.
- **Review of Available Data —** Evaluation of existing geotechnical reports, historical records, and available regulatory or geological data to supplement field investigations and refine the exploration program.
- **Geotechnical Analysis and Recommendations —** Analysis of subsurface conditions to develop recommendations for trench design, pipe bedding and backfill, groundwater control, slope stability, and earth retention systems to support safe, efficient, and constructible water and sewer extensions.

SLOPE STABILITY & REMEDIAL DESIGN

- **Slope Stability Analysis & Stabilization Strategies —** Evaluation of soil and rock strength parameters to support safe excavation, trenching, and utility corridor development, including design of stable slopes and mitigation measures along pipeline alignments.
- **Retaining Structure Design —** Design of retaining systems to accommodate grade changes and support utility installation, including reinforced concrete walls, soldier pile and lagging walls, sheet piles, gabion walls, and reinforced earth systems for trench support and corridor stabilization.
- **Site Stabilization & Remedial Design —** Evaluation of subsurface and groundwater conditions and development of stabilization measures such as regrading, groundwater control, and earth retention systems to address constructability challenges and maintain long-term performance of utility infrastructure.

FOUNDATION DESIGN FOR UTILITY STRUCTURES & CONSTRUTION SUPPORT

- **Foundation System Evaluation & Cost Analysis —** Evaluation of alternative foundation systems for utility-related structures such as pump stations, tanks, and appurtenances, including shallow and deep foundation options, with consideration of subsurface conditions, structural loads, and construction costs.

- **Preliminary Foundation Recommendations —** Development of preliminary foundation concepts based on subsurface conditions, anticipated loads, and grading constraints to support early planning and design of utility infrastructure.

- **Final Foundation Design Recommendations —** Refinement of preliminary concepts into final foundation recommendations suitable for construction documents, including allowable bearing capacities, foundation elevations, settlement considerations, and design parameters for utility structures.

- **Construction Considerations & Design Support —** Recommendations for excavation support, trench stability, subgrade preparation, and groundwater control to support safe and efficient installation of pipelines and associated utility structures.



POTESTA
Engineers and Environmental Consultants

SURVEYING / MAPPING

POTESTA provides professional surveying services throughout the state and surrounding region. Our team includes licensed professional land surveyors and professional engineers with extensive experience supporting land development projects, including water and sewer extensions, geotechnical investigations, roadway improvements, and utility installations. POTESTA has the capacity to operate three two-person survey crews, delivering accurate surveys and mapping that meet National Map Accuracy Standards, American Congress on Surveying and Mapping guidelines, National Society of Professional Surveyors standards, and other applicable quality benchmarks.

SURVEYING & MAPPING SERVICES FOR SITE DEVELOPMENT & UTILITIES

- **ALTA/NSPS Land Title Surveys**
- **Property Boundary & Lot Line Surveys**
- **Subdivision & Land Development Surveys**
- **Topographic Surveys & Contour Mapping**
- **Easement & Right-of-Way Surveys for Utility Corridors**
- **Utility Location, Mapping, & Coordination**
- **Subsurface Utility Engineering (SUE) (via subcontractor, as applicable)**
- **Digital Terrain Models (DTM) & 3D Surface Modeling**
- **GIS Data Analysis & Mapping**
- **Construction Staking & Layout (utilities, roadways, site features)**
- **As-Built & Construction Verification Surveys**
- **Construction Progress Monitoring**
- **CAD Drafting & Survey Plan Preparation**
- **Aerial & UAV/Drone Surveys (via subcontractor, as applicable)**

POTESTA utilizes advanced surveying and design technologies, including Total Station instruments, Trimble R-8 GNSS and RTK GPS systems, and industry-leading software such as AutoCAD and Autodesk Civil 3D, to support precise data collection and efficient project design. Our CADD department integrates survey data to develop accurate topographic mapping and detailed 3D models that enhance project planning, design, and visualization.



POTESTA
Engineers and Environmental Consultants

PERMITTING / REGULATORY COMPLIANCE

Beyond engineering design, POTESTA provides comprehensive environmental permitting and regulatory compliance services critical to the successful advancement of land development and utility extension projects. Our multidisciplinary team identifies applicable federal, state, and local regulatory requirements early in the project and integrates permitting strategies into planning, design, and construction. We routinely coordinate with state and federal agencies, including WVDEP and the U.S. Army Corps of Engineers (USACE), as well as local jurisdictions and utility authorities, to streamline approvals, minimize delays, and maintain compliance.



With extensive experience navigating environmental permitting requirements for utility extension projects, POTESTA prepares permit applications, develops supporting technical documentation, and coordinates regulatory compliance for work involving trenching and excavation, stormwater management, erosion and sediment control, stream and wetland crossings, and other environmental considerations. Our proactive approach facilitates efficient project delivery while minimizing environmental and regulatory risks.

ENVIRONMENTAL PERMITTING & AGENCY COORDINATION

- **Environmental Constraints & Risk Assessments**
- **Floodplain Impact Analysis**
- **Stream & Wetland Delineation**
- **Cultural, Archaeological, & Historic Resource Coordination**
- **Invasive Species Management**
- **Environmental Sampling & Remediation Support**
- **Stream Restoration & Stabilization Design**
- **Post-Construction Monitoring & Reporting**
- **Endangered Species Coordination & Biological Assessments**
- **Water Quality Assessments**
- **Wetland Mitigation Planning**
- **Revegetation & Habitat Restoration Planning**
- **Phase I Environmental Site Assessments**
- **Stormwater Management & Erosion & Sediment Control Design**
- **Environmental Compliance Monitoring**
- **Regulatory & Permitting Support**

POTESTA
Engineers and Environmental Consultants

CONSTRUCTION PHASE SERVICES

Successful project delivery requires careful oversight during construction. Construction phase services include essential activities that support the successful implementation of engineering designs in the field. POTESTA provides construction monitoring and contract administration services to help clients meet regulatory and contractual requirements. Our team verifies that contractor activities comply with design plans and specifications while serving as an extension of the client's staff throughout construction. These services help ensure projects are completed efficiently, safely, and in accordance with project standards.



CONSTRUCTION OBSERVATION

- **Construction Oversight —** Full-time or periodic construction monitoring to verify compliance with design plans, specifications, safety requirements, and quality standards.
- **Quality Assurance / Quality Control (QA/QC) —** Inspections and testing of construction materials and workmanship, identification of deficiencies, and verification of corrective actions.
- **Documentation & Record-Keeping —** Maintenance of detailed records of construction activities, inspections, testing results, and approvals.
- **Environmental Compliance Monitoring —** Verification that construction activities comply with environmental permits and minimize impacts to surrounding resources.

CONSTRUCTION ADMINISTRATION

- **Project Coordination & Meetings —** Participation in pre-construction conferences, progress meetings, and coordination with contractors and project stakeholders.
- **Progress Monitoring & Reporting —** Tracking construction progress, identifying potential issues or delays, and providing regular updates to the client.
- **Contract Administration —** Interpretation of contract documents, preparation of clarifications or supplemental instructions, and management of change orders and claims.
- **Contractor Submittal & Payment Review —** Review of shop drawings, product data, schedules, and contractor payment applications, and preparation of Certificates of Substantial Completion.



MANAGEMENT & STAFFING CAPABILITIES

Skilled. Ready. Capable.

POTESTA
Engineers and Environmental Consultants

STAFFING PLAN



DANA L. BURNS, PE, PS
Principal-in-Charge — 47 Yrs.

Directs day-to-day operations and management of technical and support staff.

K. JOE KNECHTEL, PE
Project Manager — 35 Yrs.

Project activities perform under his direction and maintains schedule and budget.

CIVIL ENGINEERING / SITE DESIGN

Josh Messmer – 6 Yrs.
Mark Kiser, PE, LRS – 42 Yrs.
Kyle Stollings, PE – 42 Yrs.
Jarrett Smith, PE – 23 Yrs.
Paul Maggard, PE – 26 Yrs.
Daniel Boyles, EIT – 6 Yrs.
Matt McLane – 30 Yrs.

WATER & WASTEWATER ENGINEERING

Mark Sankoff, PE, PS – 42 Yrs.
Terence Moran, PE – 38 Yrs.
Bob Bragg, PE – 28 Yrs.
Robert Ammirato, PE – 22 Yrs.
Bill Cox – 15 Yrs.
Derek Rader – 5 Yrs.
Ahmet Oruc – 3 Yrs.

GEOTECHNICAL ENGINEERING

Chris Grose, LRS – 34 Yrs.
David Sharp, PE – 32 Yrs.
Peter Potesta – 13 Yrs.

PERMITTING & REGULATORY COMPLIANCE

Cole Davis – 4Yrs.
Jessica Yeager – 30 Yrs.
Christina Parsons – 26 Yrs.
Timothy Ferguson – 18 Yrs.
Leah Creathers – 19 Yrs.
Justin Collins – 4 Yrs.

CADD & GEOSPATIAL SERVICES

Chip Haden (GIS) – 15 Yrs.
Charles Mosholder – 45 Yrs.
Michael Sankoff – 35 Yrs.
Brian Leedy – 24 Yrs.
Russ Lester – 35 Yrs.
Joe Martin – 31 Yrs.
Chuck Bird – 32 Yrs.
David Foster – 12 Yrs.
Austin Davis – 2 Yrs.

SURVEYING

Victor Dawson, PS – 42 Yrs.
Ryan Bennett, PS – 11 Yrs.
Tyler Aboytes – 10 Yrs.
Ryan Pettry – 3 Yrs.
Stephan Sayles – 3 Yrs.
Shymeik Leftwich – 2 Yrs.

CONSTRUCTION SUPPORT / MONITORING

Robert Lamm – 24 Yrs.
Charles Shaffer – 23 Yrs.
Russ Harper – 17 Yrs.
Anthony Fragale – 47 Yrs.
Gabe Sankoff – 3 Yrs.

KEY PROJECT PERSONNEL

Appendix A contains resumes of key personnel.



DANA L. BURNS, PE, PS, PRESIDENT

With more than 47 years of experience, Mr. Burns brings extensive expertise in civil, geotechnical, and environmental engineering. He has led the planning and design of municipal, commercial, residential, and industrial projects, including water and sewer extensions and the coordinated design of grading, utilities, stormwater systems, and transportation access. His experience includes the design of critical utility and roadway infrastructure, geotechnical evaluations, and stabilization of challenging sites, as well as navigating complex permitting processes and working closely with regulatory and funding agencies. Mr. Burns currently oversees the engineering division's daily operations, directing staff coordination, training, and business development while providing overall supervision of technical and support teams.



K. JOE KNECHTEL, PE, BRANCH MANAGER / SENIOR ENGINEER

With over 35 years of project leadership experience, Mr. Knechtel focuses on the design and implementation of water supply and sewer projects, including system extensions, as well as site development, stormwater management, and permitting in Virginia and the Eastern Panhandle of West Virginia. He has extensive experience navigating regulatory requirements for civil engineering projects, working closely with clients and reviewing agencies at the local, state, and federal levels. As Branch Manager of the Winchester, Virginia office, he also serves as County Engineer for Morgan County, West Virginia, and supports civil engineering and utility system improvements for the Town of Front Royal, Virginia.



MARK A. SANKOFF, PE, PS, CHIEF ENGINEER

With over 42 years of experience, Mr. Sankoff is a highly accomplished professional in water-focused engineering, with extensive expertise in water, wastewater, and stormwater infrastructure. His experience includes the planning and design of utility systems to support site development projects, including water distribution, sanitary sewer collection, and stormwater management infrastructure. Mr. Sankoff has worked across the full lifecycle of infrastructure projects—from planning and design to permitting, preparation of technical specifications, and construction management—ensuring reliable and efficient utility systems. Mr. Sankoff currently oversees multiple master service agreements with utilities and municipalities throughout West Virginia, providing valuable insight into utility coordination and infrastructure implementation for development projects.



TERENCE C. MORAN, PE, SENIOR ENGINEER

Mr. Moran brings over 38 years of civil engineering experience with a strong emphasis on water and wastewater infrastructure. He is highly skilled in all aspects of design—including conceptual planning, grading, utility layout, and drainage solutions—and has served as Project Manager and Design Engineer for more than 100 water/sewer projects, providing experienced leadership and technical expertise to support successful project delivery from concept through construction. He is currently serving as Project Manager for ongoing workloads with multiple municipalities and utility providers in West Virginia, including Salt Rock Sewer Public Service District, Boone County Public Service District, Town of Ceredo, Town of Marmet, Sissonville Public Service District, and Town of Wayne.



JOSHUA S. MESSMER, STAFF ENGINEER

Based in the Winchester branch office, Mr. Messmer has more than six years of experience supporting municipal utility design and land development projects, including water and sewer extensions. He has experience preparing and submitting plans and permit applications to local and state agencies, and has performed construction-phase testing to ensure quality and regulatory compliance. Mr. Messmer currently serves as a Design Engineer for POTESTA's ongoing contract with the Town of Front Royal, supporting wet utility projects.





RELATED EXPERIENCE

Extensive. Strong. Qualified.

SITE DEVELOPMENT FOR PARK PLACE

South Charleston Development Authority/City of South Charleston
South Charleston, West Virginia



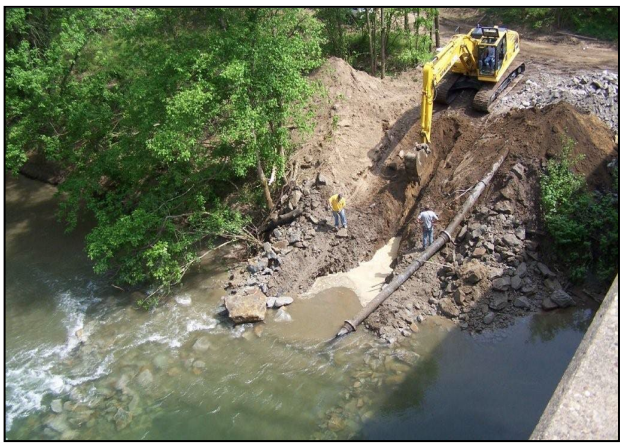
Potesta & Associates, Inc. (POTESTA) was retained by South Charleston Development Authority/City of South Charleston as Engineer-of-Record for the development of Park Place, a 500,000-square-foot retail, entertainment, and food/beverage development on a 38-acre former fly ash disposal and former manufacturing plant in South Charleston, West Virginia. The condition and physical characteristics of the fly ash material contained in the disposal basin required geotechnical engineering ground improvements as the first phase to allow the property to be developed.

POTESTA completed the following scope of services:

- Topographic mapping including aerial photography to be utilized for subsequent civil engineering evaluation and design for the site.
- Geotechnical engineering for the characterization of the fly ash material and natural soils, and to evaluate the consolidation aspects of the fly ash and recommendations for structural fill.
- Developed a plan to remove 900,000 cubic yards of soil and rock from a borrow site to use as fill for the development.
- Permitting including landfill/National Pollutant Discharge Elimination System permit, construction stormwater permits, and West Virginia Dam Safety permit.
- Design and construction of new emergency spillway, sanitary sewer, storm sewer, water, gas, communications, electric, and lighting.
- Drainage included 1,850 feet, 96” diameter SRPE pipe, 2 precast concrete junction boxes, 2,100 feet of CPP (48” to 24” diameter), 1,200 feet including drop inlets draining U.S. Route 60 widening, and over 4,000 feet of 42” and 48” diameter CPP draining public streets with the final development for 80-acre commercial retail development.
- Roadway design included 4,400 LF of shopping center streets and 8,000 LF of sidewalks, curbs, and curb ramps.
- Construction phase services include assistance with contractor bidding of the project, evaluation of bids, and construction monitoring.

WATER SUPPLY SERVICES
MASTER AGREEMENT

Boone County Public Service District
Boone County, West Virginia



Potesta & Associates, Inc. (POTESTA) was retained by Boone County Public Service District (BCPSD) to prepare permit applications, construction drawings, bid forms, and/or construction monitoring for various countywide water line extension projects. POTESTA previously worked as a liaison between BCPSD and West Virginia American Water, where they inventoried approximately 59 proposed water line extensions. This involved mapping the existing served area and unserved areas, as well as the proposed water line extensions.

The following water line extensions have been completed:

- Buck Street – 2,000 feet of water line (15-20 customers)
- Joe's Creek – 1 booster station, 4,800 feet of water line (18 customers)
- Short Creek – Relocation of water line for WVDOH bridge replacement
- Low Gap to Big Ugly – 8,000 feet of water line (15 customers)
- Long Branch – 3,200 feet of water line (10 customers)
- Easter Hollow – 4,000 feet of water line (14 customers)
- Prenter Road/Route 5 (Phase I) – 31,000 feet of water line (175 customers)
- Prenter Road/Route 5 (Phase II) – 25,000 feet of water line (45 customers)
- Morrisvale/Cameo – 50,000 feet of water line (145 customers)
- Lick Creek (Phase I) – 9,000 feet of water line (35 customers)
- Lick Creek (Phase II) – 32,000 feet of water line (200 customers)
- Trace Branch at Robinson – 31,000 feet of water line
- Hatfield-McCoy/Waterways – 12,000 feet of water line (10 customers)
- Stephens Auto/Betsy Lane – 4,800 feet of water line (19 customers)
- Countywide Utility Studies
- Mud River Road/Cox's Fork Road – 30,000 feet of water line (130 customers)
- Turtle Creek/Corridor G – 41,000 feet of water line (180 customers)
- Corridor G – 8,700 feet of water line
- Dartmont Park – 1,500 feet of water line (serves a church, parsonage, and public park)

CONCEPT FOR WATER SUPPLY AND SANITARY WASTEWATER SERVICE ROCK CREEK DEVELOPMENT PARK - PHASE 1

Consultant for West Virginia Development Office
Boone County, West Virginia

Potesta & Associates, Inc. (POTESTA) was retained by a consultant for the West Virginia Development Office to prepare a concept for extending water supply and sanitary sewer service to the proposed Rock Creek Development Park – Phase 1 (i.e., former Hobet site).

POTESTA's scope of services included:

- Site reconnaissance and field visit — conducted an on-site evaluation to review existing site conditions, access routes, surrounding infrastructure, and potential utility corridors. Observations included topography, proximity to existing water and sanitary sewer systems, potential connection points, and general site constraints that could influence the feasibility of extending utility service to the development area.
- Completed preliminary engineering of concepts to extend 100,000 gallons per day of water supply and sanitary sewer service to the site, and developed an estimated project cost of $12,000,000, including costs for an upgrade of a wastewater treatment plant.
- Prepared a memorandum summarizing our findings, presenting details of the estimate, and a supporting figure on alignment.

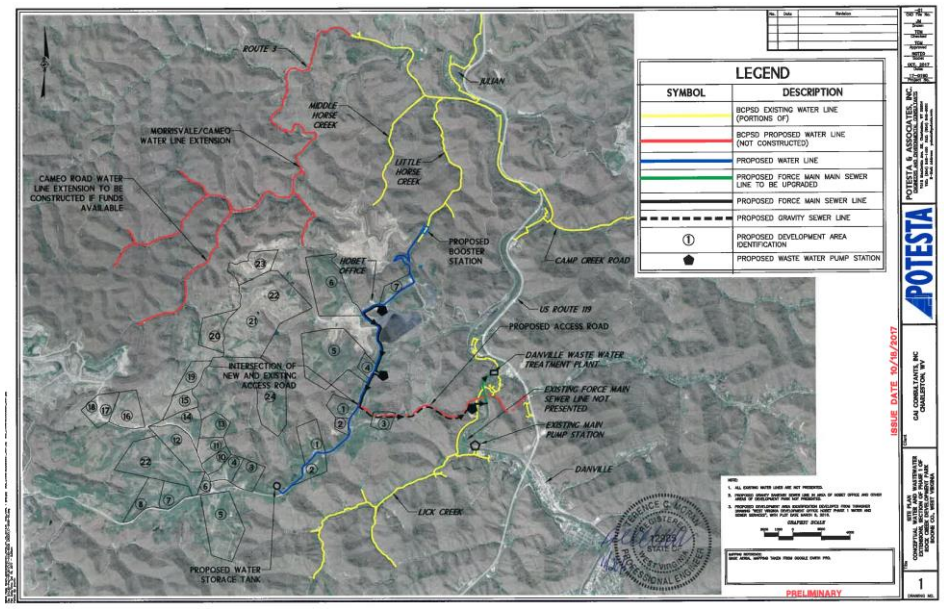


Figure Presenting Water/Sewer Alignments

ROCK CREEK DEVELOPMENT – PHASE I WATER LINE EXTENSION PRELIMINARY ENGINEERING REPORT

Boone County Public Service District
Boone County, West Virginia

After developing concepts for extending water supply to Phase I of the massive Rock Creek Development in Boone County, West Virginia, Potesta & Associates, Inc. (POTESTA) was retained by Boone County Public Service District (BCPSD) to prepare a preliminary engineering report for the Phase I water supply extension.

POTESTA's scope of services includes:

- Completed field effort on water line alignment and environmental clearance.
- Evaluated ten potential water storage tank sites.
- Selected a concept for providing water supply that involved the installation of a pre-stressed water storage tank to be installed at the same gradient as BCPSD's existing high-pressure system.
- Prepared a preliminary engineering report to support a funding application that summarized the proposed construction of:
    - One booster station (direct feed from proposed tank)
    - An approximately 250,000-gallon water storage tank
    - Approximately 14,500 linear feet of 8-inch diameter water line

Project cost was estimated at $3.3M.

Image of Typical Concrete Water Proposed for Development Site



Pre-Stressed Storage Tank Rock Creek

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BUSINESS/INDUSTRIAL PARK DEVELOPMENT

Hardy County Rural Development Authority
Hardy County, West Virginia

Potesta & Associates, Inc. (POTESTA) was retained by Hardy County Rural Development Authority (HCRDA) to provide preliminary engineering and preparation of a U.S. Economic Development Administration (US EDA) grant application for the development of the John Wayne Crites Business/Industrial Park located along Corridor H (U.S. Route 48) near Moorefield, West Virginia. The property is approximately a 205-acre greenfield site that was previously used for cattle farming.

POTESTA prepared a preliminary engineering report (PER) for the proposed business/industrial park, covering the development and permitting of infrastructure, including site access roads, potable water distribution mains, sanitary sewer collection system, electric service, telephone/data service, grading for lot development, and storm water management. POTESTA used the PER to assist HCRDA and the Region 8 Planning and Development Council in completing the grant application and supporting information to be submitted to the US EDA. Specific design details include:

- Access to the business/industrial park requires design and construction of access roads from the intersection stub-outs on four-lane U.S. Route 48, one serving the 144 acres west and one serving the 61 acres east of the four-lane.
- The business/industrial park will be designed for optimal parcel layouts, coordinated access, grading, utilities, and stormwater management, with permitting in place to support development and meet the needs of prospective tenants.
- A sanitary sewer collection system consisting of approximately 14,500 feet of gravity sewer line and force main designed to provide service to the business/industrial park.
- A water distribution system designed to provide service to the business/industrial park via an approximately 4,800-foot extension from existing lines of the Hardy County Public Service District.

POTESTA performed a Phase I Environmental Site Assessment (ESA) for the subject property and prepared a Phase I ESA Report that incorporated procedures, findings, and conclusions. Additionally, POTESTA conducted an Environmental Site Assessment for the park's infrastructure development, resulting in a Finding of No Significant Impact.

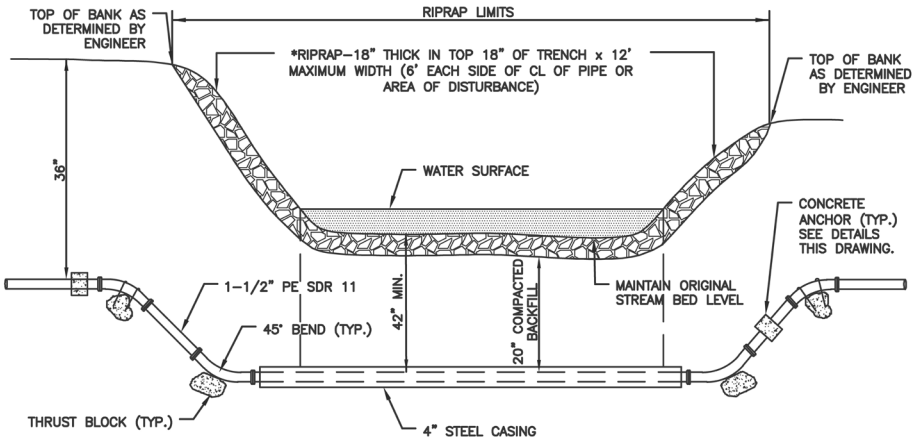


ENGINEERING DESIGN OF TIC TOC TIRE SANITARY SEWER EXTENSION

Boone County Public Service District
Danville, West Virginia

Potesta & Associates, Inc. (POTESTA) was retained by Boone County Public Service District (BCPSD) to design a sanitary sewer line extension and grinder pump station to serve a strip mall and a tire facility in Danville, West Virginia. POTESTA's effort included:

- Obtained and reviewed background data on the existing sanitary sewer collection system, including old construction drawings, and BCPSD-supplied information to finalize a concept for a proposed tie-in.
- Contacted Miss Utility and performed field reconnaissance to locate the utilities and pathways.
- Completed topographic and boundary surveys.
- Developed design flow based on water usage records, and an estimate of the infiltration/inflow as described in the appropriate West Virginia Department of Health and Human Resources (WVDHHR) regulations.
- Prepared construction drawings that included the grinder pump station, force main site plans/profile, and details.
- Prepared technical specifications.
- Prepared permit applications to the United States Army Corps of Engineers, the West Virginia Bureau of Public Health/West Virginia Department of Environmental Protection, the West Virginia Division of Highways, and the Public Lands Corporation.



FORCE MAIN RIVER/
STREAM CROSSING DETAIL
NOT TO SCALE

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6th STREET SANITARY SEWER LINE EXTENSION

Town of Ceredo
Ceredo, West Virginia

Potesta & Associates, Inc. (POTESTA) was retained by the Town of Ceredo (the Town) to provide engineering services for the construction of a sanitary sewer extension. This extension aimed to ensure proper service to an existing commercial entity and facilitate future development within the commercial area. POTESTA provided engineering design services, surveying and mapping, permitting, bidding assistance, and construction monitoring for this project.

As part of the preliminary engineering effort, POTESTA developed six alternatives along with a preliminary opinion of probable project cost. The Town selected the option to install approximately 725 linear feet of gravity sanitary sewer line, with a design flow of 2,400 gallons per day (average daily flow), extending to the intersection of an existing gravity sanitary sewer line serving a large strip mall along US Route 60. This option was chosen due to its ability to address the issue within a reasonable timeframe, its lack of need for land or energy for a grinder pump station, and its potential to maximize the project's economic development opportunities.





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PRELIMINARY ENGINEERING REPORT
FOSTER AREA SANITARY SEWER COLLECTION SYSTEM EXTENSION – PHASE 1

Boone County Public Service District
West Virginia

Potesta & Associates, Inc. (POTESTA) was retained by Boone County Public Service District (BCPSD) to provide a preliminary engineering report evaluating an extension of sewer service along State Route 3 to approximately Phase 1 only potential customers.

Included in this project were:

- Evaluating the existing situation for BCPSD comprised of current customer usage, distribution, and collection systems, and the need for sewer service extension.
- Identified three package wastewater treatment plants (WWTP) that could be abandoned.
- Collected and evaluated historical flow data at WWTP.
- Reviewed capacity for various components of the WWTP, relative to the proposed extension.
- Prepared estimates for future population growth by considering full buildout in the project area (up to 580 potential customers).
- Inventoried permits and certificates are required to complete the project.

Prepared detailed preliminary estimate of construction cost, including 21,500 feet of gravity collection system, 4,200 feet of force main, 600-foot bore, and jack crossing of Corridor G, and five pump stations.



Existing Package WWTP to be Abandoned

ERBACON WATER LINE EXTENSION

Cowen Public Service District
Cowen, West Virginia

Potesta & Associates, Inc. (POTESTA) was retained by the Webster County Commission and Cowen Public Service District for study, design, bidding, and construction phase services for a project involving upgrades, water line extensions, and construction monitoring of their water distribution system.

The project includes the following:

- 34,000 LF of 8" Water Line
- 41,500 LF of 6" Water Line
- 54,000 LF of 2" Water Line
- 36 Fire Hydrants
- 95 Valve Hydrants
- 2 – 105,000-Gallon Water Storage Tanks
- 1 Hydro Pneumatic Booster Station
- 2 Large Mainline Pressure Reducing Stations
- 7 Railroad Crossings
- 4,000 LF of ¾" and 1" Service Lines
- 185 New Customers
- Reconnection of 50 Existing Customers



Amos Tank in Erbacon

POTESTA prepared a preliminary engineering report and compiled the information necessary for a funding application with the West Virginia Infrastructure and Jobs Development Council and AML. Additional services included final design of the project components, preparation of construction drawings and technical specifications, permit applications, and construction administration/monitoring.

The construction administration phase will not only include providing a resident project representative, but also include reviewing shop drawing submittals, reviewing pay applications, responding to requests for information, attending project meetings, etc.

APPENDIX A

DANA L. BURNS, P.E., P.S.
President



EDUCATION

M.S. Civil Engineering, 1979
West Virginia University

B.S. Civil Engineering, 1978
West Virginia University

EMPLOYMENT HISTORY

1997-Present	Potesta & Associates, Inc.
1994-1997	Terradon
1979-1994	GAI Consultants, Inc.
1978-1979	West Virginia University
1976-1977	West Virginia Department of Highways (summers)

PROFESSIONAL REGISTRATIONS

- Professional Engineer – West Virginia, Illinois
- Professional Surveyor – West Virginia

PROFESSIONAL CERTIFICATIONS

40-Hour Health and Safety Training

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- National Society of Professional Engineers
- WV Society of Professional Surveyors

AREAS OF SPECIALIZATION

Oversees the design and permitting of complex civil, environmental, geotechnical, and mining engineering projects. Expertise includes siting, design, and permitting of industrial and municipal waste disposal facilities; reclamation of abandoned mine lands; and development of comprehensive stormwater management plans and groundwater sampling programs. Conducts environmental and reclamation liability assessments and prepares site plans for commercial and industrial facilities, incorporating advanced hydrologic and hydraulic analyses. Provides expert witness testimony. Directs the engineering division, managing day-to-day operations of the headquarters and two branch offices, with responsibility for staffing, interoffice coordination, training, business development, and leadership of technical and support teams to ensure exceptional project delivery.

RELATED PROFESSIONAL EXPERIENCE

Water Lines, Water Storage Tanks, and Water Treatment Plants

New extensions and replacement of existing lines:

- Cassity Fork Water Supply Extension Project – Randolph County, WV (Project Manager)
- Godby Branch Water Supply Extension Project – Logan County, WV (Project Manager)
- Beaver Creek Water Supply Extension – Upshur County, WV (Project Manager)
- Buff Creek/Trace Fork – Putnam County, WV (Principal-in-Charge)
- Route 60 – Putnam County, WV (Principal-in-Charge)
- Boone County PSD numerous extensions – Boone County, WV (Principal-in-Charge)

Boone County Public Service District – Principal-in-Charge for a 2,500-foot waterline extension for a proposed 50-cabin resort and future development in Boone County, West Virginia.

Boone County Public Service District – Principal-in-Charge for a 14,500-foot waterline extension with a booster station, and a 250,000-gallon water storage tank for the Rock Creek Development in Boone County, West Virginia.

West Virginia American Water Company – Principal-in-Charge for construction administration/monitoring for Poca River Water Line Extension Project, Cabell County Water Line Extension Project, Contract No. 7, Spite Road Water Line Extension Project, and Fisher Ridge Water Line Extension Project. Work included construction monitoring, preparation of weekly reports, review of contractor submittals and invoices, and preparation of records drawings for 100,000+ linear feet of water line extensions.

City of Philippi – Principal-in-Charge for municipal water system upgrade project. Work included the design of two replacement booster stations, two new water storage tanks, new pumps for an existing booster station, a 1,500-foot water line extension, and telemetry systems. Drawings, specifications, and a cost estimate were prepared.

Kingwood Water Works – Principal-in-Charge for the Water Advancement Project, including 18,000 feet of water main replacement, 7,000 feet of service line replacement, 148 meters, 25 fire hydrants, a 50,000-gallon storage tank, a 1.3-million-gallon storage tank, a pressure-reducing station, and a water intake structure in Preston County, West Virginia.

Town of Front Royal, Virginia – Principal-in-Charge for Contract to provide complete technical/specialty utility engineering services specifically related to the Town's Capital Improvement Program projects.

Preston County Public Service District #2 – Principal-in-Charge for the Howesville Area Water Line Extension Project that includes replacement and extension of 74,000 feet of water line, installation of a 260,000-gallon water storage tank, a 280 GPM booster station, and three pressure-reducing valves in Preston County, West Virginia.

West Virginia Division of Highways – Principal-in-Charge for a potable water line extension to serve the reconstructed northbound and southbound rest areas near Mile Marker 48 of Interstate 79 in Braxton County, West Virginia. The design included approximately 16,600 linear feet of water, an 80,000-gallon welded-steel-panel water storage tank, and a new water booster pump station.

Kanawha County Regional Development Authority – Principal-in-Charge for the design and specifications for multiple waterline extension projects in Kanawha County, West Virginia:

- Crestwood – 13,000 LF
- Leatherwood – 72,000 LF
- Relation Road – 3,850 LF
- Rambling Hills – 4,640 LF

West Virginia American Water Company – Principal-in-Charge for Residuals Handling Facility project at the 32 MGD Kanawha Valley Water Treatment Plant, including coordination with the design consultant. The design included a sludge pumping station, a 950,000-gallon reinforced-concrete gravity thickener, two belt filter presses, chemical feed systems, a plate settler, and associated control and piping. Work included preparing design concepts, surveying, subsurface exploration, preparing drawings, specifications, and cost estimates, conducting pre-bid public relations meetings, evaluating bids, conducting construction observation, reviewing contractor submittals, reviewing change order requests, and reviewing contractor invoices.

West Virginia American Water Company – Principal-in-Charge for evaluation of the Town of Pineville water treatment plant and water distribution system, including observation of system during site visit, records review, discussions with regulatory officials, and issuance of findings in a report.

Tucker County Development Authority – Principal-in-Charge for the design of approximately 10,000 feet of water line and sewer line to serve an industrial park, including a lift station. Drawings, specifications, and a cost estimate were prepared. Also performed construction administration services.

West Virginia Bureau for Public Health – Principal-in-Charge for services associated with Source Water Assessment Protection Plans (SWAPP) for 38 public water systems throughout West Virginia. Services provided included windshield surveys to identify and locate (via GPS) potential contaminant sources (PCSs), review of regulatory databases, entering data into the Access database, and preparation of summary reports.

City of Philippi – Principal-in-Charge for relocation of water lines due to proposed roadway. Relocation included approximately 4,000 feet of 1-inch to 12-inch diameter pipe, fire hydrants, meters, and valves. We prepared

construction drawings, specifications, and quantities for the project.

West Virginia American Water Company – Principal-in-Charge for hydraulic analysis for water supply extensions (total of 23 miles) in Cabell County, West Virginia, including line sizing and design of booster stations and PRVs.

Management of design, permitting, and construction monitoring of more than 40 miles of new waterline serving rural communities in southern West Virginia.

West Virginia Department of Abandoned Mine Lands – Detailed design and preparation of construction drawings, specifications, contractor's bid sheet, and engineer's cost estimate for a six-mile water line extension, including fire protection. The project included a 90,000-gallon water tank, booster station, and pressure relief valves. The extension was tied into the Norton Harding Jimtown PSD System and served the town of Cassity in Randolph County.

West Virginia Department of Abandoned Mine Lands – Detailed design and preparation of construction drawings, specifications, contractor's bid sheet, and engineer's cost estimate for a half-mile water line extension to serve Beaver Creek near Junior in Randolph County.

West Virginia Department of Abandoned Mine Lands– Management of four Phase II water studies and five Phase I water studies to determine if water supplies had been affected by coal mining. Work included resident interviews, mine map searches, area reconnaissance, collection of water samples, review of water analysis data, preparation of conceptual designs and associated costs, and preparation of a summary report.

Sewer Lines and WWTPs

Huntington Sanitary Board – Principal-in-Charge for Master Agreement to provide engineering/environmental services related to the implementation of their Long-Term Control Plan, Wastewater Treatment Plant Modernization Plan, and Storm Water Management Utility Establishment/Operation.

West Virginia American Water Company – Principal-in-Charge for evaluation of wastewater collection systems and treatment plants for two West Virginia municipalities (Oak Hill and White Sulphur Springs). Included were site visits to observe the system, discussions with system operators and regulatory officials, records review, compilation of DMR data, and issuance of findings in reports.

Washington County Industrial Development Agency – Design of a holding tank and ventilation system vault near Houston, Pennsylvania.

Old Standard Development LLC – Principal-in-Charge for the design of a sanitary sewer collection line and wastewater treatment plant to serve the Sheridan Housing development in Jefferson County, West Virginia. The sewer collection line consists of approximately 7,300 linear feet of force main and approximately 4,370 linear feet of gravity sewer line. The WWTP was based on an activated sludge membrane bioreactor (MBR) process designed to treat a daily average flow of 50,000 gallons per day and is expandable to 250,000 gallons per day.

Civil/Site Design

Utility extension, site grading plans, stormwater management, roadway design, and permitting site development for residential subdivisions and commercial developments.

South Charleston Development Authority – Project Manager for the engineering and site design for the development of Park Place, a 500,000-square-foot retail, entertainment, and food/beverage development on a 38-acre former fly ash disposal and former manufacturing plant in South Charleston, West Virginia.

The Villages at Coolfont – Principal-in-Charge to provide environmental and engineering consulting services for the redevelopment of the Coolfont Recreation property in Morgan County, West Virginia, to create a second-home community with high-end amenities:

- Completed an assessment of the facility's sanitary sewer wastewater treatment plant to facilitate the acquisition of the property.
- Land use plan including 1,300 homes, a village center, spa, expansion of an existing lake, a proposed second lake, walking/hiking/biking trails, and the necessary infrastructure.
- Civil engineering design for potable water and wastewater treatment facilities.
- Selected source well locations, drilled three source test wells, and completed field testing and permitting.

- Designed a 300-gallon-per-minute potable water treatment plant.
- Designed 2- 316,000-gallon water storage tanks and 75,000 LF of distribution system.
- Completed the design and permitting for a 448,000-gallon-per-day membrane bioreactor wastewater treatment plant, including the design of a 70,000 LF collection system.
- Assisted with permitting required for the development of the new lake and upgrades/expansion of the existing lake (included were Section 404 individual permit and Section 401 water quality certification).
- Prepared roadway and stormwater management plans, including typical pavement sections, road profiles, geometric layout plans, culvert and drop inlet sizing, drainage conveyance pipe and channel profiles, and miscellaneous stormwater management details.

Tucker County Industrial Park – Principal-in-Charge for the design, which included water and sewer lines, stormwater management design, roadway design, pavement design, site grading plan, master plan, and geotechnical exploration/foundation recommendations.

EDUCATION

B.S. Civil Engineering, 1991
Pennsylvania State University

EMPLOYMENT HISTORY

2004- Present	Potesta & Associates, Inc.
1993-2004	Advanced Asphalt Technologies, L.P.
1991-1993	Pennsylvania Transportation Institute, Pennsylvania State University
1990	Pennsylvania Department of Transportation

PROFESSIONAL REGISTRATION

Professional Engineer – West Virginia and Virginia

AREAS OF SPECIALIZATION

Project leadership focuses on the design, water supply, sewer systems, and civil and environmental project permits. Experienced in land development, stormwater management, and navigating regulatory issues across industrial, commercial, and residential projects.

RELATED PROFESSIONAL EXPERIENCE

Water Lines, Water Storage Tanks, and Water Treatment Plants

Town of Front Royal, Virginia – Project Manager for Contract to provide complete technical/specialty utility engineering services related to the Town's Capital Improvement Program projects.

Project Manager/Engineer for the design of water and sanitary sewer mains, force mains, and laterals, as well as the sizing of grinder pumps for numerous commercial site development projects in the City of Winchester, Frederick County, Towns of Front Royal and Woodstock, Virginia. All projects were designed to meet local and state requirements, coordinating designs, submittals, and permitting with clients and regulatory agencies.

Carmeuse Lime & Stone – Project Manager providing permitting, design, and construction oversight services, design, construction oversight, and permitting waterworks system for a new administration and lime kiln equipment/operations buildings at Carmeuse's Winchester Quarry in Clearbrook, Frederick County, Virginia.

- Acquired permitting and developed bid and specification documents for the development of a 400-foot-deep Class II-B groundwater well.
- Designed a water treatment system that included three sediment filters, one iron/manganese treatment unit with backwash capability, two 1,500 gpd reverse osmosis units with anti-sealant system, calcite filtration to reintroduce hardness, and two 750-gallon storage tanks.
- The design was submitted to the Virginia Department of Health, and a waterworks construction permit was acquired.
- Provided daily construction oversight of the waterworks construction, acquired a certified operator to operate and maintain (daily) the system, and aided in waterworks permitting.

Private Developer – Hydraulic modeling of existing and proposed water systems to evaluate if the systems could accommodate proposed flows of a townhouse development in Berkeley County, West Virginia.

Sewer Lines and WWTPs

Project Manager/Engineer for the design of sanitary collection systems, lift stations, and service laterals for multiple commercial and residential site development projects in Virginia and West Virginia. All projects were designed to meet local and state requirements—coordinated designs, submittals, and permitting with the client and agencies.

Project Manager providing engineering design and permitting services with a local onsite soils evaluator (OSE) to design several AOSS for residential dwellings in Loudoun and Clarke Counties, Virginia (Purcellville, Leesburg, Bluemont, and Berryville). Projects included new development and repair systems of failed conventional systems. The design of the repaired AOSS consisted of:

- Sizing trash and pump tanks.
- Incorporating 450-600 gpd multi-flow treatment systems.
- Design of force main and return line to drip irrigation fields.

- Design of shallow-placed, forward-flushing drip dispersal fields, which alternate two to four zones.
- Acquired the proper permits through the Loudoun County and Clarke County offices of the Virginia Department of Health (VDH) for these systems and provided construction oversight for the construction of the system.
- Worked with OSE to develop completion statements with as-built drawings and operation and maintenance manuals for final permitting.

Carmeuse Lime & Stone – Project Manager providing permitting, design, and construction oversight services for a maximum 900 gpd AOSS for a new administration and lime kiln equipment/operations buildings at Carmeuse's Winchester Quarry in Clearbrook, Frederick County, Virginia.

- Teamed with an OSE to locate the drain field and determined that a drip irrigation system was required for this onsite sewage system.
- The wastewater treatment system was designed to include a 2,000-gallon primary tank, a 1,500-gallon recirculation tank, three Advantex AX-20 treatment units, and a 1,500-gallon drain field dosing tank.
- Designed 1,475-foot force main and return line to drain field.
- Designed an alternating three-zone, shallow-placed, forward-flushing drip dispersal field.
- Worked with the OSE in acquiring the proper permits for this design, and then developed bid and specification documents, assisted in pre-bid and pre-construction meetings, and provided construction oversight for the construction of this system.

Civil/Site Design

Project Manager/Engineer for numerous commercial site development projects in the City of Winchester, Frederick County, Virginia, the Town of Front Royal, Warren County, Virginia, and the Town of Woodstock, Shenandoah County, Virginia. Project services included:

- Develop site and parking layout, grading, and geometry to meet county or city planning codes, International Building Codes (IBC), and Americans with Disabilities Act (ADA) requirements, as well as develop landscaping and site lighting plans.
- Design turn lanes, entrances, and roadway drainage to meet the Virginia Department of Transportation (VDOT) commercial entrance requirements.
- Designed stormwater management systems, including underground stormwater detention tanks and sewers.
- Designed Erosion and Sediment Control Plans and permits through the Virginia Stormwater Management Program (VSMP).

Project Manager/Engineer for residential subdivision site development projects in Culpeper County, Virginia:

- Design subdivision layout, site grading, design of subdivision road, entrance and turn lanes, and drainage control to meet VDOT requirements.
- Assist in drain field design for local health department approval.
- Develop stormwater management and Erosion and Sediment Control Plans to acquire permitting through the Virginia Stormwater Management Program (VSMP).

Project Manager and Design Engineer of multiple commercial site development plans in Morgan County, West Virginia:

- Plans developed for approval through the Commercial and Industrial Location Permitting Ordinance, Stormwater Management Ordinance, and Public Hearing, as well as the West Virginia Department of Environmental Protection (WVDEP), West Virginia Department of Highways (WVDOH), and local Soil and Water Conservation Districts.
- Plans included site planning and layout, development of water and sewer laterals, stormwater management structures, and commercial entrances.

Project Manager for residential subdivision site development plan in Morgan County, West Virginia:

- Project included developing sanitary sewer force main and collector system, development of erosion and sediment controls, approval of Soil and Water Conservation Districts, WVDEP and NPDES permitting, stormwater management facility and controls, WVDOH highway entrance design, and permitting.
- Attended and represented the client at public hearings for approval through the Morgan County Subdivision ordinance.

MARK A. SANKOFF, P.E., P.S.
Chief Engineer



EDUCATION

B.S. Civil Engineering, 1982
West Virginia University

EMPLOYMENT HISTORY

2011-Present	Potesta & Associates, Inc.
1991-2011	West Virginia American Water
1988-1991	Dunn Engineers, Inc.
1982-1988	Kelley, Gidley, Blair & Wolfe, Inc.

PROFESSIONAL REGISTRATIONS

- Professional Engineer – West Virginia
- Professional Surveyor – West Virginia

PROFESSIONAL AFFILIATIONS

- American Water Works Association
- National Society of Professional Engineers

AREAS OF SPECIALIZATION

Water supply, including design of water mains, water storage tanks, booster stations, pressure-reducing stations, advanced metering infrastructure (AMI), and Automated Meter Reading (AMR) systems. Extensive knowledge in water distribution systems operation and maintenance.

Experienced in funding, design, plans and specifications, permitting, bidding, and construction management of wastewater collection systems and treatment plants.

PROFESSIONAL EXPERIENCE

Private Infrastructure Position

Director of Engineering at West Virginia American Water (WVAW):

- Supervising an engineering staff of eight, working in conjunction with other departments at WVAW.
- Developing and prioritizing multiple capital projects while developing and managing the multi-million-dollar capital budget for West Virginia. Budgeting encompasses the development and creation of large-scale investment projects, numerous public-private partnerships, and several strategic acquisitions.
- Involved in multiple operational issues/projects, including non-revenue water reduction, comprehensive planning studies, and interconnection studies to combine operations to increase efficiency.
- Worked on the automation of the Bluestone Water plant, which is intended to be the first one-shift automated and unattended surface water treatment plant in West Virginia.
- Design of multiple pressure-reducing stations and booster stations.
- Overseeing a $1.5+ million per year tank painting program.
- Managed tank painting program, which included evaluating, prioritizing, draining, and refilling tanks, tank inspections, preparation of contract documents, bidding, bid evaluations, contract awards, scheduling, and taking tanks out of service while maintaining uninterrupted service to customers.
- Responsible for over 300 tanks in the most extensive water system in West Virginia.

Responsible for the 55-person department that maintained the Kanawha Valley water distribution system, which repaired an average of 1,500 main breaks per year up to 30-inch PCCP:

- Responsible for providing new water services – the department made an average of 850 taps per year
- Oversaw the leak survey effort to reduce unaccounted-for water – developed a system to check night flow in systems using existing telemetry to determine leakage and direct efforts to maximize finding and fixing those leaks
- Coordinated the small-diameter main replacement program, which averaged over one million dollars per year

- Comprehensive supervisory experience between union and non-union personnel – responsible for five supervisors
- Assisted in union negotiations – developing a process to equalize overtime within the distribution department. Worked with the Manager to develop 24-hour coverage shifts to provide better customer service and reduce O&M costs, including a 12-hour shift schedule using four foremen to provide round-the-clock coverage
- Served as the liaison with Kanawha County Commission and KCRDA on new water projects to serve unserved areas

Water Lines, Water Storage Tanks, and Water Treatment Plants

West Virginia American Water – Project Manager for the Master Agreement to provide engineering services on water improvement projects, including water line extensions, water line replacements, water storage tanks, service line replacements, and new booster stations in Kanawha County, West Virginia.

Kanawha County Regional Development Authority – Project Manager for design, permitting, bidding, and construction phase services for an approximate 10,000 linear foot water line extension, including 6-inch and 2-inch pipe in Kanawha County, West Virginia. Included were the installation of four fire hydrant assemblies and two crossings of an abandoned railroad grade.

Fayette AMI Project – Project Manager for a $4.3 million meter replacement/automation project to automate almost 12,000 water meters in Fayette County, West Virginia. This project was part of an EPA Green Project and was successfully publicly bid under a performance specification using stimulus money. Methods were developed to economically address terrain-related radio signal issues to ensure a successful project. The project successfully incorporated acoustic listening devices to monitor the distribution system at night, reducing non-revenue water in the Fayette water system.

City of Glenville – Project Manager for the study, design, bidding, and construction phase services for the project involving upgrades and construction monitoring to their existing potable treatment and water distribution system.

Town of Mill Creek – Project Manager for the design, permitting, and preparation of construction plans, specs, and bidding documents, and construction administration/observation services for the construction of two backwash ponds behind the existing water treatment plant.

Responsible for the project management to complete the WVAW building complex at 1600 Pennsylvania Avenue, Charleston, West Virginia. Provided oversight of the building complex for all operations and maintenance items, as well as liaison with the leasees.

Kanawha Valley to Montgomery Interconnection Project – Project Manager for the design, which included over 20 miles of 20-inch to 12-inch water mains, two relay booster stations, one storage tank, Kanawha River Crossing, railroad crossings, two pressure-reducing stations, and radio telemetry.

Project Manager for the EPA IDSE disinfection project to develop computer water models for the Charleston and Huntington water systems, which calibrated the two largest water distribution systems in West Virginia.

Kanawha County IDB Water 2000 Project – Project Manager for this project, which served 33 areas and brought water to over 1,740 families. The total project cost of over $22 million included over 100 miles of water mains, five boosters, and six water storage tanks of various sizes. Oversaw the design work of six consultants, including acquiring rights-of-way, bidding on 12 water main contracts, and the construction of those contracts, with five consultants handling five contractors, while managing the bidding and construction of the above boosters and water storage tanks.

Prepared specifications and plans for numerous water main extensions, water storage tanks, boosters, hydro pneumatic booster stations, and pressure regulating stations, including site work, other utilities, and property acquisition, including bidding, project, and construction management.

Parcoal Project, Webster County, consisting of an 8-inch water main extension and a 160,000-gallon water storage tank using an ARC Grant.

The Southridge Development Project consists of a 16-inch water main extension to serve the Southridge Development on Corridor G.

Oversaw the completion of the construction of the Consolidated Office Complex for WVAW's corporate headquarters in Charleston from 1997 to 1999.

Kanawha County Water Main Extension Project – Design of waterlines, a booster, a 200,000-gallon water storage tank, and four pressure-regulating stations for the Campbells Creek area of Kanawha Valley.

Quarry Creek Subdivision Project – Design includes a vertical turbine booster station, a 330,000-gallon water storage tank, an elevated storage tank bid option, and water lines.

Kelly's Creek Project – Design of 16-inch water main extension, a booster station, and a water storage tank along Route 60 using WVDEP AML funding.

Little Sandy, Aarons Fork, and Edens Fork Projects – Construction of water mains, a booster station, and a 160,000-gallon storage tank utilizing two Small Cities Block Grants with KCDRA.

Summers-Mercer Water Project – Design of an 8-inch water main to Hinton and a 24-inch water main from the new Bluestone plant to Princeton, including the pressure-reducing stations, along with the 300,000-gallon water storage tank near Pipestem, West Virginia
Designed and constructed multiple small water main extensions, working with developers, customers, and small contractors to serve new subdivisions and unserved areas.

Sewer Lines and WWTPs

Huntington Sanitary Board – Project Manager for Outfall Backflow Prevention Project to reduce the combined sewer overflow events at 22 outfalls and reduce river water inflow from the Four Pole, Guyandotte, and Ohio Rivers during moderate to high river levels in Cabell County, West Virginia. Design of modifications for each outfall, including placing inline check valves at outfalls and relining the existing pipe to prevent potential intrusion behind the new valves.

Huntington Sanitary Board – Project Manager for Master Agreement to provide engineering/environmental services related to the implementation of their Long-Term Control Plan, Wastewater Treatment Plant Modernization Plan, and Storm Water Management Utility Establishment and Operation:

- Wastewater Treatment Plant
- Combined Sewer
- Force Mains
- Pump Stations
- Asset Management
- Fly Ash Lagoon Remediation
- Mixing Zone Study/Permitting
- Capital Improvement Projects

Project Manager for the replacement of the Wastewater Treatment Plant at Point Pleasant, West Virginia. This included responsibility for design, plans, specifications, regulatory approvals, bidding and bond sales, and construction management.

Project Manager for the Big Sandy Sewer Public Service District Vacuum System Project, which included the design and construction of three vacuum sewer stations, two sewage pump stations, a 9-mile force main, and the vacuum sewer collection system. The above responsibilities involved the preparation of engineering contracts, planning reports, plans and specifications, bid documents, operation and maintenance manuals, and change orders for state and federally funded wastewater and water projects. The process involved cost-effective analysis, public relations, technical writing, and public speaking.

Experience included designing wastewater treatment plants, sludge handling facilities (including belt filter presses), wastewater collectors, pumping systems, site developments, access roads, and combined sewer overflow (CSO) facilities.

City of Philippi – Wastewater Project, including a new Oxidation Ditch Plant, renovation of an existing pump station, sewer main replacement design, and construction in Philippi, West Virginia.

TERENCE C. MORAN, P.E.
Senior Engineer



EDUCATION

M.S. Civil Engineering, 1989
West Virginia University

B.S. Civil Engineering, 1987
West Virginia University

EMPLOYMENT HISTORY

1999-Present	Potesta & Associates, Inc.
1989-1999	GAI Consultants
1987-1989	West Virginia University
1985-1987	West Virginia Division of Highways (summers)

PROFESSIONAL REGISTRATION

Professional Engineer – West Virginia, Virginia

PROFESSIONAL CERTIFICATION

- Troxler Moisture-Density Gauge
- American Red Cross Standard First Aid and CPR
- OSHA 40-Hour Hazardous Waste Worker Training

AREAS OF SPECIALIZATION

Water and wastewater engineering and permitting; preparation of studies, design calculations, drawings, technical specifications, and cost estimates; bidding-phase services; and construction-phase services, including construction administration.

PROFESSIONAL EXPERIENCE

Water Lines, Water Storage Tanks, and Water Treatment Plants

Project Manager/Project Engineer for more than 70 water supply projects involving the design and permitting of water treatment facilities, water line extensions, water storage tanks, booster stations, chlorine boosters, pressure-reducing valve stations, service connections, and providing fire flow demands. Tasks include client/contract management; mapping development; hydraulic design; geotechnical investigations; preparation of drawings, specifications, and cost estimates; and preparation of applications for the Bureau of Public Health, the Public Lands Corporation, the United States Army Corps of Engineers, the West Virginia Division of Highways, and NPDES permits—projects funded by federal, state, and private funding.

West Virginia Bureau for Public Health (Region III and Region VI Planning and Redevelopment Councils) – Project Manager for 5 contracts for source water protection:

- Source water reports for 133 public water systems.
- Preparation and presentation of state-wide source water awareness symposiums.
- Source water assessment and protection plan reports for 68 public water systems.
- Engineering study for contingency planning for public water systems.

Town of Ceredo – Project Manager for 20,000 feet of water line replacement, water tanks, telemetry, and booster stations.

Boone County Public Service District – Project Manager for 15+ water supply extension projects in the Boone County District from 2004 to present. Included were Preliminary Engineering Reports (PERs) and design, bidding, and construction phase tasks.

Project Manager for Mill Creek Regional Water Supply Extension Project. The design included 34 miles of waterline, booster stations, tanks, and a water treatment plant. Included the design of stormwater ditches and culverts, and crossings of a railroad. Approval was obtained from CSX Transportation, WVDOH, PLC, USCOE, and the West Virginia Bureau for Public Health.

Deliverables included drawings, specifications, and cost estimates.

- West Virginia Division of Environmental Protection
- Logan County Public Service District

West Virginia American Water – Project Manager for construction administration/monitoring for the Poca River Road Waterline Extension Project; Cabell County Waterline Extension Project, Contract No. 7; Spite Road Waterline Extension Project; and Fisher Ridge Waterline Extension Project. Work included construction monitoring, preparation of weekly reports, review of contractor submittals and invoices, and preparation of record drawings for 100,000+ linear feet of waterline extensions.

City of Philippi – Project Manager for municipal water system upgrade project. Work included the design of two replacement booster stations, two new water storage tanks, new pumps for an existing booster station, a 1,500-foot waterline extension, and telemetry systems. Drawings, specifications, and a cost estimate were prepared.

West Virginia American Water – Design of mainline pressure-reducing valve and vault for the Glenwood Avenue Extension of the Cabell County Waterline Extension Project, Contract No. 6. Work included hydraulic sizing and preparation of drawings.

West Virginia American Water – Design, permitting, bidding, and contract documents, and construction phase services for residuals handling facility at the largest water treatment plant in West Virginia, including 1,000,000-gallon gravity thickener, sludge pumping stations, two belt filter presses, and a plate settler.

West Virginia Department of Environmental Protection – Project Manager/Project Engineer for the design of multiple waterline extensions in West Virginia. Included were the designs for six water storage tanks, five booster stations, pressure-reducing valves, master meters, and telemetry systems. Work included surveying, subsurface exploration, hydraulic design, preparation of drawings and specifications, cost estimates, permit applications, and assistance with bidding. Representative projects included:

- 10-Mile-South Putnam Water Supply Extension Project in Lincoln and Putnam Counties
- 5-Mile-Cline Hollow, Younger Drive, Left Hand Fork of Lens Creek, and Emmons-Grippe Water Supply Extension project in Kanawha County
- 2.5-Mile Godby Branch Water Supply Extension Project in Logan County
- 20-Mile Cow Creek-Sarah Ann Water Supply Extension project in Logan County
- 8-Mile Cassity Fork Water Supply Extension project in Randolph County
- 10-Mile Olive/Marshville/Catfish Hollow Water Supply Extension project in Harrison County

Tucker County Development Authority – Project Engineer for the design of approximately 10,000 feet of water line and sewer line to serve an industrial park, including a lift station. Drawings, specifications, and a cost estimate were prepared. Also performed construction administration services.

West Virginia Division of Environmental Protection - Project Engineer for preparation of conceptual design and cost estimate for the Mill Creek – Isom Community (Logan County Public Service District) Water Supply Extension Project.

West Virginia American Water – Evaluation of the water treatment plant and water distribution system, including observation of the system during the site visit, records review, discussions with regulatory officials, and issuance of findings in a report for the Town of Pineville.

West Virginia Division of Environmental Protection – Project Manager for technical review of the Gauley River Area Waterline Extension proposed by the Gauley River Public Service District and the Heizer/Manilla Creek Waterline Extension proposed by West Virginia American Water. Included hydraulic analysis, evaluation of line size, review of drawings and specifications, and reporting on the evaluation in letter format.

City of Philippi – Relocation of waterlines due to proposed roadway. Relocation included approximately 4,000 feet of 1-inch to 12-inch diameter pipe, fire hydrants, meters, and valves. Prepared construction drawings, specifications, and quantities.

Short Line Public Service District/Harrison County Planning Commission – Project Manager for feasibility/rates analysis study for the proposed Reynoldsville, Wallace, and Clarksburg Water Supply

Extension Project. Included evaluation of six options at multiple loan/grant funding scenarios.

West Virginia American Water – Hydraulic analysis for water supply extensions (total of 23 miles) in Cabell County, West Virginia, including line sizing and design of booster station and PRVs.

West Virginia Division of Environmental Protection – Project Manager/Project Engineer for numerous conceptual waterline designs for 20 unserviced areas (between 1991 and 2007) in coal mining areas in West Virginia. Included hydraulic evaluation, booster station, water storage tanks sizing, waterline sizing, and estimation of construction cost. Work completed in Barbour, Boone, Brooke, Fayette, Harrison, Lincoln, Logan, McDowell, Putnam, and Randolph Counties.

West Virginia Division of Environmental Protection – Project Manager for the design of a booster station upgrade for the Clinton Water Association's Ringgold pump station, including preparation of drawings, specifications, and cost estimate.

West Virginia Department of Energy – Groundwater contamination study for drinking water wells near Cassity, Randolph County, West Virginia, including water supply inventory of over 50 residents, collecting and analyzing well and surface water samples, and researching records to determine the percentage of homes whose water supply had been degraded by acid mine drainage.

Public Utility General – Project Manager for construction administration, including preconstruction meetings, shop drawing review, coordination with construction technician team(s), contractor pay application review, public record drawings, and public interface for 15+ water and wastewater utility and/or infrastructure projects, including utility line extension and upgrades, construction and modifications of treatment facilities. Clients include municipalities, public service districts, industry, county development authorities, and private utilities. Construction included water and sewer lines, booster stations, tanks, lift stations, vacuum sewer stations, treatment basins, dewatering equipment, clarifiers, chemical feed systems, treatment system-related buildings, outfall modifications, and diffusers.

Mingo Logan Coal Company – Project Manager for design, building, and permitting services for potable water systems at the new Mountain Laurel Mine in Logan County, West Virginia. The project includes a booster station, water storage tank, and 10,000 feet of HDPE pipe.

Sewer Lines and WWTPs

Project Manager for more than 30 wastewater projects, including municipal sanitary sewer treatment systems, industrial pretreatment systems, modification of sewer treatment plants, outfall modifications including diffuser installation, and upgrades to municipal collection systems. Also included were completions of studies mandated by the West Virginia Public Service Commission. Projects funded by the State Revolving Fund (SRF), West Virginia Infrastructure and Jobs Development Council, United States Economic Development Agency, and Private Funding sources.

Boone County Public Service District – Preliminary engineering, funding application, and final design for WWTP upgrade. Funding is proposed through the Clean Water State Revolving Fund (SRF).

- Mechanical bar screen replacement
- Grit removal system replacement
- Mechanical aerator replacement
- Addition of a third clarifier
- RAS pump addition
- UV unit replacement
- Belt filter press replacement
- Wash water system upgrade
- Other upgrades

Town of Ceredo – Perform design, bidding, and construction phase services for the upgrade of the existing sanitary sewer collection system, including upgrades to gravity and force main lines, and a lift station. Funding was through the Clean Water State Revolving Fund (SRF).

Town of Ceredo – Evaluation of the remaining capacity of the grinder pump system.

Salt Rock Sewer Public Service District Master Service Agreement:

- Specification for WWTP wash line
- Preparation of NPDES modification for sludge disposal from a publicly owned treatment works
- Preparation of odor control study mandated by the West Virginia Public Service Commission (WVPSC)

- Preparation of cost estimates for requests for service
- Evaluation of lift station overflows

Town of Moorefield – Study on costs of $30,000,000 sanitary sewer system (plant and collection system).

South Putnam Public Service District – Project Engineer for review of sewage disposal options for a large county-wide sanitary sewer provider. Work included interviews with various publicly owned treatment works (POTWs), interviews with regulatory agencies, review of regulatory agency files, development of cost estimates, and preparation of a report summarizing findings, including recommendations for future sewage treatment in West Virginia.

West Virginia American Water – Assessment of the City of Oak Hill and City of White Sulphur Springs publicly owned treatment works (POTW) to recommend improvements in operation and maintenance.

Town of Bradshaw – Design of collection system for two new schools, and design, permitting, bidding, and certain construction phase services for equalization basin/lift station, and upgrades to vacuum station and buffer tanks.

Tucker County Development Authority – Design, permitting, bidding, and construction phase services for the gravity collection system, force main, and lift station for an industrial park.

Boone County Public Service District – Preliminary engineering report for collection system and sequencing batch reactor (SBR) wastewater treatment plant for the Town of Nellus.

MDG Homes – Preparation of hydraulic calculations and record drawings for a variable grade effluent sewer system at a large development in the eastern panhandle.

Client Confidential – Coordination of treatability study for the industrial treatment plant.

Design of numerous sanitary sewer extensions associated with private developers, including the design of gravity and force main lines and lift stations, including approvals by local public utilities such as Jefferson Utilities, and approvals by the West Virginia Department of Environmental Protection.

Pocahontas County Public Service District/Wastewater Management – Study on replacement of Hawthorn Loop Sanitary Sewer System.

JOSHUA S. MESSMER
Staff Engineer

EDUCATION

B.S. Civil, Environmental, & Infrastructure Engineering, 2018
George Mason University

EMPLOYMENT HISTORY

2023-Present	Potesta & Associates, Inc.
2019-2023	Carson Land Consultants
2018	Intertek/PSI

AREAS OF SPECIALIZATION

Experience in municipal wastewater projects, conducting thorough field testing for construction materials to ensure quality and compliance with project specifications, and contributing to site development projects by navigating the complexities of permitting processes. Additionally, skilled in designing stormwater systems and implementing erosion and sediment control strategies to protect surrounding ecosystems during construction.

PROFESSIONAL EXPERIENCE

Civil/Site Design

Samra Autos – Develop two 900-square-foot buildings and one additional 8,000-square-foot building with a planned use of an auto garage and a carpentry shop on approximately 2.72 acres of land subdivided into five individual parcels in Stephens City, Frederick County, Virginia. Performed site visits to guide engineering design, mediated between local government officials and the property owner, and utilized stormwater management software tools (PondPack) to design an underground stormwater system to meet our client's needs. Additionally, prepared and submitted site plans to various government agencies (VDOT, Town of Stephen City Planning, etc.)

Sanjeev Bhatia – Grading and Erosion and Sediment Control Plan for house addition in Paeonian Springs, Virginia. Mediated between Loudoun County officials and the property owner. Prepared and submitted grading and E&S plans to Loudoun County for building additions on the subject property.

Devin McCreery – WVDOH Entrance Plan for a 159.08-acre vacant parcel for subdivision development in Jefferson County, West Virginia. Mediated between WVDOH and the property owner. Prepared and submitted entrance plans to WVDOH for a new proposed entrance for the subdivision and assisted in obtaining WVDOH permits for the existing and proposed entrances on the subject property.

Sewer Lines and WWTPs

Town of Front Royal, Virginia – Replacement of the two old and failing existing pumps with three new pumps to increase the capacity from 4.608 MGD to approximately 5.616 MGD. Performed site visits to guide engineering design and hydraulic calculations to chart a system curve, estimate existing pump duty points, and size proposed sewage pumps.

Construction Monitoring

Hampshire County Health Department – Engineering and architectural services for the upgrade of the Hampshire County Health Department building, including a negative-pressure room environment facility in Hampshire County, West Virginia. Handled project reports, documentation, and on-site project visits. Performed field tests, including ASTM C 31, ASTM C 143, and ASTM C 1064

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

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

Update on Jefferson County Parks and Recreation - Request for Sewer Service for Hite Road Park

Attachments:

Cochran Property-Hite Road-North Jefferson Elem-Fox Glen_Sewer Extension Estimate_4-24-26.pdf

Hite Park-N Jefferson Elem-Cochran_Sewermain Extension_4-24-26.pdf

Friday, April 24, 2026

CONCEPTUAL COST ESTIMATE FOR PROPOSED SEWER EXTENSION TO SERVE ALL SUBJECT PARCELS

Description	Quantity	Unit	Unit Price	Total Price
Sewer				
8" C900 PVC Forcemain	5,000	LF	$83	$415,000.00
Air Release Assembly	2	EA	$6,000	$12,000.00
Flushing Valves	2	EA	$4,000	$8,000.00
Core Existing Manhole	1	EA	$1,000	$4,000.00
8" Gravity Main Extension	4,000	LF	$60	$240,000.00
4' Diameter Manhole	15	EA	$5,500	$82,500.00
Total Sewer Construction				**$761,500.00**

Total Sewer Construction	**$761,500.00**
Contingency/Rock (15%)	**$114,225.00**
Total Anticipated Project Costs	**$875,725.00**

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

PROPOSED SEWER MAIN EXTENSION OPTIONS

COCHRAN PROPERTY

COCHRAN EXTENSION

Northport PS

PROPOSED EXTENSION TO SERVE ALL SUBJECT PARCELS

NORTH JEFFERSON ELEMENTARY SCHOOL

FOX GLEN (CURRENTLY ON SEPTIC)

TACKLEY MILLS (FUTURE)

HITE ROAD PARK AND NORTH JEFFERSON ELEMENTARY SCHOOL EXTENSION

HITE ROAD PARK
PUMPSTATION = 250K
FORCEMAIN = 689K

War Admiral PS

Burr Park East (5-1)

Burr West (5-2)

Burr Royal (5-3)

N

Road
Gravity
Forcemain
Manhole
PumpStation
Subject_Parcels

0 0.13 0.25 0.5 Miles

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Inquiry for Data Center Development in Summit Point

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

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

Collection System Project - Resolution No. 29 - CWSRF No. 10, Pay App No. 13

Attachments:

Collection System Project - Resolution No. 29 - CWSRF No. 10, Pay App No. 13.pdf

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

RESOLUTION NO. 29
REQUEST FOR PAYMENT #29
(CWSRF #C-544686 PAYMENT #10, LOAN 1, CIF PAYMENT #21)

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. 13"** as follows.

Vendor	CWSRF	CWSRF "Green" PF Loan 1	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$66,927.48	$255,956.00	$213,908.35	$536,791.83
Total	**$66,927.48**	**$255,956.00**	**$213,908.35**	**$536,791.83**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 29th day of April, 2026.

By: _____
Brent Manuel, Chairman

SRF PAYMENT REQUISITION FORM

1. LOAN RECIPIENT/VENDOR:

NAME: Charles Town Utility Board

ADDRESS: 101 E Washington St
Charles Town, WV 25414

FEIN: 32-0280357

DUNS: 010728588

UEI: GXZTJN971WA5

2. INVOICE #: C-544686-2025-10

3. REQUEST NUMBER: 10

4. INVOICE PERIOD COVERED BY THIS REQUEST

FROM: 3/1/2026 TO: 4/13/2026

5. % of PHYSICAL CONSTRUCTION COMPLETION 51.06%

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY	
					LOAN $	PF $
1) CONSTRUCTION	$3,151,457.68	$2,778,586.52	$322,883.48	$3,101,470.00		
2) CONTINGENCY	$152,876.32			$0.00		
3) EQUIPMENT				$0.00		
4) ENGINEERING a. Planning				$0.00		
b. Design				$0.00		
c. Construction Basic				$0.00		
d. RPR / Inspection				$0.00		
e. Post Construction				$0.00		
f. Special Services				$0.00		
5) LEGAL				$0.00		
6) ACCOUNTING				$0.00		
7) ADMINISTRATIVE				$0.00		
8) PERMITS				$0.00		
9) LOAN REPAYMENT				$0.00		
10) PLATS				$0.00		
11) LAND/EASEMENTS				$0.00		
12) (space as needed)				$0.00		
13) CLOSING COSTS	$40,650.00	$40,650.00		$40,650.00		
14) SUBTOTAL	$3,344,984.00	$2,819,236.52	$322,883.48	$3,142,120.00		
15) LESS PREVIOUSLY PAID				$2,819,236.52		
16) REQUEST AMOUNT				$322,883.48		

17) _____ 4/29/2026
AUTHORIZED SIGNATURE DATE
Brent Manuel, Chairman
TYPED OR PRINTED NAME AND TITLE

18) _____ 4/29/2026
PERSON PREPARING FORM SIGNATURE DATE
April Shultz, Assistant Utility Manager
TYPED OR PRINTED NAME AND TITLE

AGENCY USE ONLY:

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

_____ _____
PROJECT REVIEWER DATE
TYPED OR PRINTED NAME

_____ _____
AUTHORIZED OFFICER DATE
TYPED OR PRINTED NAME

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 13

	Application Period: 3/1/26 - 3/31/26	Application Date:	4/13/2026
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)**	$	**$4,985,602.07**
5. **RETAINAGE:**		
a. 10% X $4,730,306.86 **Work Completed**	$	**$473,030.69**
b. 10% X $299,283.95 **Stored Material**	$	**$29,928.40**
c. **Total Retainage (Line 5.a + Line 5.b)**	$	**$502,959.08**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$4,482,642.99**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$3,945,851.16**
8. **AMOUNT DUE THIS APPLICATION**	$	**$536,791.83**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$2,193,684.57**

Contractor's Certification

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

Contractor Signature

By: *Mitchell Otey, PM*	Date: 4/13/2026

Payment of: $ $536,791.83
(Line 8 or other - attach explanation of the other amount)

is recommended by: *David C. Santelli* (Engineer) 4/20/2026 (Date)

Payment of: $ _____
(Line 8 or other - attach explanation of the other amount)

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

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

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	01	Application Number:	13
Application Period:	3/1/26 - 3/31/26	Application Date:	4/13/2026

A					B		C			D	E	F		
Item		Contract Information				Quantity			Payment					
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272,980.00	$272,980.00		**0.96**	0.96		$262,060.80	$262,060.80		$262,060.80	96.0%	$10,919.20
2	Traffic Control	1	LS	$15,000.00	$15,000.00		**0.70**	0.70		$10,500.00	$10,500.00		$10,500.00	70.0%	$4,500.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00		**1.00**	1.00		$5,200.00	$5,200.00		$5,200.00	100.0%	
4	**Erosion & Sediment Control**	**1**	**LS**	**$142,000.00**											
4a	Rock Construction Entrance	1	LS	$35,000.00	$35,000.00		**0.70**	0.70		$24,500.00	$24,500.00		$24,500.00	70.0%	$10,500.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00		**1.00**	1.00		$14,000.00	$14,000.00		$14,000.00	100.0%	
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00		**1.00**	1.00		$30,000.00	$30,000.00		$30,000.00	100.0%	
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00		**0.75**	0.75		$2,250.00	$2,250.00		$2,250.00	75.0%	$750.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00		**0.75**	0.75		$5,250.00	$5,250.00		$5,250.00	75.0%	$1,750.00
5	**Burr East Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00		**1.00**	1.00		$9,000.00	$9,000.00		$9,000.00	100.0%	
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00	**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										$4,500.00
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00										$8,500.00
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00										$2,000.00
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00										$5,500.00
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00										$9,500.00
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00	**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										$2,000.00
9	**Forrest Street Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00										$15,000.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
10	**11th Ave Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	**1**	**LS**	**$495,000.00**											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00		**0.25**	0.25		$1,000.00	$1,000.00		$1,000.00	25.0%	$3,000.00
11c	Site Fencing	1	LS	$8,000.00	$8,000.00										$8,000.00
11d	Valve Vault	1	LS	$40,000.00	$40,000.00		**1.00**	1.00		$40,000.00	$40,000.00		$40,000.00	100.0%	
11e	Meter Vault	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
11f	Process Pipe	1	LS	$70,000.00	$70,000.00		**1.00**	1.00		$70,000.00	$70,000.00		$70,000.00	100.0%	
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00	**0.90**	**0.10**	1.00	$88,200.00	$9,800.00	$98,000.00	$76,502.65	$174,502.65	178.1%	-$76,502.65
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00	**0.10**	**0.90**	1.00	$1,500.00	$13,500.00	$15,000.00		$15,000.00	100.0%	
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00	**1.00**		1.00	$5,000.00		$5,000.00		$5,000.00	100.0%	
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11n	Electrical	1	LS	$90,000.00	$90,000.00		**0.90**	0.90		$81,000.00	$81,000.00		$81,000.00	90.0%	$9,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00	**0.25**	**0.50**	0.75	$26,250.00	$52,500.00	$78,750.00		$78,750.00	75.0%	$26,250.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**0.75**	0.75		$3,000.00	$3,000.00		$3,000.00	75.0%	$1,000.00
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
12c	Meter Vault	1	LS	$16,000.00	$16,000.00							$3,351.00	$3,351.00	20.9%	$12,649.00
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
12e	Process Pipe	1	LS	$54,000.00	$54,000.00										$54,000.00

EJCDC® C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work **Contractor's Application**

For (Contract):	01	Application Number:	13
Application Period:	3/1/26 - 3/31/26	Application Date:	4/13/2026

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00		**0.10**	0.10		$9,000.00	$9,000.00	$81,205.00	$90,205.00	100.2%	-$205.00
12g	Instrumentation	1	LS	$6,000.00	$6,000.00										$6,000.00
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00							$4,424.00	$4,424.00	29.5%	$10,576.00
12i	Electrical	1	LS	$65,000.00	$65,000.00										$65,000.00
12j	Integration	1	LS	$45,000.00	$45,000.00										$45,000.00
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00		**0.50**	0.50		$11,500.00	$11,500.00		$11,500.00	50.0%	$11,500.00
13c	Seeding & Landscaping	1	LS	$3,500.00	$3,500.00										$3,500.00
13d	Meter Vault	1	LS	$16,000.00	$16,000.00	**1.00**		1.00	$16,000.00		$16,000.00	$3,420.00	$19,420.00	121.4%	-$3,420.00
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										$73,500.00
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00		**0.10**	0.10		$10,200.00	$10,200.00	$62,111.25	$72,311.25	70.9%	$29,688.75
13h	Instrumentation	1	LS	$4,500.00	$4,500.00		**0.10**	0.10		$450.00	$450.00		$450.00	10.0%	$4,050.00
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00										$58,000.00
13k	Integration	1	LS	$43,000.00	$43,000.00		**0.10**	0.10		$4,300.00	$4,300.00		$4,300.00	10.0%	$38,700.00
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00		**0.50**	0.50		$3,500.00	$3,500.00		$3,500.00	50.0%	$3,500.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00	**0.10**	**0.50**	0.60	$2,300.00	$11,500.00	$13,800.00		$13,800.00	60.0%	$9,200.00
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00		**0.80**	0.80		$7,600.00	$7,600.00		$7,600.00	80.0%	$1,900.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00		**0.25**	0.25		$1,000.00	$1,000.00		$1,000.00	25.0%	$3,000.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00		**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	$6,449.00	$26,449.00	132.2%	-$6,449.00
15j	Process Pipe	1	LS	$141,000.00	$141,000.00		**1.00**	1.00		$141,000.00	$141,000.00		$141,000.00	100.0%	
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00	**0.99**	**0.01**	1.00	$14,850.00	$150.00	$15,000.00		$15,000.00	100.0%	
15l	Instrumentation	1	LS	$7,000.00	$7,000.00		**0.20**	0.20		$1,400.00	$1,400.00		$1,400.00	20.0%	$5,600.00
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00	**0.50**	**0.50**	1.00	$4,250.00	$4,250.00	$8,500.00		$8,500.00	100.0%	
15o	Electrical	1	LS	$135,000.00	$135,000.00	**0.35**	**0.35**	0.70	$47,250.00	$47,250.00	$94,500.00		$94,500.00	70.0%	$40,500.00
15p	Integration	1	LS	$180,000.00	$180,000.00										$180,000.00
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Burr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00		**1.00**	1.00		$17,500.00	$17,500.00		$17,500.00	100.0%	
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00	**0.10**	**0.90**	1.00	$2,500.00	$22,500.00	$25,000.00		$25,000.00	100.0%	
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
19	**Bypass Pump - Jett's Farm Pump Station**	**1**	**LS**	**$36,000.00**											
19a	Set Up Bypass Pump & Piping	1	LS	$13,500.00	$13,500.00	**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	**0.30**		0.30	$6,000.00		$6,000.00		$6,000.00	30.0%	$14,000.00
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
20	**Bypass Pump - Samuel Street Pump Station**	**1**	**LS**	**$15,000.00**											
20a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
22	**Bypass Pump - Forest Ave Pump Station**	**1**	**LS**	**$13,000.00**											
22a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
23	**Bypass Pump - 11th Ave Pump Station**	**1**	**LS**	**$13,000.00**											
23a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
24	**Bypass Pump - Evitt's Run Interceptor**	**1**	**LS**	**$100,000.00**											
24a	Set Up Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00	**0.25**	**0.75**	1.00	$6,250.00	$18,750.00	$25,000.00		$25,000.00	100.0%	
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00	**0.10**	**0.90**	1.00	$5,000.00	$45,000.00	$50,000.00		$50,000.00	100.0%	
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00	**0.25**	**0.75**	1.00	$6,250.00	$18,750.00	$25,000.00		$25,000.00	100.0%	

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

For (Contract): 01												Application Number: 13			
Application Period: 3/1/26 - 3/31/26												Application Date: 4/13/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00										$48,000.00
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
29	4" SDR 35 Sewer	100	LF	$194.00	$19,400.00										$19,400.00
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$92.00	$1,840.00		**12.00**	12.00		$1,104.00	$1,104.00		$1,104.00	60.0%	$736.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00	**282.00**	**82.00**	364.00	$38,070.00	$11,070.00	$49,140.00	$17,796.18	$66,936.18	45.1%	$81,563.82
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00							$5,567.52	$5,567.52	14.5%	$32,832.48
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00							$4,971.00	$4,971.00	8.8%	$51,829.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00	**155.00**	**421.00**	576.00	$26,970.00	$73,254.00	$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	**150.00**	**1734.50**	1884.50	$45,750.00	$529,022.50	$574,772.50	$12,051.40	$586,823.90	96.2%	$23,176.10
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00		**4021.58**	4021.58		$542,913.30	$542,913.30	$1,655.80	$544,569.10	183.4%	-$247,569.10
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00	**18.00**	**2703.08**	2721.08	$2,070.00	$310,854.20	$312,924.20		$312,924.20	97.2%	$9,075.80
39	2" SDR 9 HDPE Force Main (Slip Line)	1400	LF	$55.00	$77,000.00										$77,000.00
40	1.5" SDR 9 IPS HDPE Force Main (Slip Line)	900	LF	$54.00	$48,600.00										$48,600.00
41	1.25" SDR 9 IPS HDPE for Main	1200	LF	$75.50	$90,600.00										$90,600.00
42	4' Diameter Manhole (up to 6')	20	EA	$8,500.00	$170,000.00	**7.00**	**17.00**	24.00	$59,500.00	$144,500.00	$204,000.00	$19,779.15	$223,779.15	131.6%	-$53,779.15
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00		**33.05**	33.05		$21,482.50	$21,482.50		$21,482.50	66.1%	$11,017.50
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00		**2.00**	2.00		$16,200.00	$16,200.00		$16,200.00	20.0%	$64,800.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00	**9.00**	**13.00**	22.00	$13,500.00	$19,500.00	$33,000.00		$33,000.00	84.6%	$6,000.00
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00		**6.00**	6.00		$10,200.00	$10,200.00		$10,200.00	120.0%	-$1,700.00
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00		**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	**2.00**	**7.00**	9.00	$4,000.00	$14,000.00	$18,000.00		$18,000.00	90.0%	$2,000.00
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00										$21,500.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00		**3.00**	3.00		$37,500.00	$37,500.00		$37,500.00	75.0%	$12,500.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00	**1.00**	**6.00**	7.00	$9,000.00	$54,000.00	$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										$21,000.00
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	**4.00**	**1.00**	5.00	$5,200.00	$1,300.00	$6,500.00		$6,500.00	100.0%	
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00										$9,000.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00	**64.50**	**35.00**	99.50	$6,579.00	$3,570.00	$10,149.00		$10,149.00	49.8%	$10,251.00
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00	**5.00**	**4.00**	9.00	$7,000.00	$5,600.00	$12,600.00		$12,600.00	56.3%	$9,800.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00	**5.00**	**2.00**	7.00	$2,100.00	$840.00	$2,940.00		$2,940.00	50.0%	$2,940.00
59	12" Steel Casing - (Open Cut)	200	LF	$200.00	$40,000.00										$40,000.00
60	16" Steel Casing - (Open Cut)	80	LF	$250.00	$20,000.00										$20,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$1,600.00	$128,000.00										$128,000.00
62	Test Pit Excavation & Refill	7	EA	$5,000.00	$35,000.00		**3.00**	3.00		$15,000.00	$15,000.00		$15,000.00	42.9%	$20,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00		**5.00**	5.00		$45,000.00	$45,000.00		$45,000.00	71.4%	$18,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00		**136.94**	136.94		$54,776.00	$54,776.00		$54,776.00	171.2%	-$22,776.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00		**103.86**	103.86		$36,351.00	$36,351.00		$36,351.00	173.1%	-$15,351.00
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00	**307.00**	**318.54**	625.54	$28,244.00	$29,305.68	$57,549.68		$57,549.68	89.4%	$6,850.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00	**12.00**	**6.00**	18.00	$15,600.00	$7,800.00	$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	**50.00**	**300.00**	350.00	$1,000.00	$6,000.00	$7,000.00		$7,000.00	70.0%	$3,000.00
72	Class B Concrete	50	CY	$500.00	$25,000.00	**10.00**	**30.00**	40.00	$5,000.00	$15,000.00	$20,000.00		$20,000.00	80.0%	$5,000.00
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	**840.00**	**580.00**	1420.00	$59,640.00	$41,180.00	$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-4-A	Evitt's Run - Conduit Relocation	1	LS	$14,003.58	$14,003.58	**1.00**			$14,003.58		$14,003.58				
CO-4-B	Evitt's Run - Power Pole Removal	1	LS	$9,911.00	$9,911.00	**1.00**			$9,911.00		$9,911.00				
CO-4-C	Evitt's Run - Force Main Conflict	1	LS	$13,589.00	$13,589.00	**1.00**			$13,589.00		$13,589.00				

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

For (Contract): 01												Application Number: 13			
Application Period: 3/1/26 - 3/31/26												Application Date: 4/13/2026			
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-D	Burr East - Wet Well Modification	1	LS	$6,485.16	$6,485.16	**1.00**			$ 6,485.16		$6,485.16				
	Totals				**$6,676,327.56**				**$645,311.74**	**$4,084,995.12**	**$4,730,306.86**	**$299,283.95**	**$4,985,602.07**	74.7%	**$1,690,725.49**

$ 64,531.17

$572,977.44

EJCDC® C-620 Contractor's Application for Payment
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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	13
Application Period:	3/1/26 - 3/31/26	Application Date:	4/13/2026

A		B	C		D		E		F		G
					Stored Previously				Incorporated in Work		
Bid Item No.	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Storage Location	Description of Materials or Equipment Stored	Application No. when Materials Placed in Storage	Amount ($)	Amount Stored this Month ($)	Subtotal Amount Completed and Stored to Date (D + E)	Date (Month/ Year)	Amount ($)	Materials Remaining in Storage ($) (D + E - F)
11g	27315		HRI Trailer	Burr East Grinder Pumps	4	$33,390.00		$33,390.00			$33,390.00
11g	28718		HRI Trailer	Burr East Grinder Pumps	4	$35,692.65		$35,692.65			$35,692.65
12f	27317		HRI Trailer	Jetts Farm Grinder Pumps	4	$38,700.00		$38,700.00			$38,700.00
12f	28503		HRI Trailer	Jetts Farm Grinder Pumps	4	$34,605.00		$34,605.00			$34,605.00
13g	27316		HRI Trailer	Moose Lodge Grinder Pumps	4	$33,300.00		$33,300.00			$33,300.00
13g	28504		HRI Trailer	Moose Lodge Grinder Pumps	4	$28,811.25		$28,811.25			$28,811.25
42	886402		Evitts Run	Sanitary MH - APS16	5	$5,103.00		$5,103.00			$5,103.00
42	882498		Evitts Run	Sanitary MH - APS26A	5	$41,139.40		$41,139.40	11/2025	$39,251.50	$1,887.90
42	880503		Evitts Run	Sanitary MH - APS27	5	$7,064.25		$7,064.25			$7,064.25
36	x633532		Evitts Run	30" PVC	6	$25,318.44		$25,318.44	10/2025	$13,267.04	$12,051.40
37	x423369		Burr East	6" HDPE DR 11	6	$12,240.00		$12,240.00	11/2025	$10,584.20	$1,655.80
31	x569471		LP	8" Fusible C900	6	$17,796.18		$17,796.18			$17,796.18
32	x569471		LP	8" Fusible C900	6	$5,567.52		$5,567.52			$5,567.52
33	x569471		LP	8" Fusible C900	6	$4,971.00		$4,971.00			$4,971.00
11g	29342		HRI Trailer	Burr East Grinder Pumps	6	$7,420.00		$7,420.00			$7,420.00
12f	29341		HRI Trailer	Jetts Farm Grinder Pumps	6	$7,900.00		$7,900.00			$7,900.00
15i	895582		Evitts Run	LP Meter Vault	6	$6,449.00		$6,449.00			$6,449.00
42	907465		HRI Trailer	JF Sanitary MH	9	$5,724.00		$5,724.00			$5,724.00
13d	908161		HRI Trailer	JF Meter Vault	9	$3,420.00		$3,420.00			$3,420.00
12c	908161		HRI Trailer	ML Meter Vault	9	$3,351.00		$3,351.00			$3,351.00
12h	908161		HRI Trailer	ML Wet Well Top	9	$4,424.00		$4,424.00			$4,424.00
				Totals		**$449,415.21**		**$468,283.45**		**$150,131.26**	**$299,283.95**

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C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Date: April 29, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 21 Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Resolution No. 22 Request for Payment (RFP) #22 CIF # 15	Resolution No. 23 Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Resolution No. 24 Request for Payment (RFP) #24 CIF # 17	Resolution No. 25 Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Resolution No. 28 Request for Payment (RFP) #28 CIF # 20	Resolution No. 29 Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ 136,251.61	$ -	$ 403,945.16	$ -	$ 576,787.91	$ -	$ 598,883.35	$ -	$ 433,163.09	$ 1,790,246.89
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ 1,035.20	$ -	$ 82,053.40	$ -	$ 2,070.40	$ -	$ -	$ -	$ -	$ 0.00
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43,988.74	$ -
2 CONTINGENCY											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ 41,180.00	$ -	$ 59,640.00	$ 49,987.68
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ -	$ 2,410.37	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ -	$ 34,307.81	$ -	$ 54,765.78	$ -	$ 31,032.12	$ -	$ 30,560.72	$ -	$ 151,114.79
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 925.00	$ -	$ 2,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 2,303,808.68**
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	**$ 8,135,093.88**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 2,303,808.68**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Request for Payment (RFP) #22 CIF # 15	Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Request for Payment (RFP) #24 CIF # 17	Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Request for Payment (RFP) #28 CIF # 20	Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,375,629.88	$ (1,035.20)	$ (34,307.81)	$ (82,053.40)	$ (54,765.78)	$ (2,070.40)	$ (33,442.49)	$ -	$ (31,485.72)	$ (213,908.35)	$ 1,763,464.68
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (1,035.20)**	**$ (34,307.81)**	**$ (82,053.40)**	**$ (54,765.78)**	**$ (2,070.40)**	**$ (33,442.49)**	**$ -**	**$ (31,485.72)**	**$ (213,908.35)**	**$ 1,884,944.68**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ (136,251.61)	$ -	$ (188,270.85)	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ (41,180.00)	$ -	$ (255,956.00)	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ (136,251.61)**	**$ -**	**$ (188,270.85)**	**$ -**	**$ -**	**$ -**	**$ (41,180.00)**	**$ -**	**$ (255,956.00)**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ (215,674.31)	$ -	$ (576,787.91)	$ -	$ (598,883.35)	$ -	$ (66,927.48)	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ (215,674.31)**	**$ -**	**$ (576,787.91)**	**$ -**	**$ (598,883.35)**	**$ -**	**$ (66,927.48)**	**$ 216,000.00**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (137,286.81)**	**$ (34,307.81)**	**$ (485,998.56)**	**$ (54,765.78)**	**$ (578,858.31)**	**$ (33,442.49)**	**$ (640,063.35)**	**$ (31,485.72)**	**$ (536,791.83)**	**$ 2,303,808.68**

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.

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

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

Collection System Project - Resolution No. 30 - CIF No. 22

Attachments:

Collection System Project - Resolution No. 30 - CIF No. 22.pdf

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

RESOLUTION NO. 30
REQUEST FOR PAYMENT #30
(CIF PAYMENT #22)

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board that the payment of the invoices as summarized below are hereby authorized and directed:

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
GD&F Engineers	$0	$30,626.94	$30,626.94
Total	**$0**	**$30,626.94**	**$30,626.94**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 29th day of April, 2026.

By: _____
Brent Manuel, Chairman

Date: April 29, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 22 Request for Payment (RFP) #22 CIF # 15	Resolution No. 23 Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Resolution No. 24 Request for Payment (RFP) #24 CIF # 17	Resolution No. 25 Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Resolution No. 28 Request for Payment (RFP) #28 CIF # 20	Resolution No. 29 Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 403,945.16	$ -	$ 576,787.91	$ -	$ 598,883.35	$ -	$ 433,163.09	$ -	$ 1,790,246.89
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ 82,053.40	$ -	$ 2,070.40	$ -	$ -	$ -	$ -	$ -	$ 0.00
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 43,988.74	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ 41,180.00	$ -	$ 59,640.00	$ -	$ 49,987.68
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ -	$ 2,410.37	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ 34,307.81	$ -	$ 54,765.78	$ -	$ 31,032.12	$ -	$ 30,560.72	$ -	$ 30,626.94	$ 120,487.85
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ -	$ -	$ -	$ -	$ 925.00	$ -	$ -	$ 2,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 2,273,181.74**
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	**$ 8,135,093.88**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 2,273,181.74**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #22 CIF # 15	Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Request for Payment (RFP) #24 CIF # 17	Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Request for Payment (RFP) #28 CIF # 20	Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Request for Payment (RFP) #30 CIF # 22	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,375,629.88	$ (34,307.81)	$ (82,053.40)	$ (54,765.78)	$ (2,070.40)	$ (33,442.49)	$ -	$ (31,485.72)	$ (213,908.35)	$ (30,626.94)	$ 1,732,837.74
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (34,307.81)**	**$ (82,053.40)**	**$ (54,765.78)**	**$ (2,070.40)**	**$ (33,442.49)**	**$ -**	**$ (31,485.72)**	**$ (213,908.35)**	**$ (30,626.94)**	**$ 1,854,317.74**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ (188,270.85)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ (41,180.00)	$ -	$ (255,956.00)	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ (188,270.85)**	**$ -**	**$ -**	**$ -**	**$ (41,180.00)**	**$ -**	**$ (255,956.00)**	**$ -**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (215,674.31)	$ -	$ (576,787.91)	$ -	$ (598,883.35)	$ -	$ (66,927.48)	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (215,674.31)**	**$ -**	**$ (576,787.91)**	**$ -**	**$ (598,883.35)**	**$ -**	**$ (66,927.48)**	**$ -**	**$ 216,000.00**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (34,307.81)**	**$ (485,998.56)**	**$ (54,765.78)**	**$ (578,858.31)**	**$ (33,442.49)**	**$ (640,063.35)**	**$ (31,485.72)**	**$ (536,791.83)**	**$ (30,626.94)**	**$ 2,273,181.74**

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

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Note #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

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.

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

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

Chlorine Room Modification Project - Resolution No. 4 - Pay App No. 04

Attachments:

Chlorine Room Modification Project - Resolution No. 4 - Pay App No. 04.pdf

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT
CHLORINE ROOM MODIFICATIONS

RESOLUTION NO. 4

RESOLUTION OF THE CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE WATER 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 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 **"Contractor's Application for Payment No. 4"** as summarized below is hereby authorized and directed:

Vendor	**CTUB Internal Funds**	**Total Approved for Payment**
Snyder Environmental Services	$126,106.77	$126,106.77
Total	**$126,106.77**	**$126,106.77**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 29nd day of April, 2026.

By: _____
Brent Manuel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 4

	Application Period: NOVEMBER 2025 THRU MARCH 2026	Application Date: 4/8/2026
To (Owner): CHARLES TOWN UTILITY BOARD	From (Contractor): Snyder Environmental Services	Via (Engineer): GWIN, DOBSON, & FOREMAN, INC.
Project: WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATION	Contract:	
Owner's Contract No.:	Contractor's Project No.: 25C045	Engineer's Project No.: 21060

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
CO0001		30910
CO0002	7081.27	
TOTALS	$7,081.27	$30,910.00
NET CHANGE BY CHANGE ORDERS	-$23,828.73	

1. ORIGINAL CONTRACT PRICE	$	388,620.00
2. Net change by Change Orders	$	(23,828.73)
3. Current Contract Price (Line 1 ± 2)	$	364,791.27
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	364,791.27
5. RETAINAGE:		
a. 10% _____ Work Completed	$	-
b. 10% _____ Stored Material	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	-
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	364,791.27
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	238,684.50
8. AMOUNT DUE THIS APPLICATION	$	126,106.77
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	-

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: Lisa Miller Date: 4/08/2026

Payment of: $ 126,106.77
(Line 8 or other - attach explanation of the other amount)

is recommended by: Christopher M. Echenrode
(Engineer) (Date)

Payment of: $ 126,106.77
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

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

EJCDC® C-620 Contractor's Application for Payment
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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATION	Application Number:	4
Application Period:	NOVEMBER 2025 THRU MARCH 2026	Application Date:	4/8/2026

Contract Information							Work Completed							
A						B	C		D		E	F		G
Bid Item Code	Client Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
100100		MOBILIZATION/DEMOBILIZATION	1	LS	18200	$ 18,200.00	0.50	$ 9,100.00	1.00	$ 18,200.00		$ 18,200.00	100%	$ -
200200		DEMOLITION	1	LS	16500	$ 16,500.00	0.25	$ 4,125.00	1.00	$ 16,500.00		$ 16,500.00	100%	$ -
300000		HVAC	1	LS	33975	$ 33,975.00	0.40	$ 13,590.00	1.00	$ 33,975.00		$ 33,975.00	100%	$ -
300100		DOORS/WINDOW	1	LS	51825	$ 51,825.00	0.40	$ 20,730.00	1.00	$ 51,825.00		$ 51,825.00	100%	$ -
400000		SANDBLASTING	1	LS	8550	$ 8,550.00		$ -	1.00	$ 8,550.00		$ 8,550.00	100%	$ -
400100		PAINTING	1	LS	10550	$ 10,550.00	0.10	$ 1,055.00	1.00	$ 10,550.00		$ 10,550.00	100%	$ -
500000		CHLORINE GAS SYSTEM	1	LS	130300	$ 130,300.00		$ -	1.00	$ 130,300.00		$ 130,300.00	100%	$ -
600000		ELECTRICAL	1	LS	87810	$ 87,810.00	0.50	$ 43,905.00	1.00	$ 87,810.00		$ 87,810.00	100%	$ -
600100		TROLLY	1	LS	30910	$ 30,910.00	0	$ -	1.00	$ 30,910.00		$ 30,910.00	100%	$ -
CO0001		REMOVE TROLLY FROM PROJECT	1	LS	-30910	$ (30,910.00)	0	$ -	1.00	$ (30,910.00)		$ (30,910.00)	100%	$ -
CO0002		T&M FOR DOOR JAM AND FANS	1	LS	7081.27	$ 7,081.27	1.00	$ 7,081.27	1.00	$ 7,081.27		$ 7,081.27	100%	$ -
						$ -	0	$ -		$ -		$ -		$ -
		Totals				$ 364,791.27		$ 99,586.27		$ 364,791.27	$ -	$ 364,791.27		$ -

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Snyder Environmental Services, Inc.
270 Industrial Blvd.
Kearneysville, WV 25430
Phone: 304-725-9140 Fax: 304-728-7326
www.snyderenv.com

JOB: 25C045

Date:MARCH 2026

Name:	CTUB - CHLORINE GAS SYSTEM MODIFICATION
Address:	
Email:	
Phone:	

SES Job #:	250045	Ticket Prepared By:	LLM

QUANTITY OR HOURS	DATE	DESCRIPTION	PRICE	AMOUNT
		2/18/2026 REMOVE DOOR JAM		
7	2/18/2026	SUPERINTENDANT	$125.00	$ 875.00
7	2/18/2026	FOREMAN	$110.00	$ 770.00
7	2/18/2026	OPERATOR	$95.00	$ 665.00
14	2/18/2026	(2) LABORER	$83.00	$ 1,162.00
14	2/18/2026	(2) CREW TRUCK	$25.00	$ 350.00
				$ -
		3/04/2026 CHANGES TO FANS		$ -
2	3/4/2026	SUPERINTENDANT	$125.00	$ 250.00
2	3/5/2026	FOREMAN	$110.00	$ 220.00
6	3/6/2026	LABORER	$83.00	$ 498.00
2	3/7/2026	(2) CREW TRUCK	$25.00	$ 50.00
				$ -

QUANTITY	UNIT	MATERIAL/SUBCONTRACTOR	PRICE	AMOUNT
1	LS	OSB, BLADES, CUT OFF DISCS	$291.99	$ 291.99
1	LS	SS FLAT BARS	$104.39	$ 104.39
1	LS	SS GRATING FOR OVER FANS	$1,030.29	$ 1,030.29
1	LS	ALUMINUM ANGLES	$814.60	$ 814.60
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

			TAX	
			TOTAL	$ 7,081.27

I HEREBY ACKNOWLEDGE SATISFACTORY RECEIPT OF ABOVE MATERIALS AND LABOR.

SIGNATURE: Christopher M. Echenrode

TICKET NO: N/A

THANK YOU

WEDNESDAY, February 18

More Actions | Reject | Revise

Approved by Lisa Miller Monday, February 23, 2026 at 8:44 AM

Sent to Payroll Monday, February 23, 2026 at 10:29 AM

	25C045: WTP CHLORINE GAS SYSTEM ...		6214: PA INDIRE...	Start/End	Total
	300100 DOORS/WINDOWS	CO0001 REMOVING DOOR JAM	500 PA - UNALLOCATED ...		
CHARLES T. ... Shift 1	0.5 LS	1 LS	0		Weekly Hours
GOOCH CHARLES T. GO... SR SHOP RATE	1.5	7	1	9.5 6:30 AM - 4:00 PM	9.5 40/6.5
STIWI WILLIAM L. STILL... SR SHOP RATE	1.5	7		8.5 6:30 AM - 3:00 PM	8.5 40
CUNCO CODY N. CUNNI... SR SHOP RATE	1.5	7		8.5 6:30 AM - 3:00 PM	8.5 31.5
ENGAL ALLEN T. ENGLE ... SR SHOP RATE	1.5	7		8.5 6:30 AM - 3:00 PM	8.5 40
MCFLO LOGAN M. MCFA... SR SHOP RATE	1.5	7		8.5 6:30 AM - 3:00 PM	8.5 40/2.5
216 RAM 2024 5500 T...	1.5	7			8.5
162 2017 RAM 4500 ...	1.5	7			8.5

Materials and Subcontract Items

+ [redacted]

No matching records found.

Material and Subs Tool

Diary and Photos

6 PM | 10 PM | 2 AM | 6 AM | 10 AM | 2 PM | 6 PM | 10 PM | 2 AM | 6 AM

Powered by Visual Crossing Weather (https://www.visualcrossing.com/)

View

25C045: WTP CHLORINE GAS SYSTEM MODIFICATIONS

Diary Last changed by CHARLES GOFF, JR. on 2/19/2026 7:08:41 PM.

Started removing doors from chlorine tank room and found that the jambs were fabricated from channel iron with rebar welding and embedded into the wall and encased in concrete.
Had to cut windows into jamb with grinders and cut off wheels. Rebar was welded in place every 16" for a total of 16.

Photos & Docs (4)



6 PM | 10 PM | 2 AM | 6 AM | 10 AM | 2 PM | 6 PM | 10 PM | 2 AM | 6 AM

81° | 81° | 80° | 80° | 81° | 81° | 81° | 81° | 79 | 80°

Powered by Visual Crossing Weather (https://www.visualcrossing.com/)

View

6214: PA INDIRECT LABOR

Diary Last changed by CHARLES GOFF, JR. on 2/19/2026 7:08:54 PM.

WEDNESDAY, March 04

More Actions | Reject | Revise

Approved by Lisa Miller Monday, March 9, 2026 at 8:45 AM

Sent to Payroll Monday, March 9, 2026 at 10:40 AM

	6214: PA INDIRE...	25C048: CHOPW...	25C045: WTP CH...	Start/End	Total
	500 PA - UNALLOCATED ...	CO0003 CORE DRILL MANHO...	CO0002 CHANGES TO FANS		
CHARLES T. ... Shift 1	0	0.5 LS	0 LS		Weekly Hours
GOOCH CHARLES T. GO... SR SHOP RATE	7		2	9 6:30 AM - 3:30 PM	9 40/7
STIWI WILLIAM L. STILL... SR SHOP RATE		5	2	7 6:30 AM - 1:30 PM	7 38.5
CUNCO CODY N. CUNNI... SR SHOP RATE	1		6	7 6:30 AM - 1:30 PM	7 39.5
ENGAL ALLEN T. ENGLE ... SR SHOP RATE		5		5 6:30 AM - 11:30 AM	5 36.5
MCFLO LOGAN M. MCFA... SR SHOP RATE		5		5 6:30 AM - 11:30 AM	5 22
216 RAM 2024 5500 T...			2		2
162 2017 RAM 4500 ...		5	2		7
2236 DIAMOND CORE ...		2.5			2.5

Materials and Subcontract Items

+ [redacted]

No matching records found.

Material and Subs Tool

Diary and Photos

6 PM 10 PM 2 AM 6 AM 10 AM 2 PM 6 PM 10 PM 2 AM 6 AM

31° 31° 80° 80° 81° 81° 81° 81° 81° 81°

Powered by Visual Crossing Weather (https://www.visualcrossing.com/)

6214: PA INDIRECT LABOR

View

Diary Last changed by CHARLES GOFF, JR. on 3/5/2026 6:00:09 PM.

Checked jobs and set schedule

Worked on estimates

6 PM 10 PM 2 AM 6 AM 10 AM 2 PM 6 PM 10 PM 2 AM 6 AM

38° 38° 38° 39° 42° 46° 47° 45° 43° 43°

Powered by Visual Crossing Weather (https://www.visualcrossing.com/)

25C048: CHOPWOOD GRAVITY SEWER LINE INSTALLATION & PUMP STATION REMOVAL

View

Diary Last changed by CHARLES GOFF, JR. on 3/5/2026 5:59:49 PM.

Mobilized to site and core drilled 1- 16" diameter hole in manhole and installed a new boot

Job complete

6 PM 10 PM 2 AM 6 AM 10 AM 2 PM 6 PM 10 PM 2 AM 6 AM

Powered by Visual Crossing Weather (https://www.visualcrossing.com/)

25C045: WTP CHLORINE GAS SYSTEM MODIFICATIONS

View

Diary Last changed by CHARLES GOFF, JR. on 3/5/2026 6:01:51 PM.

Fabricated and installed 2- 28"x28" stainless steel expanded metal grates over exhaust fan openings.

Date: April 29, 2026

Charles Town Utility Board
Water Treatment Plant - Chlorine Room Modifications
Schedule B - Internal Purposes Only

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid from CTUB Internal Funds	Resolution No. 1 Contractor's Application for Payment No. 1	Resolution No. 2 Contractor's Application for Payment No. 2	Resolution No. 3 Contractor's Application for Payment No. 3	Resolution No. 4 Contractor's Application for Payment No. 4	Total Project Costs Paid	Balance Remaining
1 **CONSTRUCTION**								
a. Contract (See Note #1,)	$ 357,710.00	$ -	$ 15,885.00	$ 178,733.25	$ 44,066.25	$ 119,025.50	$ 357,710.00	$ -
b. Construction Contingency (5%) - See Note #2	$ 17,885.50	$ -	$ -	$ -	$ -	$ 7,081.27	$ 7,081.27	$ 10,804.23
c. Crane (Purchased Separately, See Note #1)	$ 13,804.00	$ 13,804.00	$ -	$ -	$ -	$ -	$ 13,804.00	$ -
2 **ENGINEERING SERVICES**								
a. GDF Engineering - Design	$ 19,400.00	$ 19,400.00	$ -	$ -	$ -	$ -	$ 19,400.00	$ -
b. GDF Engineering - Construction & Start-up	$ 24,500.00	$ 24,500.00	$ -	$ -	$ -	$ -	$ 24,500.00	$ -
3 **ADMINISTRATIVE SERVICES**								
a. Permits	$ 2,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,000.00
b. Other Administrative Costs	$ 1,500.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,500.00
4 **Total Project Costs Line 1-3**	**$ 436,799.50**	**$ 57,704.00**	**$ 15,885.00**	**$ 178,733.25**	**$ 44,066.25**	**$ 126,106.77**	**$ 422,495.27**	**$ 14,304.23**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Paid from CTUB Internal Funds	Contractor's Application for Payment No. 1	Contractor's Application for Payment No. 2	Contractor's Application for Payment No. 3	Contractor's Application for Payment No. 4	Total Project Funding	Balance Remaining
1 **INTERNAL FUNDS**								
a. Internal Funds (Operating/Renewal & Replacement Fund)	$ 436,799.50	$ (57,704.00)	$ (15,885.00)	$ (178,733.25)	$ (44,066.25)	$ (126,106.77)	$ (422,495.27)	$ 14,304.23
1 Total Sources of Funds	**$ 436,799.50**	**$ (57,704.00)**	**$ (15,885.00)**	**$ (178,733.25)**	**$ (44,066.25)**	**$ (126,106.77)**	**$ (422,495.27)**	**$ 14,304.23**

1. Change Order CO0001 - Contract of $388,620 reduced by $30,910 to remove crane from the project contract. CTUB purchased a crane for the Water Treatment Plant in the amount of $13,804.
2. Change Order CO0002 - Contingency for removal of the existing door frames and minor changes to the exhaust fan $7,081.27.

Project Closeout: The project was completed under budget. The remaining balance of $14,304.23 represents internal funds that were not expended.

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Quote for Topsoil Building

Attachments:

Topsoil Building Quote.pdf

PREMIER CONTRACTING

62 PREMIER DRIVE

GERRADSTOWN WV 25420

(304) 283 – 4436

TOPSOIL BUILDING QUOTE

CONCRETE	$ 1000.00
POSTS AND FRAMING LUMBER	$ 2629.72
ROOF TRUSSES	$ 5000.00
ROOF AND SIDING METAL	$ 4856.40
METAL CORNERS, TRIM, RIDGE CAP	$ 714.41
POST ANCHORS	$ 293.94
4 1/8 X 11” 20 GA. TIE PLATES	$ 134.19
SCREWS, NAILS, TAPCONS	$ 605.64
PETTIBONE MATERIAL HANDLER	$ 1500.00
MANLIFT	$ 1200.00
SKID STEER AND AUGER	$ 1000.00
FOREMAN 56 HOURS @ $ 65.00 HR	$ 3640.00
LABOR 1 56 HOURS @ $ 55.00 HR	$ 3080.00

LABOR 2	56 HOURS @ $ 55.00 HR	$ 3080.00
	SUB TOTAL	$ 28,734.30
	15 % PROFIT	$ 4310.15
	TOTAL COST	$ 33,044.45

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Manager Report

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

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

April 29, 2026

Attachments:

Board Report 04.29.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	6-50	$57,616.96	$0.00	$172,387.41	$230,004.37
Sewer	6-60	$66,031.57	$0.00	$482,127.32	$548,158.89
	Year Total:	$123,648.53	$0.00	$654,514.73	$778,163.26
Water	X-50	$1,115.67	$0.00	$0.00	$1,115.67
Total Of All Funds:		$124,764.20	$0.00	$654,514.73	$779,278.93

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$58,732.63	$0.00	$172,387.41	$231,120.04
Sewer	60	$66,031.57	$0.00	$482,127.32	$548,158.89
Total Of All Funds:		$124,764.20	$0.00	$654,514.73	$779,278.93

This Packet: $ 779,278.93
Potomac Edison, check dated 4/15/2026: 34,012.25
Cryswell CDJR, check dated 4/15/2026: 80,844.00
Security Deposit Refunds, checks dated 4/29/2026: 4,451.81

Total: $ 898,586.99

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
SGPLU005		SG PLUMBING, INC.	*Account Continued*				
P2600099	04/13/26	400 N. REYMANN STREET	Open	$1,850.00	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
I2600301	04/09/26	HUNTFIELD PS REPAIR	Open	$9,868.00	$0.00		
I2600331	04/20/26	CRANES LN PS CONTROL PANEL	Open	$31,100.00	$0.00		
P2600114	04/16/26	PREVENTATIVE MAINTENANCE PS	Open	$1,575.00	$0.00		
			Vendor Total:	**$42,543.00**			
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2600116	04/16/26	VEHICLE REPAIRS	Open	$1,769.20	$0.00		
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
I2600343	04/08/26	CNTRCTR AP#4 PRJCT 25C045	Open	$126,106.77	$0.00		
BACKF005		SPECIALTY VALVE & CONTROLS					
I2600340	03/26/26	BACKFLOW TEST KIT RECERTIFICAT	Open	$119.00	$0.00		
STEPT005		STEPTOE & JOHNSON PLLC					
I2600336	04/17/26	GENERAL EMPLOYER COUNSELING	Open	$243.75	$0.00		
I2600337	04/17/26	GENERAL ENVIRONMENTAL	Open	$9,458.48	$0.00		
			Vendor Total:	**$9,702.23**			
STONE005		STONER ENTERPRISES INC					
I2600302	04/14/26	MONTHLY SVC@ 661 S GEORGE ST	Open	$75.70	$0.00		
I2600338	04/24/26	COOLER RENTAL@ 661 S GEORGE ST	Open	$15.55	$0.00		
			Vendor Total:	**$91.25**			
TMOBI005		T-MOBILE					
I2600341	04/21/26	MONTHLY CELL SERVICE	Open	$543.75	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
I2600305	04/07/26	WTP BCKWSH FLW MTR RPR LABOR	Open	$860.00	$0.00		
I2600335	04/22/26	PVC PIPE	Open	$37.84	$0.00		
P2600100	04/13/26	ACTIVATED CARBON SLURRY	Open	$1,088.87	$0.00		
P2600108	04/15/26	METERS	Open	$9,900.00	$0.00		
P2600135	04/23/26	CHLORINE FOR WTP	Open	$2,714.11	$0.00		
P2600136	04/23/26	LIQUID AMMONIUM SULFATE 40%	Open	$1,477.26	$0.00		
			Vendor Total:	**$16,078.08**			
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2600334	04/15/26	FLOURIDE TEST	Open	$20.00	$0.00		

Total Purchase Orders: 87 Total P.O. Line Items: 0 Total List Amount: $1,320,955.12 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GWIND005		GWIN DOBSON & FOREMAN INC	*Account Continued*				
I2600346	03/31/26	GREENFIELD PS UPGRADE	Open	$1,030.85	$0.00		
I2600347	03/31/26	TUSC MEMBRNE RPLC & EXPNSN	Open	$10,084.35	$0.00		
I2600348	03/31/26	CTWWTP UPGRADE & EXPANSION	Open	$51,144.87	$0.00		
I2600350	03/31/26	FLWNG SPGS PS UPGRADES	Open	$9,661.34	$0.00		
			Vendor Total:	**$105,633.90**			
HACHC005		HACH COMPANY					
P2600036	03/09/26		Open	$247.96	$0.00		
HFMET005		HF METAL WORKS LLC					
P2600063	03/19/26	CRANE STOPPERS FOR PS	Open	$3,400.00	$0.00		
JAMES005		JAMES RIVER EQUIPMENT					
P2600137	04/23/26	BREAKER FOR MB1000/ATLAS COPCO	Open	$654.19	$0.00		
P2600143	04/24/26	MB1000/ATLAS COPCO-GREASING	Open	$284.83	$0.00		
			Vendor Total:	**$939.02**			
JASON005		JASON HARRIS					
P2600144	04/24/26	REMOVE TREES 210 S GEORGE ST	Open	$3,500.00	$0.00		
JEFFE005		JEFFERSON PUBLISHING COMPANY					
I2600328	04/02/26	4/2 & 4/9 ADS: XTND WA/SWR LNS	Open	$182.98	$0.00		
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2600115	04/16/26	VEHICLE SERVICE	Open	$930.36	$0.00		
P2600122	04/21/26	OIL CHANGE, ROTATE TIRES	Open	$152.45	$0.00		
P2600134	04/23/26	VEHICLE SERVICE	Open	$1,345.89	$0.00		
P2600141	04/24/26	OIL CHANGE, ROTATE TIRES	Open	$187.15	$0.00		
			Vendor Total:	**$2,615.85**			
NACWA005		NACWA					
I2600329	03/31/26	FY2026 MEMBERSHIP DUES	Open	$800.00	$0.00		
PETTY005		PETTY CASH @ 661 S GEORGE					
I2600330	04/29/26	MISC RECEIPTS	Open	$179.09	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
P2600128	04/22/26	SERVICE CALL TO CTWWTP	Open	$520.00	$0.00		
P2600130	04/22/26	INSTALL OMNISITE CB KINGS XING	Open	$910.00	$0.00		
P2600132	04/23/26	SERVICE CALL CTWWTP SCR BRUSH	Open	$325.00	$0.00		
			Vendor Total:	**$1,755.00**			
SSELE005		S&S ELECTRIC INC					
P2600104	04/14/26	POWER FOR AMMONIA SENSORS	Open	$3,251.79	$0.00		
P2600105	04/14/26	POWER FOR PILOT STUDY WTP	Open	$1,115.67	$0.00		
			Vendor Total:	**$4,367.46**			
SGPLU005		SG PLUMBING, INC.					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
COREM005		CORE & MAIN INC	*Account Continued*				
P2600078	03/27/26	FOR STEVE W	Open	$294.00	$0.00		
P2600088	04/02/26	410, 414, 416 SW ST SEWER	Open	$920.95	$0.00		
			Vendor Total:	**$2,298.03**			
COYNE005		COYNE CHEMICAL INC					
I2600314	04/16/26	CP - 837	Open	$5,178.30	$0.00		
I2600315	04/16/26	ZETAG 8848 FS	Open	$10,684.45	$0.00		
			Vendor Total:	**$15,862.75**			
CUMMI010		CUMMINS, INC					
I2600299	04/14/26	PM: CAVALAND	Open	$550.52	$0.00		
DERIC005		DERICK TITUS					
I2600316	04/29/26	PER DIEM: 5/11 - 5/15/26	Open	$306.00	$0.00		
DIWGR005		DIW GROUP, INC					
I2600317	04/15/26	CTUB GENERAL SERVICES	Open	$145.00	$0.00		
I2600318	04/15/26	FOUNDRY CENTRE	Open	$2,112.50	$0.00		
I2600319	04/15/26	KINGS CROSSING	Open	$422.50	$0.00		
I2600320	04/15/26	PRESIDENTS POINTE PHASE 5	Open	$3,126.50	$0.00		
I2600321	04/15/26	SHENANDOAH SPRINGS	Open	$1,267.50	$0.00		
I2600322	04/15/26	NORBORNE GLEBE	Open	$6,422.00	$0.00		
			Vendor Total:	**$13,496.00**			
DODSO010		DODSON SEPTIC SERVICES, LLC					
P2600133	04/23/26	PUMP DEERFIELD PLANT	Open	$375.00	$0.00		
FCIGR005		FCI GROUP LLC					
P2600119	04/21/26	BALANCE BEAD BAGS-DUMP TRUCK	Open	$594.28	$0.00		
GASKI005		GASKINS SERVICES LLC					
P2600102	04/13/26	SCREENED TOPSOIL	Open	$1,200.00	$0.00		
GERAL005		GERALD TAYLOR CO., INC.					
I2600303	04/14/26	PUMP / TRANSPORT	Open	$1,153.18	$0.00		
I2600323	04/21/26	PUMP / TRANSPORT	Open	$816.90	$0.00		
I2600324	04/21/26	TRANSPORT	Open	$783.09	$0.00		
I2600325	04/21/26	SUPERVAC	Open	$2,216.02	$0.00		
I2600326	04/21/26	PUMP / TRANSPORT	Open	$648.56	$0.00		
			Vendor Total:	**$5,617.75**			
GUTTM005		GUTTMAN ENERGY					
I2600300	04/12/26	W/E 4/12/26	Open	$2,947.17	$0.00		
I2600327	04/19/26	W/E 4/19/26	Open	$2,521.11	$0.00		
			Vendor Total:	**$5,468.28**			
GWIND005		GWIN DOBSON & FOREMAN INC					
I2600342	03/31/26	WTP MEMBRANE & GAC STUDY	Open	$3,085.55	$0.00		
I2600344	03/31/26	WW CLCTN SYS PRJCT	Open	$9,480.34	$0.00		
I2600345	03/31/26	CLCTN SYS PJCT RPR	Open	$21,146.60	$0.00		

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: *04/29/26 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
WILLI015		ALL AMERICAN PAVING					
I2600332	04/23/26	ASPHALT: 1/9 & 1/15/26	Open	$11,900.00	$0.00		
I2600333	04/23/26	ASPHALT: 2/11, 2/17 & 2/26/26	Open	$15,972.00	$0.00		
			Vendor Total:	**$27,872.00**			
AUTOZ005		AUTOZONE, INC					
P2600094	04/08/26	MISC MAINTENANCE TRUCKS	Open	$245.19	$0.00		
P2600103	04/14/26	MISC	Open	$179.02	$0.00		
P2600107	04/14/26	STEVEN F TRUCK	Open	$25.46	$0.00		
P2600117	04/17/26	MISC VEHICLE STUFF	Open	$170.60	$0.00		
P2600129	04/22/26	SEAT COVERS-MAINT NEW TRUCK	Open	$155.18	$0.00		
			Vendor Total:	**$775.45**			
CASTO005		CASTO & HARRIS, INC.					
I2600304	04/16/26	6000 DOORHANGERS	Open	$1,474.53	$0.00		
CHARL030		CHARLES TOWN SEWER					
I2600309	04/29/26	MAR FUNDING	Open	$65,571.33	$0.00		
CHARL065		CHARLES TOWN UTILITY BOARD					
I2600349	04/28/26	SW CIF TRF CS PROJ 10341291	Open	$213,908.35	$0.00		
CHARL035		CHARLES TOWN WATER					
I2600310	04/29/26	MAR FUNDING	Open	$38,716.59	$0.00		
CHSTR005		CHS TRAFFIC CONTROL SERVICES I					
P2600113	04/16/26	TRAFFIC CONTROL FOR LEAK	Open	$1,830.00	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2600307	04/13/26	MAY RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
I2600308	04/13/26	FEB UTILITIES@ 661 S GEORGE ST	Open	$1,492.53	$0.00		
			Vendor Total:	**$4,042.53**			
CITYO030		CITY OF RANSON - SEWER CIFS					
I2600351	04/28/26	RANSON CIFS - MADISON GREENS	Open	$34,125.00	$0.00		
I2600352	04/28/26	RANSON CIFS - SHEN. SPRINGS	Open	$22,750.00	$0.00		
			Vendor Total:	**$56,875.00**			
COREM005		CORE & MAIN INC					
I2600311	04/20/26	BRS 90 PJ	Open	$48.60	$0.00		
I2600312	04/20/26	PSI LIQUID GAUGE	Open	$189.60	$0.00		
I2600313	04/20/26	DESCALER	Open	$536.44	$0.00		
P2600074	03/25/26	417 E 12TH AVE WATER SERVICE	Open	$308.44	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - May 13, 2026 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, April 29, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Miscellaneous

Attachments:

Response to J. Milliron Public Comment.pdf

Milliron Public Comment 4-15-26

Charles Town Utility Board

Analysis of Debt Service Coverage - Actual and Pro Forma with Summit Point $ 6,000,000 Bond Issuance (Existing Summit Point Customers)

For the year ended June 30, 2025

As of February 13, 2025

	Actual					TARIFF RATE Pro Forma	
	Water Department	Sewer Department	Total	Adjustment for Maximum DS Existing Debt	Maximum DS Coverage	Summit Point Pro Forma Adjustments	Pro Forma After Summit Point
Revenues	$ 8,660,950	$ 11,220,242	$ 19,881,192				
Modification to Revenues:							
Interest	(572,191)	(432,597)	(1,004,788)				
Rental income	(448,821)	-	(448,821)				
Rental receipts	535,918	-	535,918				
Gain/loss on sale of assets	(8,160)	180,406	172,246				
Miscellaneous non-operating income	(76,587)	(6,400)	(82,987)				
CIF & CAC Revenues	(2,176,454)	(3,602,877)	(5,779,331)				
Operating Revenues	5,914,655	7,358,774	13,273,429	$ -	$ 13,273,429	$ 343,049	$ 13,616,478
Expenses	5,628,225	7,937,579	13,565,804				
Modifications to Expenses:							
Depreciation and amortization expense	(1,495,396)	(3,083,464)	(4,578,860)				
Rental payments on office lease	15,300	15,300	30,600				
Pension expense	(46,664)	(50,796)	(97,460)				
Pension contractual payments	109,179	107,557	216,736				
OPEB expense	(3,678)	13,523	9,845				
OPEB contractual payments	7,137	5,670	12,807				
Interest on long- term debt	(435,606)	(660,269)	(1,095,875)				
Bond issuance costs	-	(40,650)	(40,650)				
Administrative and service fees	5,294	50,224	55,518				
Operating Expenses Net of Non-cash Items and Interest Expense	3,783,791	4,294,674	8,078,465	-	8,078,465	222,982	8,301,447
Operating Income Available for Debt Service	2,130,864	3,064,100	5,194,964	$ -	5,194,964	120,067	5,315,031
Debt Service Expenditures:							
Principal payments on bond issues	1,013,647	1,292,549	2,306,196				
Interest payments on bond issues	358,161	587,148	945,309				
Total Debt Service Expenditures	1,371,808	1,879,697	3,251,505	(20,665)	3,230,840	376,525	3,607,365
Operating Income Available After Bond Debt Service	$ 759,056	$ 1,184,403	$ 1,943,459	$ 20,665	$ 1,964,124	$ (256,458)	$ 1,707,666
Debt Service Coverage Ratio	155.33%	163.01%	159.77%		160.79%		147.34%
Required Debt Service Coverage Ratio	115.00%	115.00%	115.00%		115.00%		115.00%
Amount of Coverage in Excess of 130%	$ 347,514	$ 620,494	$ 968,008		$ 994,872		$ 625,457

Please provide calculations for this number/value

Financial Observations

The Summit Point Project is financially feasible.

The potential project would require the use of about $ 256,000 of annual operating reserves.

The potential project would reduce debt service coverage by approximately 13%.

Projected customer increases would mitigate the use of annual operating reserves and debt service coverage.

Requested by Jacquelyn Milliron on April 15, 2026

Prepared by J.C. Kunkle and Associates, A.C.
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Charles Town Utility Board
Smmit Point Projected Annual Revenues at CTUB Tariff Rates

As of February 13, 2026

				Water	Sewer	Total
Gallons per day				70	70	
Days in month				30.42	30.42	
Gallons per month				2,129.4	2,129.4	
Monthly bill						
Water	Gallons		Rate			
1st tier	2,129.4	$	12.84	$ 27.34		
2nd tier	-	$	10.73	-		
Total	2,129.4			$ 27.34		
Sewer	Gallons		Rate			
1st tier	2,000.0	$	15.24		$ 30.48	
2nd tier	129.4	$	11.53		1.49	
Total	2,129.4				$ 31.97	
Number of customers				482	482	
Monthly revenues				$ 13,178.60	$ 15,410.50	
Months in year				12	12	
Annual revenues				$158,143.21	$184,925.94	$343,069.16
				Rounding		(20.16)
Combined annual revenues						$343,049.00

Prepared by J.C. Kunkle Associates, A.C.