CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, OCTOBER 8, 2025

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of September 24, 2025 Regular Meeting Minutes
   UB Minutes 09.24.25.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 2025) or by accessing the following zoom link:

   https://us06web.zoom.us/j/83246963078?pwd=fhtowriN413ynMJSJBhmnGYsB3WsDc.1

   Meeting ID: 832 4696 3078
   Passcode: 611164
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Case 25-0263-W-C – West Virginia American Water Complaint Case- 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.
   PSC Recommended Decision.pdf
   b. Capacity Improvement Fee Review
   Raftelis Response to 09.24.25 Board Meeting.pdf
   c. Fox Glen Subdivision Sewer Extension

4. **NEW BUSINESS**

a. Collection System Project - Change Order #2
   Change Order No. 2.pdf
b. Raftelis Change Order
   Raftelis Change Order Letter.pdf
c. Charles Town Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session Under: WV State Code Section §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 and involving contract matters.

5. **MANAGER REPORTS**
   a. Utility Manager Report
      UM Report 10.08.25.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. October 8, 2025
      Board Report 10.08.25.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - October 22, 2025 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of September 24, 2025 Regular Meeting Minutes

Attachments:

UB Minutes 09.24.25.pdf

Charles Town Utility Board
Regular Board Meeting
September 24, 2025

The Charles Town Utility Board held a regular meeting on September 24, 2025 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 Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of September 10, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the September 10, 2025 regular meeting minutes. Mrs. Parker suggested a few minor corrections.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the September 10, 2025 regular meeting minutes as amended.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron, Ron Marcus, Clyde Cross, Sharon Wilt and Jacquelyn Moreno.

UNFINISHED BUSINESS

Capacity Improvement Fee Review

Mrs. Stolipher included the documents that were provided at the joint CIF workshop with City Council and the updated documents from Raftelis. Mr. Maxey provided a series of amendments to the current Raftelis documents in the form of six motions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved Motion 1 as read:**

Whereas the Charles Town Utility Board has adopted a Capacity Improvement Fee policy requiring the cost of new infrastructure be paid by those creating the demand rather than by existing ratepayers,

Whereas the Charles Town Utility Board projects that existing capacity will be exhausted by new development within the next five years,

Whereas state and federal budget considerations may limit the future availability of traditional grant and low interest loan opportunities,

Whereas the entry of a $25 billion private utility into the Jefferson County market makes future expansion opportunities more difficult to assess,

Therefore, the Charles Town Utility Board recommends that the City Council adopt the forward looking “incremental” methodology

presented by Raftelis Financial Consultants rather than any combined or backward-looking methodologies.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved Motion 2 as read:**

Whereas bid responses to Charles Town Utility Board RFPs have been running above estimates this year,

Whereas the U.S. Department of Labor reported that inflation accelerated to 2.9% in August 2025, up from 2.7% in July,

Whereas the Federal Reserve has projected that inflation will remain above the 2 percent target rate through at least 2027,

Whereas the cumulative effect of inflation at 2.5% per year over five years is 13.14%,

Whereas the Raftelis report is understood to have incorporated only 4.17% for inflation,

Therefore, the Board recommends adjusting the "Cost of Expansion to be Recovered" on the Raftelis sewer CIF worksheet from **$36,460,360** to **$39,730,854** to include the additional **8.97%** inflation allowance.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board and Mr. Rodecker, the Board approved, Mr. Pierson voted against, Motion 3 as read:**

Whereas Raftelis identified 2.75 MGD of theoretical added treatment capacity from the planned wastewater plant expansion.

Whereas prudent utility practice requires reserving an operating margin to maintain compliance and reliability.

Whereas the Board's consulting engineer has reported BOD and ammonia concentrations as much as double typical design values and has expressed that these are not expected to abate.

Whereas the engineer has also reported significant infiltration and inflow during rain events that will consume a portion of the new capacity. Influent flows exceeded the monthly average by more than 10% on at least 20 days during the first eight months of 2025.

Whereas NPDES Permit WV0022349, issued on August 23, 2021, and valid through June 2026, requires CTUB to produce a plan of action demonstrating how insufficient capacity will be addressed if the facility discharges 90% or more of permitted flow for three consecutive months.

Whereas reserve capacity is not available for new taps and therefore cannot be allocated toward CIF recovery.

Therefore, the Charles Town Utility Board recommends that the City Council adopt 90% of the total new capacity, rounded to **2.475 MGD,** as the net capacity available for new growth for purposes of calculating the Capacity Improvement Fee.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board and Mihaela Coopersmith, the Board approved, Mr. Pierson voted against, Motion 4 as read:**

Whereas the Raftelis study currently assigns 210 gallons per day per single-family dwelling for purposes of calculating the Capacity Improvement Fee,

Whereas the West Virginia State Sewage Treatment and Collection System Design Standard effective July 1, 2025 (WV State Code of Rules 64CSR47, table 16-47-A) specifies a design loading of 70 gallons per day per person and assumes four persons per residence, resulting in a total of **280 gallons per day per household**,

Whereas aligning the CIF methodology with State design standards ensures consistency with state regulatory expectations and reduces the risk that existing ratepayers will subsidize new development,

Therefore, the Charles Town Utility Board recommends that the City Council adopt **280 gallons per day per dwelling unit** as the standard residential equivalency for purposes of calculating the Capacity Improvement Fee.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Motion 5 as read:**

Whereas the Raftelis study identified the "Cost of Expansion to be Recovered" for water capacity projects,

Whereas the Charles Town Utility Board has determined that the inflation assumptions in the Raftelis study are insufficient in light of current U.S. Department of Labor inflation data and Federal Reserve forecasts,

Whereas the Board has adopted an 8.97% upward adjustment to the Sewer CIF cost basis to account for this additional inflation,

Whereas applying the same adjustment to the water capacity cost ensures consistent treatment of both water and sewer capacity improvement fees and protects existing ratepayers from subsidizing new development,

Therefore, the Charles Town Utility Board recommends that the City Council increase the "Cost of Expansion to be Recovered" for the Water Capacity Improvement Fee by **8.97%** above the baseline figure provided in the Raftelis study.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved Motion 6 as read:**

Whereas the Raftelis study identified a capacity increase of 2.2 million gallons per day from planned water system improvements,

Whereas prudent utility practice requires that capacity calculations account for distribution system realities, including water loss and unbilled water,

Whereas the Charles Town Utility Board's annual reports document an average **lost water rate of approximately 7%**,
Whereas additional accounted-for but unsold water, including hydrant flushing, fire protection use, and water lost during periodic repairs, contributes further to unrecoverable capacity demands beyond the measured lost water rate,
Whereas these factors together reasonably require a reduction of at least **10%** to the theoretical 2.2 MGD capacity increase identified in the study,
Therefore, the Charles Town Utility Board recommends that the City Council adopt **2.0 MGD**, as the net capacity available for new growth for purposes of calculating the Water Capacity Improvement Fee.

The Chairman suggested providing Mr. Maxey's amendments to Raftelis to incorporate into the final report and bring back to the Board next meeting.

Update on WV PSC Case 25-0263-W-C - West Virginia American Water Complaint Case - 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.
Mr. Rodecker mentioned the Recommended Decision was issued on September 11th in CTUB's favor and exceptions to that decision are due by September 26th. He also stated the Administrative Law Judge recommended CTUB consider changing CIF's.

Action: No action required by the Board.

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.
This item was moved to Executive Session at the end of the meeting.

NEW BUSINESS

Flowing Springs Pump Station Upgrade Design Proposal
Mrs. Stolipher mentioned this upgrade project was included in the Collection System Project as a bid alternate, but pulled due to high costs. GDF reviewed the prior design and provided a proposal for a new design for the pump station upgrade not to exceed $100,000.00. Mr. Eckenrode briefed the Board on his alternative design. The Board provided discussions.

Action: Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously accepted the Flowing Springs Pump Station upgrade design proposal task order for GDF.

Pneumatic Tank Rental for Huntfield Tank Leak Repair
Mrs. Stolipher included the pneumatic tank rental costs of $26,050.00 to maintain adequate pressure when the Huntfield leak repair is completed. Mr. Eckenrode briefed the Board on the process of the repair efforts. The Board provided discussions.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the tank rental quote as submitted.

STH - Wendy's Spare Pump Quote

Mrs. Stolipher provided a quote from STH totaling $16,694.00 for a spare pump at the Wendy's pump station. She mentioned the station is currently operating with one pump as the other pump is being repaired. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Wendy's pump station quote.**

Discussion on Employee Total Compensation Study

Mrs. Stolipher provided the Personnel Committee for Charles Town released an RFP for an Employee Total Compensation Study for City Hall staff and the Police Department, but did not include CTUB staff as historically done in the past. She requested the Board provide a recommendation to the Personnel Committee for CTUB staff to be included in the study as well as contribute an up to amount toward those efforts for CTUB's portion. All employees are currently under the same handbook and pay scale. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, to approve up to $20,000.00 for CTUB to be included in the addendum for the salary study by the City of Charles Town. Mrs. Parker amended the motion, second by Mr. Maxey, to include Board member compensation in the salary survey. The Board unanimously approved the original motion and the amendment.**

Fox Glen Subdivision Presentation

Mrs. Stolipher briefed the Board on the sewer request. Mr. Ron Marcus presented a request to consider a collaboration with CTUB to extend sewer services to the Fox Glen development. He mentioned he has been in discussions with the County Commission, Health Department and Region 9 about the environmental issues in this area. He mentioned there are 300 lots in the development on septic systems, some that are failing.

The Board provided discussions. Mr. Maxey expressed his concern about any PFAS issues in that area and if that posses any risk to the CTUB system if accepting those flows. He was also concerned about the affordability to its current rate payers, the increased capacity not currently in CTUB's strategic plan and the possibility of purchasing the water system.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously requested the General Manager contact the Health Department and request the Head Sanitarian speak to the Board at the next meeting, supply copies of the commitment letters matched to subdivisions on the Sewer Strategic Plan, and invite the Development Authority to the next meeting to discuss funding availability.**

Collection System Project No. 16 - CIF Payment No. 10

Mrs. Stolipher included the pay application for Resolution No. 16 – CIF Payment No. 10, in the amount of $34,737.85 for work completed. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved Resolution No. 16 – CIF Payment No. 10.**

Collection System Project Resolution No. 17 - CWSRF No. 7, Pay Application No. 6

Mrs. Stolipher included the pay application for Resolution No. 17 – CWSRF No. 7, Pay Application No. 6, in the amount of $278,099.71 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 17 – CWSRF No. 7, Pay Application No. 6.**

Collection System Project - Work Change Order No. 9 - 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 Executive Session at the end of the meeting.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided she attended the Water Advisory Committee meeting on September 17th, the upcoming decommissioning of the Wilts and Orchard Hills pump stations, and the minor revisions to the Consumer Confidence Reports with public notice for older violations.

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

Chairman Report

The Chairman thanked the Board for attending the joint CIF workshop with City Council earlier in the month.

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

APPROVAL OF BILLS

September 24, 2025

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

EXECUTIVE SESSION

WV-002 Charles Town Road Tank – Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.

Action: **Motion by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 5:44 P.M. to discuss WV-002 Charles Town Road Tank under the provision of W. VA Code 6-9a-4(b)(7) - To plan or consider an official investigation or matter relating to crime prevention or law enforcement.**

Collection System Project - Work Change Order No. 9 - 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 by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:44 P.M. to discuss Collection**

System Project - Work Change Order No. 9 under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

The Board convened back into public session at 6:16 P.M.

ADJOURNMENT

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

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 6:17 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, October 8, 2025 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

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

Update on WV PSC Case 25-0263-W-C – West Virginia American Water Complaint Case- 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.

Attachments:

PSC Recommended Decision.pdf

PUBLIC SERVICE COMMISSION
OF WEST VIRGINIA
CHARLESTON

Entered: September 11, 2025

CASE NO. 25-0263-W-C

CITY OF CHARLES TOWN,
Charles Town, Jefferson County,

Complainant,

v.

WEST VIRGINIA-AMERICAN WATER COMPANY,
a public utility,

Defendant.

RECOMMENDED DECISION

This Order concludes that the Subject Parcel is in the exclusive service territory of CTUB.

On February 13, 2025, the Charles Town Utility Board (CTUB) filed a complaint against the West Virginia-American Water Company (Company). CTUB alleged that the Company is improperly infringing on CTUB's service territory by planning to serve a development which is being planned by DR Acquisitions, LLC (Developer). The Developer is planning a mixed commercial and residential development on a vacant parcel (Subject Parcel). The Developer has informed CTUB that the Company is willing to extend service to the Subject Parcel at no cost to the Developer. CTUB is capable of serving the Subject Parcel without the construction of any additional facilities. The Developer intends to obtain water service from the Company and sewer service from CTUB. CTUB alleges that the provision of water service to the Subject Parcel by the Company would encroach on CTUB's exclusive territory and constitute utility-on-utility competition contrary to the public interest. CTUB requested interim relief of maintaining the status quo pending resolution of the complaint.

K46

On February 14, 2025, the Commission referred the matter requiring a decision on or before September 11, 2025.

On February 24, 2025, the Company filed its answer. The Company admitted that the Developer intends to obtain water service from the Company for the Subject Parcel. The Company argued that the Subject Parcel was in a gray and overlapping service territory and that the Developer could select its water utility. The Company also alleged that it had alternate non-competitive reasons for extending its service. The Company opposed CTUB's request for interim relief.

On March 5, 2025, Staff recommended that the Commission grant interim relief.

On March 5, 2025, the Commission granted interim relief. The Commission directed the Company to refrain from active construction of new facilities to provide service to the Subject Parcel until further Order of the Commission.

On May 14, 2025, Staff recommended an Order directing the Company to cease and desist from taking any action, which would encroach in CTUB's service territory. Staff concluded that the Subject Parcel is within CTUB's exclusive service territory and the Company's proposed water main extension would encroach into CTUB's existing service territory. Staff argued that CTUB, as a municipal utility, should be given the same legal deference that the Commission gave to the City of Mount Hope Municipal Water Department in Beckley Water Company v. City of Mount Hope Water Department, Case No. 23-0807-W-C.

On May 20, 2025, CTUB indicated that it was in agreement with the Staff recommendation.

On May 27, 2025, the Company objected to the Staff recommendation. The Company argued that the Subject Parcel was in a gray and overlapping territory. The Company relied heavily on Beckley Water Company v. City of Mount Hope Water Department, Case No. 23-0807-W-C.

By Procedural Order issued June 6, 2025, the matter was set for hearing on July 30, 2025, in Charles Town.

On July 10, 2025, the Jefferson County Commission (County) petitioned to intervene. The County indicated it had a legal interest in the orderly development of utilities in its boundaries in order to protect the citizens of the County.

On July 11, 2025, the Company opposed the motion to intervene.

On July 11, 2025, the County was granted intervenor status.

The hearing was held as scheduled. Cynthia L. Wilson, Esquire, appeared on behalf of CTUB. Nicklaus A. Presley, Esquire, appeared on behalf of the Company.

Nathan Cochran, Esquire, appeared on behalf of the County. Christopher Howard, Esquire, appeared on behalf of Staff.

A briefing schedule was established at hearing. CTUB, the Company and Staff filed initial briefs on August 20, 2025. The County filed its initial brief on August 22, 2025, but indicated that it contacted the parties and neither CTUB or the Company opposed the late filing. Reply briefs were filed by all parties except the County on July 27, 2025. The County filed a reply brief on July 28, 2025.

PUBLIC COMMENT

Jacqueline Milliron believes that the public is impacted by this case. She supports the CTUB position. (Tr. 13).

Juliana Brogna believes that residents of the County appreciate their public utilities and she supports CTUB maintaining its territory. (Tr. 14).[1]

EVIDENCE

Kristen Stolipher is CTUB's General Manager. Ms. Stolipher has a B.S. in Engineering from George Mason University. (Tr 21). CTUB is a municipal water and sewer utility. It provides service to approximately 10,000 sewer customers and 8,000

[1] In addition to the public comment offered at the hearing, the Commission received additional comments in writing from concerned citizens. On July 7, 2025, Jay Kreizman requested that the Commission keep CTUB free from "incursions" by the Company. Jessica Fields indicated her support for CTUB. Tim Graham indicated that he feared the Company's encroachment would endanger his own service from CTUB which he described as good service. Ellen Truiett believes the Company will bulldoze its way in and endanger her low rates from CTUB. Carlos at 1347 Mare Street, Ranson, believes that the Company is encroaching on CTUB's territory and such encroachment will endanger CTUB's low rates which benefit the citizens. Daniel at 417 East Congress Street, Charles Town, believes the Company is basically bribing the Developer and will eventually get high rates on the backs of middle and working class ratepayers. Andrea Demasi believes the Company is trying to "weasel into CTUB territory" and charges nearly double what CTUB would charge. Stephanie Fagan supports CTUB. On July 8, 2025, Ross Varndell expressed concern with the Company's operating record in the Kanawha Valley including the 2014 Elk River chemical spill incident and major outages in 2015. He also expressed concern with constant rate increases by the Company. On July 17, 2025, Elizabeth Cote expressed support for CTUB serving new developments near CTUB's facilities. Gary McCaffrey expressed support for CTUB and opposed any Company encroachment into CTUB's territory. On July 18, 2025, Jennifer Sekerak expressed support for CTUB. On July 21, 2025, Jacquelyn Milliron filed a lengthy letter supporting CTUB. Her primary argument is she supports publicly owned utilities and believes CTUB is best suited to serve the needs of Jefferson County citizens. On July 22, 2025, Anthony Miske III indicated he supported CTUB providing the water to the development. Jeffery C. Hynes, Jr. believes that to allow the Company to serve the Development will result in stranded investment for CTUB which will push CTUB rates higher. He also noted that utility competition is contrary to the public interest and pointed out that the Company rates are much higher than CTUB's rates. Christopher Clark also expressed support for CTUB. On January 25, 2025, Keith and Deborah Johnson urged the Commission to allow CTUB to serve the property. The Johnsons are water customers of the Company and sewer customers of CTUB. They stated that the Company's water rates are "outrageous." On January 29, 2025, James Gatz, Mayor of Shepherdstown, expressed concern that the Company's plan to serve the Development would result in duplicative utility facilities which would be inefficient and put upward pressure on CTUB's rates. Alissa Meeks, Interim City Manager of Charles Town, wrote to support CTUB. She believes allowing the Company to cross CTUB's lines to provide service is improper and hurts CTUB's ability to serve its customers.

water customers. It serves the City of Charles Town, the City of Ranson and numerous individuals in Jefferson County, including those previously served by the Jefferson County Public Service District. Merging the utility operations of Ranson, Charles Town and the Jefferson County Public Service District has been beneficial and helped address problems created by intertwined utility infrastructure. The consolidations made it easier for development and provided financial benefits, as well as, helped with the orderly development of public utility services. (Tr. 23, 24).

The Subject Parcel is a mixed use proposed development of 500 residential units and eight commercial lots. Initially, CTUB was approached by the Developer to provide both water and sewer service. The Developer indicated that they were also in discussions with the Company for water service. The Developer later informed CTUB that the Company would extend water services to the Subject Parcel for free. (Tr. 24).

The Subject Parcel is on the south side of Route 340 along Somerset Boulevard. (Tr. 24). CTUB Exhibit 2 and CTUB Exhibit 3 portray subdivisions served water service by CTUB. (Tr. 25; CTUB Exhibit 2; CTUB Exhibit 3). The Exhibit also identifies subdivisions currently served by the Company. The Subject Parcel is identified on CTUB Exhibit 2 in a magenta color and is located near the lower center of the map. The Subject Parcel is surrounded immediately by CTUB's water service areas, which are shown in blue. (Tr. 25; CTUB Exhibit 2). The subdivisions served by the Company are in a beige color on the Exhibit. (Tr. 25; CTUB Exhibit 2).

East of the Subject Parcel is a development called Windmill Crossing. The Subject Parcel is bordering CTUB water lines on several sides. (Tr. 26; CTUB Exhibit 2). To the immediate north of the Subject Parcel is a 12-inch CTUB water line running along Somerset Boulevard. (Tr. 27; CTUB Exhibit 2). To the immediate west of the Subject Parcel, there is a Food Lion and various other retail establishments served by CTUB. (Tr. 27; CTUB Exhibit 2). To the south of the Subject Parcel, there is a 70-unit residential development served by CTUB. (Tr. 27; CTUB Exhibit 2). Immediately south of the Subject Parcel along Keyes Ferry Road is an 8-inch CTUB water line. (Tr. 27; CTUB Exhibit 2). At the corner of the Subject Parcel, there is a 500,000-gallon CTUB water tank along Keyes Ferry Road. (Tr. 27; CTUB Exhibit 2). There are approximately 50 existing CTUB fire hydrants adjacent to the Subject Parcel. (Tr. 27; CTUB Exhibit 2).

CTUB has worked with the Developer in the past. A narrow stretch north of the Subject Parcel is inside the city limits extending along Washington Street running along 340 and encompassing the commercial parts of Windmill Crossing. (Tr. 29; CTUB Exhibit 3). To the southeast of the Subject Parcel is Stone Spring Development and directly south of the Subject Parcel is the Washington Place property which are all located within the City of Charles Town's municipal boundaries. (Tr. 30; CTUB Exhibit 3). In order to serve the property, the Company would have to cross through the city limits of Charles Town. (Tr. 30).

There are CTUB sewer facilities immediately adjacent to the Subject Parcel including existing gravity lines and forced mains. (Tr. 31; CTUB Exhibit 4). An existing 8-inch gravity sewer line runs through the Subject Parcel that was installed in 2016. (Tr. 31; CTUB Exhibit 4). On the southern border of the Subject Parcel, there is a CTUB sewer pump station. (Tr. 32; CTUB Exhibit 4). There is also a CTUB forced main sewer line running through the Subject Parcel. (Tr. 32; CTUB Exhibit 4). There are at least two existing CTUB water easements and two existing CTUB sewer easements on the Subject Parcel. (Tr. 33).

CTUB has invested significant money, including issuing significant bonds to install infrastructure around and on the Subject Parcel. Allowing the Company to encroach on this property would mean that revenues anticipated by CTUB would not be realized. It might impact CTUB's abilities to meet its bondholder obligations. Construction of a 500,000-gallon elevated storage tank and 12 and 8-inch water mains surrounding the property is expensive and allowing encroachment by the Company might result in stranded investment causing harm to CTUB and its customers. (Tr. 33, 34).

CTUB engages in Urban Growth Planning with the City of Charles Town and the City of Ranson. (Tr. 34, 35). The growth planning anticipates how the utilities would provide service to new growth within the boundaries of the Urban Growth Area. (Tr. 35). CTUB relies on such planning to decide how to invest in infrastructure. (Tr. 35). The planning helps to facilitate the orderly development of utility facilities. (Tr. 35, 36). The planning helps to lessen the risk of stranded investment. (Tr. 35, 36). The planning anticipated CTUB serving the Subject Parcel. (Tr. 36; CTUB Exhibit 5).

CTUB could provide water service to the Subject Parcel by connecting to the 12-inch water line along Somerset Boulevard or the 8-inch water line along Keyes Ferry Road, or both. (Tr. 36, 37). The water lines are three feet off the paved edge of the shoulder of Keyes Ferry Road. It would be an immediate connection. CTUB would not have to construct any water facilities to serve the Subject Parcel. It has adequate existing capacity. (Tr. 37).

CTUB has a capacity improvement fee (CIF) that it charges for every new connector to its system. The CIFs are one-time fees intended to help support future expansions and upgrades of the utility systems. (Tr. 38). CIFs are intended to help limit the necessity for rate increases on existing customers. (Tr. 38, 39). It helps existing customers not pay in perpetuity for expansions of the system. (Tr. 38, 39). CIF fees are paid up front typically by developers and are most likely simply factored into the price of the homes that developers sell. (Tr. 39). Unlike some water and sewer systems in the state, including the Company, CTUB does not have a distribution system improvement fee. (Tr. 39). CTUB has only increased its rates twice in the last ten years. (Tr. 39).

Individual homeowners will pay much lower rates with CTUB than the Company. (Tr. 40).[2]

The majority of CTUB's customers are outside its municipal limits. (Tr. 42). When a developer or potential customer asks for service, CTUB provides them with an availability letter regardless of whether they are in the city limits or outside the city limits. (Tr. 43).

CTUB has dealt many times with the current Developer who changed its name from Dan Ryan Builders to DR Acquisitions. Since the name change, it has only worked with the Developer once. (Tr. 43, 44). It has worked with Dan Ryan Builders probably a dozen times. (Tr. 44).

Development of the Subject Parcel is at this time in the conceptual stage. The development has had its concept plan approved by the Jefferson County Planning Commission. The concept plan is a very high level development that shows general layouts of the development and indicates who is providing utilities. (Tr. 44). The next stage would be a design stage. (Tr. 44, 45). There is no construction undergoing at this time. (Tr. 45).

Serving the development would not increase rates on CTUB customers. CTUB needs no funding to serve the development. (Tr. 45).

In many areas where CTUB provides water service, it also provides sewer service. (Tr. 45). In at least two areas, Shenandoah Springs and Ranson Heights, the Company provides water and CTUB provides sewer service. (Tr. 45, 46). In other areas that are close to the Subject Parcel, CTUB provides both water and sewer service. (Tr. 46). Charles Town does not necessarily annex all areas where CTUB provides utility services. (Tr. 46, 47).

CTUB issues its own bonds to finance certain utility projects and also at times applies for aid from the West Virginia Infrastructure Council. (Tr. 47). CTUB's witness was not certain how the infrastructure immediately around the Subject Parcel was funded. (Tr. 47). CTUB would like to have a resolution to how utility service would be extended and not have to have a battle with the Company over every single development. (Tr. 47, 48). CTUB also thinks it is unreasonable to have significant overlapping costly infrastructure. It does not make sense for customers or for Jefferson County to have duplicate infrastructure. (Tr. 48).

The Subject Parcel currently has no customers on it. (Tr. 51). The Company serves customers within a mile of the Subject Parcel. (Tr. 51). The Company's

[2] For most residential customers of the Company using 4,500 gallons a month, the charge is $97.39. The residential customer of CTUB using 4,500 gallons a month would pay $57.78. A minimum bill with the Company for the typical residential customer is $41.79. The minimal bill for CTUB is $25.68. (See respective tariffs).

customers are on the north side of Route 340 across from the Subject Property. (Tr. 68). If the company extended service to the Subject Property, there would have to be a road bore under Route 340. (Tr. 69).

CTUB will extend facilities as required by the Commission's Extension Rules. (Tr. 55). It also extends facilities using alternative mainline extension agreements. (Tr. 55). 500 potential customers would be an asset to either CTUB or the Company. CTUB has already invested in infrastructure in the ground that could serve this property and was placed in the ground in anticipation of serving future development in the area, so losing the customers for CTUB has a great impact. (Tr. 61). 500 densely packed residential customers would also be an economic benefit to the Company. (Tr. 61).

The Urban Growth Planning was all done prior to the Company entering into Jefferson County. It's likely the Company would be included in any future discussions of Urban Growth Planning. (Tr. 62).

CTUB is currently considering whether it should lower the CIF fees both for water and sewer. (Tr. 63). CTUB has hired a consultant and CTUB regularly reevaluates CIF fees. The current CIF fees make it difficult for CTUB to compete with the Company. (Tr. 64). Ms. Stolipher is skeptical that CTUB would eliminate the CIF fees. She realizes that the Developer in this particular case is significantly financially advantaged by selecting the Company because it would not have to pay CTUB's CIF fees. (Tr. 64). The existing CTUB CIF fee for a new water customer is $4,399 and for a sewer customer is $2,930. (Tr. 66). In this case, the Developer would have to pay $2.2 million for water service for 500 units. (Tr. 67).

Chris Eckenrode is an Engineer. (Tr. 70, 71). He has consulted for CTUB since 2018. He is intimately familiar with the water and sewer systems operated by CTUB. (Tr. 72). CTUB has the capacity to provide water to the Subject Parcel. (Tr. 72). CTUB has a 500,000 gallon elevated water storage tank immediately adjacent to the Subject Parcel on Keyes Ferry Road. The tank is within 100 feet of the parcel. The tank has 10 and 12-inch pipes leaving it and there is an 8-inch water main extending along Keyes Ferry Road and a 12-inch water main extending parallel to 340 and Somerset Boulevard and 50 fire hydrants in the nearby vicinity of the Subject Parcel. (Tr. 73). CTUB has existing sewer facilities actually on the Subject Parcel. There is also a pump station on the north corner of the Demory Farm with a 4-inch force main heading north towards Route 340 and a gravity line on the Subject Parcel as well. (Tr. 73; CTUB Exhibit No. 4).

To reach the Subject Parcel, the Company would have to cross into the city limits, cross both CTUB water and sewer facilities, as well as, make a road bore under 340 and Somerset Boulevard. (Tr. 74, 75).

The only thing necessary to CTUB to serve the Subject Parcel would be a water tap. CTUB could do the tap within 24 hours of the request. CTUB would not require any rights-of-ways or permits to serve the Subject Parcel. CTUB would not have to cross

any roads to provide the Subject Parcel. (Tr. 75, 76). Existing CTUB facilities would provide 65 psi of working pressure for the Subject Parcel. CTUB could connect both its 12 and 8-inch lines to the Subject Parcel and connect the facilities. (Tr. 76). CTUB could provide fire protection services for the Subject Parcel. (Tr. 76, 77).

The Company would have to extend its lines approximately 0.7 miles to reach the property and bore under 340 and Somerset Boulevard. They would also have to bore under the railroad tracks. (Tr. 77). In Mr. Eckenrode's experience, getting permits to cross railroads takes about a year. (Tr. 82). The proposed Company extension would create duplicative water facilities for the area and would not make engineering sense. (Tr. 78, 79).

Mr. Eckenrode testified that CTUB has invested significant resources in the area. It is imprudent not to allow CTUB to utilize those resources to serve the Subject Parcel. (Tr. 79, 80). Given the comparative number of customers between the Company and CTUB, any stranded investment by CTUB would impact it greater than the Company. (Tr. 80, 81).

Stephanie Reel is operations manager for the Company's eastern operating area. (Tr. 85). She had been general manager of Jefferson Utilities and transferred to the Company when it took over Jefferson Utilities. (Tr. 86). The Subject Parcel is roughly 120 acres. The Company is willing and able to serve the Subject Parcel. The Company serves customers in the Riverpointe Subdivision and the Shenandoah Springs Subdivision and has certain water lines within 0.65 miles of the Subject Parcel. (Tr. 91). Ms. Reel believes the Company has a public service obligation to extend service if requested. (Tr. 92). She testified there is no unusual construction issues that would prevent the extension. (Tr. 92). She testified it was economically feasible to do the extension. (Tr. 93). She described any activities required to serve the Subject Parcel to be in the normal course of the Company's business. (Tr. 93). Ms. Reel testified that the development on the Subject Parcel has stopped and started many times over the last few decades. (Tr. 94). She testified that the extension would benefit the Company's existing ratepayers given the density of the customers. (Tr. 95). This area of Jefferson County is a heavy growth area. (Tr. 96). Ms. Reel believes the extension would cost about a million dollars. (Tr. 97).

The Company has roughly 170,000 customers in West Virginia. (Tr. 118). Typically, the Company's lines do not cross lines of separate utilities, but do occasionally run parallel on opposite sides of the street. (Tr. 120).

Ms. Reel denied that the Company's extension to the Subject Parcel would have to cross a railroad right-of-way. (Tr. 123). Ms. Reel was doubtful that construction on the Subject Property would start in 2025 and believed a more realistic date might be the spring or summer of 2026. (Tr. 125).

The Company has the Cave Quarter System, which is to the south of the Subject Parcel. The Company wants to extend its lines to that system. (Tr. 100, 101, 102). Connecting to the Cave Quarter System would provide certain redundancies and Ms. Reel believes is a non-competitive reason for extending the line. (Tr. 101). Ms. Reel indicated that the Company's Cave Quarter operations is very small and the plant sits on less than a quarter acre of land. (Tr. 126, 127). An extension to Cave Quarter would be eight miles. (Tr. 128). The Company serves 40 customers in Cave Quarter. Currently it has three wells and a water plant in Cave Quarter. (Tr. 128, 129). It is currently not connected to any other system. (Tr. 129).

The Company is planning to do significant upgrades to its facilities in the eastern operating area. (Tr. 130). The Company anticipates DISIC funds being used to help improve the failing systems it acquired from Jefferson Utilities, including Fox Glen, the Mountain Systems and Cave Quarter. (Tr. 131). Ms. Reel testified that the utilities in the eastern panhandle and the Company's eastern operating area are "great utilities." She testified that "they are not distressed, they have been managed very well." (Tr. 133). The Company currently has customers in fourteen West Virginia counties and is acquiring new customers over time. (Tr. 134).

Ms. Reel testified that the eight-mile extension line to reinforce 40 customers in Cave Quarter would be done whether or not it is allowed to serve the Subject Parcel. (Tr. 134, 135).[3] Ms. Reel testified that any of the three routes the Company is considering to serve the Subject Parcel, none would cross the railroad. (Tr. 135, 136). Ms. Reel testified that the Company had considered as many as five routes to extend the system to the Cave Quarter area. (Tr. 136, 137). Two of the five routes have been eliminated and all three of their remaining routes would take the Company's proposed line through the Subject Parcel. (Tr. 137).

Ms. Reel justified not charging anything to the Developer of the Subject Parcel since the Company was planning to put the line into Cave Quarter regardless. (Tr. 138, 139).

Brandon Crace is in the Engineering Division of the Commission. (Tr. 142). Mr. Crace confirmed the existence of the CTUB facilities in and around the Subject Parcel. (Tr. 140-145). Mr. Crace confirmed that there is absolutely no construction activity or construction equipment currently at the Subject Parcel. (Tr. 146). Mr. Crace testified that the million dollar cost for the Company to extend service to the Subject Parcel is probably lower than actual due to the failure to include inspection fees and other costs. (Tr. 148). Mr. Crace indicated the fact that the Company's water main to serve the Subject Parcel would have to physically cross water mains owned and operated by CTUB indicates to him that the Company would be entering CTUB's service territory

[3] Extending a water line eight miles to fortify service to forty customers when the Company could expand its Cave Quarter plant, drill additional wells in the Cave Quarter area or strengthen the small Cave Quarter system in other ways which are likely more economic may be more about expansion than providing backup up to the forty customers in Cave Quarter.

from an engineering analysis. Mr. Crace is also moved by the fact that CTUB would not have to make upgrades to its system to serve the Subject Parcel whereas the Company would have to put in a million dollars of facilities or more. (Tr. 150). Neither CTUB nor the Company have had a formal request for water service from the Developer as of the date of the hearing. (Tr. 150, 151). Mr. Crace believes from an engineering perspective, CTUB is the proper utility to serve the Subject Parcel. (Tr. 151).

BRIEFING

CTUB argued in its briefing that this case is about preventing improper utility-on-utility competition and preventing unnecessary duplication of existing utility facilities. CTUB argued that it has long been the practice of the Commission to closely examine existing facilities in cases regarding utility-on-utility competition. CTUB cited Harrison Rural Electrification Association v. Public Service Commission 190 W.Va. 439, 438 S.E.2d 782 (1993) which affirmed the Commission's policy that "the key to resolving . . . [inter-utility territorial] disputes are the utilities' facilities as they exist now." The Commission reiterated the need to closely examine existing facilities in 2005 in Harrison Rural Electrification Association v. Monongahela Power Company, Case No. 03-0915-E-C (April 11, 2005). On examining the facilities in this case, it is quite clear that CTUB surrounds the Subject Parcel and would merely have to set a tap to serve the Subject Parcel whereas the Company facilities are three-quarters of a mile away requiring an extension approximating a million dollars, plus crossing into the municipal boundaries and actively crossing under CTUB water and sewer facilities.

CTUB, citing Harrison Rural Electrification Association v. Monongahela Power Company, Case No. 96-0747-E-C, argues that it is clear that there is no gray and overlapping territory given that CTUB provides water service to all surrounding customers in the immediate vicinity of the Subject Parcel. The Commission in Case No. 96-0747-E-C states that "when a new customer is located in an area where all surrounding customers within the immediate vicinity are served by the same utility, the customer is not located in a gray and overlapping service territory, it cannot choose to take service from a competing utility." CTUB argues that the facts and the existing facilities fit squarely within the holding of that Commission case.

CTUB would distinguish the Beckley Water Company v. City of Mount Hope Water Department, Case No. 23-0807-W-C in that Mount Hope did not have to cross any Beckley Water facilities to serve the property. CTUB also noted that the Beckley Water v. Mount Hope Water Department case was currently on appeal to the West Virginia Supreme Court of Appeals.

CTUB argues that it is unprecedented to attempt to encroach on a competing utility's service territory in a method that would actually cross the other utility's existing water mains in order to serve the customer. CTUB notes that even the Company's own witness, Stephanie Reel, testified there is no instance in Jefferson County where the Company water facilities have crossed the water mains of another provider. CTUB

argues that to allow such an unprecedented poaching of one utility's territory by another results in stranded investment and an unorderly development of utility facilities.

The Company timely filed its initial brief and indicated that the ultimate issue is to decide whether the Subject Parcel lies within CTUB's exclusive service territory. If it is determined that the Subject Parcel is in a gray and overlapping service territory, the customer gets to choose. The Company argued that the Beckley Water Company v. City of Mount Hope Water Department, Case No. 23-0807-W-C was nearly identical to the case at issue. The Company pointed out that the Commission found that the territory was in a gray and overlapping service territory and that Mount Hope could serve the customer despite it not having lines within two-and-a-half miles of the site. The Company indicated that it would be economically feasible for either CTUB or the Company to provide service.

It argues that both utilities would have a public service obligation to extend service and therefore, the area is gray and overlapping. It argues that the fact that CTUB could more easily and cheaply provide service is not the appropriate analysis. The Company argues that its extension to provide service to the Subject Parcel would help promote orderly development of the Company's system and that it wants to extend mains to the Cave Quarter area of Jefferson County. It points out that that both CTUB and the Company would benefit from serving the Subject Parcel. The Company denies that any of CTUB's assets will be a stranded investment if the Company is allowed to serve the Subject Parcel. It argues the CTUB did not construct the infrastructure specifically to serve the Subject Parcel so it could not be a stranded investment.

Staff filed a timely brief and argued that the Commission should prohibit the Company from serving the Subject Parcel, which Staff concludes is within CTUB's territory. Staff indicated that W. Va. Code §24-1-1(a)(3) requires the Commission to encourage the well-planned development of utility resources. Staff believes the close proximity of the CTUB facilities should result in CTUB being the correct utility to provide service to the Subject Parcel. Staff argued that under the Harrison Rural Electrification cases and Lumberport-Shinnston case, that the key to resolving territorial disputes are the facilities as they actually exist. Staff asserts that the Commission has a duty to balance the interest of current and future customers and the general interest of the State's economy citing W. Va. Code §24-1-1(a)(3). Staff noted that both CTUB and the Company have dealt with the proposed Developer in the past.

Staff concluded that the Subject Parcel is within the exclusive territory of CTUB given the existing facilities and CTUB's investment in the development of the area. Staff argued that allowing the Company to serve the Subject Parcel would have a chilling effect, making other utilities in the State question whether they should engage in the planning and investment of facilities if the Company would be allowed to come in and take territory. Staff argued that CTUB should be given the same deference as a municipal utility as the Commission suggested in the Beckley Water case pursuant to W. Va. Code §8-12-5.

The County filed a late brief where it indicated it supported CTUB's position.

All parties filed reply briefs.

CTUB indicated it had utility facilities in place to provide service to the Subject Parcel since 2004. This is in contrast to the Company not having any facilities in the immediate vicinity of the Subject Parcel. The Company would have to construct expensive facilities that would literally cross CTUB's existing water facilities that are adjacent to the Subject Parcel. CTUB continued to emphasize Commission precedent that had been affirmed by the Supreme Court of Appeals that "the key to resolving territorial disputes between utilities is examining the location of each facility as those facilities currently exist." (Harrison Rural Electrification Association v. Monongahela Power Company 190 W.Va. 439, 438 S.E. 2d 782 (1993)). CTUB argues that the existing facilities demonstrate that the Subject Parcel is not in gray and overlapping territory but in the exclusive territory of CTUB. CTUB also relies on Harrison Rural Electrification Association v. Monongahela Power Company Case No. 96-0747-E-C which indicates "when all the customers in the immediate vicinity are served by the same territory, the customer is not located in a gray and overlapping service territory."

CTUB argues that the Company's narrow view of the isolation test is incomplete because it does not consider factors recognized by both the Commission and the Supreme Court of Appeals in examining the entirety of the matter including the orderly development of utilities and the issue of stranded investments by the incumbent utility. CTUB further argues that the narrow view of the Company in applying the isolation test would also fail to honor the Commission's obligation to consider the long-term interest of future ratepayers as required by the West Virginia Code. CTUB further questions the value of the narrow isolation test in an area of the State which is rapidly growing compared to other, more sparsely developed parts of West Virginia.

CTUB argues that it incurred bonds following a strategic plan approved by the County in its Urban Growth Boundary process. That process was intended to lessen the risk for stranded utility investment. CTUB argues that the Company's narrow view of the isolation test would leave CTUB with stranded investment and allow ruinous competition.

The Company, in its reply brief, advocates an extremely narrow application of the isolation test. The Company argues that the isolation test was developed later in time than many of the other cases and essentially would have eliminated all other considerations.

The Company seems to admit in its briefing that none of its facilities cross utility facilities of other water companies but indicated that they frequently run close to other companies. The Company argued that in Harrison Rural Electrification Association v. Monongahela Power Company Case No. 92-0319-E-C, that the Commission allowed a

particular Equitable line to be retained in a gray and overlapping territory, even though it crossed a Lumberport line. (Commission Order dated April 26, 1993, at page 4).

The Company argued that the Beckley Water case was the Commission's most recent Final Order on the topic. The Company argues that the fact that it is under appeal changes nothing. It argues that the isolation test would be proper to apply, even if the Beckley Water case did not exist.

Staff, in its reply brief, emphasized the Commission's duty under West Virginia Code §24-1-1(a)(3) to "encourage the well-planned development of utility resources in a manner consistent with State needs." Staff argued that allowing CTUB to serve the property would be cheaper, faster and more properly serve the State's needs. Staff concludes that the Subject Parcel is within the exclusive territory of CTUB and that there is no necessity to apply any gray and overlapping analysis.

Staff further argues that the Company's analysis of the isolation test is misapplied given Staff's view that the record establishes that the Subject Parcel is within the exclusive service territory of CTUB.

Staff further believes that the Commission should give CTUB the same legal deference that it gave Mount Hope in the Beckley Water case given its status as a municipal utility.

Staff argued that serving the Subject Parcel would be more beneficial to CTUB than to the Company given that CTUB would not have to incur any expenses to serve the parcel given that its facilities are immediately available and located at the parcel, whereas the Company would have to expend a million dollars in expenses to serve the property. It is also noted that CTUB has a much smaller number of customers, which means that CTUB would benefit in a greater way from 500 additional densely packed customers than would the Company, which has a much larger number of customers. Staff was concerned that a contrary ruling would create stranded investments for CTUB. Staff requested that the Commission order the Company to cease and desist encroaching into CTUB's exclusive service territory.

In the County's brief, it urged the Commission to adopt a "common sense ruling" in favor of CTUB given that it can immediately and cheaply serve the Subject Parcel.

DISCUSSION

The Commission has long dealt with utilities competing for service territory. The Legislature conferred upon the Public Service Commission the duty to encourage the well-planned development of utility resources. (See W. Va. Code §24-1-1(a)(3)). This duty to ensure orderly development of utility resources is essential to prevent the wasteful duplication of utility resources. Utilities are natural monopolies. It makes no economic sense to duplicate expensive utility infrastructure in a chaotic way that

naturally would occur if utilities were allowed to freely compete for customers. Basic economic theory underlies the need for a regulatory body to actively ensure the orderly development of certain monopolistic infrastructure. The Commission has been assigned this particular duty by the Legislature in the State of West Virginia.

The Commission addressed issues related to the orderly development of utility infrastructure in a consolidated case, Lumberport-Shinnston Gas Company, Inc. v. Equitable Gas Company, Case No. 86-749-G-C and Lumberport-Shinnston Gas Company, Inc. and Equitable Gas Company, Case No. 87-115-G-GI. In this consolidated case, the Commission addressed the complaint filed by Lumberport-Shinnston against Equitable for allegedly infringing upon its service territory. (See Case No. 86-749-G-C). It also addressed requests filed by Lumberport-Shinnston customers who wanted to switch service to Equitable (Case No. 87-115-G-GI). The Commission ultimately dismissed the complaint at the request of Lumberport-Shinnston, but it did make certain findings, including that the particular health club facility at issue in the complaint was located in gray and overlapping service territory. The Commission determined that by examining maps presented at hearing. The maps demonstrated that in the area where the customer at issue was located, there were twenty-nine Equitable residential customers, two Equitable commercial customers, nineteen Lumberport-Shinnston residential customers and three Lumberport-Shinnston commercial customers. (Commission Order in Case No. 86-749-G-C and 87-115-G-GI dated September 29, 1987 at page 4). The existing facilities were key in the Commission's determination of the nature of this territory and key in the Commission's efforts to have an orderly development of infrastructure.

Among the intervenors in Case No. 87-115-G-GI was the West Virginia Small Public Utilities Association (WVSPUA). WVSPUA argued that the Commission should not make a decision that would result in the reduction of small gas utilities in the State. WVSPUA requested the Commission reaffirm its policy of discouraging utility-on-utility competition. Among the evidence submitted was that the loss of certain levels of Lumberport-Shinnston customers would result in an upward pressure on its rates. Staff asserted that the Commission should not allow the transfer of some Lumberport-Shinnston customers to Equitable unless it was prepared to authorize the transfer of all the customers to Equitable. The Commission, recognizing its obligations under W. Va. Code §24-1-1 to balance the interests of current and future utility customers and the State's economy concluded that "the infringement of one utility upon the clearly defined service area of another utility is not in the public interest" (87-115-G-GI at 9). It further indicated that utility switching within gray and overlapping service areas was not in the public interest. (Id.). The Commission recognized that overlapping service areas within the gas industry were common due to the fact that West Virginia was a gas-producing State and the way that utility operations grew around production. The Commission indicated in reaching its conclusions, it was influenced by certain policy considerations, including that "small utilities have problems different than larger utilities." The Commission indicated "in this controversy" or similar ones, that the Commission would "not exacerbate the difficulties already attendant upon the small utilities of this State."

(Id. at 10). The Commission did urge Lumberport-Shinnston to make efforts to become more competitive with other gas utilities. (Id. at 12). The Commission concluded as a matter of law, that "Equitable's willingness to provide full service to certain customers . . . did not permit it to engage in "utility-to-utility" competition." (Id. at 14).

In Harrison Rural Electrification Association, Inc. v. Monongahela Power Company, Case No. 96-0747-E-C, HREA filed a complaint alleging that Monongahela was infringing on HREA's exclusive service territory. The assigned Administrative Law Judge concluded that the fact that only HREA provided electric service in the immediate vicinity meant that the area was not gray and overlapping service territory. Monongahela filed exceptions arguing that the ALJ should have examined more issues than only the customers located in the immediate area. Monongahela argued that the Commission precedent required an analysis of facilities as well.

The Commission affirmed the ALJ's conclusion that when a new customer is located in an area where all surrounding customers within the immediate vicinity are served by the same utility, that customer is not located in a gray and overlapping service territory. (Case No. 96-0747-E-C at 4). In this case, Monongahela served the customer with a 57-foot service drop from an existing Monongahela power line. However, the nearest Monongahela customers were located outside of a one-mile radius of the home at issue. (Id. at 2).

In Monongahela Power Company v. Harrison Rural Electrification Association, Inc. Case No. 04-1062-E-C, the Commission addressed another case of alleged infringement on service territory between HREA and Monongahela. The primary issue in that case was "to determine whether the disputed site is located within a gray and overlapping service territory." The competing facilities in this case were close to the tract being developed. In fact, depending on which end of the tract houses were first constructed, the competing utilities' facilities would have been closer to that particular end. Had the houses been constructed on the southern end of the two-acre tract, it would have been closer to HREA's facilities whereas construction on the other end of the tract made them closer to Monongahela's facilities.

The Commission indicated that it attempted to follow the precedent created in Lumberport-Shinnston v. Equitable Gas Company Case No. 86-749-G-C in deciding these issues. The Commission indicated in previous cases, when it found gray and overlapping territory, both utilities had distribution lines located in "the immediate area to be served." The Commission also indicated that in all the cases when it found gray and overlapping territory "either utility could readily access the property to be served without crossing the distribution lines of the other utility." (Case No 04-1062-E-C at 5, emphasis added). The Commission noted that in all cases where it had found territory to be the exclusive territory of a utility, the other utility could only serve the property by constructing "a power line across the existing distribution facilities" of the other utility or "would have to extend its existing distribution facilities a great distance or around a circuitous route in order to provide the requested service." (emphasis added). In other

words, one of the deciding factors utilized was the ability of one utility to serve the parcel without crossing the facilities of another utility. (Id. at 5). The Order indicated that the Commission placed significant "weight upon the location of the existing facilities of each respective electric utility in relation to the proposed customer and the existing customers as they exist at the time the determination is made." (Id. at 5).

The Commission in that case indicated that one possible tool to analyze gray and overlapping territories would be to isolate each utility's facilities as if the other did not exist. When both utilities would have an obligation to serve "at little or no cost" then the answer would be that the customer was in a gray and overlapping service territory. (Id. at 6, emphasis added).

Most recently, the Commission examined the gray and overlapping service territory issue in Beckley Water Company v. City of Mount Hope Water Department Case No. 23-0807-W-C (February 20, 2025 Order). The Commission applied the isolation test as it was discussed in Monongahela Power Company v. Harrison Rural Electrification Association Case No. 04-1062-E-C and reversed the Recommended Decision which had concluded that the area at issue was in the exclusive territory of Beckley Water Company. The Commission, however, did not implement the isolation test without looking at other factors. The Commission indicated that municipal utilities had broad power to serve customers outside of their boundaries and that the recent annexation of the site by the municipal utility provided "further reason to conclude that the area in question may be gray and overlapping." (Beckley Water February 20, 2025 Order at page 7). Indeed, the Commission indicated that "before the annexation, the area could have been considered gray and overlapping because the municipality has statutory authority to serve outside its municipal boundaries. After the annexation, the area in dispute is clearly within the service territory of both Mount Hope and Beckley Water Company." (Beckley Water February 2025 Order at page 8). The Commission did not mechanistically rely only on the isolation test, but looked at other facts involved in the case in order to fulfill its legislative duty to ensure the orderly development of utility facilities.

In the same Order, the Commission further stated that "the key to resolving territorial disputes is to examine the current location of the utility's facilities." (Id.). The Commission also stated in Beckley Water that there was "no evidence in the record of this case showing that one water utility would benefit more or less than the other by gaining a potential customer at the Site. There was also no evidence presented in this case to suggest either utility would be harmed if a potential customer became a customer of the other utility." (Id.). It is clear that the Commission examined the complete situation prior to concluding that the site at issue was in a gray and overlapping service territory.

Had the Commission not examined the entirety of the record including the nature of the utilities at issue, whether the property had been annexed, and whether there was evidence in the record showing that one utility would be harmed if the particular

customer went to the other utility (or would benefit less or more), the Commission would have basically allowed unrestrained competition for customers in areas where either utility could serve a customer.

Acting on a petition to reconsider in the Beckley Water Company v. City of Mount Hope Water Department Case No. 23-0807-W-C (Order of April 16, 2025), the Commission indicated that it did not consider 2.5 miles as too great a distance to extend lines under the isolation test. Given the relatively large distance for extending water mains, if the Commission narrowly applied the isolation test completely without examining other issues, the Commission would have opened up a free-for-all competition for water utilities in the State. Such a narrow mechanistic application of the isolation test as advocated by the Company in this case would clearly not be consistent with the Commission's legislative mandate. Accordingly, it was not a mechanistic application of the isolation test that the Commission required in the Beckley Water case, but the test was simply one factor in a more wholistic analysis. The Commission, after a more comprehensive analysis, concluded that the area at issue in Beckley Water was in a gray and overlapping area.[4]

Another indication that the isolation test is not properly construed to be extremely narrow as the Company advocates is the fact that the very case that established the isolation test specifically expressed concerns about one utility crossing another utility's distribution lines. (See Monongahela Power Company v. Harrison Rural Electrification Association Case No. 04-1062-E-C at page 5. The Commission explicitly said in all the cases where it found gray and overlapping service territory "either utility could readily access the property to be served without crossing the distribution lines of the other utility." On the other side of the coin, the Commission in the same Order noted that in all the cases where it found territory to be the exclusive territory of the utility was when the other utility could only serve the property by constructing "a power line across the existing distribution facilities of another utility." Additionally, in the same case that established the test, the Commission emphasized that one should isolate each of the utility's facilities and when both utilities had an obligation to serve "at little or not cost" the answer would be that the customer is in a gray and overlapping service territory. It should be noted that the Company cannot serve the Subject Property at little or no cost, but will invest at least a million dollars in the extension. Additionally, it should be noted that the Company will have to cross CTUB's existing distribution facilities. These facts at issue diverge significantly from the very case that established the isolation test and are contrary to some expressed concerns of the Commission in that case.

Also indicative of the fact that the Company's narrow view of the isolation test is not consistent with Commission precedent is seen in the Beckley Water case itself. The Commission still stated that "the key to resolving territorial disputes is to examine the

[4] The Commission also seemed moved by the action of the Fayette County Commission and the Legislature's apparent grant to Mount Hope. It also seemed to believe that the Mount Hope extension was more likely to result in development of the parcel.

current location of the utility's facilities. (Beckley Water February 20, 2025 Order at page 8). Also in the Beckley Water case, the Commission indicated that evidence showing that one water utility would benefit more or less than the other by gaining the potential customer at the site, might sway the Commission's analysis. (Beckley Water February 20, 2025 Order at page 8). In this case, the smaller relative size of CTUB weighs in the favor of it having a much more significant impact on CTUB to acquire 500 densely packed customers than it would on the much, much larger customer base that exists for the Company. CTUB has invested in significant facilities that are currently available to serve this parcel without any further investments. Although such facilities are currently serving all the customers in the immediate area of the Subject Parcel, they are obviously designed and capable of serving the Subject Parcel as well. The fact that CTUB could serve the Subject Parcel at no expense, whereas the Company would have to invest a million dollars, also points to the fact that losing the 500 densely packed customers would have a larger impact on CTUB than on the Company which has not invested in facilities that are adjacent to the Subject Parcel.

As far back as the Lumberport-Shinnston Gas Company v. Equitable Gas Company (Case No. 86-749-G-C) the Commission indicated that it would "not exacerbate the difficulties already attended upon the small utilities of this State." (Case 87-115-G-GI at page 10).

The case at bar can be differentiated from Beckley Water in that there is evidence in the record indicating that CTUB would be more benefitted by acquiring the customers in the Subject Parcel than the Company and on the other side of the coin, it would be more harmed by losing the customers given that its facilities surround the Subject Parcel and are readily available with little or no cost to serve the customer.

When one attempts to do a more wholistic analysis of the case at bar, it appears that CTUB is the correct utility to serve the customer. The Subject Parcel should be considered to be the exclusive service territory of CTUB as recommended by Staff.

There is also not the concern that development of the parcel will be slowed down or stopped by recognizing the Subject Parcel as the exclusive territory of CTUB. CTUB has worked with this Developer in the past and is able and capable of serving the site.

The County argues in its brief that the Commission should adopt the common sense approach. If the maps were shown to any regular individual and it would be asked of them whose service territory the Subject Parcel was in, almost all individuals would say that CTUB should serve the property. This is also demonstrated to some extent by the Company's Exhibit 2, wherein in its area, it shades in all undeveloped parcels in and around its service areas in a color showing that it is West Virginia-American service territory. However, in the undeveloped property in the middle of CTUB's service area, instead of shading it in with the color demonstrating CTUB's service territory, it claims the parcel is gray and overlapping. Essentially the Company, in its own exhibit, claims all undeveloped property surrounded by its facilities as its own but denies the same for

CTUB. This goes against common sense. It is only through a very narrow interpretation of the isolation test that the Company has claim on the Subject Parcel. Common sense would dictate that the Subject Parcel should be served by CTUB. The engineering testimony in this case, both by CTUB's and Staff's witness, seemed to be consistent with a more common sense analysis. The Company offered no engineering evidence.

In the event that the Company's more narrow view of the isolation test prevails, CTUB is likely to lose all potential customers that can be reached by the Company by extending its lines by even miles. This is especially true if CTUB continues to charge the CIFs, which developers are reluctant to pay when they can get free service from the Company. It matters not to developers that the Company's rates to the ultimate users are significantly higher than CTUB's. CTUB should be encouraged to take efforts to be more competitive with its CIFs, much like the Commission encouraged Lumberport-Shinnston to be more competitive long ago.

FINDINGS OF FACT

1. CTUB is a municipal water and sewer utility. It provides service to approximately 10,000 sewer customers and 8,000 water customers. (Tr. 23, 24).

2. The Subject Parcel is a mixed use proposed development of 500 residential units and eight commercial lots. (Tr. 24).

3. Initially, CTUB was approached by the Developer to provide both water and sewer service. (Tr. 24).

4. The Developer later informed CTUB that the Company would extend water services to the development for free. (Tr. 24).

5. The Subject Parcel is on the south side of Route 340 along Somerset Boulevard. (Tr. 24; CTUB Ex. 2; CTUB Ex. 3).

6. The Subject Parcel is surrounded immediately by CTUB's water service areas. (Tr. 25; CTUB Ex. 2; CTUB Ex. 3).

7. The Subject Parcel is bordering CTUB water lines on several sides. (Tr. 26; CTUB Ex. 3).

8. To the immediate north of the Subject Parcel is a 12-inch CTUB water line running along Somerset Boulevard. (Tr. 27; CTUB Ex. 3).

9. To the immediate west of the Subject Parcel, there is a Food Lion and various other retail establishments served by CTUB. (Tr. 27; CTUB Ex. 2; CTUB Ex. 3).

10. To the south of the Subject Parcel, there is a 70-unit residential development served by CTUB. (Tr. 27; CTUB Ex. 2; CTUB Ex. 3).

11. Immediately south of the Subject Parcel along Keyes Ferry Road is an 8-inch CTUB water line. (Tr. 27; CTUB Ex. 3).

12. At the corner of the Subject Parcel, there is a 500,000-gallon CTUB water tank along Keyes Ferry Road. The tank has both 10-inch and 12-inch lines coming out of it. (Tr. 27, 73; CTUB Ex. 3).

13. There are approximately 50 existing CTUB fire hydrants adjacent to the Subject Parcel. (Tr. 27, 73; CTUB Ex. 2; CTUB Ex. 3).

14. The Windmill Crossing development is inside the city limits as is a narrow stretch north of the Subject Parcel extending along Washington Street running along 340 and encompassing the commercial parts of Windmill Crossing. (Tr. 29; CTUB Ex. 3).

15. To the southeast of the Subject Parcel is Stone Spring Development and directly south of the parcel is the Washington Place property that are all located within the City of Charles Town's municipal boundaries. (Tr. 30; CTUB Ex.3).

16. In order to serve the property, the Company would have to cross through the city limits of Charles Town. (Tr. 30).

17. There are CTUB sewer facilities immediately adjacent to the Subject Parcel including existing gravity lines and forced mains. (Tr. 31, 73; CTUB Ex.4).

18. An existing 8-inch gravity sewer line runs through the property that was installed in 2016. (Tr. 31; CTUB Ex.4).

19. On the southern border of the Subject Parcel there is a CTUB sewer pump station. (Tr. 32, 73; CTUB Ex.4).

20. There is a CTUB 4-inch forced main sewer line running through the Subject Parcel. (Tr. 32, 73; CTUB Ex.4).

21. There are at least two existing CTUB water easements and two existing CTUB sewer easements on the Subject Parcel. (Tr. 33).

22. CTUB has invested significant money, including issuing significant bonds to install infrastructure around and on the Subject Parcel. (Tr. 33, 34).

23. Allowing encroachment by the Company results in stranded investment causing harm to CTUB and its customers. (Tr. 33, 34).

24. Allowing the Company to encroach on this property would mean that revenues anticipated by CTUB would not be realized. It impacts CTUB's abilities to meet its bondholder obligations. (Tr. 33, 34).

25. CTUB engages in Urban Growth Planning with the City of Charles Town and the City of Ranson. The growth planning anticipates how the utilities would provide service to new growth within the boundaries of the Urban Growth Area. CTUB relies on such planning to decide how to invest in infrastructure. The planning helps to facilitate the orderly development of utility facilities. The planning helps to lessen the risk of stranded investment. The Planning anticipated CTUB serving the Subject Parcel. (Tr. 34, 35 36; CTUB Ex. 5).

26. CTUB could provide water service to the Subject Parcel by connecting to the 12-inch water line along Somerset Boulevard or the 8-inch water line along Keyes Ferry Road, or both. (Tr. 36, 37).

27. The 8-inch water lines are three feet off the paved edge of the shoulder of Keyes Ferry Road. It would be an immediate connection. (Tr. 37).

28. CTUB would not have to construct any water facilities to serve the Subject Parcel. (Tr. 37, 75, 76, 140-145).

29. CTUB has adequate existing capacity to serve the site. (Tr. 37, 72).

30. CTUB has a capacity improvement fee (CIF) that it charges for every new connector to its system. The CIFs are one-time fees intended to help support future expansions and upgrades of the utility systems. (Tr. 38).

31. CTUB does not have a distribution system improvement fee. (Tr. 39).

32. CTUB has only increased its rates twice in the last ten years. (Tr. 39).

33. Individual homeowners will pay much lower rates with CTUB than the Company. (Tr. 40).

34. The majority of CTUB's customers are outside its municipal limits. (Tr. 42).

35. Development of the Subject Parcel is at this time in the conceptual stage. The development has had its concept plan approved by the Jefferson County Planning Commission. (Tr. 44).

36. There is no construction undergoing at this time. (Tr. 45).

37. The Subject Parcel currently has no customers on it. (Tr. 51).

38. 500 densely packed potential customers would be an asset to either CTUB or the Company. (Tr. 61, 95).

39. Given the relative sizes of the two utilities with the Company having 170,000 water customers and CTUB having 8,000 water customers, the loss of 500 densely packed customers would be more detrimental to CTUB than the Company. (Tr. 23, 24, 80, 81, 118).

40. Given that CTUB could serve the Development without any further investment but the Company would have to expend at least a million dollars to extend its line, the additional 500 densely packed customers, CTUB would benefit more by serving the customers. (Tr. 36, 37, 74, 75, 148).

41. CTUB is currently considering whether it should lower the CIF fees both for water and sewer. (Tr. 63).

42. The current CIF fees make it difficult for CTUB to compete with the Company. (Tr. 64).

43. The existing CTUB CIF fee for a new water customer is $4,399 and for a sewer customer is $2,930. (Tr. 66).

44. In this case, the Developer would have to pay $2.2 million in CIF fees for water service for 500 units. (Tr. 67).

45. The only thing necessary to CTUB to serve the Subject Parcel would be a water tap. CTUB could do the tap within 24 hours of the request. (Tr. 75, 76).

46. CTUB would not require any rights-of-ways or permits to serve the Subject Parcel. CTUB would not have to cross any roads to provide the Subject Parcel. (Tr. 75, 76).

47. Existing CTUB facilities would provide 65 psi of working pressure for the Subject Parcel. (Tr. 76).

48. CTUB could connect both its 12 and 8-inch lines to the Subject Parcel and interconnect the facilities. (Tr. 76).

49. CTUB could provide fire protection services for the Subject Parcel. (Tr. 76, 77).

50. The proposed Company extension would create duplicative water facilities for the area. (Tr. 78, 79).

51. The Company would have to extend its lines approximately 0.7 miles to reach the property and bore under 340 and Somerset Boulevard. They might also have to bore under the railroad tracks. (Tr. 77).

52. The Subject Parcel is roughly 120 acres. (Tr. 91).

53. The Company is willing and able to serve the Subject Parcel. (Tr. 91).

54. The Company serves customers in the Riverpointe Subdivision and the Shenandoah Springs Subdivision and has certain water lines within 0.65 miles of the Subject Parcel. (Tr. 91).

55. The extension would cost about at least million dollars. (Tr. 97, 148).

56. The Company has roughly 170,000 customers in West Virginia. (Tr. 118).

57. The Company's lines do not cross lines of separate utilities, but do occasionally run parallel on opposite sides of the street. (Tr. 120).

58. An extension to Cave Quarter would be eight miles. (Tr. 128).

59. The Company serves 40 customers in Cave Quarter. Currently it has three wells and a water plant in Cave Quarter. It is currently not connected to any other system. (Tr. 129).

60. The Company anticipates DISIC funds being used to help improve the failing systems it acquired from Jefferson Utilities, including Fox Glen, the mountain systems and Cave Quarter. (Tr. 131).

61. Ms. Reel justified not charging anything to the Developer of the Subject Parcel since the Company was planning to put the line into Cave Quarter regardless. (Tr. 138, 139).

62. The fact that the Company's water main to serve the Subject Parcel would have to physically cross water mains owned and operated by CTUB indicates to Mr. Crace that the Company would be entering CTUB's service territory from an engineering analysis. Mr. Crace is also moved by the fact that CTUB would not have to make upgrades to its system to serve the Subject Parcel whereas the Company would have to put in a million dollars of facilities or more. (Tr. 150).

CONCLUSIONS OF LAW

1. The Subject Parcel is in the exclusive territory of CTUB.

2. The Company should not be permitted to serve the Subject Parcel.

ORDER

IT IS, THEREFORE, ORDERED that West Virginia-American Water Company refrain from serving the Subject Parcel given that it is in the exclusive territory of the Charles Town Utility Board.

IT IS FURTHER ORDERED that the matter be removed from the open docket.

The Executive Secretary is ordered to serve this Order upon the Commission and its Staff by hand delivery, upon all parties of record who have filed an e-service agreement with the Commission by electronic service and upon all other parties by United States First Class Mail.

Leave is granted to the parties to file written exceptions supported by a brief with the Executive Secretary of the Commission within fifteen days of the date of this Order. If exceptions are filed, the parties filing exceptions shall certify that all parties of record have been served the exceptions.

If no exceptions are filed, this Order shall become the Order of the Commission, without further action or order, five days following the expiration of the fifteen day time period, unless it is ordered stayed by the Commission.

Any party may request waiver of the right to file exceptions by filing an appropriate petition in writing with the Executive Secretary. No such waiver, however, will be effective until approved by order of the Commission.



Keith A. George
Chief Administrative Law Judge

KAG:lc
250263ae.doc

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325

September 11, 2025

Nathan P. Cochran, Esq.
Assistant Prosecuting Attorney of Jefferson County
Jefferson County Commission
PO Box 729
Charles Town, WV 25414

RE: Case No: 25-0263-W-C
City of Charles Town
v.
West Virginia-American Water Company

Dear Mr. Cochran:

Enclosed is a copy of a Recommended Decision in the above styled case, pursuant to the requirements of West Virginia Code §24-1-9. Your attention is directed to important information contained in the ordering paragraphs. Please note carefully that if no exceptions are filed within fifteen days of this date, the order will become the order of the Commission five days following said time period, unless the order is stayed or postponed by the Commission. Exceptions to this order should be filed with this office. **Please note all other parties have agreed to receive this order via electronic notification.**

Documents submitted to the Public Service Commission of West Virginia may be 1) uploaded to its public website, 2) subject to public disclosure under the West Virginia Freedom of Information Act, and/or 3) subject to disclosure under the West Virginia Open Governmental Proceedings Act. Do not submit personal information with your filings. The Commission is not responsible for confidential or personal information included with your submission. A list of personal information is available here: http://www.psc.state.wv.us/Privacy_Policy/WhatisPII.htm

If you have provided an email address you will automatically receive notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed. If you have not provided your email address, please send an email to caseinfo@psc.state.wv.us and state the case number in the email subject field. **You are encouraged to file an Electronic Mail Agreement which allows the commission to serve all orders issued in this matter via electronic notification.**

Sincerely,

Karen Buckley
Executive Secretary

KB/al
Enc. Order

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Capacity Improvement Fee Review

Attachments:

Raftelis Response to 09.24.25 Board Meeting.pdf

RAFTELIS

MEMO

To: Kristen Stolipher, Charles Town Utility Board
From: Mihaela Coopersmith, Raftelis
Date: September 29, 2025
Re: Response to proposed Board Action regarding CIFs

During the Charles Town Utility Board (CTUB) meeting on September 24, multiple motions were considered surrounding Raftelis' calculation of Capacity Improvement Fees (CIFs) presented to the Board for consideration. The calculated fees represent the maximum-cost justified CIFs. During the meeting, a Board member introduced a number of proposed revisions to the final recommendation from Raftelis. Raftelis cannot support the proposed revisions for the following reasons provided below:

1. **Include a higher inflation rate on the Total Project Costs Eligible for Expansion.**

One revision from the CTUB Board member was to add approximately $8 million dollars of inflationary costs to the total system value of each the water and sewer capacity improvement project cost. Raftelis defers to the Board's Engineering Consultant for the implied value of future project costs. The Utility's Engineer is a qualified expert in this field and provided the total cost of each project utilized in the fee calculations. It is our understanding that the project costs already account for inflation with the inclusion of a $10M contingency for each of the $50M plant projects. As such, Raftelis cannot support the inclusion of additional costs to the system value.

Based on the information provided to Raftelis from the independent consulting engineer, Raftelis' recommendation is to use the previously provided Net System Values of $20.0M and $36.5M for the water and sewer systems, respectively.

2. **Adjust the perceived capacity amount of the calculation as a result of I&I and Design Capacities.**

Another revision proposed by the Board member was to lower the added system capacities for the water and sewer systems associated with the capital improvement projects to reflect Inflow & Infiltration for sewer, and a 90% design capacity for water. The Board's engineer provided the estimated system capacity resulting from expansion related capital improvement projects and are reflected in our calculation. Both the inflow & infiltration and design capacity adjustments are already reflected within the Level of Service used to scale up the CIF.

Per the American Water Works Association (AWWA) M1 Manual, "the level-of-service that is commonly used in the utility industry is the amount of capacity (service) allocable to an ERU for system engineering and

planning purposes, whether or not such capacity is actually used by the customer" Therefore, the Level-of-Service planning number includes the inherent loss of capacity seen through I.&I. and water loss, on the water and sewer systems respectively. Raftelis uses the planned system expansion capacities provided by Mr. Eckenrode for calculation of the CIF.

3. **Change the used Level of Service (LOS) in each calculation from 210 ERU per GPD to 280 ERU per GPD.**

The final proposal was for the water and sewer CIF calculations to modify the Level of Service from 210 GPD to 280 GPD for one ERU. The 280 LOS is derived from the West Virginia Code of State Rules, using 4 people per household at a Level of Service value of 70 per person. Raftelis recommends using a Level of Service of 210 GPD, which is validated from billing data provided by CTUB staff indicating a peaking and estimated Level of Service (LOS) of approximately 210 GPD per ERU. Current average household use for CTUB customers is 150 GPD, which when multiplied with the 1.4 peaking factor, results in a LOS of 210 GPD. Additionally, Census data indicates the Town has an average of 2.76 people per household, so utilizing 3 people (210 GPD per ERU) is in line with the census data as well. While CTUB can within the laws of West Virginia code implement a maximum LOS of 280 GPD, Raftelis recommends utilizing 210 GPD, which is in line with peak customer usage, and still a significant increase from the previous LOS of 150 GPD.

If the Board can provide data to support 4 people per household, such as from new housing permits, or some other source of data, to substantiate using 280 GPD, Raftelis is willing to make this adjustment in the CIF calculation.

In conclusion, Raftelis will write a report that recommends the following CIFs for water and sewer, based on the incremental methodology, the data provided by the engineer and industry standard required calculations, and a 210 GPD level of service.

Table 1. Calculated CIF at 210 GPD

	Water	Sewer
Cost per Gallon	$ 9.09	$ 13.26
Level of Service	210	210
Calculated Fee	**$ 1,909**	**$ 2,784**
Current Fee	*$ 4,399*	*$ 2,930*

Should the Board wish to move forward with the 280 GPD level of service based upon supporting data, the CIFs would be calculated as shown below:

Table 2. Calculated CIF at 280 GPD

	Water	Sewer
Cost per Gallon	$ 9.09	$ 13.26
Level of Service	280	280
Calculated Fee	**$ 2,545**	**$ 3,712**
Current Fee	*$ 4,399*	*$ 2,930*

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Fox Glen Subdivision Sewer Extension

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Change Order #2

Attachments:

Change Order No. 2.pdf

CHANGE ORDER NO.: 02

Owner:	Charles Town Utility Board	Owner's Project No.:	N/A
Engineer:	RK&K	Engineer's Project No.:	24054
Contractor:	HRI Inc.	Contractor's Project No.:	10341291
Project:	2022 Collection System Project		
Contract Name:	2022 Collection System Project CWSRF: C-544686 IJDC No. 2021S-2041		
Date Issued:	(date last signed below)	Effective Date of Change Order:	9/24/2025

The Contract is modified as follows upon execution of this Change Order:

Description:

This change order is for upsizing manholes for Evitts Run to 60" and furnish and installing an access road and power supply to the Lakeland pump station.

Attachments: HRI PCO 03 dated 6/4/2025, 08 dated 8/20/2025, 09 (B)(C) dated 9/21/2025, First energy email dated 5/16/2025

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ 6,074,000.00	Original Contract Times: Substantial Completion: (18 Mo's) June 18, 2026 Ready for final payment: (19 Mo's) July 18, 2026
[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. N/A $ 121,480.00	**[Increase] [Decrease]** from previously approved Change Orders No.1 to No. **[Number of previous Change Order]**: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: $ 6,195,480.00	Contract Times prior to this Change Order: Substantial Completion: (18 Mo's) June 18, 2026 Ready for final payment: (19 Mo's) July 18, 2026
[Increase] [~~Decrease~~] this Change Order: $ 261,917.04	**[Increase] [Decrease]** this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order: $ 6,457,397.04	Contract Times with all approved Change Orders: Substantial Completion: (18 Mo's) June 18, 2026 Ready for final payment: (19 Mo's) July 18, 2026

Recommended by Engineer (if required)	Accepted by Contractor
By: David Santelli	
Title: Project Manager	
Date: 09/04/2025	
Authorized by Owner	**Approved by Funding Agency (if applicable)**
By:	
Title:	
Date:	

EJCDC® C-941, Change Order EJCDC® C-941, Change Order, Rev.1.
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HRI, INC.

A COLAS COMPANY

8/20/2025

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

Attn: David Santelli, Project Manager
Subject: Charles Town Collection System Project 2022
Re: Proposed Contract Change Order

Dear Mr. Santelli,

Enclosed, please find a detailed description, pricing proposal and supporting documentation for the following HRI PCO for consideration in a contract change order. This is related to the additional cost associated with the upsizing of the manholes at Evitts Run from 4' DIA to 5' DIA to accomdate the 30" PVC pipe.

DESC.	QTY	UNIT	UNIT PRICE	EXTENDED COST
5" DIA MH (up to 6')	13	EA	$ 9,896.22	$ 128,650.90
5" DIA MH Extension	31	VF	$ 732.36	$ 22,703.10
			TOTAL	$ 151,354.00

If you have any questions or need additional information, please feel free to contact me at jkutz@hriinc.com or (814) 574-7815.

Sincerely,

HRI, INC.

Josh Kutz
Project Manger

CC: Bill Sarraf, Ed Barker

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

HRI PCO Scope & Conditions

- Proposal pricing is good for (30) days once received by engineer and owner. If a response is not received during this time, the proposal pricing is subject to change from HRI and its vendor(s)/ subcontractor(s) due to escalation.

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

HRI, INC.

New Item	5" DIA MH Extension	31	VF	$ 732.36	$22,703.10	
New Item	5" DIA MH (up to 6')	13	EA	$ 9,896.22	$128,650.90	
					$151,354.00	
42	4' Diameter Manhole (up to 6')	20	EA	$ 8,500.00	$ 170,000.00	
43	4' Diameter Manhole Extension	50	VF	$ 650.00	$ 32,500.00	
					$ 202,500.00	
REV 42	4' Diameter Manhole (up to 6')	7	EA	$ 8,500.00	$ 59,500.00	
REV 43	4' Diameter Manhole Extension	19	VF	$ 650.00	$ 12,350.00	
					$ 71,850.00	
	New Price Project for MHs				$ 223,204.00	($151,371 + $71,850)
	Bid Price for MHs				$ 202,500.00	
	Overall Cost Increase to Project				$20,704.00	($223,221 - $202,500)

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

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

HRI-PCO **08**

DESCRIPTION OF OPERATION: **Evitt's Run 60" Dia MH Cost**

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
60" DIA MH	1.00	EA	$57,929.65	$57,929.65
#57 Bedding	32.50	TN	$24.17	$785.53
APS-19 Revised Base	1.00	EA	$2,560.00	$2,560.00
				$0.00

	Sub Total	$61,275.18
0.0%	**Sales Tax**	$0.00
	Total Material	$61,275.18
15.0%	**Markup**	$9,191.28

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	7.5		$115.00	$172.50	$862.50
Superintendent	32.5		$110.00	$165.00	$3,575.00
Project Engineer	15.0		$95.00	$142.50	$1,425.00
Site Foreman	65.0		$75.00	$112.50	$4,875.00
Operator CL1	195.0		$69.59	$104.39	$13,570.05
Labor - Gr2	130.0		$48.71	$73.07	$6,332.30

		Sub Total	$30,639.85
% Ins., Taxes, Etc. =	0.00%	**Total Base Labor x (% Ins., Taxes, etc.)**	$0.00
		Total Labor	$30,639.85
	15.0%	**Markup**	$4,595.98

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	32.50	$50.77	$1,650.03
Project Manager Truck	HRI104099	7.50	$62.67	$470.03
Project Engineer Truck	HRI104080	15.00	$47.38	$710.70
Foreman Truck	HRI108017	65.00	$60.84	$3,954.60
Komatsu PC238 Excavator	HRI231002	65.00	$170.49	$11,081.85
Volvo L70G Loader	HRI220091	65.00	$81.49	$5,296.85
Komatsu 138 Excavator	HRI230030	65.00	$130.54	$8,485.10
Owner Operator Tri-Axle	N/A	65.00	$125.00	$8,125.00

*** Rate/Hour includes Operating Cost**

	Total Equipment	$39,774.15
0.0%	**Markup**	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00

Subtotal	$145,476.43
Bonds / Insurance @ 2%	$2,909.53
TOTAL	**$148,386.00**

B&O Tax Calculation (2%)	**$2,967.72**
GRAND TOTAL	**$151,354.00**

Contractor's Representative

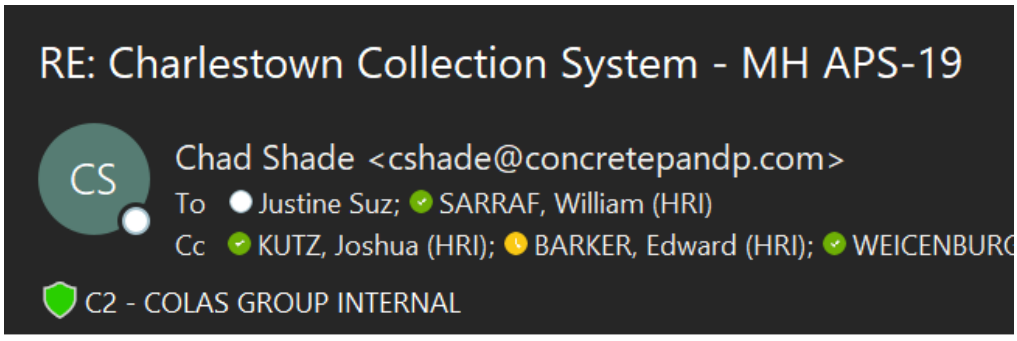
X _____
Signature **Date**

Engineer's Representative Confirming Receipt

X _____
Signature **Date**

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

MH APS-16	$ 5,103.00
MH APS-17	$ 4,623.00
MH APS-18	$ 4,407.25
MH APS-19	$ 3,660.00
MH APS-19A	$ 3,601.00
MH APS-20	$ 3,963.00
MH APS-21	$ 5,249.25
MH APS-22	$ 3,603.00
MH APS-23	$ 3,497.00
MH APS-24	$ 3,555.00
MH APS-25	$ 3,373.00
MH APS-26	$ 4,343.00
MH APS-26A	$ 1,887.90
MH APS-27	$ 7,064.25
	$57,929.65



Warning : Message sent from Internet from cshade@concretepar

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Sorry I missed this email base price is 2560.00

Chad Shade | Sales Representative | Concrete Pipe & Precast, LLC
405 Corning way | Martinsburg wv | 25405
Direct: 304-267-5667 | Cell: 304-620-4861 | Fax: 304-264-9944 |
cshade@ConcretePandP.com

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Mail Remittance To:
210 Stone Spring Road
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Phone: (540) 434-6979
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Invoice No 876403
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
6/10/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
ZAPS-17	Sanitary Manhole RD				PO:			$4,623.00	$4,623.00
060072B08E06W06J33SVF0	60Ø x 72 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	874874	6/9/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	874874	6/9/2025	Martinsburg		
GSKTPSXDD1206	PSX Direct Drive 12-06 Gasket	EA	1.0000	1.0000	874874	6/9/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	874874	6/9/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	874874	6/9/2025	Martinsburg		
060FTSPECBUJ	60Ø x 24Ø x 5 Flattop BU-OR Job	EA	1.0000	1.0000	874874	6/9/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000			Martinsburg		

Tax	$323.63
Str ZAPS-17 Total	**$4,946.63**
Taxable	$7,777.90
Non-Taxable	$.00
Sub Total	$7,777.90
WV STATE TAX	$466.68
WV CITY TAX CHARLES TOWN	$77.81
Invoice Total	$8,322.39

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Customer No 05361
Sales Order No 167277

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661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

#:
Fed Project #:
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Municipality #:
PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
6/25/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
ZAPS-27	Sanitary Manhole RD			PO:				$7,064.25	$7,064.25
060050B08E06W06J33SVF0	60Ø x 50 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	878803	6/24/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	878803	6/24/2025	Martinsburg		
048024RW05J23SBF00J	48Ø x 24 Riser Cage BU-OR Step 12 Job	EA	1.0000	1.0000	878803	6/24/2025	Martinsburg		
048X24X48CJ23SVF00J	48Ø x 24Ø x 48 Cone BU-OR Job	EA	1.0000	1.0000	878803	6/24/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	878803	6/24/2025	Martinsburg		
060FTSPECBUJ	60Ø x 48Ø x 12 Flattop Reducer BUOR Job	EA	1.0000	1.0000	878803	6/24/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	878803	6/24/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	2.0000	2.0000	878803	6/24/2025	Martinsburg		

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661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

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INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
7/8/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
ZAPS-18	Sanitary Manhole RD				PO:			$4,407.25	$4,407.25
060068B08E06W06J33SVF0	60Ø x 68 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	874875	7/2/2025	Martinsburg		
GSKTPSXDD1208A	PSX Direct Drive 12-08A Gasket	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
060FTSPECBUJ	60Ø x 24Ø x 5 Flattop BU-OR Job	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		

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Job Type: Precast

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PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
7/8/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
								Tax	$308.51
								Str ZAPS-18 Total	**$4,715.76**
ZAPS-19	Sanitary Manhole RD			**PO:**				$3,660.00	$3,660.00
060062B08E06W06J33SVF0	60Ø x 62 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	874875	7/2/2025	Martinsburg		
GSKTPSXDD1208A	PSX Direct Drive 12-08A Gasket	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
048X24X24CJ23SVF00J	48Ø x 24Ø x 24 Cone BU-OR Job	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
060FTSPECBUJ	60Ø x 48Ø x 12 Flattop Reducer BUOR Job	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	874875	7/2/2025	Martinsburg		
								Tax	$256.18
								Str ZAPS-19 Total	**$3,916.18**
ZAPS-19A	Sanitary Manhole RD			**PO:**				$3,601.00	$3,601.00
060054B08E06W06J33SVF0	60Ø x 54 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	876625	7/2/2025	Martinsburg		
048X24X36CJ23SVF00J	48Ø x 24Ø x 36 Cone BU-OR Job	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
060FTSPECBUJ	60Ø x 48Ø x 12 Flattop Reducer BUOR Job	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		

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661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
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INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
7/8/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
								Tax	$252.07
								Str ZAPS-19A Total	**$3,853.07**
ZAPS-20	Sanitary Manhole RD			**PO:**				$3,963.00	$3,963.00
060050B08E06W06J33SVF0	60Ø x 50 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	876625	7/2/2025	Martinsburg		
048X24X24CJ23SVF00J	48Ø x 24Ø x 24 Cone BU-OR Job	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
060FTSPECBUJ	60Ø x 48Ø x 12 Flattop Reducer BUOR Job	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
								Tax	$277.41
								Str ZAPS-20 Total	**$4,240.41**
ZAPS-21	Sanitary Manhole RD			**PO:**				$5,249.25	$5,249.25
060052B08E06W06J33SVF0	60Ø x 52 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	876625	7/2/2025	Martinsburg		
GSKTPSXDD1206	PSX Direct Drive 12-06 Gasket	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
048X24X48CJ23SVF00J	48Ø x 24Ø x 48 Cone BU-OR Job	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		

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661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

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INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
7/8/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
060FTSPECBUJ	60Ø x 48Ø x 12 Flattop Reducer BUOR Job	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	876625	7/2/2025	Martinsburg		
								Tax	$367.43
								Str ZAPS-21 Total	**$5,616.68**
ZAPS-22	Sanitary Manhole RD			**PO:**				$3,603.00	$3,603.00
060066B08E06W06J33SVF0	60Ø x 66 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	881624	7/2/2025	Martinsburg		
GSKTPSXDD1208A	PSX Direct Drive 12-08A Gasket	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
CSTEJ1040APT1045ZPTWT	EJ 1040APT 1045ZPT WT SANITARY SEWER F&C	SET	1.0000	1.0000	881624	7/2/2025	Martinsburg	$980.00	$980.00
060FTSPECBUJ	60Ø x 24Ø x 5 Flattop BU-OR Job	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
								Tax	$320.83
								Str ZAPS-22 Total	**$4,903.83**
ZAPS-23	Sanitary Manhole RD			**PO:**				$3,497.00	$3,497.00
060056B08E06W06J33SVF0	60Ø x 56 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	881624	7/2/2025	Martinsburg		

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7/8/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
GSKTPSXDD1206	PSX Direct Drive 12-06 Gasket	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
CSTEJ1040APT1045ZPTWT	EJ 1040APT 1045ZPT WT SANITARY SEWER F&C	SET	1.0000	1.0000	881624	7/2/2025	Martinsburg	$980.00	$980.00
060FTSPECBUJ	60Ø x 24Ø x 5 Flattop BU-OR Job	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
								Tax	$313.38
								Str ZAPS-23 Total	**$4,790.38**
ZAPS-24	Sanitary Manhole RD			**PO:**				$3,555.00	$3,555.00
060074B08E06W06J33SVF0	60Ø x 74 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	881624	7/2/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
CSTEJ1040APT1045ZPTWT	EJ 1040APT 1045ZPT WT SANITARY SEWER F&C	SET	1.0000	1.0000	881624	7/2/2025	Martinsburg	$980.00	$980.00
060FTSPECBUJ	60Ø x 24Ø x 5 Flattop BU-OR Job	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	881624	7/2/2025	Martinsburg		
								Tax	$317.44
								Str ZAPS-24 Total	**$4,852.44**
ZAPS-25	Sanitary Manhole RD			**PO:**				$3,373.00	$3,373.00
060064B08E06W06J33SVF0	60Ø x 64 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		

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Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	881625	7/2/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
CSTEJ1040APT1045ZPTWT	EJ 1040APT 1045ZPT WT SANITARY SEWER F&C	SET	1.0000	1.0000	881625	7/2/2025	Martinsburg	$980.00	$980.00
060FTSPECBUJ	60Ø x 24Ø x 5 Flattop BU-OR Job	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
								Tax	$304.71
								Str ZAPS-25 Total	**$4,657.71**
ZAPS-26	Sanitary Manhole RD			**PO:**				$4,343.00	$4,343.00
060090B08E06W06J33SVF0	60Ø x 90 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
GSKTKNS30636	KNS 306-36 Gasket	EA	2.0000	2.0000	881625	7/2/2025	Martinsburg		
GSKTPSXDD16M	PSX Direct Drive 16M Gasket	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
048X24X24CJ23SVF00J	48Ø x 24Ø x 24 Cone BU-OR Job	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	2.0000	2.0000	881625	7/2/2025	Martinsburg		
CSTEJ10451040ASSFC	EJ 1045 & 1040A SANITARY SEWER F&C	SET	1.0000	1.0000	881625	7/2/2025	Martinsburg	$980.00	$980.00
060FTSPECBUJ	60Ø x 48Ø x 12 Flattop Reducer BUOR Job	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT060MHOR2132ISO094	60" MH O-Ring PSC 21/32 0944 Gasket (MBG)	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
								Tax	$372.61
								Str ZAPS-26 Total	**$5,695.61**

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Phone: (540) 434-6979
CP&P

Invoice No 882498
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
7/8/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
ZAPS-26A	Sanitary Manhole RD			PO:				$1,887.90	$1,887.90
048036B08E06W05J23SVF0	48Ø x 36 Ext 6 Base 8 BU-OR Job (INV)(Core)	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
INV48CHSMJ	48 Dia Invert Channel (12" and smaller) Job	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
GSKTPSXDD16M	PSX Direct Drive 16M Gasket	EA	2.0000	2.0000	881625	7/2/2025	Martinsburg		
048X24X24CJ23SVF00J	48Ø x 24Ø x 24 Cone BU-OR Job	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
ADJRNG24IDX4HX8WDC	Adjusting Ring 24ID X 4H X 8W Dry Cast	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		
CSTEJ10451040ASSFC	EJ 1045 & 1040A SANITARY SEWER F&C	SET	1.0000	1.0000	881625	7/2/2025	Martinsburg	$980.00	$980.00
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	881625	7/2/2025	Martinsburg		

Office Copy

CP&P
CONCRETE PIPE & PRECAST

Mail Remittance To:
210 Stone Spring Road
Harrisonburg, VA 22801
Phone: (540) 434-6979
CP&P

Invoice No 886402
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
7/23/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
ZAPS-16	Sanitary Manhole RD	**Complete**		**PO:**				$5,103.00	$5,103.00
060068B08E06W06J33SVF0	60Ø x 68 Ext 6 Base 8 BU-OR Job (Core)	EA	1.0000	1.0000	882609	7/9/2025	Martinsburg		

Office Copy

AMRIZE

Aggneo
Recycled to build.

Quotation For:

Lonnie Nolen

HRI, INC.
1750 W. COLLEGE AVENUE, SUITE #1
STATE COLLEGE, PA-Pennsylvania 16801-2719

(814) 278-6956
lnolen@hriinc.com

Quotation From:

Curtis Ramer

13900 Piney Meetinghouse Road
Rockville, MD 20850

(240) 280-5332
curtis.ramer@amrize.com

Project Name	Charles Town 2023 Collection-2347003
Project Address	Augustine Avenue Charles Town, WV 25414
Quote Date	10/11/2024
Quote Number	Q-675703
Customer Number	50054
PO#	2347003
Open for Acceptance Until	11/10/2024
Pricing Valid Until	12/31/2025

Product Lines

Product	Product Description	Line Description	Plant	Quantity	UOM	Material Price	Truck Type	Freight	Landed Price
[redacted]									
7199	CS, #57/67, 1"-#4, W		MILLVILLE QUARRY	6,500	TON	$17.82	TRI-AXLE Trailer Tandem	$4.22 $4.22 $4.22	$22.04 $22.04 $22.04
[redacted]									

Additional Notes for Q-675703

Pricing good through 12/31/2024. Please add 8% per ton on 1/1/2025 and then 8% every new year until completion of the project.

The following inclusions apply to quote:

• The prices quoted become effective 10/11/2024 and subject to escalation as provided for in our Terms and Conditions of Sales. Prices are valid until 12/31/2024
• This quotation is open for acceptance until 11/10/2024
• This quotation supersedes all previous quotations for the products, delivery points and project detailed above.
• Payment terms will be 30 DAYS NET. The seller reserves the right to apply a 1.5% finance charge per month (annual rate 18%) on unpaid balances outside terms as stated.
• Detailed instructions regarding commencement of supply and rate of delivery of all materials for the duration of the project should be forwarded to this office with your order. This will facilitate availability and continuity at all times.
• Contract of sale shall be made when the seller receives a signed copy of this quote.
• Unless stated otherwise, the above prices are quoted on a per net ton (2,000 pounds) basis F.O.B.
• Sales tax is not included in the above pricing and is applicable unless exempt by State Law. If the contract is Tax Exempt, the Tax Exempt Certificate must be received prior to commencement of the project. Purchaser shall pay all applicable Federal, State and Local sales, use, excise and other taxes imposed on the sales of materials and on transportation charges with such sale being deemed to have taken place at the point of sale. Notification of

HRI, INC.

A COLAS COMPANY

August 21, 2025

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

Attn: David Santelli, Project Manger
Subject: Charles Town Collection System
Re: Proposed Change Order #09

Dear Mr. Santelli,

Enclosed, please find a detailed description, pricing and supporting documentation for the following HRI Change Order Proposal.

09a - Temporary Access Road: Mare Street – LS – **$127,775.00**

09b - Temporary Access Road & Stream Crossing: 16Th Street – LS - **$79,983.00**

09c - Excavate, Lay, Backfill 5" SCH 40 PVC Electrical Conduit – LF
~1420 LF @ $71.00/LF for an Estimated Total of **$100,820.00**

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

Sincerely,
HRI, INC.

Joshua Kutz
Project Manger
814.574.7815

CC: Bill Sarraf; Ed Barker

HRI Proposal Clarifications and Conditions

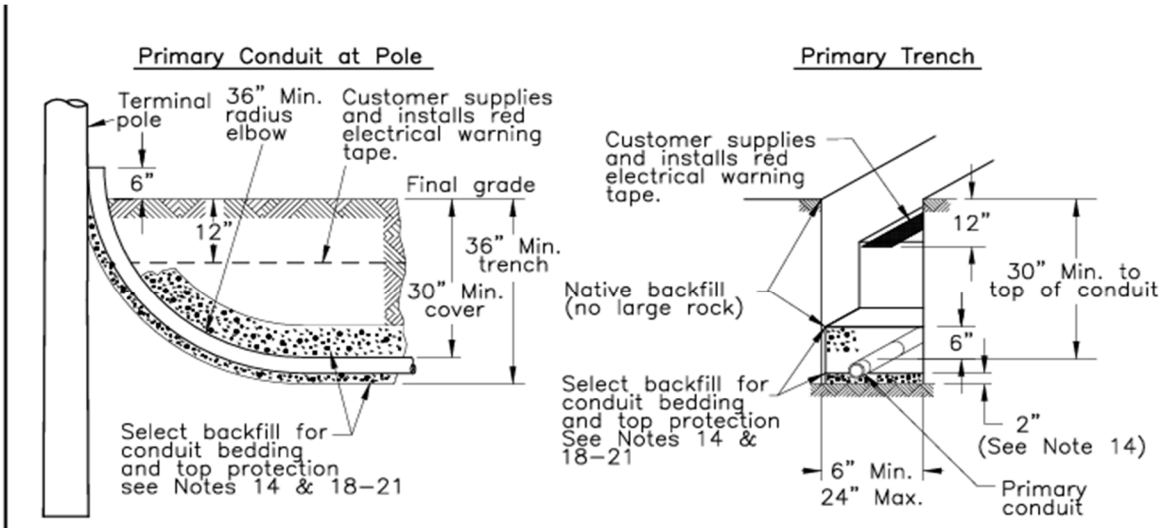
a. A response is required within **(15) business days** of receipt by owner / engineer. Responses provided after this duration are subject to pricing escalations by HRI and its subcontractors.

b. **16th Street Temporary Access Road**
   - Inclusions:
     - Remove topsoil
     - Installation of 12' wide temporary gravel access road from Fairfax Blvd to Lakeland Place Pump Station
     - installation of a swale crossing
     - installation of 12" compost sock (roadway and stockpile)
   - Exclusions
     - Removal of access road
     - Seed & Stabilization of stockpile for topsoil
     - Removal of swale crossing
     - Clearing and Grubbing
     - Maintenance of Existing E&S Controls

c. **Mare Street Temporary Access Road**
   - Inclusions
     - Remove topsoil
     - Installation of 12' wide temporary gravel access road from Fairfax Blvd to Lakeland Place Pump Station
     - Clearing and Grubbing
   - Exclusions
     - Removal of access road
     - Seed & Stabilization of stockpile for topsoil
     - Maintenance and Protection of Traffic on existing Mare Street or in the development complex
     - Maintenance of Existing E&S Controls

d. **ELB 5" SCH 40 PVC Electrical Conduit**
   - Inclusions
     - Excavate, Lay, Backfill Conduit & Trench according to First Energy detail for primary trench (Exhibit E)
   - Exclusions
     - Seeding & Mulching

- Clearing & Grubbing
- Asphalt Paving / Trenching / Repair
- Concrete Paving / Repair
- Installation of power wire (Potomac Edison)
- Removal of conduit



Notes:

1. For customer/Company responsibilities, see Exhibit A.
2. Detailed notes for trench, conduit, and backfill requirements are provided in Exhibit F pages 1, 2, & 3.
3. See Exhibit F, pages 1 for Notes 5 & 6, for joint–use trenches.

Trenching, Conduit, & Backfill Requirements	FirstEnergy. Developer's Guide	REV. 1
	EXHIBIT E	DATE 8/21

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

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

HRI-PCO 09a

DESCRIPTION OF OPERATION: Mare St Temporary Access Rd

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
R-4 RipRap	450.00	TN	$36.72	$16,524.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			Sub Total	$16,524.00
			0.0% Sales Tax	$0.00
			Total Material	$16,524.00
			15.0% Markup	$2,478.60

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	5.0		$115.00	$172.50	$575.00
Superintendent	20.0		$110.00	$165.00	$2,200.00
Project Engineer	10.0		$95.00	$142.50	$950.00
Site Foreman	35.0		$75.00	$112.50	$2,625.00
Operator CL1	105.0		$69.59	$104.39	$7,306.95
Labor - Gr2	70.0		$48.71	$73.07	$3,409.70
				Sub Total	$17,066.65
% Ins., Taxes, Etc. =	0.00%			Total Base Labor x (% Ins., Taxes, etc.)	$0.00
				Total Labor	$17,066.65
				15.0% Markup	$2,560.00

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	20.00	$50.77	$1,015.40
Project Manager Truck	HRI104099	5.00	$62.67	$313.35
Project Engineer Truck	HRI104080	10.00	$47.38	$473.80
Foreman Truck	HRI108017	35.00	$60.84	$2,129.40
Cat D6 Dozer	HRI247025	17.50	$166.99	$2,922.33
Volvo L70G Loader	HRI220091	35.00	$81.49	$2,852.15
Komatsu PC228 Excavator	HRI231008	17.50	$187.92	$3,288.60
Case TR270 Skid Steer	HRI219009	17.50	$87.35	$1,528.63
Komatsu 138 Excavator	HRI230030	17.50	$130.54	$2,284.45
Owner Operator Tri-Axle	N/A	35.00	$125.00	$4,375.00
* Rate/Hour includes Operating Cost			Total Equipment	$21,183.10
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
	Clearing and Grubbing (Approx Estimate +/-)	$60,000.00
	Sub Total	$60,000.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$60,000.00
	5.0% Markup	$3,000.00

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT
			Total Indirects	$0.00
			0.0% Markup	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00
Subtotal	$122,812.35
Bonds / Insurance @ 2%	$2,456.25
TOTAL	**$125,269.00**
B&O Tax Calculation (2%)	**$2,505.38**
GRAND TOTAL	**$127,775.00**

Contractor's Representative

X
Signature Date

Engineer's Representative Confirming Receipt

X
Signature Date

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

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

HRI-PCO **09b**

DESCRIPTION OF OPERATION: **16th St Temporary Access Rd & Stream Crossing**

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
R-4 RipRap	500.00	TN	$36.72	$18,360.00
8" DI Pipe	60.00	LF	$49.17	$2,950.20
Geotextile	2.00	Roll	$625.00	$1,250.00
#57 stone	24.00	TN	$24.17	$580.03
				$0.00

	Sub Total	$23,140.23
0.0%	Sales Tax	$0.00
	Total Material	$23,140.23
15.0%	Markup	$3,471.03

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	5.0		$115.00	$172.50	$575.00
Superintendent	20.0		$110.00	$165.00	$2,200.00
Project Engineer	10.0		$95.00	$142.50	$950.00
Site Foreman	40.0		$75.00	$112.50	$3,000.00
Operator CL1	120.0		$69.59	$104.39	$8,350.80
Labor - Gr2	80.0		$48.71	$73.07	$3,896.80

		Sub Total	$18,972.60
% Ins., Taxes, Etc. =	0.00%	Total Base Labor x (% Ins., Taxes, etc.)	$0.00
		Total Labor	$18,972.60
	15.0%	Markup	$2,845.89

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	20.00	$50.77	$1,015.40
Project Manager Truck	HRI104099	5.00	$62.67	$313.35
Project Engineer Truck	HRI104080	10.00	$47.38	$473.80
Foreman Truck	HRI108017	40.00	$60.84	$2,433.60
Cat D6 Dozer	HRI247025	20.00	$166.99	$3,339.80
Volvo L70G Loader	HRI220091	30.00	$81.49	$2,444.70
Komatsu PC228 Excavator	HRI231008	20.00	$187.92	$3,758.40
Case TR270 Skid Steer	HRI219009	30.00	$87.35	$2,620.50
Komatsu 138 Excavator	HRI230030	20.00	$130.54	$2,610.80
Owner Operator Tri-Axle	N/A	40.00	$125.00	$5,000.00

*** Rate/Hour includes Operating Cost**

	Total Equipment	$24,010.35
0.0%	Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
East Coast Green	Furnish and Place 12" Compost Sock	$4,225.00

	Sub Total	$4,225.00
0.0%	Sales Tax	$0.00
	Total Subcontract Value	$4,225.00
5.0%	Markup	$211.25

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT

	Total Indirects	$0.00
0.0%	Markup	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00

Subtotal	$76,876.35
Bonds / Insurance @ 2%	$1,537.53
TOTAL	**$78,414.00**

B&O Tax Calculation (2%)	**$1,568.28**
GRAND TOTAL	**$79,983.00**

Contractor's Representative

X _____
Signature **Date**

Engineer's Representative Confirming Receipt

X _____
Signature **Date**

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

HRI, INC. - Utilities Division **HRI-PCO 09c**
CTUB - 2023 Collection System Upgrades
HRI Job # 10341291

DESCRIPTION OF OPERATION: **ELB 5" PVC SCH 40 Elec Conduit for Lakeland Power**

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
5" SCH40 PVC Elec Conduit	1,420.00	LF	$3.92	$5,566.40
5" SCH 40 PVC Elec Conduit 45/90	10.00	EA	$81.86	$818.60
#8 stone	300.00	TN	$24.75	$7,425.30
Red Electrical Warning Tape	3.00	EA	$55.37	$166.11
				$0.00
			Sub Total	$13,976.41
			0.0% Sales Tax	$0.00
			Total Material	$13,976.41
			15.0% Markup	$2,096.46

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manger	10.0		$115.00	$172.50	$1,150.00
Project Engineer	15.0		$95.00	$142.50	$1,425.00
Superintendent	35.0		$110.00	$165.00	$3,850.00
Site Foreman	70.0		$75.00	$112.50	$5,250.00
Operator CL1	210.0		$69.59	$104.39	$14,613.90
Labor - Gr2	140.0		$48.71	$73.07	$6,819.40
				Sub Total	$33,108.30
% Ins., Taxes, Etc. =	0.00%			**Total Base Labor x (% Ins., Taxes, etc.)**	$0.00
				Total Labor	$33,108.30
				15.0% Markup	$4,966.25

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	35.00	$50.77	$1,776.95
Project Manager Truck	HRI104099	10.00	$62.67	$626.70
Project Engineer Truck	HRI104080	15.00	$47.38	$710.70
Foreman Truck	HRI108017	70.00	$60.84	$4,258.80
Komatsu PC238 Excavator	HRI231002	70.00	$170.49	$11,934.30
Volvo L70G Loader	HRI220091	70.00	$81.49	$5,704.30
Komatsu 138 Excavator	HRI230030	70.00	$130.54	$9,137.80
Owner Operator Tri-Axle	N/A	70.0	$125.00	$8,750.00
*** Rate/Hour includes Operating Cost**			**Total Equipment**	$42,899.55
			0.0% Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT
	Sub Total	$0.00
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$0.00
	5.0% Markup	$0.00

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT
			Total Indirects	$0.00
			10.0% Markup	$0.00

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00
Subtotal	$97,046.97
Bonds / Insurance @ 2%	$970.47
TOTAL	**$98,018.00**
B&O Tax Calculation (2%)	**$1,960.36**
GRAND TOTAL	**$99,978.36**
	1420 LF
UNIT PRICE PER LF	**$71.00**

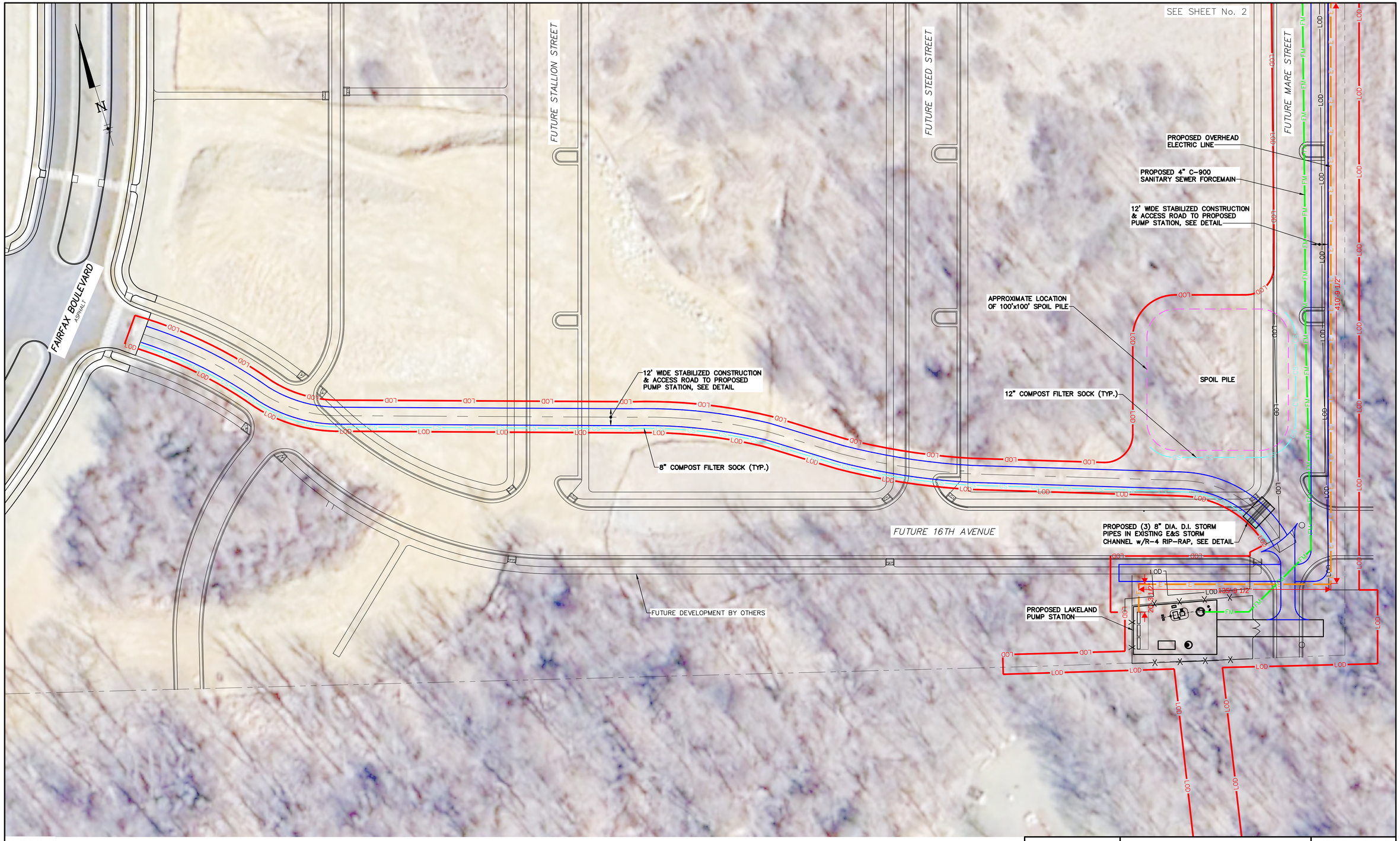
Contractor's Representative

X _____
Signature **Date**

Engineer's Representative Confirming Receipt

X _____
Signature **Date**

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.



LEGEND

- LOD — PROPOSED LIMIT OF DISTURBANCE (LOD)
- CS — CS — PROPOSED COMPOST FILTER SOCK
- PROPOSED CONSTRUCTION & ACCESS ROAD
- PROPOSED SPOIL PILE
- FM — FM — PROPOSED SANITARY SEWER FORCEMAIN
- E — E — PROPOSED OVERHEAD ELECTRIC LINE

GRAPHIC SCALE

−30 0 15 30 60 120

1 inch = 30 ft.

NO.	DATE	DESCRIPTION

REVISIONS

SEAL

LAKELAND PUMP STATION E&S PLAN

CHARLES TOWN UTILITY BOARD

LAKELAND PLACE SANITARY SEWER PUMP STATION

CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

DATE: 5/1/25	JOB: 24054	SCALE: AS SHOWN
24054 - FILE: LAKELAND PUMP STATION-02	DRAWN BY: MAH	CHECKED BY:

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

SHEET NO: 1

PLOT CREATED: 6/6/2025 10:07 AM

G:\24054\24054 - LAKELAND PUMP STATION 01-02

FUTURE STEED STREET

STEED STREET

177TH AVENUE

SEE SHEET No. 1

FUTURE DEVELOPMENT BY OTHERS

PROPOSED 4" C-900
SANITARY SEWER FORCEMAIN

FUTURE MARE STREET

MARE STREET

165'-3"

151'-9 1/2"

133'-5"

535'-3"

12' WIDE STABILIZED CONSTRUCTION & ACCESS ROAD TO PROPOSED PUMP STATION, SEE DETAIL

PROPOSED OVERHEAD ELECTRIC LINE

N

LEGEND

- LOD — PROPOSED LIMIT OF DISTURBANCE (LOD)
- CS — CS — PROPOSED COMPOST FILTER SOCK
- PROPOSED CONSTRUCTION & ACCESS ROAD
- PROPOSED SPOIL PILE
- FM — FM — PROPOSED SANITARY SEWER FORCEMAIN
- E — E — PROPOSED OVERHEAD ELECTRIC LINE

GRAPHIC SCALE

-30 0 30 60 120

30"

1 inch = 30 ft.

NO.	DATE	DESCRIPTION
		REVISIONS

SEAL

24054

LAKELAND PUMP STATION E&S PLAN

CHARLES TOWN UTILITY BOARD

LAKELAND PLACE SANITARY SEWER PUMP STATION

CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

DATE: 5/1/25 | JOB: 24054 | SCALE: AS SHOWN

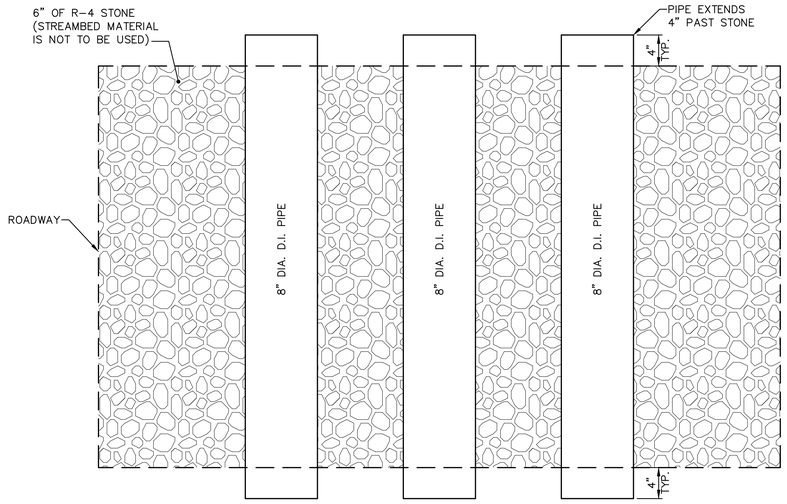
FILE: LAKELAND PUMP STATION 01-02 | DRAWN BY: MAH | CHECKED BY:

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

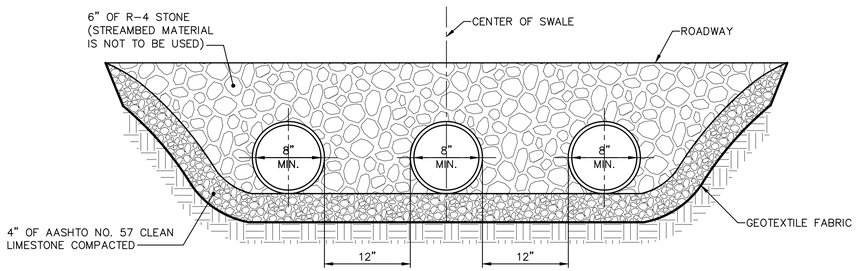
SHEET NO: 2

PLOT CREATED: 6/6/2025 10:07 AM

G:\24054\24054 - LAKELAND PUMP STATION 01-02



PLAN VIEW



SECTION VIEW

NOTES:

1. MULTIPLE PIPES AND MULTIPLE SPAN BRIDGES AND CULVERTS WHICH MAY TEND TO COLLECT DEBRIS, CONTRIBUTE TO THE FORMATION OF ICE JAMS AND INCREASE HEAD LOSSES SHALL BE AVOIDED TO THE MAXIMUM EXTENT PRACTICABLE. CROSSINGS OF LESS THAN 15 FEET SHALL BE BY ON SPAN, EXCEPT WHERE CONDITIONS MAKE IT IMPRACTICAL TO AFFECT THE CROSSING WITHOUT MULTIPLE SPANS (SECTION 105.162).

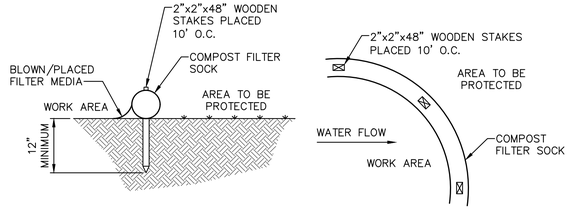
2. PIPES SHALL EXTEND BEYOND THE TOE OF THE ROADWAY.

MAINTENANCE

1. TEMPORARY STREAM CROSSINGS SHALL BE INSPECTED ON A DAILY BASIS.
2. DAMAGED CROSSINGS SHALL BE REPAIRED WITHIN 24 HOURS OF THE INSPECTION AND BEFORE ANT SUBSEQUENT USE.
3. SEDIMENT DEPOSITS ON THE CROSSING OR ITS APPROACHES SHALL BE REMOVED WITHIN 24 HOURS OF THE INSPECTION.

AS SOON AS THE TEMPORARY CROSSING IS NO LONGER NEEDED, IT SHALL BE REMOVED. ALL MATERIALS SHALL BE DISPOSED OF PROPERLY AND DISTURBED AREAS STABILIZED.

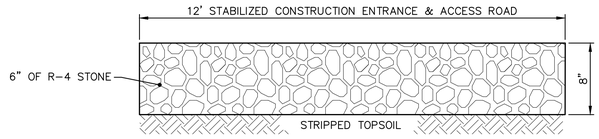
TEMPORARY STREAM CROSSING-MULTIPLE PIPES DETAIL
NOT TO SCALE



NOTES:

1. SEE PLAN VIEW FOR SOCK SIZE AND LOCATION.
2. SOCK FABRIC SHALL MEET THE STANDARDS SET FORTH IN THE SWPPP.
3. COMPOST USED IN THE SOCKS SHALL BE A WELL DECOMPOSED, WEED-FREE ORGANIC MATTER DERIVED FROM AGRICULTURE, FOOD, STUMP GRINDINGS, AND YARD OR WOOD/BARK ORGANIC MATTER SOURCES. THE COMPOST SHOULD BE AEROBICALLY COMPOSTED. THE COMPOST SHOULD POSSESS NO OBJECTIONABLE ODORS AND SHOULD BE REASONABLY FREE (<1% BY DRY WEIGHT) OF MAN-MADE FOREIGN MATTER. THE COMPOST PRODUCT SHOULD NOT RESEMBLE THE RAW MATERIAL FROM WHICH IT WAS DERIVED. WOOD AND BARK CHIPS, GROUND CONSTRUCTION DEBRIS OR REPROCESSED WOOD PRODUCTS ARE NOT ACCEPTABLE AS THE ORGANIC COMPONENT OF THE MIX.

COMPOST FILTER SOCK DETAIL
NOT TO SCALE



STABILIZED CONSTRUCTION ENTRANCE & ACCESS ROAD TYPICAL SECTION
NOT TO SCALE

NO.	DATE	DESCRIPTION

REVISIONS

LAKELAND PUMP STATION DETAILS

CHARLES TOWN UTILITY BOARD

LAKELAND PLACE SANITARY SEWER PUMP STATION

CHARLES TOWN
JEFFERSON COUNTY, WEST VIRGINIA

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

SEAL

NO.	DATE	DESCRIPTION

REVISIONS

DATE: 5/1/25	JOB: 24054	SCALE: AS SHOWN	SHEET NO: 3
24054 FILE:LAKELAND PUMP STATION 02	DRAWN BY: MAH	CHECKED BY:	

G:\24054\24054 - LAKELAND PUMP STATION 02

PLOT CREATED: 8/6/2025 9:23 AM

Bid Proposal for CTUB- Potential CO Material for Lakeland

HRI, INC
Job Location: Charles Town, WV
Bid Date: 07/11/2025
Core & Main Bid #: 4320755

Core & Main
117 Industrial Circle
Martinsburg, WV 25403
Phone: 3042636986
Fax: 3042637009

Seq#	Qty	Part Number	Description	Units	Price	Ext Price
10	1420	1405040C20	5 PVC SCH40 CONDUIT PIPE 20'	FT	3.92	5,566.40
20	5	140509SC40	5X90X48 SCH40 CONDUIT BEND	EA	81.86	409.30
30	10	13CORE12110	12"X110'CORE COMPOST FILT SOCK W/12 1-1/2"X28" HARDWOOD STAKE	EA	250.00	2,500.00
			MILLWOOD INC			
40	60	010852T	8 TJ CL52 DI PIPE	FT	49.14	2,948.40
50	1	13CNM800NT15300	CNM800NT 15'X300' NW FABRIC NTPEP/AASHTO NON-WOVEN 500SY	RL	625.00	625.00
					Sub Total	**12,049.10**
					Freight	775.00
					Tax	0.00
					Total	**12,824.10**

Branch Terms:
The attached proposal represents Core & Main's interpretation of existing plans and specifications as of the date of this document. The details contained represent neither a guarantee of items required, nor quantity required. Orders for this project will be accepted on the basis of quantities specified by the buyer and unit pricing and terms as contained in this quotation. All prices are based on the quotation in its entirety with full truckload freight paid releases. Lesser quantities may reflect additional charges for shipping and handling. Prices are subject to revision due to specification change, change orders and quantity changes. All pricing contained in this quotation are less applicable sales taxes and must be added. All quotations are contingent upon the buyer's acceptance of seller terms and condition. Quoted prices are firm for shipment within 30 days of quoted date, unless otherwise noted.

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

AMRIZE

Aggneo
Recycled to build.

Quotation For:

Lonnie Nolen

HRI, INC.
1750 W. COLLEGE AVENUE, SUITE #1
STATE COLLEGE, PA-Pennsylvania 16801-2719

(814) 278-6956
lnolen@hriinc.com

Quotation From:

Curtis Ramer

13900 Piney Meetinghouse Road
Rockville, MD 20850

(240) 280-5332
curtis.ramer@amrize.com

Project Name	Charles Town 2023 Collection-2347003
Project Address	Augustine Avenue Charles Town, WV 25414
Quote Date	10/11/2024
Quote Number	Q-675703
Customer Number	50054
PO#	2347003
Open for Acceptance Until	11/10/2024
Pricing Valid Until	12/31/2025

Product Lines

Product	Product Description	Line Description	Plant	Quantity	UOM	Material Price	Truck Type	Freight	Landed Price
7034	CS, #8, 3/8"-#8, W		MILLVILLE QUARRY	100	TON	$18.36	TRI-AXLE Trailer Tandem	$4.22 $4.22 $4.22	$22.58 $22.58 $22.58
7680	CS, #3, 2"-1"	#1 Stone Alternate	MILLVILLE QUARRY	300	TON	$18.36	TRI-AXLE Trailer Tandem	$4.22 $4.22 $4.22	$22.58 $22.58 $22.58
7199	CS, #57/67, 1"-#4, W		MILLVILLE QUARRY	6,500	TON	$17.82	TRI-AXLE Trailer Tandem	$4.22 $4.22 $4.22	$22.04 $22.04 $22.04
7099	CS, CR-6, 1 1/2"-#200		MILLVILLE QUARRY	6,100	TON	$16.20	TRI-AXLE Trailer Tandem	$4.22 $4.22 $4.22	$20.42 $20.42 $20.42
600387	CS, BASE CLI, 2"-#200		MILLVILLE QUARRY	1	TON	$16.70	TRI-AXLE Trailer Tandem	$4.22 $4.22 $4.22	$20.92 $20.92 $20.92
7146	6-12" RipRap	R-4	MILLVILLE QUARRY	1,000	TON	$34.00	TRI-AXLE Trailer Tandem	$4.22 $4.22 $4.22	$38.22 $38.22 $38.22

Additional Notes for Q-675703

Pricing good through 12/31/2024. Please add 8% per ton on 1/1/2025 and then 8% every new year until completion of the project.

The following inclusions apply to quote:

• The prices quoted become effective 10/11/2024 and subject to escalation as provided for in our Terms and Conditions of Sales. Prices are valid until 12/31/2024
• This quotation is open for acceptance until 11/10/2024
• This quotation supersedes all previous quotations for the products, delivery points and project detailed above.
• Payment terms will be 30 DAYS NET. The seller reserves the right to apply a 1.5% finance charge per month (annual rate 18%) on unpaid balances outside terms as stated.
• Detailed instructions regarding commencement of supply and rate of delivery of all materials for the duration of the project should be forwarded to this office with your order. This will facilitate availability and continuity at all times.
• Contract of sale shall be made when the seller receives a signed copy of this quote.
• Unless stated otherwise, the above prices are quoted on a per net ton (2,000 pounds) basis F.O.B.
• Sales tax is not included in the above pricing and is applicable unless exempt by State Law. If the contract is Tax Exempt, the Tax Exempt Certificate must be received prior to commencement of the project. Purchaser shall pay all applicable Federal, State and Local sales, use, excise and other taxes imposed on the sales of materials and on transportation charges with such sale being deemed to have taken place at the point of sale. Notification of

March 8, 2022

Dear Valued Aggregate Customer,

With the price of fuel increasing each day we find it necessary to implement a fuel surcharge for material deliveries. This will go into effect March 9, 2022. We are doing this to maintain the level of service you are accustomed to. This surcharge will be removed from all billing once the price of diesel drops below $3.00 per gallon per table below.

We will charge a fuel surcharge as a percentage of the freight rate according to the Dept. of Energy Diesel Fuel Price Index Average for the East Coast, Central Atlantic (PADD1B). Effective every Monday you can find the current diesel fuel costs at https://www.eia.gov/petroleum/gasdiesel/

Price Per Gallon

Under $3.00	Invoice Rate 0.0%
$3.00-$3.25	2%
$3.26-$3.50	4%
$3.51-$3.75	6%
$3.76-$4.00	8%
$4.01-$4.25	10%
$4.26-$4.50	12%
$4.51-$4.75	14%
$4.76-$5.00	16%
$5.01-$5.25	18%
$5.26-$5.50	20%

Thank You for your understanding and if you have any questions please contact appropriate sales representative to discuss

Maryland South & D.C. Sales	: 443-968-5819 (MD)	240-417-7110 (DC)
Maryland North & WV Sales	: 240-280-5332	
Virginia North Sales	: 301-399-1340	
Virginia South Sales	: 804-347-1699	

Sincerely,

Chris Stockslager

Sales Manager

RE: meeting reminder

HC

Hines, Chad E <cehines@firstenergycorp.com>
To Luke Paronish
Cc David Santelli; Schleuss, Chris; Noe, Chris E

Reply | Reply All | Forward | ...

Fri 5/16/2025 2:02 PM

You replied to this message on 5/19/2025 10:30 AM.

Luke, here is a rough estimate on the 3-phase underground to be ran over to the pump station. Our would be $49,987.68. If you can obtain something in writing from the city of Ranson saying that they will allow overhead, then I will work up an estimate for overhead. We have strict instructions from the City of Ranson that all new construction within the city limits is to be underground. This is a rough estimate based on approximate locations for the installation and is subject to change based on actual conduit and junction installation. Conduit and junction installation would be 100 percent on the customer to install. We would need a 5 inch conduit from 17th and Steed to the pump station with multiple turn ups for junctions.

PotomacEdison
A FirstEnergy Company

Chad Hines
Designer II
office: 3042673249 (302-3249) | cell: 304-433-7167
cehines@firstenergycorp.com
901 Wilson Street, Martinsburg, WV 25401 | mailstop: WV-MASC / Martinsburg Service Center

From: Luke Paronish <LParonish@gdfengineers.com>

HRI, INC.

A COLAS COMPANY

June 4, 2025

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

Attn: David Santelli, Project Manger
Subject: Charles Town Collection System
Re: Proposed Change Order #03

Dear Mr. Santelli,

Enclosed, please find a detailed description, pricing and supporting documentation for the following HRI Change Order Proposal. This is in reference Work Change Directive 01, and material pricing escalations due to potential changes by the owner that never came to fruition and delayed purchase, more specifically the Burr East Grinder Pump and Lakeland Place Generator and Transfer Switch.

PCO -03 – Davit Cranes & Material Escalations Credit = ($10,422.36)

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

Sincerely,
HRI, INC.



Joshua Kutz
Project Manger
814.574.7815

CC: Bill Sarraf; Ed Barker

HRI Proposal Clarifications and Conditions

a. A response is required within **(30) days** of receipt by owner / engineer.

b. Davit Cranes
   - Per Work Change Directive 01, HRI is providing a material credit on behalf of STH to remove the Davit Cranes from their scope. HRI is asking to keep the minimal labor cost associated with the installation of these two davit cranes, as a trade off for providing an electrical shelter at Burr East at no additional cost to the owner.

c. Generator
   - HRI was delayed from purchasing the generator due to the owner deciding if they wanted HRI to provide a back-up diesel pump in lieu of the generator. Because of this, HRI incurred additional cost above our bid budget and are seeking payment to offset the cost.

d. Burr East Grinder Pump
   - Per Work Change Directive 02, Jetts Farm Grinder Pump was removed from the project. There is no credit to provide at this time as this will encompass unused / under claimed bit items that can be settled at the end of the project. Prior to this, there was conversation whether one or both pumps were going to be eliminated from the project scope. During the time HRI waited for the owner to confirm with the homeowners, HRI was incurred additional cost above our bid budget and are seeking payment to offset the added cost.

e. Miscellaneous
   - Per General Condition III, C – Contractor's Fee, 2e, Contractor is to provide an additional 5% on top of the net credit amount to compute total credit amount. In this case, this amounts to ($446.00). HRI is not showing this additional 5% credit and asks that this minimal amount be retained by HRI to offset the additional cost involved with the Burr East Electrical Shelter being provided to the owner at no additional cost.

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

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

HRI-PCO 03

DESCRIPTION OF OPERATION: Davit Crane Credit & Material Escalations

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
Davit Crane Credit - STH	1.00	LS	$ (14,000.00)	$ (14,000.00)
Generator Price Escalation - Winter	1.00	EA	$1,700.00	$1,700.00
Generator Tariff Surcharge - Winter	1.00	EA	$1,298.00	$1,298.00
Burr East Grinder Pump Escalation - Freemire	1.00	EA	$534.00	$534.00
Freight Escalation - Freemire	1.00	EA	$250.00	$250.00

	Sub Total	-$10,218.00
0.0%	Sales Tax	$0.00
	Total Material	-$10,218.00
0.0%	Markup	$0.00

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR

	Sub Total	$0.00
% Ins., Taxes, Etc. = 0.0000%	Total Base Labor x (% Ins., Taxes, etc.)	$0.00
	Total Labor	$0.00
0.0%	Markup	$0.00

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT

* Rate/Hour includes Operating Cost

	Total Equipment	$0.00
0.0%	Markup	$0.00

SUBCONTRACTS

Description	DESCRIPTION	AMOUNT

	Sub Total	$0.00
0.0%	Sales Tax	$0.00
	Total Subcontract Value	$0.00
0.0%	Markup	$0.00

INDIRECT EXPENSES

DESCRIPTION	RATE/MONTH	CALENDAR DAYS	RATE/DAY	AMOUNT
Field Office - HRI	TBD		TBD	
Field Office - DEP	TBD		TBD	
Dumpster Service	TBD		TBD	
Toilet Rental/Service	TBD		TBD	
Temp Electrical Service	TBD		TBD	

	Total Indirects	$0.00
0.0%	Markup	$0.00

Small Tools @ 0% Labor	$0.00
Safety @ 0% Labor	$0.00
Warranty @ 0% Materials	$0.00

Subtotal	-$10,218.00
Bonds / Insurance @ 0%	$0.00
TOTAL	-$10,218.00
B&O Tax @ 2%	-$204.36
GRAND TOTAL	-$10,422.36

Contractor's Representative

X _____
Signature Date

Engineer's Representative Confirming Receipt

X _____
Signature Date

C2 - COLAS GROUP INTERNAL: Employees and partners who need to know.

Work Change Directive

PROJECT: Wastewater Collection System Project (24054)

WORK CHANGE DIRECTIVE: No. 01

TO: HRI, Inc.

INITIATION DATE: February 28, 2025

OWNER: Charles Town Utility Board
661 South George St. #101
Charles Town, WV 25414

CONTRACT NO: WVIJDC NO.2021S-2041
CWSRF NO.544686
CONTRACT DATE: December 10, 2024

You are directed to make the following changes in this Contract:

Work Item: Portable Crane, base, and all associated items.

Sub-contractor(s) Involved: N/A

Reference: Sheet No. 28 & 38

Change to be Made:

- Remove Portable Crane, base, and all associated items from scope of work for Moose Lodge and Jett's Farm Pump Stations.
- Provide credit to project cost.

Issued By: David Santelli
David Santelli, Project Manager

Date: 3/6/2025

cc: Dave Pedersen, GD&F
Dave Gustkey, GD&F
CTUB
DEP

RE: HRI - Charles Town

CH

Cameron Hallock <cah@sthinc.com>
To SARRAF, William (HRI)
Cc Project Management; BARKER, Edward (HRI); KUTZ, Joshua (HRI)

Warning : Message sent from Internet from cah@sthinc.com

Do not click on the links or attachments unless you are sure of the sender's address.

Bill,

Quote value on the cranes and accessories is around $14,000.00 if CTUB decides not to go through with them. This is a total number for all stations on the project.

Thank you!

Cameron Hallock
Municipal/Industrial Account Representative

O: 301-682-3390,134 • D: 240-772-9547 • M: 301-370-3949
97-D Monocacy Blvd, Frederick, MD 21701
cah@sthinc.com

RE: Charles Town - Electrical Shelters

DS

David Santelli <dsantelli@gdfengineers.com>

To KUTZ, Joshua (HRI)

Cc SARRAF, William (HRI); NOLEN, Lonnie (HRI); RITTER, Ronald (HRI); HOCKENBERRY, Adam (HRI)

Reply | Reply All | Forward

Fri 3/21/2025 8:15 AM

Retention Policy Colas 5 years (Archive) (5 years) Expires 3/20/2030

C2 - COLAS GROUP INTERNAL

You replied to this message on 3/21/2025 8:32 AM.

Warning : Message sent from Internet from dsantelli@gdfengineers.com

Do not click on the links or attachments unless you are sure of the sender's address.

Josh and Bill,

Please find below an update on the items discussed:

- **Lakeland Generator vs. Godwin Pump:** We will proceed with the equipment as specified in the original contract.
- **Electrical Shelter:** Discussions regarding the electrical shelter are ongoing. A definitive response is anticipated by mid-next week.
- **Schedule of Values (SOV):** The submitted SOV is generally acceptable and **should** be approved as submitted. To reconcile the discrepancy between the contract bid total and the line item totals, a meeting with the DEP has been scheduled for Monday. I will provide an update following this meeting.

Sincerely,

David Santelli | Project Manager
GWIN, DOBSON & FOREMAN, INC. | gdfengineers.com
(412).289.6875 | 3121 Fairway Drive Altoona, PA 16602

From: Lakelyn Laughman <Llaughman@winterenggen.com>
Sent: Thursday, February 13, 2025 8:55 AM
To: SARRAF, William (HRI) <wsarraf@hriinc.com>
Cc: KUTZ, Joshua (HRI) <jkutz@hriinc.com>
Subject: RE: Charlestown Utility Board - Lakeland Generator Quote

Warning : Message sent from Internet from Llaughman@winterenggen.com
Do not click on the links or attachments unless you are sure of the sender's address.

Bill,

See attached for updated pricing. Unfortunately there's been price increases and tariffs added. Any questions let me know.

Thanks,

Lake L. Laughman
Industrial Sales
Winter Engine-Generator Service, Inc.
715 Vogelsong Road
York, PA 17404
P: (717) 848-3777
F: (717) 846-0188
llaughman@winterenggen.com



QUOTATION

WINTER ENGINE - GENERATOR SERVICE, INC.
715 VOGEL SONG ROAD • YORK, PA 17404-1764
PHONE: (717) 848-3777 • FAX: (717) 846-0188
www.winterenggen.com

TO: HRI, Inc.
1750 W. College Avenue
State College, PA 16801

Attention: Mr. Lonnie Nolen

Email: lnolen@hriinc.com

DATE: October 8, 2024

RE: Lakeland Place PS
2022 Collective System Project

Terms: NET 30 DAYS, Subject to prior credit approval - No Retainage. Our standard terms are in effect and supersede any terms and conditions provided with your purchase order. **Note**: Equipment must be paid in full before start-up can be scheduled. **Credit Card** – add 3%.

DELIVERY: 22 – 24 WEEKS A.R.O.

QUANTITY	DESCRIPTION OF MATERIAL	PRICE
1	Kohler Model #50REOZK Diesel Generator Set Standby Rated 52kW – 180 Amps @ 120/208 Volts – Three Phase UL2200 Listing & EPA Certified APM402 Controller w/ Digital Display, +/- 0.5% Voltage Regulation, NFPA110 & Modbus Compliant, USB Connection, Common Failure Relay, Run Relay, Manual Speed Adjust, (2) In/(5) Out Relay Module Local Emergency Stop Push Button Station 4P10X Alternator – PMG Steel Sound Attenuated Weather Proof Enclosure with Critical Silencer, Rodent Guards Block Heater (1000 Watt – 120 V.A.C.) Time Delay Engine Cool Down and Overvoltage Protection Shutdown Electronic Isochronous Governor Air Cleaner Restriction Indicator 150 Amp, 100% Rated, Line Circuit Breaker w/LSI Trip 133 Gallon Double Wall Sub-Base Fuel Tank (24 Hours @ 100% Load) with Flexible Fuel Lines, Fuel Level Gauge, Low Level & Leak Detection Alarms and Crankcase Vent System Float/Equalize Battery Charger (10 Amp - 12 V.D.C.) w/Alarms Battery, Rack & Cables Engine Lube Oil & Antifreeze Incoming Freight, Load Test & Start-up Service (during normal business hrs) Factory Certified Test Report & Rated Power Factor Testing (1) Set Hard Copy Operators & Maintenance Manual – Electronic version Available upon request via online file transfer (No changes can be made to the Manufacturers manual) One Year Warranty Program (begins date of start-up)	

(Bill of Materials Continued)
(Lakeland Place PS – 2022 Collective System Project)

1	Kohler Model #KCS-ACTB-0200S Automatic Transfer Switch Open Transition Mode of Operation Rated 200 Amps – 3 Pole – 208 Volts MPAC-1200 Microprocessor Control (4) Pilot Lights 4 Line x 20 Character LCD Display Time Delay Start – Transfer – Retransfer – Stop Automatic Exerciser w/Load Selector Switch Auxiliary Contacts Solid Neutral NEMA 12 Enclosure One Year Warranty Program (begins date of start-up)	
	LOT F.O.B. JOBSITE:	**$38,300.00**

REVISED QUOTATION

WINTER ENGINE - GENERATOR SERVICE, INC.
715 VOGELSONG ROAD • YORK, PA 17404-1764
PHONE: (717) 848-3777 • FAX: (717) 848-0188
www.winterenggen.com

TO: HRI, Inc.
1750 W. College Avenue
State College, PA 16801

Attention: Mr. William Sarraf

Email: wsarraf@hriinc.com

DATE: February 13, 2025

RE: Lakeland Place PS
2022 Collective System Project

Terms: NET 30 DAYS, Subject to prior credit approval - No Retainage. Our standard terms are in effect and supersede any terms and conditions provided with your purchase order. **Note**: Equipment must be paid in full before start-up can be scheduled. **Credit Card** – add 3%.

DELIVERY: 17 – 19 WEEKS A.R.O.

QUANTITY	DESCRIPTION OF MATERIAL	PRICE
1	Kohler Model #50REOZK Diesel Generator Set Standby Rated 52kW – 180 Amps @ 120/208 Volts – Three Phase UL2200 Listing & EPA Certified APM402 Controller w/ Digital Display, +/- 0.5% Voltage Regulation, NFPA110 & Modbus Compliant, USB Connection, Common Failure Relay, Run Relay, Manual Speed Adjust, (2) In/(5) Out Relay Module Local Emergency Stop Push Button Station 4P10X Alternator – PMG Steel Sound Attenuated Weather Proof Enclosure with Critical Silencer, Rodent Guards Block Heater (1000 Watt – 120 V.A.C.) Time Delay Engine Cool Down and Overvoltage Protection Shutdown Electronic Isochronous Governor Air Cleaner Restriction Indicator 150 Amp, 100% Rated, Line Circuit Breaker w/LSI Trip 133 Gallon Double Wall Sub-Base Fuel Tank (24 Hours @ 100% Load) with Flexible Fuel Lines, Fuel Level Gauge, Low Level & Leak Detection Alarms and Crankcase Vent System Float/Equalize Battery Charger (10 Amp - 12 V.D.C.) w/Alarms Battery, Rack & Cables Engine Lube Oil & Antifreeze Incoming Freight, Load Test & Start-up Service (during normal business hrs) Factory Certified Test Report & Rated Power Factor Testing (1) Set Hard Copy Operators & Maintenance Manual – Electronic version Available upon request via online file transfer (No changes can be made to the Manufacturers manual) One Year Warranty Program (begins date of start-up)	
	(Bill of Materials Continued) **(Lakeland Place – 2022 Collective System Project)**	
1	Kohler Model #KCS-ACTB-0200S Automatic Transfer Switch Open Transition Mode of Operation Rated 200 Amps – 3 Pole – 208 Volts MPAC-1200 Microprocessor Control (4) Pilot Lights 4 Line x 20 Character LCD Display Time Delay Start – Transfer – Retransfer – Stop Automatic Exerciser w/Load Selector Switch Auxiliary Contacts Solid Neutral NEMA 12 Enclosure One Year Warranty Program (begins date of start-up)	
	LOT F.O.B. JOBSITE:	**$40,000.00**
	**** Tariff Surcharge **** (Subject to change at time of equipment completion)	**$1,298.00**

From: Mark Wehland <mwehland@freemire.com>
Sent: Wednesday, March 12, 2025 10:01 AM
To: SARRAF, William (HRI) <wsarraf@hriinc.com>
Cc: KUTZ, Joshua (HRI) <jkutz@hriinc.com>
Subject: RE: HRI Charlestown Collection System - E One Grinder Pumps Quote

Warning : Message sent from Internet from mwehland@freemire.com

Do not click on the links or attachments unless you are sure of the sender's address.

Hi Bill,
These prices have increased since the time of this quote. The revised unit price less sales tax for the packaged grinder pump station is $7,270.00. The estimate freight to the jobsite is $675.00.

Let me know if you have any questions.

Kind Regards,
Mark

Freemire & Associates, Inc.
1215 Old Dorsey Road
Harmans, MD 21077
O (410)768-8500
M (443)398-5671
Email: mwehland@freemire.com

FREEMIRE & ASSOCIATES, INC. / **QUOTATION**

1215 Old Dorsey Road • Harmans • Maryland 21077
PH: (410) 768-8500 FAX: (410) 768-3400

TO: **HRI, Inc.**
ATTN: Lonnie Nolen
Phone: (814) 278-6956
Email: lnolen@hriinc.com

DATE: **October 10, 2024**

QUOTE: **224266-MBW**

REF: E/One Grinder Station Quote For Charles Town Collection System

F.O.B: Shipping Point: Factory, Freight: PPD & ADD

QUOTE VALID FOR: 60 Days

TERMS: Net 30 Days with Approved Credit

DELIVERY: Stock - 4 Weeks

BY: Mark Wehland

Here is our quotation on the goods named, subject to the conditions noted:
CONDITIONS: *The prices and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the Seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. Typographical errors subject to correction. Purchaser assumes liability for patent and copyright infringements when goods are made to Purchaser's specifications. Conditions not specifically stated shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding to the Seller.*
TITLE OF GOODS: *It is agreed by the parties that title, both legal and equitable, to the goods covered by this contract is to remain vested in the sellers until the full purchase price, together with all interest charges, has been paid. In case of the customer's default in payment in whole or in part or failure by the customer in any way to comply with the terms of this contract, the seller or its legal representative may and is hereby authorized and empowered to enter upon the customer's promises and repossess, dismantle, and remove said goods including any goods which may have become a fixture. The Seller shall have the option of availing itself of the benefits of the local law in addition to the rights and remedies given in this paragraph it being expressly agreed that such rights and remedies shall be cumulative-*
TERMS: *Purchase Order or Signed Purchase Agreement PAYMENT: NET 30 days from invoice date unless noted otherwise, all applicable federal and state taxes not included. Past due accounts am subject to 2% per month service charge,, annual percentage rate of 24%. All attorney fees and expert costs incurred in collection of past due accounts will be added to amount* due. F.0.B: *Shipping Point Quoted prices are protected for 30 days unless otherwise noted.* RETAINAGE: *No money can be withheld for retainage unless agreed upon in advance, in writing.*

We are pleased to offer our quotation on the following Environment One products:

Item	Description	Unit Price
	E|one Model WH101 Simplex Grinder Pump Station includes 70 gallon tank, accessway, lid, electric quick disconnects, 1 x 4" inlet, 1 x Sentry Simplex Alarm/Control Panel, 1 x Extreme Series Pump & 1 x 50' cable to connect pump to alarm panel.	
1	**Model WH101-92** As described above with **56" invert** and 50' of cable.	$6,736.00

******Estimated Freight for (1) Unit - $425.00******

All prices are net each and include startup service & 2 year warranty on parts & labor. Freemire & Associates, Inc. will ship tank, cable & panel first. Core will be delivered & installed at no additional charge at time of startup which requires approx. 1 week advance notice. **When requesting a startup, an order number, invoice number or purchaser order number must be referenced.** In order for startup to be performed, all electrical & plumbing work must be complete with water available to fill tank. All valves must be open. If a return trip is necessary due to improper or incomplete installation, a fee of $230 will be charged.

240 volts required for proper operation. Tax & Freight are not included.

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

WORK CHANGE DIRECTIVE NO.: 02_____

Owner:	Charles Town Utility Board	Owner's Project No.:	
Engineer:	RK&K/ GD&F	Engineer's Project No.:	24054
Contractor:	HRI Inc.	Contractor's Project No.:	10341291
Project:	Wastewater Collection System		
Contract Name:	2022 Collection System Project		
Date Issued:	03/27/2025	Effective Date of Work Change Directive:	03/27/2025

Contractor is directed to proceed promptly with the following change(s):

Description:

Remove Jetts Farm Residential Forcemain Slip-lining, Manhole Modifications and Traffic Control from scope of work. **All work indicated on sheet 32 drawing 4-1*

Attachments:

GD&F WCD Form (WCD #2)

Purpose for the Work Change Directive:

Property Owner (Kevin Wilt) does not wish to connect to public utility.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☐ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price:			~~[increase] [decrease]~~ **[not yet estimated]**.
Contract Time:		days	~~[increase] [decrease] [not yet estimated].~~

Basis of estimated change in Contract Price:

☐ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	David Santelli	Travis Markley
Title:	Project Manager	Engineering Technician
Date:	3/27/2025	3/27/2025

EJCDC® C-940, Work Change Directive.
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RE: meeting reminder

HC

Hines, Chad E <cehines@firstenergycorp.com>
To Luke Paronish
Cc David Santelli; Schleuss, Chris; Noe, Chris E

Reply | Reply All | Forward | ...

Fri 5/16/2025 2:02 PM

You replied to this message on 5/19/2025 10:30 AM.

Luke, here is a rough estimate on the 3-phase underground to be ran over to the pump station. Our would be $49,987.68. If you can obtain something in writing from the city of Ranson saying that they will allow overhead, then I will work up an estimate for overhead. We have strict instructions from the City of Ranson that all new construction within the city limits is to be underground. This is a rough estimate based on approximate locations for the installation and is subject to change based on actual conduit and junction installation. Conduit and junction installation would be 100 percent on the customer to install. We would need a 5 inch conduit from 17th and Steed to the pump station with multiple turn ups for junctions.

PotomacEdison
A FirstEnergy Company

Chad Hines
Designer II
office: 3042673249 (302-3249) | cell: 304-433-7167
cehines@firstenergycorp.com
901 Wilson Street, Martinsburg, WV 25401 | mailstop: WV-MASC / Martinsburg Service Center

From: Luke Paronish <LParonish@gdfengineers.com>

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

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

Raftelis Change Order

Attachments:

Raftelis Change Order Letter.pdf

RAFTELIS

October 1, 2025

Ms. Kristen M. Stolipher
Utility General Manager
Charles Town Utility Board
Charles Town, WV 25414

Subject: Water and Sewer Capacity Improvement Fee (CIF) Study – Change Order

Dear Ms. Stolipher,

Raftelis Financial Consultants, Inc. (Raftelis) is pleased to submit this change order letter proposal to finalize the capacity improvement fee (CIF) study (Study) for Charles Town Utility Board (Board). This letter documents our understanding of the remaining project, and our proposed change order fees.

Project Understanding

Raftelis understands that the CIF study process included multiple additional scenario runs as requested by the Utility Board. Due to the multiple additional scenario requests, the study encountered additional costs. Once the additional scenarios were prepared, the review process also involved additional meetings than originally planned. As such the effort to complete the Study has been much greater than expected. This change order is to cover the current overage, a contingency for future meetings required to wrap up the study, and finalizing the report to summarize the study results.

Project Fees

We propose to complete the additional scope of work for an additional sum of $16,000 (which includes the overage already incurred, a contingency for attending 3 additional meetings if needed, and finalizing the report. It is our practice to bill monthly for fees and expenses as they are incurred during a project. Total fees and expenses will be limited to the amount proposed unless specific approval for an adjustment in scope is requested and received from the Board.

Should you have any questions, please do not hesitate to contact Ms. Coopersmith at (843) 253-0357 or me at (704) 936-4433. If the scope of work and fees outlined in this letter are acceptable, please sign and return one copy of the letter for our files. We are delighted to have this opportunity to work with you again and to provide continued assistance to the Board of Currituck.

Sincerely,
RAFTELIS FINANCIAL CONSULTANTS, INC

Melissa Levin
Executive Vice President

Mihaela Coopersmith
Manager

227 W. Trade Street, Suite 1400
Charlotte, NC 28202

www.raftelis.com

We accept the terms of this Engagement Letter: (please sign and return one original).

_____	_____
Signature	Date
_____	_____
Title	Name of authorized agent

Raftelis is registered with the U.S. Securities Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) as a Municipal Advisor. Registration as a Municipal Advisor is a requirement under the Dodd-Frank Wall Street Reform and Consumer Protection Act. All firms that provide financial forecasts that include assumptions about the size, timing, and terms for possible future debt issues, as well as debt issuance support services for specific proposed bond issues, including bond feasibility studies and coverage forecasts, must be registered with the SEC and MSRB to legally provide financial opinions and advice. Raftelis's registration as a Municipal Advisor means our clients can be confident that Raftelis is fully qualified and capable of providing financial advice related to all aspects of utility financial planning in compliance with the applicable regulations of the SEC and the MSRB.

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Charles Town Wastewater Treatment Plant Aluminum Translator Study Proposal - Possible Executive Session Under: WV State Code Section §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 and involving contract matters.

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

UM Report 10.08.25.pdf

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

MEMORANDUM TO THE BOARD OF DIRECTORS

DATE: October 8, 2025
TO: Board of Directors
SUBJECT: Utility General Manager's Report, October 2025

Summary:

The Utility is operating effectively. The wastewater operations staff had a critical equipment failure at the Charles Town Plant on 9-25-25 and operations staff have been working on set schedules around the clock to maintain operations until the repair is made to the actuator on the decanter for Basin 1 at the plant. Several major projects are on-going including the 2023 Collection System Project, Greenfield Forcemain Project, Asbury Block Sewer project, Orchard Hills PS Decommissioning, Wilt PS Decommissioning and Huntfield Tank leak repair. Various other task orders are being completed as well.

Wastewater Treatment Plant

Total Wastewater Processed August 2025:
Charles Town: 36.58 million Gallons per month or 1.22 MGD average
Tuscawilla: 4.78 million Gallons per month or 0.16 MGD average

Collection System

0 pump(s) pulled and sent for repair
23 Grease Trap inspections
3 Sewer main repairs/blockages/call-outs
10 sewer line inspections
15 manhole inspections

Water Plant and Distribution System

Total Water Pumped July 2025 (CT): 50.3 million Gallons per month or 1.62 MGD average
5 leaks repaired
3 meters repaired
5 meters replaced
50 new meters installed
1,852 - Ten (10) day notices
187 Disconnect notices, 107 Disconnects
2 hydrant(s) repaired

Customer Counts

- Sewer 10,381
- Water 7,552

Human Resources

Employees Count: 34 full-time | 1 part-time | 2 vacancies

Professional Development:

Staff attended Class S Certification, Blue Ridge Electrical Class, Grundfos Pump Training.

Other Notable Activities for the Month:

WVDEP Permit Renewal:

September Final round of Samples taken for completion of Permit Renewal documents for WVDEP. Electronic forms to be submitted on or before January 1, 2026.

September 10 – Chlorine Room Project Progress Meeting #2 – Meeting minutes attached

September 15 – Joint Workshop between CTUB Directors and City Council on CIF Fees. Chris Eckenrode presented his engineering recommendation and Raftelis presented their proposed fees of $1,909 and $2,784 for Water and Sewer, respectively.

September 17 – Jefferson County Water Advisory Committee met and heard from Bob Denton on KARST topography and received the DRAFT legislation on Large Quantity Water Users and Wells.

September 25 – Collection System Project Progress Meeting #7 – Meeting Minutes attached.

September 26 – WVAW filed Exceptions to the Recommended Decision in the PSC Complaint case.

September 30 – Revised Consumer Confidence Reports were sent to customers with minor administrative and non-exceedance related revisions based on new technical review after prior delivery. Electronic versions have been placed on the CTUB website.

October 3 - Hydrant Flushing complete – Fall Hydrant flushing complete – 29 hydrants flushed total

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 7
Thursday, September 25, 2025 @ 10:00 AM

Meeting Minutes

Prepared by: Gwin, Dobson & Foreman, Inc.
David Santelli, Project Manager
Issued: October 2, 2025

1. Review Minutes of Previous Meeting & Attendance:

- Everyone confirmed receiving the minutes from meeting #6 (issued 9/2/25). The attendance sheet for today's meeting is attached.

2. Review of Work Progress since Previous Meeting:

HRI Previous Work (September)

- Crew #1 installed 30" PVC on Evitts Run form APS-24 to APS-16 (minus APS-19-19A)
- Crew #1 began utility locates and excavation of launch pit for Augustine Ave Bore
- Crew #2 began installation of the FM at Lakeland Place – about 75% complete
    - HRI reported their production has been slowed due to hitting rock.

- Don reported that the 4" FM at Jetts has been completed and passed.

3. Planned Work:

- Crew #1 to complete launch / receiving pit, and temp relocate 18" gravity line out of pit
- Crew #1 Complete Bore at Augustine Ave
    - Snyder to Mob 10/1 and begin boring 10/6
- Crew #1 to continue 30" PVC from Bore location to pump station, tying in 12" lateral from street
- Crew #2 will be offsite next and the following
- Crew #2 to be back on-site week of 10/6
    - Crew will split between digging/fusing for drilling sub at Burr East and installing remaining flushing valves at Jett's Farm and Jefferson. Once Jefferson complete, we can switch flow to new line and abandon the existing. Hoping remaining valves to show this week or next.
- Grubbing at Lakeland.

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 7
Thursday, September 25, 2025 @ 10:00 AM

4. Field Observations, Problems, Conflicts and Coordination:

- CTUB has asked for access to Burr PS on Monday.
- CO #2 has been issued to CTUB for board approval. The $10,422.36 credit for the Davit crane has been attached to this CO.
- HRI to provide credit price for WCD 02 issued 3/27/2025.
- A Change Order for the Augustine Ave. Bore is pending until the work is complete due to the unknown presence of rock.
- Underground electrical is pending board approval.

- HRI has been attempting to schedule the Jett's Farm E&S inspection with Keith Allison (DEP). They reported that Keith has been backed up and unable to inspect the site. HRI to follow-up.
- Pay app 06 was reviewed and turned over to CTUB and DEP for processing.
- CTUB to confirm easement from MH APS-06 to PS at Lakeland.

Outstanding items:

Samuel St / Jefferson Park

- (3) flushing stations need installed.
- Complete tie-in's
- Line MH at Samuel PS.
- Finish Restoration
- Install Flow Chanel
- Line APS MH 1.
- Receive and install valving.

Jetts Farm

- Install Flushing Station
- Install under Rt. 115
- Tie into 6" PVC (closest 8" will not work)
- MH 15 & work at PS.
- Receive and install valving
    - This work will resume after Burr E. work is completed.

Evitts Run

- Extend main a few feet to avoid conflict with water main.
- Install everything downstream of MH 24
- Bore at Augustine Ave.
- HRI to give CTUB a few days' notice so that they can confirm water main valves are operational.

Lakeland

- Install all but 4"
- PS wet well will be dug and pad poured after Jefferson and Burr work is completed.

Burr East

- Electrical enclosure to be delivered the first week of October.

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 7
Thursday, September 25, 2025 @ 10:00 AM

5. Status of Construction Schedule & Contract Times:

- HRI to continue to provide weekly updates and do not see any scheduling issues at this time.
    - Contract Status: 281 of 578 days have elapsed.
    - Substantial Completion Date: June 18, 2026 (18 months)
    - Final Completion Date: July 18, 2026 (19 months)

6. Review of Submittals & Material Deliveries:

- GD&F has processed 49 submittals to date with 0 outstanding.
- HRI: There are no known upcoming submittals at this time.
- Expected Deliveries: Valves within the next 2 weeks.

7. Maintenance of Quality and Work Standards:

- Both Don and CTUB have reported that HRI has been performing exceptional work.
- Reminder to HRI to continue sending the weekly look-ahead schedule.

8. Application for Payment / Certified Payroll:

- Pay Application #06 has been reviewed by GD&F and turned over to CTUB for final approval and processing.

9. Testing Laboratory:

- 400’ of main at Jetts has passed hydrostatic pressure.
- Lakeland to be tested next month.

10. Other Pertinent Business Relating to Work:

- The DOH MM-109 permit has been updated by GD&F, has been approved and copies have been provided.
- HRI has been in contact with Troy at WVDOH for scheduling and has been including him in the weekly scheduling updates for coordination.
- AIS submittal is outstanding.
- AIS/DeMinimis waiver to be added to all pay apps.
- The Casing AIS submittal will need to be revised to show AIS compliance.

11. Future Meeting:

- The next progress meeting will be Thursday, October 30th at 10:00 AM at the CTUB Office. CTUB will set up a Zoom Conference for those who wish to attend virtually.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David Santelli
Project Manager

10/2/2025
Date

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

Meeting: 07
Date: 09/24/2025

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	Daviel Santelli	GD&F	412.289.6875	dsantelli@gdfengineers.com
2.	Don Peglow	GD&F	814-600-8438	dpeglow@gdfengineers.com
3.	Steven Farias	CTUB	304-261-4416	SFarias@CTUBWV.com
4.	Collin Cole	CTUB	(304) 995-6777	CCole@CTUBWV.com
5.	Kristen Stolipher	CTUB	304-904-7359	KStolipher@CTUBWV.com
6.	Josh Kutz	HRI	814-574-7815	jkutz@hriinc.com
7.	BILL SARRAF	HRI	582-322-1751	wsarraf@hriinc.com
8.	TRAVIS MARKLEY	CTUB	304-671-1245	tmarkley@CTUBWV.com
9.				
10.				
11.				
12.	Virtual:			
13.	Ed Barker	HRI		
14.	Thomas Cozad	WVDEP		
15.	Chris Eckenrode	GD&F		
16.	Brent Manuel	CTUB	304-725-2311	BManuel@charlestownwv.us
17.				

Charles Town Utility Board
Water Treatment Plant Chlorine Gas System Modifications
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #2
Wednesday, September 10, 2025 @ 10:00 AM

Meeting Minutes

Prepared by: **Gwin, Dobson & Foreman, Inc.**
Chris Eckenrode, P.E., Project Manager

Issued: **September 11, 2025**

1. Review Minutes of Previous Meeting & Attendance

All attendees confirmed receipt of the preconstruction meeting minutes. The Attendance Sheet for this meeting is attached to these minutes.

2. Review of Work Progress since Previous Meeting

Snyder did not complete any work this past month. They are still waiting on materials.

3. Planned Work

Snyder and their electrical subcontractor plan to begin demolition/installation of the new chlorine feed system on September 22. Doors and windows are expected in October with the heaters expected in November.

4. Field Observations, Problems, Conflicts and Coordination

No formal RFI's or Work Change Directives have been issued to date. Chuck said that he is going to install the new backflow preventer outside of the chlorine feed room.

5. Status of Construction Schedule & Contract Times

Snyder still plans to be complete with the work by the end of the year.

Current Contract Times:
Start Date: **May 28, 2025**
Substantial Completion Date: **November 24, 2025**
Final Completion Date: **December 24, 2025**

6. Review of Submittals & Material Deliveries

11 submittals have been submitted to date with two (2) revised submittals currently outstanding.

Expected deliveries within the next month include chlorine gas equipment.

Charles Town Utility Board
Water Treatment Plant Chlorine Gas System Modifications
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #2
Wednesday, September 10, 2025 @ 10:00 AM

7. Maintenance of Quality and Work Standards

The quality of the painting work is satisfactory.

8. Application for Payment

Snyder submitted the 1st Application for Payment, which was approved by GD&F and the Board on August 27. Snyder plans to submit No. 2 soon.

9. Other Pertinent Business Relating to Work

The preconstruction video was completed. Lisa provided a flash drive to GDF at the meeting.

CTUB will be implementing a chlorine gas safety plan for Snyder workers along with their subcontractors.

Chris H. will let Snyder know when their new hoist for the 1-ton cylinders will be installed so that hopefully Snyder's electrician can coordinate the new wire/conduit and disconnect for the hoist concurrently.

10. Future Meeting

The next progress meeting is scheduled for Wednesday, October 8 at 10:00 AM. The meeting will be held at the water treatment plant.

11. Minute Revisions

These minutes of the Progress Meeting No. 2 held on Wednesday, September 10, 2025 were prepared by Gwin, Dobson & Foreman, Inc. Please notify the preparer, in writing, within five (5) days of receipt of these minutes of any corrections or additions to these minutes. Otherwise, these minutes shall stand as written.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

Christopher M. Eckenrode
Chris Eckenrode, P.E.
Project Manager

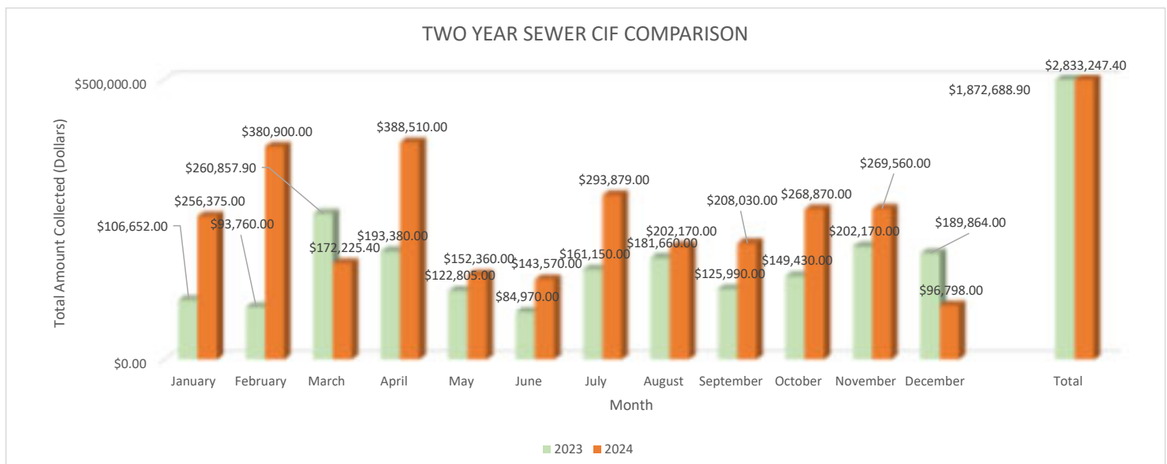
9-11-2025
Date

Attendance Sheet
Water Treatment Plant Chlorine Gas System Modifications
Charles Town Utility Board
City of Charles Town, Jefferson County, West Virginia

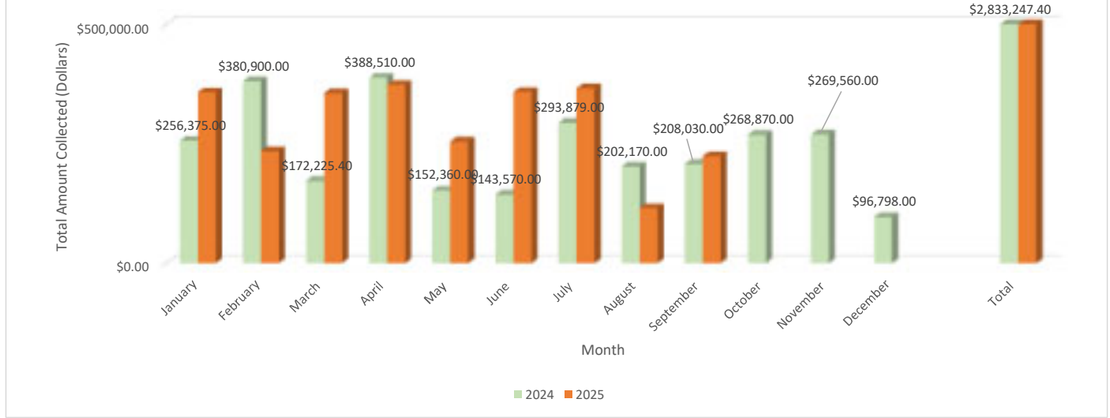
Meeting: Progress Meeting No. 2
Date: September 10, 2025

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	Chuck Goff Super	SES	304-279-3317	
2.	Lee Miller	SES	304-886-5773	
3.	Chris Hutzler	CTU	304-620-0331	
4.	Chris Eckenrode	GD+F	814-934-5497	
5.				
6.				
7.				
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Charles Town Utility Board 2024 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		130	130	$ 458,900.00	$ 78,000.00	$ 380,900.00
Mar-24	6.78	52	58.78	$ 181,975.40	$ 9,750.00	$ 172,225.40
Apr-24	25	107	132	$ 438,885.00	$ 50,375.00	$ 388,510.00
May-24		52	52	$ 175,110.00	$ 22,750.00	$ 152,360.00
Jun-24		49	49	$ 182,570.00	$ 39,000.00	$ 143,570.00
Jul-24		100.3	100.3	$ 345,879.00	$ 52,000.00	$ 293,879.00
Aug-24		69	69	$ 226,545.00	$ 24,375.00	$ 202,170.00
Sep-24		71	71	$ 234,030.00	$ 26,000.00	$ 208,030.00
Oct-24	14	70	84	$ 278,620.00	$ 9,750.00	$ 268,870.00
Nov-24		92	92	$ 295,560.00	$ 26,000.00	$ 269,560.00
Dec-24	2.6	26	28.6	$ 96,798.00		$ 96,798.00
Total 2024	**49.88**	**764.3**	**954.18**	**$ 3,204,559.90**	**$ 371,312.50**	**$ 2,833,247.40**



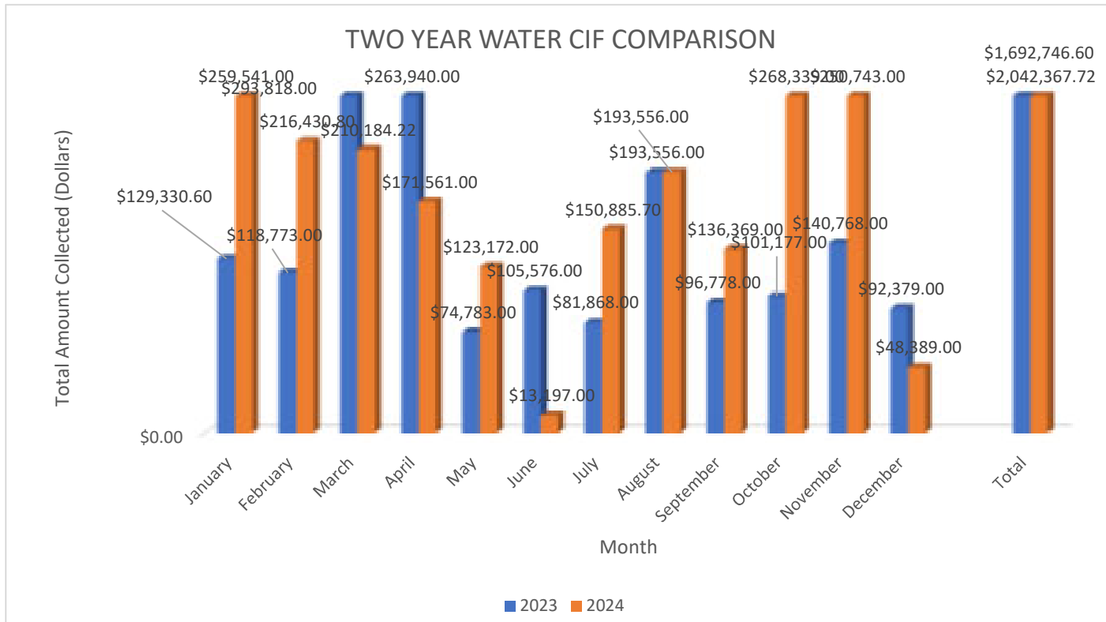
Charles Town Utility Board 2025 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-25	1	121	122	$ 402,960.00	$ 45,500.00	$ 357,460.00
Feb-25		80	80	$ 289,650.00	$ 55,250.00	$ 234,400.00
Mar-25	0.5	121	121.5	$ 419,370.00	$ 63,375.00	$ 355,995.00
Apr-25	0.44	127	127.44	$ 514,774.20	$ 141,375.00	$ 373,399.20
May-25		87	87	$ 313,410.00	$ 58,500.00	$ 254,910.00
Jun-25		114	114	$ 368,145.00	$ 9,750.00	$ 358,395.00
Jul-25		125	125	$ 390,625.00	$ 24,375.00	$ 366,250.00
Aug-25	1.4	38	39.4	$ 133,317.00	$ 17,875.00	$ 115,442.00
Sep-25	0.5	76	76.5	$ 259,895.00	$ 35,750.00	$ 224,145.00
Oct-25						
Nov-25						
Dec-25						
Total 2025	**3.84**	**813**	**892.84**	**$ 3,092,146.20**	**$ 451,750.00**	**$ 2,640,396.20**

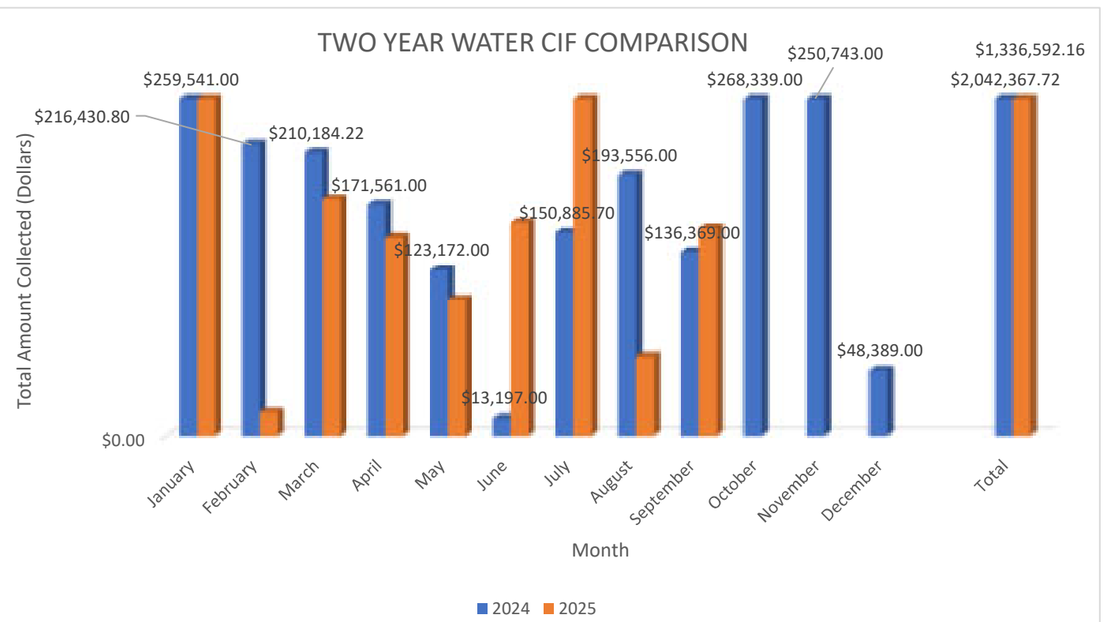


Water CIF Tracking as of October 2, 2025

2024 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-24		59	59	$ 259,541.00
Feb-24		49.2	49.2	$ 216,430.80
Mar-24	6.78	41	47.78	$ 210,184.22
Apr-24		39	39	$ 171,561.00
May-24		28	28	$ 123,172.00
Jun-24		3	3	$ 13,197.00
Jul-24		34.3	34.3	$ 150,885.70
Aug-24		44	44	$ 193,556.00
Sep-24		31	31	$ 136,369.00
Oct-24		61	61	$ 268,339.00
Nov-24		57	57	$ 250,743.00
Dec-24		11	11	$ 48,389.00
Total 2024	**6.78**	**396.5**	**464.28**	**$ 2,042,367.72**

2025 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-25		62	62	$ 272,738.00
Feb-25		4	4	$ 17,596.00
Mar-25		40	40	$ 175,960.00
Apr-25	0.44	33	33.44	$ 147,102.56
May-25		23	23	$ 101,177.00
Jun-25		36	36	$ 158,364.00
Jul-25		57	57	$ 250,743.00
Aug-25	1.4	12	13.4	$ 58,946.60
Sep-25		35	35	$ 153,965.00
Oct-25				
Nov-25				
Dec-25				
Total 2025	**1.84**	**302**	**303.84**	**$ 1,336,592.16**





Development	Water	Sewer
Aspen Green		X
Avalon (formerly Fairview)	X	X
Beallair		X
Birdhill		X
Blackford Village/Tackley Mill		
Briar Run		X
Burr Industrial Park & Bardane		X
Cambridge		X
Cantor Hollow	X	X
Charles Town Infill	X	X
Clayhill Farm		
Country Club Commons		X
Harvest Hills		
Hillside	X	X
Huntfield	X	X
Huntwell West		X
Jefferson Orchards		
Kable Townhomes	X	X
King's Crossing	X	X
Lakeland Place		X
Locust Knoll		
Madison Greens		X
Magnolia Springs	X	X
Media Farms		X
Norborne Glebe	X	X
Old Town Ranson - Infill	X	X
Potomac Marketplace		X
President's Pointe		X
Prospect Place		
Ranson Gateway / Boulevard		
Riverpointe		X
Red Clover Meadows		X
Shenandoah Springs		X
Shoemaker Property	X	X
Sleepy Hollow	X	X
Stonecrest		X
Stone Spring (formerly Fritts Property)	X	X
Washington Landing	X	X
West Branch Apartments		X
Windmill Crossing	X	X
WVU Medical		
340 Mixed used Dan Ryan		
Vinton Property	X	X

CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	432.96	1.19	0.56	559,167	3,728
2025	1.75	321.27	1.17	0.58	576,667	3,844

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.10	0.40	400,833	2,672
2022	0.5	62.8	0.17	0.33	328,333	2,189
2023	0.5	83.78	0.23	0.27	270,000	1,800
2024	0.5	66.68	0.18	0.32	316,667	2,111
2025	0.5	66.68	0.18	0.32	316,667	2,111

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	6,922
2022	6,772
2023	6,428
2024	5,839
2025	5,956

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (150 gpd)

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	37.25	1.20
FEBRUARY	33.8	1.21
MARCH	33.28	1.07
APRIL	32.98	1.1
MAY	35.86	1.16
JUNE	29.9	1.00
JULY	29.78	0.96
AUGUST	30.19	1.01
SEPTEMBER	29.62	0.96
OCTOBER	29.02	0.94
NOVEMBER	30.09	1.00
DECEMBER	35.38	1.14
Annual Total	387.15	1.06

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	38.98	1.26
FEBRUARY	34.73	1.24
MARCH	33.84	1.09
APRIL	32.05	1.07
MAY	37.34	1.2
JUNE	38.01	1.2
JULY	34.6	1.12
AUGUST	35.14	1.16
SEPTEMBER	36.58	1.22
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	321.27	1.17

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	0	0
FEBRUARY	0	0
MARCH	4.34	0.14
APRIL	4.68	0.16
MAY	6.03	0.19
JUNE	6.21	0.21
JULY	6.48	0.21
AUGUST	7.01	0.23
SEPTEMBER	7.11	0.24
OCTOBER	7.27	0.23
NOVEMBER	6.94	0.23
DECEMBER	6.73	0.22
Annual Total	62.8	0.17

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	4.9	0.16
FEBRUARY	4.5	0.17
MARCH	6.19	0.2
APRIL	6.84	0.23
MAY	6.76	0.22
JUNE	6.84	0.23
JULY	6.82	0.22
AUGUST	5.42	0.17
SEPTEMBER	4.78	0.16
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	53.05	0.196

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764
2022	2.8	588.97	1.60	1.20	1,204,163	8,028
2023	2.8	602.24	1.63	1.17	1,168,256	7,788
2024	2.8	579.85	1.57	1.23	1,228,525	8,190
2025	2.8	446.34	1.62	1.18	1,176,960	7,846

GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	2.68	0.01	0.01	14,441	-
2025	0.0216	0.00	0.00	0.02	21,600	-

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	0.00	0.00	0.03	31,006	
2025	0.036	0.00	0.00	0.04	36,000	

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (150 gpd)

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	47,918,736	1,545,766
FEBRUARY	43,703,896	1,560,853
MARCH	48,063,482	1,550,435
APRIL	47,294,978	1,525,644
MAY	49,834,352	1,607,560
JUNE	49,111,936	1,584,256
JULY	51,919,787	1,674,832
AUGUST	51,872,384	1,673,303
SEPTEMBER	50,844,952	1,640,160
OCTOBER	50,572,280	1,631,364
NOVEMBER	47,643,899	1,536,900
DECEMBER	50,188,260	1,618,976
Annual Total	588,968,942	1,595,837

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	49,081,856	1,583,286
FEBRUARY	45,138,739	1,612,098
MARCH	48,289,664	1,557,731
APRIL	48,088,035	1,551,227
MAY	50,221,867	1,620,060
JUNE	49,541,120	1,651,371
JULY	53,797,378	1,735,399
AUGUST	51,914,776	1,674,670
SEPTEMBER	50,267,112	1,621,520
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	446,340,547	1,623,040

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	204,300	6,590
FEBRUARY	178,600	5,761
MARCH	191,200	6,168
APRIL	222,000	7,161
MAY	237,300	7,655
JUNE	286,600	9,245
JULY	301,600	9,729
AUGUST	262,800	8,477
SEPTEMBER	221,600	7,148
OCTOBER	236,700	7,635
NOVEMBER	215,200	6,942
DECEMBER	144,500	4,661
Annual Total	2,702,400	7,265

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	229,800	7,413
FEBRUARY	191,300	6,832
MARCH	213,100	6,874
APRIL	248,300	8,010
MAY	275,900	8,900
JUNE	281,500	9,383
JULY	298,800	9,639
AUGUST	288,599	9,310
SEPTEMBER	237,500	7,661
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	2,264,799	8,225

2022		
	Total (MG)	AVERAGE (MG)
JANUARY	150,100	4,842
FEBRUARY	127,200	4,103
MARCH	130,300	4,203
APRIL	141,600	4,568
MAY	145,000	4,677
JUNE	155,500	5,016
JULY	173,500	5,597
AUGUST	167,200	5,394
SEPTEMBER	138,500	4,468
OCTOBER	144,300	4,655
NOVEMBER	145,300	4,687
DECEMBER	226,300	7,300
Annual Total	1,844,800	4,959

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	155,600	5,019
FEBRUARY	135,000	4,355
MARCH	148,800	4,750
APRIL	155,700	5,023
MAY	153,600	4,955
JUNE	164,300	5,300
JULY	178,100	5,745
AUGUST	177,200	5,716
SEPTEMBER	151,800	4,897
OCTOBER	144,000	4,645
NOVEMBER	134,900	4,352
DECEMBER	160,300	5,171
Annual Total	1,859,300	4,994

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	137,900	4,448
FEBRUARY	125,700	4,489
MARCH	133,100	4,294
APRIL	135,700	4,377
MAY	169,600	5,471
JUNE	140,600	4,687
JULY	148,600	4,794
AUGUST	149,100	4,810
SEPTEMBER	175,900	5,674
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,316,200	4,783

CTUB HYDRANT FLUSHING
EXHIBIT
FALL 2025

1138
1268
1269
1070
2013
2012
2028
2047
2040
2041
2053
1320
1316
1237
1310
1218
1351
1195
1001
1006
1011
2067
2094
2076
2122
2127
2054

N

Legend

29 HYDRANTS FLOWED

Watermain

0 1,000 2,000 4,000 Feet

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

October 8, 2025

Attachments:

Board Report 10.08.25.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**6-50**	**$62,519.50**	**$0.00**	**$40,765.79**	**$103,285.29**
Sewer	**6-60**	**$133,043.12**	**$0.00**	**$59,378.45**	**$192,421.57**
Total Of All Funds:		**$195,562.62**	**$0.00**	**$100,144.24**	**$295,706.86**

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**50**	**$62,519.50**	**$0.00**	**$40,765.79**	**$103,285.29**
Sewer	**60**	**$133,043.12**	**$0.00**	**$59,378.45**	**$192,421.57**
Total Of All Funds:		**$195,562.62**	**$0.00**	**$100,144.24**	**$295,706.86**

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 295,706.86

Security Deposit Refunds, checks dated 10/08/2025: 3,863.45

Total: $ 299,570.31

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Vendor #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
XYLEM020		XYLEM WATER SOLUTIONS U.S	*Account Continued*				

Total Purchase Orders: 78 Total P.O. Line Items: 0 Total List Amount: $295,706.86 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
STHIN005		STH, INC.					
26-00529	09/23/25	WENDYS PS REPAIR	Open	$2,387.00	$0.00		
26-00546	10/03/25	PUMP REPAIR JOB CORPS	Open	$2,225.00	$0.00		
			Vendor Total:	**$4,612.00**			
TMOBI005		T-MOBILE					
26-00530	09/21/25	MONTHLY CELL SERVICE	Open	$364.68	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
26-00506	09/25/25	SRII TRPL	Open	$10,290.44	$0.00		
26-00507	09/24/25	2" OMNI	Open	$5,953.81	$0.00		
26-00519	09/05/25	TRANSCEIVER	Open	$7,155.00	$0.00		
			Vendor Total:	**$23,399.25**			
THOMA005		THOMAS NALLS					
26-00531	10/08/25	SEP TANK LOT RENT	Open	$4,081.41	$0.00		
TREAS005		TREASURER OF VIRGINIA					
26-00532	10/03/25	UNCLAIMED PROP RY2025	Open	$496.26	$0.00		
TYLER005		TYLER TECHNOLOGIES					
26-00534	10/01/25	ERP PRO ANNUAL FEES	Open	$3,823.76	$0.00		
USBAN005		U.S. BANK					
26-00536	09/30/25	PCARD 9146	Open	$31,590.46	$0.00		
UNITE005		UNITED BANK					
26-00535	09/08/25	FOR PERIOD ENDING 8/31/25	Open	$3,100.00	$0.00		
WAKEF005		WAKEFIELD & ASSOCIATES INC					
26-00537	09/30/25	SEP COLLECTIONS	Open	$273.55	$0.00		
WINCH030		WINCHESTER NOLAND CO.					
26-00538	09/22/25	BLEACH	Open	$51.48	$0.00		
WVAME005		WV AMERICAN WATER					
26-00539	09/22/25	SHUTOFFS, RECONNECTS	Open	$320.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
26-00540	09/19/25	FLOURIDE TEST	Open	$20.00	$0.00		
26-00544	09/29/25	BACTERIOLOGICAL TEST	Open	$207.00	$0.00		
			Vendor Total:	**$227.00**			
WESTV010		WV STATE TREASURER'S OFFICE					
26-00533	10/03/25	UNCLAIMED PROP RY2025	Open	$1,208.57	$0.00		
XYLEM020		XYLEM WATER SOLUTIONS U.S					
26-00541	08/01/25	FLEXBLOC REDUCER	Open	$3,462.00	$0.00		
26-00548	09/25/25	FLEXBLOC REDUCER	Open	$2,344.00	$0.00		
			Vendor Total:	**$5,806.00**			

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
JPRFB005		JP & RF BURNS PARTNERSHIP	*Account Continued*				
26-00503	10/02/25	SEP LOADS - 33	Open	$6,006.00	$0.00		
LOGIC005		LOGICAL CONCEPTS, INC					
26-00514	10/01/25	PS MONITORING	Open	$333.00	$0.00		
26-00515	10/02/25	ELITE SVC	Open	$28.73	$0.00		
			Vendor Total:	**$361.73**			
MCKIN005		MCKINNEY'S AUTO REPAIR					
26-00516	08/01/25	SEWER VEHICLE SERVICE	Open	$150.54	$0.00		
26-00517	08/01/25	UB MGR VEHICLE SERVICE	Open	$124.13	$0.00		
26-00518	08/15/25	CRANE TRUCK REPAIR	Open	$8,868.08	$0.00		
			Vendor Total:	**$9,142.75**			
METLI005		METLIFE, INC					
26-00554	10/08/25	LIFE,LTD,STD,AD&D PAYABLES	Open	$1,964.51	$0.00		
MIDAT005		MID ATLANTIC STORAGE SYST					
26-00552	10/06/25	3 TANK INSPECTIONS	Open	$4,250.00	$0.00		
MIKED005		MIKE DENNIS					
26-00520	10/03/25	PER DIEM 10/19 - 10/24/25	Open	$374.00	$0.00		
MOUNT015		MOUNTAIN STATE MACHINE TOOL IN					
26-00549	10/02/25	RUSH REPAIR BASIN WORM GEAR	Open	$8,377.00	$0.00		
PATTO005		PATTON BUILDING SERVICES					
26-00521	09/30/25	CLEANING SEP	Open	$533.00	$0.00		
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
26-00542	10/03/25	SFTY CNSLTNG: 7/01 - 7/31/25	Open	$1,457.68	$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
26-00547	10/05/25	SEP SVCS: AFTER-HRS EMERGENCY	Open	$182.07	$0.00		
RAILR005		RAILROAD MGMT CO, IV LLC					
26-00522	09/23/25	CT, WATER PIPE LICENSE FEE	Open	$680.26	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
26-00523	09/03/25	FLWNGSPGS PS PWRFLX RPR	Open	$7,462.50	$0.00		
26-00524	10/02/25	RIVERPTE PS INSTLL	Open	$1,170.00	$0.00		
			Vendor Total:	**$8,632.50**			
SHENA005		SHENANDOAH SALES & SERVICE INC					
26-00525	09/15/25	SEWER VEHICLE REPAIR	Open	$215.64	$0.00		
26-00526	09/02/25	DUMP TRUCK REPAIR	Open	$1,425.24	$0.00		
26-00527	09/22/25	MAINT VEHICLE REPAIR	Open	$1,977.11	$0.00		
			Vendor Total:	**$3,617.99**			
STEPT005		STEPTOE & JOHNSON PLLC					
26-00528	09/26/25	GENERAL ENVIRONMENTAL	Open	$3,300.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
DEWBE005		DEWBERRY ENGINEERS INC	*Account Continued*				
26-00487	09/19/25	TO8 WA MODEL UPDATE FINAL INV	Open	$1,577.50	$0.00		
DODSO010		DODSON SEPTIC SERVICES, LLC					
26-00488	09/22/25	PUMP WENDY'S PS	Open	$1,035.00	$0.00		
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
26-00551	09/30/25	R.CORBIN & M.SIVIERO HEPB VACC	Open	$175.00	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
26-00490	10/01/25	TESTING	Open	$4,279.25	$0.00		
26-00491	10/01/25	TESTING	Open	$730.00	$0.00		
			Vendor Total:	**$5,009.25**			
GERAL005		GERALD TAYLOR CO., INC.					
26-00492	09/24/25	PUMP / TRANSPORT	Open	$1,247.04	$0.00		
26-00493	09/30/25	PUMP / TRANSPORT	Open	$1,074.24	$0.00		
26-00494	09/30/25	TRANSPORT	Open	$1,029.60	$0.00		
26-00495	09/30/25	SUPERVAC	Open	$2,070.51	$0.00		
26-00496	09/30/25	PUMP / TRANSPORT	Open	$795.68	$0.00		
			Vendor Total:	**$6,217.07**			
GUTTM005		GUTTMAN ENERGY					
26-00497	09/21/25	W/E 9/21/25	Open	$1,669.04	$0.00		
26-00498	09/28/25	W/E 9/28/25	Open	$1,701.78	$0.00		
			Vendor Total:	**$3,370.82**			
GWIND005		GWIN DOBSON & FOREMAN INC					
26-00508	09/30/25	WW RETAINER SVCS	Open	$2,378.96	$0.00		
26-00509	09/30/25	WTP CHLORINE ROOM UPGRADES	Open	$2,618.53	$0.00		
26-00510	09/30/25	WW SYS PRELIM ENGR RPRT	Open	$919.75	$0.00		
26-00511	09/30/25	WWTP MAINT BUILDING	Open	$1,248.00	$0.00		
26-00512	09/30/25	FLWNG SPGS PS UPGRADES	Open	$7,090.03	$0.00		
26-00513	09/30/25	CT ASST MNGMNT PLAN	Open	$1,335.10	$0.00		
			Vendor Total:	**$15,590.37**			
HDSUP005		HD SUPPLY INC					
26-00499	09/22/25	GLOVES, DEODORIZING BLOCK	Open	$1,054.06	$0.00		
HOLDE005		HOLDER COMPLIANCE SUPERVISOR					
26-00500	10/02/25	UNCLAIMED PROP RY2025	Open	$68.59	$0.00		
IRONM005		IRON MOUNTAIN, INC					
26-00501	09/30/25	SHREDDING, STORAGE	Open	$1,407.29	$0.00		
ISAAC005		ISAAC M. SEE					
26-00553	09/01/25	CRANE TRUCK REPAIR	Open	$7,556.83	$0.00		
JCKUN005		J.C. KUNKLE & ASSOCIATES, A.C.					
26-00502	10/01/25	PERS & OPEB CURRENT YR	Open	$6,275.00	$0.00		
JPRFB005		JP & RF BURNS PARTNERSHIP					

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *10/08/25 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 #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ALLEG005		ALLEGHENY RESTORATION INC					
26-00504	10/02/25	INJECTION @ CTWWTP SBR BASIN	Open	$9,282.00	$0.00		
AMERI015		AMERIGAS PROPANE LP					
26-00545	09/30/25	TANK RENTAL: ODEN DR	Open	$175.87	$0.00		
AUTOZ005		AUTOZONE					
26-00477	09/22/25	VEHICLE SUPPLIES	Open	$49.25	$0.00		
BIEDL005		BIEDLER'S ELECTRIC MOTOR REPAI					
26-00478	09/30/25	BEARINGS	Open	$1,071.24	$0.00		
26-00505	10/01/25	REPAIR HUNTFIELD PS	Open	$6,438.05	$0.00		
			Vendor Total:	**$7,509.29**			
CHARL030		CHARLES TOWN SEWER					
26-00479	10/02/25	AUGUST FUNDING	Open	$41,524.67	$0.00		
CHARL035		CHARLES TOWN WATER					
26-00480	09/23/25	AUGUST FUNDING	Open	$30,090.93	$0.00		
CHSTR005		CHS TRAFFIC CONTROL SERVICES,					
26-00481	09/16/25	MANHOLE@ WASHINGTON ST 9/10/25	Open	$1,455.00	$0.00		
CITYN005		CITY NATIONAL BANK					
26-00482	10/03/25	LOCKBOX SVCS: SEPT	Open	$461.20	$0.00		
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
26-00483	10/01/25	OCT 2025 PROFF SVCS	Open	$7,000.00	$0.00		
COREM005		CORE & MAIN					
26-00543	09/24/25	HUNTFIELD TANK DRAIN	Open	$3,958.51	$0.00		
COYNE005		COYNE CHEMICAL					
26-00484	09/18/25	MICRO C2000	Open	$4,386.00	$0.00		
CUMMI010		CUMMINS, INC					
26-00550	10/06/25	REPAIR: CLARENCE PS	Open	$2,943.45	$0.00		
DRHOR005		D.R. HORTON, INC.					
26-00489	10/08/25	SWR UPSZNG PER AMEA FNL PYMNT	Open	$8,900.00	$0.00		
DAVID005		DAVID MARTIN					
26-00485	10/02/25	PER DIEM 10/08 - 10/10/25	Open	$200.00	$0.00		
26-00486	10/02/25	IT CLASS REIMBURSEMENT	Open	$200.00	$0.00		
			Vendor Total:	**$400.00**			
DEWBE005		DEWBERRY ENGINEERS INC					

CHARLES TOWN UTILITY BOARD

Wednesday, October 8, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - October 22, 2025 at 4:00 P.M.