



CHARLES TOWN UTILITY BOARD AGENDA

WEDNESDAY, MAY 13, 2026

Regular Meeting

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

4:00 PM

REVISED AGENDA

CALL TO ORDER

1. APPROVAL OF MINUTES

- a. Approval of April 29, 2026 Regular Meeting Minutes
[UB Minutes 04.29.26.pdf](#)

2. PUBLIC COMMENT

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

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

<https://us06web.zoom.us/j/87855948146?pwd=EhLuavr77cP3xUlsM5Hw9bkAZSPpGi.1>

Meeting ID: 878 5594 8146

Passcode: 818996

(301)715-8592

3. UNFINISHED BUSINESS

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

4. NEW BUSINESS

- a. Quote for Blower Inlet Valves at Charles Town Wastewater Treatment Plant
[CTWWTP SBR Blower Inlet Valves Quote.pdf](#)

- b. Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code 6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.
- c. Update on WV PSC Case 26-0366-IRR-W-C - Possible Executive Sessions 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.

5. **MANAGER REPORTS**

- a. Manager Report
[UM Report.pdf](#)
- b. Chairman Report

6. **APPROVAL OF BILLS**

- a. May 13, 2026
[Board Report 05.13.26.pdf](#)

7. **ADJOURNMENT**

8. **INFORMATION ONLY**

- a. Next Meeting - May 27, 2026 at 4:00 P.M.



CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

Regular Meeting

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

Approval of April 29, 2026 Regular Meeting Minutes

Attachments:

[UB Minutes 04.29.26.pdf](#)

**Charles Town Utility Board
Regular Board Meeting
April 29, 2026**

The Charles Town Utility Board held a regular meeting on April 29, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman (Zoom); Duke Pierson, Treasurer; and Heidi Parker. Also present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemeyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

Patrick Kratovil was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of April 15, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the April 15, 2026 regular meeting minutes. The Chairman recommended an amendment relating to a letter to Summit Point under the Manager's Report item.

Action: Motion made by the Chairman, second by Mr. Pierson, the Board unanimously approved amending the minutes to clarify the attorney drafted a letter to Summit Point and the Chairman would sign and send.

Action: Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the April 15, 2026 regular meeting minutes as amended.

PUBLIC COMMENT

Public comment was received from Elizabeth Ricketts, Jacquelyn Milliron and Christine Wimer.

UNFINISHED BUSINESS

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

This item was moved to the end of the meeting.

Action: No action required by the Board.

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park - Possible Executive Session under the provision of WV Code §6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That 1 information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however,

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

This item was moved to the end of the meeting.

Action: No action required by the Board.

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

Mr. Maxey provided that with the approval last meeting to support extending service out Route 9, there may be a more comprehensive cost-saving solution to serving the Cochran Properties, Hite Road Park and North Jefferson Elementary School. He requested staff send a letter to the Board of Education to see if they are interested in service and sharing the costs. The Board provided discussions.

Action: Motion made the Mr. Maxey, second by Mrs. Parker, to direct staff to draft a letter to the Jefferson County Board of Education. Mr. Maxey amended the motion, with discussions from the Board, to include both water and sewer service to that area if possible. The Board unanimously approved.

Mr. Mantello provided that staff echoes the Board's recommendations to have all fours interested parties (Hite Road Park, Cochran Properties, North Jefferson School, and Fox Glen) in this area share the costs to extend service. He mentioned there could be grant opportunities for the interested parties.

NEW BUSINESS

Inquiry for Data Center Development in Summit Point

Mr. Kenny Boddye from Ryan Stuart Development briefed the Board on a potential data center project in the Summit Point area and for a potential connection through the Summit Point Motorparks Park project. As a first step, he mentioned they are gathering data for water and sewer service options for a future user for that location. The Board provide discussions. Mr. Maxey suggested a possible manifold system like the Rockwool Plant and the possibility of running a purple line for data center cooling use. The Chairman suggested Mr. Boddye continue to work through staff as more information becomes available.

Action: No action required by the Board.

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

Mrs. Shultz included the pay application for Resolution No. 29 in the amount of \$536,791.83 for work completed.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Resolution No. 29 – CWSRF No. 10, Pay App No. 13.

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

Mrs. Shultz included the pay application for Resolution No. 30 in the amount of \$30,626.94 for work completed.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 30 – CIF No. 22.

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

Mrs. Shultz included the pay application for Resolution No. 4 in the amount of \$126,106.77 for work completed. She mentioned this is the final pay application for the project as it is now complete and under budget.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved Resolution No. 4 – Pay App No. 4.

Quote for Topsoil Building

Collin Cole, CTUB Collections Manager, was in the audience and mentioned this building would protect topsoil from getting ruined by weather.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the topsoil building quote for \$33,044.45.

APPROVAL OF BILLS

April 29, 2026

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

MANAGER REPORTS

Utility Manager Report

Mr. Mantello thanked staff with the orientation process and has been spending a lot of time meeting with staff and learning all the processes and work flows. He also praised the maintenance staff for replacing 730 residential meters in a less than six months. Mr. Mantello briefed the Board on an issue at a residence in Ranson where the contractor got their snake stuck in the sewer main and staff had to retrieve which he is working to get CTUB's costs reimbursed. He also mentioned he plans to meet with the PR firm soon to work on the Board priorities and any forward-facing public advocacy initiatives.

Mrs. Parker requested an update on the Burns Farm Contract. Mrs. Shultz mentioned Mr. Burns signed the contract, but mentioned staff will work on getting a back up farm and landfill options as a backup plan. Mr. Maxey mentioned Mr. Burns should be made aware of the reasoning for the PFAS policy and be provided a copy of those testing results.

Action: No action required by the Board.

Chairman Report

The Chairman mentioned the City is continuing to work with PayPoint HR on the compensation study and should have a draft for the Board's review in the near future. He also mentioned the City's Infrastructure Committee would like to better coordinate with CTUB on future paving projects.

Action: No action required by the Board.

EXECUTIVE SESSION

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

Request for Proposals for a Preliminary Engineering Report for Summit Point Motorsports Park - Possible Executive Session under the provision of WV Code §6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That 1 information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of this code.

Action: Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:54 P.M. for an update on WV PSC Case 25-1000-LRR-WS-C and the Request for Proposals for a PER for Summit Point Motorsports Park.

The Board invited Stephanie Grove, City of Charles Town Counsel, to join executive session.

The Board convened back into public session at 5:51 P.M.

Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved readvertising the Request for Proposals for the PER for the Summit Point Motorsports Park with all additions made to the advertisement.

ADJOURNMENT

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

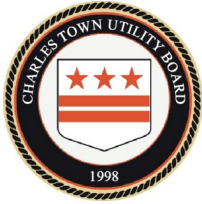
Action: Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 5:53 P.M.

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, May 13, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel
Chairman

Ashley Stottlemeyer
Secretary



CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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



CHARLES TOWN UTILITY BOARD

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Regular Meeting

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

Quote for Blower Inlet Valves at Charles Town Wastewater Treatment Plant

Attachments:

[CTWWTP SBR Blower Inlet Valves Quote.pdf](#)

Quotation Prepared For:

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

Primary Contact: Chris Eckenrode

Quoted On:

Expires:

Salesperson: Rodger L. Gensel
215-968-4600
rgensel@haroldbeck.com

Summary: Revision of RLG-26-169953
Blower Discharge valves
12" McWane Wafer Butterfly valve

Please send orders to customerservice@haroldbeck.com

Thank you for the opportunity to provide this quotation. Orders placed with Harold Beck & Sons, Inc. are subject to terms and conditions of sale as shown. Prices quoted do not include sales, use, or municipal taxes unless otherwise specified. All prices quoted are in US Dollars unless otherwise specified. Using the contact information provided above, orders may be placed by e-mail, fax, telephone, or mail. Please note the Beck quotation number on your purchase order. Beck reserves the right to update this quotation if any new charges are imposed before a Purchase Order is issued. Please note that this quotation is valid for 30 days from the date issued.

Beck drives are supported by the best warranty in the industry. Please refer to the enclosed Terms & Conditions for details of our 3 year warranty.

Lead Time (Weeks)*: 10

Freight Pay Terms: Prepaid & Added

Freight FOB: FOB Newtown, PA

Payment Terms: Net 30 PCA

* This shipment leadtime approximates the shipment date scheduling after receipt of a purchase order. However, please consult the factory if it does not meet your requirements.

CC:

Attachments:

Line	PartNum	Description	Quantity	Unit Price	Ext. Price
1	11-369	11-369 ROTARY ACTUATOR With Beck Supplied Valve Valve/SBR Blower Inlet 12" McWane wafer P/N GSTW112099999 butterfly valve Tagging: SBR Blower Inlet valve	3	\$12,669.00	\$38,007.00
2	70-0398-07	FREIGHT CHARGES Freight from Newtown, PA to Charles Town, WV	1	\$700.00	\$700.00

(Quote Total does not include Alternate items)

Quote Total: \$38,707.00

Quote Notes:

NOTE 1: Please confirm the lay length of the existing Dezurik BGS wafer butterfly valve. I have quoted a replacement Mc Wane wafer butterfly valve.

Configured Model Features & Specifications

Line	Qty	Model	Application Description
1	3	11-369	Valve/SBR Blower Inlet 12" McWane wafer P/N GSTW112099999 butterfly valve Tagging: SBR Blower Inlet valve

Actuator Features & Specifications

Voltage/Phase / Freq:	480/3/60
Torque (lb-ft):	550
Stroke Timing (seconds):	68
Travel (degrees):	90
Auxiliary Limit Switches:	4X SPDT
Communications Protocol:	HART communications / Local pushbutton interface
Control Signal:	4-20 MA
Feedback Signal:	4-20 mA
Loss of Control Signal Action:	Stay In Place
Loss of Power Action:	Stay in Place
Enclosure Rating:	TYPE 4X, IP66/IP68 (3m / 48 hrs)
Corrosion Protection:	Standard
Position Sensing Device:	Contactless Position Sensor (CPS)
Control Board:	Digital Control Module (DCM)
Wiring Diagram:	17-7000-35

Integral Features:

- Self-Locking, Self-Releasing Gear Train
- Handwheel (manual operation without power)
- Non-coasting Beck control motor with instant magnetic braking
- Dust-Tight Construction
- Over-Travel Limit Switches
- Cast Mechanical Stops
- 5-Position Handswitch (electrical manual operation)
- Temperature Sensing Technology
- Stall Protection Circuitry

Additional Features:

- Lockable Handswitch (5-Position)
- Stainless Steel Tagging
- Auxiliary handswitch contact closed in AUTO
- Motor Handwheel Label (OPEN direction)
- Handswitch Inlay (OPEN / CLOSE)

Accessories / Mounting:

Valve Info: Beck Mounting with Beck Supplied Mounting Hardware
12" McWane wafer P/N GSTW112099999 butterfly valve

Valve/Damper Supplied By: BECK

Mounting Type: Direct Couple

Orders issued by a purchaser ("Buyer") and accepted by Harold Beck & Sons, Inc. ("Beck") are subject to the following terms and conditions:

Rev. 1/30/2026

Price and Delivery

The prices and estimated delivery on any Beck issued quotations ("Quote") or a purchase order acknowledgement (together with these terms and conditions, the "Contract") are valid for the periods stated, provided Buyer's order, release for production, and requested delivery date are all within the dates shown on the face of the Quote. Extension of the quoted prices is not available unless specifically stated in the Quote. Prices are subject to correction for errors. Beck reserves the right to adjust prices due to regulatory changes, government mandates, or escalation for material cost increases. The prices in the Quote do not include shipping and insurance costs or the cost of installation, repair, or maintenance services unless they are specifically listed.

If the Quote includes any product or service that is to be supplied or provided by a third party (a "Buyout Item") and such third party supplier or provider increases their prices after Beck has delivered the Quote to Buyer, but before the order is fulfilled, Beck reserves the right to update the Quote with respect to the Buyout Item. Buyer agrees to accept any terms and conditions of a third-party providing Buyout Items.

Changes to Quantities and Specifications

Changes to quantities and specifications requested or approved by Buyer following Beck's receipt of Buyer's order must be made with a formal change order or new purchase order and will be invoiced at the price in effect at the time the change order or new purchase order is received by Beck.

Shipping

Shipping dates are approximate and are based upon prompt and timely receipt of all necessary information from Buyer. Orders which require Buyer's approval prior to release for production, or which are placed on hold at any time after receipt of order, but prior to shipment, will be subject to revised delivery dates. Such delivery dates shall be the estimated delivery dates in effect at the time the release for production or release from hold is received by Seller. Shipment shall be EXW Beck's factory, Newtown, Pennsylvania USA, at which time the risk of loss transfers to Buyer. Buyer is responsible for arranging shipment of the purchased product ("Equipment") and for all shipping and insurance costs.

Rescheduling and Storage Fees for Buyer Related Delays

If the acts or omissions of Buyer prevent or delay shipment after the order has been released for production by Beck, Beck reserves the right to (i) reschedule the shipment to a later date, and (ii) charge storage fees equal to 1% of the purchase order total each week that shipment is delayed. In no event will Beck be liable for any delays in shipping caused by a change in specifications, directions, or design requested or agreed to by Buyer or any other acts or omissions of Buyer which delay shipment.

Force Majeure

In no event will Beck be liable for delays in delivery or failure to manufacture or deliver due to causes beyond its reasonable control including but not limited to, (1) trade restrictions, embargos, or major supply chain disruptions, (2) acts of God, acts of the Buyer, acts of civil, or military authority, priorities, fires, strikes, floods, epidemics, war, riot, delays in transportation, or (3) the inability to obtain necessary labor, materials, components, or manufacturing facilities. In the event of such delay, the delivery date shall be extended for that length of time as may be necessary to compensate for the delay without any liquidated damages or other penalties assessed against Beck.

Payment and Credit Terms; Security Interest

Unless otherwise specified in the Quote or set forth in this Contract, the terms of payment are net cash 30 days from date of invoice, subject to approval and continuation of approval of credit by Beck. All payments shall be made in full in U.S. dollars without deduction or offset, through a U.S. bank to the address stated in Beck's invoice. Buyer shall pay Beck interest on all late payments at the rate of 1.0% per month. If at any time after issuance of the Quote, Beck discovers Buyer to be insolvent, Beck reserves the right to condition manufacture or shipment of the Equipment except upon Buyer's payment of cash on delivery or payment in advance (as determined by Beck in its sole discretion), and Beck further reserves its rights to reclaim any Equipment already delivered to Buyer upon demand. Buyer hereby grants Beck a security interest in the Equipment to secure payment of Buyer's obligations under this Contract and authorizes Beck to file such financing statements or other filings necessary to perfect Beck's security interest in the Equipment.

Inspection of Equipment

Buyer shall inspect the Equipment within 5 days of delivery ("Inspection Period"). Buyer will be deemed to have accepted the Equipment unless it notifies Beck in writing of any defects or nonconformities with the order by the end of the Inspection Period. If Buyer timely notifies Beck of defects or nonconformities, Beck will, at its sole discretion, (i) replace the nonconforming Equipment with conforming Equipment, or (ii) credit or refund the purchase price paid for such nonconforming Equipment, together with any reasonable third-party shipping and handling expenses actually paid by Buyer in connection with the nonconforming Equipment. Buyer agrees that the remedies set forth in this section are Buyer's exclusive remedies for any nonconforming Equipment.

Maintenance and Installation; Instruction Manual

Unless otherwise specified in the Quote, installation and maintenance of the equipment is the responsibility of Buyer. Digital instruction manuals which include installation, maintenance and parts information are available through Beck's website. Hard copies of instruction manuals are available upon request and will be shipped separately unless otherwise instructed (an additional fee may be charged to Buyer depending on quantity requested relative to the order).

Three Year Limited Equipment Warranty

Beck warrants to Buyer that: (i) for a period of 3 years from the date of shipment (the "Limited Warranty Period"), the Equipment manufactured by Beck (the "Beck Equipment") shall materially conform to Beck's published standard specifications in effect as of the date of shipment; and (ii) the Beck Equipment will be free from defects in materials and workmanship. The warranties under this section do not apply to normal wear and tear, or where Beck Equipment failure is a result of improper installation, improper storage, misuse or improper maintenance, or water ingress related to Buyer or its agents failing to apply the stated torque requirements to fasteners when attaching covers or failing to replace temporary conduit plugs as stated in the installation instructions, or entry through conduits. During the Limited Warranty Period, Buyer shall notify Beck of any alleged warranty claim within 30 days from the date Buyer discovers, or upon reasonable inspection should have discovered, such alleged claim (but in any event prior to the end of the Limited Warranty Period), and Buyer shall return the Beck Equipment in question, at Buyer's expense, to Beck for evaluation, in compliance with the terms stated in the "Return of Equipment" article in this Contract. If Beck determines that the Beck Equipment fails to conform to the limited warranty, then, at Beck's sole discretion and its expense (subject to Buyer's conformity with this section), Beck will either: (i) repair or replace the Beck Equipment, without charge, at Beck's factory, or (ii) refund the purchase price of such Beck Equipment, less any applicable discounts, rebates, or credits. In no event will Beck's liability exceed the contract price actually paid for such Beck Equipment subject to a warranty claim. Beck makes no warranty, express or implied, with respect to any Buyout Item. This limited warranty is not transferable or assignable to any transferees of the Beck Equipment. THIS WARRANTY IS EXPRESSLY IN LIEU OF ANY OTHER EXPRESS OR IMPLIED WARRANTY, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, AND ALL OTHER OBLIGATIONS OR LIABILITIES OF BECK. BUYER ACKNOWLEDGES THAT: (i) BECK HAS MADE NO INDEPENDENT INVESTIGATION OF THE SUITABILITY OF THE EQUIPMENT FOR BUYER'S INTENDED USE OR EXISTING SYSTEMS; AND (ii) BUYER HAS NOT RELIED UPON ANY REPRESENTATION OR WARRANTY MADE BY BECK OR ANY OTHER PERSON ON BECK'S BEHALF, EXCEPT AS SPECIFICALLY PROVIDED IN THIS CONTRACT. THIS SECTION SETS FORTH BUYER'S SOLE AND EXCLUSIVE REMEDY FOR ANY BREACH OF THE LIMITED WARRANTY SET FORTH IN THIS SECTION.

Limitation on Liability

In no event shall Beck or any of its representatives be liable for consequential, indirect, incidental, special, exemplary, punitive, or enhanced damages, lost profits or revenues, or diminution in value, arising out of or relating to this Contract, regardless of (i) whether such damages were foreseeable, and (ii) the legal or equitable theory (contract, tort, or otherwise) upon which the claim is based. Notwithstanding anything stated to the contrary in the Contract, Beck's aggregate liability to Buyer arising out of or related to this Contract shall not exceed the total paid by Buyer to Beck under this Contract (excluding Buyout Items).

Indemnification

Each Party (the "Indemnifying Party") shall indemnify, defend and hold harmless the other Party (the "Indemnified Party"), its affiliates, and its respective officers, directors, employees, agents, subcontractors, suppliers and representatives from and against any and all third-party claims, damages, losses, liabilities, judgments, settlements, costs and expenses (including reasonable defense costs and legal fees) (collectively, "Losses"), including but not limited to claims for personal injury, death, property damage, violation of law, or other liability arising from the Indemnifying Party's willful misconduct or negligence; provided, however, that an Indemnifying Party's obligations hereunder shall be only to the extent that the Indemnifying Party's willful misconduct or negligence contributed to any such Losses.

Return of Equipment

Equipment may not be returned to Beck, whether in connection with an alleged breach of warranty, repair, or otherwise, without Buyer first having received written approval from Beck and an RMA number generated by Beck. Buyer shall pay the shipping costs for all Equipment returns and shall be liable for any damage to or loss of the Equipment occurring while in transit to Beck.

At Beck's discretion, unused standard Equipment may be returned to Beck for credit if (i) the Equipment was invoiced to Buyer within the 12-month period preceding such return, and (ii) the Equipment is received by Beck in its original condition, free of wear and tear or damage. A restocking fee will apply.

Service

Field service provided by Beck at the Buyer's plant or designated location will not be provided, unless specifically included in the Quote. Under such service arrangements, Beck provides qualified technical personnel to provide field installation supervision, field repair and modernization services, or technical field assistance. Dates for such service, and the scope of the service required, must be arranged in advance. Buyer will be responsible for paying all travel and living expenses of Beck's personnel, as well as service time on the job, all in accordance with current rates. At all times when Beck is providing services under this Contract, Buyer is responsible for (i) the supervision, management, and control of its personnel, agents, or contractors and their work, and (ii) the planning, scheduling, management and progress of the work. Beck warrants to Buyer that any service and materials supplied in connection therewith (the "Work") will be free of defects in workmanship and materials for one year after the completion of the Work (the "Work Warranty Period") and will substantially conform with the scope of work or any specifications agreed to by Beck in writing. If during the Work Warranty Period, Beck is notified that the Work fails to conform to the warranty, Beck will, at its option and expense, correct such nonconformity by repair, adjustment, or replacement of the nonconforming portion of the Work. This warranty does not cover, and Beck will have no liability with respect to: (i) issues caused by misuse, neglect, improper handling, failure to follow provided instructions, or unauthorized modifications, alterations, or repairs performed by anyone other than Beck; and (ii) issues arising from factors outside of Beck's control, including natural disasters, acts of government, supply chain disruptions, or other unforeseen events that prevent or hinder the proper performance of the services. The warranty in this section is further conditioned on Buyer providing, at its expense when necessary or when requested by Beck, access to the nonconformity by disassembling, removing, replacing and reinstalling any Equipment, materials, structures or to the extent necessary to permit Beck to fulfill its warranty obligations. This warranty is not transferable or assignable to anyone other than Buyer.

Cancellation

Any order placed with Beck can be canceled by the Buyer subject to payment of reasonable cancellation charges, which will normally include the following: (i) invoicing for work completed; (ii) costs for work-in-progress at the time of cancellation; (iii) reimbursement for the costs (including shipping and handling expenses) of any raw materials or parts purchased by Beck in connection with Buyer's order; and (iv) any other expenses or charges, including engineering and overhead charges incurred by Beck up to date of cancellation. Beck reserves the right to cancel this Contract or any order without penalty if Buyer files for bankruptcy or otherwise demonstrates an inability to pay, if Buyer fails to provide sufficient information to allow Beck to fulfill and ship an order, or for any other breach of this Contract.

Intellectual Property

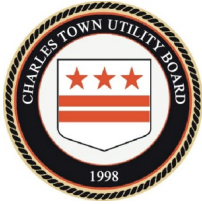
Beck shall retain all rights, title, and interest in and to its intellectual property, including patents, trademarks, copyrights, and trade secrets related to the equipment, software and firmware. Upon purchase, Beck grants Buyer a limited, non-exclusive, non-transferable license to use any intellectual property associated with the Equipment, for the sole purpose of operating and maintaining the Equipment in accordance with the terms of this Contract.

Taxes

The prices set forth in the Quote do not include sales, use, excise, or similar taxes, or import duties (unless Beck is registered for use/sales tax collection with the state to which the Equipment shall be delivered and such taxes are applicable, in which case, the appropriate use/sales tax will be listed as a separate line item). Consequently, in addition to the price specified herein, the amount of any present or future sales, use, excise, or other similar tax or import duty applicable to the sale or use of the Equipment hereunder shall be paid by Buyer or, in lieu thereof, Buyer shall provide Beck with a tax exemption certificate acceptable to the taxing authorities. Buyer will indemnify and hold Beck harmless against any loss, expense, or payment occasioned by collection of any such tax or duty from Beck by any taxing authority.

General

(i) This Contract is the entire agreement between Buyer and Beck and supersedes all prior or contemporaneous understandings, agreements, and negotiations, whether written or oral. This Contract supersedes any of Buyer's general terms and conditions of purchase, regardless of whether or when Buyer submitted its purchase order or such terms. Beck expressly rejects Buyer's general terms and conditions of purchase, and fulfillment of Buyer's order does not constitute acceptance of any of Buyer's terms and conditions or serve to modify or amend the terms and conditions of this Contract. Buyer's acceptance of the Equipment shall serve as acceptance of the terms and conditions of this Contract. (ii) This Contract is governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania, without giving effect to any conflict of laws provisions thereof. It is the intent of the parties that Division 2 of the Pennsylvania Uniform Commercial Code shall not apply to any provisions hereof related to servicing of the Equipment. (iii) All actions brought under this Contract shall be instituted in the Pennsylvania state or federal courts. Each party irrevocably and unconditionally submits to the exclusive jurisdiction of such courts. (iv) Buyer shall comply with all laws applicable to Buyer's transportation and use of the Equipment. (v) No waiver by Beck of any of the provisions of this Contract shall be effective unless explicitly set forth in a writing signed by Beck. (vi) Buyer's rights, interests, or obligations hereunder may not be assigned, transferred, or delegated by Buyer without the prior written consent of Beck. (vii) This Contract benefits solely Buyer and Beck and nothing in this Contract confers any legal or equitable right, benefit, or remedy on any other person. (viii) All notices shall be in writing and addressed to the parties at the addresses set forth in the Quote. All notices must be delivered by nationally recognized overnight courier or certified or registered mail (in each case, return receipt requested). (ix) If any term of this Contract is determined to be invalid, illegal, or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term of this Contract.



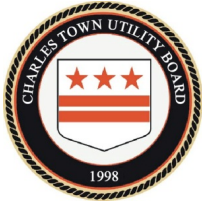
CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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



CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

Regular Meeting

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

Update on WV PSC Case 26-0366-IRR-W-C - Possible Executive Sessions under the provision of W. VA Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.



CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

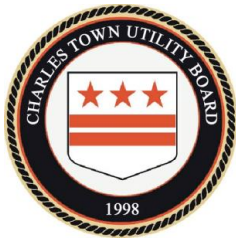
Regular Meeting

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

Manager Report

Attachments:

[UM Report.pdf](#)



Charles Town Utility Board

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

MEMORANDUM TO THE BOARD OF DIRECTORS

DATE: May 13, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, May 2026

Summary:

Several major projects are on-going including the 2023 Collection System Project, Greenfield Forcemain Project, Asbury Block Sewer project, NPDES Permit Renewal and Deerfield Permit Renewal. Please see the Engineers Report following this memo for further details.

Ongoing Projects & Initiatives:

- 1) Locust Hill Golf Course Ponds & Aerators
- 2) Sewer Lateral Street Tree Root Intrusions at Huntfield Subdivision
- 3) CTWWTP Headworks Building Electrical Issue
- 4) New Hire(s): Water Treatment Department
- 5) Summit Point Service Extension

Wastewater Treatment Plant

Total Wastewater Processed April 2026:

Charles Town: 37.20 million Gallons per month or 1.24 MGD average

Tuscowilla: 2.98 million Gallons per month or 0.10 MGD average

Collection System

0 Pump(s) pulled and sent for repair
6 Grease Trap inspections
11 Sewer main repairs/blockages/call-outs
99 Sewer line inspections
52 Manhole inspections
10 Sewer line jetting

Water Plant and Distribution System

Total Water Pumped April 2026 (CT): 47.4 million Gallons per month or 1.53 MGD average

1 Leak repaired
2 Meters repaired
208 Meters replaced
20 New meters installed
1793 - Ten (10) day notices
570 Disconnect notices, 94 Disconnects
0 Hydrant(s) repaired

Customer Counts

- Sewer 10,923
- Water 7,800

Human Resources

Employees Count: 34 full-time | 4 part-time | 3 vacancies

Other Notable Activities:

April 15, 2026: Regular Board meeting

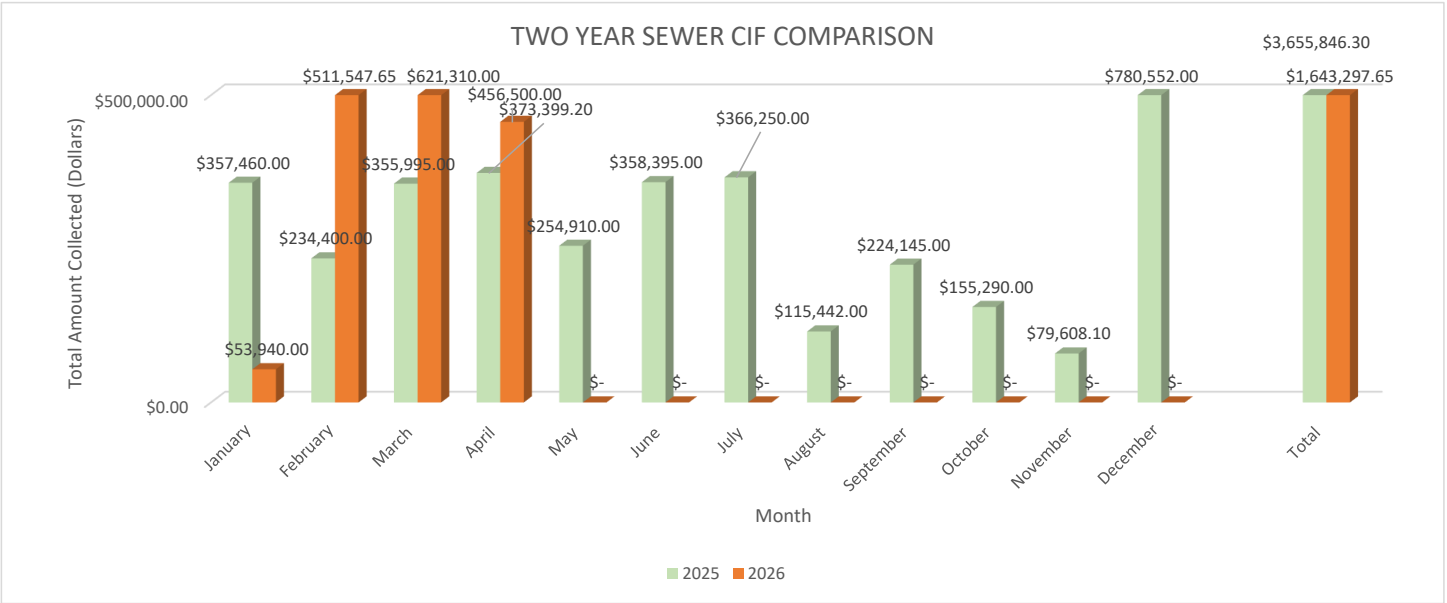
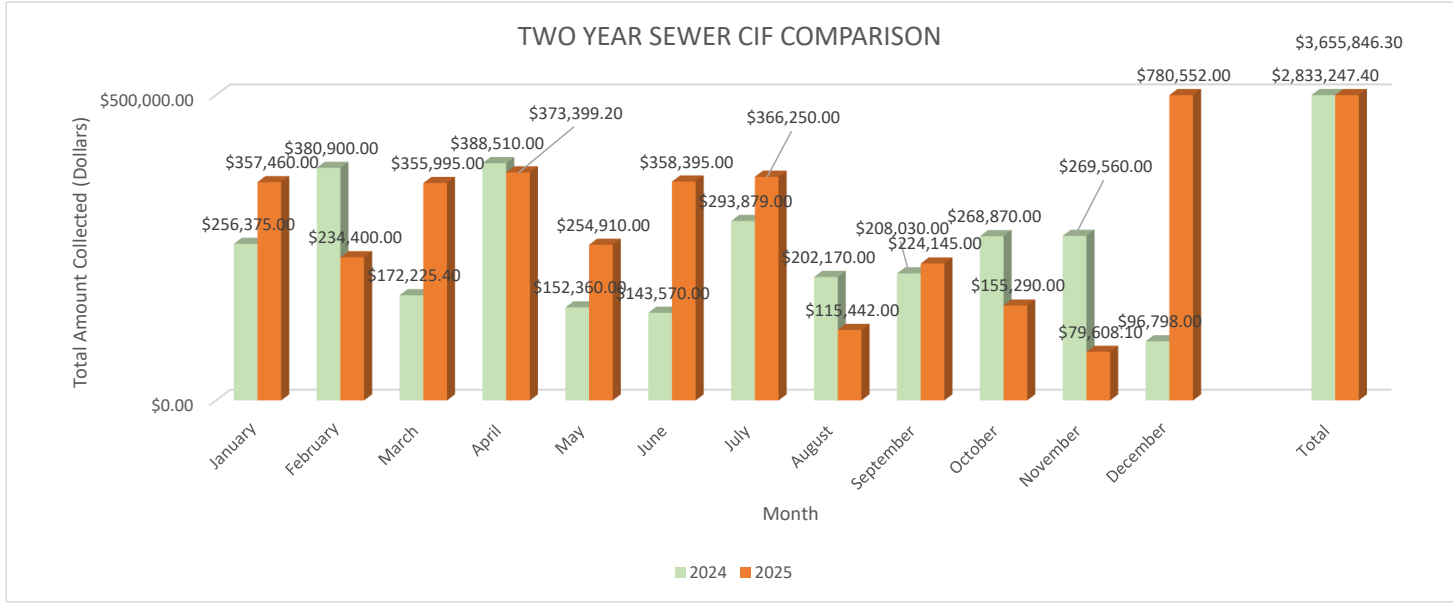
April 15, 2026: Travis attended the Water Advisory Committee Meeting.

April 29, 2026: Regular Board meeting

April 30, 2026: CTUB Collection System Project Progress Meeting

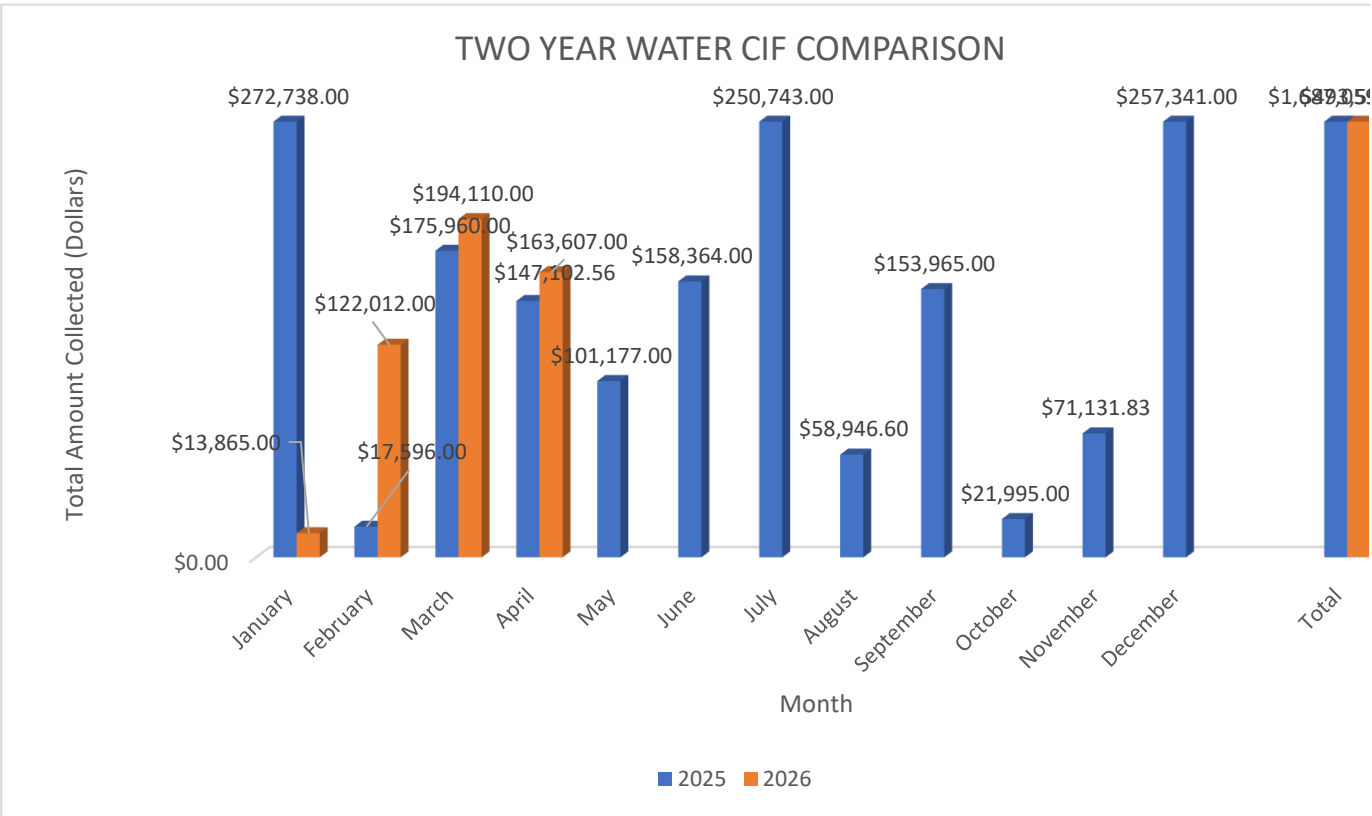
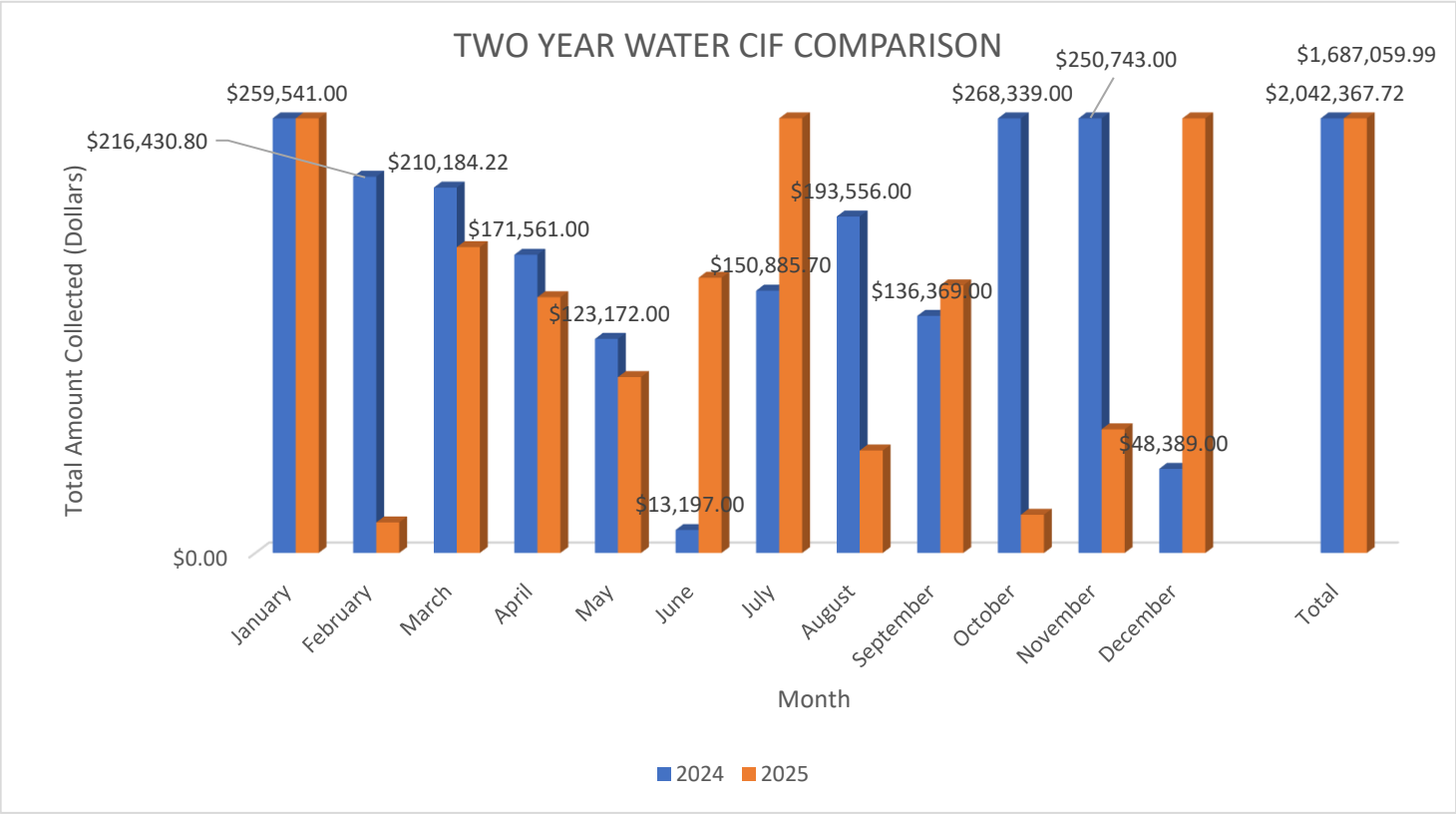
Charles Town Utility Board						
2025 Capacity Improvement Fee Collections/EDU for Sewer						
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-25	1	121	122	\$ 402,960.00	\$ 45,500.00	\$ 357,460.00
Feb-25		80	80	\$ 289,650.00	\$ 55,250.00	\$ 234,400.00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

Charles Town Utility Board						
2026 Capacity Improvement Fee Collections/EDU for Sewer						
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-26		12	12	\$ 53,940.00		\$ 53,940.00
Feb-26	7.47	106	113.47	\$ 545,672.65	\$ 34,125.00	\$ 511,547.65
Mar-26		137	137	\$ 674,935.00	\$ 53,625.00	\$ 621,310.00
Apr-26		100	100	\$ 513,375.00	\$ 56,875.00	\$ 456,500.00
May-26						\$ -
Jun-26						\$ -
Jul-26						\$ -
Aug-26						\$ -
Sep-26						\$ -
Oct-26						\$ -
Nov-26						\$ -
Dec-26						\$ -
Total 2026	7.47	355	362.47	\$ 1,787,922.65	\$ 144,625.00	\$ 1,643,297.65



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

2026 Capacity Improvement Fee Collections/EDU for Water				
Month	Commercial	Residential	Total Number of EDU's	Total Water CIF
Jan-26		5	5	\$ 13,865.00
Feb-26	7	37	44	\$ 122,012.00
Mar-26		70	70	\$ 194,110.00
Apr-26		59	59	\$ 163,607.00
May-26				
Jun-26				
Jul-26				
Aug-26				
Sep-26				
Oct-26				
Nov-26				
Dec-26				
Total 2026	7	171	178	\$ 493,594.00





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY	Total Design minus Average	Total Available	Total Available
YEAR			(MGD)	Daily (MGD)	(gpd)	(EDU's)
2015	1.75	384	1.05	0.7	700,000	3,333
2016	1.75	419	1.14	0.61	610,000	2,905
2017	1.75	393	1.08	0.67	670,000	3,190
2018	1.75	491	1.34	0.41	410,000	1,952
2019	1.75	459	1.26	0.49	490,000	2,333
2020	1.75	419.7	1.15	0.60	603,333	2,873
2021	1.75	401.61	1.11	0.64	637,500	3,036
2022	1.75	387.15	1.06	0.69	687,500	3,274
2023	1.75	382.28	1.06	0.69	694,167	3,306
2024	1.75	432.96	1.19	0.56	559,167	2,663
2025	1.75	431.13	1.18	0.57	570,833	2,718
2026	1.75	164.19	1.38	0.38	375,000	1,786

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY	Total Design minus Average	Total Available	Total Available
YEAR						
2015	0.5	48	0.13	0.37	370,000	1,762
2016	0.5	49	0.13	0.37	370,000	1,762
2017	0.5	48	0.14	0.36	360,000	1,714
2018	0.5	78	0.21	0.29	290,000	1,381
2019	0.5	55.24	0.15	0.35	350,000	1,667
2020	0.5	1.09	0.16	0.34	340,000	1,619
2021	0.5	32.55	0.10	0.40	400,833	1,909
2022	0.5	62.8	0.17	0.33	328,333	1,563
2023	0.5	83.78	0.23	0.27	270,000	1,286
2024	0.5	66.68	0.18	0.32	316,667	1,508
2025	0.5	62.85	0.18	0.32	316,667	1,508
2026	0.5	11.84	0.10	0.40	400,000	1,905

Total EDU's available between CT and Tuscawilla		
	2015	5,095
	2016	4,667
	2017	4,905
	2018	3,333
	2019	4,000
	2020	4,492
	2021	4,944
	2022	4,837
	2023	4,591
	2024	4,171
	2025	4,226
	2026	3,690

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

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

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	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

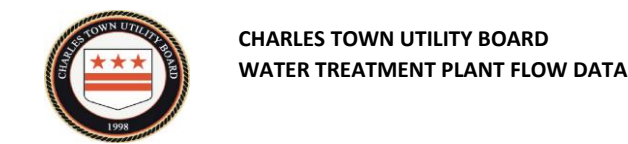
2024		
	Total (MG)	AVERAGE (MG)
JANUARY	8.61	0.28
FEBRUARY	8.25	0.28
MARCH	6.28	0.2
APRIL	5.05	0.17
MAY	4.64	0.15
JUNE	5.25	0.18
JULY	4.91	0.16
AUGUST	5.42	0.18
SEPTEMBER	4.87	0.16
OCTOBER	4.5	0.15
NOVEMBER	4.41	0.15
DECEMBER	4.49	0.14
Annual Total	66.68	0.183

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

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

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	38.14	1.23
FEBRUARY	46.18	1.65
MARCH	42.67	1.38
APRIL	37.20	1.24
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	164.19	1.38

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	2.99	0.1
FEBRUARY	2.88	0.1
MARCH	2.99	0.1
APRIL	2.98	0.1
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	11.84	0.100



HISTORICAL CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	4,928
2020	2.8	615.64	1.68	1.12	1,117,946	5,324
2021	2.8	601.87	1.64	1.16	1,164,627	5,546
2022	2.8	588.97	1.60	1.20	1,204,163	5,734
2023	2.8	602.24	1.63	1.17	1,168,256	5,563
2024	2.8	579.85	1.57	1.23	1,228,525	5,850
2025	2.8	602.15	1.65	1.15	1,154,057	5,496
2026	2.8	187.61	1.51	1.29	1,286,985	6,129

HISTORICAL GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	2.68	0.01	0.01	14,441	-
2025	0.0216	2.90	0.01	0.01	13,678	-
2026	0.0216	0.84	0.01	0.01	14,611	-

HISTORICAL CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	1.86	0.01	0.03	30,967	
2025	0.036	1.75	0.005	0.03	31,209	
2026	0.036	0.57	0.005	0.03	31,292	

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

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

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

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

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

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

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

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

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

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

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

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	47,828,478	1,542,854
FEBRUARY	45,179,910	1,457,416
MARCH	47,157,420	1,521,207
APRIL	47,448,040	1,530,582
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	187,613,848	1,513,015

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	222,800	7,187
FEBRUARY	187,600	6,700
MARCH	193,900	6,255
APRIL	234,400	7,813
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	838,700	6,989

2026		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	142,800	4,606
FEBRUARY	129,300	4,618
MARCH	150,100	4,842
APRIL	143,000	4,767
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	565,200	4,708

**Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #14
Thursday, April 30, 2026 @ 10:00 AM**

Meeting Minutes

**Prepared by: Gwin, Dobson & Foreman, Inc.
David Santelli, Project Manager
Issued – 5/4/2026**

1. Review Minutes of Previous Meeting & Attendance

- All in attendance confirmed receiving minutes from Progress Meeting #13 (issued 3/30/26) with no issues.
- Attendance sheet attached.

2. Review of Work Progress since Previous Meeting

Lakeland

- Installed Electrical Panels
- Set STR 9A and connected pipe to STR 9
- Connected and tested gravity sewer between STRs 7 - 10
- Continued open cut (rock grinding) and installing gravity sewer from STR 6 to 5B.
- Electrical inspection completed.

Burr East

- Installed conduit per Potomac Edison direction
- Waiting on Potomac Edison to install power pole

Evitt's Run

- Completed most site restoration and paving, waiting in property corners to install fence and finish restoration

Jett Farm

- Established bypass pumping
- Demolished and refurbished pump station
- Installed new pumps and electrical conduit
- Electrical inspection completed.

Moose Lodge

- Mobilized
- Established bypass pumping

3. Planned Work

Lakeland

- Continue open cut (rock grinding) and installing gravity sewer from STR 6 to 5B

Burr East

- Energize and test pump station (pending Potomac Edison work)
- Set residential grinder pump
- Disestablish bypass pumping
- HRI and CTUB to coordinate switchover.

**Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #14
Thursday, April 30, 2026 @ 10:00 AM**

Evitt's Run

- Install property corners
- Complete site restoration

Jett Farm

- Complete electrical work including 3rd party inspection
- Energize and test pump station (pending Potomac Edison work)
- Disestablish bypass pumping

Moose Lodge

- Demolish existing pump station and remove old equipment
 - Refurbish pump station
-
- Manhole lining- Several manholes (Mare, War Admiral, Evitts, etc.) still need to be lined. HRI's lining contractor will be lining active manholes.

4. Field Observations, Problems, Conflicts & Coordination:

- **RFIs**- There have been 25 RFIs received to date, with 0 outstanding.
- **Customer Complaint** – 500 Forrest Street (Eric Addison)
CTUB has received a customer complaint regarding property impacts and concerns related to the lateral connection, including check valve concerns. HRI has been in contact with customer and will coordinate with customer for upcoming work.

5. Status of Construction Schedule & Contract Times

- Change Order No. 04 was approved by DEP on April 17, 2026.
CO No. 04 includes PCO-10A, 10B, 10C, PCO-11, and a 29-day contract time extension related to power relocation delays and AIS compliant pipe support lead times.
- Change Order No. 05 is being completed for review. This will include:
 - PCO 12- Forrest St relocation
 - PCO 13- Washington St. Manholes and relocation around waterline.
 - PCO 14- Bypass pumping and Conduit changes. (a revised version was received on 4/27 and still under review).

Current Contract:

- Contract Status: 491 of 607 days have elapsed.
- Substantial Completion Date: July 17, 2026
- Final Completion Date: August 16, 2026

6. Review of Submittals & Material Deliveries

- There have been 58 submittals, with 0 outstanding.
- Deliveries since last meeting- residential grinder pump and pipe for Moose.
- Upcoming deliveries- Moose fittings, Stainless Fittings, check valves.

**Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #14
Thursday, April 30, 2026 @ 10:00 AM**

7. Maintenance of Quality and Work Standards

- CTUB and Don reported that the work being performed is acceptable.
- DEP was not in attendance but Ed Barker noted he has been in contact with Keith from DEP and reported no issues.

8. Application for Payment

- Pay App. 13 for the work completed in March (3/1–3/31 2026) was received on 4/13/26, reviewed and turned over to CTUB for processing on 4/20/2026. This was board approved on 4/29/2026.

9. Testing

The following testing has been performed and passed:

- 11th St. / Forrest (MH 9-6)
- Jetts yard piping
- Lakeland
- Pipe between MH 9-10

10. Other Pertinent Business

- Customer on Morrison St. questioned HRI about landscaping restoration. HRI was informed they are to review the pre-con video and are responsible for restoring to found condition.
- **First Energy Coordination**
- Ongoing coordination with First Energy for power connections at Burr East, Lakeland, and Moose Lodge.
- Reported backlog may impact schedule and pump station startup.
- **Burr East Pump Station**
- Awaiting permanent power to begin startup and testing.
- Bypass pumping remains active.
- **Moose Lodge Pump Station**
- Bypass pumping established.
- Power disconnect requested; demolition and upgrades to follow.
- **Lakeland / Jett's Farm Pump Stations**
- Lakeland electrical inspection passed; startup coordination ongoing.
- Lakeland access road will need to be refreshed with stone.
- Jett's Farm electrical inspection pending.

**Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #14
Thursday, April 30, 2026 @ 10:00 AM**

11. Future Meeting

- Next progress meeting will be Thursday, May 28, 2026 at 10:00 AM at CTUB Office with Zoom option.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David C. Santelli

David Santelli
Project Manager

5/4/2026

Date

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

Meeting: 14
Date: 4/30/2026

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	David Santelli PM	GD&F	412.289.6875	dsantelli@gdfengineers.com
2.	Colin Cole	CTUB	1304995-6777	CCole@CTUBWV.com
3.	Steven Farias	CTUB	304-261-4416	SFarias@CTUBWV.com
4.	Edie Barker	HRT Super	814 484 8377	ebarker@hrtinc.com
5.	Tisha Bressler	HRI	814-500-8193	tbressler@hrtinc.com
6.	Mitchell Okey	HRI	814-400-2292	mokey@hrtinc.com
7.	Don Pyle	GDF	814-600-8438	dpyle@gdfengineers.com
8.	Travis Markley	CTUB	304-671-1245	tmarkley@CTUBWV.com
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

**CHARLES TOWN UTILITY BOARD
ENGINEER'S REPORT
May 13, 2026**

Water Projects

Chlorine Gas System Replacement

- Project complete. Final invoice approved and paperwork is being processed.

Membrane/GAC Pilot Study

- Pilot study officially started the week of April 20, 2026. GDF and manufacturers were onsite to give operator training. First round of water quality sampling was conducted on April 30, 2026, and sent to certified laboratory. Pilot units have been running well.

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

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

Corrosion Inhibitor Change

- CTUB planned to switch corrosion inhibitors at the end of March 2026. Still waiting on Health Department approval from new Engineer.
- Reason for change is no zinc buildup in system and better product for the hard water source.

Sewer Projects

Collection System Project (RK&K Design)

- HRI has been making good progress with GDF RPR, Don Peglow, onsite. They are operating between 3-4 crews per week. Currently working on Moose Lodge, Burr East, Lakeland and Jett's Farm pump stations and 8" gravity line along 11th and Forrest Streets. Potomac Edison has provided power to Burr East.
- HRI expected to be Substantially Complete in July 2026.
- Change Order upcoming for additional bypass pumping and electrical work at Burr East. First change request was denied by GDF and needs to be revised.

New WWTP Design

- Existing condition H&H modeling is complete. Need to size new structures to run proposed condition. New influent pump station prelim design is complete. Design of new headworks ongoing.
- Currently performing BioWin modeling operating various treatment trains at various flows and water quality conditions to optimize plant size.
- GDF is proposing additional collection system sampling to identify the source and frequency of high ammonia and BOD. Estimated cost is \$120-160K.
- Wetland delineation complete. None present.
- Currently working on new BNR basin and clarifier design.

Tusawilla BNR/MBR Project Upgrade

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

New Maintenance Building

- Project currently out to bid. Prebid meeting was today. Bids due May 22, 2026.
- Cost estimate is about \$1,000,000.

Greenfield Forcemain

- Design complete, final easement received. Need to resubmit the NPDES permit since the RK&K permit has expired. Project will be put out to bid once permit is resolved.
- Cost estimate is about \$1,200,000.

Asbury Church Area Sewer Replacement

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

Flowing Springs Pump Station Upgrade

- Design is approximately 80% complete.
- Project consists of replacing pumps, controls, instrumentation, valves, piping, VFDs, manhole and wet well rehabilitation and other various upgrades including electrical and HVAC.

Asset Management Plan

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

Ammonia Sensors at CTWWTP

- The influent and effluent online continuously monitoring ammonia sensors have been installed and are reading correctly. Microtech tied these signals into SCADA so they can now be trended. These sensors have been very helpful.

CTWWTP SBR Blower Issues

- Blower No. 2 was sent to Excelsior in Blandon, PA, for diagnostics. GDF had call with manufacturer who said blower seems fine. Manufacturer believes root of the problem is the influent control valve. Three (3) new blower inlet control valves were ordered on 5-1-2026 from Beck. Total cost was \$38,707.
- Two (2) new blower thermal mass air flow sensors were ordered on 5-6-2026 to better aid in future blower diagnostics.

Misc.

- GDF has been assisting CTUB with wastewater plant operational issues. It was determined that the SBR splitter box influent weirs needed adjusted and the digester blower setpoints also needed altered. Additional plant-wide water quality testing was also recommended. Both plants are currently operating well.





CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

Regular Meeting

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

Chairman Report



CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

Regular Meeting

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

May 13, 2026

Attachments:

[Board Report 05.13.26.pdf](#)

Totals by Year-Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	6-50	\$120,680.01	\$0.00	\$32,571.86	\$153,251.87
Sewer	6-60	\$64,243.32	\$0.00	\$16,602.00	\$80,845.32
Total Of All Funds:		<u>\$184,923.33</u>	<u>\$0.00</u>	<u>\$49,173.86</u>	<u>\$234,097.19</u>

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	\$120,680.01	\$0.00	\$32,571.86	\$153,251.87
Sewer	60	\$64,243.32	\$0.00	\$16,602.00	\$80,845.32
Total Of All Funds:		<u>\$184,923.33</u>	<u>\$0.00</u>	<u>\$49,173.86</u>	<u>\$234,097.19</u>

This Packet: \$ 234,097.19
 Security Deposit Refunds, checks dated 5/13/2026: 1,739.51

Total: \$ 235,836.70

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
WVAME005		WV AMERICAN WATER	Account Continued				
I2600376	05/01/26	USAGE DATA - 3,281	Open	\$656.20	\$0.00		
Vendor Total:				\$1,936.20			
XYLEM020		XYLEM WATER SOLUTIONS U.S					
26-00213	08/01/25	FLEXBLOC REDUCER	Open	\$300.00	\$0.00		
I2600400	05/13/26	KINGS CROSSING PS	Open	\$15,322.00	\$0.00		
Vendor Total:				\$15,622.00			
Total Purchase Orders: 62 Total P.O. Line Items: 0 Total List Amount: \$234,097.19 Total Void Amount: \$0.00							

Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
METLI005		METLIFE, INC					
P2600178	05/13/26	METLIFE	Open	\$2,335.11	\$0.00		
MIKES005		MIKE SIVIERO					
I2600372	05/13/26	PER DIEM: 4/26 - 5/01/26	Open	\$298.70	\$0.00		
PATRI010		PATRICK KRATOVIL					
I2600373	05/13/26	PER DIEM: 5/17 - 5/18/26	Open	\$102.00	\$0.00		
PATTO005		PATTON BUILDING SERVICES					
I2600361	04/30/26	CLEANING APR	Open	\$533.00	\$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
I2600374	05/05/26	MAR SVCS: AFTER-HRS EMERGENCY	Open	\$357.30	\$0.00		
ROBER025		ROBERT LYNN KERSHNER					
P2600158	05/04/26	SVR CALL CTWWTP-SCREEN PRESS	Open	\$585.00	\$0.00		
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2600149	04/28/26	2015 DUMP TRUCK REPAIR	Open	\$2,801.93	\$0.00		
BACKF005		SPECIALTY VALVE & CONTROLS					
I2600384	04/27/26	BACKFLOW TEST KIT RECERTIFICAT	Open	\$129.00	\$0.00		
STEVE005		STEVEN FARIAS					
I2600395	05/13/26	PER DIEM: 6/03 - 6/04/26	Open	\$54.00	\$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
I2600354	04/27/26	CITGO PROGRAMMING	Open	\$4,140.00	\$0.00		
P2600046	03/12/26	PROGRAMMING FOR FLOW METERS	Open	\$3,155.00	\$0.00		
P2600139	04/23/26	LARGE METERS	Open	\$9,945.00	\$0.00		
P2600160	05/04/26	SAAS FEES	Open	\$28,822.00	\$0.00		
Vendor Total:				\$46,062.00			
THOMA005		THOMAS NALLS					
I2600390	05/13/26	MAY TANK LOT RENT	Open	\$4,154.02	\$0.00		
USBAN005		U.S. BANK					
I2600379	04/30/26	PCARD 9146	Open	\$20,901.79	\$0.00		
USALC010		USALCO, LLC					
I2600362	04/30/26	DELPAC 2500	Open	\$7,952.00	\$0.00		
VITAL005		VITAL SIGNS PLUS					
P2600159	05/04/26	TRUCK DECALS, SEWER STICKERS	Open	\$896.00	\$0.00		
WINCH030		WINCHESTER NOLAND CO.					
I2600363	04/14/26	BLEACH	Open	\$51.48	\$0.00		
WVAME005		WV AMERICAN WATER					
I2600375	04/22/26	SHUTOFFS, RECONNECTS	Open	\$1,280.00	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
CORPO005		CORPORATION OF RANSON	<i>Account Continued</i>				
I2600389	05/13/26	APR UT COLLECTIONS	Open	\$4,944.13	\$0.00		
COYNE005		COYNE CHEMICAL INC					
I2600357	04/23/26	AMMONIUM SULFATE 40% NSF	Open	\$1,586.00	\$0.00		
I2600391	04/30/26	MICRO C2000	Open	\$4,304.40	\$0.00		
P2600151	04/29/26	AMMONIUM SULFATE 40%	Open	\$2,937.60	\$0.00		
Vendor Total:				\$8,828.00			
DERIC005		DERICK TITUS					
I2600394	05/13/26	PER DIEM: 6/03 - 6/04/26	Open	\$54.00	\$0.00		
ENCOV005		ENCOVA INSURANCE					
I2600387	05/03/26	INSTALLMENT	Open	\$3,457.00	\$0.00		
FCIGR005		FCI GROUP LLC					
P2600147	04/28/26	NEW TIRE-MAINTENANCE TRUCK	Open	\$275.72	\$0.00		
P2600152	04/30/26	NEW TIRE - SEWER VEHICLE	Open	\$348.45	\$0.00		
Vendor Total:				\$624.17			
GERAL005		GERALD TAYLOR CO., INC.					
I2600377	04/30/26	PUMP / TRANSPORT	Open	\$1,272.14	\$0.00		
GRIFF005		GRIFFITH ENERGY SERVICES, INC					
I2600365	04/27/26	PROPANE: WTP	Open	\$1,808.46	\$0.00		
I2600366	04/27/26	PROPANE: JOHN RISSLER RD	Open	\$2,115.09	\$0.00		
I2600367	04/27/26	PROPANE: 195 BURNS ST	Open	\$2,709.46	\$0.00		
I2600368	04/27/26	PROPANE: 1708 AUGUSTINE AVE	Open	\$3,354.56	\$0.00		
Vendor Total:				\$9,987.57			
GUTTM005		GUTTMAN ENERGY					
I2600358	04/26/26	W/E 4/26/26	Open	\$2,366.02	\$0.00		
I2600369	05/03/26	W/E 5/03/26	Open	\$2,716.84	\$0.00		
Vendor Total:				\$5,082.86			
INWOO005		INWOOD QUARRY, INC.					
I2600359	04/30/26	C2 PICKUPS: 4/30/26	Open	\$623.93	\$0.00		
I2600370	04/23/26	I10 & C2 PICKUPS: 4/23/26	Open	\$1,635.18	\$0.00		
Vendor Total:				\$2,259.11			
IRONM005		IRON MOUNTAIN, INC					
I2600360	04/30/26	SHREDDING, STORAGE	Open	\$1,762.47	\$0.00		
JEFFE005		JEFFERSON PUBLISHING COMPANY					
I2600378	04/16/26	HYDRNT FLSHNG NOTICE: 4/16/26	Open	\$28.66	\$0.00		
JOHNM010		JOHN MAXEY					
I2600371	05/13/26	PER DIEM: 5/17 - 5/18/26	Open	\$102.00	\$0.00		
JPRFB005		JP & RF BURNS PARTNERSHIP					
I2600392	04/30/26	APR LOADS - 32	Open	\$5,888.00	\$0.00		

Ranges			Item Status	Purchase Types	Misc		
Range: First to Last Rcvd Batch Id Range: First to Last Paid Date Range: 05/13/26 to 06/30/26			Open: N Void: N Paid: Y Held: N Aprv: N Rcvd: N	Bid: Y State: Y Other: Y Exempt: Y	P.O. Type: All Format: Condensed Include Non-Budgeted: Y Prior Year Only: N Vendors: All		
Vendor #		Name					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
3RDTI005		3RD TIME TRUCKING					
I2600380	04/30/26	HAULING	Open	\$330.56	\$0.00		
I2600381	04/23/26	HAULING	Open	\$857.52	\$0.00		
I2600382	04/06/26	HAULING	Open	\$1,158.72	\$0.00		
Vendor Total:				\$2,346.80			
AMERI015		AMERIGAS PROPANE LP					
I2600364	04/28/26	PROPANE: JHS	Open	\$434.05	\$0.00		
ANDRE005		ANDREAS HALE					
I2600393	05/13/26	PER DIEM: 5/31 - 6/05/26	Open	\$374.00	\$0.00		
BIEDL005		BIEDLER'S ELECTRIC MOTOR REPAI					
P2600131	04/23/26	EXPLOSION PROOF MOTOR-CTWWTP	Open	\$907.23	\$0.00		
CHAMP005		CHAMPION OUTPUT SOLUTIONS INC					
I2600385	04/30/26	PRINTING SVCS APR	Open	\$1,202.74	\$0.00		
I2600386	04/30/26	POSTAGE 4 PRINTING SVCS APR	Open	\$3,263.10	\$0.00		
Vendor Total:				\$4,465.84			
CHSTR005		CHS TRAFFIC CONTROL SERVICES I					
P2600165	05/06/26	310 S GEORGE ST - CHURCH MAIN	Open	\$9,910.00	\$0.00		
CITYN005		CITY NATIONAL BANK					
I2600355	05/01/26	LOCKBOX SVCS: APR	Open	\$210.64	\$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2600388	05/13/26	UB COLLECTIONS APR	Open	\$23,473.71	\$0.00		
I2600396	04/16/26	SALARY STUDY REIMBURSEMENT	Open	\$20,000.00	\$0.00		
Vendor Total:				\$43,473.71			
COAST005		COASTTEC					
P2600138	04/23/26	APC POWER SAVING BACKUPS 750	Open	\$404.61	\$0.00		
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
I2600356	05/01/26	MAY 2026 PROFF SVCS	Open	\$7,000.00	\$0.00		
COREM005		CORE & MAIN INC					
P2600078	03/27/26	FOR STEVE W	Open	\$414.62	\$0.00		
P2600088	04/02/26	410, 414, 416 SW ST SEWER	Open	\$3,314.11	\$0.00		
P2600140	04/24/26	202 E WASHINGTON ST	Open	\$6,427.42	\$0.00		
P2600148	04/28/26	MISC SEWER STOCK	Open	\$5,021.82	\$0.00		
P2600153	04/30/26	MATERIAL FOR SEWER JOB-MAINT	Open	\$330.70	\$0.00		
Vendor Total:				\$15,508.67			
CORPO005		CORPORATION OF RANSON					

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CHARLES TOWN UTILITY BOARD

Wednesday, May 13, 2026

Regular Meeting

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

Next Meeting - May 27, 2026 at 4:00 P.M.