CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MAY 27, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of May 13, 2026 Regular Meeting Minutes
   UB Minutes 05.13.26.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/83964029393?pwd=rrlfEeQbkJNHaDASd6Cabfer2Zbatw.1

   Meeting ID:839 6402 9393
   Passcode: 122643
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   b. 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 Jefferson County Parks and Recreation - Request for Sewer Service for Hite Road Park
   Ltr from Parks and Rec.pdf

4. **NEW BUSINESS**

a. Presentation by Paypoint HR on Employee Total Compensation Study
Charles Town CTUB Final Presentation 05.15.26.pdf
b. WV-001 Keyes Ferry Road Tank – New Cingular 5th Lease Amendment
WV-001 Keyes Ferry Road AT-T 5th Amd.pdf
c. WV-004 6th Avenue Tank - New Cingular 1st Lease Amendment
WV-004 6th Avenue AT-T 1st Amd.pdf
d. Collection System Project – Resolution No. 31 – CWSRF No. 1, Pay App No. 14
Collection System Project - Resolution No. 31 - CWSRF No. 1, Pay App No. 14.pdf
e. Collection System Project – Resolution No. 32 – CIF No. 24
Collection System Project - Resolution No. 32 - CIF No. 24.pdf
f. Proposed Collection System Sampling Plan Update from Gwin, Dobson & Foreman
Sampling Plan Board Update 05.13.26.pdf
g. Revised AMEA Template Draft Review - $1,500 Weekly Inspection Cost Limit Amendment / Removal
Draft Redline AMEA - Inspection Section.pdf

5. **MANAGER REPORTS**
   a. Manager Report
   JCWAC Minutes July Sept Oct Nov Jan Feb March.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. May 27, 2026
   Board Report 05.27.26.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - June 10, 2026 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of May 13, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 05.13.26.pdf

Charles Town Utility Board
Regular Board Meeting
May 13, 2026

The Charles Town Utility Board held a regular meeting on May 13, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Patrick Kratovil; and Heidi Parker. Also present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

Duke Pierson 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 29, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the April 29, 2026 regular meeting minutes. Mr. Kratovil abstained from voting since he was not in attendance at that meeting.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the April 29, 2026 regular meeting minutes as presented.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron.

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.**

NEW BUSINESS

Quote for Blower Inlet Valves at Charles Town Wastewater Treatment Plant

Mr. Mantello provided a quote to replace the blower inlet valves at the CTWWTP as recommended by Chris Eckenrode of GDF.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the quote for the blower inlet valves for $38,707.00.**

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.

This item was moved to the end of the meeting.

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

Update on WV PSC Case 26-0366-lRR-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.

This item was moved to the end of the meeting.

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

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the Locust Hill ponds and aerators, the Huntfield street tree root issues in sewer laterals, an electrical issue in the CTWWTP Headworks Building, a new Class II water operator hire at the water plant and the Summit Point service extension.

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

APPROVAL OF BILLS

May 13, 2026

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

Chairman Report

The Chairman had no updates to report.

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.

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.

Update on WV PSC Case 26-0366-lRR-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.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 4:36 P.M. for an update on WV PSC Case 25-1000-LRR-WS-C and 26-0366-IRR-W-C and an ongoing official investigation as listed above.**

The Board convened back into public session at 5:17 P.M.

ADJOURNMENT

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

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 5:18 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, May 27, 2026 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 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 27, 2026

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

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

Attachments:

Ltr from Parks and Rec.pdf

Jefferson County Parks & Recreation

235 Sam Michael's Lane
Shenandoah Junction, WV 25442
304-728-3207
fax 304-728-9746
www.jcprc.org

May 21, 2026

Dear Mr. Mantello,

On behalf of the Jefferson County Parks & Recreation Commission, we are writing to express our interest in exploring the potential extension of public water and sewer infrastructure to James Hite Park.

As one of Jefferson County's largest and most heavily utilized parks, James Hite Park continues to experience increased recreational use, programming opportunities, and long-term planning needs. The availability of water and sewer infrastructure will support existing and future park amenities, improve operational capabilities, enhance visitor services, and help meet the growing recreational demands of our community.

At this time, the Commission is not committing to a specific project or construction timeline. Rather, we are interested in evaluating the feasibility of these infrastructure extensions and exploring opportunities to pursue grant funding, partnerships, and collaborative efforts that could help reduce potential costs and make future improvements more attainable.

The Commission also anticipates pursuing preliminary planning and site engineering efforts to better evaluate the feasibility, costs, and long-term benefits associated with extending these utilities to the park.

The Commission values partnerships with local agencies, utilities, and community stakeholders and believes that continued discussions regarding infrastructure planning may benefit both the park system and the broader community.

We appreciate your consideration and look forward to continued conversations regarding potential opportunities and next steps.

Sincerely,

Jennifer Myers
Director

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

Regular Meeting

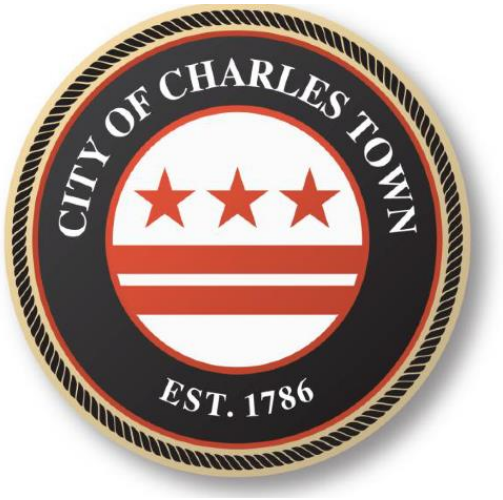
661 South George Street
Charles Town, WV 25414

Presentation by Paypoint HR on Employee Total Compensation Study

Attachments:

Charles Town CTUB Final Presentation 05.15.26.pdf

Paypoint HR
Strategic Compensation Plans by Design



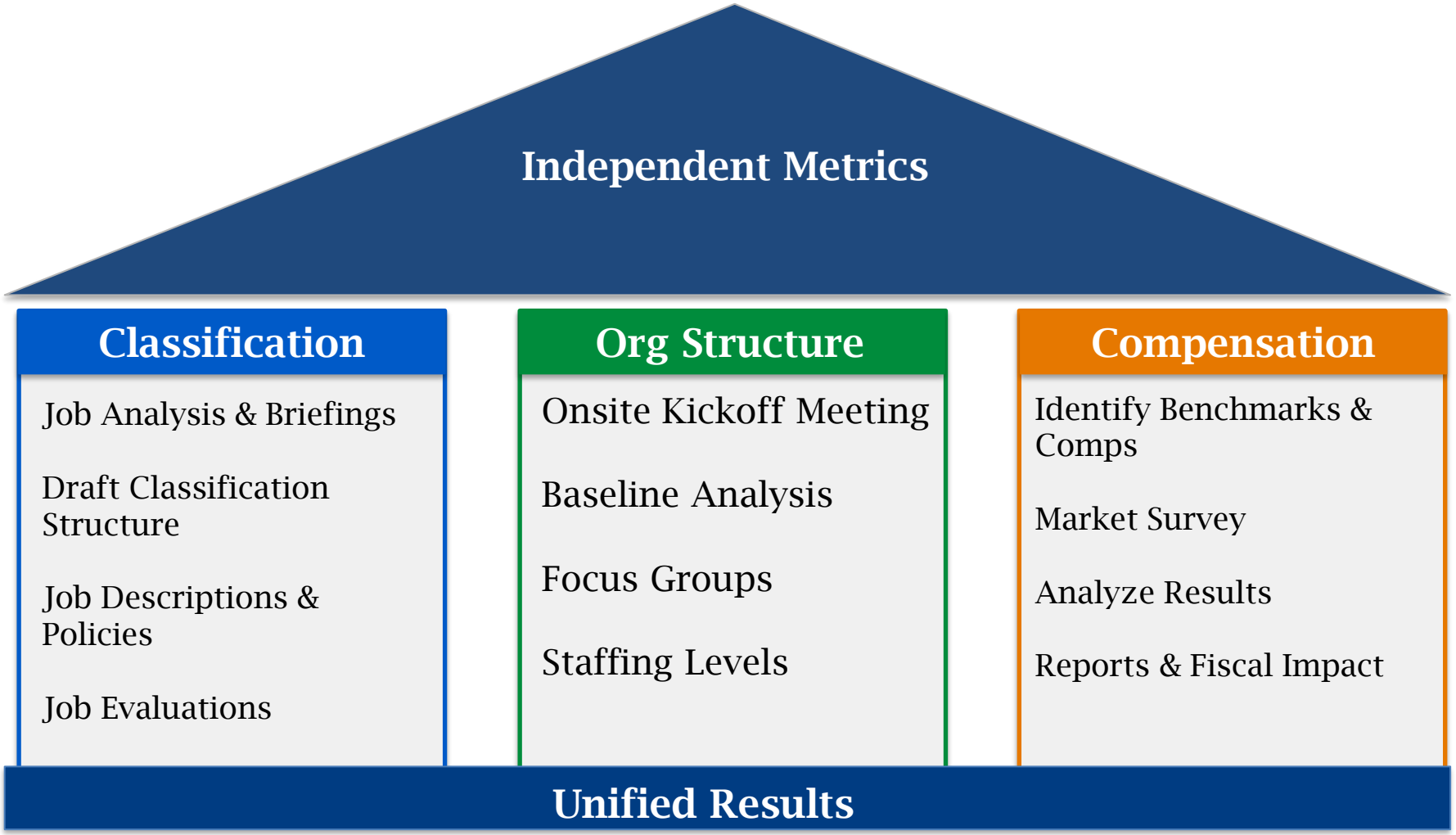
Employee Total Compensation Study

Presentation Outline

1. Project Approach
2. Comparators
3. Benefits
4. Compensable Factor Score
5. External Market – 50th percentile
6. Recommendations
7. Conclusion

1. Project Approach

Project Approach

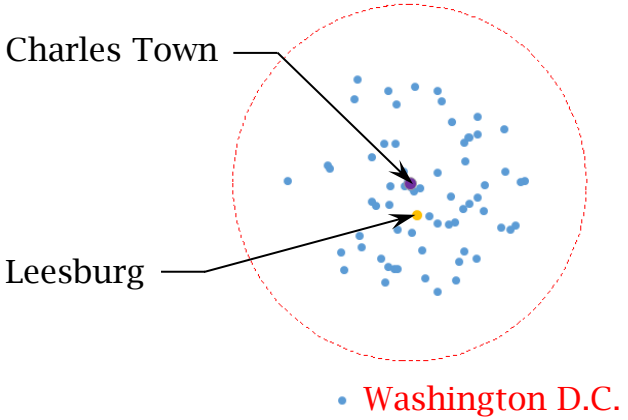


Paypoint HR

2. Comparators

Comparators Factors

- Cost of Living Adjustment
- Labor Force Participation Rate
- Median Household Income
- Median Housing Price
- Unemployment Rate



Respondents (18)

Bridgeport, WV	Brunswick, MD	Clarksburg, WV	Fairfax, VA
Frederick County, VA	Frederick, MD	Front Royal, VA	Herndon, VA
Leesburg, VA	Manassas, VA	Martinsburg, WV	Morgantown Utility Board, WV
New Martinsville, WV	Parkersburg, WV	Poolesville, MD	Thurmont, MD
Washington County, MD	Woodstock, VA		

3. Benefit Summary

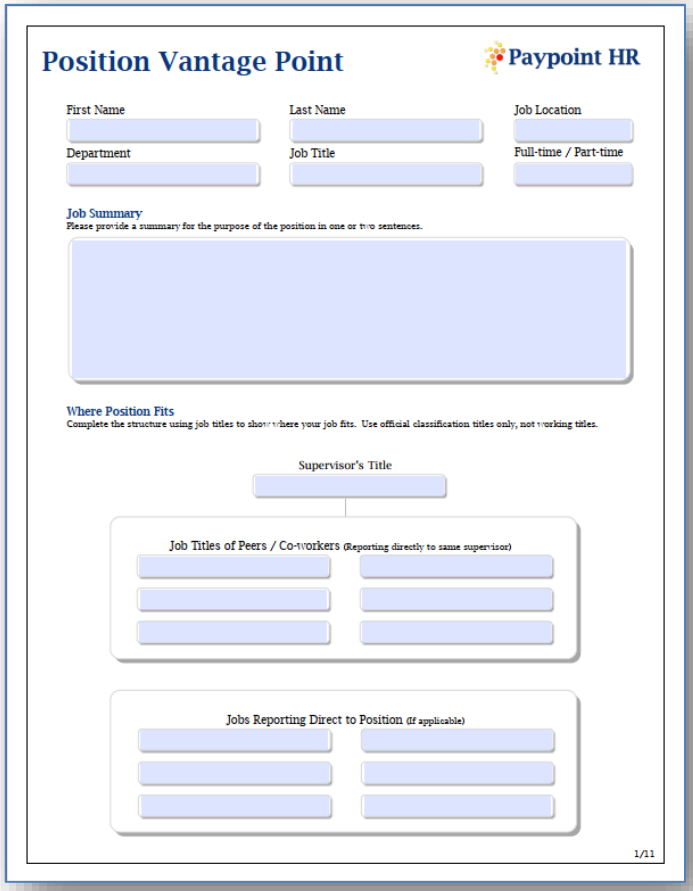
Benefit Analysis Key Findings

- Both Charles Town and CTUB offer medical, dental, and vision benefits similar to market comparators.
- Retirement benefits are in alignment with market peers.

Areas of Improvement

- Provide annual Vacation Leave accrual rates similar to West Virginia and Jefferson County.
- Provide maximum Vacation Leave carry-over limits similar to these organizations.
- Have Charles Town employer contributions to health insurance be aligned with CTUB.

4. Compensable Factor Score



Position Vantage Point

Paypoint HR

First Name | Last Name | Job Location

Department | Job Title | Full-time / Part-time

Job Summary

Please provide a summary for the purpose of the position in one or two sentences.

Where Position Fits

Complete the structure using job titles to show where your job fits. Use official classification titles only, not working titles.

Supervisor's Title

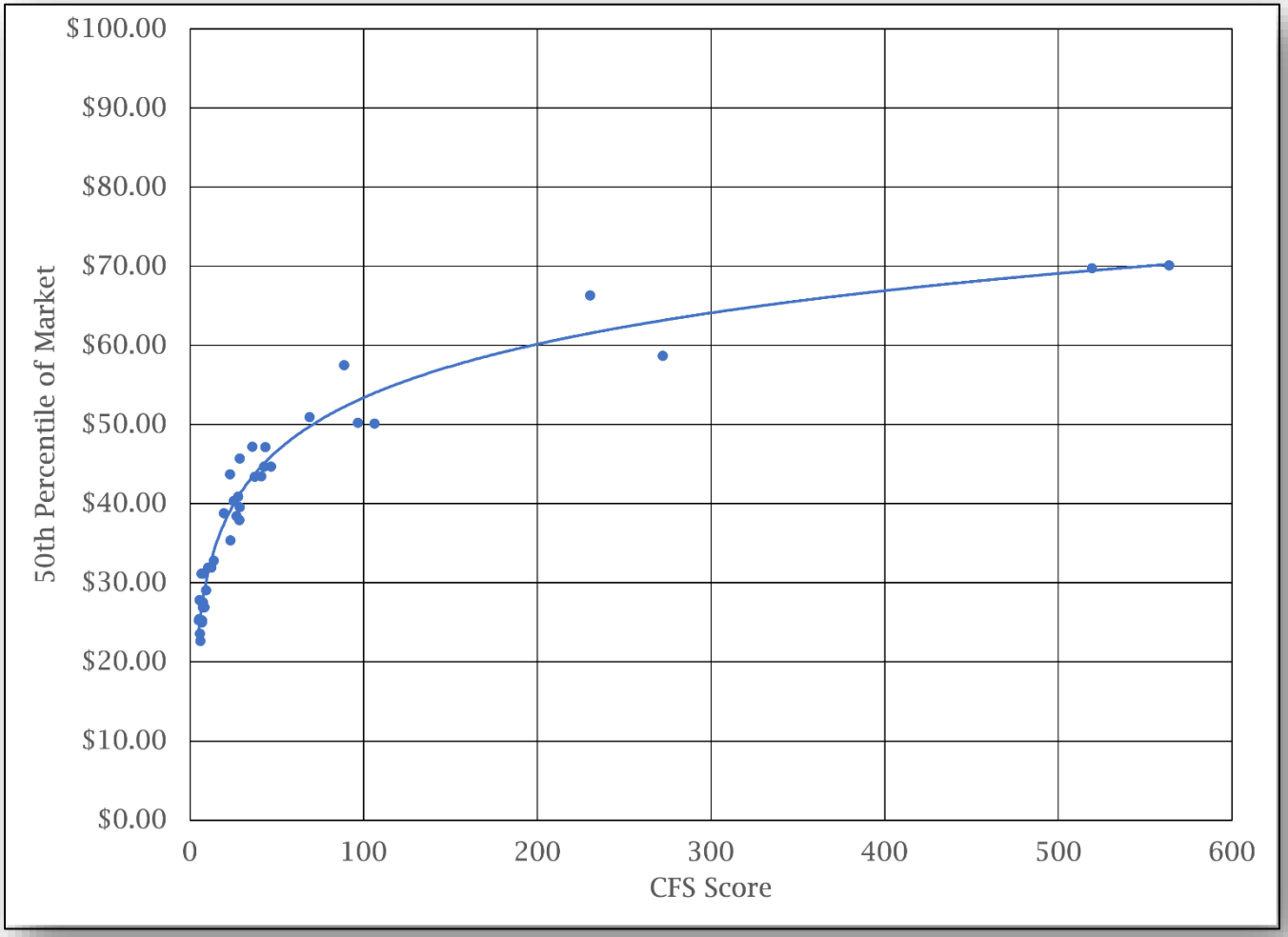
Job Titles of Peers / Co-workers (Reporting directly to same supervisor)

Jobs Reporting Direct to Position (If applicable)

1/11

Job Analysis Questionnaire for understanding job responsibilities and internal equity.

Paypoint HR



95% Correlation between CFS Score (Internal Equity) and Salary from the External Market

Paypoint HR

5. External Market – 50th Percentile

Market Position for City and Departments

- Each job title was examined relative to the 50th percentile (middle) of the market. In other words, the strategic goal: half of the market pays more than Charles Town does, half pay less for each position.

Department	Market Position
CTUB	1.8% below market

Positions Compensated Substantially Below Market (-10% > % Diff)

Utility Maintenance Superintendent	

Positions Compensated Below Market (-10% < % Diff < -5%)

Utility Accounting Clerk III	Wastewater Operator Class I
Utility Administrative Assistant II	Wastewater Operator Class II
Utility Operations Manager	Water Operator Class I
Utility Worker I	Water Operator Class II

6. Recommendations

Salary Scale

- 23 grades and 5.0% between grades
- Min to Max – 75% spread (72.1% market average)
- Minimum wage at $18.00

Grade	Min	Mid	Max
1	$18.00	$24.75	$31.50
2	$18.90	$25.99	$33.08
3	$19.85	$27.29	$34.73
4	$20.84	$28.65	$36.47
5	$21.88	$30.08	$38.29
6	$22.97	$31.59	$40.20
7	$24.12	$33.17	$42.21
8	$25.33	$34.83	$44.32
9	$26.59	$36.57	$46.54
10	$27.92	$38.40	$48.87
11	$29.32	$40.32	$51.31
12	$30.79	$42.33	$53.88
13	$32.33	$44.45	$56.57
14	$33.94	$46.67	$59.40
15	$35.64	$49.00	$62.37
16	$37.42	$51.45	$65.49
17	$39.29	$54.03	$68.76
18	$41.26	$56.73	$72.20
19	$43.32	$59.56	$75.81
20	$45.49	$62.54	$79.60
21	$47.76	$65.67	$83.58
22	$50.15	$68.95	$87.76
23	$52.65	$72.40	$92.15

Paypoint HR

Salary Recommendations – 50th Percentile (Estimate)

1. Raise the salary of 3 positions that are below grade minimum, first, at a cost of $3,491.

2. Raise the salary of 1 position that is substantially below market, second, at a cost of $11,243.

3. Raise the salary of 10 positions that are below market, third, at a cost of $50,115.

4. Raise the salary of 1 position that is experiencing compression, fourth, at a cost of $680.

5. No change is recommended for positions above market except to bring to new grade minimum.

Options (Estimate)

City

50th Percentile – 24 positions impacted, $101,386

55th Percentile – 31 positions impacted, $258,477

60th Percentile – 36 positions impacted, $392,872

65th Percentile - 39 positions impacted, $583,482

CTUB

50th Percentile – 14 positions impacted, $64,489

55th Percentile – 20 positions impacted, $120,806

60th Percentile – 27 positions impacted, $224,977

65th Percentile - 30 positions impacted, $376,453

7. Conclusion

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

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

WV-001 Keyes Ferry Road Tank – New Cingular 5th Lease Amendment

Attachments:

WV-001 Keyes Ferry Road AT-T 5th Amd.pdf

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

LESSEE Site ID: 10007945/Charlestown_WS-41965

FIFTH AMENDMENT TO REAL PROPERTY LEASE AGREEMENT

Site Name/Location: **The City of Charles Town – WV-001 Keyes Ferry Road**
475 Keyes Ferry Road, Jefferson County, West Virginia

This Fifth Amendment to Real Property Lease Agreement (the "Fifth Amendment"), dated as of _____, 2026, is made and entered into by and between New Cingular PCS, LLC ("Lessee"), a Delaware limited liability company, successor in interest to Southwestern Bell Mobile Systems, Inc. having a mailing address at 1025 Lenox Park Blvd NE, 3rd Floor, Atlanta, Georgia 30319; and the City of Charles Town ("Lessor"), a municipal corporation, with an address at 101 East Washington Street, Charles Town, West Virginia 25414.

RECITALS

WHEREAS Lessor and Lessee are parties to that Lease dated as of July 17, 1992 (the "Lease") pursuant to which Lessee is leasing from Lessor space on Lessor's water tank (the "Tank") and within Lessor's Property located off Keyes Ferry Road, Charles Town, West Virginia for the purposes of operating certain communications antennas and related equipment thereat (collectively the "Premises"); and

WHEREAS Lessor and Lessee are parties to that First Amendment to Real Property Lease dated as of March 2, 2009 (the "First Amendment") whereby Lessee extended the Term of the Agreement and modified the configuration of its antennas and equipment at the Premises and within the Property in accordance with the terms of the Lease and First Amendment, and Lessor was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS Lessor and Lessee are parties to that Second Amendment to Real Property Lease dated as of August 26, 2015 (the "Second Amendment") whereby Lessee modified the configuration of its antennas and equipment at the Premises and within the Property in accordance with the terms of the Lease and Second Amendment, and Lessor was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS Lessor and Lessee are parties to that Third Amendment to Real Property Lease dated as of July 26, 2018 (the "Third Amendment") whereby Lessee modified the configuration of its antennas and equipment at the Premises and within the Property in accordance with the terms of the Lease and Third Amendment, and Lessor was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS Lessor and Lessee are parties to that Fourth Amendment to Real Property Lease dated as of December 18, 2019 (the "Fourth Amendment") whereby Lessee modified the configuration of its antennas and equipment at the Premises and within the Property in accordance with the terms of the Lease and Third Amendment, and Lessor was amenable to such changes in configuration in accordance with the terms thereof; and

WHEREAS, Lessee desires to change the configuration of its antennas and related equipment at the Premises and within the Property in accordance with the terms hereof; and

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

Exhibit 1 to the Lease is hereby deleted in its entirety, and is being replaced with the new **Exhibit 1-5**, the Co-Location Application and the Lessee approved Construction Drawings, to the Lease.

Paragraph 3 of the Fourth Amendment is hereby deleted in its entirety and the following Paragraph 3 is hereby incorporated into the Lease in lieu thereof:

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

3. **Rent.** In consideration of Lessor's consent to the equipment modifications referenced in Exhibit 1-5 of this Fifth Amendment, the monthly rent is hereby affirmed to be Two Thousand Seven Hundred Eighty-Seven Dollars and Fifty-Two Cents ($2,787.52) (the "Rent"), payable at the address set forth above. The annual Rent for each succeeding year throughout the term shall be increased per the terms of the Lease beginning on August 1, 2026.

Except as expressly amended herein, the terms and provisions of the Lease and any subsequent amendments thereto shall remain in full force and effect. Capitalized terms not otherwise defined herein shall have the meanings ascribed to such terms in the Lease.

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

IN WITNESS WHEREOF, the parties have executed this Fourth Amendment as of the day and year first above written.

Witness

DocuSigned by:
Shannon Powers
D3AD8B434796436...

Print Name: Shannon Powers

LESSEE:

New Cingular Wireless, LLC
a Delaware limited Liability company

By: AT&T Mobility Corporation
Its: Manager

Signed by:
By: Sandi Beaulieu
C5B16D672F5F429...

Name: Sandi Beaulieu

Title: Sr. Real Estate & Construction Manager

Witness

_____

Print Name: _____

LESSOR:

CITY OF CHARLES TOWN
a Municipal Corporation

By: _____

Name: _____

Title: _____

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

LESSEE Site ID: 10007945/Charlestown_WS-41965

EXHIBIT 1-5

CO-LOCATION APPLICATION OF LESSEE

[See Attached Co-location Application of Lessee – 5 Pages]

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

☐ NEW LEASE	☑ AMENDMENT TO EXISTING LEASE	☐ ANCHOR TENANT	☐ RECONTRACT	INTERNAL USE ONLY	
				APP VERSION #	2
				LEASE #	5
				AMENDMENT #	5

PLEASE RETURN THIS APPLICATION VIA EMAIL TO:			
Wireless Networks Group, Inc. 1011 Holden Road Frederick, Maryland 21701-3437 Attn: Michael Hofe	E-Mail: mhofe@wirelessnetworksgroup.com Phone: 301-667-0001	Charles Town Site Number:	WV-001 (Elevated Tank)
		Charles Town Site Name:	Keyes Ferry Road
		Application Date:	12/2/2025
		Revision Dates:	3/5/2026
		OPS Approval:	4/28/2026

APPLICANT / CARRIER INFORMATION

Carrier Name:	AT&T	**Contact Name:**	Sean Morgan
Carrier Site Number:	10007945	**Contact Number:**	773-569-1717
Carrier Site Name:	CHARLESTOWN	**Contact Fax:**	N/A
Carrier Legal Entity Name:	AT&T Mobility	**Contact Address:**	7150 Standard Drive, Suite B Hanover, MD 21076
State of registration:	Delaware		
Type of entity (LP, LLC, Corp) d/b/a (If applicable)	LLC		
Notice Address for Lease:	1362 Mellon Road Hanover, MD 21076	**Contact E-mail:**	Sean.Morgan@us.amentum.com
With copies to:	1362 Mellon Road Hanover, MD 21076	**Additional E-mail:**	N/A
Carrier Invoice Address:	575 Morosgo Dr., Atlanta, GA 30324	**Desired Install Date:**	6/1/2026
Carrier Invoice Contact - Name, Title, Phone No.		**Carrier NOC#**	

ADDITIONAL CONTACT INFORMATION

Leasing Contact Name/Number:	Sean Morgan / 773-569-1717
RF Contact Name/Number:	Guarev Bell / 410-564-0547
Construction Contact Name/Number:	Jim Cerminaro Jr. / Project Manager / James.Cerminaro1@us.amentum.com / 305-781-4384
Emergency Contact Name/Number:	Jackson Clark / 571-382-8720

SITE INFORMATION

Latitude:	39.292967	N	**Existing Structure Type:**	Water Tank
Longitude:	-77.832567	W	**Existing Structure Height:**	106'
Site Address:	475 Keyes Ferry Rd., Charles Town, WV 25414			

FREQUENCY/TECHNOLOGY INFORMATION

Type of Technology for all equipment (i.e., 3G, LTE, CMDA, MW, WiFi, TV, etc.)		5G, LTE
TX Frequency (MHz)	Licensed	B5-869-894, B12-729-746, B14-758-768, B25-1930-1995, B30-2350-2360, B66-2110-2200, B77D-3700-3980, B77G-3450-3550
RX Frequency (MHz)	Licensed	B5-824-849, B12-699-716, B14-788-798, B25-1850-1915, B30-2305-2315, B66-1710-1780, B77D-3700-3980, B77G-3450-3550
Tenants using an unlicensed band must provide exact Frequency Channels and Call Sign(s) to be utilized. (Providing the band range only will not be accepted.)		N/A

PLEASE PROVIDE A BRIEF DESCRIPTION OF GENERAL SCOPE OF WORK

Remove existing antennas, RRH's & TMA's in all sectors. Reuse existing DC, Fiber, RET and Coax trunks. Install (9) new antennas, install (12) new RRHs, install (2) new Diplexers, install (3) new Raycap's. New RRH's, Diplexer's and Raycap's will now be installed on a mast pipe in each sector and not on the catwalk side of the handrails as currently installed.
Install associated support equipment at ground level and on existing LTE cabinet inside existing equipment shelter. Remove / re-route / install all necessary coaxial cables, jumpers, fiber and DC cables routed from equipment cabinet on ground level to top of tower.

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

EXISTING EQUIPMENT Applicant's Existing Equipment Configuration and Specifications										
Equipment Type (ex: panel, TMA, RRU)	**RAD (feet)**	**Mount Height (feet)**	**Mount Type**	**Equip Qty**	**Equipment Manufacturer**	**Equipment Model #**	**Equip Dim (HxWxD) (ft or in)**	**Equip Weight (lbs)**	**Az**	**Remain**
Panel	136	136	Platform (handrail)	3 (1/Sector)	Kathrein	80010121	57.8 x 10.3 x 5.9	50.7	334,115 , 225	No
Panel	136	136	Platform (handrail)	2	CCI	BSA-M65R-BUU-H6	72 X 28.5 X 9.7	101	334	No
Panel	137	137	Platform (handrail)	2 (1/Sector)	COMMSCOPE	NNH4-65C-R6	96 x 19.6 x 7.1	98	115, 225	No
Panel	137	137	Platform (handrail)	2 (1/Sector)	CCI	OPA-65R-LCUU-H8	92.8 x 14.4 x 7.3	64.3	115, 225	No
RRU	136	136	Platform (handrail)	4	Nokia	AHNA	13.25 x 12.05 x 5.51	34.17	334,11 5,225	No
RRU	136	136	Platform (handrail)	4	Nokia	AHLBA	22.04 x 12.13 x 6.96	77.16	334,115 ,225	No
RRU	136	136	Platform (handrail)	4	Nokia	AHFIB	22.04 x 12.12 x 5.86	66.13	115, 225	No
TMA	136	136	Platform (handrail)	6	Powerwave	LGP21401	14 x 7 x 2.7	17.5	334/115 /225	No
Raycap	136	136	Platform (handrail)	2	Raycap	FC12-PC6-10E	7" x 22" x 19"	32		No
Raycap	136	136	Platform (handrail)	6 (2/Sector)	Raycap	DC2-48-60-0-9E	18.28" x 10.24" x 31.4"	16	334,115 ,225	No
RET	136	136	Platform (handrail)	6 (2/Sector)	Kathrein	86010025	5.9' x 2.4" x 2"	1.16	334,115 ,225	No

EXISTING LINES Applicant's Existing Lines and Specifications					
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Remain**	**Comments:**
Coax	7/8"	12		Yes	
RET Home Run Cable	3/8"	3		Yes	
Fiber	.40"	3		Yes	RFFT-48SM-001
DC Power	1.13"	9		Yes	WR-VGCO43PR

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

PROPOSED EQUIPMENT Applicant's Proposed Equipment Configuration and Specifications									
Equipment Type (ex: panel, TMA, RRU, ice shields)	**RAD (feet)**	**Mount Height (feet)**	**Mount Type**	**Equip Qty**	**Equipment Manufacturer**	**Equipment Model #**	**Equip Dim (HxWxD) (ft or in)**	**Equip Weight (lbs)**	**Azimuth**
PANEL	136	136	Pipe Mount	1	CCI	BSA33R BU8B	95.9" x 28.5" x 9.7"	153.4	334
PANEL	136	136	Pipe Mount	2 (1/Sector)	Cellmax	CMA-UBTULBULBHHP-6517-1 7-21-21	96" x 16" x 6"	82	115, 225
PANEL	136	136	Pipe Mount	3 (1/Sector)	Ericsson	AIR 6472 B77G B77M	36.3 x 15.8" x 9.3"	77	334, 115, 225
PANEL	136	136	Pipe Mount	1	CCI	BSA33R-BU8B	95.9" x 28.5" x 9.7"	153.4	334
PANEL	136	136	Pipe Mount	2 (1/Sector)	Cellmax	120726	96" x 24" x 8.1"	70	115, 225
RRH	136	136	Pipe Mount	2	ERICSSON	4490 B5 / B12A	15.1" x 17.5" x 6.8"	68	334
RRH	136	136	Pipe Mount	2	ERICSSON	4494 B14 / B29	15.12" x 17.48" x 5.63"	57.2	334
RRH	136	136	Pipe Mount	2	ERICSSON	4890 B25 / B66	15.1 x 17.5" x 6.9"	68	334
RRH	136	136	Pipe Mount	2 (1/Sector)	ERICSSON	4490 B5 / B12A	15.1" x 17.5" x 6.9"	68	115, 225
RRH	136	136	Pipe Mount	2 (1/Sector)	ERICSSON	4494 B14 / B29	15.12" x 17.48" x 5.63"	57.2	115, 225
RRH	136	136	Pipe Mount	2 (1/Sector)	ERICSSON	4890 B25 / B66	15.1" x 17.5" x 6.9"	68	115, 225
Diplexer	136	136	Pipe Mount	2	ANDREW	SDX192Q-43	4.1" x 6.9" x 2.9"	6.2	334
Raycaps	136	136	Pipe Mount	3 (1/Sector)	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28" x 9.66"	28.7	334, 115, 225

PROPOSED LINES Applicant's Proposed Lines and Specifications				
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Comments:**
Coax	7/8"	12		From Existing Load
RET Home Run Cable	3/8"	3		From Existing Load
Fiber	0.4"	3		From Existing Load
DC Power	1.13"	9		From Existing Load

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

PROPOSED FINAL CONFIGURATION TOTALS	
EQUIPMENT TYPE	TOTAL
Panel Antennas	9
Omni/Whip Antennas	0
RRU	12
TMA	0
Diplexer / Triplexer	2
Bias T	
Surge Suppressor	
MW Dish	
Ice Shield	
ODU	
Filter	
Combiner	
Junction Box	
RET	
Equipment Cabinets	
Other (Please specify)	
Other (Please specify)	
Other (Please specify) DC9-48-60-24-8C	3
Other (Please specify)	
Other (Please specify)	

PROPOSED FINAL CONFIGURATION TOTALS	
LINE TYPE	TOTAL
Coax	12
Hybrid	
CAT5	
DC/Power	9
RET	3
Fiber	3

ADDITIONAL EQUIPMENT INFORMATION

- RRUs, TMAs and ODUs are required to be installed directly behind the antennas / MW dish. Otherwise there will be an additional charge.
- All equipment lines are required to be installed inside the tower when space is available. Carriers will be charged an additional $25.00 per line per month if equipment lines are installed on the outside of the tower even though there is available space inside the tower. Charles Town must approve any installation of lines on the outside of the tower.
- All tenant equipment must be installed within one continuous 10 ft vertical envelope. Exceeding this vertical space will be subject to additional rent.

GROUND / INTERIOR SPACE REQUIREMENTS						
Total Ground / Interior Area Dimensions: **L' x W' = Total Square Feet Required**	12 X 16	(Including all Equipment (i.e., Shelter, Equipment Platform or Pad, Generator Pad, Generator Fuel Tank Pad, Antenna Sleds, etc. – provide details below)				
Cabinet Area Dimensions (Pad/Platform)	X	Cabinet Installation Type				
Shelter Pad Dimensions	X	Shelter Manufacturer				
Rooftop Antenna Total Area Required	X	Antenna Sled Dimensions (per sector)	X	Antenna Wall Mount Dimensions (per sector)	X	

EQUIPMENT CABINET REQUIREMENTS (Required for rooftops or Charles Town interior space)					
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Equipment Cabinet Comments					

GENERATOR REQUIREMENTS					
Generator Required?:		Generator Fuel Type		Generator Size	
Generator Pad Dimensions			Generator Manufacturer		
Generator Fuel Tank Pad Dimensions			Fuel Tank Manufacturer		

AC POWER REQUIREMENTS			
Meter Type	Existing Tenant Meter	Estimated Monthly Utility Usage Amount	
Voltage	120/240	Total Amperage	200

FIBER / BACKHAUL					
Fiber Installation Status	Existing (No Change)	Fiber Provider			
Cable Type	Fiber	Number of Points of Entry		Conduit/Riser Size (in inches)	

STRUCTURAL ANALYSIS DETAILS			
Structural Hardcopies Required?	Yes 1	If wet seals required, please provide address:	

ADDITIONAL COMMENTS

Docusign Envelope ID: 6EC4E3B1-CAB7-82AA-8114-4636679809F1

EXHIBIT 1-5 (con't)

LESSEE APPROVED CONSTRUCTION DRAWINGS

[See Attached Construction Drawings – 24 Pages]

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

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

WV-004 6th Avenue Tank - New Cingular 1st Lease Amendment

Attachments:

WV-004 6th Avenue AT-T 1st Amd.pdf

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

TENANT Site ID: Charles Town FA #12737270

FIRST AMENDMENT TO LICENSE AGREEMENT

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

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

RECITALS

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

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

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

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

2. **Rent.** In consideration of Licensor's consent to the equipment modifications referenced in Exhibit B-1 of this First Amendment, the current monthly Rent is hereby affirmed for the current year of the Term of the Agreement expiring August 9, 2026, and is Three Thousand Four Hundred Seventy-Nine Dollars and Eight Cents ($3,479.08). The annual rent for each succeeding year throughout the term is also hereby affirmed and shall be increased by three percent (3%) of the previous year's rent beginning on August 10, 2026, and each August 10 thereafter.

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

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

SIGNATURES NEXT PAGE

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

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

Witness

DocuSigned by:
Shannon Powers
D3AD8B434796436...

Print Name: Shannon Powers

LICENSEE:

NEW CINGULAR WIRELESS PCS, LLC
a Delaware limited liability company

By: AT&T Mobility Corporation
Its: Manager

Signed by:
By: Sandi Beaulieu
C5B16D672F5F429...

Name: Sandi Beaulieu

Title: Sr. Real Estate & Construction Manager

Date: 20 May 2026 | 12:37:22 EDT

Witness

_____

Print Name: _____

LICENSOR:

CITY OF CHARLES TOWN
a Municipal Corporation

By: _____

Name: _____

Title: _____

Date: _____

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

TENANT Site ID: Charles Town FA #12737270

EXHIBIT B-1

LICENSOR APPROVED CO-LOCATION APPLICATION OF LICENSEE
TEN (10) PAGES

[See Attached Licensor Approved Co-location Application of Licensee]

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

☐ NEW LEASE ☑ AMENDMENT TO EXISTING LEASE ☐ ANCHOR TENANT ☐ RECONTRACT

INTERNAL USE ONLY	
APP VERSION #	2
LEASE #	19
AMENDMENT #	1

PLEASE RETURN THIS APPLICATION VIA EMAIL TO:

Wireless Networks Group, Inc.
1011 Holden Road
Frederick, Maryland 21701-3437
Attn: Michael Hofe
E-Mail: mhofe@wirelessnetworksgroup.com
Phone: 301-667-0001

Charles Town Site Number:	WV-004 (Elevated Tank)
Charles Town Site Name:	6th Avenue
Application Date:	12/11/2025
Revision Dates:	4/28/2026 - Correct Existing and Proposed Loading to match SA.
OPS Approval:	4/28/2026

APPLICANT / CARRIER INFORMATION

Carrier Name:	AT&T	**Contact Name:**	Sean Morgan
Carrier Site Number:	12737270	**Contact Number:**	773-569-1717
Carrier Site Name:	RANSON	**Contact Fax:**	N/A
Carrier Legal Entity Name:	New Cingular Wireless PCS, LLC	**Contact Address:**	7150 Standard Drive, Suite B Hanover, MD 21076
State of registration:	Delaware		
Type of entity (LP, LLC, Corp) d/b/a (If applicable)	LLC		
Notice Address for Lease:	New Cingular Wireless PCS, LLC Attn: Network Real Estate Administration Re: Cell Site #: 6074; Cell Site Name. NSB RANSON. BDNID - BDN_COV_WABA_334(WV) Fixed Asset #: 12737270	**Contact E-mail:**	Sean.Morgan@us.amentum.com
With copies to:	New Cingular Wireless PCS, LLC Attn.: Legal Dept - Network Operations Re: Cell Site #:6074; Cell Site Name: NSB RANSON. BDNID - BDN_COV_WABA_334 (WV) Fixed Asset#: 12737270	**Additional E-mail:**	N/A
Carrier Invoice Address:	New Cingular Wireless PCS, LLC Attn: N. R.	**Desired Install Date:**	6/1/2026
Carrier Invoice Contact - Name, Title, Phone No.	New Cingular Wireless PCS, LLC	**Carrier NOC#**	

ADDITIONAL CONTACT INFORMATION

Leasing Contact Name/Number:	Sean Morgan / 773-569-1717
RF Contact Name/Number:	Guarev Bell / 410-564-0547
Construction Contact Name/Number:	Jim Cerminaro Jr. / Project Manager / James.Cerminaro1@us.amentum.com / 305-781-4384
Emergency Contact Name/Number:	Jackson Clark / 571-382-8720

SITE INFORMATION

Latitude:	39.298428	N	**Existing Structure Type:**	Water Tank (Elevated)
Longitude:	-77.857892	W	**Existing Structure Height:**	94'
Site Address:	215 East 6th Avenue, Ranson, WV 25438			

FREQUENCY/TECHNOLOGY INFORMATION

Type of Technology for all equipment (i.e., 3G, LTE, CMDA, MW, WiFi, TV, etc.)		5G, LTE
TX Frequency (MHz)	Licensed	B5-869-894, B12-729-746, B14-758-768, B25-1930-1995, B30-2350-2360, B66-2110-2200, B77D-3700-3980, B77G-3450-3550
RX Frequency (MHz)	Licensed	B5-824-849, B12-699-716, B14-788-798, B25-1850-1915, B30-2305-2315, B66-1710-1780, B77D-3700-3980, B77G-3450-3550
Tenants using an unlicensed band must provide exact Frequency Channels and Call Sign(s) to be utilized. (Providing the band range only will not be accepted.)		

PLEASE PROVIDE A BRIEF DESCRIPTION OF GENERAL SCOPE OF WORK

This is a 2 Sector Water Tank. Remove 4 panel antennas (2/Sector). Install 4 new panel antennas for a total of 8 panel antennas. Remove 8 RRH's (4/Sector), Install 8 New RRH's (4/Sector). Continue to reserve for 2 additional RRH's (1/Sector).

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EXISTING EQUIPMENT Applicant's Existing Equipment Configuration and Specifications										
Equipment Type (ex: panel, TMA, RRU)	RAD (feet)	Mount Height (feet)	Mount Type	Equip Qty	Equipment Manufacturer	Equipment Model #	Equip Dim (HxWxD) (ft or in)	Equip Weight (lbs)	Az	Remain
Panel	77	77	Platform (handrail)	4	CCI	TPA-45R-KU8AA-K	98.7 x 15.4 x 8.2	79.4	0	Yes
Panel	77	77	Platform (handrail)	4	CCI	TPA-45R-KU8AA-K	98.7 x 15.4 x 8.2	79.4	110	No
RRU	77	77	Platform (handrail)	1	AirScale	Dual RRH 4T4R B12/14 320W AHLBA	28.7 X 15.3 x 9.4	101.4	0	No
RRU	77	77	Platform (handrail)	1	AirScale	Dual RRH 4T4R B12/14 320W AHLBA	28.7 X 15.3 x 9.4	101.4	110	No
RRU	77	77	Platform (handrail)	1	AirScale	Dual RRH 4T4 RB25/66 320W AHFIB	28.7 X 15.3 x 9.4	88.2	0	No
RRU	77	77	Platform (handrail)	1	AirScale	Dual RRH 4T4 RB25/66 320W AHFIB	28.7 X 15.3 x 9.4	88.2	110	No
RRU	77	77	Platform (handrail)	1	AirScale	RRH 4T4R B30 1000W AHNA	13.2 x 11.8 x 4.7	30.8	0	No
RRU	77	77	Platform (handrail)	1	AirScale	RRH 4T4R B30 1000W AHNA	13.2 x 11.8 x 4.7	30.8	110	No
RRU	77	77	Platform (handrail)	1	AirScale	RRH 4T4R B5 160W AHCA	13.3x11.6x6.5 in	30.8	0	No
RRU	77	77	Platform (handrail)	1	AirScale	RRH 4T4R B5 160W AHCA	13.2x11.8x4.7 in	30.8	110	No
Squid	77	77	Platform (handrail)	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	28.7	0	Yes
Squid	77	77	Platform (handrail)	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	27.7	110	Yes
RRH	77	77	Platform (handrail)	1	Airscale	RRH-AWS band shared with another band	NA	NA	0	Reserve
RRH	77	77	Platform (handrail)	1	Airscale	RRH-AWS band shared	NA	NA	110	Reserve

EXISTING LINES Applicant's Existing Lines and Specifications					
Line Type	Line Size (Inches)	Total # of Lines	Coax interior or exterior (for monopoles)	Remain	Comments:
Fiber	3/8	2		Yes	
DC Power	13/16	6		Yes	

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

PROPOSED EQUIPMENT Applicant's Proposed Equipment Configuration and Specifications									
Equipment Type (ex: panel, TMA, RRU, ice shields)	RAD (feet)	Mount Height (feet)	Mount Type	Equip Qty	Equipment Manufacturer	Equipment Model #	Equip Dim (HxWxD) (ft or in)	Equip Weight (lbs)	Azimuth
Panel	77	77	Platform (handrail)	2	CCI	TPA-45R-KU88A-K	98.7 x 15.4 x 8.2	67.6	0
Panel	77	77	Platform (handrail)	2	CCI	TPA-45R-KU88A-K	98.7 x 15.4 x 8.2	67.6	110
Panel	77	77	Platform (handrail)	1	Ericsson	AIR 6419 B77D	30.39 x 15.86 x 8.07	81.57	0
Panel	77	77	Platform (handrail)	1	Ericsson	AIR 6419 B77D	30.39 x 15.86 x 8.07	81.57	110
Panel	77	77	Platform (handrail)	1	Ericsson	AIR 6419 B77G	28.2 x 16 x 7.2	66.14	0
Panel	77	77	Platform (handrail)	1	Ericsson	AIR 6419 B77G	28.2 x 16 x 7.2	66.14	110
RRH	77	77	Platform (handrail)	1 / 1	Ericsson	4478 B14	18.1 x 13.4 x 8.26	59.4	0, 110
RRH	77	77	Platform (handrail)	1 / 1	Ericsson	4490 B5 / B12A	16.53 x 13.46 x 6.29	47.39	0, 110
RRH	77	77	Platform (handrail)	1 / 1	Ericsson	4415 B30	18.1 x 13.4 x 8.26	59.4	0, 110
RRH	77	77	Platform (handrail)	1 / 1	Ericsson	4890 B25 / B66	19.57 x 15.75 x 12.09	71	0, 110
Squid	77	77	Platform (handrail)	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	28.7	0
Squid	77	77	Platform (handrail)	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	28.7	110
RRH	77	77	Platform (handrail)	2	Ericsson	Reserve RRH	NA	NA	NA

PROPOSED LINES Applicant's Proposed Lines and Specifications				
Line Type	Line Size (Inches)	Total # of Lines	Coax interior or exterior (for monopoles)	Comments:
Coax				
RET Home Run Cable				
Fiber	3/8	2		
DC Power	13/16	6		

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

PROPOSED FINAL CONFIGURATION TOTALS	
EQUIPMENT TYPE	TOTAL
Panel Antennas	8
Omni/Whip Antennas	
RRU	10
TMA	
Diplexer / Triplexer	
Bias T	
Surge Suppressor	
MW Dish	
Ice Shield	
ODU	
Filter	
Combiner	
Junction Box	
RET	
Equipment Cabinets	1
Other (Please specify) DC9 Squid	2
Other (Please specify) Generator	1
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	

PROPOSED FINAL CONFIGURATION TOTALS	
LINE TYPE	TOTAL
Coax	
Hybrid	
CAT5	
DC/Power	6
RET	
Fiber	2

ADDITIONAL EQUIPMENT INFORMATION
• RRUs, TMAs and ODUs are required to be installed directly behind the antennas / MW dish. Otherwise there will be an additional charge. • All equipment lines are required to be installed inside the tower when space is available. Carriers will be charged an additional $25.00 per line per month if equipment lines are installed on the outside of the tower even though there is available space inside the tower. Charles Town must approve any installation of lines on the outside of the tower. • All tenant equipment must be installed within one continuous 10 ft vertical envelope. Exceeding this vertical space will be subject to additional rent.

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

GROUND / INTERIOR SPACE REQUIREMENTS							
Total Ground / Interior Area Dimensions: **L' x W' = Total Square Feet Required**	12 X 20	(Including all Equipment (i.e., Shelter, Equipment Platform or Pad, Generator Pad, Generator Fuel Tank Pad, Antenna Sleds, etc. – provide details below)					
Cabinet Area Dimensions (Pad/Platform)	8 X 14	Cabinet Installation Type	Ground Pad				
Shelter Pad Dimensions	8 X 14	Shelter Manufacturer	Cellexion SATN72 WIC				
Rooftop Antenna Total Area Required	NA X NA	Antenna Sled Dimensions (per sector)	NA X NA	Antenna Wall Mount Dimensions (per sector)	X		

EQUIPMENT CABINET REQUIREMENTS (Required for rooftops or Charles Town interior space)					
Number of Cabinets Required	1	Cabinet Dimensions (L' x W' x H')	8 x 8 x 8	Manufacturer:	Cellexion
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Equipment Cabinet Comments					

GENERATOR REQUIREMENTS					
Generator Required?:	Existing	Generator Fuel Type	Diesel	Generator Size	15kw
Generator Pad Dimensions	12' x 20'	Generator Manufacturer			
Generator Fuel Tank Pad Dimensions		Fuel Tank Manufacturer			

AC POWER REQUIREMENTS			
Meter Type	Existing Tenant Meter	Estimated Monthly Utility Usage Amount	
Voltage	120/240	Total Amperage	200

FIBER / BACKHAUL					
Fiber Installation Status	Existing (No Change)	Fiber Provider			
Cable Type	Fiber	Number of Points of Entry		Conduit/Riser Size (in inches)	

STRUCTURAL ANALYSIS DETAILS			
Structural Hardcopies Required?	Yes 1	If wet seals required, please provide address:	

ADDITIONAL COMMENTS

Docusign Envelope ID: 16B89853-7634-8C33-83F9-74DF5BF5F7FB

☐ NEW LEASE ☑ AMENDMENT TO EXISTING LEASE ☐ ANCHOR TENANT ☐ RECONTRACT

INTERNAL USE ONLY	
APP VERSION #	2
LEASE #	19
AMENDMENT #	1

PLEASE RETURN THIS APPLICATION VIA EMAIL TO:

Wireless Networks Group, Inc.
1011 Holden Road
Frederick, Maryland 21701-3437
Attn: Michael Hofe
E-Mail: mhofe@wirelessnetworksgroup.com
Phone: 301-667-0001

Charles Town Site Number:	**WV-004 (Flat Bottom)**
Charles Town Site Name:	**6th Avenue**
Application Date:	12/11/2025
Revision Dates:	4/28/2026 - Correct Existing and Proposed Loading to match SA.
OPS Approval:	4/28/2026

APPLICANT / CARRIER INFORMATION

Carrier Name:	**AT&T**	**Contact Name:**	**Sean Morgan**
Carrier Site Number:	**12737270**	**Contact Number:**	**773-569-1717**
Carrier Site Name:	**RANSON**	**Contact Fax:**	**N/A**
Carrier Legal Entity Name:	New Cingular Wireless PCS, LLC	**Contact Address:**	7150 Standard Drive, Suite B Hanover, MD 21076
State of registration:	Delaware		
Type of entity (LP, LLC, Corp) d/b/a (If applicable)	LLC		
Notice Address for Lease:	New Cingular Wireless PCS, LLC Attn: Network Real Estate Administration Re: Cell Site #: 6074; Cell Site Name. NSB RANSON. BDNID - BDN_COV_WABA_334(WV) Fixed Asset #: 12737270	**Contact E-mail:**	Sean.Morgan@us.amentum.com
With copies to:	New Cingular Wireless PCS, LLC Attn.: Legal Dept - Network Operations Re: Cell Site #:6074; Cell Site Name: NSB RANSON. BDNID - BDN_COV_WABA_334 (WV) Fixed Asset#: 12737270	**Additional E-mail:**	N/A
Carrier Invoice Address:	New Cingular Wireless PCS, LLC Attn: N. R.	**Desired Install Date:**	6/1/2026
Carrier Invoice Contact - Name, Title, Phone No.	New Cingular Wireless PCS, LLC	**Carrier NOC#**	

ADDITIONAL CONTACT INFORMATION

Leasing Contact Name/Number:	Sean Morgan / 773-569-1717
RF Contact Name/Number:	Guarev Bell / 410-564-0547
Construction Contact Name/Number:	Jim Cerminaro Jr. / Project Manager / James.Cerminaro1@us.amentum.com / 305-781-4384
Emergency Contact Name/Number:	Jackson Clark / 571-382-8720

SITE INFORMATION

Latitude:	**39.298264**	**N**	**Existing Structure Type:**	**Water Tank (Flat Bottom)**
Longitude:	**-77.857967**	**W**	**Existing Structure Height:**	**98'**
Site Address:	**215 East 6th Avenue, Ranson, WV 25438**			

FREQUENCY/TECHNOLOGY INFORMATION

Type of Technology for all equipment (i.e., 3G, LTE, CMDA, MW, WiFi, TV, etc.)		5G, LTE
TX Frequency (MHz)	Licensed	B5-869-894, B12-729-746, B14-758-768, B25-1930-1995, B30-2350-2360, B66-2110-2200, B77D-3700-3980, B77G-3450-3550
RX Frequency (MHz)	Licensed	B5-824-849, B12-699-716, B14-788-798, B25-1850-1915, B30-2305-2315, B66-1710-1780, B77D-3700-3980, B77G-3450-3550
Tenants using an unlicensed band must provide exact Frequency Channels and Call Sign(s) to be utilized. (Providing the band range only will not be accepted.)		

PLEASE PROVIDE A BRIEF DESCRIPTION OF GENERAL SCOPE OF WORK

This is a 2 Sector Water Tank. Remove 8 panel antennas (2/Sector). Install 8 new panel antennas for a total of 8 panel antennas. Remove 8 RRH's (4/Sector), Install 8 New RRH's (4/Sector). Continue to reserve for 2 additional RRH's (1/Sector).

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EXISTING EQUIPMENT Applicant's Existing Equipment Configuration and Specifications										
Equipment Type (ex: panel, TMA, RRU)	RAD (feet)	Mount Height (feet)	Mount Type	Equip Qty	Equipment Manufacturer	Equipment Model #	Equip Dim (HxWxD) (ft or in)	Equip Weight (lbs)	Az	Remain
Panel	73	73	Platform (handrail)	4	CCI	TPA-45R-KU8AA-K	98.7x15.4x8.2 in	79.4	180	No
Panel	89	89	Platform (handrail)	4	CCI	TPA-45R-KU8AA-K	98.7x15.4x8.2 in	79.4	270	No
RRH	73	73	Platform (handrail)	1	AirScale	Dual RRH 4T4R B12/14/29 320W AHLBA	28.7X15.3x9.4 in	101.4	180	No
RRH	89	89	Platform (handrail)	1	AirScale	Dual RRH 4T4R B12/14/29 320W AHLBA	28.7X15.3x9.4 in	101.4	270	No
RRH	73	73	Platform (handrail)	1	AirScale	Dual RRH 4T4 RB25/66 320W AHFIB	28.7X15.3x9.4 in	88.2	180	No
RRH	89	89	Platform (handrail)	1	AirScale	Dual RRH 4T4 RB25/66 320W AHFIB	28.7X15.3x9.4 in	88.2	270	No
RRH	73	73	Platform (handrail)	1	AirScale	RRH 4T4R B30 1000W AHNA	13.2x11.8x4.7 in	30.8	180	No
RRH	89	89	Platform (handrail)	1	AirScale	RRH 4T4R B30 1000W AHNA	13.2x11.8x4.7 in	30.8	270	No
RRH	73	73	Platform (handrail)	1	AirScale	RRH 4T4R B5 160W AHCA	13.3x11.6x6.5 in	35.3	180	No
RRH	89	89	Platform (handrail)	1	AirScale	RRH 4T4R B30 1000W AHNA	13.3x11.6x6.5 in	35.3	270	No
Squid	73	73	Platform (handrail)	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	28.7	180	Yes
Squid	89	89	Platform (handrail)	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	28.7	270	Yes
RRH	73	73	Platform (handrail)	1	Airscale	RRH-AWS band shared with another band	NA	NA	180	No
RRH	89	89	Platform (handrail)	1	Airscale	RRH-AWS band shared	NA	NA	270	No

EXISTING LINES Applicant's Existing Lines and Specifications					
Line Type	Line Size (Inches)	Total # of Lines	Coax interior or exterior (for monopoles)	Remain	Comments:
Fiber	3/8	2		Yes	
DC Power	13/16	6		Yes	

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PROPOSED EQUIPMENT Applicant's Proposed Equipment Configuration and Specifications									
Equipment Type (ex: panel, TMA, RRU, ice shields)	**RAD (feet)**	**Mount Height (feet)**	**Mount Type**	**Equip Qty**	**Equipment Manufacturer**	**Equipment Model #**	**Equip Dim (HxWxD) (ft or in)**	**Equip Weight (lbs)**	**Azimuth**
Panel	73' 6"	73' 6"	Pipe Mount	2	CCI	TPA-45R-KU88A-K	98.7 x 15.4 x 8.2	67.6	180
Panel	89	89	Pipe Mount	2	CCI	TPA-45R-KU88A-K	98.7 x 15.4 x 8.2	67.6	270
Panel	73' 6"	73' 6"	Pipe Mount	1	Ericsson	AIR 6419 B77D	30.39 x 15.86 x 8.07	81.57	180
Panel	89	89	Pipe Mount	1	Ericsson	AIR 6419 B77D	30.39 x 15.86 x 8.07	81.57	270
Panel	73' 6"	73' 6"	Pipe Mount	1	Ericsson	AIR 6419 B77G	28.2 x 16 x 7.2	66.14	180
Panel	89	89	Pipe Mount	1	Ericsson	AIR 6419 B77G	28.2 x 16 x 7.2	66.14	270
RRH	73' 6" / 89	73' 6" / 89	Pipe Mount	1 / 1	Ericsson	4490 B5 / B12A	15.1 x 17.5 x 6.8	68	180, 270
RRH	73' 6" / 89	73' 6" / 89	Pipe Mount	1 / 1	Ericsson	4415 B30	16.53 x 13.46 x 6.29	47.39	180, 270
RRH	73' 6" / 89	73' 6" / 89	Pipe Mount	1 / 1	Ericsson	4478 B14	18.1 x 13.4 x 8.26	59.4	180, 270
RRH	73' 6" / 89	73' 6" / 89	Pipe Mount	1 /1	Ericsson	4890 B25 / B66	19.57 x 15.75 x 12.09	71	180, 270
Squid	73.6'	73' 6"	Pipe Mount	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	28.7	180
Squid	89	89	Pipe Mount	1	Raycap	DC9-48-60-24-8C-EV	31.41 x 18.28 x 9.66	28.7	270
RRH	89	89	Pipe Mount	1	Ericsson	Reserve RRH	NA	NA	270
RRH	73.6	73.6	Pipe Mount	1	Ericsson	Reserve RRH	NA	NA	180

PROPOSED LINES Applicant's Proposed Lines and Specifications				
Line Type	**Line Size (Inches)**	**Total # of Lines**	**Coax interior or exterior (for monopoles)**	**Comments:**
Coax				
RET Home Run Cable				
Fiber	3/8	2		
DC Power	13/16	6		

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PROPOSED FINAL CONFIGURATION TOTALS	
EQUIPMENT TYPE	TOTAL
Panel Antennas	8
Omni/Whip Antennas	
RRU	10
TMA	
Diplexer / Triplexer	
Bias T	
Surge Suppressor	
MW Dish	
Ice Shield	
ODU	
Filter	
Combiner	
Junction Box	
RET	
Equipment Cabinets	1
Other (Please specify) Generator	1
Other (Please specify) DC9 Squid	2
Other (Please specify)	
Other (Please specify)	
Other (Please specify)	

PROPOSED FINAL CONFIGURATION TOTALS	
LINE TYPE	TOTAL
Coax	
Hybrid	
CAT5	
DC/Power	6
RET	
Fiber	2

ADDITIONAL EQUIPMENT INFORMATION
• RRUs, TMAs and ODUs are required to be installed directly behind the antennas / MW dish. Otherwise there will be an additional charge. • All equipment lines are required to be installed inside the tower when space is available. Carriers will be charged an additional $25.00 per line per month if equipment lines are installed on the outside of the tower even though there is available space inside the tower. Charles Town must approve any installation of lines on the outside of the tower. • All tenant equipment must be installed within one continuous 10 ft vertical envelope. Exceeding this vertical space will be subject to additional rent.

GROUND / INTERIOR SPACE REQUIREMENTS							
Total Ground / Interior Area Dimensions: **L' x W' = Total Square Feet Required**	12 X 20	(Including all Equipment (i.e., Shelter, Equipment Platform or Pad, Generator Pad, Generator Fuel Tank Pad, Antenna Sleds, etc. – provide details below)					
Cabinet Area Dimensions (Pad/Platform)	8 X 14	Cabinet Installation Type	Ground Pad				
Shelter Pad Dimensions	8 X 14	Shelter Manufacturer	Cellexion SATN72 WIC				
Rooftop Antenna Total Area Required	N/A X N/A	Antenna Sled Dimensions (per sector)	N/A X N/A	Antenna Wall Mount Dimensions (per sector)	X		

EQUIPMENT CABINET REQUIREMENTS (Required for rooftops or Charles Town interior space)					
Number of Cabinets Required	1	Cabinet Dimensions (L' x W' x H')	8 x 8 x 8	Manufacturer:	Cellexion
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Number of Cabinets Required		Cabinet Dimensions (L' x W' x H')		Manufacturer:	
Equipment Cabinet Comments					

GENERATOR REQUIREMENTS					
Generator Required?:	Existing	Generator Fuel Type	Diesel	Generator Size	15 kw
Generator Pad Dimensions	12' x 20'	Generator Manufacturer			
Generator Fuel Tank Pad Dimensions		Fuel Tank Manufacturer			

AC POWER REQUIREMENTS			
Meter Type	Existing Tenant Meter	Estimated Monthly Utility Usage Amount	
Voltage	120/240	Total Amperage	200

FIBER / BACKHAUL					
Fiber Installation Status	Existing (No Change)	Fiber Provider			
Cable Type	Fiber	Number of Points of Entry		Conduit/Riser Size (in inches)	

STRUCTURAL ANALYSIS DETAILS			
Structural Hardcopies Required?	Yes 1	If wet seals required, please provide address:	

ADDITIONAL COMMENTS

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EXHIBIT B-1 (con't)

LICENSOR APPROVED CONSTRUCTION DRAWINGS OF LICENSEE
TWENTY (20) PAGES

[See Attached Licensor Approved Construction Drawings]

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

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

Collection System Project – Resolution No. 31 – CWSRF No. 1, Pay App No. 14

Attachments:

Collection System Project - Resolution No. 31 - CWSRF No. 1, Pay App No. 14.pdf

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

RESOLUTION NO. 31
REQUEST FOR PAYMENT #31
(CWSRF #C-544686 PAYMENT #1, CIF PAYMENT #23)

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board as follows: There is hereby authorized and directed the payment of **"Contractor's Payment Application No. 14"** as follows.

Vendor	CWSRF	CWSRF "Green" PF Loan 1	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$216,000.00	$0	$210,799.08	$426,799.08
Total	**$216,000.00**	**$0**	**$210,799.08**	**$426,799.08**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 27th day of May, 2026.

By: _____
Brent Manuel, Chairman

SRF PAYMENT REQUISITION FORM

1. LOAN RECIPIENT/VENDOR:

NAME: Charles Town Utility Board

ADDRESS: 101 E Washington St
Charles Town, WV 25414

FEIN: 32-0280357

DUNS: 010728588

UEI: GXZTJN971WA5

2. INVOICE #: C-544686-2025-01

3. REQUEST NUMBER: 1

4. INVOICE PERIOD COVERED BY THIS REQUEST

FROM: 4/1/2026 TO: 5/8/2026

5. % of PHYSICAL CONSTRUCTION COMPLETION 70%

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY	
					LOAN $	PF $
1) CONSTRUCTION	$216,000.00	$0.00	$216,000.00	$216,000.00		
2) CONTINGENCY				$0.00		
3) EQUIPMENT				$0.00		
4) ENGINEERING a. Planning				$0.00		
b. Design				$0.00		
c. Construction Basic				$0.00		
d. RPR / Inspection				$0.00		
e. Post Construction				$0.00		
f. Special Services				$0.00		
5) LEGAL				$0.00		
6) ACCOUNTING				$0.00		
7) ADMINISTRATIVE				$0.00		
8) PERMITS				$0.00		
9) LOAN REPAYMENT				$0.00		
10) PLATS				$0.00		
11) LAND/EASEMENTS				$0.00		
12) (space as needed)				$0.00		
13) CLOSING COSTS				$0.00		
14) SUBTOTAL	$216,000.00	$0.00	$216,000.00	$216,000.00		
15) LESS PREVIOUSLY PAID				$0.00		
16) REQUEST AMOUNT				$216,000.00		

17) _____ 5/27/2026
AUTHORIZED SIGNATURE DATE
Brent Manuel, Chairman
TYPED OR PRINTED NAME AND TITLE

18) _____ 5/27/2026
PERSON PREPARING FORM SIGNATURE DATE
April Shultz, Assistant Utility Manager
TYPED OR PRINTED NAME AND TITLE

AGENCY USE ONLY:

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

_____ _____
PROJECT REVIEWER DATE
TYPED OR PRINTED NAME

_____ _____
AUTHORIZED OFFICER DATE
TYPED OR PRINTED NAME

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 14

Application Period: 4/1/26 - 4/30/26		Application Date: 5/8/2026
To (Owner): Charles Town Utility Board	From (Contractor): HRI, Inc.	Via (Engineer): Rummel, Klepper & Kahl, LLP
Project: 2022 Collection System Project	Contract: 01	Via (Consultant): Gwin, Dobson & Foreman Engineers
Owner's Contract No.:	Contractor's Project No.: 10341291	Engineer's Project No.: 24054

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
1	$121,480.00	
2	$251,494.68	$10,422.36
3	$195,786.50	$231,970.00
4	$43,988.74	
TOTALS	$612,749.92	$242,392.36
NET CHANGE BY CHANGE ORDERS	**$370,357.56**	

1. **ORIGINAL CONTRACT PRICE**		$ **$6,074,000.00**
2. **Net change by Change Orders**		$ **$370,357.56**
3. **Current Contract Price (Line 1 ± 2)**		$ **$6,444,357.56**
4. **TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**		$ **$5,459,823.27**
5. **RETAINAGE:**		
a. 10% X	$5,204,528.06 **Work Completed**	$ **$520,452.81**
b. 10% X	$299,283.95 **Stored Material**	$ **$29,928.40**
c. **Total Retainage (Line 5.a + Line 5.b)**		$ **$550,381.20**
6. **AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**		$ **$4,909,442.07**
7. **LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$ **$4,482,642.99**
8. **AMOUNT DUE THIS APPLICATION**		$ **$426,799.08**
9. **BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**		$ **$1,766,885.49**

Contractor's Certification

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

Contractor Signature

By: *Mitchell Otey, PM* Date: 5/8/2026

Payment of: $ $426,799.08
(Line 8 or other - attach explanation of the other amount)

is recommended by: *David Santelli* (Engineer) 5/11/2026 (Date)

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

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

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

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	01			Application Number:	14
Application Period:	4/1/26 - 4/30/26			Application Date:	5/8/2026

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272,980.00	$272,980.00		**0.96**	0.96		$262,060.80	$262,060.80		$262,060.80	96.0%	$10,919.20
2	Traffic Control	1	LS	$15,000.00	$15,000.00	**0.20**	**0.70**	0.90	$3,000.00	$10,500.00	$13,500.00		$13,500.00	90.0%	$1,500.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00		**1.00**	1.00		$5,200.00	$5,200.00		$5,200.00	100.0%	
4	**Erosion & Sediment Control**	**1**	**LS**	**$142,000.00**											
4a	Rock Construction Entrance	1	LS	$35,000.00	$35,000.00	**0.20**	**0.70**	0.90	$7,000.00	$24,500.00	$31,500.00		$31,500.00	90.0%	$3,500.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00		**1.00**	1.00		$14,000.00	$14,000.00		$14,000.00	100.0%	
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00		**1.00**	1.00		$30,000.00	$30,000.00		$30,000.00	100.0%	
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00		**0.75**	0.75		$2,250.00	$2,250.00		$2,250.00	75.0%	$750.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00		**0.75**	0.75		$5,250.00	$5,250.00		$5,250.00	75.0%	$1,750.00
5	**Burr East Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00		**1.00**	1.00		$9,000.00	$9,000.00		$9,000.00	100.0%	
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
5d	Demo Concrete Pad	1	LS	$3,000.00	$3,000.00										$3,000.00
5e	Relocate Propane Tanks	1	LS	$1,000.00	$1,000.00		**1.00**	1.00		$1,000.00	$1,000.00		$1,000.00	100.0%	
6	**Moose Lodge Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00										$4,500.00
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00										$8,500.00
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00										$2,000.00
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00	**1.00**		1.00	$5,500.00		$5,500.00		$5,500.00	100.0%	
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00	**1.00**		1.00	$9,500.00		$9,500.00		$9,500.00	100.0%	
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00	**1.00**		1.00	$2,000.00		$2,000.00		$2,000.00	100.0%	
9	**Forrest Street Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00										$15,000.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
10	**11th Ave Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	**1**	**LS**	**$495,000.00**											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00	**0.25**	**0.25**	0.50	$1,000.00	$1,000.00	$2,000.00		$2,000.00	50.0%	$2,000.00
11c	Site Fencing	1	LS	$8,000.00	$8,000.00										$8,000.00
11d	Valve Vault	1	LS	$40,000.00	$40,000.00		**1.00**	1.00		$40,000.00	$40,000.00		$40,000.00	100.0%	
11e	Meter Vault	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
11f	Process Pipe	1	LS	$70,000.00	$70,000.00		**1.00**	1.00		$70,000.00	$70,000.00		$70,000.00	100.0%	
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00		**1.00**	1.00		$98,000.00	$98,000.00	$76,502.65	$174,502.65	178.1%	-$76,502.65
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11n	Electrical	1	LS	$90,000.00	$90,000.00		**0.90**	0.90		$81,000.00	$81,000.00		$81,000.00	90.0%	$9,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00		**0.75**	0.75		$78,750.00	$78,750.00		$78,750.00	75.0%	$26,250.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**0.75**	0.75		$3,000.00	$3,000.00		$3,000.00	75.0%	$1,000.00
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
12c	Meter Vault	1	LS	$16,000.00	$16,000.00							$3,351.00	$3,351.00	20.9%	$12,649.00
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
12e	Process Pipe	1	LS	$54,000.00	$54,000.00										$54,000.00

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	01	Application Number:	14
Application Period:	4/1/26 - 4/30/26	Application Date:	5/8/2026

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00		**0.10**	0.10		$9,000.00	$9,000.00	$81,205.00	$90,205.00	100.2%	-$205.00
12g	Instrumentation	1	LS	$6,000.00	$6,000.00										$6,000.00
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00							$4,424.00	$4,424.00	29.5%	$10,576.00
12i	Electrical	1	LS	$65,000.00	$65,000.00										$65,000.00
12j	Integration	1	LS	$45,000.00	$45,000.00										$45,000.00
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00	**1.00**		1.00	$4,000.00		$4,000.00		$4,000.00	100.0%	
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00	**0.40**	**0.50**	0.90	$9,200.00	$11,500.00	$20,700.00		$20,700.00	90.0%	$2,300.00
13c	Seeding & Landscaping	1	LS	$3,500.00	$3,500.00										$3,500.00
13d	Meter Vault	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00	$3,420.00	$19,420.00	121.4%	-$3,420.00
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
13f	Process Pipe	1	LS	$73,500.00	$73,500.00	**1.00**		1.00	$73,500.00		$73,500.00		$73,500.00	100.0%	
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00	**0.90**	**0.10**	1.00	$91,800.00	$10,200.00	$102,000.00	$62,111.25	$164,111.25	160.9%	-$62,111.25
13h	Instrumentation	1	LS	$4,500.00	$4,500.00	**0.90**	**0.10**	1.00	$4,050.00	$450.00	$4,500.00		$4,500.00	100.0%	
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00	**1.00**		1.00	$58,000.00		$58,000.00		$58,000.00	100.0%	
13k	Integration	1	LS	$43,000.00	$43,000.00		**0.10**	0.10		$4,300.00	$4,300.00		$4,300.00	10.0%	$38,700.00
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00	**0.45**	**0.50**	0.95	$3,150.00	$3,500.00	$6,650.00		$6,650.00	95.0%	$350.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00	**0.90**	**0.10**	1.00	$20,700.00	$2,300.00	$23,000.00		$23,000.00	100.0%	
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00		**0.80**	0.80		$7,600.00	$7,600.00		$7,600.00	80.0%	$1,900.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00	**0.65**	**0.25**	0.90	$2,600.00	$1,000.00	$3,600.00		$3,600.00	90.0%	$400.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00		**1.00**	1.00		$530,000.00	$530,000.00		$530,000.00	100.0%	
15i	Meter Vault	1	LS	$20,000.00	$20,000.00		**1.00**	1.00		$20,000.00	$20,000.00	$6,449.00	$26,449.00	132.2%	-$6,449.00
15j	Process Pipe	1	LS	$141,000.00	$141,000.00		**1.00**	1.00		$141,000.00	$141,000.00		$141,000.00	100.0%	
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
15l	Instrumentation	1	LS	$7,000.00	$7,000.00	**0.80**	**0.20**	1.00	$5,600.00	$1,400.00	$7,000.00		$7,000.00	100.0%	
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00		**1.00**	1.00		$8,500.00	$8,500.00		$8,500.00	100.0%	
15o	Electrical	1	LS	$135,000.00	$135,000.00	**0.25**	**0.70**	0.95	$33,750.00	$94,500.00	$128,250.00		$128,250.00	95.0%	$6,750.00
15p	Integration	1	LS	$180,000.00	$180,000.00	**0.10**		0.10	$18,000.00		$18,000.00		$18,000.00	10.0%	$162,000.00
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Burr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00		**1.00**	1.00		$17,500.00	$17,500.00		$17,500.00	100.0%	
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
19	**Bypass Pump - Jett's Farm Pump Station**	**1**	**LS**	**$36,000.00**											
19a	Set Up Bypass Pump & Piping	1	LS	$13,500.00	$13,500.00		**1.00**	1.00		$13,500.00	$13,500.00		$13,500.00	100.0%	
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00	**0.50**	**0.30**	0.80	$10,000.00	$6,000.00	$16,000.00		$16,000.00	80.0%	$4,000.00
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
20	**Bypass Pump - Samuel Street Pump Station**	**1**	**LS**	**$15,000.00**											
20a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
22	**Bypass Pump - Forest Ave Pump Station**	**1**	**LS**	**$13,000.00**											
22a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
23	**Bypass Pump - 11th Ave Pump Station**	**1**	**LS**	**$13,000.00**											
23a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
24	**Bypass Pump - Evitt's Run Interceptor**	**1**	**LS**	**$100,000.00**											
24a	Set Up Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00		**1.00**	1.00		$50,000.00	$50,000.00		$50,000.00	100.0%	
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	

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

For (Contract): 01												Application Number: 14			
Application Period: 4/1/26 - 4/30/26												Application Date: 5/8/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00	**0.10**		0.10	$4,800.00		$4,800.00		$4,800.00	10.0%	$43,200.00
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
29	4" SDR 35 Sewer	100	LF	$194.00	$19,400.00										$19,400.00
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$92.00	$1,840.00		**12.00**	12.00		$1,104.00	$1,104.00		$1,104.00	60.0%	$736.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00	**311.50**	**364.00**	675.50	$42,052.50	$49,140.00	$91,192.50	$17,796.18	$108,988.68	73.4%	$39,511.32
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00	**70.00**		70.00	$13,440.00		$13,440.00	$5,567.52	$19,007.52	49.5%	$19,392.48
33	8" SDR PVC Sewer (D>12')	200	LF	$284.00	$56,800.00							$4,971.00	$4,971.00	8.8%	$51,829.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00		**576.00**	576.00		$100,224.00	$100,224.00		$100,224.00	96.0%	$4,176.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00		**36.00**	36.00		$8,460.00	$8,460.00		$8,460.00	45.0%	$10,340.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00		**1884.50**	1884.50		$574,772.50	$574,772.50	$12,051.40	$586,823.90	96.2%	$23,176.10
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00		**4021.58**	4021.58		$542,913.30	$542,913.30	$1,655.80	$544,569.10	183.4%	-$247,569.10
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00	**2.00**	**2721.08**	2723.08	$230.00	$312,924.20	$313,154.20		$313,154.20	97.3%	$8,845.80
39	2" SDR 9 HDPE Force Main (Slip Line)	1400	LF	$55.00	$77,000.00										$77,000.00
40	1.5" SDR 9 IPS HDPE Force Main (Slip Line)	900	LF	$54.00	$48,600.00										$48,600.00
41	1.25" SDR 9 IPS HDPE for Main	1200	LF	$75.50	$90,600.00										$90,600.00
42	4' Diameter Manhole (up to 6')	20	EA	$8,500.00	$170,000.00		**24.00**	24.00		$204,000.00	$204,000.00	$19,779.15	$223,779.15	131.6%	-$53,779.15
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00		**33.05**	33.05		$21,482.50	$21,482.50		$21,482.50	66.1%	$11,017.50
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00	**1.00**	**2.00**	3.00	$8,100.00	$16,200.00	$24,300.00		$24,300.00	30.0%	$56,700.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00	**3.00**	**22.00**	25.00	$4,500.00	$33,000.00	$37,500.00		$37,500.00	96.2%	$1,500.00
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00		**6.00**	6.00		$10,200.00	$10,200.00		$10,200.00	120.0%	-$1,700.00
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00		**4.00**	4.00		$6,000.00	$6,000.00		$6,000.00	40.0%	$9,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00	**1.00**	**9.00**	10.00	$2,000.00	$18,000.00	$20,000.00		$20,000.00	100.0%	
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00										$21,500.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00		**3.00**	3.00		$37,500.00	$37,500.00		$37,500.00	75.0%	$12,500.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00		**7.00**	7.00		$63,000.00	$63,000.00		$63,000.00	175.0%	-$27,000.00
52	Burr East Force Main Connection	1	LS	$21,000.00	$21,000.00										$21,000.00
53	Jett's Farm Force Main Connection	1	LS	$11,000.00	$11,000.00		**1.00**	1.00		$11,000.00	$11,000.00		$11,000.00	100.0%	
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00		**5.00**	5.00		$6,500.00	$6,500.00		$6,500.00	100.0%	
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00										$9,000.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00	**19.60**	**99.50**	119.10	$1,999.20	$10,149.00	$12,148.20		$12,148.20	59.6%	$8,251.80
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00		**9.00**	9.00		$12,600.00	$12,600.00		$12,600.00	56.3%	$9,800.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00	**2.00**	**7.00**	9.00	$840.00	$2,940.00	$3,780.00		$3,780.00	64.3%	$2,100.00
59	12" Steel Casing - (Open Cut)	200	LF	$200.00	$40,000.00										$40,000.00
60	16" Steel Casing - (Open Cut)	80	LF	$250.00	$20,000.00										$20,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$1,600.00	$128,000.00										$128,000.00
62	Test Pit Excavation & Refill	7	EA	$5,000.00	$35,000.00		**3.00**	3.00		$15,000.00	$15,000.00		$15,000.00	42.9%	$20,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00		**5.00**	5.00		$45,000.00	$45,000.00		$45,000.00	71.4%	$18,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00	**60.93**	**136.94**	197.87	$24,372.00	$54,776.00	$79,148.00		$79,148.00	247.3%	-$47,148.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00	**50.37**	**103.86**	154.23	$17,629.50	$36,351.00	$53,980.50		$53,980.50	257.1%	-$32,980.50
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00	**24.00**	**625.54**	649.54	$2,208.00	$57,549.68	$59,757.68		$59,757.68	92.8%	$4,642.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00		**18.00**	18.00		$23,400.00	$23,400.00		$23,400.00	138.5%	-$6,500.00
69	Concrete Curb Repair	10	LF	$200.00	$2,000.00										$2,000.00
70	Concrete Driveway Repair	10	CY	$1,800.00	$18,000.00										$18,000.00
71	Miscellaneous DIP Fittings	500	LB	$20.00	$10,000.00	**10.00**	**350.00**	360.00	$200.00	$7,000.00	$7,200.00		$7,200.00	72.0%	$2,800.00
72	Class B Concrete	50	CY	$500.00	$25,000.00	**2.00**	**40.00**	42.00	$1,000.00	$20,000.00	$21,000.00		$21,000.00	84.0%	$4,000.00
73	Shoring / Stabalization After Receiving / Launching Pit - Augustine Ave	1	LS	$10,000.00	$10,000.00		**1.00**	1.00		$10,000.00	$10,000.00		$10,000.00	100.0%	
	Change Orders														
CO-1	B&O Tax	1	LS	$121,480.00	$121,480.00										$121,480.00
CO-2-A	Evitts Run MH Upsize	1	LS	$20,704.00	$20,704.00		**1.00**	1.00		$20,704.00	$20,704.00		$20,704.00	100.0%	
CO-2-B	Lakeland Place - 16th St Access Road	1	LS	$79,983.00	$79,983.00		**1.00**	1.00		$79,983.00	$79,983.00		$79,983.00	100.0%	
CO-2-C	Lakeland Place - ELB 5" Conduit	1420	LF	$71.00	$100,820.00		**1420.00**	1420.00		$100,820.00	$100,820.00		$100,820.00	100.0%	
CO-2-D	Davit Crane Credit	1	LS	-$10,422.36	-$10,422.36		**1.00**	1.00		-$10,422.36	-$10,422.36		-$10,422.36	100.0%	
CO-2-E	Lakeland Place - Potomac Edison	1	LS	$49,987.68	$49,987.68										$49,987.68
CO-3	Augustine Boring	84.5	LF	$2,317.00	$195,786.50		**84.50**	84.50		$195,786.50	$195,786.50		$195,786.50	100.0%	
CO-4-A	Evitt's Run - Conduit Relocation	1	LS	$14,003.58	$14,003.58		**1.00**			$14,003.58	$14,003.58				
CO-4-B	Evitt's Run - Power Pole Removal	1	LS	$9,911.00	$9,911.00		**1.00**			$9,911.00	$9,911.00				
CO-4-C	Evitt's Run - Force Main Conflict	1	LS	$13,589.00	$13,589.00		**1.00**			$13,589.00	$13,589.00				

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

For (Contract): 01												Application Number: 14				
Application Period: 4/1/26 - 4/30/26												Application Date: 5/8/2026				
A					B			C			D	E	F			
Item		Contract Information				Quantity			Payment							
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)	
CO-4-D	Burr East - Wet Well Modification	1	LS	$6,485.16	$6,485.16		**1.00**		$ -	$ 6,485.16	$6,485.16					
	Totals				**$6,676,327.56**				**$485,721.20**	**$4,718,806.86**	**$5,204,528.06**	**$299,283.95**	**$5,459,823.27**	81.8%	**$1,216,504.29**	

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Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	14
Application Period:	4/1/26 - 4/30/26	Application Date:	5/8/2026

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

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American Iron and Steel (AIS) Qualifying and De Minimus Materials List

Note: This form must be updated and submitted with every pay estimate.

DEMINIMIS COSTING WORKSHEET

Contract Name: CTUB 2022 Collection System Project — Date: 11/25/2025

Contract Price Incl. Change Orders:	$6,436,552.32
Estimated Costs of Materials Approx. 50% of Contract Amt:	$3,218,276.16
Allowable Total De Minimus Costs (5%):	$160,913.81
Total Cost of All De Minimus Items:	$662.40
Remaining Amount Allowed for Future De Minimus Items:	$160,251.41

Note 1: No Single De Minimus item can be more than 1% of the total material cost

No.	Detailed Description and Manufacturer or Local Source of De Minimus	Quantity	Cost Per	Total Item Cost
1	Drop-In Anchors - 3/4"-10 SS	25	$18.73	$468.25
1	Threaded Rod 3/4"-10x6" 316SS	1	$194.15	$194.15
2				$0.00
3				$0.00
4				$0.00
6				$0.00
7				$0.00
8				$0.00
9				$0.00
10				$0.00
11				$0.00
12				$0.00

Date: May 18, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 23 Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Resolution No. 24 Request for Payment (RFP) #24 CIF # 17	Resolution No. 25 Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Resolution No. 28 Request for Payment (RFP) #28 CIF # 20	Resolution No. 29 Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	Resolution No. 31 Request for Payment (RFP) #31 CWSRF #1 CIF # 23	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ 403,945.16	$ -	$ 576,787.91	$ -	$ 598,883.35	$ -	$ 433,163.09	$ -	$ 426,799.08	$ 1,363,447.81
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ 82,053.40	$ -	$ 2,070.40	$ -	$ -	$ -	$ -	$ -	$ -	$ 0.00
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -	$ 43,988.74	$ -	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ 41,180.00	$ -	$ 59,640.00	$ -	$ -	$ 49,987.68
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ -	$ 2,410.37	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ -	$ 54,765.78	$ -	$ 31,032.12	$ -	$ 30,560.72	$ -	$ 30,626.94	$ -	$ 120,487.85
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ -	$ -	$ -	$ 925.00	$ -	$ -	$ -	$ 2,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 1,846,382.66**
B. COST OF FINANCING											
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**										**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,135,093.88**	**$ 485,998.56**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 1,846,382.66**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Request for Payment (RFP) #24 CIF # 17	Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Request for Payment (RFP) #28 CIF # 20	Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Request for Payment (RFP) #30 CIF # 22	Request for Payment (RFP) #31 CWSRF #1 CIF # 23	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,375,629.88	$ (82,053.40)	$ (54,765.78)	$ (2,070.40)	$ (33,442.49)	$ -	$ (31,485.72)	$ (213,908.35)	$ (30,626.94)	$ (210,799.08)	$ 1,522,038.66
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (82,053.40)**	**$ (54,765.78)**	**$ (2,070.40)**	**$ (33,442.49)**	**$ -**	**$ (31,485.72)**	**$ (213,908.35)**	**$ (30,626.94)**	**$ (210,799.08)**	**$ 1,643,518.66**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ (188,270.85)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ (41,180.00)	$ -	$ (255,956.00)	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ (188,270.85)**	**$ -**	**$ -**	**$ -**	**$ (41,180.00)**	**$ -**	**$ (255,956.00)**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ (215,674.31)	$ -	$ (576,787.91)	$ -	$ (598,883.35)	$ -	$ (66,927.48)	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (216,000.00)	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ (215,674.31)**	**$ -**	**$ (576,787.91)**	**$ -**	**$ (598,883.35)**	**$ -**	**$ (66,927.48)**	**$ -**	**$ (216,000.00)**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (485,998.56)**	**$ (54,765.78)**	**$ (578,858.31)**	**$ (33,442.49)**	**$ (640,063.35)**	**$ (31,485.72)**	**$ (536,791.83)**	**$ (30,626.94)**	**$ (426,799.08)**	**$ 1,846,382.66**

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

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

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

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

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

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

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

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

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

Note #10 - 3/25/2026 - Change Order No. 4 was approved in the amount of $43,988.74 to be funded with CIF Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

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

Collection System Project – Resolution No. 32 – CIF No. 24

Attachments:

Collection System Project - Resolution No. 32 - CIF No. 24.pdf

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

RESOLUTION NO. 32
REQUEST FOR PAYMENT #32
(CIF PAYMENT #24)

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

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

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

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

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

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

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

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
GD&F Engineers	$0	$35,140.93	$35,140.93
Total	**$0**	**$35,140.93**	**$35,140.93**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 27th day of May, 2026.

By: _____
Brent Manuel, Chairman

Date: May 18, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 24 Request for Payment (RFP) #24 CIF # 17	Resolution No. 25 Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Resolution No. 28 Request for Payment (RFP) #28 CIF # 20	Resolution No. 29 Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	Resolution No. 31 Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Resolution No. 32 Request for Payment (RFP) #32 CIF # 24	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 576,787.91	$ -	$ 598,883.35	$ -	$ 433,163.09	$ -	$ 426,799.08	$ -	$ 1,363,447.81
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ 2,070.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 0.00
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ 43,988.74	$ -	$ -	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ 41,180.00	$ -	$ 59,640.00	$ -	$ -	$ -	$ 49,987.68
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ -	$ -	$ 2,410.37	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ 54,765.78	$ -	$ 31,032.12	$ -	$ 30,560.72	$ -	$ 30,626.94	$ -	$ 35,140.93	$ 85,346.92
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ -	$ -	$ 925.00	$ -	$ -	$ -	$ -	$ 2,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 1,811,241.73**
B. COST OF FINANCING											
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**										**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,135,093.88**	**$ 54,765.78**	**$ 578,858.31**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 1,811,241.73**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #24 CIF # 17	Request for Payment (RFP) #25 CWSRF #8 CIF # 18	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Request for Payment (RFP) #28 CIF # 20	Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Request for Payment (RFP) #30 CIF # 22	Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Request for Payment (RFP) #32 CIF # 24	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,375,629.88	$ (54,765.78)	$ (2,070.40)	$ (33,442.49)	$ -	$ (31,485.72)	$ (213,908.35)	$ (30,626.94)	$ (210,799.08)	$ (35,140.93)	$ 1,486,897.73
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (54,765.78)**	**$ (2,070.40)**	**$ (33,442.49)**	**$ -**	**$ (31,485.72)**	**$ (213,908.35)**	**$ (30,626.94)**	**$ (210,799.08)**	**$ (35,140.93)**	**$ 1,608,377.73**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ (41,180.00)	$ -	$ (255,956.00)	$ -	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ (41,180.00)**	**$ -**	**$ (255,956.00)**	**$ -**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (576,787.91)	$ -	$ (598,883.35)	$ -	$ (66,927.48)	$ -	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (216,000.00)	$ -	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (576,787.91)**	**$ -**	**$ (598,883.35)**	**$ -**	**$ (66,927.48)**	**$ -**	**$ (216,000.00)**	**$ -**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (54,765.78)**	**$ (578,858.31)**	**$ (33,442.49)**	**$ (640,063.35)**	**$ (31,485.72)**	**$ (536,791.83)**	**$ (30,626.94)**	**$ (426,799.08)**	**$ (35,140.93)**	**$ 1,811,241.73**

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

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

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

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

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

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

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

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

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

Note #10 - 3/25/2026 - Change Order No. 4 was approved in the amount of $43,988.74 to be funded with CIF Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

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

Proposed Collection System Sampling Plan Update from Gwin, Dobson & Foreman

Attachments:

Sampling Plan Board Update 05.13.26.pdf

CTUB Collection System Sampling Update

May 13, 2026

The historical analytical sampling of influent wastewater has shown intermittently high strength inputs at random times. These high strength events are sometimes 2-4x the typical strength of domestic wastewater in terms of Oxygen Demand (BOD_5) and Ammonia. As a result, GD&F recommends performing intensive influent sampling throughout to collection system to identify the source and frequency of these inputs. Ultimately any costs associated with influent sampling will prevent oversizing of process equipment and avoid millions of dollars of capital construction cost unnecessarily.

GD&F contracted Fredrickstowne Labs to perform sampling in the collection system. The sampling began on March 24th and so far as consisted of (2) events, one in each of the existing Facility collection areas. The results from the Charles Town side show that there is a large BOD_5 contributor upstream of the Flowing Springs Pump Station and a large ammonia contributor upstream of the Weirick Pump Station. Results on the Tuscawilla side show abnormally high BOD_5 upstream of the Huntfield Pump Station, as well as elevated levels from the gravity system. The sampling plans and results are attached for reference.

To better understand the frequency, duration, and strength of these loads, we are recommending additional influent sampling. This will consist of expanding analytes and focused sampling based on the results mentioned above. Attached are the sampling plans moving forward and the Collection System Flow Chart for reference. We estimate the total amount required to perform this sampling is $160,000. This cost assumes Fredrickstowne Labs will perform all physical sampling and testing. This will require no assistance from CTUB employees other than minor coordination assistance for site access. Event 3's intent is to identify the time and location of high strength inputs while Event 4 is focused on the loading the new Facility will ultimately receive.

The final cost will depend on the consistency of the influent results, the budget price assumes two (2) more rounds of Event 3 and that Event 4 will continue for 5-weeks. Specific analytes may be removed from the list after they are shown to be relatively consistent to reduce overall cost. The large majority of the costs associated with the proposed sampling are analytical, so care will be taken to minimize number of analytes without sacrificing data quality.

CTUB WWTF Design
Collection System Sampling
Sampling Plan and Results

Each sample to be analyzed for the following:

Analyte	Method
BOD_5	SM5210-B
Ammonia Nitrogen	EPA 350.1
Total Suspended Solids	SM2540-D

Event 1, Charles Town Collection (3/24/26)

Locations:

Location	Sample Type	Location Coordinates
CTUB Plant Influent Gravity on 340	(1) 8-hour composite/(2) grabs at morning & afternoon	39.280096, -77.856133
Samuel Street Pump Station		39.278201, -77.852249
Flowing Springs Pump Station		39.310502, -77.837867
Wierick Pump Station		39.283068, -77.862888

Event 2, Tuscawilla Collection (3/31/26)

Locations:

Location	Sample Type	Location Coordinates
Tus Plant Influent Gravity	(1) 8-hour composite/(2) grabs at morning & afternoon	39.284919, -77.900546
Huntfield Pump Station		39.265904, -77.872310
Park Pump Station		39.282267, -77.901793

Event 1 Results:

Date	Time	Gravity			Samuel Street			Flowing Springs			Weirick PS		
		Ammonia	BOD	TSS	Ammonia	BOD	TSS	Ammonia	BOD	TSS	Ammonia	BOD	TSS
3/24/2026	07:20-15:20	51.1	86	274	55.4	132	116	47.7	322	238	47	193	452
3/24/2026	7:20	40.6	30	238	44.6	40	240	51.5	121	258	77.8	110	218
3/24/2026	15:20	50.3	104	294	33.9	193	232	38.4	275	298	43.6	322	434

The results from the composite at Flowing Springs highlighted in yellow show that there was a larger strength input than what we observed via the grab sampling in the morning or afternoon. An extremely high Ammonia result from Weirick in the morning is also concerning.

Event 2: Results

Date	Time	Huntfield PS			Park PS			Gravity		
		Ammonia	BOD	TSS	Ammonia	BOD	TSS	Ammonia	BOD	TSS
3/31/2026	07:20-15:20	112	87	78.7	52	139	68	57.2	2	13.3
3/31/2026	7:20	82.3	138	1350	72.7	143	182	82.6	146	1320
3/31/2026	15:20	81.9	42	210	40.5	125	73.8	35.1	64	318

High Ammonia concentrations at Huntfield and the Gravity line into the plant are concerning. Similar to Event 1, the composite Ammonia result from Huntfield indicates there was a larger strength input than what was observed by grab sampling. The +1,000 mg/L Total Suspended Solids (TSS) results are abnormal for domestic sewage, but may have been the result of sampling location (pulling from the very bottom of the pipe). Unless confirmed with additional sampling, these are not concerning.

CTUB WWTF Design
Collection System Sampling
May 13, 2026
Sampling Plan – Event 3

Each sample to be analyzed for the following:

Analyte	Method
BOD_5	SM5210-B
COD	HACH 8000
Ammonia Nitrogen	EPA 350.1
Total Kjeldahl Nitrogen (TKN)	EPA 351.2
Nitrate/Nitrite	EPA 300.0
Total Nitrogen	EPA 300.0
Total Phosphorus	EPA 365.1
Alkalinity	SM2320-B
Total Suspended Solids	SM2540-D

Locations:

Location	Sample Type	Location Coordinates
CTUB Plant Influent	(1) 8-hour composite	(39.279358, -77.855966)
Tuscawilla Plant Influent	(1) 8-hour composite	(39.284323, -77.900847)
Flowing Springs Pump Station	(8) hourly grabs	(39.310502, -77.837867)
Huntfield Pump Station	(8) hourly grabs	(39.265904, -77.872310)
Wierick Pump Station	(8) hourly grabs	(39.283068, -77.862888)

CTUB WWTF Design
Collection System Sampling
May 13, 2026
Sampling Plan – Event 4

Each sample to be analyzed for the following:

Analyte	Method
BOD_5	SM5210-B
COD	HACH 8000
Ammonia Nitrogen	EPA 350.1
Total Kjeldahl Nitrogen (TKN)	EPA 351.2
Nitrate/Nitrite	EPA 300.0
Total Nitrogen	EPA 300.0
Total Phosphorus	EPA 365.1
Alkalinity	SM2320-B
Total Suspended Solids	SM2540-D

Locations:

Location	Sample Type	Location Coordinates
CTUB Plant Influent	Daily 24-hour composite	(39.279358, -77.855966)
Tuscawilla Plant Influent	Daily 24-hour composite	(39.284323, -77.900847)

If results from first full week of daily sampling allow, reduce to rotating 3 days/week.

Tus Sampling Loc

Sampling Locations`

Tuscawilla WWTP
Influent Invert: 528.50'

Charles Town WWTP
Influent Chamber Invert: 469.01'

Main Gravity - Tuscawilla

Warwick PS (Flow Through Unless to Huntfield)

Huntwell PS

Main Gravity Line - North

Wendy's PS

Samuel Street PS

Norborne PS

Park PS

Huntfield PS

Flowing Springs PS
Invert: 438.0'

Ashley Bryn PS

Racetrack PS

Martins PS

Mountaineer PS

Spruce Hill South PS

Main Gravity Line

Moose & Wilts PS

Breckenridge PS

Main Gravity Line

Main Gravity Line

War Admiral PS

Spruce Hill North PS

Northport PS

RC PS

Bellair PS

Clarance PS

Willow Springs PS`

Burr Royal

Lakeland PS*

Main Gravity Line

Main Gravity Line

Greenfield PS

Magnolia Springs PS

Main Gravity Line

Main Gravity Line

Craig Hill PS

Main Gravity Line - West (4th Ave)

Red Clover PS

Burr Park PS (Burr West)

Briar 2 PS

St. James PS (Not Op by CTUB)

Kings Crossing PS

Bellvedere PS`

Demory PS

Cranes Lane PS

Jett's Farm PS

Jefferson High PS

Briar 1 PS

Hillside (Greenfield 2) PS

Little Demory PS

Woodlawn PS

Job Corp PS

Marlow (Tractor Supply) PS

Driswood PS

Color Legend
Pump stations in need of attention as of 2026

Highest Priority

Moderate Need

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

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

Revised AMEA Template Draft Review - $1,500 Weekly Inspection Cost Limit Amendment / Removal

Attachments:

Draft Redline AMEA - Inspection Section.pdf

by said agencies during this phase and such changes shall not be subject to further approval by CTUB. Section 2.02. The DEVELOPER shall, with the cooperation and support of CTUB, obtain all necessary rights-of-way, real property, easements and take all other such actions, including but not limited to, legal action, as are necessary to complete the Sewer Collection System, at the DEVELOPER'S own expense. CTUB shall, at the request of the DEVELOPER, take such actions as are permitted by law to aid in obtaining the necessary rights of way, real property or easements on land not owned by the DEVELOPER, including, but not limited to, legal actions. The cost of said actions requested by the DEVELOPER, including amounts paid to property owners for the required real estate and easements as well as all litigation costs and taken by CTUB shall be borne by the DEVELOPER.

Section 2.03. Prior to the substantial completion of the construction of the Sewage Collection System or phase thereof, CTUB shall have the right to inspect and approve the system of phase thereof to ensure that: (1) sewage will be satisfactorily transported from the Development in accordance with the terms of this Agreement and all applicable statutes, rules, and regulations legally applicable to CTUB; (2) infiltration will be minimized; (3) illegal and improper sources of inflow are eliminated; and (4) the system was constructed using sound engineering and construction standards, and using materials in compliance with CTUB's standards and specifications. The DEVELOPER is responsible for all costs associated with inspected and testing requirements set forth in the CTUB Sewer System Design and Construction Standards Manual.

Section 2.04. CTUB shall have the right to have a third-party inspect all work of the DEVELOPER, and its contractors, during all phases of construction to insure adequate installation of the system. The DEVELOPER shall reimbursepay CTUB for the third-party its construction inspection services. All fees shall be paid by the DEVELOPER to CTUB within fifteen (15) days of the date of the preconstruction meeting the inspection services invoice. The inspectors time allocation need to be coordinated with the contractors schedule to minimize unnecessary time spent on the site while no sewer utility work is ongoing.Inspection services shall be no more than $1,500.00 per week for full-time inspection services for water and sewer installation.

Section 2.05. At the conclusion of construction, The DEVELOPER shall provide to CTUB a complete set of reproducible copies of the record drawings of the completed construction for the mainline extension, signed and sealed by the engineer who prepared the plans. Also, the DEVELOPER shall provide CTUB with executed easements for all sewer mains. SEWER SERVICE FROM THE MAINLINE EXTENSION COVERED BY THIS AGREEMENT WILL NOT BE GRANTED UNTIL THE "RECORD DRAWINGS" AND THE EXECUTED EASEMENTS ARE RECEIVED BY CTUB.

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Manager Report

Attachments:

JCWAC Minutes July Sept Oct Nov Jan Feb March.pdf

Jefferson County Water Advisory Committee

Minutes of Special Meeting | Tuesday, July 29, 2025, at 3 :00 PM

Address of Meeting: County Commission Meeting Room located at the main level of the Jefferson County Government Complex- **East Side Entrance**
393 North Lawrence Street, Charles Town, WV 25414

I. Call to Order – Commissioner Mike Mood (County Liaison) called the meeting to order at 3pm.

II. Establishment of Quorum: Attendees Commissioner Mike Mood, Mary Sell, Kristen Stolipher, Margaret Liskey, Nathaniel Hitt, William Smith and Alexis Davy

III. Public Comment Period – there was no public comment

Special Session

IV. Election of Officers

1. Selection of a Chairman Pro Tem. - Commissioner Mood nominated Mary Sell as Chairman Pro Tem, Motion was seconded, all Members present voted in favor
2. Election of Officers – Chairman Pro Tem Mary Sell called for nominations of Officers
    a. President – Nomination from the Floor to elect Mary Sell as President, Motion was seconded, all Members voted in favor
    b. Vice President – Nomination from the Floor to elect Kristen Stolipher as Vice President, Motion was seconded, all Members voted in favor
    c. Secretary- Nomination from the Floor to elect Margaret Liskey as Secretary, Motion was seconded, all Members voted in favor

VI. New Business

- Review of the Bylaws: Draft revised Bylaws will be prepared for review at the WAC's next meeting to correct minor non-substantive corrections.
- WAC's Initial Assignment was identified and discussed: upon receipt of Technical Questions from the Jefferson County Commission, the WAC will move forward with a plan of action to respond to the Jefferson County Commission
    - *"Review and advisement on 2025 state well-monitoring legislation for possible adoption at the local level*
- Other New Business
    - Discussion of available WV ETHICS Training

VII. Member Comment

- Commissioner Mike Mood and each WAC Member personally introduced themselves and provided information on their backgrounds, and interests as related to their membership and roles on the WAC

VIII. Adjournment

Respectfully submitted,
Margaret Liskey

Jefferson County Water Advisory Committee

Minutes of Meeting | Wednesday, September 17, 2025, at 3 :00 PM

Address of Meeting: County Commission Meeting Room located at the main level of the Jefferson County Government Complex- **East Side Entrance**
393 North Lawrence Street, Charles Town, WV 25414

I. Call to Order – Mary Sell called the meeting to order at 3pm.

II. Establishment of Quorum: Attendees Commissioner Mike Mood, Mary Sell, Kristen Stolipher, Margaret Liskey, Nathaniel Hitt, and William Smith. Absent: Alexis Davy. New appointments: Daniel Hayes and Elizabeth Riordan

III. Public Comment Period – Nick Wolfe

IV. Review/Approval of minutes: July 29, 2025: September 17, 2025

V. Old Business

Bylaws- proposed revisions: Date of Meeting: Renumbering sections: special meeting notice timeline, and minor corrections.

VI. New Business

- Introduction and welcome of newly appointed members: Elizabeth Riordan and Daniel Hayes.
- Presentation by Robert K Denton Jr., Certified Professional Geologist, LPSS Standard of Practice for Preliminary Karst Terrain for site Development (ASTM D8512)

VII. Member Comment

- Mary Sell: Next meeting dates will be October 15, November19, and December17.

VIII. Adjournment

Commissioner Mike Mood Motioned, Kristen Stolipher seconded

Respectfully submitted,
Margaret Liskey Margaret Liskey

Jefferson County Water Advisory Committee

Minutes of Meeting | Wednesday, October 15, 2025, at 3:00 PM

Address of Meeting: County Commission Meeting Room located at the main level of the Jefferson County Government Complex- **East Side Entrance**
393 North Lawrence Street, Charles Town, WV 25414

I. Call to Order – Mary Sell called the meeting to order at 3pm.

II. Establishment of Quorum: Attendees, Mary Sell, Kristen Stolipher, Margaret Liskey, Nathaniel Hitt, William Smith, Daniel Hayes and Elizabeth Riordan
Absent: Commissioner Mike Mood and Alexis Davy

III. Public Comment Period – No Public comment

IV. Review/Approval of minutes: October 15, 2025

V. Old Business:

- Approved of revised bylaws

- Reviewed Jefferson County Commission meetings from Feb. 6, 2025, and June 5, 2025, for the following information:
  - USGS Presentation regarding predictive groundwater flow model.
  - JCWAC scope of work
  - WVDEP Division of water and waste management discussion
  - Senator Barrett and Delegate Funkhouser regarding well monitoring legislation

VII. New Business

- Than Hitt gave a brief review of datasets for water resources in Jefferson County.

VIII. Member Comment
- Mary Sell: Next meeting dates will be October 15, November19, and December17.

IX. Adjournment

Respectfully submitted,
Margaret Liskey Margaret Liskey

Jefferson County Water Advisory Committee

DRAFT Minutes of Meeting | Wednesday, November 19, 2025, at 3:00 PM

Address of Meeting: County Commission Meeting Room located at the main level of the Jefferson County Government Complex- **East Side Entrance**
393 North Lawrence Street, Charles Town, WV 25414

I. Call to Order – Mary Sell called the meeting to order at 3pm.

II. Establishment of Quorum: Attendees Commissioner Mike Mood, Mary Sell, Kristen Stolipher, Margaret Liskey, William Smith, Daniel Hayes and Elizabeth Riordan. Absent: Alexis Davy and Nathaniel Hitt

III. Public comment – Christine Marshall

IV. Review/Approval of minutes

V. Old Business - none

V. New Business - Discussion only – no voting

- WAC is seeking clear written direction from the County Commission
- Ground water flow Model
- DEP and USGS
- Large quantity user report
- Technical questions
- Education with neighbors monitoring water via tools
- Guidance on karst
- Guidance from the USGS
- GIS access to public and private wells and usage
- State Health Department
- Goals (2-4) with priority from JCC
- Homework – list ideas for an ordinance
- Drought monitoring
- Waste water into ground, both quantity and quality
- Notification of new permits for municipalities
- Shepherdstown municipality member to WAC
- Update website page with dates and emails

VI. Member Comment

- Election of officers in January
- Reminder- agenda items by second Wednesday of the month before noon and packet items by the second Friday of the month before noon

VII. Adjournment

Daniel Hayes Motioned, Mary Sell seconded

Respectfully submitted,

Margaret Liskey

Jefferson County Water Advisory Committee

DRAFT Minutes of Meeting | Wednesday, January 21, 2026, at 3:00 PM

Address of Meeting: County Commission Meeting Room located at the main level of the Jefferson County Government Complex- **East Side Entrance**
393 North Lawrence Street, Charles Town, WV 25414

I. Call to Order – Mary Sell called the meeting to order at 3pm.

II. Establishment of Quorum: Attendees Commissioner Cara Keys, Mary Sell, Kristen Stolipher, Margaret Liskey, William Smith, Daniel Hayes, Nathaniel Hitt and Elizabeth Riordan. Absent: Alexis Davy

III. Public comment – None

IV. Review/Approval of minutes – July, September, October and By Laws approved
November and December – no copies provided

V. Old Business - none

V. New Business

Election of officers- Daniel Hayes motioned the existing officers remain the same. Cara Keys seconded. Motion passed. Mary Sell, President, Kristen Stolipher ,Vice President and Margaret Liskey, Secretary.

Discussion to determine subcommittee meetings publicly and how to proceed with transparency.

Dividing up list of questions by area of interests and specialty.

VI. Member Comment

- Cara Keys -Thank you
- Nathaniel Hitt – still in drought and ground water remains low
- Mary Sell – Updated on LQUA- not published yet

VII. Adjournment

Daniel Hayes Motioned, Cara Keys seconded

Respectfully submitted,
Margaret Liskey
Margaret Liskey

Jefferson County Water Advisory Committee

DRAFT Minutes of Meeting | Wednesday, February 18, 2026, at 3:00 PM

Address of Meeting: County Commission Meeting Room located at the main level of the Jefferson County Government Complex- **East Side Entrance**
393 North Lawrence Street, Charles Town, WV 25414

I. Call to Order – Mary Sell called the meeting to order at 3pm.

II. Establishment of Quorum: Attendees Commissioner Cara Keys, Mary Sell, Margaret Liskey, William Smith and Daniel Hayes Absent: Nathaniel Hitt, Elizabeth Riordan, and Alexis Davy. Also in attendance: Travis Markley for Kristen Stopilper's CTUB replacement

III. Public comment – None

IV. Review/Approval of minutes – Tabled – copies not available

V. Old Business –

Work groups/ subcommittees – agreed to work on one question at a time per meeting(s) as a group. Margaret Liskey started the group discussion for I. Question 1 by reading WV state code 22-26-2 (10) and 22-26-3(c)

V. New Business

Invitation from Shepherdstown Council on February 25. Nathaniel and Mary plan to attend.

VI. Member Comment

- Ethics training and Open meetings act training was held county wide Tuesday, February17. It was well attended.

VII. Adjournment

Daniel Hayes Motioned, Cara Keys seconded

Respectfully submitted,
Margaret Liskey
Margaret Liskey

Jefferson County Water Advisory Committee

DRAFT Minutes of Meeting | Wednesday, March 18, 2026, at 3:00 PM

Address of Meeting: County Commission Meeting Room located at the main level of the Jefferson County Government Complex- **East Side Entrance** 393 North Lawrence Street, Charles Town, WV 25414

I. Call to Order – Mary Sell called the meeting to order after 3pm.

II. Establishment of Quorum: Attendees Commissioner Cara Keys via Zoom, Mary Sell, Margaret Liskey, William Smith, Daniel Hayes, Nathaniel Hitt, Elizabeth Riordan, and Travis Markley. Absent: Alexis Davy.

III. Public comment –Jim Bowman, Bakerton. Concerned about old cistern, town well and septic.

IV. Review/Approval of minutes – November 2025 -Daniel Hayes motioned to approve and Elizabeth Riordan seconded. December 2025- Daniel Hayes motioned to approve and Will Smith seconded. January and February 2026 – copies not provided

V. Old Business – Election on Vice President, Cara Keys nominated Daniel Hayes as Vice President and Margaret Liskey seconded. Daniel Hayes is now Vice President. Daniel will do agendas.

Roman numeral I. questions continue as group discussion. Nathaniel and Travis lead discussion. Margaret Liskey will compile each member's responses into a working document.

V. New Business

Mary Sell provided a legislative recap.

Provide website updates for WAC page

VI. Member Comment

- Daniel Hayes lead the discussion on a schedule: April- continue working on questions, May-guest speaker, June- questions 2-3, July- questions 3-4, August- question 4 with wrap up, September- Speaker, and October- question presentation.

VII. Adjournment

Daniel Hayes Motioned, Cara Keys seconded

Respectfully submitted,

Margaret Liskey

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

May 27, 2026

Attachments:

Board Report 05.27.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	6-50	$54,850.81	$0.00	$47,224.27	$102,075.08
Sewer	6-60	$74,638.19	$0.00	$178,485.39	$253,125.58
	Year Total:	$129,489.00	$0.00	$225,709.66	$355,198.66
Water	X-50	$22,162.88	$0.00	$0.00	$22,162.88
Sewer	X-60	$118,804.59	$0.00	$0.00	$118,804.59
	Year Total:	$140,967.47	$0.00	$0.00	$140,967.47
Total Of All Funds:		$270,456.47	$0.00	$225,709.66	$496,166.13

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$77,013.69	$0.00	$47,224.27	$124,237.96
Sewer	60	$193,442.78	$0.00	$178,485.39	$371,928.17
Total Of All Funds:		$270,456.47	$0.00	$225,709.66	$496,166.13

This Packet:	$ 496,166.13
WV Water Development Auth., EFT dated 5/18/2026:	1,547.63
Security Deposit Refunds, checks dated 5/27/2026:	594.12
Total:	$ 498,307.88

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
POTES005		POTESTA & ASSOCIATES, INC	*Account Continued*				
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
I2600409	05/12/26	SFTY CNSLTNG: 4/01 - 4/30/26	Open	$1,465.41	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
P2600086	04/02/26	SULZER PUMP REWIRE TWWTP	Open	$7,975.00	$0.00		
P2600181	05/13/26	REPLACED DISCONNECT IN PANEL	Open	$816.00	$0.00		
			Vendor Total:	**$8,791.00**			
SHADE005		SHADE EQUIPMENT COMPANY, INC					
P2600154	05/01/26	TARP FOR DUMP TRUCK	Open	$929.14	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2600112	04/16/26	PUMP REPAIR - TUSCAWILLA PLANT	Open	$14,286.63	$0.00		
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2600188	05/14/26	MISC TRUCK REPAIRS	Open	$1,048.22	$0.00		
STONE005		STONER ENTERPRISES INC					
I2600413	05/14/26	MONTHLY SVC@ 661 S GEORGE ST	Open	$220.19	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
I2600401	04/08/26	HYDROFLUOROSILICIC ACID	Open	$730.00	$0.00		
I2600402	05/12/26	LIQUID AMMONIUM SULFATE 40%	Open	1,477.26-	$0.00		
I2600403	05/07/26	CHLORINE	Open	$2,804.11	$0.00		
P2600011	02/25/26	MOUNT TOUCHPADS	Open	$3,700.00	$0.00		
P2600199	05/18/26	520 SINGLE PORTS	Open	$9,990.00	$0.00		
			Vendor Total:	**$15,746.85**			
TRICK010		TRICK TRUCKS ELEVEN, INC					
P2600124	04/22/26	EMERGENCY LIGHTS-MAINT. TRUCK	Open	$4,754.90	$0.00		
P2600125	04/22/26	PIPE RACKS - MAINT. TRUCK	Open	$8,321.00	$0.00		
			Vendor Total:	**$13,075.90**			
VITAL005		VITAL SIGNS PLUS					
P2600180	05/13/26	WATER INSPECTION STICKERS	Open	$396.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2600397	05/04/26	BACTERIOLOGICAL TEST	Open	$46.00	$0.00		
I2600410	05/06/26	BACTERIOLOGICAL TEST	Open	$299.00	$0.00		
I2600411	05/08/26	BACTERIOLOGICAL TEST	Open	$115.00	$0.00		
			Vendor Total:	**$460.00**			
WVWAT005		WV WATER DEVELOPMENT AUTH					
I2600428	05/27/26	#2017-175 INFRSTRCTR FNDPRJCT	Clsd	$1,612.15	$0.00		

Total Purchase Orders: 86 Total P.O. Line Items: 0 Total List Amount: $1,100,892.48 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GWIND005		GWIN DOBSON & FOREMAN INC	*Account Continued*				
I2600430	04/30/26	PROJ: 24046 CTWWTP UPGRADE	Open	$109,414.36	$0.00		
I2600431	04/30/26	PROJ: 24004 GF PS UPGRADE	Open	$1,118.00	$0.00		
I2600432	04/30/26	WW COLLECTION SYSTEM PROJECT	Open	$35,140.93	$0.00		
I2600434	04/30/26	PROJ: 25080 WTP PILOT STUDY	Open	$22,162.88	$0.00		
			Vendor Total:	**$180,564.80**			
HACHC005		HACH COMPANY					
P2600187	05/14/26	AMMONIA PROBE & METER CTWWTP	Open	$3,795.95	$0.00		
P2600190	05/14/26	AMMONIA PROBE AND METER - CS	Open	$3,795.95	$0.00		
			Vendor Total:	**$7,591.90**			
HDSUP005		HD SUPPLY INC					
P2600162	05/05/26	LAB SUPPLIES	Open	$1,123.03	$0.00		
P2600163	05/06/26	WWTP LOG BOOKS	Open	$61.12	$0.00		
P2600166	05/06/26	HYDRANT FLUSHING MISC	Open	$609.97	$0.00		
P2600170	05/07/26	WTP MISC	Open	$2,437.56	$0.00		
			Vendor Total:	**$4,231.68**			
HIGHH005		HIGH HORIZONS FARM, INC.					
P2600083	03/31/26	STRAW	Open	$100.00	$0.00		
P2600157	05/04/26	STRAW	Open	$100.00	$0.00		
			Vendor Total:	**$200.00**			
INTEL005		INTELLIPOINT TECHNOLOGIES					
I2600419	05/15/26	IT-REGULAR-REMOTE	Open	$50.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					
I2600398	05/05/26	I10 PICKUPS: 5/05/26	Open	$329.45	$0.00		
I2600399	05/06/26	C2 & 18 PICKUPS: 5/06/26	Open	$995.83	$0.00		
			Vendor Total:	**$1,325.28**			
JAMES005		JAMES RIVER EQUIPMENT					
P2600197	05/18/26	MISC FOR 60G EQUIPMENT	Open	$58.04	$0.00		
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2600186	05/13/26	OIL CHANGE,ROTATION,INSP,BRAKE	Open	$1,049.90	$0.00		
P2600202	05/19/26	STATE INSPECTION - SEWER TRUCK	Open	$19.00	$0.00		
P2600205	05/19/26	INSPECTION, TROUBLESHOOT ISSUE	Open	$129.00	$0.00		
			Vendor Total:	**$1,197.90**			
MICRO005		MICRO-TECH DESIGNS, INC.					
P2600203	05/19/26	CTWWTP REPORTS, TOTALIZER	Open	$1,260.00	$0.00		
P2600215	05/21/26	TBLESH POND LEVEL INSTR-TUSC	Open	$4,302.90	$0.00		
			Vendor Total:	**$5,562.90**			
MISSU005		MISS UTILITY OF WV, INC.					
I2600408	05/08/26	MESSAGE FEES: APR	Open	$523.90	$0.00		
POTES005		POTESTA & ASSOCIATES, INC					
P2600002	02/13/26	CT TESTING PROJ 0101-25-0138	Open	$956.84	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CLAYT005		CLAYTON SHICH					
P2600184	05/13/26	4" TAP FOR WATER LINE	Open	$450.00	$0.00		
COREM005		CORE & MAIN INC					
P2600126	04/22/26	202 W WASHINGTON ST NEW METER	Open	$5,607.43	$0.00		
P2600142	04/24/26	WATER STOCK	Open	$9,776.48	$0.00		
P2600161	05/05/26	MAINTENANCE STOCK	Open	$1,187.20	$0.00		
P2600179	05/13/26	219 N MILDRED WATER MAIN	Open	$544.96	$0.00		
			Vendor Total:	**$17,116.07**			
COYNE005		COYNE CHEMICAL INC					
I2600420	05/14/26	CONTAINER RETURNS	Open	65.00-	$0.00		
I2600421	05/14/26	AMMONIUM SULFATE 40% NSF	Open	$4,758.00	$0.00		
P2600182	05/13/26	CMC 150	Open	$627.00	$0.00		
			Vendor Total:	**$5,320.00**			
CUMMI010		CUMMINS, INC					
P2600110	04/15/26	DEERFIELD GENERATOR PM	Open	$765.48	$0.00		
P2600120	04/21/26	DEMORY FARMS PS REPAIRS	Open	$4,715.78	$0.00		
P2600121	04/21/26	CLARENCE PS REPAIRS	Open	$1,624.31	$0.00		
P2600146	04/24/26	REPLACE CLNT SNSR,BATT HF BOOS	Open	$1,678.77	$0.00		
			Vendor Total:	**$8,784.34**			
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
I2600439	04/30/26	M.EATON HEP A & B VACCINES	Open	$240.00	$0.00		
EITEC005		EI TECHNICAL SERVICES INC					
P2600213	05/21/26	CALIBRATED FLOW METERS, INSTR	Open	$624.40	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
I2600414	05/18/26	TESTING	Open	$4,527.00	$0.00		
I2600415	05/18/26	TESTING	Open	$561.90	$0.00		
			Vendor Total:	**$5,088.90**			
GERAL005		GERALD TAYLOR CO., INC.					
I2600404	05/12/26	PUMP / TRANSPORT	Open	$791.43	$0.00		
I2600405	05/12/26	TRANSPORT	Open	$989.01	$0.00		
I2600406	05/12/26	SUPERVAC	Open	$2,937.05	$0.00		
I2600422	05/19/26	PUMP / TRANSPORT	Open	$608.37	$0.00		
			Vendor Total:	**$5,325.86**			
GUTTM005		GUTTMAN ENERGY					
I2600407	05/10/26	W/E 5/10/26	Open	$3,077.57	$0.00		
I2600418	05/17/26	W/E 5/17/26	Open	$2,734.22	$0.00		
			Vendor Total:	**$5,811.79**			
GWIND005		GWIN DOBSON & FOREMAN INC					
I2600417	04/30/26	WW RETAINER & EVITTS RUN	Open	$3,338.40	$0.00		
I2600424	04/30/26	PROJ: 25052 FS PS UPGRADE	Open	$3,651.23	$0.00		
I2600429	04/30/26	PROJ: 26018 TUI MBR PROJECT	Open	$5,739.00	$0.00		

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *05/27/26 to 06/30/26*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
ADTLL005		ADT LLC					
I2600423	05/13/26	WTP&RVRINTK: SVC6/1/26-3/31/27	Open	$1,697.52	$0.00		
ARDEN005		ARDEN EQUIPMENT REPAIR, INC					
P2600194	05/18/26	MOWERS-RTICHIE	Open	$318.57	$0.00		
AUTOZ005		AUTOZONE, INC					
P2600189	05/14/26	MISC FOR MAINTENANCE TRUCKS	Open	$148.24	$0.00		
P2600196	05/18/26	MISC FOR SEWER TRUCKS	Open	$93.04	$0.00		
P2600204	05/19/26	GENERATOR BATTERY BURR OFFICE	Open	$146.99	$0.00		
			Vendor Total:	**$388.27**			
BIEDL005		BIEDLER'S ELECTRIC MOTOR REPAI					
P2600183	05/13/26	BELTS FOR PARK PS	Open	$96.72	$0.00		
P2600191	05/14/26	BELTS FOR EXHAUST FANS CTWWTP	Open	$42.26	$0.00		
P2600208	05/20/26	ROOTS BLOWERS - CTWWTP	Open	$96.72	$0.00		
			Vendor Total:	**$235.70**			
CEM00005		CEM CORPORATION					
P2600173	05/07/26	ANNUAL PM SERVICE FOR CEM	Open	$4,536.00	$0.00		
CHARL030		CHARLES TOWN SEWER					
I2600426	05/27/26	APR FUNDING	Open	$57,739.31	$0.00		
CHARL035		CHARLES TOWN WATER					
I2600427	05/27/26	APR FUNDING	Open	$34,148.37	$0.00		
CHSTR005		CHS TRAFFIC CONTROL SERVICES I					
P2600217	05/22/26	311 W WASHINGTON ST-JETTING	Open	$1,075.00	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2600412	05/13/26	RENT & UTILITIES @661 S GEORGE	Open	$4,096.30	$0.00		
CITYO030		CITY OF RANSON - SEWER CIFS					
I2600435	05/26/26	RANSON CIFS - MADISON GREENS	Open	$9,750.00	$0.00		
I2600436	05/26/26	RANSON CIFS - SHEN. SPRINGS	Open	$43,875.00	$0.00		
I2600437	05/26/26	RANSON CIFS - PRES. POINTE	Open	$29,250.00	$0.00		
			Vendor Total:	**$82,875.00**			

CHARLES TOWN UTILITY BOARD

Wednesday, May 27, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - June 10, 2026 at 4:00 P.M.