CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, MAY 14, 2025

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of April 23, 2025 Regular Meeting Minutes
   UB Minutes 04.23.25.pdf
   b. Approval of April 30, 2025 Special Meeting Minutes
   UB Minutes 04.30.25.pdf

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

   The public is invited to attend this meeting in person or via webcast (www.ctubwv.com- Board Meeting - Meeting Agendas and Minutes 2025) or by accessing the following zoom link:

   https://us06web.zoom.us/j/89770940377?pwd=MBZo5jB8ob2pU95djEoutQXb57eHTA.1

   Meeting ID: 897 7094 0377
   Passcode: 087883
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Cases - 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.
   i. 25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development
   ii. 25-0263-W-C – West Virginia American Water Complaint Case
   b. Board Policies - Biosolids PFAS Policy
   BioSolids PFAS Policy 05.08.25.pdf

4. **NEW BUSINESS**
   a. Collection System Project - Resolution No. 7 - Request for Payment #7, CIF Payment #6
      Resolution No. 7 - CIF No. 6.pdf
   b. Collection System Project - Resolution No. 8 - Request for Payment #8, CWSRF Payment #2
      Resolution No. 8 - CWSRF No. 2.pdf
   c. Konica Minolta Bizhub C361i Color Copier/Printer/Scanner Lease
      CTUB C361i Proposal.pdf
   d. Quality Fence Quote for Gate Operator
      Quality Fence Quote.pdf
   e. CTUB Social Media Policy Guidelines - Draft
      CTUB Social Media Policy Guidelines.pdf
   f. Chlorine Room Modification Project - Notice of Award
      NOA 05.01.25.pdf
   g. Resolution 2025-01 - FY 2026 Budget - Draft
      FY 2026 Operating Budget Final.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
      UB Manager Report.pdf
      Revenue & Expense April 2025.pdf
      Capital Expenditure Report 05.14.25.pdf
   i. Fluoride Notice
      Flouride Notice 12.10.24.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. May 14, 2025
      Board Report 05.14.25.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - May 28, 2025 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of April 23, 2025 Regular Meeting Minutes

Attachments:

UB Minutes 04.23.25.pdf

Charles Town Utility Board
Regular Board Meeting
April 23, 2025

The Charles Town Utility Board held a regular meeting on April 23, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manger and Ashley Stottlemyer, Secretary.

Mr. Rodecker 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 9, 2025 Minutes

The Chairman called for changes or corrections to the April 9, 2025 regular meeting minutes. Mr. Maxey suggested two changes to the Sidewinder item.

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

PUBLIC COMMENT

The Board received public comments from Jacquelyn Milliron and Giuliana Broyna.

Mr. Maxey suggested amending the agenda to include a discussion on the Sidewinder Agreement as instructed by the Board two meetings ago to have this as a standing agenda item. Mr. Pierson suggested caution on this discussion due to recent litigations between Sidewinder and the Planning Commission.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved amending the agenda by adding a discission on the Sidewinder Agreement.**

Mrs. Stolipher provided she had no updates and was aware Mr. Rodecker was unable to attend this meeting to provide any updates. She did mention that she provided Mr. Rodecker with the Planning Commission minutes for him to draft the letter to the PSC informing them of their decision to deny the project. Mr. Maxey also requested all changes or revisions to the agreement be brought before the Board for discussion. The Chairman cautioned the Board review the lease described in the agreement prior to signing the document.

UNFINISHED BUSINESS

Board Policies

i. CIF Policy – Draft by Mr. Maxey

Mrs. Stolipher included both the redline and clean version of the policy. Both Mr. Rodecker and Raftelis provided revisions. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "for such new facilities" under Purpose.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "CIFs provide a temporary means of accumulating at least part of the funds necessary to expand capacity thus reducing the rate impact to all customers" and don't strike the sentence he struck under Policy Statement.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Raftelis's addition of "to five" under Policy Statement.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "equitably" and strike proportionally under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "Public Service Commission of West Virginia (PSC) and" under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "PSC" under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved Mr. Rodecker's addition of "to qualifying costs for" and strike exclusively under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved to retain "stewardship" under Guiding Principles.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved striking the two changes in blue requested by Raftelis under Review and Adjustments.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved accepting Raftelis's change of "expansion" under Review and Adjustments.**

ii. Biosolids PFAS Policy – Draft by Mr. Maxey

Mrs. Stolipher included the draft policy and comments from Mr. Rodecker, Chris Eckenrode and Richard Lewis. She suggested the Board review all comments submitted by the professionals, possibly adding language on drinking water, and provide comments back by May 7th for a draft available at the May 14th meeting. The Board provided discissions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved tabling this item until the May 14th meeting.**

Cooley Public Strategies – Draft Strategic Plan

Emily Bryan with Cooley Public Strategies briefed the Board on a strategic plan to increase the level of transparent communication between CTUB and key stakeholders and the community. This included developing a FAQ document, a CTUB Facebook page, updated website, an e-

newsletter and annual report, and events and briefings. The Board provided discussions. Ms. Bryan would like to bring back a social media policy for the Board to approve.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved adopting the framework provided by Cooley with the additions discussed (quarterly newsletter not monthly, ratepayer calculator to website, and social media guidelines).**

GDF Recommendation for Chlorine Gas System Modifications Project

Mrs. Stolipher reviewed the bid recommendation letter from GDF which recommended approval of the bid from Snyder Environmental totaling $357,710. The hoist was eliminated from the bid giving a $30,910 credit. Mr. Eckenrode mentioned CTUB has done work with Synder Environmental in the past and has always been pleased with the outcome.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, with discussions from the Board, the Board unanimously approved the bid with Snyder Environmental.**

Birdhill Meadows Sewer AMEA

Mrs. Stolipher provided a draft sewer AMEA for Birdhill Meadows for 720 residential units. She will provide the exhibit to show the offsite extension to connect to the Northport force main. Mrs. Stolipher mentioned WV American Water will provide the water for this subdivision. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the Birdhill Meadows sewer AMEA as submitted.**

Discussion on County Commission Updates

The Chairman suggested the Board strategize how to keep transparency open with the County Commission and discuss at a later meeting. He mentioned Mrs. Stolipher will be attending the May 19th City Council meeting to provide CTUB updates. The Board discussed a second "CTUB Day" open to the public.

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

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided no updates.

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

Chairman Report

The Chairman extended the CTUB Day invite to Jacquelyn Milliron. He also provided at the next City Council meeting he added an agenda item to discuss the CTUB Chairman replacement.

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

APPROVAL OF BILLS

April 23, 2025

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

ADJOURNMENT
There being no further business at this time, the Board adjourned the meeting at 5:30 P.M.

INFORMATION ONLY
The next meeting is scheduled for Wednesday, May 14, 2025 at 4:00 P.M. at 661 S. George Street.

_____	_____
John Nissel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

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

Approval of April 30, 2025 Special Meeting Minutes

Attachments:

UB Minutes 04.30.25.pdf

Charles Town Utility Board
Special Board Meeting
April 30, 2025

The Charles Town Utility Board held a special meeting on April 30, 2025 at 4:00 P.M. Members of the Board present were John Nissel, Chairman; John Maxey, Vice Chairman (Zoom); Heidi Parker, Board Member; and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

CALL TO ORDER

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

PUBLIC COMMENT

Public comment was received from Jacqueline Milliron, Giuliana Broyna and Christine Wimer.

UNFINISHED BUSINESS

25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

Mr. Rodecker briefed the Board on the PSC Final Joint Staff Memorandum regarding the revised AMEA agreement and the procedural process forthgoing. He mentioned parties have 10 days (May 8th) to respond to the PSC staff recommendation if they choose to do so. The Board provided discussions.

Mr. Rodecker also mentioned this agreement and the current litigations between Sidewinder and the Planning Commission have no connection to the PSC decisions. He stated the letter that was requested by the Board advising of the Planning Commissions vote to deny the Sidewinder project had not yet been filed with the PSC. Mr. Maxey suggested the Board request a stay of the PSC's decision until that letter is filed and the PSC has reviewed. Mr. Rodecker provided that decision is up to the Board, but the agreement and the Planning Commission decision are not directly connected.

Mrs. Parker provided she was against the agreement from the start and would to see numerous revisions before moving forward. Mrs. Stolipher mentioned the design for the water line and water plant for this project have been approved and permitted. Mr. Rodecker stated the attorney for Sidewinder is working on a draft of the lease mentioned in the agreement.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, for the Charles Town Utility Board submit a letter requesting a stay to allow PSC staff an opportunity to review the impact of the Jefferson County Planning Commission's denial of the Sidewinder concept plan on the engineering and design of the project.**

Action: **After discussions, the motion was amended by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the Charles Town Utility Board submit a letter in response to the Final Joint Staff Memorandum requesting a stay to allow PSC staff an opportunity to review the impact of the Jefferson**

County Planning Commission's denial of the Sidewinder concept plan on the engineering and design of the project. The Board remains committed to becoming the Public Utility partner on any final project that may be approved.

ADJOURNMENT

There being no further business at this time, the Board adjourned the meeting at 4:56 P.M.

INFORMATION ONLY

The next meeting is scheduled for Wednesday, May 14, 2025 at 4:00 P.M. at 661 S. George Street.

_____	_____
John Nissel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Update on WV PSC Cases - 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 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

25-0079-W-PC - Sidewinder Service Agreement for Mountain Pure Development

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

25-0263-W-C – West Virginia American Water Complaint Case

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Board Policies - Biosolids PFAS Policy

Attachments:

BioSolids PFAS Policy 05.08.25.pdf

Charles Town Utility Board

Drinking Water, Wastewater and Biosolids PFAS Monitoring Policy

Purpose

The Charles Town Utility Board (CTUB) is committed to take all reasonable measures to protect drinking water, public health, farmland, and groundwater from potential Per- and polyfluoroalkyl substances (PFAS) contamination. Publicly owned water and wastewater utilities are "passive receivers" of PFAS since they do not produce or manufacture PFAS, instead these chemicals are present in source waters that is processed through treatment facilities which produce drinking water, wastewater effluent and biosolids. Although wastewater influent to the treatment plant is not generated by the utility, the Clean Water Act requires that the utility be responsible for treating it to the applicable standards. This policy affirms the Board's commitment to rigorous monitoring, science-based thresholds, and proactive restrictions to ensure its operations are performed in an environmentally sound manner that safeguards our community and complies with evolving regulatory standards.

Nothing in this policy is intended to impose standards or restrictions that exceed federal or state law or regulation. This policy is intended to provide guidance to CTUB, its management and employees and the general public regarding the operations related to dealing with PFAS. This policy is not intended to create or alter any third-party rights regarding CTUB arising from or related to CTUB's water treatment operations, wastewater treatment operations, nor operations, management and disposal of CTUB's biosolids.

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Drinking Water PFAS Monitoring

Policy Statement

The EPA has issued final drinking water standards for six types of poly- and perfluoroalkyl (PFAS) compounds. CTUB is committed to meeting the regulations and providing high quality drinking water.

Guiding Principles

1. **Public Health Protection** - Source Water Protection is critical to keeping drinking water supplies safe. Protecting drinking water sources and keeping PFAS away from water supplies is a priority.
2. **Transparency** – Testing results, thresholds, and corrective actions will be publicly reported on the CTUB website.
3. **Regulatory Compliance –** This policy is intended to follow EPA guidance and will adapt to future state or federal regulations.

4. **Proactive Risk Management** – CTUB will take actions to meet the federal regulations. CTUB has already initiated preliminary design of water treatment plant upgrades that will provide treatment of PFAS in the drinking water.

PFAS Thresholds & Land Application Thresholds

EPA set final National Primary Drinking Water Regulations for six (6) PFAS compounds on April 10, 2024 as detailed below:

Compound	Final MCLG	Final MCL (enforceable levels)[1]
PFOA	Zero	4.0 parts per trillion (ppt) (also expressed as ng/L)
PFOS	Zero	4.0 ppt
PFHxS	10 ppt	10 ppt
PFNA	10 ppt	10 ppt
HFPO-DA (commonly known as GenX Chemicals)	10 ppt	10 ppt
Mixtures containing two or more of PFHxS, PFNA, HFPO-DA, and PFBS	1 (unitless) Hazard Index	1 (unitless) Hazard Index

[1] Compliance with MCLs is determined by running annual averages at the sampling point.

PFAS Drinking Water Implementation & Oversight

Annual Testing:

- CTUB will conduct annual testing in accordance with EPA requirements.

New Sources:

- All new water sources shall be tested for PFAS prior to use.

<u>Biosolids PFAS Monitoring</u>

Policy Statement

CTUB recognizes that biosolids are a valuable resource for agriculture but must be managed responsibly to mitigate risks from PFAS/PFOS contamination. The Board will conduct annual PFAS testing of biosolids generated at its wastewater treatment plant and adhere to application restrictions based on test results. This policy is intended to provide transparency, aligns with EPA recommendations, and prioritizes the long-term protection of Jefferson County's land and water resources. This policy is not intended to create or alter any third-party rights regarding CTUB arising from or related to CTUB's disposal of CTUB's biosolids.

Guiding Principles

1. **Public Health Protection** – Land application of biosolids shall not compromise soil, groundwater, or crop safety due to PFAS contamination.
2. **Science-Based Thresholds** – Application rates will be adjusted or halted based on **tiered PFAS concentrations** (see below), using the most current EPA-certified testing methods.
3. **Transparency** – Testing results, thresholds, and corrective actions will be publicly reported on the CTUB website.
4. **Regulatory Compliance** – This policy is intended to follow EPA interim guidance and will adapt to future state (WVDEP) or federal regulations.
5. **Proactive Risk Management** – If PFAS levels exceed actionable thresholds, CTUB will restrict application and pursue alternative disposal options.

PFAS Biosolids Thresholds & Land Application Thresholds

CTUB recognizes that no West Virginia or Federal guidance exists regarding land application thresholds or restrictions. Nevertheless, until such guidance or other science-based thresholds are developed, CTUB intends to follow the following protocol:

Based on average PFAS concentrations (µg/kg dry weight) from annual testing:

- < 20 µg/kg: No restrictions. Normal application rates permitted.
- 20–50 µg/kg: Application rate reduced to ***≤ 3 dry tons/acre/year***.
- 50–100 µg/kg: Application rate reduced to ≤ 1.5 dry tons/acre/year.
- ≥ 100 µg/kg: ***Land application halted***. CTUB will implement alternative disposal methods (e.g., EPA-approved landfill, thermal treatment, or other EPA/WVDEP approved method).

PFAS Biosolids Implementation & Oversight

Annual Testing:

- CTUB will collect a minimum of three representative samples from its biosolids prior to leaving CTUB's property to be analyzed by an EPA-certified lab.
- Results reviewed by CTUB within 30 days of receipt.

Response to Exceedances:

- Levels >20 µg/kg trigger confirmatory testing using the same procedure as above.
- Levels >50 µg/kg trigger notification to WVDEP and landowners of affected land application sites.
- In the event that exceedances occur, CTUB may request that WVDEP investigate whether any of CTUB's industrial users are contributing PFAS to

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the influent wastewater and request WVDEP take any appropriate action based on its findings.

General Recordkeeping:

- All data retained for 5 years and made publicly available.

Policy Review and Adjustments

Recognizing the rapidly evolving science of PFAS, CTUB will review this policy annually to incorporate:

- New EPA or WVDEP regulations.
- Advances in PFAS treatment or testing technologies.
- Feedback from stakeholders (farmers, health officials, environmental groups).

Conclusion

The Charles Town Utility Board prioritizes the responsible management of its operations with environmental protection, public health and safety. This policy ensures that PFAS risks are systematically monitored, mitigated, and communicated to the public, upholding CTUB's commitment to safe and sustainable utility operations.

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CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

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

Collection System Project - Resolution No. 7 - Request for Payment #7, CIF Payment #6

Attachments:

Resolution No. 7 - CIF No. 6.pdf

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

RESOLUTION NO. 7
REQUEST FOR PAYMENT #7
(CIF PAYMENT #6)

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	$33,797.22	$33,797.22
Kay, Casto, & Chaney	$0	$5,637.00	$5,637.00
Total	**$0**	**$39,434.22**	**$39,434.22**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 14th day of May, 2025.

By: _____
John Nissel, Chairman

Date: May 14, 2025

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid from CTUB Internal CIF Funds (Prior to Closing)	Resolution No. 1 Request for Payment (RFP) # 1 CWSRF # 1	Resolution No. 2 Request for Payment (RFP) # 2 CIF # 1	Resolution No. 3 Request for Payment (RFP) # 3 CIF # 2	Resolution No. 4 Request for Payment (RFP) # 4 CIF # 3	Resolution No. 5 Request for Payment (RFP) # 5 CIF # 4	Resolution No. 6 Request for Payment (RFP) # 6 CIF # 5	Resolution No. 7 Request for Payment (RFP) # 7 CIF # 6	BALANCE REMAINING
1 **CONSTRUCTION**										
a. Contract	$ 6,074,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,074,000.00
2 **CONSTRUCTION CONTINGENCY**										
a. Construction Contingency - (See note #1)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
3 **LEGAL SERVICES**										
a. Project Attorney	$ 147,000.00	$ 137,264.09	$ -	$ 812.50	$ 487.50	$ 650.00	$ -	$ 682.50	$ 5,637.00	$ 1,466.41
4 **ACCOUNTING SERVICES**										
a. Project Account - CPA (See note #3)	$ 23,000.00	$ 18,262.50	$ -	$ 3,950.00	$ -	$ -	$ -	$ -	$ -	$ 787.50
5 **ENGINEERING SERVICES**										
a. RK&K Engineering fees	$ 596,090.00	$ 565,565.83	$ -	$ 10,166.61	$ 7,785.91	$ 4,968.77	$ -	$ 3,932.69	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ -	$ -	$ 1,325.80	$ 3,478.44	$ 12,000.38	$ 7,736.10	$ 5,254.60	$ 33,797.22	$ 236,407.46
6 **ADMINISTRATIVE SERVICES**										
a. Other Administrative Costs	$ 10,000.00	$ 5,377.14	$ -	$ -	$ -	$ -	$ -			$ 4,622.86
7 **LANDS/EASEMENTS**										
a. Easements	$ 50,600.00	$ 47,325.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (See note #2)	$ 100,690.72	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (See note #2)	$ 6,859.28	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,859.28
d. Plats - (See note #2)	$ 12,970.00	$ 10,828.00	$ -	$ 1,071.00	$ -	$ -	$ -	$ -	$ -	$ 1,071.00
8 Sub Total Line 1-7	**$ 7,624,894.00**	**$ 886,313.28**	**$ -**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 6,634,843.70**
B. COST OF FINANCING										
9 Registrar Fees	$ 650.00	$ -	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**	**$ -**	**$ 40,650.00**	**$ -**	**$ -**	**$ -**	**$ -**			**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 7,665,544.00**	**$ 886,313.28**	**$ 40,650.00**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 6,634,843.70**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Paid from CTUB Internal CIF Funds (Prior to Closing)	Request for Payment (RFP) # 1 CWSRF # 1	Request for Payment (RFP) # 2 CIF # 1	Request for Payment (RFP) # 3 CIF # 2	Request for Payment (RFP) # 4 CIF # 3	Request for Payment (RFP) # 5 CIF # 4	Request for Payment (RFP) # 6 CIF # 5	Request for Payment (RFP) # 7 CIF # 6	BALANCE REMAINING
1 INTERNAL FUNDS										
a. Capacity Improvement Fees	$ 3,027,560.00	$ (886,313.28)	$ -	$ (17,325.91)	$ (11,751.85)	$ (17,619.15)	$ (7,736.10)	$ (9,869.79)	$ (39,434.22)	$ 2,037,509.70
1 Subtotal Internal Funds	**$ 3,027,560.00**	**$ (886,313.28)**	**$ -**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ 2,037,509.70**
2 GRANT FUNDS										
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,077,000.00
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,577,000.00**
3 BOND ISSUE										
a. CWSRF Loan (1%, 40 Year)	$ 2,844,984.00	$ -	$ (40,650.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,804,334.00
b. CWSRF Loan (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (40,650.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,020,334.00**
4 Total Sources of Funds Line 1-3	**$ 7,665,544.00**	**$ (886,313.28)**	**$ (40,650.00)**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ 6,634,843.70**

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 - 5/14/2025 - Line item 4. Project Accountant was decreased by $7,000 to actual and the line item 3. Legal was increased by $7,000.

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

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

Collection System Project - Resolution No. 8 - Request for Payment #8, CWSRF Payment #2

Attachments:

Resolution No. 8 - CWSRF No. 2.pdf

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

RESOLUTION NO. 8
REQUEST FOR PAYMENT #8
(CWSRF #C-544686 PAYMENT #2)

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 as follows: There is hereby authorized and directed the payment of **"Contractor's Payment Application No. 1"** as follows.

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$148,131.00	$0	$148,131.00
Total	**$148,131.00**	**$0**	**$148,131.00**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 14th day of May, 2025.

By: _____
John Nissel, 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-544686-2025-02

3. REQUEST NUMBER: 2

4. INVOICE PERIOD COVERED BY THIS REQUEST

FROM: 3/1/2025 TO: 4/10/2025

5. % of PHYSICAL CONSTRUCTION COMPLETION 2.4%

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY LOAN $	E) AGENCY USE ONLY PF $
1) CONSTRUCTION	$3,000,650.00		$148,131.00	$148,131.00		
2) CONTINGENCY	$303,684.00			$0.00		
3) EQUIPMENT				$0.00		
4) ENGINEERING a. Planning				$0.00		
b. Design				$0.00		
c. Construction Basic				$0.00		
d. RPR / Inspection				$0.00		
e. Post Construction				$0.00		
f. Special Services				$0.00		
5) LEGAL				$0.00		
6) ACCOUNTING				$0.00		
7) ADMINISTRATIVE				$0.00		
8) PERMITS				$0.00		
9) LOAN REPAYMENT				$0.00		
10) PLATS				$0.00		
11) LAND/EASEMENTS				$0.00		
12) (space as needed)				$0.00		
13) CLOSING COSTS	$40,650.00	$40,650.00		$40,650.00		
14) SUBTOTAL	$3,344,984.00	$40,650.00	$148,131.00	$188,781.00		
15) LESS PREVIOUSLY PAID				$40,650.00		
16) REQUEST AMOUNT				$148,131.00		

17) _____ _____
AUTHORIZED SIGNATURE DATE
John Nissel, Chairman
TYPED OR PRINTED NAME AND TITLE

18) _____ _____
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

Date: May 14, 2025

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Paid from CTUB Internal CIF Funds (Prior to Closing)	Resolution No. 1 Request for Payment (RFP) # 1 CWSRF # 1	Resolution No. 2 Request for Payment (RFP) # 2 CIF # 1	Resolution No. 3 Request for Payment (RFP) # 3 CIF # 2	Resolution No. 4 Request for Payment (RFP) # 4 CIF # 3	Resolution No. 5 Request for Payment (RFP) # 5 CIF # 4	Resolution No. 6 Request for Payment (RFP) # 6 CIF # 5	Resolution No. 7 Request for Payment (RFP) # 7 CIF # 6	Resolution No. 8 Request for Payment (RFP) # 8 CWSRF # 2	BALANCE REMAINING
1 **CONSTRUCTION**											
a. Contract	$ 6,074,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 148,131.00	$ 5,925,869.00
2 **CONSTRUCTION CONTINGENCY**											
a. Construction Contingency - (See note #1)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
3 **LEGAL SERVICES**											
a. Project Attorney	$ 147,000.00	$ 137,264.09	$ -	$ 812.50	$ 487.50	$ 650.00	$ -	$ 682.50	$ 5,637.00	$ -	$ 1,466.41
4 **ACCOUNTING SERVICES**											
a. Project Account - CPA (See note #3)	$ 23,000.00	$ 18,262.50	$ -	$ 3,950.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 787.50
5 **ENGINEERING SERVICES**											
a. RK&K Engineering fees	$ 596,090.00	$ 565,565.83	$ -	$ 10,166.61	$ 7,785.91	$ 4,968.77	$ -	$ 3,932.69	$ -	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin & RPR)	$ 300,000.00	$ -	$ -	$ 1,325.80	$ 3,478.44	$ 12,000.38	$ 7,736.10	$ 5,254.60	$ 33,797.22	$ -	$ 236,407.46
6 **ADMINISTRATIVE SERVICES**											
a. Other Administrative Costs	$ 10,000.00	$ 5,377.14	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,622.86
7 **LANDS/EASEMENTS**											
a. Easements	$ 50,600.00	$ 47,325.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (See note #2)	$ 100,690.72	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (See note #2)	$ 6,859.28	$ 1,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,859.28
d. Plats - (See note #2)	$ 12,970.00	$ 10,828.00	$ -	$ 1,071.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,071.00
8 Sub Total Line 1-7	**$ 7,624,894.00**	**$ 886,313.28**	**$ -**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 148,131.00**	**$ 6,486,712.70**
B. COST OF FINANCING											
9 Registrar Fees	$ 650.00	$ -	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**	**$ -**	**$ 40,650.00**	**$ -**	**$ -**	**$ -**	**$ -**				**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 7,665,544.00**	**$ 886,313.28**	**$ 40,650.00**	**$ 17,325.91**	**$ 11,751.85**	**$ 17,619.15**	**$ 7,736.10**	**$ 9,869.79**	**$ 39,434.22**	**$ 148,131.00**	**$ 6,486,712.70**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Paid from CTUB Internal CIF Funds (Prior to Closing)	Request for Payment (RFP) # 1 CWSRF # 1	Request for Payment (RFP) # 2 CIF # 1	Request for Payment (RFP) # 3 CIF # 2	Request for Payment (RFP) # 4 CIF # 3	Request for Payment (RFP) # 5 CIF # 4	Request for Payment (RFP) # 6 CIF # 5	Request for Payment (RFP) # 7 CIF # 6	Request for Payment (RFP) # 8 CWSRF # 2	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,027,560.00	$ (886,313.28)	$ -	$ (17,325.91)	$ (11,751.85)	$ (17,619.15)	$ (7,736.10)	$ (9,869.79)	$ (39,434.22)	$ -	$ 2,037,509.70
1 Subtotal Internal Funds	**$ 3,027,560.00**	**$ (886,313.28)**	**$ -**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ -**	**$ 2,037,509.70**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,077,000.00
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,577,000.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (40,650.00)	$ -	$ -	$ -	$ -	$ -	$ -	$ (148,131.00)	$ 2,656,203.00
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (40,650.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (148,131.00)**	**$ 2,872,203.00**
4 Total Sources of Funds Line 1-3	**$ 7,665,544.00**	**$ (886,313.28)**	**$ (40,650.00)**	**$ (17,325.91)**	**$ (11,751.85)**	**$ (17,619.15)**	**$ (7,736.10)**	**$ (9,869.79)**	**$ (39,434.22)**	**$ (148,131.00)**	**$ 6,486,712.70**

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 - 5/14/2025 - Line item 4. Project Accountant was decreased by $7,000 to actual and the line item 3. Legal was increased by $7,000.

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 01

Application Period:	3/1/25-3/31/25	Application Date:	4/10/2025
To (Owner):	Charles Town Utility Board	From (Contractor):	HRI, Inc.
Via (Engineer):	Rummel, Klepper & Kahl, LLP		
Project:	2023 Collection System Project	Contract:	
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
TOTALS		
NET CHANGE BY CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE		$ $6,074,000.00
2. Net change by Change Orders		$
3. Current Contract Price (Line 1 ± 2)		$ $6,074,000.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)		$ $164,590.00
5. RETAINAGE:		
a. 10% X $164,590.00 Work Completed		$ $16,459.00
b. 10% X Stored Material		$
c. Total Retainage (Line 5.a + Line 5.b)		$ $16,459.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)		$ $148,131.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)		$
8. AMOUNT DUE THIS APPLICATION		$ $148,131.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)		$ $5,925,869.00

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: Josh Kutz	Date: 4/10/2025

Payment of: $ 148,131.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: David Santelli (Engineer) 4/10/2025 (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):		Application Number:	01
Application Period:	3/1/25-3/31/25	Application Date:	4/10/2025

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	0.3214155		0.3214155	$87,740.00		$87,740.00		$87,740.00	32.1%	$185,240.00
2	Traffic Control	1	LS	$15,000.00	$15,000.00										$15,000.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00										$5,200.00
4	**Erosion & Sediment Control**	1	LS	$142,000.00											
4a	Rock Construction Entrance	1	LS	$35,000.00	$35,000.00										$35,000.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00										$12,000.00
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00										$16,000.00
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00										$14,000.00
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00										$12,000.00
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00										$5,000.00
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00										$30,000.00
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00										$8,000.00
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00										$3,000.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00										$7,000.00
5	**Burr East Pump Station Demolition**	1	LS	$22,000.00											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00										$5,000.00
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00										$4,000.00
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										$1,000.00
6	**Moose Lodge Pump Station Demolition**	1	LS	$22,000.00											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00										$4,500.00
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00										$8,500.00
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00										$2,000.00
7	**Jetts Farm Pump Station Demolition**	1	LS	$22,000.00											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00										$5,500.00
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00										$9,500.00
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
9	**Forrest Street Pump Station Demolition**	1	LS	$33,000.00											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00										$15,000.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
10	**11th Ave Pump Station Demolition**	1	LS	$33,000.00											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	1	LS	$495,000.00											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00										$6,000.00
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
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										$40,000.00
11e	Meter Vault	1	LS	$25,000.00	$25,000.00										$25,000.00
11f	Process Pipe	1	LS	$70,000.00	$70,000.00										$70,000.00
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00	0.10		0.10	$9,800.00		$9,800.00		$9,800.00	10.0%	$88,200.00
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00										$15,000.00
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00										$5,000.00
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00										$15,000.00
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00										$5,000.00
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00										$5,000.00
11n	Electrical	1	LS	$90,000.00	$90,000.00										$90,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00										$105,000.00
12	**Moose Lodge Pump Station**	1	LS	$305,000.00											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00

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

For (Contract):												Application Number:	01		
Application Period:	3/1/25-3/31/25											Application Date:	4/10/2025		
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)
12c	Meter Vault	1	LS	$16,000.00	$16,000.00										$16,000.00
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
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00	0.10		0.10	$9,000.00		$9,000.00		$9,000.00	10.0%	$81,000.00
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										$15,000.00
12i	Electrical	1	LS	$65,000.00	$65,000.00										$65,000.00
12j	Integration	1	LS	$45,000.00	$45,000.00										$45,000.00
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00										$23,000.00
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										$16,000.00
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
13f	Process Pipe	1	LS	$73,500.00	$73,500.00										$73,500.00
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00	0.10		0.10	$10,200.00		$10,200.00		$10,200.00	10.0%	$91,800.00
13h	Instrumentation	1	LS	$4,500.00	$4,500.00										$4,500.00
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00										$58,000.00
13k	Integration	1	LS	$43,000.00	$43,000.00										$43,000.00
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00										$8,000.00
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00										$7,000.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00										$23,000.00
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00										$16,000.00
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00										$9,500.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00	0.09		0.09	$47,700.00		$47,700.00		$47,700.00	9.0%	$482,300.00
15i	Meter Vault	1	LS	$20,000.00	$20,000.00										$20,000.00
15j	Process Pipe	1	LS	$141,000.00	$141,000.00										$141,000.00
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00	0.01		0.01	$150.00		$150.00		$150.00	1.0%	$14,850.00
15l	Instrumentation	1	LS	$7,000.00	$7,000.00										$7,000.00
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00										$8,500.00
15o	Electrical	1	LS	$135,000.00	$135,000.00										$135,000.00
15p	Integration	1	LS	$180,000.00	$180,000.00										$180,000.00
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Barr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00										$17,500.00
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00										$25,000.00
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										$13,500.00
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00										$20,000.00
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										$5,500.00
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00										$7,000.00
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
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

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

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Application Number:	01
Application Period:	3/1/25-3/31/25	Application Date:	4/10/2025

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)
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										$25,000.00
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00										$50,000.00
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00										$25,000.00
25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00										$48,000.00
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00										$7,500.00
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00										$7,500.00
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										$1,840.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00										$148,500.00
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00										$38,400.00
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00										$56,800.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00										$104,400.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00										$18,800.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00										$610,000.00
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00										$297,000.00
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00										$322,000.00
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										$170,000.00
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00										$32,500.00
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00										$81,000.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00										$39,000.00
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00										$8,500.00
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00										$15,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00										$20,000.00
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00										$21,500.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00										$50,000.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00										$36,000.00
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										$11,000.00
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00										$6,500.00
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										$20,400.00
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00										$22,400.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00										$5,880.00
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										$35,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00										$63,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00										$32,000.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00										$21,000.00
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00										$64,400.00
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00										$16,900.00
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										$10,000.00
72	Class B Concrete	50	CY	$500.00	$25,000.00										$25,000.00
73	Shoring / Stabelization After Receiving / Launching Pit - Augustine Ave	1	LS	$10,000.00	$10,000.00										$10,000.00

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):												Application Number: 01			
Application Period: 3/1/25-3/31/25												Application Date: 4/10/2025			
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)
	Totals				$6,074,000.00				$164,590.00		$164,590.00		$164,590.00	2.7%	$5,909,410.00

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CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Konica Minolta Bizhub C361i Color Copier/Printer/Scanner Lease

Attachments:

CTUB C361i Proposal.pdf

Digital Document Solutions, Inc.
Solutions for Your Office

A QUOTATION FOR
CITY OF CHARLESTOWN UTILITY BOARD

April 19, 2025

Proposed System

KONICA MINOLTA Bizhub C361i
Color COPIER/PRINTER/SCANNER
COPIES/PRINTS **36** B/W PPM - SCANS **100/200** Full-Color & B/W OPM
w/ 300 Sheet Dual Scanning Document Feeder, Duplex,
(2) 550-Sheet Paper Trays that handle up to 12 x 18,
(1)-2,500 Sheet Large Capacity Cassette,
(1) 100-Sheet Bypass Tray, USB Thumb Drive Access,
10" Color Touchscreen, 8GB Memory, 250 GB Solid State Hard Drive, AIR PRINT,
Staple Finisher

60 Month FMV Lease **$4,080.00/year**
(Includes all service and all supplies, excluding
Paper for 30,000 B&W, 26,000 Color impressions/year.
Overage -.008 B&W/page, .058/Color page.)

***** DSI will return existing device at no additional charge.**

DSI guarantees a 4-hour response time. DSI guarantees a loaner machine if a device will be down for an extended period of time.
vCare Diagnostic Server & FM Audit will be included at no additional cost.
***Lease Price and Cost Per Page Locked for Term of Lease.

114 S. Wineow Street
Cumberland, MD 21502
301-777-7999 Phone
301-777-7906 Fax
800-726-7999 Toll-Free

10210 Governor Lane Blvd.
Suite 2005L Office 112
Williamsport, MD 21795
301-791-7999 Phone
301-745-8828 Fax
800-726-7999 Toll-Free

117 Olde Farm Office Road
Suite 202
Duncansville, PA 16635
814-297-0877 Phone
301-777-7906 Fax
800-726-7999 Toll-Free

303 S. Loudon St.
Suite 202
Winchester, VA 22601
540-546-2444 Phone
301-777-7906 Fax
800-726-7999 Toll-Free

KONICA MINOLTA
The essentials of imaging.

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

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

Quality Fence Quote for Gate Operator

Attachments:

Quality Fence Quote.pdf

Quality Fence and Deck Inc.
3716 Basford Rd.
Frederick, MD 21703 US
+13018318116
NUKE3716@GMAIL.COM
qualityfenceanddeck.net

Estimate

ADDRESS
City of Charles Town P O Box 14 Charles Town, WV 25414

ESTIMATE #	DATE	EXPIRATION DATE
1327	04/21/2025	04/28/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Gates	We will remove and replace the existing gate operator with a new LiftMaster gate operator	1	10,781.00	10,781.00

ADDENDUM 1 IS PART OF THIS ESTIMATE.

TOTAL **$10,781.00**

Accepted By

Accepted Date

PLEASE NOTE: QUALITY FENCE AND DECK INC. DOES NOT HAUL AWAY DIRT OR ROCKS. PROPERTY OWNER RESPONSIBLE FOR SHOWING BOUNDARY LINES AND FENCE LOCATIONS. IF CONCRETE IS MIXED, PROPERTY OWNER MUST PROVIDE AN AREA TO CLEAN EQUIPMENT.

QUALITY FENCE AND DECK INC.

Article I.
PAYMENTS
1.1 All payments are due as follows:

1/3 deposit at contract signing
1/3 upon start of project
1/3 upon completion of project

Any amount remaining unpaid for more than 10 days after demand shall bear Interest at the rate of 2% per month

1.2 Contractor reserves the right to stop work if payments are not made according to the payment schedule.

Article II.
CHANGE ORDERS

2.1 Any changes or deviations from the terms of this Estimate or from plans and specifications set forth herein, including any additional work requested by the OWNER must be agreed upon in writing by the OWNER and CONTRACTOR before they shall be considered binding. The cost of any changes, deviations, or additions shall also be agreed upon in writing and the CONTRACTOR may demand payment in fu11 before making the changes or deviations or commencing the additional work.

2.2 Change Orders. For the purposes of this Estimate, a Change Order shall mean a request by the Owner for extra or additional work to be completed, which modifies the Project under the Estimate, a request for substitution of materials, or a special/custom order for material(s), and any change to the original plans and specifications. No change, modification, addition, or redesign shall be valid unless authorized by the Contractor and Owner in writing in a •change Order/ which shall be incorporated as part of this Estimate. All Change Orders need to be agreed upon in writing, including cost, additional time considerations and a description of the location where the work will be completed, and shall be signed by both parties. The balance of the original Estimate and the Change Order shall be paid upon completion of the Work specified. The estimated completion dale of the Work shall be extended by the time necessary to complete any Change Order. Any expense Incurred by Contractor In assembling custom items shall be determined by the Contractor. The Estimate Price shall be increased or decreased as required by the modifications to the Project as identified in the Change Orders.

2.3 Contractor reserves the right lo reject any Change Order request by Owner if the Change Order would materially affect Contractor's operations, or violate local building codes or any other governmental regulations, or require Work already performed to be demolished and reconstructed,

Article Ill.
CONTRACTOR'S LIMITED WARRANTY
3.1 QUALITY FENCE AND DECK INC. warrants that all work will be performed In a workmanlike manner and in accordance with standard practices. Owner hereby acknowledges that wooden fencing materials are subject to cracking, splitting, checking, warping, and bowing when exposed to the sun, rain, humidity, and weather; and that the CONTRACTOR makes no warranties against the occurrence of such changes in wooden fencing materials.

3.2 Fences are guaranteed against defect In workmanship for a period of eighteen months (18) from the dale of completion.

3.3 This warranty does NOT cover materials warranted by manufacturers; damage caused by fire, floods, strike, war, or civil disturbances; or damage caused by negligence or abuse.

3.4 This warranty covers the OWNER or OWNERS of the real property on which the work is performed,

3.5 The sales personnel of the CONTRACTOR are not authorized lo make warranties about the merchandise, equipment, or services described In this Estimate. CONTRACTOR'S employees' ORAL STATEMENTS DO NOT CONSTITUTE WARRANTIES, shall not be retied upon the OWNER, and are not part of this Estimate. The entire contract is embodied in this writing and NO OTHER WARRANTIES are given beyond those set forth in this written Estimate. This writing constitutes the final expression of the parties' agreement, and it Is a complete and exclusive statement of the terms of that agreement.

Article IV.
CONSTRUCTION/WORK

4.1 Contractor shall not be liable for any delay due to circumstances beyond its control, Including bul not limited to, strikes, casualty, general unavailability of material, acts of nature, weather, etc.

4.2 There shall be excluded from the computation of any period of time set herein by CONTRACTOR any delays due to strikes, riots, acts of God, shortages of labor or materials, war, governmental laws, regulations or restrictions, Inclement weather, permitting delays, or any other causes which are beyond the reasonable control of such party despite its due diligence.

4.3 The price set forth on the front of this Estimate does not contemplate the encountering of swampy or rocky conditions. CONTRACTOR is not responsible for damage caused to underground obstructions, such as underground pipes, sprinkler systems, cables, septic tanks, private utilities, electronic containment systems, etc. The price set forth on the front of this Estimate is based on an estimate of the materials and labor needed to complete the job for the area requested. Should the cost of labor and materials increase due to an increase in the estimated area of work, the additional charge will be added to the estimate.

4.4 Owner and Contractor further acknowledge and agree that any perceived defects, imperfections, etc., in Contractor's work Is not grounds for the Owner to terminate the Contractor until the Contractor has the opportunity to complete the Project, Including the Owner's punch list items, and has the opportunity to cure any defects or problems as provided in Section 4.3.

4.5 Owner expressly agrees that they are responsible for the removal and replanting of all vegetation (including but not limited to: trees, shrubs, flowers, and grass) and that Contractor shall not, in any even!, be liable for any damages to vegetation in the vicinity of the construction area and all routes of acc ss thereto. Owner specifically recognizes Contractor's necessity of complete access to the Job location for all required equipment.

QUALITY FENCE AND DECK INC.

Article V. HOME-IMPROVEMENTS COMMISSION

5.1 PLEASE BE NOTIFIED THAT EACH CONTRACTOR AND SUBCONTRACTOR PERFORMING MARYLAND HOME IMPROVEMENT WORK MUST BE LICENSED BY THE HOME IMPROVEMENT COMMISSION, AND ANYONE MAY ASK THE COMMISSION ABOUT A CONTRACTOR OR SUBCONTRACTOR. THE TELEPHONE NUMBER OF THE HOME IMPROVEMENT COMMISSION IS (410) 230-6309. THE WEBSITE FOR THE MARYLAND HOME IMPROVEMENT COMMISSION
JS http://WWW.dl!r.slate.md.usi1icensefmhld.
A. FORMAL MEDIATION OF DISPUTES BETWEEN HOMEOWNERS AND CONTRACTORS IS AVAILABLE THROUGH THE COMMISSION.
B. THE COMMISSION ADMINISTERS THE GUARANTY FUND, WHICH MAY COMPENSATE HOMEOWNERS FOR CERTAIN ACTUAL LOSSES CAUSED BY ACTS OR OMISSIONS OF LICENSED CONTRACTORS
C. A HOMEOWNER HAS THE RIGHT TO PURCHASE A PERFORMANCE BOND FOR ADDITIONAL PROTECTION AGAINST LOSSES NOT COVERED BY THE GUARANTY FUND.

5.2. Contractor Identifies its company to be insured and licensed In the stale of Maryland.

Article VI. OWNER'S RESPONSIBILITIES

6.1 OWNER assumes full responsibility for location of the line upon which the fence will be inslalled, logelher with all quesUons of ownership and location of property lines. OWNER agrees that the fence lines will be clear of all obstructions and that the llne will be accurately marked by him by stakes or otherwise. 6.2 Contractor shall be provided with free access to the work area. Work areas should be devoid of debris, and other matter that may obslruct the job site and/or prevent Contractor from performing the scope of work under the terms of this Contract. Owner shall provide Contractor access to the Property as necessary to complete the work by providing Contractor and/or its subcontractor's access on such dates and times as designated ***by*** Contractor.
The Completion Date shall be extended by any delays caused by Owner's failure to provide timely access to the Property.

Article VII. DISPUTE RESOLUTION.

7.**1** All disputes between the parties that may arise under this Estimate shall be mediated by a mediator mutually agreeable to both parties. Unless otherwise agreed in writing by the parties, mediation fees, costs and expenses shall be divided and paid equally ***by*** the parties to the mediation. If eilher party elects to have an attorney present that party shall ***pay*** his or her own attorney's fees.

7.2 The parties agree to request mediation In writing. Thereafter, the party seeking mediation agrees lo contacl !he Frederick County Circuit Court to obtain a /lsl of trained mediators. W!thln 30 days after requesting mediation, the parties agree to select a mediator from the list and to schedule one two-hour session to mediate the dispute. The parties agree to mediate the matter In good faith, and the parties agree to split the costs for the mediator. If mediation results in a resolution, the parties will execute a written statement of their agreement.

7.3. Should an action be brought against Contractor all damages are limited **to** the amount actually received by Contractor from Owner. Contractor shall not, under any circumstances, be liable for special or consequential damages, such as but not limited to damage or loss of other property or equipment, loss of profits or revenue, or loss of habitability.

7.4 In the event the Owner breaches any term, condition or obligation created by this Estimate, and U1e Contractor shall have to Initiate a lawsuit, action or other proceeding against the Owner, the Contractor shall be entiUed to be reimbursed from the Owner for all its reasonable attorneys' fees and court costs.

7.5 The Estimate shall be construed and Interpreted in accordance with the laws of the State of Maryfand.

Article VIII.

OTHER COVENANTS

8.1 TERMINATION BY CONTRACTOR: Contractor ***may*** terminate the contract **if** the project Is **(i)** stopped by the Owner or under an order of any court or public authority having jurisdiction, **(ii) if** the Owner falls to make a payment or otherwise defaults after written notice to Owner and a reasonable opportunity to cure. In such an event Owner shall forfeit any money paid to Contractor. Contractor may also recover from Owner money for all work performed and for any loss sustained regarding ***any*** material purchased. In lieu of termination, Contractor ***may*** continue the project In which case the completion dale shall be extended to account for ***any*** delays caused by OWNER'S failure to comply with terms of the Estimate

8..2 YOU HAVE THE RIGHT TO CONSULT AN ATTORNEY. YOU THE BUYER HAVE THE RIGHT TO CANCEL THIS TRANSACTION AT ANYTIME PRIOR TO MIDNIGHT OF THE FIFTH BUSINESS DAY DR SEVENTH BUSINESS DAY IF THE BUYER IS AT LEAST 65 YEARS OLD, AFTER THE DATE OF THIS TRANSACTION.

8.3 Cancellations beyond MIDNIGHT OF THE FIFTH BUSINESS DAY DR SEVENTH BUSINESS DAY IF THE BUYER IS AT LEAST 65 YEARS OLD, AFTER THE DATE OF THIS TRANSACTION will result in the loss of initial deposit or if work has commenced, loss of deposit and 1/3 payment at project start.

8.3 The persons signing or otherwise authorizing this agreement: (1) represents and warrants that he/she has the authority to enter into this agreement.

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

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

CTUB Social Media Policy Guidelines - Draft

Attachments:

CTUB Social Media Policy Guidelines.pdf

Charles Town Utility Board Social Media (Facebook) Policy

The following policy shall guide all Charles Town Utility Board social media activities. CTUB will launch a Facebook account beginning June 1, 2025. No new social media channels will be opened without the express consent of the Board.

Content Guidelines:
CTUB's social media posts will focus exclusively on content that is relevant to the utility and its functions. This includes, but is not limited to, frequently asked questions, events such as upcoming board meetings and community events, educational content related to water and sewer utilities, urgent alerts such as service disruption and boil water advisories, and notification of maintenance activities and upcoming projects, etc.

All social media content will be approved in advance by the CTUB Utility Manager or her designee.

Official Use:
Only designated Charles Town Utility Board (CTUB) staff and other personnel authorized by the Utility Manager are permitted to post on the official CTUB Facebook page.

Board members and staff are encouraged to share and repost official CTUB Facebook posts to help disseminate accurate and timely information to the public and increase understanding of CTUB operations.

Commenting and Engagement Standards:
The official CTUB Facebook page will not comment on or engage with other pages.

The official CTUB Facebook account will respond to comments or concerns shared on the CTUB Facebook page with information about contacting the utility directly via phone or email. It will not engage in debate on the CTUB Facebook page.

Board members and staff should refrain from commenting or responding to any comments posted on CTUB's official Facebook page. This helps maintain a consistent and professional tone across all communications.

Crisis Communication:
In the event of a service disruption, public health/ boil water advisory, or other emergencies, only authorized CTUB staff may post updates on the official CTUB Facebook page.

During a rapid response situation, all posts must be approved by the Utility Manager prior to posting. This ensures clarity, accuracy, and timeliness of critical information.

Standard Responses to Public Comments:
Public questions or concerns should be acknowledged within 24 business hours. A standard

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response will direct citizens to the customer service phone number or an email to address concerns.

> *Standard response to Public Comments:*
> **Thank you for contacting CTUB. Please contact us directly at (304) 725-2316 or EMAIL so we can follow up on your concern.**

CTUB staff will provide the same standard response outlined above to all comments, regardless of tone. CTUB's Facebook page will not respond to additional comments or negativity after the initial response is posted.

Addressing Abusive Comments:
CTUB enforces a zero-tolerance policy regarding abusive language or threats on its official social media pages. Comments that use abusive language will be promptly removed from the Facebook page.

The zero-tolerance policy will be posted on the CTUB Facebook page's About Us section.

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CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chlorine Room Modification Project - Notice of Award

Attachments:

NOA 05.01.25.pdf

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

May 1, 2025

Snyder Environmental Services, Inc.
270 Industrial Boulevard
Kearneysville, WV 25430

Attn: Lisa Miller

RE: Notice-of-Award
Charles Town Utility Board
Water Treatment Plant Chlorine Gas System Modifications

Dear Mrs. Miller:

The Charles Town Utility Board approved your April 9, 2025 bid proposal and authorized the issuance of a Notice-of-Award for the Charles Town Water Treatment Plant Chlorine Gas System Modifications Project to Snyder Environmental Services, Inc. at a total lump sum price of $388,620.00. Please note that Change Order No. 1 for a credit of $30,910.00, will be processed immediately upon award for deletion of the trolley. Please provide four (4) fully executed copies of the following documents returned within 15 days of receipt of this letter:

a. Agreement (leave undated)
b. Performance Bond
c. Payment Bond
d. Insurance Certificates (according to the Supplemental Conditions)
e. Notice of Award

Please make sure that the power of attorney attached to each bond form has the same name and date that appears on the individual bond form. Please return all copies to this office for further processing. **Also, please furnish four (4) copies of the certificate of insurance conforming to the coverages and limits indicated in the supplemental/general conditions (Section 00800, Article 6).**

Provided all documents are in order, Charles Town Utility Board will award the contract, execute all documents and issue a Notice to Proceed on the date of the preconstruction meeting. We will also arrange a preconstruction conference with all project participants in the near future. You may proceed at this time with project submittals, project schedule and a proposed Schedule of Values.

If you have any questions or require additional information, please contact our office at your convenience.

Sincerely,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher Eckenrode, P.E.
Engineering Manager

Enclosures
CME/mad
21060/Ltr/Sndyer_NOI_5-1-25.doc
cc: Kristen Stolipher, CTUB
File

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

NOTICE OF AWARD

Date of Issuance:

Owner:	Charles Town Utility Board	Owner's Contract No.:	
Engineer:	Gwin, Dobson & Foreman, Inc.	Engineer's Project No.:	21060
Project:	Water Treatment Plant Chlorine Gas System Modifications	Contract Name:	Water Treatment Plant Chlorine Gas System Modifications
Bidder:	Snyder Environmental Services, Inc.		
Bidder's Address:	270 Industrial Boulevard Kearneysville, WV 25430		

TO BIDDER:

You are notified that Owner has accepted your Bid dated April 9, 2025 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Water Treatment Plant Chlorine Gas System Modifications.

The Contract Price of the awarded Contract is: $ 388,620.00

[4] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☒ a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [4] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security *[e.g., performance and payment bonds]* and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): N/A

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner:	Contractor Acknowledgement
Authorized Signature	Contractor: Authorized Signature
By: Title:	By: Title: Date:
Copy: Engineer Contractor	Copy: Owner Engineer

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Resolution 2025-01 - FY 2026 Budget - Draft

Attachments:

FY 2026 Operating Budget Final.pdf

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

UTILITY BOARD

CHAIRMAN
City of Charles Town City Manager
John Nissel

VICE CHAIRMAN
John Maxey

TREASURER
City of Ranson Mayor
Duke Pierson

SECRETARY
Ashley Stottlemyer

Board Member
Heidi Parker

Board Member
Patrick Kratovil

UTILITY MANAGER
Kristen Stolipher

RESOLUTION NO. 2025-01
CHARLES TOWN UTILITY BOARD
FISCAL YEAR 2026
OPERATING BUDGET

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

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Charles Town Utility Board hereby adopts Water and Sewer Budgets for Fiscal Year 2026, dated May 14, 2025.

CHARLES TOWN UTILITY BOARD

_____
Chairman

Attest:

_____

Dated:

Charles Town Utility Board

FISCAL YEAR 2026 BUDGET

| 661 S. GEORGE STREET, SUITE 101, CHARLES TOWN WV 25414

Charles Town Utility Board
Water Fund
Operating Budget
Fiscal Year 2026

	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET (For approval 5/14/2025)
OPERATING REVENUES		
Sales and Services to Customers	$ 5,765,000	$ 6,035,000
Total Operating Revenues	5,765,000	6,035,000
OPERATING EXPENSES		
Salaries, Wages, and Benefits	1,890,988	2,029,117
Contractual Services	155,000	180,000
Administrative and General	250,800	255,800
Material and Supplies	564,000	586,500
Utilities	165,000	181,000
Maintenance	1,010,000	1,067,000
Technology, License Fees and Subscriptions	152,000	168,000
Total Operating Expenses	4,187,788	4,467,417
Operating Income (before dep expense)	1,577,212	1,567,583
Depreciation Expense (non-cash)	(1,328,615)	(1,328,615)
Operating Income	248,597	238,968
NON-OPERATING REVENUES (EXPENSES)		
Tank Lot Rental Revenue	565,000	565,000
Interest Income	270,000	310,000
Sinking Fund Income	34,000	34,000
Misc. Water Revenue	40,000	40,000
Interest on Long Term Debt	(358,160)	(343,292)
Total Non-Operating Revenues (Expenses)	550,840	605,708
INCOME (before Contributed Capital)	$ 799,437	$ 844,676

Charles Town Utility Board
Water Fund
Annual Budget Comparison
Fiscal Year 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 REVISED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR %
OPERATING REVENUES					
Metered Sales - Residential	$ 2,631,779	$ 3,025,393	$ 3,740,000	$ 3,960,000	6%
Metered Sales - Commercial	1,297,903	1,461,607	1,800,000	1,850,000	3%
Metered Sales - Glen Haven/Cavaland	93,582	84,292	65,000	65,000	0%
Bulk Water	20,879	35,883	40,000	40,000	0%
Customer Penalties	77,641	76,042	90,000	90,000	0%
Misc Service Revenue - Reconnection	31,090	28,240	30,000	30,000	0%
TOTAL OPERATING REVENUES	**4,152,875**	**4,711,457**	**5,765,000**	**6,035,000**	**5%**
OPERATING EXPENSES					
Water Supply & Treatment					
Salaries & Wages	356,132	388,548	484,096	560,000	16%
Materials & Supplies	3,711	13,927	15,000	15,000	0%
Maint of Water Source	13,337	27,555	60,000	60,000	0%
Power & Fuel	139,912	144,743	155,000	170,000	10%
Power & Fuel - GH/CAV	8,131	8,017	10,000	11,000	10%
Chemicals	168,802	195,690	235,000	220,000	-6%
Testing	55,512	24,515	30,000	30,000	0%
Material & Supplies - WTP	23,911	28,340	30,000	35,000	17%
Material & Supplies - GH/CAV	3,957	5,433	6,500	6,500	0%
Sludge Hauling	39,672	44,066	55,000	55,000	0%
Maint of Water Treatment Plant	78,922	77,695	90,000	90,000	0%
Maint of Water Plant - GH/CAV	1,579	10,265	10,000	12,000	20%
License Fees & Subscriptions	25,701	14,267	20,000	20,000	0%
Total Water Supply & Treatment	919,280	983,062	1,200,596	1,284,500	7%
Transmission & Distribution - Maint					
Salaries & Wages	384,205	402,964	512,125	485,000	-5%
Materials & Supplies	18,382	19,234	30,000	30,000	0%
Maint of Dist Reservior & Standpipes	25,738	29,646	40,000	40,000	0%
Maint of Mains	115,918	133,090	120,000	120,000	0%
Maint of Services	142,239	160,065	195,000	210,000	8%
Maint of Meters	174,843	177,165	360,000	360,000	0%
Maint of Hydrants	26,565	61,185	50,000	50,000	0%
Maint/Repair of Equipment	-	-	-	35,000	
Total Tranmission & Distribution	887,889	983,350	1,307,125	1,330,000	2%
Billing & Accounting Expenses					
Salaries & Wages	167,573	182,380	205,055	212,000	3%
Billing Expense	38,645	42,912	75,500	85,000	13%
Credit Card Processing Fees	-	-	112,000	120,000	7%
License Fees & Subscriptions	46,466	17,120	82,000	90,000	10%
Bad Debt Expense	5,986	27,168	15,000	15,000	0%
Total Billing & Accounting	258,669	269,579	489,555	522,000	7%

Charles Town Utility Board
Water Fund
Annual Budget Comparison
Fiscal Year 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 REVISED BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR %
Administrative & General Expenses					
Salaries & Wages	115,470	136,385	147,399	175,000	19%
Director Compensation	2,375	2,500	2,500	2,500	0%
Employee Insurance & Benefits	160,399	173,005	229,592	275,000	20%
Employee Pension - PERS	41,786	95,026	121,381	128,880	6%
Payroll Taxes - FICA	79,534	85,296	103,365	109,739	6%
OPEB	(61,995)	-	7,140	4,572	-36%
Employee Pension - 457 Plan	17,792	19,617	23,325	25,925	11%
Office Supplies & Expense	66,249	89,641	30,000	45,000	50%
Travel, Training, & Education	-	5,225	20,000	20,000	0%
Uniform Expense	-	6,540	15,000	10,000	-33%
Computers - Technology	15,635	20,253	22,000	30,000	36%
Maintenance of General Property	16,123	24,080	30,000	35,000	17%
License Fees & Subscriptions	14,715	15,170	28,000	28,000	0%
Contractual Services - Engineering	15,269	21,944	30,000	30,000	0%
Contractual Services - Accounting	17,178	19,525	25,000	25,000	0%
Contractual Services - Legal	27,756	53,806	65,000	65,000	0%
Contractual Services - Other	21,117	16,930	35,000	60,000	71%
Rental of Office Building	-	15,300	15,300	15,300	0%
Transportation Expense	73,448	63,578	72,000	72,000	0%
Property Insurance	74,916	83,976	95,000	95,000	0%
Worker's Comp	32,896	16,858	22,510	23,000	2%
Regulatory Commission Expense	12,793	19,127	25,000	30,000	20%
Misc. General Expense	10,149	8,255	15,000	15,000	0%
Advertising & Publication Expense	3,805	3,657	5,000	5,000	0%
Bond Administration Fees	5,193	5,298	6,000	6,000	0%
Total Administrative & General	762,602	1,000,994	1,190,512	1,330,917	12%
TOTAL OPERATING EXPENSES	**2,828,440**	**3,236,986**	**4,187,788**	**4,467,417**	**7%**
Operating Income (before Depreciation)	1,324,435	1,474,470	1,577,212	1,567,583	-1%
Dep/Amort Exp (Non-cash, not budgeted)	(1,237,073)	(1,328,615)	(1,328,615)	(1,328,615)	0%
OPERATING INCOME (LOSS)	**87,362**	**145,855**	**248,597**	**238,968**	**-4%**
NON-OPERATING REVENUES (EXPENSES)					
Tank Lot Rental Revenue	566,391	614,922	565,000	565,000	0%
Interest Income	23,891	205,679	270,000	310,000	15%
Sinking Fund Income	19,139	33,043	34,000	34,000	0%
Misc. Water Revenue	33,484	33,464	40,000	40,000	0%
Grant Revenue	11,080	-	-	-	0%
Bond Issuance Costs	-	3,500	-	-	0%
Gain on Sale of Assets	14,005	-	-	-	0%
Interest on Long-Term Debt	(395,146)	(373,157)	(358,160)	(343,292)	-4%
TOTAL NON-OPERATING REVENUES (EXP)	**272,844**	**517,451**	**550,840**	**605,708**	**10%**
INCOME BEFORE CONTRIBUTED CAPITAL	**$ 360,206**	**$ 663,306**	**$ 799,437**	**$ 844,676**	**6%**

Charles Town Utility Board
Water Fund
2025-2026 Bond Payment Detail

BOND ISSUE	ANNUAL PAYMENT
1987 Series B Revenue Bond	$ 10,885
1988 Series B Revenue Bond	14,308
1989 Series B Revenue Bond	3,012
2002 Series A Revenue Bond	71,938
2002 Series B Revenue Bond	93,506
2010 Series A Revenue Bond	55,467
2010 Series B Revenue Bond	6,079
2016 Series A Revenue Bond	428,469
2018 Series A-7 Revenue Bond	35,391
2020 Series A Revenue Bond	207,044
2022 Series A Revenue Bond	437,507
	$ 1,363,607

Water Fund
2025-2026 Debt Service Summary

DESCRIPTION	FY 2026
Bond Payments	$ 1,363,607
Notes Payable - City of Charles Town	10,800
Lease Payable - Plotter	2,884
Required Renewal & Replacement 2.5% of Revenue	179,600
TOTAL DEBT SERVICE	**$ 1,556,891**

Charles Town Utility Board
Water Fund
Capital Expenditure Budget

DESCRIPTION	
Renewal & Replacement Fund - (Includes 2.5% for FY 2026)	1,051,567
Capital Improvement Fund	7,552,952
RESTRICTED FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS	**$ 8,604,519**

ANTICIPATED CAPITAL EXPENDITURES	**BUDGET**
Fleet and Related Equipment	150,000
Specialized Equipment (Escavator, Mowers, Etc)	50,000
Safety Equipment	20,000
WTP Repair/Replacement	60,000
Distribution System Repair/Replacement	45,000
General Property Repair/Replacement	30,000
Misc. Repair/Replacement/Equipment	40,000
Asset Management Software Implementation	25,000
Billing/Accounting Software Implementation	20,000
Emergency Repair/Replacement	30,000
Meters	150,000
TOTAL CAPITAL EXPENDITURES	**$ 620,000**

**Expenditures in excess of the $15,000 capitalization policy.*

**521,000 of the total is a carry-over from the FY 2024 budget.*

WATER TREATMENT AND DISTRIBUTION SYSTEM CAPITAL IMPROVEMENT PROJECTS

(Current - FY 2026)

PROJECT NAME	
Phase A Projects - Appendix A	4,971,413
TOTAL CAPITAL IMPROVEMENT PROJECT EXPENDITURES	**$ 4,971,413**

1.) Refer to Appendix A for the breakdown of Phase A water projects that are planned for FY 2026.

2.) Water projects in Phase A are being financed with internal funding and a future bond issue.

Water System Capital Improvement Plan

Appendix A.

Water Treatment and Distribution System Capital Improvement Projects			
	Phase A	Phase B	Phase C
Project Name	**2022 - 2026**	**2027-2028**	**2029-2032**
Wells & Springs (Back-up water source)	1,614,900	-	
WTP Chlorine Room Upgrades	401,910	-	
River Intake VFD Install - Completed July 2024	202,831	-	
WTP Process Solids, Sanitary FM/PS Design	915,588	-	
Intake Construction Cost	-	-	1,265,000
Water Treatment Plant Upgrade	-	-	17,505,000
Main Zone Improvements	1,050,000	2,468,000	3,485,000
Nothern High Zone Improvements	298,000	3,526,000	1,181,000
Huntfield Zone Improvements	21,000	3,478,000	1,243,000
Shared - Maintenance Building (Water/Sewer)	467,184	-	-
Water Capital Improvement Projects	**$ 4,971,413**	**$ 9,472,000**	**$ 24,679,000**

	Estimated Project Costs	Prior FY Expenditures	YTD Expenditures	Estimated Project Costs	Phase B	Phase C	Total 6-Year Project Costs
Project Name	**4/23/2025**	**2022-2024**	**2025**	**2025-2026**	**2027-2028**	**2029-2032**	**2026-2032**
			Phase A - 2022-2026				
Wells & Springs (Back-up water source)	1,614,900	34,845	-	1,580,055	-	-	1,614,900
WTP Chlorine Room Upgrades	401,910	2,261	17,439	382,210	-	-	401,910
River Intake VFD Install - *Completed July 2024*	202,831	136,895	65,936	-	-	-	202,831
WTP Process Solids, Sanitary FM/PS Design	915,588	163,645	-	751,943	-	-	915,588
Intake Construction Cost	1,265,000	-	-	-	-	1,265,000	1,265,000
Water Treatment Plant Upgrade	17,505,000	-	-	-	-	17,505,000	17,505,000
Main Zone Improvements	7,003,000	-	-	1,050,000	2,468,000	3,485,000	7,003,000
Nothern High Zone Improvements	5,005,000	-	-	298,000	3,526,000	1,181,000	5,005,000
Huntfield Zone Improvements	4,742,000	-	-	21,000	3,478,000	1,243,000	4,742,000
Shared - Maintenance Building (Water/Sewer)	467,184	-	-	467,184	-		467,184
	$ 39,122,413	**$ 337,646**	**$ 83,375**	**$ 4,550,392**	**$ 9,472,000**	**$ 24,679,000**	**$ 39,122,413**
			Phase A	**$ 4,971,413**			

Charles Town Utility Board
Sewer Fund
Operating Budget
Fiscal Year 2026

	FY 2025 APPROVED BUDGET	FY 2026 PROPOSED BUDGET (For approval 5/14/2025)
OPERATING REVENUES		
Sales and Services to Customers	$ 7,740,000	$ 8,155,000
Total Operating Revenues	7,740,000	8,155,000
OPERATING EXPENSES		
Salaries, Wages, and Benefits	1,866,655	2,058,059
Contractual Services	300,000	320,000
Administrative and General	322,500	347,500
Material and Supplies	637,300	687,300
Utilities	430,000	491,500
Maintenance	1,135,000	1,150,000
License Fees and Subscriptions	125,000	148,000
Total Operating Expenses	4,816,455	5,202,359
Operating Income (before dep expense)	2,923,545	2,952,641
Depreciation Expense (non-cash)	(2,411,199)	(2,411,199)
Operating Income	512,345	541,442
NON-OPERATING REVENUES (EXPENSES)		
Misc. Sewer Revenues	30,000	30,000
Interest Income	325,000	350,000
Sinking Fund Income	50,000	58,000
Interest on Long Term Debt	(587,147)	(571,124)
Total Non-Operating Revenues (Expenses)	(182,147)	(133,124)
INCOME (before Contributed Capital)	$ 330,198	$ 408,318

Charles Town Utility Board
Sewer Fund
Annual Budget Comparison
Fiscal Year 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR %
OPERATING REVENUES					
CTUB Revenue	$ 2,386,475	$ 2,667,291	$ 3,042,000	$ 3,160,000	4%
Ranson Revenue	1,380,961	1,555,313	1,845,000	2,000,000	8%
JCPSD Revenue	2,513,120	2,652,226	2,720,000	2,860,000	5%
Customer Penalties	40,989	40,927	45,000	45,000	0%
Customer Penalties - RA	29,204	31,473	38,000	40,000	5%
Customer Penalties - PSD	48,949	47,396	50,000	50,000	0%
TOTAL OPERATING REVENUES	**6,399,697**	**6,994,627**	**7,740,000**	**8,155,000**	**5%**
OPERATING EXPENSES					
Collection System					
Materials & Supplies	16,561	7,234	15,000	15,000	0%
Maint of Service Connections	15,674	59,082	90,000	90,000	0%
Maint of Collecting & Trans. Mains	202,377	158,140	180,000	150,000	-17%
Total Collection System	234,612	224,456	285,000	255,000	-11%
Pumping System					
Salaries & Wages	322,237	404,828	513,870	530,000	3%
Power	125,274	140,430	155,000	170,500	10%
Materials & Supplies	18,444	17,971	25,000	30,000	20%
Sludge Hauling	38,216	64,256	65,000	65,000	0%
Maint of Pump Stations	120,047	172,729	180,000	200,000	11%
Maint of Equipment	-	-	-	10,000	
Total Pumping System	624,217	800,214	938,870	1,005,500	7%
Wastewater Treatment & Disposal					
Salaries & Wages	268,744	310,311	297,257	355,000	19%
Power - CT Plant	139,034	156,502	175,000	210,000	20%
Power - TUI	91,713	84,816	90,000	100,000	11%
Power - Deerfield	6,179	6,932	10,000	11,000	10%
Chemical Expense - CT	177,471	146,595	180,000	180,000	0%
Chemical Expense - TUI	6,977	26,160	25,000	25,000	0%
Testing - CT	30,144	36,059	45,000	45,000	0%
Testing - TUI	14,304	10,880	12,000	12,000	0%
Materials & Supplies	77,336	66,128	80,000	80,000	0%
Sludge Hauling - CT	4,703	-	-	-	0%
Sludge Hauling - TUI	22,633	48,858	60,000	60,000	0%
Maint. Burns Farm	114,560	110,631	120,000	130,000	8%
Maint. Treatment Plant - CT	183,209	278,559	230,000	230,000	0%
Maint. Treatment Plant - TUI	102,802	130,480	150,000	150,000	0%
Maint. Treatment Plant - Deerfield	1,672	17,215	30,000	30,000	0%
License Fees & Subscriptions	-	-	15,000	18,000	20%
Total Wastewater Treatment & Disposal	1,241,482	1,430,126	1,519,257	1,636,000	8%
Billing & Accounting Expenses					
Salaries & Wages	211,963	240,435	307,992	320,000	4%
Billing Expense	86,603	49,748	85,000	100,000	18%
Credit Card Processing Fees	-	-	110,000	120,000	9%
License Fees & Subscriptions	20,090	17,120	60,000	70,000	17%
Bad Debt Expense	14,723	23,555	25,000	25,000	0%
Total Billing & Accounting	333,379	330,858	587,992	635,000	8%

Charles Town Utility Board
Sewer Fund
Annual Budget Comparison
Fiscal Year 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 BUDGET	FY 2026 PROPOSED BUDGET	YEAR OVER YEAR %
Administrative & General Expenses					
Salaries & Wages	191,897	209,241	227,276	260,000	14%
Director Compensation	2,375	2,500	2,500	2,500	0%
Employee Insurance & Benefits	142,750	175,123	198,920	248,000	25%
Employee Pension - PERS	41,052	102,733	122,304	131,850	8%
Payroll Taxes - FICA	76,339	89,434	104,150	112,264	8%
OPEB	(59,230)	-	6,120	3,500	-43%
Employee Pension - 457 Plan	16,205	18,408	23,808	27,445	15%
Office Supplies & Expense	67,884	91,733	30,000	45,000	50%
Travel, Training, & Education	15,545	13,050	30,000	35,000	17%
Uniform Expense	3,952	5,953	15,000	15,000	0%
Computers - Technology	13,614	16,145	20,000	30,000	50%
Maintenance of General Property	23,135	33,244	30,000	35,000	17%
License Fees & Subscriptions	13,537	11,935	30,000	30,000	0%
Contractual Services - Engineering	24,850	27,188	35,000	45,000	29%
Contractual Services - Accounting	37,950	18,325	30,000	35,000	17%
Contractual Services - Legal	214,365	94,436	200,000	180,000	-10%
Contractual Services - Other	11,599	7,475	35,000	60,000	71%
Rental of Office Building	-	15,300	15,300	15,300	0%
Transportation Expense	84,099	93,999	90,000	110,000	22%
Property Insurance	73,986	83,876	110,000	110,000	0%
Worker's Comp	30,365	15,565	19,958	20,000	0%
Regulatory Commission Expense	19,383	32,506	35,000	40,000	14%
Misc. General Expense	12,084	11,220	15,000	20,000	33%
Advertising & Publication Expense	4,801	3,294	5,000	5,000	0%
Bond Administration Fees	51,257	50,876	55,000	55,000	0%
Total Administrative & General	1,113,794	1,223,556	1,485,336	1,670,859	12%
TOTAL OPERATING EXPENSES	**3,547,485**	**4,009,211**	**4,816,455**	**5,202,359**	**8%**
Operating Income (before Depreciation)	2,852,212	2,985,416	2,923,545	2,952,641	1%
Dep/Amort Exp (Non-cash, not budgeted)	(2,205,421)	(2,411,199)	(2,411,199)	(2,411,199)	0%
OPERATING INCOME (LOSS)	**646,791**	**574,216**	**512,345**	**541,442**	**6%**
NON-OPERATING REVENUES (EXPENSES)					
Misc. Sewer Revenues	17,547	23,448	30,000	30,000	0%
Interest Income	35,020	247,714	325,000	350,000	8%
Sinking Fund Income	158,637	176,315	50,000	58,000	16%
Bond Issuance Costs	(192,863)	-	-	-	0%
Gain on Sale of Assets	52,159	-	-	-	0%
Loss on Retirement of Assets	(45,671)	(76,360)	-	-	0%
Interest Expense - Other	-	-	-	-	0%
Interest on Long-term Debt	(559,831)	(602,679)	(587,147)	(571,124)	-3%
TOTAL NON-OPERATING REVENUES (EXP)	**(535,003)**	**(231,561)**	**(182,147)**	**(133,124)**	**-27%**
INCOME BEFORE CONTRIBUTED CAPITAL	**$ 111,788**	**$ 342,655**	**$ 330,198**	**$ 408,318**	**24%**

Charles Town Utility Board
Sewer Fund
2025-2026 Bond Payment Detail

BOND ISSUE	ANNUAL PAYMENT
1988 Series B Revenue Bond	$ 7,588
2010 Series C Revenue Bond	41,668
2010 Series D Revenue Bond	16,668
2011 Series A Revenue Bond	250,373
2013 Series A Revenue Bond	21,262
2014 Series A Revenue Bond	145,782
2016 Series B Revenue Bond	176,250
2018 Series A-1 Revenue Bond	10,917
2018 Series A-3 Revenue Bond	38,302
2018 Series A-4 Revenue Bond	12,612
2018 Series A-5 Revenue Bond	38,496
2018 Series A-6 Revenue Bond	66,832
2018 Series B Revenue Bond	269,463
2020 Series A Revenue Bond	233,475
2022 Series A Revenue Bond	161,818
2022 Series B Revenue Bond	233,300
2022 Series C Revenue Bond	156,255
	$ 1,881,061

Sewer Fund
2025-2026 Debt Service Summary

DESCRIPTION	FY 2026
Bond Payments	$ 1,881,061
Notes Payable - City of Charles Town	2,636
Lease Payable - Copier	4,080
Required Renewal & Replacement 2.5% of Revenue	212,825
Rt. 9 Payment	22,000
TOTAL DEBT SERVICE	**$ 2,122,602**

Charles Town Utility Board
Sewer Fund
Capital Expenditure Budget
Fiscal Year 2026

DESCRIPTION	
Renewal & Replacement Fund - (Includes 2.5% for FY 2026)	1,000,602
Capital Improvement Fund	8,288,379
RESTRICTED FUNDS AVAILABLE FOR CAPITAL IMPROVEMENTS	**$ 9,288,981**

ANTICIPATED CAPITAL EXPENDITURES	**BUDGET**
Fleet and Related Equipment	160,000
Specialized Equipment (Escavator, Mowers, Etc)	30,000
Safety Equipment	50,000
WTTP Repair & Replacement	50,000
CTWWTP Centrifuge Scroll (Spare)	200,000
Collection System Repair/Replacement	60,000
Pump Station Repair/Replacement	100,000
General Property Repair/Replacement	30,000
Misc. Repair/Replacement/Equipment	40,000
Asset Management Software Implementation	25,000
Billing/Accounting Software Implementation	20,000
Emergency Repair/Replacement	30,000
Jetter/Vacuum Truck	500,000
Manhole Lining, Repair, Rehabilitation (On-going/service project)	75,000
Generator Repair or Replacement (On-going/service project)	50,000
TOTAL CAPITAL EXPENDITURES	**$ 1,420,000**

**Expenditures in excess of the $15,000 capitalization policy.*

**434,373 of the total is a carry-over from the FY 2024 budget.*

WASTEWATER TREATMENT & COLLECTION SYSTEM CAPITAL IMPROVEMENT PROJECTS

Phase A Projects - Refer to Appendix B	**$ 10,594,133**

1.) Detailed project budgets are tracked in the form Schedule B.

2.) The R&R and Collection System project financing details are on Appendix B.

3.) The remaining sewer projects in Phase A will be financed with internal funds.

Sewer System Capital Improvement Plan

Appendix B.

Wastewater Treatment and Collection System Capital Improvement Projects			
	Phase A	Phase B	Phase C
Project Name	**2022 - 2026**	**2027-2028**	**2029-2032**
Renewal and Replacement Project (Near Completion)	12,131,816	-	-
Collection System Project	7,665,544	-	-
Flowing Springs Pump Station Upgrade	1,000,000	-	-
Greenfield Forcemain & Pump Station Upgrade	1,360,000	-	-
Cantor Hollow Pump Station	145,000	-	-
Asbury Church Area - Sewer Main Replacement	1,215,146	-	-
Fairfax Parallel Line/Collector Projects	-	500,000	2,000,000
Collections System Upgrade (2026-2027)	-	3,000,000	-
CTWWTP Upgrades and Expansion (2030)	55,000	-	20,500,000
Collections and Pump Stations Project (2031)	-	-	3,250,000
Blue-Nite Sand Filter Rehabilitation @ CTWWTP	200,000	-	-
Shared - Maintenance Building - (Water/Sewer)	467,184	-	-
Water Capital Improvement Projects	**$ 24,239,690**	**$ 3,500,000**	**$ 25,750,000**

	Estimated Project Costs	Prior FY Expenditures	YTD Expenditures	Projected Budget	Phase B	Phase C	Total 6-Year Project Costs
Project Name	**4/23/2025**	**2022-2024**	**2025**	**2025-2026**	**2027-2028**	**2029-2032**	**2026-2032**
			Phase A - 2022-2026				
Renewal and Replacement Project (Near Completi	12,131,816	9,850,586	1,605,174	676,056	-	-	12,131,816
Collection System Project	7,665,544	784,891	166,275	6,714,378	-	-	7,665,544
Flowing Springs Pump Station Upgrade	1,000,000	-	-	-	1,000,000	-	1,000,000
Greenfield Forcemain & Pump Station Upgrade	1,360,000	78,788	53,664	1,227,548	-	-	1,360,000
Cantor Hollow Pump Station	145,000	19,375	254	125,372	-	-	145,000
Asbury Church Area - Sewer Main Replacement	1,215,146	-	58,041	1,157,105	-	-	1,215,146
Fairfax Parallel Line/Collector Projects	2,500,000	-	-	-	500,000	2,000,000	2,500,000
Collections System Upgrade (2026-2027)	3,000,000	-	-	-	3,000,000	-	3,000,000
CTWWTP Upgrades and Expansion (2030)	20,555,000	-	21,060	33,940	-	20,500,000	20,555,000
Collections and Pump Stations Project (2031)	3,250,000	-	-	-	-	3,250,000	3,250,000
Blue-Nite Sand Filter Rehabilitation @ CTWWTP	200,000	-	-	200,000	-	-	200,000
Shared - Maintenance Building - (Water/Sewer)	467,184	-	7,450	459,733	-	-	467,184
	$ 53,489,689	**$ 10,733,639**	**$ 1,911,917**	**$ 10,594,133**	**$ 4,500,000**	**$ 25,750,000**	**$ 53,489,689**
			Phase A	**$ 23,239,689**			

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

UB Manager Report.pdf
Revenue & Expense April 2025.pdf
Capital Expenditure Report 05.14.25.pdf

Charles Town Utility Board

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

MEMORANDUM TO THE BOARD OF DIRECTORS

FROM: Kristen Stolipher, Utility General Manager
SUBJECT: Utility General Manager's Report
DATE: May 14, 2025

- **Customer Counts**
  - Sewer 9,969
  - Water 7,386

- **Administrative**
  - Utility Cloud and Edmunds software population and integration on-going
  - 2nd quarterly Utility coordination meeting held April 30th with Municipal Utilities

- **Water**
  - Water Model update revisions
  - Hydrant Flushing complete for Spring 2025 – 41 hydrants flushed and inspected

- **Sewer**
  - Renewal and Replacement Project substantially complete
  - Collection System Project
  - Greenfield Forcemain – Bidding anticipated in May, finalizing easement plats and recordation

2025 SPRING HYDRANT FLUSHING

41 HYDRANTS FLUSHED AND INSPECTED TO DATE

Date Exported: 5/7/2025 2:58 PM

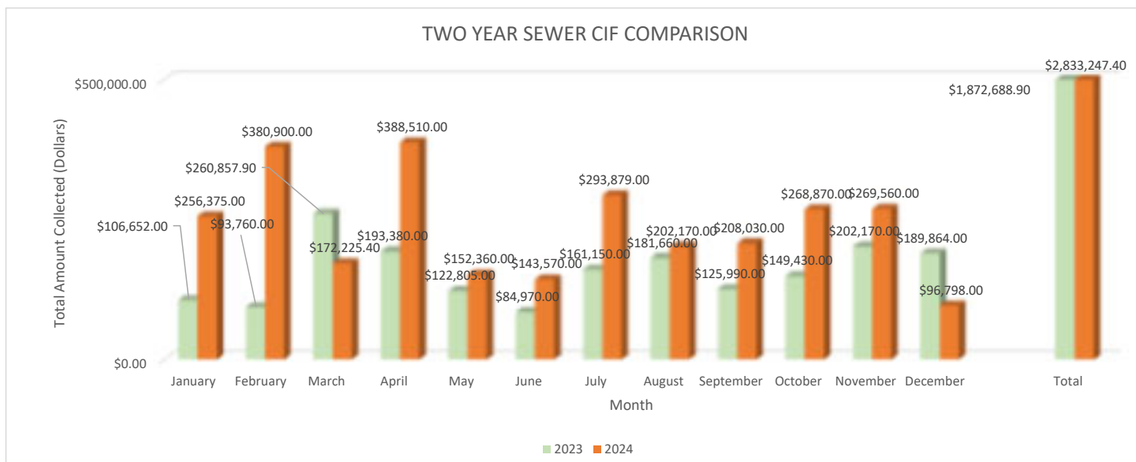
3021
3003
3010
3030
3029
1080
1270
1063
2020
1158
1067
1072
1131
1228
2014
1098
1111
1156
1016
1092
1127
1120
1236
2055
1038
1179
2068
2066
2079
2106
2075
2119
2077
2085
2071
2123
2116
2130
2102
2056

Road
Watermain
Hydrants

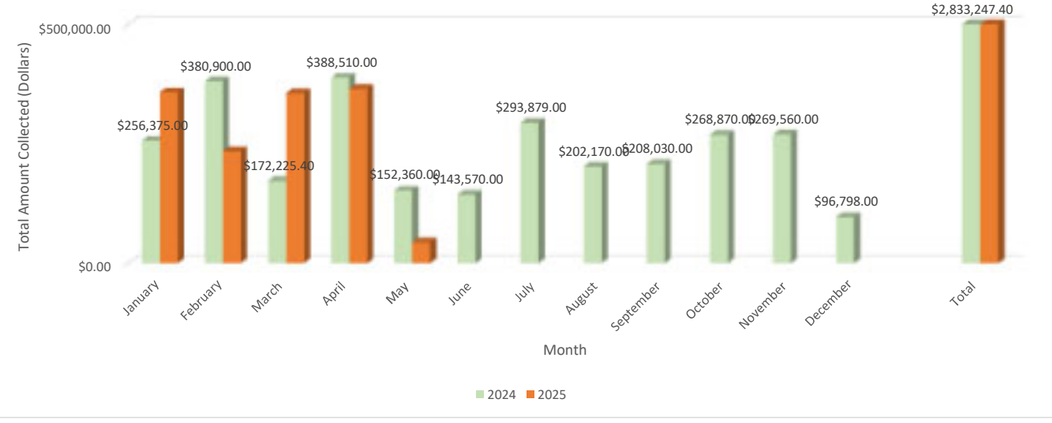
N

0 0.35 0.7 1.4 Miles

Charles Town Utility Board 2024 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-24	1.5	86	87.5	$ 289,687.50	$ 33,312.50	$ 256,375.00
Feb-24		130	130	$ 458,900.00	$ 78,000.00	$ 380,900.00
Mar-24	6.78	52	58.78	$ 181,975.40	$ 9,750.00	$ 172,225.40
Apr-24	25	107	132	$ 438,885.00	$ 50,375.00	$ 388,510.00
May-24		52	52	$ 175,110.00	$ 22,750.00	$ 152,360.00
Jun-24		49	49	$ 182,570.00	$ 39,000.00	$ 143,570.00
Jul-24		100.3	100.3	$ 345,879.00	$ 52,000.00	$ 293,879.00
Aug-24		69	69	$ 226,545.00	$ 24,375.00	$ 202,170.00
Sep-24		71	71	$ 234,030.00	$ 26,000.00	$ 208,030.00
Oct-24	14	70	84	$ 278,620.00	$ 9,750.00	$ 268,870.00
Nov-24		92	92	$ 295,560.00	$ 26,000.00	$ 269,560.00
Dec-24	2.6	26	28.6	$ 96,798.00		$ 96,798.00
Total 2024	**49.88**	**764.3**	**954.18**	**$ 3,204,559.90**	**$ 371,312.50**	**$ 2,833,247.40**



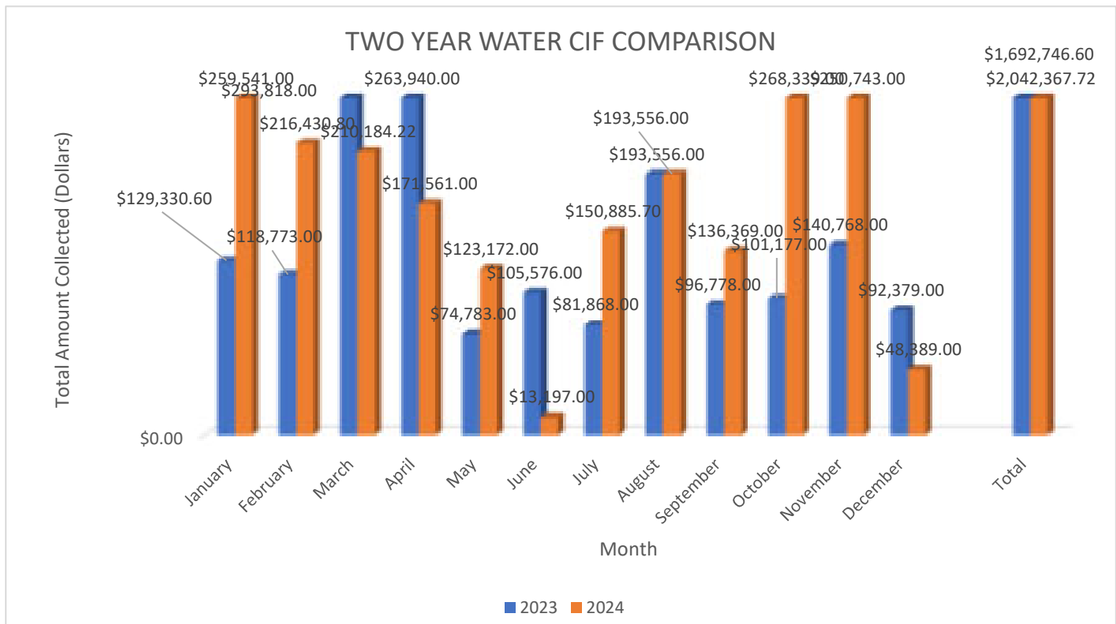
Charles Town Utility Board 2025 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-25	1	123	124	$ 402,960.00	$ 45,500.00	$ 357,460.00
Feb-25		80	80	$ 289,650.00	$ 55,250.00	$ 234,400.00
Mar-25		121.5	121.5	$ 419,370.00	$ 63,375.00	$ 355,995.00
Apr-25	0.44	124	124.44	$ 505,984.20	$ 141,375.00	$ 364,609.20
May-25		15	15	$ 43,950.00		$ 43,950.00
Jun-25						
Jul-25						
Aug-25						
Sep-25						
Oct-25						
Nov-25						
Dec-25						
Total 2025	**1.44**	**463.5**	**464.94**	**$ 1,661,914.20**	**$ 305,500.00**	**$ 1,356,414.20**

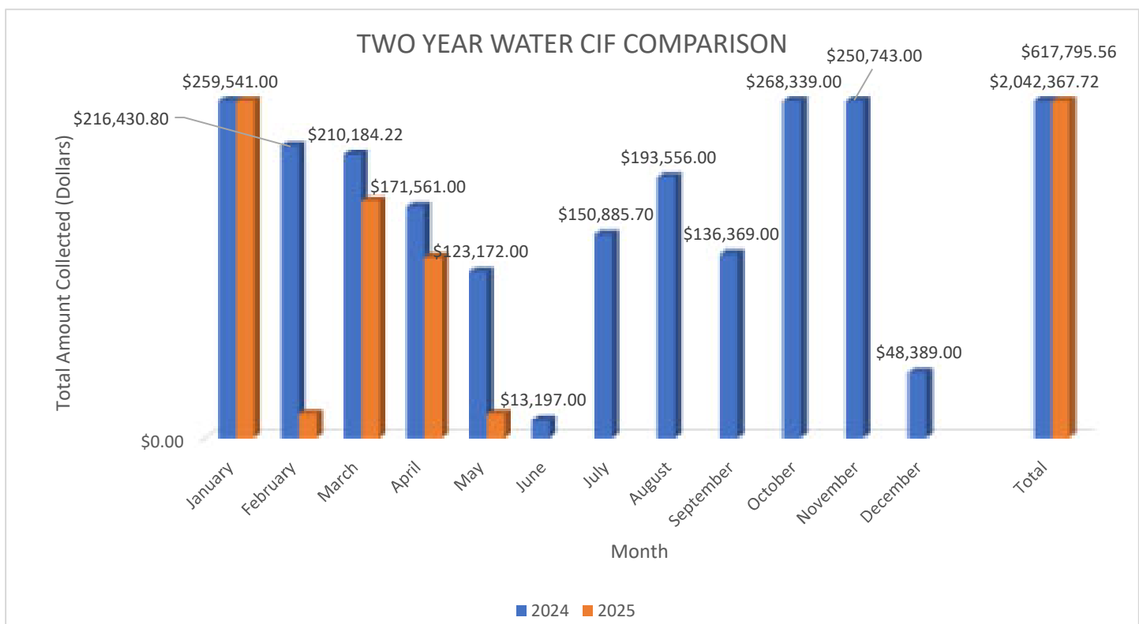


Water CIF Tracking as of May 7, 2025

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

2025 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-24		62	62	$ 272,738.00
Feb-24		4	4	$ 17,596.00
Mar-24		40	40	$ 175,960.00
Apr-24	0.44	30	30.44	$ 133,905.56
May-24		4	4	$ 17,596.00
Jun-24				
Jul-24				
Aug-24				
Sep-24				
Oct-24				
Nov-24				
Dec-24				
Total 2025	**0.44**	**140**	**140.44**	**$ 617,795.56**





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	4,667
2016	1.75	419	1.14	0.61	610,000	4,067
2017	1.75	393	1.08	0.67	670,000	4,467
2018	1.75	491	1.34	0.41	410,000	2,733
2019	1.75	459	1.26	0.49	490,000	3,267
2020	1.75	419.7	1.15	0.60	603,333	4,022
2021	1.75	401.61	1.11	0.64	637,500	4,250
2022	1.75	387.15	1.06	0.69	687,500	4,583
2023	1.75	382.28	1.06	0.69	694,167	4,628
2024	1.75	431.85	1.30	0.45	453,333	3,022

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	2,467
2016	0.5	49	0.13	0.37	370,000	2,467
2017	0.5	48	0.14	0.36	360,000	2,400
2018	0.5	78	0.21	0.29	290,000	1,933
2019	0.5	55.24	0.15	0.35	350,000	2,333
2020	0.5	1.09	0.16	0.34	340,000	2,267
2021	0.5	32.55	0.10	0.40	400,833	2,672
2022	0.5	62.8	0.17	0.33	328,333	2,189
2023	0.5	83.78	0.23	0.27	270,000	1,800
2024	0.5	66.68	0.18	0.32	316,667	2,111
2025	0.5	0	0.00	0.50	500,000	3,333

Total EDU's available between CT and Tuscawilla	
2015	7,133
2016	6,533
2017	6,867
2018	4,667
2019	5,600
2020	6,289
2021	6,922
2022	6,772
2023	6,428
2024	5,133
2025	3,333

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

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

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

2024		
	Total (MG)	AVERAGE (MG)
JANUARY	36.06	1.16
FEBRUARY	34.43	1.19
MARCH	38.99	1.26
APRIL	38.08	1.27
MAY	37.15	1.2
JUNE	32.9	1.1
JULY	34.51	1.11
AUGUST	41.05	2.63
SEPTEMBER	35.37	1.18
OCTOBER	35.46	1.14
NOVEMBER	35.48	1.22
DECEMBER	32.37	1.1
Annual Total	431.85	1.30

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	38.98	1.26
FEBRUARY	34.73	1.24
MARCH	33.84	1.09
APRIL	32.05	1.07
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	139.6	1.17

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

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	4.9	0.16
FEBRUARY	4.5	0.17
MARCH	6.19	0.2
APRIL	6.84	0.23
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	22.43	0.190

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	6,900
2020	2.8	615.64	1.68	1.12	1,117,946	7,453
2021	2.8	601.87	1.64	1.16	1,164,627	7,764
2022	2.8	588.97	1.60	1.20	1,204,163	8,028
2023	2.8	602.24	1.63	1.17	1,168,256	7,788
2024	2.8	579.85	1.57	1.23	1,228,525	8,190
2025	2.8	190.60	1.58	1.22	1,223,915	8,159

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

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

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

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

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	49,081,856	1,583,286
FEBRUARY	45,138,739	1,612,098
MARCH	48,289,664	1,557,731
APRIL	48,088,035	1,551,227
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	190,598,294	1,576,085

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

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	229,800	7,413
FEBRUARY	191,300	6,832
MARCH	213,100	6,874
APRIL	248,300	8,010
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	882,500	7,282

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

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	137,900	4,448
FEBRUARY	125,700	4,489
MARCH	133,100	4,294
APRIL	135,700	4,377
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	532,400	4,402

Charles Town Water Department
Revenue & Expense Summary
April 30, 2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,740,000	Metered Sales - Residential	3,116,667	2,921,943	(194,724)
1,800,000	Metered Sales - Commercial	1,500,000	1,421,601	(78,399)
65,000	Metered Sales - Glen Haven/Cavaland	54,167	49,885	(4,281)
40,000	Sale for Resale - Bulk Water	33,333	27,077	(6,257)
90,000	Forfieted Discounts	75,000	67,955	(7,045)
30,000	Misc. Service Rev - Reconnection / Tap Fees	25,000	20,612	(4,388)
565,000	Tank Lot Rental Income (Non-Operating)	470,833	462,697	(8,137)
270,000	Interest Income (Non-Operating)	225,000	276,695	51,695
34,000	Sinking Fund Income (Non-Operating)	28,333	24,966	(3,367)
40,000	Miscellaneous Income (Non-Operating)	33,333	46,363	13,029
-	Grant Revenue - BHS OEHS SWAP	-	38,000	38,000
-	Gain on Sale of Assets	-	8,160	8,160
6,674,000	**TOTAL REVENUES**	5,561,667	5,365,953	(195,714)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	12,500	7,729	(4,771)
60,000	WS - Maint of Water Source	50,000	60,909	10,909
484,096	WT - Salaries & Wages - Operations Labor	403,413	398,904	(4,509)
155,000	WT - Power & Fuel	129,167	128,554	(613)
10,000	WT - Power & Fuel - GH/CAV	8,333	7,721	(612)
235,000	WT - Chemical Expense	195,833	156,985	(38,849)
30,000	WT - Testing	25,000	13,241	(11,759)
30,000	WT - Materials & Supplies Expense	25,000	27,608	2,608
6,500	WT - Materials & Supplies Expense - GH/CAV	5,417	3,869	(1,547)
55,000	WT - Sludge Hauling	45,833	32,477	(13,357)
90,000	WT - Maint of Water Treatment Plant	75,000	43,866	(31,134)
10,000	WT - Maint of Water Plant - GH/CAV	8,333	9,573	1,240
20,000	WT - Licenses & Subscriptions	16,667	8,326	(8,340)
512,125	TD - Salaries & Wages - Maintenance Labor	426,771	406,512	(20,259)
30,000	TD - Materials & Supplies Expense	25,000	21,611	(3,389)
40,000	TD - Maint of Dist Reservior & Standpipes	33,333	29,965	(3,368)
120,000	TD - Maint of Mains	100,000	61,055	(38,945)
195,000	TD - Maint of Services	162,500	135,290	(27,210)
360,000	TD - Maint of Meters	300,000	333,353	33,353
50,000	TD - Maint of Hydrants	41,667	26,639	(15,027)
205,055	CA - Salaries & Wages	170,879	156,533	(14,346)
75,500	CA - Billing Expense	62,917	64,006	1,089
112,000	CA - Credit Card Processing Fees	93,333	84,585	(8,749)
82,000	CA - Licenses & Subscriptions (includes Sensus)	68,333	69,456	1,123
15,000	CA - Bad Debt Expense	12,500	6,673	(5,827)
147,399	GA - Salaries & Wages	122,833	118,526	(4,306)
2,500	GA - Director Compensation	2,083	1,800	(283)
229,592	GA - Employee Insurance & Benefits	191,327	182,789	(8,539)
121,381	GA - Employee Pension Expense	101,151	93,603	(7,547)

Charles Town Water Department
Revenue & Expense Summary
April 30, 2025

103,365	GA - Payroll Taxes - FICA Tax Expense	86,138	84,532	(1,606)
7,140	GA - OPEB (Other Post Employment Benefits)	5,950	5,517	(433)
23,325	GA - Employee 457 Expense	19,437	18,885	(553)
30,000	GA - Office Supplies & Expense	25,000	28,159	3,159
20,000	GA - Travel, Training, & Education	16,667	14,584	(2,083)
15,000	GA - Uniform Expense	12,500	7,118	(5,382)
22,000	GA - Computer - Technology Expense	18,333	10,638	(7,695)
30,000	GA - Maint. of General Property	25,000	26,523	1,523
28,000	GA - Licenses & Subscriptions	23,333	25,526	2,193
30,000	GA - Contractual Services - Engineering	25,000	12,036	(12,964)
25,000	GA - Contractual Services - Accounting	20,833	19,486	(1,347)
65,000	GA - Contractual Services - Legal	54,167	39,419	(14,748)
35,000	GA - Contractual Services - Other	29,167	8,865	(20,302)
15,300	GA - Rental of Building	12,750	12,750	-
72,000	GA - Transportation Expense	60,000	47,582	(12,418)
95,000	GA - Insurance	79,167	88,195	9,028
22,510	GA - Worker's Comp	18,758	16,042	(2,716)
25,000	GA - Regulatory Commission Expense	20,833	4,858	(15,976)
6,000	GA - Bond Administration Fees	5,000	4,117	(883)
15,000	GA - Misc. General Expense	12,500	8,091	(4,409)
5,000	Advertising & Publication Expense	4,167	2,383	(1,784)
358,160	Interest on Long Term Debt (Non-Operating)	298,467	305,106	6,639
1,328,615	Depreciation Expense (Non-Cash)	1,107,179	1,107,179	-
5,874,563	**TOTAL EXPENSES**	4,895,470	4,589,747	(305,723)
799,437	Excess (Deficit)	666,197	776,206	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating)	1,595,693	

OPERATING CASH ACCOUNT
Reconciliation to Cash:

Cash Balance @ 6/30/24	644,529	
Disbursements To Date	(5,480,457)	
Expenses	4,589,747	
Deposits To Date	5,808,980	
Revenues	(5,365,953)	
OPERATING CASH BALANCE @ 04/30/2025	973,052	
	973,052	Water Operating
	0	

Added to report in 2019

OTHER CASH ACCOUNT BALANCES

Water Capacity Improvement Fund	7,725,609
Water Renewal & Replacement Fund	912,180
Water Working Capital Fund	425,485

Charles Town Sewer Department
Revenue & Expense Summary
4/30/2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,042,000	CTUB Service Revenue	2,535,000	2,368,856	(166,144)
1,845,000	Ranson Revenue	1,537,500	1,472,865	(64,635)
2,720,000	JCPSD Revenue	2,266,667	2,163,157	(103,510)
45,000	Customer Forfieted Discounts	37,500	33,979	(3,521)
38,000	Customer Forfieted Discounts- RA	31,667	27,716	(3,951)
50,000	Customer Forfieted Discounts- PSD	41,667	33,160	(8,507)
30,000	Misc. Sewer Revenues (Non-Operating)	25,000	27,052	2,052
325,000	Interest Income (Non-Operating)	270,833	305,167	34,333
50,000	Sinking Fund Income (Non-Operating)	41,667	43,416	1,749
8,145,000	**TOTAL REVENUES**	6,787,500	6,475,368	(312,132)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	12,500	7,192	(5,308)
90,000	CS - Maint of Service Connections	75,000	63,340	(11,660)
180,000	CS - Maint of Collecting & Trans. Mains	150,000	57,024	(92,976)
513,870	PS - Salaries & Wages	428,225	363,656	(64,569)
155,000	PS - Power & Fuel	129,167	132,609	3,442
25,000	PS - Materials & Supplies Expense	20,833	23,361	2,528
65,000	PS - Sludge Hauling	54,167	47,792	(6,375)
180,000	PS - Maint of Pump Stations	150,000	156,114	6,114
297,257	TD - Salaries & Wages	247,714	237,366	(10,348)
175,000	TD - Power - CT Plant	145,833	162,143	16,309
90,000	TD - Power - TUI	75,000	74,165	(835)
10,000	TD - Power - Deerfield	8,333	4,053	(4,280)
180,000	TD - Chemical Expense - CT	150,000	117,520	(32,480)
25,000	TD - Chemical Expense - TUI	20,833	9,695	(11,139)
45,000	TD - Testing - CT	37,500	32,593	(4,907)
12,000	TD - Testing - TUI	10,000	8,416	(1,584)
80,000	TD - Materials & Supplies Expense	66,667	61,274	(5,392)
60,000	TD - Sludge Hauling - TUI	50,000	18,741	(31,259)
120,000	TD - Maint. Burns Farm	100,000	93,002	(6,998)
230,000	TD - Maint. Treatment Plant - CT	191,667	165,092	(26,575)
150,000	TD - Maint. Treatment Plant - TUI	125,000	126,587	1,587
30,000	TD - Maint. Treatment Plant - Deerfield	25,000	15,515	(9,485)
15,000	TD - Licenses & Subscriptions	12,500	10,608	(1,892)
307,992	CA - Billing & Acct Labor	256,660	228,195	(28,465)
85,000	CA - Billing Expense	70,833	65,645	(5,189)
110,000	CA - Credit Card Processing Fees	91,667	84,585	(7,082)
60,000	CA - Licenses & Subscriptions	50,000	41,473	(8,527)
25,000	CA - Bad Debt Expense	20,833	11,431	(9,402)
227,276	GA - Salaries & Wages	189,397	185,211	(4,186)
2,500	GA - Director Compensation	2,083	1,800	(283)
198,920	GA - Employee Insurance & Benefits	165,767	163,777	(1,989)
122,304	GA - Employee Pension Expense	101,920	89,423	(12,497)
104,150	GA - Payroll Taxes - FICA Tax Expense	86,792	77,776	(9,015)

Charles Town Sewer Department
Revenue & Expense Summary
4/30/2025

6,120	GA - OPEB (Other Post Employment Benefits)	5,100	4,717	(383)
23,808	GA - Employee 457 Expense	19,840	18,331	(1,509)
30,000	GA - Office Supplies & Expense	25,000	28,804	3,804
30,000	GA - Travel, Training, & Education	25,000	32,434	7,434
15,000	GA - Uniform Expense	12,500	5,707	(6,793)
20,000	GA - Computer - Technology Expense	16,667	10,038	(6,628)
30,000	GA - Maint. of General Property	25,000	14,627	(10,373)
30,000	GA - Licenses & Subscriptions	25,000	20,099	(4,901)
35,000	GA - Contractual Services - Engineering	29,167	19,685	(9,481)
30,000	GA - Contractual Services - Accounting	25,000	12,760	(12,240)
200,000	GA - Contractual Services - Legal	166,667	90,844	(75,822)
35,000	GA - Contractual Services - Other	29,167	8,865	(20,302)
15,300	GA - Rental of Building	12,750	12,750	-
90,000	GA - Transportation Expense	75,000	78,420	3,420
110,000	GA - Insurance	91,667	88,195	(3,472)
19,958	GA - Worker's Comp	16,632	15,420	(1,212)
35,000	GA - Regulatory Commission Expense	29,167	12,544	(16,623)
55,000	GA - Bond Administration Fees	45,833	36,771	(9,062)
15,000	GA - Misc. General Expense	12,500	11,853	(647)
5,000	GA - Advertising & Publication Expense	4,167	1,642	(2,524)
587,147	Interest on Long Term Debt (Non-Operating)	489,289	299,331	(189,958)
2,411,199	Depreciation Expense (Non-Cash)	2,009,333	2,009,333	-
7,814,801	**TOTAL EXPENSES**	6,512,334	5,770,344	(741,991)
330,199	Excess (Deficit)	275,166	705,024	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating)	2,645,321	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/24	1,798,204	
	Disbursements To Date	(8,929,105)	
	Expenses	5,770,344	
	Deposits To Date	10,631,906	
	Revenues	(9,120,689)	
	OPERATING CASH BALANCE @ 04/30/2025	3,501,005	
		3,501,005	Sewer Operating
		-	
***Added to report in 2019**	**OTHER CASH ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	8,288,379	
	Sewer Renewal & Replacement Fund	787,777	
	Sewer Working Capital Fund	751,157	

Charles Town Utility Board
Water Fund
Capital Expenditure Report
May 14, 2025

ANTICIPATED CAPITAL EXPENDITURES	FY 2025 BUDGET	YTD ACTUAL	YTD VARIANCE
Fleet and Related Equipment	150,000	65,604	84,396
Specialized Equipment (Escavator, Mowers, etc)	50,000	-	50,000
Safety Equipment	50,000	-	50,000
Meters	150,000	-	150,000
WTP Repair/Replacement	60,000	59,300	700
Distribution System Repair/Replacement	45,000	-	45,000
General Property Repair/Replacement	30,000	-	30,000
Misc. Repairs/Replacements/Equipment	40,000	-	40,000
Asset Management Software Implementation	40,000	20,000	20,000
Billing/Accounting Software Implementation	50,000	23,996	26,004
Emergency/Contingency Repairs - Equipment	25,000	-	25,000
TOTAL CAPITAL EXPENDITURES	**$ 690,000**	**$ 168,900**	**$ 521,100**

Capital Disbursements:

VENDOR	DATE	AMOUNT
AMCS Group Inc. (Asset Management Software)	8/14/2024	20,000.00
Edmunds Govtech Inc. (Billing & Accounting Software)	8/28/2024	15,997.50
Compositek - Baffle Walls @ WTP	9/11/2024	44,300.00
Edmunds Govtech Inc. (Billing & Accounting Software)	10/16/2024	7,998.75
SES - Baffle Wall Installation	4/9/2025	15,000.00
Criswell of Thurmont - 2024 RAM 3500	4/29/2025	65,604.00
TOTAL DISBURSEMENTS		**$ 168,900.25**

Charles Town Utility Board
Sewer Fund
Capital Expenditure Report
May 14, 2025

ANTICIPATED CAPITAL EXPENDITURES	FY 2025 BUDGET	YTD ACTUAL	BUDGET BALANCE
Fleet and Related Equipment	160,000	103,038	56,962
Specialized Equipment (Escavator, Mowers, etc)	30,000	-	30,000
Safety Equipment	50,000	-	50,000
Manhole Lining Replair/Rehabilitation	75,000	59,496	15,504
WWTP Repair/Replacement	50,000	18,428	31,572
Collection System Repair/Replacement	60,000	50,668	9,332
Pump Station Repair/Repairment	100,000	-	100,000
General Property Repair/Replacement	30,000	-	30,000
Misc. Repairs/Replacements/Equipment	40,000	-	40,000
Asset Management Software Implementation	40,000	20,000	20,000
Billing/Accounting Software Implementation	50,000	23,996	26,004
Emergency/Contingency Repairs - Equipment	25,000	-	25,000
TOTAL CAPITAL EXPENDITURES	**$ 710,000**	**$ 275,627**	**$ 434,373**

Capital Disbursements:

VENDOR	DATE	AMOUNT
AMCS Group Inc. (Asset Management Software)	8/14/2024	20,000.00
Edmunds Govtech Inc. (Billing & Accounting Software)	8/28/2024	15,997.50
Edmunds Govtech Inc. (Billing & Accounting Software)	10/16/2024	7,998.75
Ted Britt Ford F-150	12/11/2024	45,766.09
Ted Britt Ford F-250	12/11/2024	57,272.16
Advanced Rehab Technology	12/11/2024	59,495.96
Kinsley Construction - Install Gravity Line OH PS to Huntwell PS	4/9/2025	50,668.20
CEM Corporation - CEM Machine CTWWTP	4/23/2025	18,428.00
TOTAL DISBURSEMENTS		**$ 275,626.66**

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

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

Fluoride Notice

Attachments:

Flouride Notice 12.10.24.pdf

STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
BUREAU FOR PUBLIC HEALTH
Office of Environmental Health Services

Sherri A. Young, DO, MBA, FAAFP
Cabinet Secretary

Jason R. Frame
OEHS Director

December 10, 2024

Charles Town Utilities
Kristen M. Stolipher
[redacted]

RE: FLUORIDE MONITORING REMINDER
Charles Town Utilities
PWSID: WV3301905
Jefferson County

Dear Owner/Operator:

According to our records, your water system provides drinking water fluoridation and therefore must report daily fluoride concentrations (64CSR3-8.2) and monthly fluoride water sample results (64CSR3-8.3).

Daily fluoride concentrations must be reported using the EW-80 Fluoridation Report Monthly Summary of Operation form and submitted each month (64CSR3-12.2) with the water system's Monthly Operating Report (MOR).

The monthly fluoride water sample must be a split sample. This is a distribution water sample collected by the operator, who analyzes a portion of the sample and records the results on the monthly operating report (EW-80). The operator should then forward the remainder of the sample to the laboratory for analysis and report the results of the laboratory analysis to the State. Remember to indicate on the EW-80 which distribution fluoride concentration is for the monthly split sample.

Your system must submit a complete EW-80 Fluoridation Report Monthly Summary of Operation form with entry point & distribution systems fluoride concentration and a monthly distribution fluoride split sample each month beginning with **January 2025**.

Your Facility Analyte Level (FANL) Monitoring requirements can be viewed under the Monitoring Schedule section on https://wvdwv.gecsws.com/.

Monthly sample results and EW-80 must be submitted to the State within the first ten days following the end of each monthly monitoring period. If compliance is not achieved further violations shall be issued and escalating enforcement actions shall be taken up to and including an Administrative Order with a monetary penalty.

Failure to maintain drinking water fluoridation or a change in the chemical form of Fluoride that is used are considered long-term treatment changes under the Lead and Copper Rule. No later than six months prior to a long-term treatment change (40CFR141.90(a)(3)), a

water system must submit written documentation to their District Office. The State will review and approve long-term treatment changes before they are implemented by the water system. In accordance with 40CFR141.86(d)(2)(iv), when a water system has notified the State in writing of an upcoming long-term change in treatment the water system shall monitor every six months at the standard number of sites for lead and copper monitoring.

Discontinuance of fluoridation requests must be submitted in writing to the State Health Officer in the Bureau for Public Health's Commissioner's Office. Under 64CSR3-8 a public water system may not adjust fluoride levels, modify chemical composition for water fluoridation, or discontinue fluoridation of drinking water without prior written approval of the commissioner. Requests to discontinue fluoridation of drinking water are not able to be reviewed by District Offices or Compliance & Enforcement.

The Office of Environmental Health Services partners with the Office of Maternal, Child, & Family Health Oral Health Program and the Center for Disease Control to support oral health by participating in the Water Fluoride Reporting System (WFRS). Additional information about these programs may be found on their websites.

https://www.cdc.gov/oral-health-data-systems/aboutmywatersfluoride/index.html
https://dhhr.wv.gov/oralhealth/Pages/default.aspx

If you need more Continuing Education Hours (CEH), the Fluoridation Learning Online is a free resource designed to build the capability of state fluoridation programs, and to help increase knowledge and refine skills to implement and maintain community water fluoridation.

https://www.cdc.gov/fluoridation-engineering/trainings/fluoridation-learning-online.html
https://www.train.org/cdctrain/course/1072975/details

We appreciate your cooperation in meeting the West Virginia Bureau for Public Health drinking water requirements.

Code of Federal Regulations
Title 40: Protection of Environment: PART 141—NATIONAL PRIMARY DRINKING WATER REGULATIONS
Subpart D—Reporting and Recordkeeping
§141.31 Reporting requirements.

(a) Except where a shorter period is specified in this part, the supplier of water shall report to the State the results of any test measurement or analysis required by this part within (1) The first ten days following the month in which the result is received, or (2) the first ten days following the end of the required monitoring period as stipulated by the State, whichever of these is shortest.

Subpart G—National Primary Drinking Water Regulations: Maximum Contaminant Levels and Maximum Residual Disinfectant Levels
§ 141.62 Maximum contaminant levels for inorganic contaminants.

(b) The maximum contaminant levels for inorganic contaminants specified in paragraphs (b) (2)-(6), (b)(10), and (b) (11)-(16) of this section apply to community water systems and non-transient, non-community water systems. The maximum contaminant level specified in paragraph (b)(1) of this section only applies to community water systems. The maximum contaminant levels specified in (b)(7), (b)(8), and (b)(9) of this section apply to community water systems; non-transient, non-community water systems; and transient non-community water systems.

Contaminant	*MCL (mg/l)*
Fluoride	*4.0*

Subpart I—Control of Lead and Copper
§ 141.86 Monitoring requirements for lead and copper in tap water.

(d) Timing of monitoring —

(2) Monitoring after installation of initial or re-optimized corrosion control treatment, installation of source water treatment and addition of new source or change in treatment.

(iv) *If a water system has notified the State in writing in accordance with § 141.90(a)(3) of an upcoming addition of a new source or long term change in treatment, the water system shall monitor every six months at the standard number of sites listed under paragraph (c) of this section until the system is at or below the lead and copper action levels for two consecutive six-month monitoring periods, unless the State determines that the addition of the new source or long term change in treatment is not significant and, therefore, does not warrant more frequent monitoring. Systems that do not exceed the lead and copper action levels, and/or the lead trigger level for two consecutive six-month monitoring periods may reduce monitoring in accordance with paragraph (d)(4) of this section.*

§ 141.90 Reporting requirements.

All water systems shall report all of the following information to the State in accordance with this section.

(a) Reporting requirements for tap water monitoring for lead and copper and for water quality parameter monitoring.

(8) At a time specified by the State, or if no specific time is designated by the State, as early as possible but no later than six months prior to the addition of a new source or any long-term change in water treatment, a water system must submit written documentation to the State describing the addition. The State must review and approve the addition of a new source or long-term treatment change before it is implemented by the water system. The State may require the system to take actions before or after the addition of a new source or long-term treatment change to ensure the system will operate and maintain optimal corrosion control treatment such as additional water quality parameter monitoring, additional lead or copper tap sampling, and re-evaluation of corrosion control treatment. Examples of long-term treatment changes include but are not limited to, the addition of a new treatment process or modification of an existing treatment process. Examples of modifications include switching secondary disinfectants, switching coagulants (e.g., alum to ferric chloride), and switching corrosion inhibitor products (e.g., orthophosphate to blended phosphate). Long-term changes can also include dose changes to existing chemicals if the water system is planning long-term changes to its finished water pH or residual inhibitor concentration. Long-term treatment changes would not include chemical dose fluctuations associated with daily raw water quality changes where a new source has not been added.

Subpart Q—Public Notification of Drinking Water Violations

§ 141.208 Special notice for exceedance of the SMCL for fluoride.

(a) When is the special notice to be given? Community water systems that exceed the fluoride secondary maximum contaminant level (SMCL) of 2 mg/l as specified in § 143.3 (determined by the last single sample taken in accordance with § 141.23), but do not exceed the maximum contaminant level (MCL) of 4 mg/l for fluoride (as specified in § 141.62), must provide the public notice in paragraph (c) of this section to persons served. Public notice must be provided as soon as practical but no later than 12 months from the day the water system learns of the exceedance. A copy of the notice must also be sent to all new billing units and new customers at the time service begins and to the State public health officer. The public water system must repeat the notice at least annually for as long as the SMCL is exceeded. If the public notice is posted, the notice must remain in place for as long as the SMCL is exceeded, but in no case less than seven days (even if the exceedance is eliminated). On a case-by-case basis, the primacy agency may require an initial notice sooner than 12 months and repeat notices more frequently than annually.

(b) What is the form and manner of the special notice? The form and manner of the public notice (including repeat notices) must follow the requirements for a Tier 3 public notice in § 141.204(c) and (d)(1) and (d)(3).

(c) What mandatory language must be contained in the special notice? The notice must contain the following language, including the language necessary to fill in the blanks:

This is an alert about your drinking water and a cosmetic dental problem that might affect children under nine years of age. At low levels, fluoride can help prevent cavities, but children drinking water containing more than 2 milligrams per liter (mg/l) of fluoride may develop cosmetic discoloration of their permanent teeth (dental fluorosis). The drinking water provided by your community water system [name] has a fluoride concentration of [insert value] mg/l.

Dental fluorosis, in its moderate or severe forms, may result in a brown staining and/or pitting of the permanent teeth. This problem occurs only in developing teeth, before they erupt from the gums. Children under nine should be provided with alternative sources of drinking water or water that has been treated to remove the fluoride to avoid the possibility of staining and pitting of their permanent teeth. You may also want to contact your dentist about proper use by young children of fluoride-containing products. Older children and adults may safely drink the water.

Drinking water containing more than 4 mg/L of fluoride (the U.S. Environmental Protection Agency's drinking water standard) can increase your risk of developing bone disease. Your drinking water does not contain more than 4 mg/l of fluoride, but we're required to notify you when we discover that the fluoride levels in your drinking water exceed 2 mg/l because of this cosmetic dental problem. For more information, please call [name of water system contact] of [name of community water system] at [phone number]. Some home water treatment units are also available to remove fluoride from drinking water. To learn more about available home water treatment units, you may call NSF International at 1-877-8-NSF-HELP."

PART 143—OTHER SAFE DRINKING WATER ACT REGULATIONS

Subpart A—National Secondary Drinking Water Regulations

§ 143.1 Purpose.

This subpart establishes National Secondary Drinking Water Regulations pursuant to section 1412 of the Safe Drinking Water Act, as amended (42 U.S.C. 300g-1). The regulations in this subpart control contaminants in drinking water that primarily affect the aesthetic qualities relating to the public acceptance of drinking water. At considerably higher concentrations of these contaminants, health implications may also exist as well as aesthetic degradation.

§ 143.2 Definitions.

(f) Secondary maximum contaminant levels means SMCLs which apply to public water systems and which, in the judgement of the Administrator, are requisite to protect the public welfare. The SMCL means the maximum permissible level of a contaminant in water which is delivered to the free flowing outlet of the ultimate user of public water system. Contaminants added to the water under circumstances controlled by the user, except those resulting from corrosion of piping and plumbing caused by water quality, are excluded from this definition.

§ 143.3 Secondary maximum contaminant levels.

The secondary maximum contaminant levels for public water systems are as follows:

Contaminant	Level
Fluoride	2.0 mg/l.

These levels represent reasonable goals for drinking water quality. The States may establish higher or lower levels which may be appropriate dependent upon local conditions such as unavailability of alternate source waters or other compelling factors, provided that public health and welfare are not adversely affected.

§ 143.4 Monitoring.

(d) Measurement of pH, copper and fluoride to determine compliance under § 143.3 may be conducted with one of the methods in § 141.23(k)(1).

West Virginia Code of State Rules

Title 64: BPH-DHHR: Series 3 – Public Water Systems

§64-3-8. Public Water System Fluoridation.

8.1. A public water system which artificially adjusts fluoride levels shall strive to maintain those levels between 0.6 milligrams per liter and 0.8 milligrams per liter. The optimum target concentration for artificially adjusted fluoride is 0.7 milligrams per liter. If the drinking water of a public water system is found to be outside of the 0.6 to 0.8 milligrams per liter range, the public water system shall make any treatment or operational changes necessary to return the fluoride level to within the range within 24 hours of receiving the analytical result unless doing so is impracticable, in which case, the correction shall be made as soon as possible. A public water system shall identify in its annual report to the bureau the date and time of each instance where the fluoride levels were found to be outside the target range and how long it took to implement responsive adjustments.

8.2. The drinking water of artificially adjusted fluoridated or defluoridated public water systems shall be monitored once each day for fluoride concentration. Records of the monitoring shall be maintained in accordance with sections 9 and 10 of this rule.

8.3. At least once a month, any public water system that artificially adjusts the fluoride concentrations shall submit a sample of drinking water to the Commissioner or to a certified laboratory for fluoride analysis.

8.4. A public water system may adjust fluoride concentration levels or dosage rates in accordance with subsection 8.1. without the prior written approval of the commissioner.

8.5. A public water system may not modify the chemical composition or additives for water fluoridation, or discontinue fluoridation of drinking water, without the prior written approval of the commissioner.

8.5.1 Upon written request, the commissioner may authorize a modification to the chemical composition or additives for water fluoridation, or the discontinuance of fluoridation of drinking water.

8.5.2 In the event the commissioner approves a modification or discontinuance pursuant to this subsection, the commissioner may also impose additional monitoring requirements.

§64-3-12 Public Water System Reporting Requirements

12.2 A Public water system shall submit a summary of the public water system operation, test data & other information, as may be required by the commissioner to the commissioner at least once each month. The Commissioner may require more frequent reports in cases where there are public health concerns.

Sincerely,

Dawn Slekis

Compliance and Enforcement
Environmental Engineering Division
(304) 352-5018
dawn.w.slekis@wv.gov

pc: OEHS DIST4 Office
Central Office File

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

May 14, 2025

Attachments:

Board Report 05.14.25.pdf

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT

APPROVED BY: _____

APPROVED BY: _____

This Packet:	$ 381,318.01
K.Carper per diem, check dated 4/29/2025:	69.00
Criswell CDJR of Thurmont, check dated 4/29/2025:	65,604.00
Quality Fence & Deck, check dated 4/30/2025:	4,400.00
Total:	$ 451,391.01

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	TRMNT_&_DSPSL_SUPPLIES	SEWER FUND	SEWER		5,573.51
	CTWWTP_MAINT	SEWER FUND	SEWER		498.52
	TWWTP_MAINT	SEWER FUND	SEWER		16.06
	TRAINING	SEWER FUND	SEWER		1,661.32
	UNIFORMS	SEWER FUND	SEWER		339.98
	COMP_EXPENSE	SEWER FUND	SEWER		429.00
	TRANSPORTATION	SEWER FUND	SEWER		191.41
	MISC_GENERAL_EXPNS	SEWER FUND	SEWER		336.37
	ADVERTISING	SEWER FUND	SEWER		721.49
				TOTAL:	19,219.76
HD SUPPLY INC	CHEMKEY	WATER FUND	WATER		240.60
	CHEMKEY	WATER FUND	WATER		225.54
	FUNNEL, CYLINDER, TNT	SEWER FUND	SEWER		1,798.94
	CLOROX WIPES	SEWER FUND	SEWER		56.95
	CLOROX WIPES, GLOVES	SEWER FUND	SEWER		173.67
				TOTAL:	2,495.70
WAKEFIELD & ASSOCIATES INC	APR COLLECTIONS	WATER FUND	WATER		6.00
	APR COLLECTIONS	SEWER FUND	SEWER		6.00
				TOTAL:	12.00
WIRELESS NETWORKS GROUP, INC.	MISC SVCS, APR	WATER FUND	WATER		2,600.00
				TOTAL:	2,600.00
WV AMERICAN WATER	SHUTOFFS & RECONNECTS	SEWER FUND	NON-DEPARTMENTAL		600.00
	USAGE DATA - 2,794	SEWER FUND	SEWER		558.80
				TOTAL:	1,158.80
WV BUREAU OF PUBLIC HEALTH	S.FARIAS CLSS C RNWL	SEWER FUND	SEWER		100.00
				TOTAL:	100.00
ZETA SOLUTIONS, LLC	DELPAC 2500	WATER FUND	WATER		7,588.80
				TOTAL:	7,588.80

========== FUND TOTALS ==========

50	WATER FUND	172,054.64
60	SEWER FUND	209,263.37
	GRAND TOTAL:	381,318.01

TOTAL PAGES: 7

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	RED CLVR PHS 3	SEWER FUND	NON-DEPARTMENTAL		253.50
	RNSN HEIGHTS	SEWER FUND	NON-DEPARTMENTAL		169.00
	MULT SITES	SEWER FUND	NON-DEPARTMENTAL		295.75
	MULT SITES	SEWER FUND	SEWER		1,521.00
				TOTAL:	5,577.00
STH, INC.	LITTLE DEMORY PS SPARE PUM	SEWER FUND	SEWER		5,950.00
				TOTAL:	5,950.00
T-MOBILE	MONTHLY CELL SERVICE	WATER FUND	WATER		111.46
	MONTHLY CELL SERVICE	WATER FUND	WATER		361.45
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		189.67
	MONTHLY CELL SERVICE	SEWER FUND	SEWER		439.67
				TOTAL:	1,102.25
GERALD TAYLOR CO., INC.	PUMP / TRANSPORT	WATER FUND	WATER		683.55
	PUMP / TRANSPORT	WATER FUND	WATER		1,182.56
	PUMP / TRANSPORT	WATER FUND	WATER		1,000.73
	TRANSPORT	SEWER FUND	SEWER		935.55
	TRANSPORT	SEWER FUND	SEWER		514.80
	SUPERVAC	SEWER FUND	SEWER		1,104.04
				TOTAL:	5,421.23
TEK ADVISORS LLC	IT CONSULTING	WATER FUND	WATER		440.00
	IT CONSULTING	SEWER FUND	SEWER		440.00
				TOTAL:	880.00
THE CI THORNBURG CO, INC.	SRII EXNG CHMBR	WATER FUND	WATER		2,204.49
	SRII TRPL	WATER FUND	WATER		1,026.58
	SRII BOTTOM PLATE GASKET	WATER FUND	WATER		263.75
	SRII EXNG CHMBR	WATER FUND	WATER		296.14
	SRII EXCHNG CHMBR	WATER FUND	WATER		1,872.25
				TOTAL:	5,663.21
TYLER TECHNOLOGIES	UTILITY BILLING NOTIFICATI	WATER FUND	WATER		168.25
	UB NOTIFICATION	WATER FUND	WATER		78.00-
	UTILITY BILLING NOTIFICATI	SEWER FUND	SEWER		168.25
	UB NOTIFICATION	SEWER FUND	SEWER		78.00-
				TOTAL:	180.50
U.S. BANK	OFFICE_SUPPLIES	WATER FUND	WATER		825.81
	SUBSCRIPTIONS	WATER FUND	WATER		266.94
	INTAKE_SUPPLIES	WATER FUND	WATER		281.39
	WTP_SUPPLIES	WATER FUND	WATER		900.81
	GH/CAV_SUPPLIES	WATER FUND	WATER		302.78
	WTP_MAINT	WATER FUND	WATER		452.64
	MAINT_SUPPLIES	WATER FUND	WATER		1,110.43
	MAINT_METERS	WATER FUND	WATER		17.09
	TRAINING	WATER FUND	WATER		249.94
	ENGNRNG_CNTRCTS	WATER FUND	WATER		247.97
	TRANSPORTATION	WATER FUND	WATER		883.19
	ADVERTISING	WATER FUND	WATER		1,058.97
	OFFICE_SUPPLIES	SEWER FUND	SEWER		792.87
	SUBSCRIPTIONS	SEWER FUND	SEWER		266.94
	CLLCTN_SYSTM_SUPPLIES	SEWER FUND	SEWER		586.74
	PMPSTN_SUPPLIES	SEWER FUND	SEWER		1,207.59

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	111-000236	WATER FUND	NON-DEPARTMENTAL	42.19
	201-001400	WATER FUND	NON-DEPARTMENTAL	71.36
	202-000177	WATER FUND	NON-DEPARTMENTAL	66.08
	202-001850	WATER FUND	NON-DEPARTMENTAL	40.34
	203-000110	WATER FUND	NON-DEPARTMENTAL	17.59
	301-000405	WATER FUND	NON-DEPARTMENTAL	32.28
	302-000005	WATER FUND	NON-DEPARTMENTAL	90.28
	402-000172	WATER FUND	NON-DEPARTMENTAL	42.15
	402-000644	WATER FUND	NON-DEPARTMENTAL	57.90
	501-000126	WATER FUND	NON-DEPARTMENTAL	5,501.25
	514-150084	WATER FUND	NON-DEPARTMENTAL	27.95
	514-150085	WATER FUND	NON-DEPARTMENTAL	26.79
	514-150086	WATER FUND	NON-DEPARTMENTAL	26.79
	514-150088	WATER FUND	NON-DEPARTMENTAL	25.02
	514-150090	WATER FUND	NON-DEPARTMENTAL	20.79
	514-150204	WATER FUND	NON-DEPARTMENTAL	42.19
			TOTAL:	7,944.30
MISS UTILITY OF WV, INC.	MESSAGE FEES: APR	WATER FUND	WATER	310.78
	MESSAGE FEES: APR	SEWER FUND	SEWER	310.77
			TOTAL:	621.55
THOMAS NALLS	APR TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	4,044.02
	FEB TANK LOT RENT	WATER FUND	NON-DEPARTMENTAL	3,995.51
			TOTAL:	8,039.53
LOGICAL CONCEPTS, INC	PS MONITORING	SEWER FUND	SEWER	333.00
			TOTAL:	333.00
PATTON BUILDING SERVICES INC	CLEANING APR	WATER FUND	WATER	416.50
	CLEANING APR	SEWER FUND	SEWER	416.50
			TOTAL:	833.00
PREMIER RISK MANAGEMENT SOLUTIONS, LLC	SFTY CNSLTNG: 4/01 - 4/30/	WATER FUND	WATER	745.27
	SFTY CNSLTNG: 4/01 - 4/30/	SEWER FUND	SEWER	745.26
			TOTAL:	1,490.53
RAFTELIS FINANCIAL CONSULTANTS INC	WA & SWR CAPACITY FEE STUD	WATER FUND	WATER	2,433.75
	WA & SWR CAPACITY FEE STUD	SEWER FUND	SEWER	2,433.75
			TOTAL:	4,867.50
CORPORATION OF RANSON	APR UT COLLECTIONS	WATER FUND	NON-DEPARTMENTAL	4,208.19
			TOTAL:	4,208.19
SHENANDOAH AIR CONDITIONING & HEATING,	DIAGNOSTIC CTWWTP	SEWER FUND	SEWER	99.00
			TOTAL:	99.00
SHENANDOAH SALES & SERVICE, INC.	MAINT VEHICLE REPAIR	WATER FUND	WATER	163.50
	JETTER TRAILER REPAIR	SEWER FUND	SEWER	3,469.38
	CRANE TRUCK REPAIR	SEWER FUND	SEWER	2,202.50
			TOTAL:	5,835.38
DIW GROUP, INC	MULT SITES	WATER FUND	WATER	1,098.50
	HNTWLL WEST PHS 2	SEWER FUND	NON-DEPARTMENTAL	633.75
	KINGS XING	SEWER FUND	NON-DEPARTMENTAL	1,183.00
	STONECREST	SEWER FUND	NON-DEPARTMENTAL	422.50

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	TWWTP MIXING PUMP	SEWER FUND	SEWER	390.00
			TOTAL:	1,325.00
MCKINNEY'S AUTO REPAIR	MAINT VEHICLE SERVICE	WATER FUND	WATER	107.66
	WATER VEHICLE SERVICE	WATER FUND	WATER	327.42
	WATER VEHICLE SERVICE	WATER FUND	WATER	124.53
	WATER VEHICLE REPAIR	WATER FUND	WATER	420.09
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	1,033.07
	SEWER VEHICLE SERVICE	SEWER FUND	SEWER	124.04
			TOTAL:	2,136.81
METLIFE, INC	AD&D PAYABLE	WATER FUND	WATER	10.07
	LIFE PAYABLE	WATER FUND	WATER	63.36
	LTD PAYABLE	WATER FUND	WATER	322.30
	STD PAYABLE	WATER FUND	WATER	497.96
	AD&D1 PAYABLE	SEWER FUND	SEWER	0.40
	AD&D PAYABLE	SEWER FUND	SEWER	9.77
	LIFE1 PAYABLE	SEWER FUND	SEWER	2.54
	LIFE PAYABLE	SEWER FUND	SEWER	61.44
	LTD PAYABLE	SEWER FUND	SEWER	305.36
	STD PAYABLE	SEWER FUND	SEWER	508.66
			TOTAL:	1,781.86
SECURITY DEPOSIT REFUNDS	101-001760	WATER FUND	NON-DEPARTMENTAL	48.11
	102-001225	WATER FUND	NON-DEPARTMENTAL	2.10
	102-001230	WATER FUND	NON-DEPARTMENTAL	56.53
	102-001620	WATER FUND	NON-DEPARTMENTAL	86.97
	103-001335	WATER FUND	NON-DEPARTMENTAL	47.59
	201-001320	WATER FUND	NON-DEPARTMENTAL	58.02
	104-001100	WATER FUND	NON-DEPARTMENTAL	15.39
	104-001465	WATER FUND	NON-DEPARTMENTAL	33.26
	108-000004	WATER FUND	NON-DEPARTMENTAL	102.27
	108-000006	WATER FUND	NON-DEPARTMENTAL	95.25
	108-000040	WATER FUND	NON-DEPARTMENTAL	123.89
	109-000058	WATER FUND	NON-DEPARTMENTAL	51.66
	109-000071	WATER FUND	NON-DEPARTMENTAL	80.42
	109-100020	WATER FUND	NON-DEPARTMENTAL	43.90
	109-100023	WATER FUND	NON-DEPARTMENTAL	71.76
	109-100027	WATER FUND	NON-DEPARTMENTAL	52.65
	109-100028	WATER FUND	NON-DEPARTMENTAL	31.61
	109-100167	WATER FUND	NON-DEPARTMENTAL	67.08
	109-100007	WATER FUND	NON-DEPARTMENTAL	75.46
	109-100018	WATER FUND	NON-DEPARTMENTAL	34.13
	109-100170	WATER FUND	NON-DEPARTMENTAL	31.61
	111-000023	WATER FUND	NON-DEPARTMENTAL	63.73
	111-000025	WATER FUND	NON-DEPARTMENTAL	61.94
	111-000027	WATER FUND	NON-DEPARTMENTAL	60.16
	111-000028	WATER FUND	NON-DEPARTMENTAL	38.68
	111-000029	WATER FUND	NON-DEPARTMENTAL	51.21
	111-000034	WATER FUND	NON-DEPARTMENTAL	69.10
	111-000035	WATER FUND	NON-DEPARTMENTAL	58.37
	111-000215	WATER FUND	NON-DEPARTMENTAL	31.49
	111-000222	WATER FUND	NON-DEPARTMENTAL	27.93
	111-000224	WATER FUND	NON-DEPARTMENTAL	33.30
	111-000229	WATER FUND	NON-DEPARTMENTAL	36.89
	111-000231	WATER FUND	NON-DEPARTMENTAL	70.89

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	W/E 4/27/25	SEWER FUND	SEWER	393.45
	W/E 5/04/25	SEWER FUND	SEWER	981.09
	W/E 5/04/25	SEWER FUND	SEWER	113.22
			TOTAL:	4,994.67
GWIN DOBSON & FOREMAN INC	WTP CHLORINE ROOM UPGRADES	WATER FUND	NON-DEPARTMENTAL	1,953.94
	WWTP MAINT BUILDING	WATER FUND	NON-DEPARTMENTAL	772.20
	SMMTPT RACEWY SNTRY SRVY	WATER FUND	NON-DEPARTMENTAL	5,337.68
	WA RETAINER SVCS	WATER FUND	WATER	858.00
	WW CLCTN SYS PRJCT RPR SVC	SEWER FUND	NON-DEPARTMENTAL	13,975.96
	GRNFLD PS UPGRADES	SEWER FUND	NON-DEPARTMENTAL	2,157.50
	WW SYS PRELIM ENGNR RPRT	SEWER FUND	NON-DEPARTMENTAL	6,791.17
	ASBRYCHRCH SWRMN RPLCMNT	SEWER FUND	NON-DEPARTMENTAL	5,017.46
	WW CLCTN SYS PRJCT	SEWER FUND	NON-DEPARTMENTAL	9,845.58
	WWTP MAINT BUILDING	SEWER FUND	NON-DEPARTMENTAL	772.20
	HNTWL WST INSPCTN SVCS	SEWER FUND	NON-DEPARTMENTAL	1,863.75
	CS PRJCT RPR SVCS	SEWER FUND	NON-DEPARTMENTAL	9,975.68
	RED CLVR INSPCTN SVCS	SEWER FUND	NON-DEPARTMENTAL	1,508.75
	WW RETAINER SVCS	SEWER FUND	SEWER	928.20
			TOTAL:	61,758.07
PROTOUCH COMMUNICATIONS, LLC	APR SVCS: AFTER-HRS EMERGE	WATER FUND	WATER	85.53
	APR SVCS: AFTER-HRS EMERGE	SEWER FUND	SEWER	85.53
			TOTAL:	171.06
INWOOD QUARRY, INC.	M5 PICKUPS: 5/02/25	WATER FUND	WATER	115.76
	M5 PICKUPS: 5/02/25	WATER FUND	WATER	115.77
			TOTAL:	231.53
IRON MOUNTAIN, INC	SHREDDING, STORAGE	WATER FUND	WATER	698.54
	SHREDDING, STORAGE	SEWER FUND	SEWER	698.54
			TOTAL:	1,397.08
JAMES RIVER EQUIPMENT	331G - REPAIR	WATER FUND	WATER	1,468.15
	BACKHOE 410 WINDOW INSTALL	WATER FUND	WATER	1,350.36
			TOTAL:	2,818.51
JEFFERSON RENTALS	TRIMMER RENTAL	WATER FUND	WATER	299.99
			TOTAL:	299.99
JNO S SOLENBERGER & CO., INC	CPLG, RED.GLV, RED.BLK	SEWER FUND	SEWER	239.84
			TOTAL:	239.84
KAY CASTO & CHANEY PLLC	GENERAL: THRU 3/31/25	WATER FUND	WATER	373.75
	MIDDLEWAY: THRU 3/31/25	WATER FUND	WATER	633.00
	WVAW ENCRCHMNT: THRU 3/31/	WATER FUND	WATER	6,883.63
	GENERAL: THRU 4/30/25	WATER FUND	WATER	715.00
	MIDDLEWAY: THRU 4/30/25	WATER FUND	WATER	2,337.58
	WVAW: THRU 4/30/25	WATER FUND	WATER	65.00
	CLLCTNSYSTM: THRU 3/31/25	SEWER FUND	NON-DEPARTMENTAL	5,637.00
	GENERAL: THRU 3/31/25	SEWER FUND	SEWER	1,641.25
	GENERAL: THRU 4/30/25	SEWER FUND	SEWER	2,134.00
			TOTAL:	20,420.21
ROBERT LYNN KERSHNER	TWWTP POND PUMP	SEWER FUND	SEWER	390.00
	SCADA @ TWWTP	SEWER FUND	SEWER	545.00

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
	CC BRS SAD	WATER FUND	WATER		317.98
	MISC WATER STOCK	WATER FUND	WATER		3,809.08
	MISC WATER STOCK	WATER FUND	WATER		1,494.83
	MISC WATER STOCK	WATER FUND	WATER		3,829.08
	BAND, VLV	WATER FUND	WATER		715.05
	BAND, VLV	WATER FUND	WATER		4,881.80
	BALL CURB	WATER FUND	WATER		94.31
	SDR35	SEWER FUND	SEWER		697.75
	GLUE	SEWER FUND	SEWER		59.04
	SPIGOT	SEWER FUND	SEWER		46.20
	CHK VA, FLG	SEWER FUND	SEWER		6,925.28
	VLV, SPIGOT	SEWER FUND	SEWER		1,167.36
	SPIG	SEWER FUND	SEWER		207.92
				TOTAL:	27,497.50
COYNE CHEMICAL	AMMONIUM SULFATE 40% NSF	WATER FUND	WATER		1,586.00
	SODIUM HYPOCHLORITE 15%	WATER FUND	WATER		1,606.91
	CONTAINER RETURN	WATER FUND	WATER		20.00-
	ZETAG 8848 FS	SEWER FUND	SEWER		8,084.42
				TOTAL:	11,257.33
CUMMINS, INC	PM: WTP	WATER FUND	WATER		932.10
	PM: FLWNG SPGS PS	SEWER FUND	SEWER		818.93
				TOTAL:	1,751.03
DELL MARKETING L.P.	COMPUTER FOR WTP	WATER FUND	WATER		6,030.64
				TOTAL:	6,030.64
WV DEPT OF HEALTH & HUMAN SERVICES	FLOURIDE TEST	WATER FUND	WATER		20.00
	BACTERIOLIGICAL TEST	WATER FUND	WATER		276.00
	BACTERIOLOGICAL TEST	WATER FUND	WATER		138.00
				TOTAL:	434.00
DODSON SEPTIC SERVICES, LLC	HAUL / DISPOSE	SEWER FUND	SEWER		150.00
	HAUL / DISPOSE	SEWER FUND	SEWER		375.00
				TOTAL:	525.00
ENCOVA INSURANCE	INSTALLMENT	WATER FUND	WATER		1,516.74
	INSTALLMENT	SEWER FUND	SEWER		1,457.26
				TOTAL:	2,974.00
EUROFINS ENVIRONMENT TESTING AMERICA H	TESTING: BIOSOLIDS	SEWER FUND	SEWER		851.00
	TESTING: BIOSOLIDS	SEWER FUND	SEWER		851.00
				TOTAL:	1,702.00
FREDERICKTOWNE LABS INC	TESTING	WATER FUND	WATER		1,397.75
	TESTING	SEWER FUND	SEWER		2,126.25
	TESTING	SEWER FUND	SEWER		733.00
				TOTAL:	4,257.00
GUTTMAN ENERGY	W/E 4/20/25	WATER FUND	WATER		744.94
	W/E 4/27/25	WATER FUND	WATER		493.18
	W/E 5/04/25	WATER FUND	WATER		481.07
	W/E 4/20/25	SEWER FUND	SEWER		629.95
	W/E 4/20/25	SEWER FUND	SEWER		143.46
	W/E 4/27/25	SEWER FUND	SEWER		1,014.31

VENDOR SORT KEY	DESCRIPTION	FUND	DEPARTMENT		AMOUNT
3RD TIME TRUCKING	HAULING	WATER FUND	WATER		280.81
	HAULING	WATER FUND	WATER		280.80
	HAULING	SEWER FUND	SEWER		144.34
				TOTAL:	705.95
ADVANCED REHABILITATION TECHNOLOGY LTD	TANK #1 LINING REPAIRS	SEWER FUND	SEWER		10,000.00
				TOTAL:	10,000.00
ANTIETAM ELECTRICAL CONTRACTORS, INC	5-ALLEN BRADLEY W40	WATER FUND	WATER		390.00
				TOTAL:	390.00
ARDEN EQUIPMENT REPAIR, INC.	MOWER REPAIR	SEWER FUND	SEWER		69.11
				TOTAL:	69.11
AUTOZONE	SUPPLIES FOR MAINT VEHICLE	WATER FUND	WATER		218.63
	SUPPLIES FOR MAINT VEHICLE	WATER FUND	WATER		137.43
	BULBS FOR MAINT VEHICLE	WATER FUND	WATER		62.05
				TOTAL:	418.11
BIEDLER'S ELECTRIC MOTOR REPAIR, INC.	BELTS PARK PS	SEWER FUND	SEWER		196.80
				TOTAL:	196.80
JP & RF BURNS PARTNERSHIP	APR LOADS - 48	SEWER FUND	SEWER		8,736.00
				TOTAL:	8,736.00
CHAMPION INDUSTRIES, INC	PRINTING SVCS APR	WATER FUND	WATER		508.75
	POSTAGE 4 PRINTING SVCS AP	WATER FUND	WATER		1,333.44
	PRINTING SVCS APR	SEWER FUND	SEWER		508.75
	POSTAGE 4 PRINTING SVCS AP	SEWER FUND	SEWER		1,333.43
				TOTAL:	3,684.37
CHARLES TOWN SEWER	APRIL FUNDING	SEWER FUND	NON-DEPARTMENTAL		48,336.96
				TOTAL:	48,336.96
CHARLES TOWN WATER	APRIL FUNDING	WATER FUND	NON-DEPARTMENTAL		31,746.32
				TOTAL:	31,746.32
CITY NATIONAL BANK	LOCKBOX SVCS: APR	WATER FUND	WATER		104.60
	LOCKBOX SVCS: APR	SEWER FUND	SEWER		104.60
				TOTAL:	209.20
CITY OF CHARLES TOWN	UB COLLECTIONS APR	WATER FUND	NON-DEPARTMENTAL		20,008.83
	MAR UTILITIES@ 661 S GEORG	WATER FUND	WATER		752.85
	MAY RENT@ 661 S GEORGE ST	WATER FUND	WATER		1,275.00
	REIMBURSEMENT FOR TYLER IN	WATER FUND	WATER		768.15
	MAR UTILITIES@ 661 S GEORG	SEWER FUND	SEWER		752.85
	MAY RENT@ 661 S GEORGE ST	SEWER FUND	SEWER		1,275.00
	REIMBURSEMENT FOR TYLER IN	SEWER FUND	SEWER		768.15
				TOTAL:	25,600.83
COOLEY PUBLIC STRATEGIES, LLC	MAY 2025 PROFF SVCS FEE	WATER FUND	WATER		2,500.00
	MAY 2025 PROFF SVCS FEE	SEWER FUND	SEWER		2,500.00
				TOTAL:	5,000.00
CORE & MAIN	FLG	WATER FUND	WATER		2,790.12
	BALL CURB	WATER FUND	WATER		461.70

CHARLES TOWN UTILITY BOARD

Wednesday, May 14, 2025

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - May 28, 2025 at 4:00 P.M.