CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JUNE 10, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of May 27, 2026 Regular Meeting Minutes
   UB Minutes 05.27.26.pdf

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

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

   https://us06web.zoom.us/j/84646862219?pwd=MtLZXfiLwQsRXFlbNGN322iQROifab.1

   Meeting ID:846 4686 2219
   Passcode: 047017
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   b. Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code §6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.
   c. Evitts Run Sewer Line Report from GDF
   Evitts Run Interceptor Memo 06.02.26.pdf

4. **NEW BUSINESS**
   a. Resolution 2026-02 - FY 2027 Budget - Draft

Resolution 2026-02 FY 2027 Operating Budget.pdf

b. Maintenance Building Bid Opening and Recommendation
GDF - Maintenance Building Bid Recommendation Letter.pdf

c. Influent Sampling Plan/WWTP Design Update from GDF
CTUB Sampling PowerPoint by GDF.pdf

d. Aluminum Translator Study for Charles Town Wastewater Treatment Plant
Potesta - Proposal for Al Translator Sampling.pdf

e. Quote for Kings Crossing Spare Pump
STH - Kings Crossing Pump Quote.pdf

f. Quotes for Deerfield Wastewater Treatment Plant Control Panels, Monitoring, Sand Filters and Piping
SG Plumbing - Deerfield Quote.pdf
STH - Deerfield Monitoring Quote.pdf
STH - Deerfield Panels Quote.pdf

g. Quotes for Fairbanks Influent Pumps for Charlestown Wastewater Treatment Plant (1-Spare, 1-Replacement)
PumpMan - Fairbanks Pump Quote Spare.pdf
PumpMan - Fairbanks Pump Quote Replacement.pdf

h. CTUB Board Memorandum - Proposal to Establish Strategic Initiatives Working Group
Board Memo - Proposed Strategic Initiatives Working Group.pdf

5. **MANAGER REPORTS**
   a. Manager Report
   Utility Manager Report June 2026.pdf
   Spring 2026 Hydrant Flushing Report 05.27.26.pdf
   b. Chairman Report
   c. Engineering Report
   GDF - Engineers Report 06.10.26.pdf
   GDF - Progress Meeting Minutes #15 05.28.26.pdf

6. **APPROVAL OF BILLS**
   a. June 10, 2026
   Board Report 06.10.26.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - June 24, 2026 at 4:00 P.M.
   Revenue & Expense March 2026.pdf
   Revenue & Expense April 2026.pdf

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of May 27, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 05.27.26.pdf

Charles Town Utility Board
Regular Board Meeting
May 27, 2026

The Charles Town Utility Board held a regular meeting on May 27, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Patrick Kratovil; and Heidi Parker. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

Duke Pierson, Treasurer, 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 May 13, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 13, 2026 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the May 13, 2026 regular meeting minutes as presented.**

PUBLIC COMMENT

No public comment was received.

UNFINISHED BUSINESS

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

This item was moved to the end of the meeting.

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

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

This item was moved to the end of the meeting.

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

NEW BUSINESS

Presentation by Paypoint HR on Employee Total Compensation Study

Dr. Rick Campbell of Paypoint HR presented a high-level summary of the Employee Total Compensation Study for CTUB. He mentioned CTUB's benefits are similar to that of market competitors who responded and CTUB was only about 1.8% below the 50th percentile (middle) market, however, some positions were above and below that percentage. Mr. Campbell recommended the Board decide on whether they want CTUB at the 50th percentile, 55th percentile,

60th percentile, etc. with respect to the market so he can provide a draft budget impact and pay scale.

Mr. Mantello mentioned the importance to hire and retain employees in the competitive market and being above market would be an advantage to CTUB. Mrs. Shultz provided the 50th or 55th percentile could be incorporated into the new budget. The Board provided discussions and recommended the 55th percentile with respect to the market.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously adopted the 55th percentile as presented by Paypoint HR.**

UNFINISHED BUSINESS

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

Mr. Mantello provided he met with Jennifer Myers, from JCPR, to view the Hite Road Park site and spoke with the owners of the Cochran Properties to package all interested parties (Hite Road Park, North Jefferson School, Cochran Properties and Fox Glen) in this area and develop a Preliminary Engineering Report for the project as a whole to share costs to extend service. He mentioned he will continue to work on this project as well as funding options with the Jefferson County Development Authority, Region 9 and elected State officials. Mrs. Myers was on Zoom and appreciated the efforts to get this accomplished.

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

NEW BUSINESS

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

Mrs. Shultz provided the 5th lease amendment with New Cingular for the Keyes Ferry Road tank for equipment replacement with no rent increase.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the New Cingular 5th Lease Amendment.**

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

Mrs. Shultz provided the 1st lease amendment with New Cingular for the 6th Avenue tank for equipment replacement with no rent increase.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the New Cingular 1st Lease Amendment.**

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

Mrs. Shultz included the pay application for Resolution No. 31 in the amount of $426,799.08 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved Resolution No. 31 – CWSRF No. 1, Pay App No. 14.**

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

Mrs. Shultz included the pay application for Resolution No. 32 in the amount of $35,140.93 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 32 – CIF No. 24.**

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

Mr. Mantello provided the proposed collection system sampling plan to locate the source of the high BOD and Ammonia flows to prevent overdesign and construction of the new Charles Town Wastewater Treatment Plant. He mentioned the estimated costs for the intensive influent sampling plan is $160,000. The Board provided discussions. Mr. Maxey suggested analyzing the historical data that staff already has before engaging in the sampling plan. Mr. Mantello will work with GDF and staff to analyze existing data, but requested the Board include the sampling plan in the budget incase staff would have to move forward with GDF's proposal.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved including $160,000 for sampling in the budget, but without committing to this specific sampling plan, which would require Board approval at a later date.**

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

Mr. Mantello provided a draft template of the AMEA to remove the $1,500 weekly inspection cost limit for all future agreements. This revision will allow for more oversight of the site inspector at the various new construction sites. Mrs. Wilson reviewed the draft language and had no issues. The Board provided discussions.

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

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the Locust Hill ponds and aerators, the Summit Point service extension, developing upcoming tasks for the PR firm and a possible advisory committee, and the projects/needs for the new FY27 budget.

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

Chairman Report

The Chairman had no updates to report.

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

APPROVAL OF BILLS

May 27, 2026

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

EXECUTIVE SESSION

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

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

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved convening into Executive Session at 5:52 P.M. for an update on WV PSC Case 25-1000-LRR-WS-C and an ongoing official investigation as listed above.**

The Board convened back into public session at 6:14 P.M.

ADJOURNMENT

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

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved to adjourn the meeting at 6:15 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, June 10, 2026 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

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

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
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Evitts Run Sewer Line Report from GDF

Attachments:

Evitts Run Interceptor Memo 06.02.26.pdf

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

M E M O R A N D U M

TO: **Chris Eckenrode and David Santelli of Gwin, Dobson & Foreman, Inc.**

FROM: **Evitts Run 18-inch Gravity Sewer Main Condition**

SUBJECT: **Assess and Document Condition of 18-inch Main along Evitts Run**

DATE: **June 3, 2026**

Location of Affected Sewer:

The compromised section of the 18-inch gravity sewer was located along the Evitts Run Interceptor, specifically between Manholes APS-17 and APS-16, with the most severe deterioration observed closer to MH APS-17.

Additional deteriorated pipe was reported in the vicinity of West Congress Street; however, that removed pipe was not directly observed during inspection of the photographed materials.

Existing Pipe Information:

The existing sewer consisted of an 18-inch diameter ductile iron pipe of unknown class which was installed circa 1980's. Based on field observations of the removed pipe, the sewer exhibited advanced deterioration consistent with poor soil conditions, long-term service, and age-related degradation.

Construction Timeline and Bypass Operations:

Construction activities in this area were underway by August 2025. MH APS-20 was installed on August 7, 2025, and work progressed to MH APS-17 by August 20, 2025. The existing main was exposed during trenching for installation of the new 30-inch PVC gravity sewer between MH APS-17 and MH APS-16. Temporary bypass pumping associated with this portion of the work was established on February 19, 2026, from Washington Street to MH APS-20.

On February 23, 2026, HRI began installation of the 30-inch PVC sewer under West Congress Street, including removal of a section of the existing 18-inch sewer and plugging of the upstream and downstream ends. This effectively captured the remaining upstream lateral and main flow.

On February 25, 2026, HRI reopened West Congress Street to demolish existing MH CT-47 and plug the existing 18-inch sewer at that location.

On March 2, 2026, the existing 18-inch sewer near MH APS-17 was plugged during installation of the new 30-inch sewer toward West Washington Street. The deteriorated section of pipe between MH APS-16 and MH APS-17 was removed the same day and photographed on March 3, 2026.

Bypass pumping remained in place until the new interceptor system was ready for service. The temporary pumps were taken off line on March 11, 2026, at which time the new 30-inch PVC sewer was placed into service from Washington Street to the Weirick Pump Station.

Nature of Observed Deficiencies:

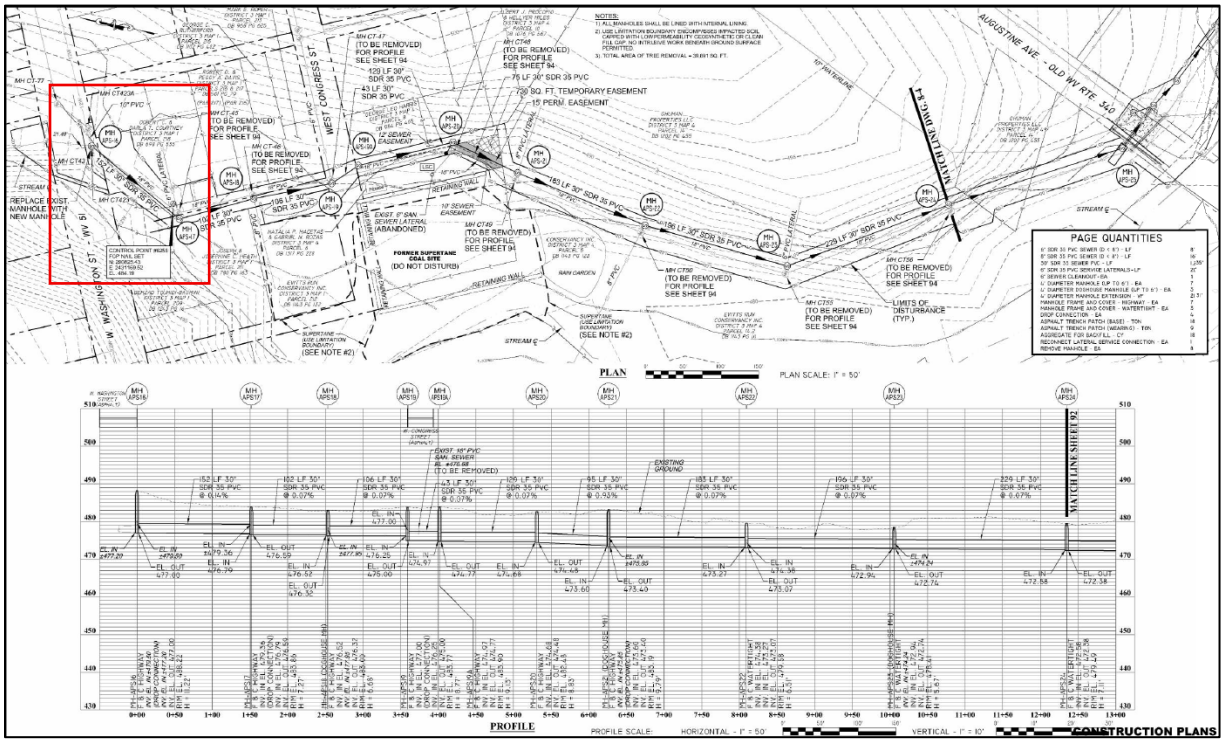
Based on field observations and photographic documentation of the removed pipe, the existing 18-inch sewer exhibited severe structural deterioration. Observed deficiencies included:

- Longitudinal cracking along the pipe
- Significant wall loss and section loss
- Large openings through the pipe wall
- Advanced degradation of the pipe material specifically on the bottom of pipe

The condition of the removed pipe indicates that portions of the sewer had lost structural integrity and were no longer suitable for continued service.

Extent of Compromised Pipe:

The most severely deteriorated pipe documented in the photographs was removed from the section between MH APS-17 and MH APS-16, closer to MH APS-17. Note that MH APS-16 is located along West Washington Street and is within 100 feet of Evitts Run. Refer to the drawing below taken from the contract drawings.



Replacement Work:

Replacement work was performed in conjunction with installation of the new 30-inch PVC interceptor. Work in this area was completed via open-cut excavation methods. Existing 18-inch sewer sections were removed where necessary, and remaining sections were abandoned by plugging and isolating the pipe ends.

Following completion of installation, the new 30-inch PVC gravity interceptor was placed into service and temporary bypass pumping operations were discontinued.

Photographic Documentation:







Rainfall Summary (December 1, 2025 - March 11, 2026):

Rainfall data for the project area was reviewed for the period from December 1, 2025 through March 11, 2026 using publicly available weather records from a nearby reporting station (Harpers Ferry area).

The following daily precipitation events were recorded during this timeframe:

- December 2, 2025: 0.87 inches
- December 19, 2025: 0.23 inches
- January 11, 2026: 0.73 inches
- February 20, 2026: 0.87 inches
- February 22, 2026: 0.23 inches

Of these events, three (3) rainfall events exceeded approximately 0.25 inches (December 2, January 11, and February 20), representing moderate precipitation events for the area.

Total precipitation recorded for the period was approximately 9.21 inches, which is slightly above the average year-to-date precipitation of approximately 8.25 inches for the region.

These rainfall events occurred during active construction and bypass operations within the Evitts Run corridor and would have contributed to elevated groundwater levels and increased flow conditions in the vicinity of the existing sewer.

Charles Town WWTP Flow Data Summary (January 1, 2026 - March 11, 2026):

The Charles Town WWTP influent and effluent recorded plant flows increased by 200,000-300,000 gallons per day beginning on January 1, 2026 through approximately March 10-11, 2026. Soon thereafter, the flows dropped to their normal range of between 1.2 and 1.3 million gallons per day.

Summary:

Field observations confirm that the removed section of existing 18-inch sewer between MH APS-16 and MH APS-17 exhibited severe deterioration and structural failure. Similar deteriorated pipe was also reportedly encountered at West Congress Street.

The removed pipe sections showed substantial cracking, wall loss, and overall degradation. Based on the observed condition, removal and replacement of these sections was warranted as part of the interceptor improvements. Project heavy construction activities within the adjacent area, such as excavation, trucking, compaction, etc., could have also led to the old pipe failure.

Flow was maintained through the temporary bypass pumping system during construction. The temporary bypass pumping system was established on February 19, 2026, and was taken offline on March 11, 2026, when the new 30-inch PVC sewer was placed into service. Note that this is also the date at which the plant flow rates returned to normal conditions.

While the observed pipe deterioration is primarily attributed to aging infrastructure, the occurrence of multiple rainfall events during this period likely increased hydraulic loading and soil saturation, which may have further exposed existing structural deficiencies. It was also noted that the invert of the old 18" gravity line and the water surface elevation of Evitt's Run are very similar in this area. If the water table was above the 18" pipe invert, groundwater could have easily entered the piping system. On the other hand, if the water table was less than the old 18" pipe invert, sewer flow could have been entering the stream.

The 2022 RK&K Collection System Project included less than 2,000 linear feet of 18" main replacement, with approximately 2,300 feet of old pipe remaining in service. There is still approximately 7,000 linear feet of old 12" sewer gravity pipe through the City of Ranson. Portions of these old pipes were recently videoed by CTUB employees, with the footage indicating significant solids buildup throughout the piping system. It is recommended that these old gravity mains be replaced in the near future.

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Resolution 2026-02 - FY 2027 Budget - Draft

Attachments:

Resolution 2026-02 FY 2027 Operating Budget.pdf

CHARLES TOWN UTILITY BOARD

FY 2027 OPERATING BUDGET

Water Fund & Sewer Fund

Budget Summary, Financial Schedules, & Supporting Information

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Fiscal Year Ending June 30, 2027

Prepared by

Charles Town Utility Board Staff

Presented to the

Charles Town Utility Board

June 10, 2026

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Executive Summary

The budget serves as a planning and management tool to guide Utility Board operations and financial decision-making. Revenue projections and expenditure estimates were developed using historical operating results, current operating conditions, anticipated system demands, and planned capital and maintenance activities.

The budget includes funding for the operation and maintenance of the water and wastewater systems, annual debt service requirements, and planned capital expenditures necessary to maintain and improve system infrastructure.

The budget reflects the Utility Board's commitment to providing reliable utility services, maintaining critical infrastructure, meeting debt service obligations, and preserving financial flexibility for future needs.

Water Fund Revenue Summary

Revenue Overview

The FY 2027 Water Fund Operating Revenue Budget totals **$5,668,000**, a decrease of approximately **$87,000** compared to anticipated FY 2026 revenues.

The decrease is primarily attributable to reduced consumption among several of the Utility Board's largest commercial and high-volume water users. While customer growth and new residential connections have continued throughout the service area, average residential consumption has continued to decline. As a result, the modest increase in residential revenue generated by customer growth has not been sufficient to offset the reduction in usage from larger customers.

The impact of declining consumption is more pronounced within the Water Fund due to its smaller customer base and the significant contribution of several high-volume users to overall revenues. As a result, changes in usage by a limited number of customers can have a measurable effect on water revenue trends.

Revenue Detail

Revenue Source	FY 2026 Budget	FY 2026 Anticipated	FY 2027 Budget	Change
Metered Sales – Residential	$3,770,000	$3,656,443	$3,780,000	$10,000
Metered Sales – Commercial	$1,760,000	$1,665,327	$1,680,000	($80,000)
Metered Sales – Glen Haven/Cavaland	$65,000	$56,948	$58,000	($7,000)
Bulk Water Sales	$40,000	$35,000	$40,000	$0
Customer Penalties	$90,000	$80,000	$80,000	($10,000)
Misc. Service Revenues	$30,000	$28,133	$30,000	$0
Total Operating Revenue	**$5,755,000**	**$5,521,851**	**$5,668,000**	**($87,000)**

Revenue Composition

Category	FY 2027 Budget	% of Total Revenue
Residential Water Sales	$3,780,000	66.7%
Commercial Water Sales	$1,680,000	29.6%
Glen Haven/Cavaland	$58,000	1.0%
Bulk Water Sales	$40,000	0.7%
Penalties & Other Revenue	$110,000	2.0%
Total Revenue	**$5,668,000**	**100.0%**

Significant Revenue Trends

Residential Water Sales

Residential water sales remain stable and continue to represent approximately two-thirds of total Water Fund revenues. Continued residential development and customer growth throughout the service area are expected to partially offset declining average residential consumption.

Commercial Water Sales

Commercial water sales are projected to decrease by approximately $80,000 compared to the FY 2026 budget. The reduction reflects lower consumption among several of the Utility Board's largest commercial and industrial customers.

Glen Haven/Cavaland Systems

The Glen Haven and Cavaland systems are small water systems acquired as part of the former Jefferson County Public Service District. Combined, the systems serve approximately 142 customers. Following rate equalization with the Utility Board's system-wide rates, revenues generated from these customers are relatively modest. As a result, minor fluctuations in customer usage can have a noticeable impact on annual revenues.

Customer Penalties and Miscellaneous Revenue

Penalty revenues have been adjusted to better reflect recent collection trends. Reconnection fees and other miscellaneous service revenues are expected to remain consistent with recent years.

Note to the Board

See Notes to the Board regarding revenue reporting changes effective FY 2027.

Water Fund Expense Summary

Overview

The FY 2027 Water Fund Operating Budget totals approximately **$4.70 million**, an increase of approximately **$240,000 (5%)** over anticipated FY 2026 expenditures.

The increase is primarily attributable to annual wage adjustments, employee benefit cost increases, utility expenses, and anticipated maintenance and operational requirements. The budget reflects projected expenditures necessary to support the continued operation and maintenance of the Utility Board's water system.

Departmental Expense Summary

Department	FY 2027 Budget	% of Total
Water Supply & Treatment	$1,333,500	28%
Transmission & Distribution	$1,475,000	31%
Billing & Accounting	$400,000	8%
Administrative & General	$1,494,726	33%
Total Operating Expenses	**$4,703,226**	**100%**

Significant Budget Changes

Water Supply & Treatment

The Water Supply & Treatment budget increased approximately **$43,000 (3%)**. The increase primarily reflects annual wage adjustments, the filling of vacant positions, and the addition of one new position. Power and treatment-related expenses remain generally consistent with FY 2026 operating levels.

Transmission & Distribution

The Transmission & Distribution budget increased approximately **$142,000 (11%)**. The increase reflects annual wage adjustments, the filling of vacant positions, the addition of one new position, and increased maintenance activities throughout the distribution system. Funding has also been included for reservoir, standpipe, hydrant, and service line maintenance.

Billing & Accounting

The Billing & Accounting budget decreased approximately **$84,000 (17%)**. The decrease is primarily attributable to revised cost allocations between the Water and Sewer Funds, reduced billing expenses associated with increased electronic billing participation, and adjustments to credit card processing fee allocations.

Administrative & General

The Administrative & General budget increased approximately **$139,000 (10%)**. The increase reflects annual wage adjustments, personnel reassignments to appropriate departments, and the addition of one new position. The budget also includes increases in transportation costs, property insurance, professional services, and technology-related expenses.

Budget Considerations

Utility Board staff will continue to monitor operating expenditures, revenue collections, customer growth, and consumption trends throughout FY 2027. Particular attention will be given to utility costs, maintenance expenditures, and changing customer usage patterns to ensure the continued financial stability of the Water Fund.

Sewer Fund Revenue Summary

Revenue Overview

The FY 2027 Sewer Fund Operating Revenue Budget totals **$8,160,658**, an increase of approximately **$143,658 (2%)** compared to the FY 2026 adopted budget.

Revenue growth is primarily attributable to continued residential and commercial development throughout the Utility Board's service area. The Sewer Fund continues to benefit from a larger customer base and broader revenue distribution, resulting in stable overall revenue performance.

Revenue Detail

Revenue Source	FY 2026 Budget	FY 2026 Anticipated	FY 2027 Budget	Change
CTUB Revenue	$3,126,000	$3,014,789	$3,135,380	$9,380
Ranson Revenue	$2,000,000	$2,006,816	$2,132,000	$132,000
JCPSD Revenue	$2,756,000	$2,703,500	$2,768,278	$12,278
Customer Penalties	$45,000	$44,220	$45,000	$0
Customer Penalties – Ranson	$40,000	$34,000	$35,000	($5,000)
Customer Penalties – PSD	$50,000	$42,635	$45,000	($5,000)
Total Operating Revenue	**$8,017,000**	**$7,845,960**	**$8,160,658**	**$143,658**

Significant Revenue Trends

Customer Growth

Continued residential and commercial development throughout the Utility Board's service area remains the primary driver of revenue growth and stability within the Sewer Fund. New customer connections continue to support revenue growth and help offset fluctuations in consumption among existing customers.

Note to the Board

See Notes to the Board regarding revenue reporting changes effective FY 2027.

Sewer Fund Expense Summary

Overview

The FY 2027 Sewer Fund Operating Expense Budget totals **$5,629,103**, an increase of approximately **$350,495 (7%)** over the FY 2026 adopted budget.

The increase is primarily attributable to annual wage adjustments, employee benefit cost increases, utility expenses, routine operating and maintenance activities, and funding for Board-directed testing activities. The budget reflects projected expenditures necessary to support the continued operation and maintenance of the Utility Board's wastewater collection, pumping, treatment, customer service, and administrative functions.

Departmental Expense Summary

Department	FY 2027 Budget	% of Total
Collection System	$268,000	5%
Pumping System	$1,090,000	19%
Wastewater Treatment & Disposal	$1,830,000	33%
Billing & Accounting	$590,000	10%
Administrative & General	$1,851,103	33%
Total Operating Expenses	**$5,629,103**	**100%**

Significant Budget Changes

Collection System

Collection System expenses remain generally consistent with FY 2026 levels and continue to provide funding for routine maintenance of sewer mains, service connections, and related infrastructure throughout the wastewater collection system.

Pumping System

The Pumping System budget increased approximately **$39,500 (4%)**. The increase reflects annual wage adjustments, increased maintenance activities, and anticipated operational expenses associated with maintaining the Utility Board’s wastewater pumping facilities.

Wastewater Treatment & Disposal

The Wastewater Treatment & Disposal budget increased approximately **$185,000 (11%)**. The most significant increase is attributable to **$160,000** in additional testing expenses included at the direction of the Board for potential future testing activities should the Board elect to proceed with the proposed project. Additional increases are associated with power costs and routine operational requirements at the wastewater treatment facilities.

Billing & Accounting

Billing & Accounting expenses remain generally consistent with FY 2026 levels. Adjustments reflect revised cost allocations between the Water and Sewer Funds, changes in billing-related expenses, and anticipated credit card processing costs.

Administrative & General

Administrative & General expenses increased approximately **$130,995 (8%)**. The increase reflects annual wage adjustments, personnel reassignments to appropriate departments for reporting purposes, insurance cost increases, transportation expenses, professional services, and other administrative support functions necessary for utility operations.

Budget Considerations

Utility Board staff will continue to monitor operating expenditures, regulatory requirements, customer growth, and infrastructure needs throughout FY 2027. Particular attention will be given to utility costs, maintenance expenditures, and Board-directed testing activities to ensure the continued financial stability of the Sewer Fund.

Cash Reserves & Fund Balances

(As of April 30, 2026)

Account	Water Fund	Sewer Fund
Operating Cash	$354,528	$2,929,590
Capacity Improvement Fund	$9,580,893	$10,907,793
Renewal & Replacement Fund	$1,134,782	$1,467,031
Working Capital Fund	$459,663	$774,731
Total Cash & Reserves	**$11,529,866**	**$16,079,145**

Combined Utility Cash & Reserves: $27,609,011

Capital Budget Summary

Fund	FY 2027 Capital Budget
Water Fund	$1,023,495
Sewer Fund	$1,774,698
Total Capital Budget	**$2,798,193**

The FY 2027 Capital Budget includes capital expenditures planned for Fiscal Year 2027, including equipment replacements, infrastructure improvements, carry-over projects from prior years, and other capital assets meeting the Utility Board's $15,000 capitalization threshold.

The capital expenditures presented in this budget are intended to support routine system maintenance, operational reliability, regulatory compliance, and replacement of aging infrastructure and equipment. The budget does not include the Utility Board's complete inventory of projects in progress, major capital projects, or long-term capital improvement needs.

Utility Board staff are currently reviewing and updating project priorities, funding sources, and projected expenditures. A comprehensive Projects in Progress schedule and multi-year Capital Improvement Program (CIP) will be presented to the Board in the near future for review and approval.

Debt Service Summary

Fund	FY 2027 Debt Service
Water Fund	$1,585,037
Sewer Fund	$1,928,161
Total Debt Service	**$3,513,198**

The Utility Board will continue to meet all debt service obligations through operating revenues while maintaining compliance with bond ordinance and loan agreement requirements.

Notes to the Board

Revenue Reporting Format

Beginning with Fiscal Year 2027, Utility Board staff will modify the revenue reporting format to better reflect customer classes and consumption trends. Historically, revenues have been reported by former service area (Charles Town, Ranson, and Jefferson County Public Service District). Since rates have been equalized throughout the service area for many years, this reporting format no longer provides the most meaningful basis for evaluating customer usage patterns and revenue trends.

Future financial reports and budget documents will present revenues by customer class, including residential, commercial, industrial, public authority, and other applicable customer categories. This change will improve transparency and provide a more meaningful analysis of consumption patterns, customer growth, and revenue performance.

Revenue information by former service area will continue to be maintained internally and may be provided separately for informational, historical, or comparative purposes upon request.

Projects in Progress and Capital Improvement Program

A comprehensive Projects in Progress schedule and multi-year Capital Improvement Program (CIP) are currently being updated and finalized by Utility Board staff. These schedules will be presented to the Board in the near future for review and approval and will provide additional information regarding major capital projects, funding sources, project priorities, and long-term infrastructure planning.

Rate Study

The Utility Board has approved the engagement of a rate consultant to perform a comprehensive rate study for the water and wastewater systems. Following adoption of the FY 2027 Operating Budget, Utility Board staff will begin working with the consultant to evaluate the adequacy of existing rates and determine whether current revenues are sufficient to support operating expenses, debt service obligations, capital improvement needs, reserve requirements, and long-term financial sustainability.

The study will also evaluate customer growth trends, system demands, regulatory requirements, and other financial factors affecting future utility operations. Upon completion, the results and recommendations of the rate study will be presented to the Board for review and consideration.

Charles Town Utility Board
Water Fund
FY 2027 Budget
June 10, 2026

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027	$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ANTICIPATED	PROPOSED	$ CHANGE	% CHANGE
OPERATING REVENUES								
Metered Sales - Residential	2,631,779	3,025,393	3,501,894	3,770,000	3,656,443	3,780,000	10,000	0%
Metered Sales - Commercial	1,297,903	1,461,607	1,679,222	1,760,000	1,665,327	1,680,000	(80,000)	-5%
Metered Sales - Glen Haven/Cavaland	93,582	84,292	59,819	65,000	56,948	58,000	(7,000)	-11%
Bulk Water	20,879	35,883	40,386	40,000	35,000	40,000	-	0%
Customer Penalties	77,641	76,042	80,634	90,000	80,000	80,000	(10,000)	-11%
Misc Service Revenue - Reconnection	31,090	28,240	24,282	30,000	28,133	30,000	-	0%
TOTAL OPERATING REVENUES	**4,152,875**	**4,711,457**	**5,386,237**	**5,755,000**	**5,521,851**	**5,668,000**	**(87,000)**	**-2%**
OPERATING EXPENSES								
Water Supply & Treatment								
Salaries & Wages	356,132	388,548	503,264	560,000	506,051	598,000	38,000	7%
Materials & Supplies	3,711	13,927	10,962	15,000	9,855	12,000	(3,000)	-20%
Maint of Water Source	13,337	27,555	59,381	65,000	61,336	65,000	-	0%
Power & Fuel	139,912	144,743	153,224	170,000	164,698	175,000	5,000	3%
Power & Fuel - GH/CAV	8,131	8,017	9,454	11,000	9,855	11,000	-	0%
Chemicals	168,802	195,690	191,627	205,000	197,138	205,000	-	0%
Testing	55,512	24,515	27,606	30,000	25,197	30,000	-	0%
Material & Supplies - WTP	23,911	28,340	29,021	45,000	39,557	45,000	-	0%
Material & Supplies - GH/CAV	3,957	5,433	6,383	6,500	6,000	6,500	-	0%
Sludge Hauling	39,672	44,066	44,101	50,000	45,188	50,000	-	0%
Maint of Water Treatment Plant	78,922	77,695	57,138	110,000	105,972	110,000	-	0%
Maint of Water Plant - GH/CAV	1,579	10,265	10,381	17,000	17,284	20,000	3,000	18%
License Fees & Subscriptions	25,701	14,267	973	6,000	5,695	6,000	-	0%
Total Water Supply & Treatment	**919,280**	**983,062**	**1,103,514**	**1,290,500**	**1,193,827**	**1,333,500**	**43,000**	**3%**

Charles Town Utility Board
Water Fund
FY 2027 Budget
June 10, 2026

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027	$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ANTICIPATED	PROPOSED	$ CHANGE	% CHANGE
Transmission & Distribution								
Salaries & Wages	384,205	402,964	503,922	485,000	494,620	618,000	133,000	27%
Materials & Supplies	18,382	19,234	29,684	25,000	24,399	30,000	5,000	20%
Maint of Dist Reservior & Standpipes	25,738	29,646	30,147	110,000	70,000	70,000	(40,000)	-36%
Maint of Mains	115,918	133,090	72,271	90,000	104,059	110,000	20,000	22%
Maint of Services	142,239	160,065	149,737	210,000	206,183	220,000	10,000	5%
Maint of Meters	174,843	177,165	365,730	360,000	347,265	380,000	20,000	6%
Maint of Hydrants	26,565	61,185	28,005	38,000	28,268	32,000	(6,000)	-16%
Maint/Repair of Equipment	-	-	-	15,000	8,474	15,000	-	0%
Total Transmission & Distribution	**887,889**	**983,350**	**1,179,496**	**1,333,000**	**1,283,268**	**1,475,000**	**142,000**	**11%**
Billing & Accounting Expenses								
Salaries & Wages	167,573	182,380	188,283	212,000	201,212	190,000	(22,000)	-10%
Billing Expense	38,645	42,912	76,074	85,000	70,499	55,000	(30,000)	-35%
Credit Card Processing Fees	-	-	102,356	120,000	106,483	85,000	(35,000)	-29%
License Fees & Subscriptions	46,466	17,120	46,304	52,000	51,044	55,000	3,000	6%
Bad Debt Expense	5,986	27,168	13,802	15,000	12,357	15,000	-	0%
Total Billing & Accounting	**258,669**	**269,579**	**426,820**	**484,000**	**441,596**	**400,000**	**(84,000)**	**-17%**
Administrative & General Expenses								
Salaries & Wages	115,470	136,385	146,660	175,000	145,141	234,500	59,500	34%
Director Compensation	2,375	2,500	2,400	3,750	3,600	3,750	-	0%
Employee Insurance & Benefits	160,399	173,005	216,114	235,000	223,498	251,300	16,300	7%
Employee Pension - PERS	85,697	95,026	109,179	128,880	111,626	131,240	2,360	2%
Payroll Taxes - FICA	79,534	85,296	98,684	109,739	103,273	125,785	16,046	15%
OPEB	(61,995)	-	3,678	10,872	9,596	22,994	12,122	111%

Charles Town Utility Board
Water Fund
FY 2027 Budget
June 10, 2026

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027	$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ANTICIPATED	PROPOSED	$ CHANGE	% CHANGE
Employee Pension - 457 Plan	17,792	19,617	22,258	25,925	24,164	25,358	(568)	-2%
Office Supplies & Expense	66,249	89,641	33,690	45,000	35,576	40,000	(5,000)	-11%
Travel, Training, & Education	-	5,225	16,995	20,000	16,444	25,000	5,000	25%
Uniform Expense	-	6,540	7,610	10,000	8,685	10,000	-	0%
Computers - Technology	15,635	20,253	19,694	25,000	17,999	25,000	-	0%
Maintenance of General Property	16,123	24,080	30,785	35,000	29,102	35,000	-	0%
License Fees & Subscriptions	14,715	15,170	19,694	20,000	18,135	23,000	3,000	15%
Contractual Services - Engineering	15,269	21,944	16,803	25,000	12,967	20,000	(5,000)	-20%
Contractual Services - Accounting	17,178	19,525	20,485	25,000	22,582	25,000	-	0%
Contractual Services - Legal	27,756	53,806	60,073	95,000	89,550	100,000	5,000	5%
Contractual Services - Other	21,117	16,930	22,837	95,000	92,301	130,000	35,000	37%
Rental of Office Building	-	15,300	15,300	15,300	15,300	15,300	-	0%
Transportation Expense	73,448	63,578	63,624	80,000	79,133	90,000	10,000	13%
Property Insurance	74,916	83,976	88,195	95,000	95,377	80,000	(15,000)	-16%
Worker's Comp	32,896	16,858	17,559	25,000	23,990	25,000	-	0%
Regulatory Commission Expense	12,793	19,127	20,016	30,000	25,330	30,000	-	0%
Misc. General Expense	10,149	8,255	8,749	15,000	11,609	15,000	-	0%
Advertising & Publication Expense	3,805	3,657	4,275	5,000	4,680	6,000	1,000	20%
Bond Administration Fees	5,193	5,298	5,294	6,000	5,294	5,500	(500)	-8%
Total Administrative & General	**806,513**	**1,000,994**	**1,070,652**	**1,355,467**	**1,224,951**	**1,494,726**	**139,260**	**10%**
TOTAL OPERATING EXPENSES	**$ 2,872,351**	**$ 3,236,986**	**$ 3,780,482**	**$ 4,462,967**	**$ 4,143,642**	**$ 4,703,226**	**$ 240,260**	**5%**
Operating Income (before Depreciation)	1,280,524	1,474,470	1,605,755	1,292,033	1,378,210	964,774	(327,260)	
Dep/Amort Exp (Non-cash, not budgeted)	(1,237,073)	(1,328,615)	(1,563,353)	(1,563,353)	(1,563,353)	(1,563,353)	-	

Charles Town Utility Board
Water Fund
FY 2027 Budget
June 10, 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 BUDGET	FY 2026 ANTICIPATED	FY 2027 PROPOSED	$ $ CHANGE	% % CHANGE
OPERATING INCOME (LOSS)	**$ 43,451**	**$ 145,855**	**$ 42,402**	**$ (271,320)**	**$ (185,143)**	**$ (598,579)**	**$ (327,260)**	
NON-OPERATING REVENUES (EXPENSES)								
Tank Lot Rental - Lease Interest Revenue	566,391	614,922	651,616	565,000	565,000	580,000		
Interest Income	23,891	205,679	337,856	355,000	358,000	385,000		
Sinking Fund Income	19,139	33,043	31,542	34,000	32,500	34,000		
Misc. Water Revenue	33,484	33,464	31,083	40,000	34,519	40,000		
Grant Revenue	11,080	-	38,000	-	-	-		
Gain on Sale of Assets	14,005	3,500	8,160	-	-	-		
Interest Expense - Other	-	(7,273)	(7,082)	(7,082)	(10,100)	(10,100)		
Interest on Long-term Debt	(395,146)	(373,157)	(355,272)	(343,292)	(343,292)	(327,419)		
TOTAL NON-OPERATING REVENUES (EXP)	**$ 272,844**	**$ 510,178**	**$ 735,903**	**$ 643,626**	**$ 636,627**	**$ 701,481**		
INCOME BEFORE CONTRIBUTED CAPITAL	**$ 316,295**	**$ 656,033**	**$ 778,305**	**$ 372,307**	**$ 451,483**	**$ 102,902**		
CIF Revenue	1,295,971	1,705,011	1,855,234	-	1,543,232	-		
	$ 1,612,266	**$ 2,361,044**	**$ 2,633,539**	**$ 372,307**	**$ 1,994,716**	**$ 102,902**		

CHARLES TOWN UTILITY BOARD
WATER FUND
FY 2027 CAPITAL EXPENDITURE BUDGET
June 10, 2026

Category	Project	FY 2026 Carry-Over	FY 2027 Budget	Total
Water Treatment Plant	WTP Filters — Unifilt Corp	$129,966	$100,000	$229,966
Water Treatment Plant	**WTP Subtotal**	**$129,966**	**$100,000**	**$229,966**
Distribution System	Locust Hill Water Storage Tank	$183,529	$0	$183,529
Distribution System	Northern High Zone Tank	$0	$185,000	$185,000
Distribution System	**Distribution Subtotal**	**$183,529**	**$185,000**	**$368,529**
Metering / AMI	Meter/Smartpoint Phase 2	$0	$150,000	$150,000
Metering / AMI	**Metering Subtotal**	**$0**	**$150,000**	**$150,000**
Fleet & Equipment	Maint Trucks & Related Equip	$0	$100,000	$100,000
Fleet & Equipment	Specialized Equipment	$0	$25,000	$25,000
Fleet & Equipment	**Fleet Subtotal**	**$0**	**$125,000**	**$125,000**
Emergency Contingency	Emergency R&R	$0	$150,000	$150,000
Emergency Contingency	**Emergency Contingency Subtotal**	**$0**	**$150,000**	**$150,000**
TOTAL WATER CAPITAL		**313,495**	**710,000**	**1,023,495**

NOTES:

- All items subject to $15,000 capitalization policy
- WTP Filters carry-over of $129,966 represents remaining balance on $173,500 contract with Unifilt Corporation — $43,534 disbursed in FY2026
- Locust Hill Water Storage Tank carry-over of $183,529 — project cannot be completed until FY2027 per project schedule
- Meter/Smartpoint Phase 2 represents continuation of AMI system installation begun in FY2026

Charles Town Utility Board
Water Fund
2026-2027 Water Debt Service Payment Schedule

Bond Issue	Principal	Interest	Total
1987 Series B Revenue Bond	$ 10,884.00	$ -	$ 10,884
1988 Series B Revenue Bond	14,308.00	-	14,308
1989 Series B Revenue Bond	3,012.00	-	3,012
2002 Series A Revenue Bond	33,083.00	38,803.00	71,886
2002 Series B Revenue Bond	93,506.48	-	93,506
2010 Series A Revenue Bond	50,831.00	4,635.00	55,466
2010 Series B Revenue Bond	5,570.00	508.00	6,078
2016 Series A Revenue Bond	200,000.00	232,769.00	432,769
2018 Series A-7 Revenue Bond	32,205.00	3,185.00	35,390
2020 Series A Revenue Bond	141,000.00	29,666.00	170,666
2022 Series A Revenue Bond	419,750.00	17,853.00	437,603
Total	**$ 1,004,149.48**	**$ 327,419.00**	**$ 1,331,568**

Water Fund
2026-2027 Bond, Loan & Lease Summary

DESCRIPTION	FY 2027
Bond Payments	$ 1,331,568
Notes Payable - City of Charles Town	10,800
Lease Payable - Plotter	2,884
Software Subscription Liability	98,085
Required Renewal & Replacement 2.5% of Revenue	141,700
TOTAL PAYMENTS	**$ 1,585,037**

Charles Town Utility Board
Sewer Fund
FY 2027 Budget
June 10, 2026

	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027	$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ANTICIPATED	PROPOSED	$ CHANGE	% CHANGE
OPERATING REVENUES								
CTUB Revenue	2,386,475	2,667,291	2,833,723	3,126,000	3,014,789	3,135,380	9,380	0%
Ranson Revenue	1,380,961	1,555,313	1,794,402	2,000,000	2,006,816	2,132,000	132,000	7%
JCPSD Revenue	2,513,120	2,652,226	2,597,628	2,756,000	2,703,500	2,768,278	12,278	0%
Customer Penalties	40,989	40,927	40,478	45,000	44,220	45,000	-	0%
Customer Penalties - RA	29,204	31,473	33,091	40,000	34,000	35,000	(5,000)	-13%
Customer Penalties - PSD	48,949	47,396	39,327	50,000	42,635	45,000	(5,000)	-10%
TOTAL OPERATING REVENUES	**6,399,697**	**6,994,627**	**7,338,649**	**8,017,000**	**7,845,960**	**8,160,658**	**143,658**	**2%**
OPERATING EXPENSES								
Collection System								
Materials & Supplies	16,561	7,234	14,465	18,000	15,487	18,000	-	0%
Maint of Service Connections	15,674	59,082	85,822	110,000	105,482	110,000	-	0%
Maint of Collecting & Trans. Mains	202,377	158,140	121,696	140,000	117,450	140,000	-	0%
Total Collection System	**234,612**	**224,456**	**221,983**	**268,000**	**238,419**	**268,000**	**-**	**0%**
Pumping System								
Salaries & Wages	322,237	404,828	464,037	530,000	531,935	560,000	30,000	6%
Power	125,274	140,430	157,450	170,500	164,982	175,000	4,500	3%
Materials & Supplies	18,444	17,971	27,066	30,000	24,363	30,000	-	0%
Sludge Hauling	38,216	64,256	54,192	65,000	52,768	55,000	(10,000)	-15%
Maint of Pump Stations	120,047	172,729	187,685	250,000	245,012	265,000	15,000	6%
Maint of Equipment	-	-	-	5,000	2,089	5,000	-	0%
Total Pumping System	**624,217**	**800,214**	**890,430**	**1,050,500**	**1,021,149**	**1,090,000**	**39,500**	**4%**

Charles Town Utility Board
Sewer Fund
FY 2027 Budget
June 10, 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 BUDGET	FY 2026 ANTICIPATED	FY 2027 PROPOSED	$ $ CHANGE	% % CHANGE
Wastewater Treatment & Disposal								
Salaries & Wages	268,744	310,311	286,594	355,000	319,922	380,000	25,000	7%
Power - CT Plant	139,034	156,502	202,952	240,000	242,846	280,000	40,000	17%
Power - TUI	91,713	84,816	89,406	100,000	89,840	100,000	-	0%
Power - Deerfield	6,179	6,932	4,682	11,000	4,850	7,000	(4,000)	-36%
Chemical Expense - CT	177,471	146,595	125,605	150,000	146,921	155,000	5,000	3%
Chemical Expense - TUI	6,977	26,160	17,305	55,000	44,944	50,000	(5,000)	-9%
Testing - CT	30,144	36,059	43,360	75,000	64,414	235,000	160,000	213%
Testing - TUI	14,304	10,880	10,696	14,000	10,057	14,000	-	0%
Materials & Supplies	77,336	66,128	77,887	80,000	65,208	70,000	(10,000)	-13%
Sludge Disposal - TUI	27,336	48,858	24,104	30,000	24,286	30,000	-	0%
Maint. Burns Farm	114,560	110,631	108,836	130,000	85,841	100,000	(30,000)	-23%
Maint. Treatment Plant - CT	183,209	278,559	221,162	190,000	174,871	190,000	-	0%
Maint. Treatment Plant - TUI	102,802	130,480	148,870	170,000	170,016	180,000	10,000	6%
Maint. Treatment Plant - Deerfield	1,672	17,215	16,862	30,000	26,166	24,000	(6,000)	-20%
License Fees & Subscriptions	-	-	10,505	15,000	10,000	15,000	-	0%
Total Wastewater Treatment & Disposal	**1,241,482**	**1,430,126**	**1,388,826**	**1,645,000**	**1,480,182**	**1,830,000**	**185,000**	**11%**
Billing & Accounting Expenses								
Salaries & Wages	211,963	240,435	278,197	320,000	309,128	295,000	(25,000)	-8%
Billing Expense	86,603	49,748	79,035	100,000	82,113	120,000	20,000	20%
Credit Card Processing Fees	-	-	102,356	120,000	106,483	125,000	5,000	4%
License Fees & Subscriptions	20,090	17,120	18,321	30,000	19,382	25,000	(5,000)	-17%
Bad Debt Expense	14,723	23,555	22,752	25,000	22,122	25,000	-	0%

Charles Town Utility Board
Sewer Fund
FY 2027 Budget
June 10, 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 BUDGET	FY 2026 ANTICIPATED	FY 2027 PROPOSED	$ $ CHANGE	% % CHANGE
Total Billing & Accounting	**333,379**	**330,858**	**500,661**	**595,000**	**539,228**	**590,000**	**(5,000)**	**-1%**
Administrative & General Expenses								
Salaries & Wages	191,897	209,241	228,586	260,000	233,029	323,000	63,000	24%
Director Compensation	2,375	2,500	2,400	3,750	3,600	3,750	-	0%
Employee Insurance & Benefits	142,750	175,123	197,981	258,000	248,338	232,819	(25,181)	-10%
Employee Pension - PERS	41,052	102,733	107,557	131,850	123,327	124,640	(7,210)	-5%
Payroll Taxes - FICA	76,339	89,434	93,363	112,264	107,563	119,474	7,210	6%
OPEB	(59,230)	-	5,185	3,500	2,421	13,452	9,952	284%
Employee Pension - 457 Plan	16,205	18,408	22,152	27,445	27,086	30,168	2,724	10%
Office Supplies & Expense	67,884	91,733	35,372	45,000	35,576	45,000	-	0%
Travel, Training, & Education	15,545	13,050	38,148	35,000	36,108	40,000	5,000	14%
Uniform Expense	3,952	5,953	6,757	15,000	7,088	15,000	-	0%
Computers - Technology	13,614	16,145	11,437	25,000	18,658	25,000	-	0%
Maintenance of General Property	23,135	33,244	26,433	35,000	31,834	35,000	-	0%
License Fees & Subscriptions	13,537	11,935	13,965	24,000	14,635	24,000	-	0%
Contractual Services - Engineering	24,850	27,188	26,717	30,000	15,448	25,000	(5,000)	-17%
Contractual Services - Accounting	37,950	18,325	17,510	35,000	20,455	35,000	-	0%
Contractual Services - Legal	214,365	94,436	114,535	180,000	158,011	190,000	10,000	6%
Contractual Services - Other	11,599	7,475	23,259	95,000	92,301	130,000	35,000	37%
Rental of Office Building	-	15,300	15,300	15,300	15,300	15,300	-	0%
Transportation Expense	84,099	93,999	101,792	135,000	134,466	150,000	15,000	11%
Property Insurance	73,986	83,876	88,195	110,000	95,377	126,000	16,000	15%
Worker's Comp	30,365	15,565	16,877	24,000	23,205	25,000	1,000	4%
Regulatory Commission Expense	19,383	32,506	31,757	40,000	35,356	40,000	-	0%

Charles Town Utility Board Sewer Fund FY 2027 Budget June 10, 2026								
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2026	FY 2027	$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ANTICIPATED	PROPOSED	$ CHANGE	% CHANGE
Misc. General Expense	12,084	11,220	13,795	20,000	18,235	25,000	5,000	25%
Advertising & Publication Expense	4,801	3,294	2,991	5,000	2,536	3,500	(1,500)	-30%
Bond Administration Fees	51,257	50,876	50,224	55,000	50,500	55,000	-	0%
Total Administrative & General	**1,113,794**	**1,223,556**	**1,292,288**	**1,720,109**	**1,550,452**	**1,851,103**	**130,995**	**8%**

Charles Town Utility Board
Sewer Fund
FY 2027 Budget
June 10, 2026

	FY 2023 ACTUAL	FY 2024 ACTUAL	FY 2025 ACTUAL	FY 2026 BUDGET	FY 2026 ANTICIPATED	FY 2027 PROPOSED	$ $ CHANGE	% % CHANGE
TOTAL OPERATING EXPENSES	**$ 3,547,485**	**$ 4,009,211**	**$ 4,294,188**	**$ 5,278,609**	**$ 4,829,431**	**$ 5,629,103**	**$ 350,495**	**7%**
Operating Income (before Depreciation)	2,852,212	2,985,416	3,044,461	2,738,391	3,016,529	2,531,555	(206,837)	
Dep/Amort Exp (Non-cash, not budgeted)	(2,205,421)	(2,411,199)	(3,100,542)	(2,411,199)	(2,411,199)	(2,411,199)	-	
OPERATING INCOME (LOSS)	**$ 646,791**	**$ 574,216**	**$ (56,080)**	**$ 327,192**	**$ 605,330**	**$ 120,356**	**$ (206,837)**	
NON-OPERATING REVENUES (EXPENSES)								
Misc. Sewer Revenues	17,547	23,448	26,525	30,000	29,924	30,000		
Interest Income	35,020	247,714	374,556	400,000	400,000	410,000		
Sinking Fund Income	158,637	176,315	58,040	61,000	58,000	60,000		
Bond Issuance Costs	(192,863)	-	(40,650)	-	-	-		
Gain on Sale of Assets	52,159	-	-	-	-	-		
Loss on Retirement of Assets	(45,671)	(76,360)	(180,406)	-	-	-		
Interest Expense - Other	-	-	(7,148)	-	(7,148)	(7,148)		
Interest on Long-term Debt	(559,831)	(602,679)	(585,820)	(571,124)	(571,124)	(559,861)		
TOTAL NON-OPERATING REVENUES (EXP)	**$ (535,003)**	**$ (231,561)**	**$ (354,902)**	**$ (80,124)**	**$ (90,348)**	**$ (67,009)**		
INCOME BEFORE CONTRIBUTED CAPITAL	**$ 111,788**	**$ 342,655**	**$ (410,983)**	**$ 247,068**	**$ 514,982**	**$ 53,346**		
CIF Revenue	1,295,971	2,504,204	3,234,251	-	4,099,531	-		
Grant - EEGF	-	1,966,030	-	-	1,077,000	-		
	$ 1,407,759	**$ 4,812,889**	**$ 2,823,268**	**$ 247,068**	**$ 5,691,513**	**$ 53,346**		

CHARLES TOWN UTILITY BOARD
SEWER FUND
FY 2027 CAPITAL EXPENDITURE BUDGET
June 10, 2026

Category	Project	FY 2026 Carry-Over	FY 2027 Budget	Total
Collection System	Manhole Lining (ongoing)	34,290	-	34,290
Collection System	**Collection Subtotal**	**34,290**	**-**	**34,290**
Pump Stations	Beallair PS Installation	31,620	-	31,620
Pump Stations	Control Panel Replacements	-	97,000	97,000
Pump Stations	Generators	40,000	170,000	210,000
Pump Stations	**Pump Station Subtotal**	**71,620**	**267,000**	**338,620**
WWTP / Treatment	Beck SBR Blower Inlet Valves	38,707	-	38,707
WWTP / Treatment	Centrifuge Scroll (Spare)	166,520	-	166,520
WWTP / Treatment	Tuscawilla Plant New Pump	31,800	-	31,800
WWTP / Treatment	Reserve CTWWTP Influent Pump	-	52,000	52,000
WWTP / Treatment	Reserve CTWWTP Effluent Pump	-	110,000	110,000
WWTP / Treatment	CTWWTP Drain Station Ammonia Probe	-	25,000	25,000
WWTP / Treatment	Deerfield WWTP Control Panels	-	43,300	43,300
WWTP / Treatment	Deerfield WWTP Filters/Re-pipe	-	18,867	18,867
WWTP / Treatment	**WWTP Subtotal**	**237,027**	**249,167**	**486,194**
Fleet & Equipment	Vactor Jetter Truck (Ordered FY2026)	365,594	-	365,594
Fleet & Equipment	Trucks (FY2026 Carry-Over)	120,000	-	120,000
Fleet & Equipment	Crane Truck (Replacement)	-	200,000	200,000
Fleet & Equipment	Specialized Equipment	30,000	-	30,000
Fleet & Equipment	**Fleet Subtotal**	**515,594**	**200,000**	**715,594**
Facilities	Belt Press Building Enclosure	25,000	-	25,000
Facilities	**Facilities Subtotal**	**25,000**	**-**	**25,000**
Emergency Contingency	Emergency R&R	-	175,000	175,000
Emergency Contingency	**Emergency Contingency Subtotal**	**-**	**175,000**	**175,000**
TOTAL SEWER CAPITAL		**883,531**	**891,167**	**1,774,698**

NOTES:

- All items subject to $15,000 capitalization policy
- Control Panels: Park PS $31,000; Samuel PS $33,000; Wendy's PS $33,000
- Generators: FY 2026 Carry-Over $40,000; Samuel PS $60,000; Wendy's PS $60,000; Racetrack PS $50,000
- Vactor Jetter Truck ordered FY 2026 — delivery and payment anticipated FY 2027

Charles Town Utility Board
Sewer Fund
2026-2027 Sewer Debt Service Payment Schedule

Bond Issue	Principal	Interest	Total
1988 Series B Revenue Bond	$ 7,588	-	$ 7,588
2010 Series C Revenue Bond	41,668	-	41,668
2010 Series D Revenue Bond	16,668	-	16,668
2011 Series A Revenue Bond	250,373	-	250,373
2013 Series A Revenue Bond	19,444	1,817	21,261
2014 Series A Revenue Bond	132,331	13,452	145,783
2016 Series B Revenue Bond	60,000	119,050	179,050
2018 Series A-1 Revenue Bond	34,104	-	34,104
2018 Series A-3 Revenue Bond	12,612	4,199	16,811
2018 Series A-4 Revenue Bond	38,496	-	38,496
2018 Series A-5 Revenue Bond	66,832	-	66,832
2018 Series A-6 Revenue Bond	10,917	-	10,917
2018 Series B Revenue Bond	210,000	58,313	268,313
2020 Series A Revenue Bond	159,000	33,453	192,453
2022 Series A Revenue Bond	155,250	6,603	161,853
2022 Series B Revenue Bond	-	233,300	233,300
2022 Series C Revenue Bond	110,000	83,175	193,175
2024 Series A Revenue Bond	35,707	3,545	39,252
2024 Series B Revenue Bond	4,674	2,954	7,628
Total	**$ 1,365,664**	**$ 559,861**	**$ 1,925,525**

Sewer Fund
2026-2027 Bond, Loan & Lease Summary

DESCRIPTION	FY 2027
2026-2027 - Bonds Payable (Principal & Interest)	$ 1,925,525
Notes Payable - City of Charles Town	2,636
Lease Payments - Copier	4,080
Software Subscription Liability	98,085
Required Renewal & Replacement 2.5% of Revenue	204,016
Rt. 9 Payment	18,000
TOTAL PAYMENTS	**$ 2,252,342**

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
Brent Manuel

VICE CHAIRMAN
John Maxey

TREASURER
Duke Pierson

SECRETARY
Ashley Stottlemyer

Board Member
Heidi Parker

Board Member
Patrick Kratovil

UTILITY MANAGER
Paul Mantello

RESOLUTION NO. 2026-02
CHARLES TOWN UTILITY BOARD
FISCAL YEAR 2027
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 2027;

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 2027, dated June 10, 2026.

CHARLES TOWN UTILITY BOARD

_____
Chairman

Attest:

_____

Dated:

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Maintenance Building Bid Opening and Recommendation

Attachments:

GDF - Maintenance Building Bid Recommendation Letter.pdf

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

June 2, 2026

Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

Attn: Paul Mantello, Utility General Manager

RE: Bid Results - Engineer's Recommendation
Charles Town Maintenance Building
Charles Town, Jefferson County, West Virginia

Dear Mr. Mantello:

Please find enclosed the certified tabulation of bids received Friday, May 22, 2026, for the above referenced project.

Bid Results - The apparent low bidder is as follows:

Charles Town Maintenance Building Project: Low Bidder: W. Harley Miller Contractors, Inc., Martinsburg, WV. Lump Sum Bid: $1,360,000. A total of three (3) bids were submitted.

The engineer's cost estimate was $1.0 million. This did not include existing tree and retaining wall removal and landscaping and security additions which were added during the bidding phase. Fuel prices increased by about 50% from January to May 2026, which likely also drove the higher-than-expected bids. The second low bidder was less than $200,000 higher than W. Harley Miller, which suggests that the bid prices are relevant.

Bid Review: Gwin, Dobson & Foreman, Inc. (GD&F) reviewed the documents submitted by W. Harley Miller Contractors, Inc. and found them in accordance with the Instructions to Bidders. The 10% Bid Bond was furnished by Merchants National Bonding, Inc., an approved surety by the US Treasury Department (circular 570).

GD&F also examined the technical qualifications and references of the low bidder. W. Harley Miller Contractors, Inc., has been performing similar project work since 1982. W. Harley Miller Contractors, Inc., has completed several projects for Berkeley County and the City of Martinsburg, WV. W. Harley Miller Contractors, Inc., Inc. successfully completed several school type projects. They specialize in architectural type buildings and come highly recommended for their craftsmanship.

Concerning financial status, W. Harley Miller Contractors, Inc., provided bank and vendor credit references who confirmed their finances. It appears that they possess all the necessary resources and equipment to successfully complete the Charles Town Maintenance Building project.

If the representations are a true and accurate statement of the administrative, financial and bonding capability of W. Harley Miller Contractors, Inc., then it appears that they have the ability to complete a project of this scope and magnitude.

Evaluation - Obviously the bids came in higher than the estimate. With additional scope items during the bidding phase and increased fuel costs, higher costs were anticipated.

GD&F performed an in-house value engineering review of the project and could not come up with any major items worth eliminating from the project. The existing soils required over-excavation due to the presence of fill material, which the contractors said added significant cost to the project. The contractors said that the aluminum standing seam roofing and aluminum rigid conduit project requirements also added cost to the project. GD&F recommends that the design remain unchanged due to the presence and storage of sewerage trucks and equipment.

Recommendation - Contingent on the availability of funding, we recommend that CTUB issue a Notice-of-Intent-to-Award for the Charles Town Maintenance Building to W. Harley Miller Contractors, Inc., Martinsburg, WV, in the amount of $1,360,000. Please note that CTUB has 90 days from May 22, 2026, to award the contract to W. Harley Miller per the bidding documents.

As always, if you have any questions, please contact us at your convenience.

Respectfully Submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Engineering Manager

Enclosures
CME/mad
24057/Ltr/BidRecomm_6-2-26.doc
cc: File

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

TABULATION OF BIDS

CHARLES TOWN UTILITY BOARD
MAINTENANCE BULDING

MAY 22, 2026 @ 10:00 AM

BID CERTIFICATION

I hereby certify that the following amounts are a correct and accurate tabulation of the bids received by the Charles Town Utility Board - Maintenance Building Project, publicly opened and read aloud on May 22, 2026 after 10:00 AM.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Engineering Manager

CHRISTOPHER M. ECKENRODE
REGISTERED
20110
STATE OF
WEST VIRGINIA
PROFESSIONAL ENGINEER

3121 FAIRWAY DRIVE ALTOONA, PA 16602 814.943.5214 FAX 814.943.8494 WWW.GDFENGINEERS.COM

BID TABULATION

CHARLES TOWN UTILITY BOARD
MAINTENANCE BULDING

MAY 22, 2026 @ 10:00 AM

BIDDER	TOTAL LUMP SUM BASE BID	BID SECURITY
W. Harley Miller Contractors, Inc. 1193 Hedgesville Road Martinsburg WV, 25402	$1,360,000.00	10% Bid Bond
Callas Contractors, LLC 10549 Downsville Pike Hagerstown, MD 21740	$1,559,300.00	10% Bid Bond
H&W Construction Co. 1025 Martinsburg Pike Winchester, VA 22601	$1,581,548.00	10% Bid Bond

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

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

Influent Sampling Plan/WWTP Design Update from GDF

Attachments:

CTUB Sampling PowerPoint by GDF.pdf

NEED FOR COLLECTION SYSTEM SAMPLING FOR DESIGN

GD&F ENGINEERS, INC.

FOR THE CHARLES TOWN UTILITY BOARD

2026

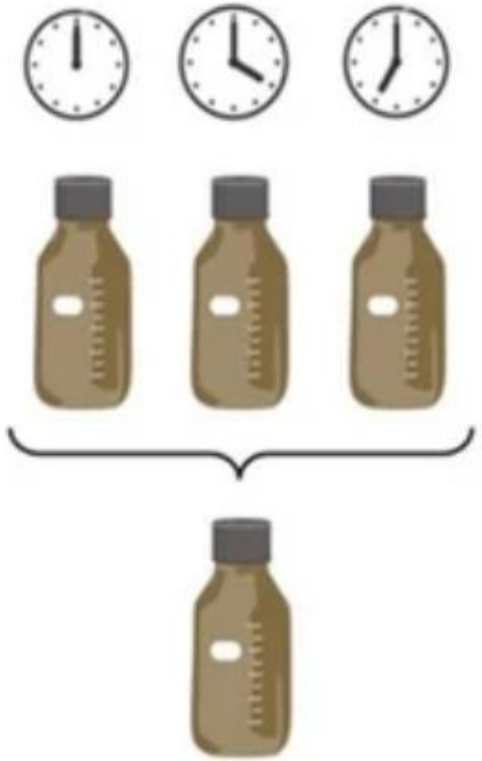
Grab Sample

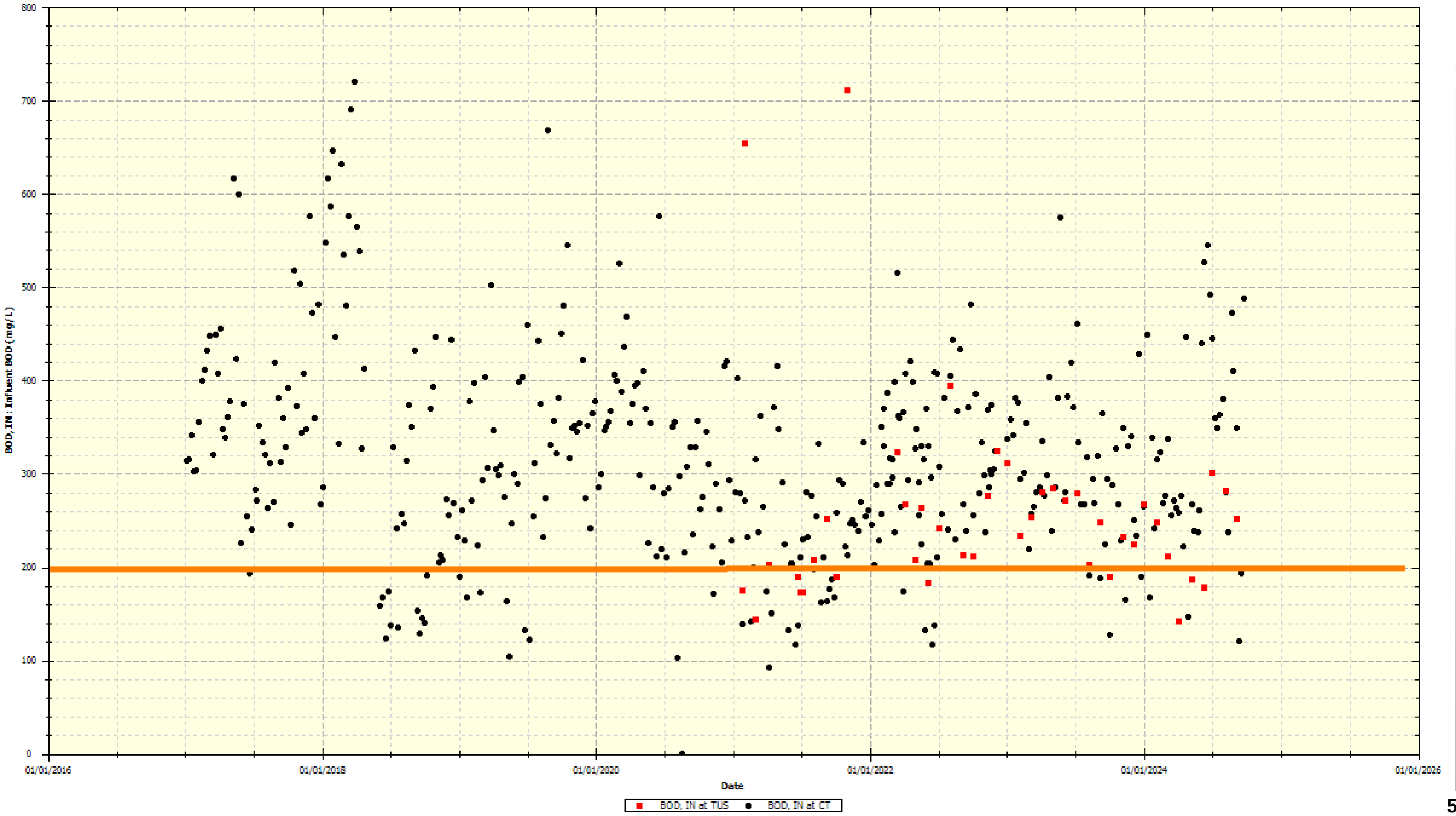
Collecting a single sample at a specific time and location.

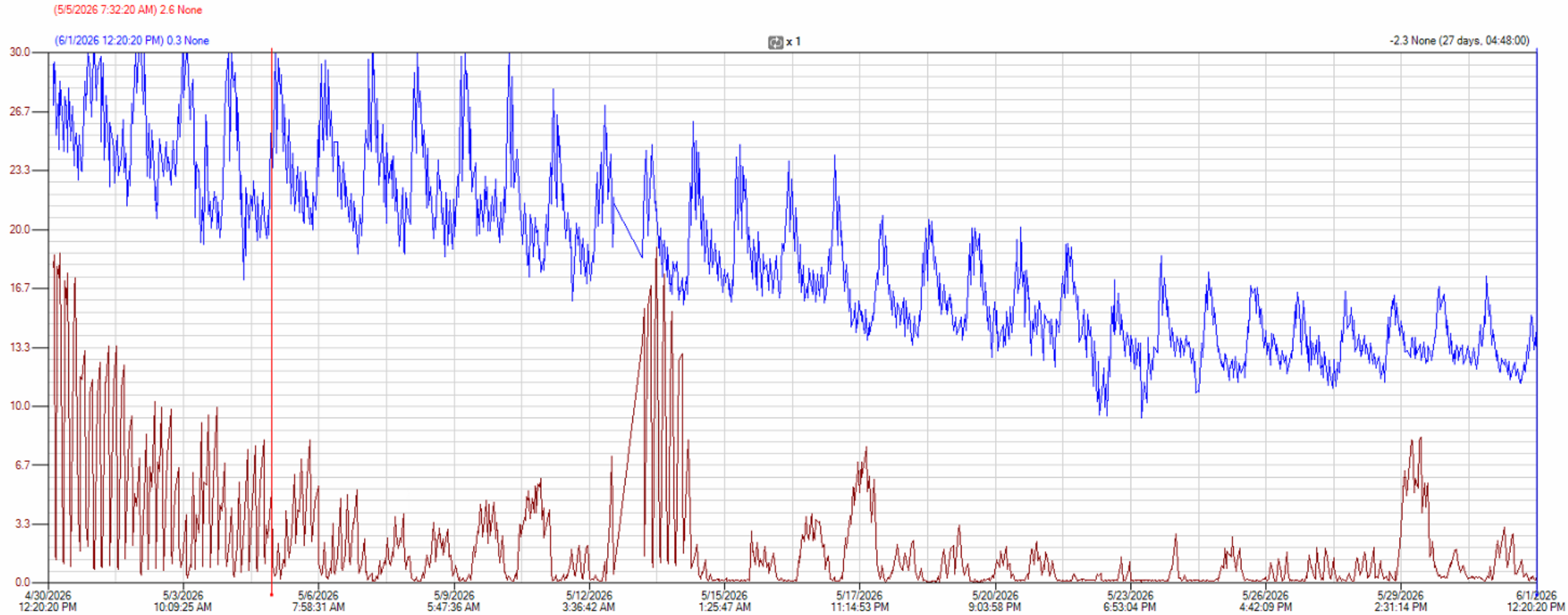


Composite Sample

Combining multiple samples over a period of time to create an average representation.




800
700
600
500
400
300
200
100
0
BOD, IN : Influent BOD (mg/L)
01/01/2016
01/01/2018
01/01/2020
01/01/2022
01/01/2024
01/01/2026
Date
BOD, IN at TUS
BOD, IN at CT



HISTORIANWS:Effluent_NH3 [BestFit - 00 02:28:10.449]

Tag Name	Description	Number	Server	Display Units	Original Units	Color	Minimum	Maximum	IO Address	Time Offset	Source Tag	Source Server	Value at X1	Value at X2
Influent_NH3	Influent Ammonia	1	HISTORI...	None	None		0.0	30.0	\\Workstation1\abcipIR...	0:00:00.000			25.5	13.4
Effluent_NH3	Effluent Ammonia	2	HISTORI...	None	None		0.0	30.0	\\Workstation1\abcipIR...	0:00:00.000			2.6	0.3

Event 1 – Charles Town Collection												
Date	Time	Gravity			Samuel Street			Flowing Springs			Weirick PS		
		Ammonia	BOD	TSS	Ammonia	BOD	TSS	Ammonia	BOD	TSS	Ammonia	BOD	TSS
3/24/2026	07:20-15:20	51.1	86	274	55.4	132	116	47.7	322	238	47	193	452
3/24/2026	7:20	40.6	30	238	44.6	40	240	51.5	121	258	77.8	110	218
3/24/2026	15:20	50.3	104	294	33.9	193	232	38.4	275	298	43.6	322	434

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

Event 1 – Charles Town Collection													
Date	Time	Gravity			Samuel Street			Flowing Springs			Weirick PS		
		Ammonia	BOD	TSS	Ammonia	BOD	TSS	Ammonia	BOD	TSS	Ammonia	BOD	TSS
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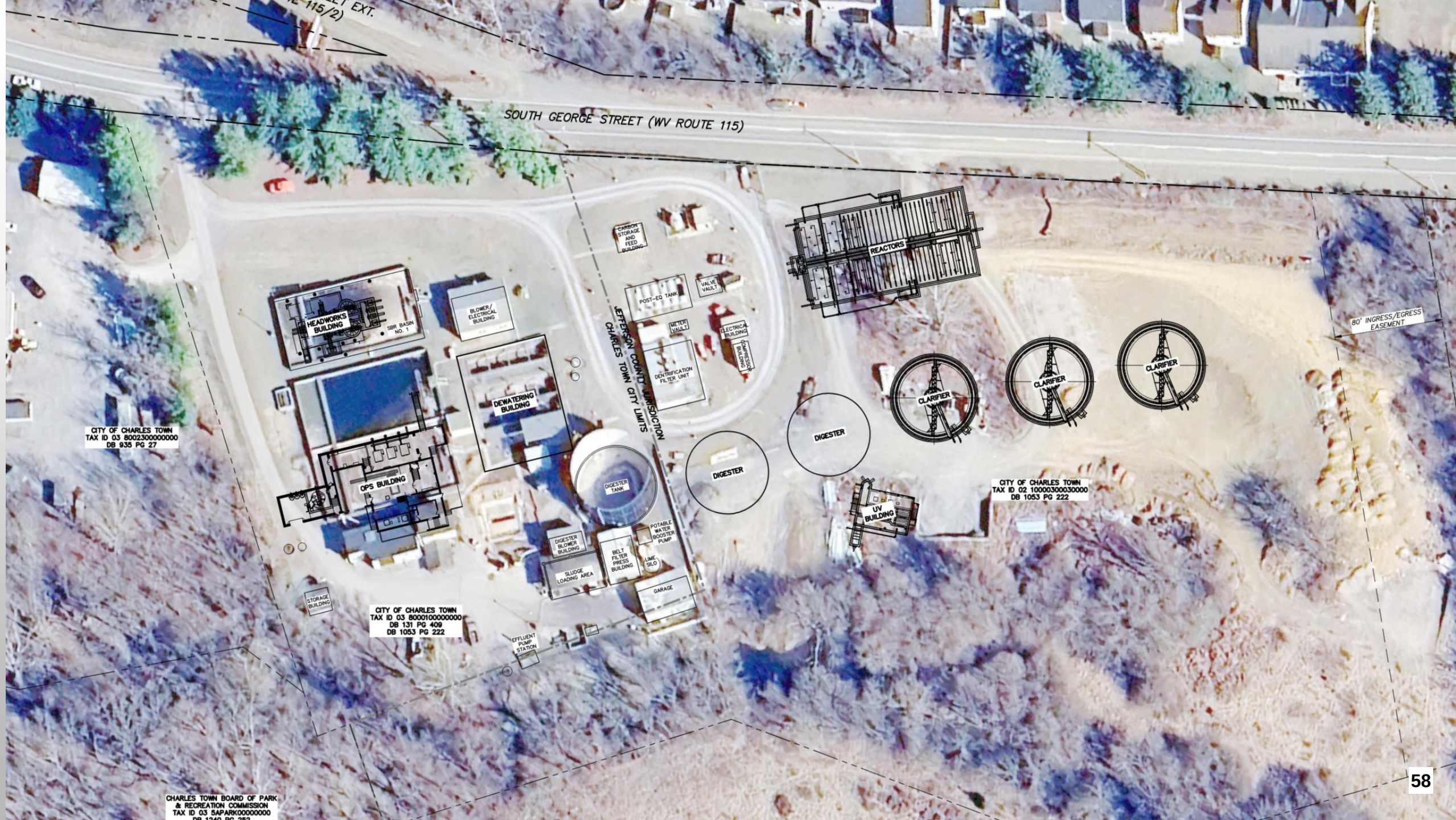
3/31/2026	15:20	81.9	42	210	40.5	125	73.8	35.1	64	318

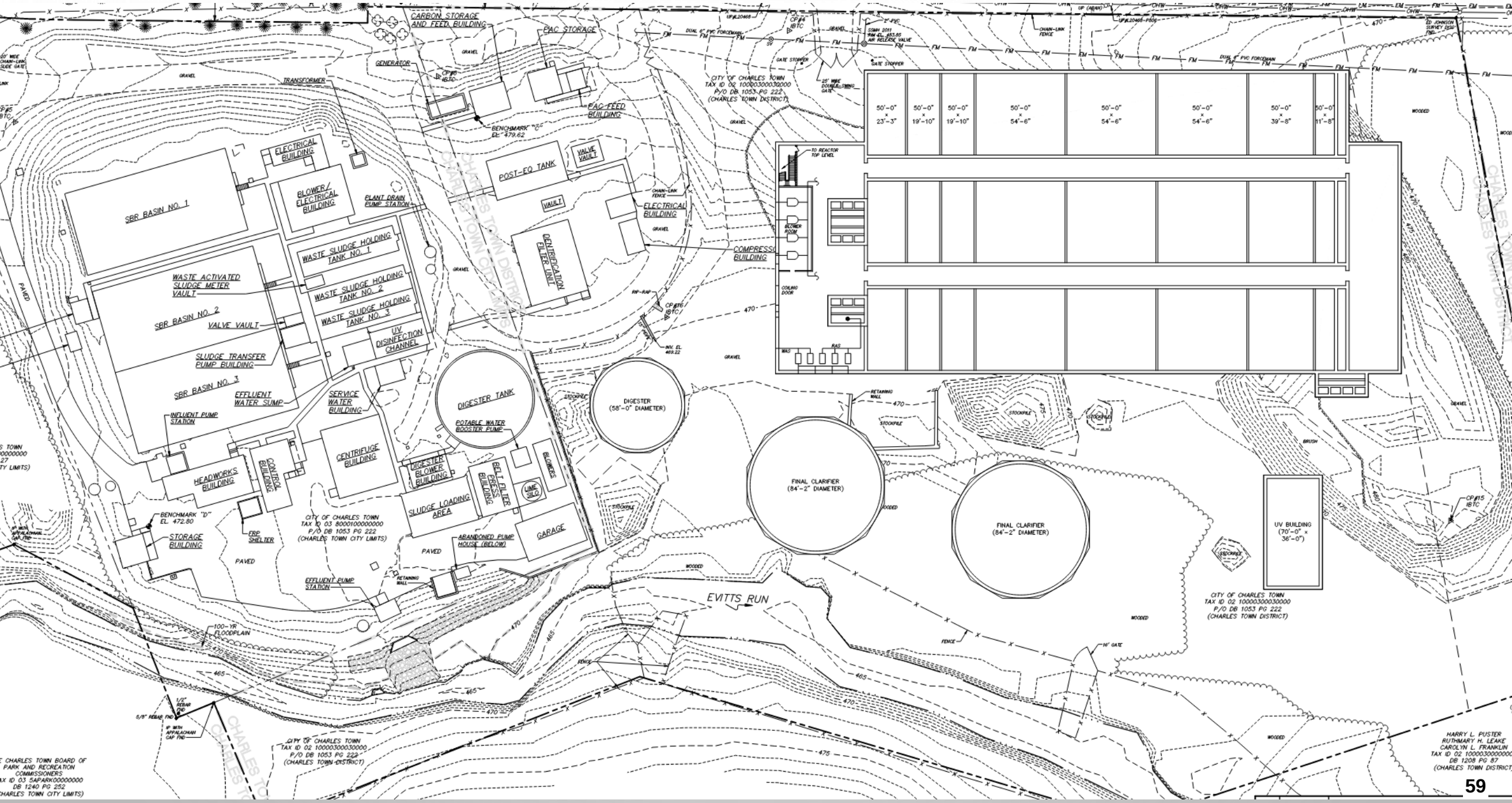

Norfolk and Southern
Huntfield Subdivsion Playground and Tennis Courts
Huntfield Subdivsion Playground
Huntfield Subdivsion Common Area Greenspace
Huntfield
Spruce Hill North
Spruce Hill (SHN-2)
Newbury St
Chadwick Dr
SILVERLEAF DR
BATTLEFIELD DR
Prospect Hill Blvd
COLONIAL DR
Lord Fairfax St
UNION RIDGE DR
Union Ridge Dr
Davis St
Bullskin St
Burnlea Rd
BUTLER ST
Hughs Rd
Oden Dr
Caperton Dr
Huyett Rd
HUYETT RD
WASHINGTON PATRIOTS DR
FRASER CT
Fraser Ct
Spruce Dr
Grasmere Dr
Augustine Ave
AUGUSTINE AVE
PAGE JACKSON SCHOOL RD
Page Jackson School Rd
GIBSONTOWN RD
Gibsontown Rd
OLD CAVE RD
Summerchase St
BERRYVILLE PIKE
Berryville Pike
340
Old
Norfolk and Southern
Fork Bullskin Run

WHY DOES THIS MATTER?

- STRENGTH OF WASTEWATER DIRECTLY TIED TO CAPITAL AND OPERATION COSTS (EQUIPMENT AND TANK SIZE)
- POTENTIAL FOR HIGH STRENGTH INPUT TO DISAPPEAR AFTER CONSTRUCTION (OVERSIZED EQUIPMENT)
- SHOCK LOADS HAMPER OPERATIONS

IDENTIFYING THE SOURCE IS EXTREMELY IMPORTANT FOR PROPER DESIGN AND OPERATIONS.


SOUTH GEORGE STREET (WV ROUTE 115)
HEADWORKS BUILDING
SBR BASIN NO. 1
BLOWER/ ELECTRICAL BUILDING
DEWATERING BUILDING
OPS BUILDING
CARBON STORAGE AND FEED BUILDING
POST-EQ TANK
VALVE VAULT
METER VAULT
ELECTRICAL BUILDING
COMPRESSOR BUILDING
DENITRIFICATION FILTER UNIT
JEFFERSON COUNTY JURISDICTION
CHARLES TOWN CITY LIMITS
DIGESTER TANK
DIGESTER BLOWER BUILDING
SLUDGE LOADING AREA
BELT FILTER PRESS BUILDING
POTABLE WATER BOOSTER PUMP
LIME SILO
GARAGE
STORAGE BUILDING
EFFLUENT PUMP STATION
REACTORS
DIGESTER
DIGESTER
CLARIFIER
CLARIFIER
CLARIFIER
UV BUILDING
80' INGRESS/EGRESS EASEMENT
CITY OF CHARLES TOWN
TAX ID 03 8002300000000
DB 935 PG 27
CITY OF CHARLES TOWN
TAX ID 03 8000100000000
DB 131 PG 409
DB 1053 PG 222
CITY OF CHARLES TOWN
TAX ID 02 10000300030000
DB 1053 PG 222
CHARLES TOWN BOARD OF PARK & RECREATION COMMISSION
TAX ID 03 5APARK0000000


CARBON STORAGE AND FEED BUILDING
PAC STORAGE
GENERATOR
TRANSFORMER
PAC FEED BUILDING
BENCHMARK "C" EL. 479.62
ELECTRICAL BUILDING
BLOWER/ ELECTRICAL BUILDING
PLANT DRAIN PUMP STATION
SBR BASIN NO. 1
POST-EQ TANK
VALVE VAULT
VAULT
DENTRIFICATION FILTER UNIT
ELECTRICAL BUILDING
COMPRESSOR BUILDING
WASTE SLUDGE HOLDING TANK NO. 1
WASTE ACTIVATED SLUDGE METER VAULT
WASTE SLUDGE HOLDING TANK NO. 2
WASTE SLUDGE HOLDING TANK NO. 3
SBR BASIN NO. 2
VALVE VAULT
UV DISINFECTION CHANNEL
SLUDGE TRANSFER PUMP BUILDING
SBR BASIN NO. 3
EFFLUENT WATER SUMP
SERVICE WATER BUILDING
INFLUENT PUMP STATION
DIGESTER TANK
POTABLE WATER BOOSTER PUMP
DIGESTER (58'-0" DIAMETER)
CENTRIFUGE BUILDING
HEADWORKS BUILDING
CONTROL BUILDING
DIGESTER BLOWER BUILDING
BELT FILTER PRESS BUILDING
BLOWERS
LIME SILO
SLUDGE LOADING AREA
GARAGE
ABANDONED PUMP HOUSE (BELOW)
BENCHMARK "D" EL. 472.80
STORAGE BUILDING
FRP SHELTER
PAVED
EFFLUENT PUMP STATION
RETAINING WALL
CITY OF CHARLES TOWN TAX ID 03 8000100000000 P/O DB 1053 PG 222 (CHARLES TOWN CITY LIMITS)
CITY OF CHARLES TOWN TAX ID 02 10000300030000 P/O DB 1053 PG 222 (CHARLES TOWN DISTRICT)
CHARLES TOWN DISTRICT
CHARLES TOWN CITY LIMITS
50'-0" x 23'-3"
50'-0" x 19'-10"
50'-0" x 19'-10"
50'-0" x 54'-6"
50'-0" x 54'-6"
50'-0" x 54'-6"
50'-0" x 39'-8"
50'-0" x 11'-8"
TO REACTOR TOP LEVEL
BLOWER ROOM
COILING DOOR
WAS
RAS
FINAL CLARIFIER (84'-2" DIAMETER)
FINAL CLARIFIER (84'-2" DIAMETER)
UV BUILDING (70'-0" x 36'-0")
EVITTS RUN
100-YR FLOODPLAIN
CITY OF CHARLES TOWN TAX ID 02 10000300030000 P/O DB 1053 PG 222 (CHARLES TOWN DISTRICT)
CITY OF CHARLES TOWN TAX ID 02 10000300030000 P/O DB 1053 PG 222 (CHARLES TOWN DISTRICT)
CITY OF CHARLES TOWN TAX ID 02 10000300030000 P/O DB 1053 PG 222 (CHARLES TOWN DISTRICT)
HARRY L. PUSTER
RUTHMARY H. LEAKE
CAROLYN L. FRANKLIN
TAX ID 02 10000300000000
DB 1208 PG 87
(CHARLES TOWN DISTRICT)
CHARLES TOWN BOARD OF PARK AND RECREATION COMMISSIONERS
TAX ID 03 5APARK00000000
DB 1240 PG 252
(CHARLES TOWN CITY LIMITS)
GRAVEL
WOODED
FENCE
STOCKPILE
BRUSH
16' GATE
465
470
475
480

PROPOSED SAMPLING EVENT 3

- HOURLY GRAB SAMPLES AT:
  - FLOWING SPRINGS PUMP STATION
  - HUNTFIELD PUMP STATION
  - WEIRICK PUMP STATION
- COMPOSITES AT EACH WWTF
- GOAL TO IDENTIFY TIME OF HIGH LOADING INPUT AND LOCATIONS (POSSIBLE SOURCES)
- EXPANDED ANALYTES


Aspen Greens
Farm Ln
Orchard Lodge Ln
Flowing Springs Rd
Azalea Dr
Walnut Hills
Thumper Dr
Potomac Marketplace
Briar Run Estates
Walnut Grove
Old Country Club Rd
Boulevard At Potomac Towne Center
Marie Dr
9
Flowing Springs Estates
Beallair W
Breckenridge
Presidents Pointe
Pommel Ln
Cambridge
19th Ave
Lakeland Place At Fairfax Crossing
Flowing Springs Park
Foal St
Villa Ln
Harrow Pl
6th Ave
Flowing Springs Rd
Flowing Springs Run


Cranes Lane
Community Field
and Gardens
Cranes Ln
N Preston St
E 10th Ave
Ashley Brin II
Ranson Estates
Cranes
Meadow II
N Mildred St
E 7th Ave
E 6th Ave
S Reymann St
Railroad Ave
Green Hill
Townhouses
S Preston St
S Mineral St
W 4th Ave
W 3rd Ave
W 2nd Ave
E 1st Ave
N Samuel St
E North St
E Liberty St
E Washington St
Evitts Run Park
Charles Town
W Liberty St
E Avis St
W Congress St
S George St
S Mildred St
S Church St
S Seminary St
E Mason St
Augustine Ave
oint Rd
Forre

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Aluminum Translator Study for Charles Town Wastewater Treatment Plant

Attachments:

Potesta - Proposal for Al Translator Sampling.pdf

ATTORNEY/CLIENT PRIVILEGE

VIA EMAIL ONLY

September 12, 2025

Mr. Richard Lewis
Steptoe & Johnson PLLC
PO Box 1588
Charleston, West Virginia 25326-1588

RE: Proposal for Professional Environmental Consulting Services
Development of a Site-Specific Aluminum Translator within
Evitts Run of the Shenandoah River
POTESTA Project No. 0101-25-0138

Dear Mr. Lewis:

Potesta & Associates, Inc. (POTESTA) is pleased to provide this proposal for professional consulting services pertaining to in-stream sampling for aluminum within Evitts Run of the Shenandoah River near Charles Town, West Virginia. POTESTA understands that this work is being completed under attorney/client privilege at the direction of Steptoe & Johnson PLLC.

SCOPE OF SERVICES

The City of Charles Town publicly owned treatment works (POTW) facility is permitted under National Pollutant Discharge Elimination System (NPDES) Permit Number WV0022349. The POTW discharge through Outlet 001 enters into Evitts Run approximately 4.5 miles upstream of the confluence with the Shenandoah River. Permits discharging into Evitts Run are issued based on the water quality criteria for cold water fisheries (i.e., trout streams), which include much lower aluminum criteria as compared to the warm water fishery streams.

POTESTA has completed two sampling events within Evitts Run, downstream of the Outfall 001 discharge. Based on the total and dissolved aluminum results of these samples, development of a site-specific aluminum translator would benefit the City of Charles Town. Therefore, POTESTA proposes to collect an additional eight (8) samples to complete the dataset necessary for development of the site-specific aluminum translator.

Samples will be collected approximately 50 feet downstream of Outfall 001 and submitted to PACE Laboratory for analysis of total aluminum, dissolved aluminum, hardness, pH and total suspended solids to determine potential limitations using a site-specific aluminum translator.

Water samples will be collected using laboratory supplied, clean, pre-preserved sample bottles and properly decontaminated sampling equipment. Following collection, samples will be stored on ice and/or refrigerated to 4° C from the time they are collected until delivery to the laboratory. Sample containers will be labeled in the field and will be checked for accuracy by field personnel prior to sample collection. Chain-of-custody sheets will also be completed and maintained. Sample analysis costs have been included in this proposal.

Following receipt of laboratory data from the remaining eight events, POTESTA will summarize the data and provide a brief discussion that may be uploaded within the West Virginia Department of Environmental Protection's Electronic Submission System to request a permit modification for use of the site-specific aluminum translator in permit limit calculations.

COST AND SCHEDULE

We are prepared to commence work on this project upon receipt of written notice to proceed. POTESTA proposes to perform this work on a time-and-materials basis in accordance with the attached Standard Terms and Conditions, which are a part of this proposal. Estimated costs are summarized below. No additional costs will be incurred without your prior approval.

Estimated Costs Associated with Evitts Run Sampling
Charles Town POTW, Outfall 001

Description	Total Cost
Sample Collection for Eight Sampling Events	$ 14,400
Laboratory Analytical Costs	$ 1,800
Evaluation and Discussion of Data	$ 1,200
Total Estimated Cost	***$ 17,400***

During the project, if it appears that this estimate may be exceeded, you will be informed. We can then, jointly, decide how to proceed.

CLOSING

POTESTA's professional services are offered in accordance with the attached Standard Terms and Conditions which are a part of this proposal. If the aforementioned meets with your approval, please print this letter agreement, sign and return to me via email. This will serve as our formal notice to proceed.

The estimated costs presented in this proposal for the associated Scope of Services are based upon the use of POTESTA's standard billing invoice format (example attached). There is no cost for this invoice format. Staff efforts to generate other invoice formats will be charged to the project budget

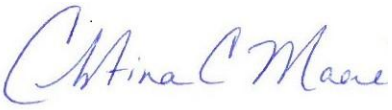
at the billing rate of the individuals preparing such specialized invoices. The cost of such specialized invoices is in addition to the estimated project costs provided in this proposal and, therefore, constitutes a change in the Scope of Services presented herein. Please complete the invoice routing information below to include the name and address to whom the invoice should be sent and individuals that should receive copies.

Should you have questions regarding the proposal, please telephone me and we can discuss them. I am emailing this proposal to you to facilitate your prompt review. We will begin work immediately upon a verbal notification from you to proceed.

Thank you for the opportunity to work with you on this project.

Sincerely,

POTESTA & ASSOCIATES, INC.



Christina C. Moore
Senior Scientist

CCMP/rlh

Enclosures

AUTHORIZATION (Signature Required to Proceed)	
_____	_____
Signature	**Date**

POTESTA Invoice Routing Information (Client to Complete)	
Name:	Title:
Mailing Address:	
Telephone:	Email:
Copies to:	
❑ Check here if invoice addressee/address is same as proposal.	

Project No. 0101-25-0138

INVOICE

POTESTA & ASSOCIATES, INC. • Engineers and Environmental Consultants
7012 MacCorkle Avenue, S. E., Charleston, West Virginia 25304 - (304) 342-1400; FEIN 31-1509066

XYZ
123 MAIN STREET
ANY TOWN, USA 22222-1111

Invoice number 39278
Date 5/15/2012

Project: 0102-11-0523
XYZ - SITE TANK

Client ID: AAAA-1

AFE# 2012-0118F

PROJECT DESCRIPTION: Preparation of landslide stabilization design drawings, bid documents, conducting Pre-Bid meeting, etc.

Invoice for services rendered April 8, 2012 thru May 5, 2012

STANDARD FORMAT - SAMPLE INVOICE

Labor

Employee Type	Hours	Rate	Amount
Principal	3.75	195.00	731.25
Three-Man Survey Crew	32.00	150.00	4,800.00
Senior Engineer	1.00	135.00	135.00
	32.00	130.00	4,160.00
Staff Scientist	2.75	90.00	247.50
Professional Surveyor	18.00	85.00	1,530.00
Senior Cadd Designer	3.00	85.00	255.00
Engineer	164.00	75.00	12,300.00
Clerical Support	2.50	70.00	175.00
Scientist	1.50	45.00	67.50
Labor subtotal	260.50		24,401.25

Reimbursable

Activity	Units	Unit of Measure	Rate	Amount
Lodging	14.00	night	90.00	1,260.00
Per Diem Per Night	14.00	Night	35.00	490.00
Reimbursable subtotal				1,750.00

Please pay from this invoice. Interest charged at 1.5% per month on past due invoices.

INVOICE

POTESTA

POTESTA & ASSOCIATES, INC. - Engineers and Environmental Consultants

7012 MacCorkle Avenue, S. E., Charleston, West Virginia 25304 - (304) 342-1400; FEIN 31-1509066

XYZ
123 MAIN STREET
ANY TOWN, USA 22222-1111

Invoice number 39278
Date 5/15/2012

Project: 0102-11-0523
XYZ - SITE TANK

Client ID: AAAA-1

Subconsultant

Activity / Vendor	Invoice number	Date	Amount
Other Services			
ABC Subcontracting	12-232	4/16/2012	5,545.46
augering, rock coring			
Other Services subtotal			5,545.46
Subconsultant subtotal			5,545.46

Other

Activity	Units	Unit of Measure	Rate	Amount
Vehicles -Truck/Van/SUV w fuel	20.75	Day	175.00	3,631.25
008436				
Other subtotal				3,631.25

Equipment

Activity	Units	Unit of Measure	Rate	Amount
Nuclear Gauge day	6.00	Day	50.00	300.00
008484				
Equipment subtotal				300.00
Invoice total				35,627.96

STANDARD FORMAT - SAMPLE INVOICE

Please pay from this invoice. Interest charged at 1.5% per month on past due invoices.

STANDARD TERMS AND CONDITIONS

1. Potesta & Associates, Inc., hereinafter referred to as POTESTA, is an Equal Opportunity Employer and is in compliance with the Drug-Free Workplace Act of 1988 and governmental requirements relating to Right-To-Know regulations. The engineering and consulting services of POTESTA will be performed on an hourly basis for all time rendered to the project, unless the project is quoted for a lump sum, including project scoping by professional, technical, and clerical personnel in accordance with the attached hourly rate schedule. All invoice charges are based on and are payable in U.S. dollars.

2. Services performed by POTESTA under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

3. Unless stated otherwise, any cost estimate presented in the attached proposal is for budgetary purposes only and is not a fixed lump-sum price. The actual cost of POTESTA's engineering and consulting services and all expenses may be less than that estimated; accordingly, only the cost incurred will be invoiced. If at any time during the progress of the work it appears that the estimated cost will be exceeded, Client will be informed immediately. However, unless written notification is received to stop work, POTESTA will continue working on the project to completion and will invoice Client for all engineering and consulting services and expenses incurred.

4. These terms are subject to and incorporate the provisions of POTESTA's attached proposal. In the event of any conflict, the terms of the accompanying proposal shall govern.

5. Invoices will be submitted periodically as required (but not more frequently than every two (2) weeks) unless charges for such periods are minimal, in which event an invoice will be submitted when total charges exceed $500.00, or when the work is completed, whichever occurs first. Invoices are due and payable within 30 days from the date of invoice. All delinquent charges are subject to a service charge of 1½ percent per month or a fraction thereof. Should Client fail to pay any invoice within 45 days of its date, POTESTA may, upon 3 days' written notice to Client, stop work and recover from Client payment for all work executed. ***Clients requiring specific invoice formats or accounting backup (copies of timesheets, copies of receipts or invoice support data, etc.) will be invoiced for those associated costs; these costs are not included in our proposal and will be invoiced in addition to the approved proposal costs.***

6. Client agrees to limit POTESTA's liability to Client and to all construction contractors and subcontractors on the project due to POTESTA's professional negligent acts, errors, or

omissions, such that the ***total aggregate liability of POTESTA to all those named shall not exceed $50,000 or POTESTA's total fee*** for all expenses and services rendered on this project, whichever is greater.

7. POTESTA shall indemnify and hold harmless the Client, its officers, directors, shareholders and employees (collectively, "Client Indemnities"), from and against those liabilities, losses, damages, and costs (including reasonable attorney's fees where recoverable by law) that Client is legally obligated to pay as a result of third party claims, to the extent caused by the intentional or negligent act, error, or omission of POTESTA or anyone for whom POTESTA is legally responsible, subject to any limitations of liability contained in this Agreement.

   Client shall indemnify and hold harmless POTESTA, its officers, directors, shareholders and employees (collectively, "Client Indemnities"), from and against those liabilities, losses, damages, and costs (including reasonable attorney's fees where recoverable by law) that POTESTA is legally obligated to pay as a result of third party claims, to the extent caused by the intentional or negligent act, error, or omission of the Client or anyone for whom the Client is legally responsible, subject to any limitations of liability contained in this Agreement.

8. Time required for POTESTA personnel to travel between POTESTA's office and the site (or other destination applicable to the project) is charged in accordance with the attached hourly rate schedule.

9. POTESTA expenses shall be charged according to the attached Field Supply and Equipment Rate Sheet. External expenses, such as airfare, subcontracted services, etc., shall be charged at direct cost (including taxes) plus a twelve percent (12%) surcharge to the project. A per diem (daily food allowance) of $44.00 per day will be charged for all personnel required by the work to remain away from their normal residence. For those working out of the office area, but not spending the night, an allowance for lunch ($15.00 maximum) and, if arriving back after 7:30 p.m., for dinner ($25.00 maximum) may be charged. Lodging will be charged at $90.00/night, except in limited availability areas where it will be charged at direct cost plus a twelve percent (12%) surcharge.

10. Specialized equipment purchased with Client's approval specifically for the project will become Client's property upon completion of the work. The purchase price and maintenance cost of such equipment shall be charged to Client at cost plus twelve percent (12%).

11. Client acknowledges that POTESTA's reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, permit applications and other similar documents are instruments of professional service, not products. Although ownership of such documents normally is retained by POTESTA, they nonetheless shall, in this instance,

become the property of Client upon Client's payment in full of all POTESTA invoices. Client recognizes that no such documents should be subject to unauthorized reuse; that is, reuse without written authorization of POTESTA to do so. Such authorization is essential because it requires POTESTA to evaluate the documents' applicability given new circumstances, not the least of which is passage of time. Accordingly, in return for POTESTA's relinquishment of ownership, Client agrees to waive any claim against POTESTA and defend, indemnify and hold POTESTA harmless from any claim or liability for injury or loss allegedly arising from unauthorized reuse of POTESTA's instruments of service. Client further agrees to compensate POTESTA for any time spent or expenses incurred by POTESTA in defense of any such claim, in accordance with POTESTA's prevailing fee schedule and expense reimbursement policy. Client agrees that POTESTA may retain one set of documents for their files and use.

12. Client recognizes that conclusions regarding the assessed condition(s) of the site do not necessarily represent a warranty that all portions of the site are of the same quality. Specific conditions may not be observable or readily interpreted from available documents, but may become evident at a later date. POTESTA will be responsible for data it collects, its interpretations and recommendations, but shall not be responsible for the interpretation by others of the information developed. The Client recognizes that subsurface conditions beneath the Project site may vary from those encountered in borings, surveys or explorations and the information and recommendations developed by POTESTA are based solely on the information available from such borings, surveys and explorations.

13. Client recognizes that unanticipated or changed conditions may be encountered during construction. Client agrees to retain POTESTA to observe construction, and POTESTA agrees to assign qualified persons to observe and report on the quality of work performed by contractors, et al. Client recognizes that construction observation is a technique employed to minimize the risk of problems arising during construction. Provision of construction observation by POTESTA is not insurance, nor does it constitute a warranty or guarantee of any type. In all cases, contractors, et al. shall retain responsibility for the quality of their work and for adhering to plans and specifications. Should Client for any reason not retain POTESTA to observe construction, or should Client unduly restrict POTESTA's assignment of personnel to observe construction, or should POTESTA for any reason not perform construction observation during the full period of construction, it shall be deemed that POTESTA shall not have had the ability to perform a complete service. Should POTESTA for any reason not have the ability to perform a complete service, Client waives any claim against POTESTA, and agrees to indemnify, defend and hold POTESTA harmless from any claim or liability for injury or loss arising from problems during construction that allegedly result from findings, conclusions, recommendations, plans or specifications developed by POTESTA. Client also agrees to compensate POTESTA for any time spent and expenses incurred by POTESTA in defense of any such claim, with such compensation to be based upon POTESTA's prevailing fee schedule and expense reimbursement policy.

14. The responsibility of POTESTA's field representative(s) is to make observations and conduct field tests. This work does not include supervision or direction of the work of the contractor, his employees, or agents. The contractor should be so advised. The contractor should also be advised that neither the presence of POTESTA's field representative nor the observation and testing by POTESTA shall excuse him in any way for defects discovered in his work. Any review and/or observation of the contractor's performance by POTESTA does not include the contractor's safety measures on or near the construction site. The contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during performance of the work. Additionally, POTESTA assumes no responsibility for construction means, methods, sequences, etc. in connection with the construction of the project. This requirement will apply continuously and not be limited to normal working hours. Unless specifically stated in POTESTA's proposal, construction review and/or observation is not included in the scope of services. As indicated in Item 13 above, POTESTA should be allowed to perform construction observation services; a separate proposal will be prepared after construction documents are available.

15. Soil, rock, water and/or other samples obtained from the project site are the property of Client. POTESTA will preserve such samples for no longer than ninety (90) calendar days after the issuance of any document that includes the data obtained from them, unless other arrangements are mutually agreed upon in writing. Further storage or transfer of samples will be made at Client's expense. Should any of these samples be contaminated by hazardous substances or suspected hazardous substances, it is Client's responsibility to select and arrange for lawful disposal procedures, that is, procedures which encompass removing the contaminated samples from POTESTA's custody and transporting them to a disposal site. Client is advised that, in all cases, prudence and good judgment should be applied in selecting and arranging for lawful disposal procedures. Due to the risks to which POTESTA is exposed, Client agrees to waive any claim against POTESTA, and to defend, indemnify and hold POTESTA harmless from any claim or liability for injury or loss arising from POTESTA's containing, labeling, transporting, testing, storing or other handling of contaminated samples. Client also agrees to compensate POTESTA for any time spent and expenses incurred by POTESTA in defense of any such claim, with such compensation to be based upon POTESTA's prevailing fee schedule and expense reimbursement policy.

16. Unless otherwise agreed, Client or Owner will furnish right-of-entry on the land and/or facilities for POTESTA to make the planned borings and other explorations and perform necessary sampling. POTESTA will take reasonable precautions to minimize damage to said land or facilities from use of POTESTA's equipment and operations. If Client or Owner desires POTESTA to restore the land or facilities to their former condition, this will be accomplished at the expense of the Client or Owner.

17. In the execution of Client's work, POTESTA will take reasonable precautions to avoid damage or injury to subterranean structures or utilities. The Client and Owner agree to hold POTESTA harmless for any damages to subterranean structures or utilities which are not called to POTESTA's attention, or are not correctly shown on the plans furnished.

18. Client agrees to advise POTESTA about the presence of any known hazardous substances or any known condition(s) existing in, on, or near the site presenting a potential danger to human health or the environment. If during performance of services, any unforeseen hazardous substances or other unforeseen conditions or occurrences, in, on, or near the site presenting a potential danger to human health or the environment are encountered which, in the judgment of POTESTA, significantly affect or may affect the services or the recommended scope of services, POTESTA will promptly notify Client thereof. Subsequent to that notification, Client and POTESTA agree to pursue one of the following options:

    a. If practicable, in the judgment of POTESTA, the original scope of services will be completed in accordance with the procedures originally intended in POTESTA's proposal for services.

    b. The scope of services will be modified and the estimate of charges revised to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated therein.

    c. The services for the work in POTESTA's proposal will be terminated, effective on the date specified in writing by POTESTA, and POTESTA shall recover any extra charges associated with the previously unforeseen conditions or occurrences, as well as any charges up to such date for the originally proposed services.

19. Neither the Client nor POTESTA may delegate, assign, sublet or transfer their duties or interest, as described in the Standard Terms and Conditions and accompanying proposal, without the written consent of the other party. Unless stated otherwise, POTESTA's proposal is firm for 90 days.

20. In the event that a dispute should arise relating to the performance of the services to be provided under the Standard Terms and Conditions and the proposal, it is agreed that the dispute shall be mediated. Should mediation fail and litigation result, it is agreed that the prevailing party shall be entitled to recover all reasonable costs incurred in the defense of the claim, including staff time, court costs, attorney's fees, and other claim-related expenses. Neither party will look to or make a claim against the principals or employees of the other.

21. The law of the State of West Virginia will govern the validity of this Agreement, its interpretation and performance, and remedies for contract breach or any other claims

related to this Agreement. All legal proceedings shall be filed in Kanawha County, West Virginia.

22. POTESTA may submit to Client an opinion of the probable cost required to construct work. POTESTA is not a construction cost estimator or construction contractor, nor should POTESTA's rendering an opinion of probable construction costs be considered equivalent to the nature and extent of service a construction cost estimator or construction contractor would provide. POTESTA's opinion will be based solely upon their own experience with construction. This requires POTESTA to make a number of assumptions as to actual conditions that will be encountered on site; the specific decisions of other design professionals; the means and methods of construction the contractor will employ; the cost and extent of labor, equipment and materials the contractor will employ; contractor's techniques in determining prices and market conditions at the time, and other factors over which POTESTA has no control. Given the assumptions which must be made, POTESTA cannot guarantee the accuracy of their opinions of cost, and—in recognition of that fact—Client waives any claim against POTESTA relative to the accuracy of POTESTA's opinion of probable cost.

23. Client or POTESTA may terminate this Agreement upon fourteen (14) days' written notice to the other for reasons included in the notice. In the event such termination becomes necessary, the party effecting termination shall so notify the other party in writing, and termination will become effective fourteen (14) calendar days after receipt of the termination notice. Irrespective of which party shall effect termination or the cause therefore, Client shall within thirty (30) calendar days of termination remunerate POTESTA for services rendered and costs incurred, in accordance with POTESTA's prevailing fee schedule and expense reimbursement policy. Services shall include those rendered up to the time of termination, as well as those associated with termination itself, such as demobilizing, modifying schedules, reassigning personnel, and so on. Costs shall include those incurred up to the time of termination, as well as those associated with termination and post-termination activities, such as demobilization, decontaminating and/or disposing of equipment, disposal and replacement of contaminated consumables, and so on.

24. Client shall not be liable to POTESTA and POTESTA shall not be liable to Client for any consequential damages incurred by either due to the fault of the other, regardless of the nature of this fault, or whether it was committed by the Client or POTESTA, their employees, agents or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.

25. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and POTESTA shall survive the completion of the services hereunder and the termination of this Agreement.

26. POTESTA shall indicate to Client the information needed for rendering of services hereunder, and Client shall provide to POTESTA such information as is available to Client. Client recognizes that it is not possible for POTESTA to assure the sufficiency of such information, either because it is not possible to do so, or because of errors or omissions which may have occurred in assembling the information. Accordingly, Client waives any claim against POTESTA, and agrees to defend, indemnify and hold POTESTA harmless from any claim or liability for injury or loss allegedly arising from errors, omissions, or inaccuracies in documents or other information provided to POTESTA by Client. Further, Client agrees to compensate POTESTA for any time spent or expenses incurred by POTESTA in defense of any such claim, with such compensation to be based upon POTESTA's prevailing fee schedule and expense reimbursement policy.

27. This Agreement shall not create any rights or benefits to parties other than Client or POTESTA. No third-party shall have the right to rely on POTESTA's opinions rendered in connection with POTESTA's services without POTESTA's written consent and the third-party's agreement to be bound to the same terms and conditions as Client.

28. If, for any reason, any one or more of the provisions contained in this Agreement are held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision herein, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

29. For engagements that we accept for other than regular clients, our normal practice is to require a retainer or security deposit in advance of our performing any significant services. On occasion, such a deposit is required at a later time due to payment irregularities. The engagement letter will state whether an advance has been required before undertaking a particular representation.

30. POTESTA will not have any obligation to issue a report or other document, or communicate our research, analyses, or conclusions, and will not have any obligation to appear for or provide written or oral testimony or evidence at trial, deposition or elsewhere, until Client's account is paid in full. POTESTA will have no liability to the Client, or any other person, by reason of not issuing a report, appearing for, and/or providing testimony or other evidence because of the Client's failure to pay all amounts due POTESTA, and the Client agrees to indemnify POTESTA against any such liability.

31. **CERTIFICATIONS**

31.1 For purposes of this Agreement, "certification" means to state or declare a professional opinion based on the standard of performance set forth in Item 2 above.

31.2 POTESTA shall not be required to execute certificates that would (i) result in POTESTA having to certify, guarantee or warrant the existence of conditions whose existence POTESTA cannot reasonably ascertain under the existing Services; (ii) require knowledge, services or responsibilities beyond the Services; or (iii) require POTESTA to make a certification that would exceed what may reasonably be expected from firms of similar experience and expertise providing services of a similar nature. In addition, Client agrees not to make resolution of any dispute with POTESTA or payment of any amount due to POTESTA in any way contingent upon POTESTA executing such certificate.

31.3 A professional's certification in no way relieves other parties from meeting their respective requirements imposed by contract or other means, including commonly accepted industry standards and practices. If required as a part of its Services, POTESTA will provide a written report stating whether, in POTESTA's professional opinion and based on periodic site visits, the construction work complies generally with the Contract Documents.

POTESTA & ASSOCIATES, INC.

2025 RATE SCHEDULE

Principal	$280 - $320/hour
Chief Engineer/Scientist	$220 - $270/hour
Senior Engineer/Scientist	$90 - $225/hour
Staff Engineer/Scientist	$85 - $130/hour
Engineer/Scientist	$60 - $110/hour
Professional Surveyor	$110 - $155/hour
Senior Technician	$65 - $110/hour
Technician	$45 - $70/hour
Two-Man Survey Crew	$150/hour
Three-Man Survey Crew	$200/hour
Senior CADD Designer	$105 - $130/hour
CADD Designer	$55 - $110/hour
Clerical Support	$55 - $135/hour

(Any changes in hourly rates will be made on January 1 of each year.)

NOTE: Engineer/Scientist includes engineer, scientist, technical designers, engineering associates, planners, health and safety specialists, and information technologists.

Rev. 1/2/25

POTESTA & ASSOCIATES, INC.
FIELD EQUIPMENT RENTAL RATE SHEET

Description	Rate		
	Per Unit	Day	Week[1]
1-Point Proctor Kit	N/A	$20.00	$75.00
12' Motorized Boat (includes fuel)	N/A	$300.00	$700.00
16' Motorized Boat (includes fuel)	N/A	$500.00	$2,000.00
22"x34" Internal Plots	$0.75	N/A	N/A
24"x36" Ammonia Mylar	$2.50	N/A	N/A
24"x36" Internal Plots	$0.75	N/A	N/A
30"x42" Internal Plots	$1.15	N/A	N/A
36"x48" Internal Plots	$2.10	N/A	N/A
4-Gas Meter	N/A	$85.00	$275.00
Air Meter (Concrete)	N/A	$25.00	N/A
Air Purifying Respirator with Cartridges	N/A	$25.00	N/A
Automated Composite Sampler	N/A	$95.00	$350.00
Bladder Pump with Controller and Compressor	N/A	$200.00	$800.00
Bomb Water Sampler	N/A	$25.00	$75.00
Chlorine Meter	N/A	$25.00	$75.00
Company Vehicles - Car (includes fuel)	N/A	$155.00	$620.00
Company Vehicles - Truck/Van/SUV (includes fuel)	N/A	$175.00	$765.00
Company Vehicles - Truck/Van/SUV (includes fuel) with Trailer	N/A	$205.00	$1,025.00
Cone Penetrometer	N/A	$75.00	N/A
CORMIX/CorHyd Software Utilization (per run)	$300.00	N/A	N/A
Depth and Velocity Flow Meter	N/A	$80.00	N/A
Electro Fishing Equipment	N/A	$100.00	$350.00
Field Data Interface Unit (for Data Loggers)	N/A	$50.00	N/A
Flow Cell for Water Quality Meter	N/A	$20.00	$50.00
Generator	N/A	$30.00	$120.00
Hand Auger	N/A	$10.00	$30.00
Handheld GPS	N/A	$30.00	N/A
Inclinometer	N/A	$500.00	N/A
Interface Probe	N/A	$55.00	$120.00
Internal Color Copies	$1.00	N/A	N/A
Kemmerer Water Sampler	N/A	$25.00	$75.00
Laser Range Finder	N/A	$20.00	N/A
Level Loggers	N/A	$50.00	$200.00
Level Loggers (Reader)	N/A	$50.00	N/A
Lodging	N/A	$90.00	N/A
Low-Flow DC Purge Pump with Controller	N/A	$75.00	$300.00
Manual Direct-Push Sampler	N/A	$50.00	$200.00
Nets/Aquatic Samplers/Miscellaneous Equipment	N/A	$50.00	$150.00
Nuclear Gauge	N/A	$60.00	$200.00

Description	Rate		
	Per Unit	Day	Week[1]
Opacity Kit	N/A	$10.00	N/A
Other	Cost + 12%	Cost + 12%	N/A
Other Boat Rental	Cost + 12%	Cost + 12%	Cost + 12%
Oversize Bluelines	$2.40	N/A	N/A
Ponar Sampler	N/A	$25.00	$75.00
PH/Temperature/Conductivity Meter	N/A	$75.00	$250.00
pH/Temperature/Conductivity Meter/DO/ORP Meter	N/A	$125.00	$500.00
PID/FID	N/A	$100.00	$400.00
Sludge Sampler	N/A	$20.00	$75.00
Small Row Boat	N/A	$125.00	$300.00
Speedy Moisture Gauge	N/A	$25.00	N/A
Sub-Meter GPS Unit	N/A	$150.00	$500.00
Surface Velocity Meter (SVR)	N/A	$90.00	N/A
Temperature Loggers	N/A	$10.00	$35.00
Temperature Loggers (Reader)	N/A	$50.00	N/A
Treatability Study Equipment	N/A	$200.00	$800.00
Turbidity Meter	N/A	$25.00	$75.00
UTV	N/A	$50.00	$375.00
Vehicle Mileage (if daily rates are not used)	IRS Rate + 12%	N/A	N/A
Water Level Indicator	N/A	$35.00	$75.00
Whale Pump System	N/A	$35.00	$100.00

(Any changes in rates will be made January 1 of each year.)

[1] **Weekly rental rate implies calendar week.**

POTESTA & ASSOCIATES, INC.
FIELD SUPPLY RATE SHEET

Description	Rate	
	Per Unit	Day
2" Free Product Absorbent Socks (2')	$6.00	N/A
4" Free Product Absorbent Socks (2')	$8.00	N/A
24"-36" Passive Diffusion Sampler Bladder and Deionized Water (Excludes Sampler Harness)	$40.00	N/A
55-Gallon Steel Drum	$75.00	N/A
Asbestos Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Plastic Bags, Etc.	N/A	$35.00
Benthic Survey Supplies (Per Sample) Forms, Containers, Ethyl Alcohol, Nitrile Gloves, Flagging, Distilled Water, Decon Supplies, Marking Utensils, Plastic Bags	$35.00	N/A
Bentonite (50 lb. Bag)	$20.00	N/A
Bladder Pump Sampling Supplies (Bladders, Grab Plates, Tubing) - Per Well	$30.00	N/A
Concrete Testing Supplies	$25.00	N/A
Discharge Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Disposable Bailers 3' (1.5" diameter)	$9.00	N/A
Disposable Bailers 3' (0.75" diameter)	$6.50	N/A
Disposable Bailers 7' (1.5" diameter)	$12.50	N/A
Fish Survey Supplies (Per Site Per Day) Buckets, Waders, Bottles, Formalin, Ethyl Alcohol, Forms, Marking Utensils, Plastic Bags	$35.00	N/A
Groundwater Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
GW Filters	$17.50	N/A
HGM Stream Assessment Supplies Tape, Clinometer, Densiometer, Diameter Tape, Flagging, Quadrat, Etc.	N/A	$25.00
Other	Cost + 12%	N/A
Petroleum Soil Field Test Kit (Per Sample)	$45.00	N/A
Soil Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Stream Sampling Supplies Forms, Field Notebooks, Nitrile Gloves, Ice, Distilled Water, Decon Supplies, Plastic Bags, Etc.	N/A	$35.00
Stream Delineation Supplies Hip Chain, Clinometer, Flagging, Forms, Etc.	N/A	$20.00
Survey Supplies Hubs, Stakes, Flagging, Iron Pins, Monuments, Marking Paint, Traffic Control	N/A	$25.00
Wetland Delineation Supplies Flagging, Forms, Reference Materials, Plastic Bags, Etc.	N/A	$20.00

(Any changes in rates will be made January 1 of each year.)

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Quote for Kings Crossing Spare Pump

Attachments:

STH - Kings Crossing Pump Quote.pdf

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE39304

Date 5/28/2026

Bill To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

Ship To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

TOTAL

$23,175.00

Expires: 6/27/2026

Title	Reference
Kings Crossing, Charles Town WV	Replacement Pump

Account Rep	Est. Lead Time	Terms
Cameron A Hallock (301) 370-3949	4-5 Weeks	Net 30

Item	Quantity	Rate	Amount
STH Proposal STH Pump Station Equipment Proposal, to Include the Following: Qty.1 Grundfos Submersible Sewage Pumps, Model SEV.30.A30.420 Rated for 344 GPM @ 189' TDH 42 HP, 3450 RPM, 460 V/ 3 PH/60 HZ Dual Mechanical Seal, 50' Power Cable Explosion-Proof Rated Motors (Duplicate to the original)	1	$22,675.00	$22,675.00
Freight Allowed Freight allowed - prepaid transportation charges which are included in the contract price	1	$500.00	$500.00

*****Quoted price does not include Federal, State, or Local Sales Tax.*****

Subtotal	$23,175.00
Tax Total (%)	$0.00
Total	$23,175.00

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE39304

Date 5/28/2026

Terms and Conditions:

Dear Valued Customer,

Unless specified otherwise, quoted price does not include shipping or freight charges. FOB Shipping Point. Start-up and Warranty will not be provided until complete payment has been received. All terms subject to credit approval. Past due accounts are subject to 2% per month service charge. APR of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. The above is accepted subject to the terms as stated. Payment will be issued in accordance with STH terms. I accept a fax or e-mail of this agreement to be as legally binding as an original document. If tax exempt, include a copy of your tax certificate. State law requires us to have a copy on file. Quotes Valid for 30 days.

Price Adjustment Clause

If, during the performance of this contract, the cost of materials significantly increases due to circumstances beyond the control of STH, the contract price will be equitably adjusted to reasonably cover such increases.

Tariffs and Duties

Any tariffs, duties, import fees, or other government-imposed charges assessed on the shipment of goods shall be the sole responsibility of the customer. If such charges are incurred by STH at the time of import or delivery, they will be passed through to the customer and added to the final invoice. The customer agrees to pay any such additional charges in full upon receipt of the invoice. Unless otherwise agreed upon or superseded by a prior written agreement, STH is not responsible for any delays, costs, or liabilities resulting from the imposition of tariffs or related regulations.

PO #: _____ Date: _____ STH Authorization: _____ Date: _____

Company Name: _____ Date: _____

Authorized:_____ Title: _____

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

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

Quotes for Deerfield Wastewater Treatment Plant Control Panels, Monitoring, Sand Filters and Piping

Attachments:

SG Plumbing - Deerfield Quote.pdf
STH - Deerfield Monitoring Quote.pdf
STH - Deerfield Panels Quote.pdf

SG Plumbing, Inc.
PO Box 407
Kearneysville, WV 25430

Phone: 304-725-0968
Email: sgplumbingwv@aol.com

Proposal

Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414
Steven Farias
sfarias@ctubwv.com

May 18, 2026

Job: Sewer Plant off Rt.480 Deerfield

Install new filters and re-pipe pump basins supplying pressure filters (SIM/TECH), sch 80 ball valves with unions, sch 80 pipe, sch 80 fittings, material and labor needed.

Total materials and labor: $ 18,867.88

Notes:

We proposal hereby to furnish materials and labor complete in accordance with above specifications for the sum of
Eighteen Thousand Eight Hundred Sixty-seven dollars and 88 cents $ 18,867.88
Any alterations to the above specifications involving extra cost will become an extra charge over and above the proposal estimate.

Acceptance of Proposal

_____ Date: _____

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE38839

Date 5/5/2026

Bill To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

Ship To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

TOTAL

$2,515.00

Expires: 6/4/2026

Title	Reference
Deerfield WWTP	Primex PumpWatch Express

Account Rep	Est. Lead Time	Terms
Cameron A Hallock (301) 370-3949	1-2 Weeks	Net 30

Item	Amount
PWE, NEMA 4X, PREMIUM, 4G, GLOBAL, PRIX Pump Watch™ Express is a comprehensive family of compact cellular RTUs and Gateway used for monitoring pumping systems. It offers a simple, effective tool for management of multiple sites, including alarm notification, data logging, and graphic system visualization. Features: -Li-ion backup battery for power loss detection and notification -SMS, email, and web portal alarm notifications -Graphic HMI with simple and clear station status display -View all pumping stations on an interactive map -Data logging and historical trending -First year of service included -Web portal customization -NEMA 4x Control Panels (6) Digital Inputs: (2) Pump Run and (4) Alarm (1) Relay Output Form C Contacts (2) Analog Inputs 4-20mA: (1) Level and (1) Motor Current (1) Motor Current Transmitter included Power: 12-24 VDC DIN Rail Mount Remote Antennas: Optional Li-ion Battery: 3.7V VDC (Cell radio & digital input backup)	$2,465.00
Freight Allowed Freight allowed - prepaid transportation charges which are included in the contract price	$50.00

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE38839

Date 5/5/2026

*****Quoted price does not include Federal, State, or Local Sales Tax.*****

Subtotal	$2,515.00
Tax Total (%)	$0.00
Total	$2,515.00

Terms and Conditions:

Dear Valued Customer,

Unless specified otherwise, quoted price does not include shipping or freight charges. FOB Shipping Point. Start-up and Warranty will not be provided until complete payment has been received. All terms subject to credit approval. Past due accounts are subject to 2% per month service charge. APR of 24%. All attorney fees and court costs incurred in collection of past due accounts will be added to amount due. The above is accepted subject to the terms as stated. Payment will be issued in accordance with STH terms. I accept a fax or e-mail of this agreement to be as legally binding as an original document. If tax exempt, include a copy of your tax certificate. State law requires us to have a copy on file. Quotes Valid for 30 days.

Price Adjustment Clause

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Tariffs and Duties

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PO #: _____ Date: _____ STH Authorization: _____ Date: _____

Company Name: _____ Date: _____

Authorized:_____ Title: _____

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE38838

Date 5/5/2026

Bill To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

Ship To

Charles Town Utility Board
661 South George Street
suite 101
Charles Town WV 25414
United States

TOTAL

$19,135.00

Expires: 6/4/2026

Title	Reference
Deerfield WWTP	Effluent & Recirc Control Panels

Account Rep	Est. Lead Time	Terms
Cameron A Hallock (301) 370-3949	6 Weeks	Net 30

Item	Amount
STH Proposal STH Wastewater Pump Control Panel, to Include: for Effluent Pump Station Duplex Control Panel Rated for 230V 1PH Pumps Each Rated at 20A FLA (external capacitors NOT required) 4-Float Controlled- Relay Logic NEMA 4X SS Enclosure Full Inner Door HOA Switches Elapsed Time Meters Pump Run Indicator Lights Pump Fault Indicators Lights Main Service Disconnect 15A GFCI Outlet Auxiliary Contacts for High Level, Power Failure & Pump Fault Freight Included	$6,250.00

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE38838

Date 5/5/2026

STH Proposal STH Wastewater Pump Control Panel, to Include: for Recirc Pump Station STH Wastewater Pump Control Panel, to Include: for Effluent Pump Station Quadraplex Control Panel Rated for 230V 1PH Pumps Each Rated at 20A FLA (external capacitors NOT required) 4-Float Controlled- Via Programmable Smart Relay NEMA 4X SS Enclosure Full Inner Door HOA Switches Elapsed Time Meters Pump Run Indicator Lights Pump Fault Indicators Lights Main Service Disconnect 15A GFCI Outlet Auxiliary Contacts for High Level, Power Failure & Pump Fault Freight Included	$11,795.00
STH Proposal STH Spare Smart Relay for Recirc Panel, Programmed Freight Included	$1,090.00

*****Quoted price does not include Federal, State, or Local Sales Tax.*****

Subtotal	$19,135.00
Tax Total (%)	$0.00
Total	$19,135.00

STH
97 D Monocacy Blvd
Frederick MD 21701
Phone: (301) 682-3390
Fax: (301) 682-3391

Quote

Quote # QTE38838

Date 5/5/2026

Terms and Conditions:

Dear Valued Customer,

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PO #: _____ Date: _____ STH Authorization: _____ Date: _____

Company Name: _____ Date: _____

Authorized:_____ Title: _____

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

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

Quotes for Fairbanks Influent Pumps for Charlestown Wastewater Treatment Plant (1-Spare, 1-Replacement)

Attachments:

PumpMan - Fairbanks Pump Quote Spare.pdf
PumpMan - Fairbanks Pump Quote Replacement.pdf

May 27, 2026

To: Charlestown Utility Board
C/o Gwin, Dobson, & Foreman
3121 Fairway Dr.
Altoona, PA 16602

Attn: Mr. Paul Mantello

Ref: Fairbanks-Nijhuis Submersible Pump
Direct Replacement for SN: 10750961
Quotation

Paul,

We are pleased to offer this Quotation for a **Fairbanks-Nijhuis** direct replacement submersible pump, as follows:

Submersible Pump Replacement:
One (1) 8" **Fairbanks-Nijhuis model 5434SMV** Submersible Pump. 15 HP, 3/460V, 900 RPM designed to produce 1,700 GPM @ 23' TDH. Comes complete with cast iron casing, cast iron dynamically balanced impeller, stainless steel shaft, 410-484 BHN stainless steel case wear ring, 300-350 BHN stainless steel impeller wear ring, stainless steel impeller fastener, carbon vs. ceramic inner mechanical seal, carbon vs. ceramic outer mechanical seal, class F motor insulation, 50' motor cable, and one coat of black Tnemec N140. **(Pump weight ~1,280lbs.)**

TOTAL PRICE FOR ABOVE: $53,244.00

Terms: Net 30 days
Freight: Prepay and Add
Availability: 18-20 weeks ARO
Start-up: Included.

Thank you for the opportunity to provide you with this Quotation. Should you have any questions, please don't hesitate to contact us.

Yours Truly,
PumpMan Pittsburgh, LLC

Todd Salvia

Attached: PumpMan Pittsburgh T&C's

Todd Salvia

p.CharlestownUtilityBoard.Fairbanks5434SMV.GD&F.052726

PumpMan Pittsburgh ("SELLER") TERMS AND CONDITIONS FOR SALE PARTS / EQUIPMENT

1. **AGREEMENT OF THE PARTIES.** This Agreement constitutes the entire agreement between the parties and supersedes any previous agreement, understanding or order between the parties. Any term and/or condition proposed by Buyer which is different from, conflicts with or adds to the terms and conditions on the front side and on this reverse side (the "Terms and Conditions") shall be deemed to materially alter the Terms and Conditions and is hereby objected to and rejected by Seller. Under no circumstances shall any term and/or condition of Buyer's documents become part of this Order Acknowledgement. This Order Acknowledgement or any provision hereof cannot be waived, amended, changed, discharged or terminated orally, but only by written instrument signed by Seller's authorized representative.

2. **ACCEPTANCE OF AGREEMENT.** Buyer, by accepting the materials or goods set forth on the reverse side of this Order Acknowledgement, by any performance hereunder and/or by written acknowledgement, accepts the offer contained herein and such acceptance of this offer is expressly limited to the Terms and Conditions.

3. **TERMS OF PAYMENT.** Terms of Payment are 100% Net 30 days from date of invoice. Subject only to any credit terms which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified herein, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and Buyer's payment obligation is in no way dependent or contingent upon Buyer's receipt of payment from any other party. Under no circumstances shall Buyer withhold monies based on retainage. Buyer expressly rejects any pay if paid or pay when paid obligation and Seller agrees thereto. Any balance owed by Buyer for thirty (30) days or more after the same becomes due is subject to a 1.5% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all damages, costs and expenses, including attorneys' fees, which Seller may be compelled to incur with respect to Buyer's breach of this Agreement or the collection of past due amounts from Buyer. If Buyer is in default under this or any other agreement with Seller, Seller may, at its option, defer performance hereunder until such default is cured.

4. **DELIVERY. Delivery terms are F.O.B. factory, unless specifically noted as freight allowed.** Dates of delivery are determined from the date of Seller's acceptance of any order or orders by Buyer and are estimates of approximate dates of delivery, not a guaranty of a particular day of delivery.

5. **FORCE MAJEURE.** Seller is not liable for any failure or delay in performance hereof, with respect to delivery or otherwise, if such failure or delay is due to an act of God, war, civil disturbance, riot, labor difficulties, factory capacity, fire, other casualty, accident, inability to obtain containers or raw materials, supplier's failure or inability to perform, governmental acts or restrictions or any other cause of any kind whatever beyond the reasonable control of Seller.

6. **CLAIM PERIOD.** Buyer shall notify Seller within 48 hours of receipt of any delivery of any damage to equipment, controls or materials, of any complaint whatsoever Buyer may have concerning a delivery. Buyer shall also note any damage on delivery tickets and shipping receipts at the time of delivery. Buyer's failure to do so shall constitute a waiver of any such claim.

7. **DEFERRED SHIPMENT.** If shipment is deferred at Buyer's request, payment of the contract price shall become due when Buyer is notified by the Seller that the equipment is ready for shipment. In the event Seller is unable to ship within the estimated period for reasons beyond Seller's control, including but not limited to a request by the Buyer to defer shipment, the prices herein are subject to adjustment to those prevailing at the time of shipment, but will not exceed 1.5% per month.

8. **RETURNS.** All return requests shall be submitted in writing. Approved returned items will be subject to a restocking fee based on the manufacturer's policy with a minimum 15% restocking charge.

9. **CANCELLATION.** If Buyer cancels this order after equipment, controls or materials have been released for production, fabrication or shipment, Buyer agrees to reimburse Seller for all restocking charges which may be incurred and/or, as appropriate as determined by Seller, the actual cost of such equipment, controls or materials, if such equipment, controls or materials were made to order or otherwise customized for Buyer for this order.

10. **LIMITATIONS OF LIABILITY.**

a. Seller's obligation under this Agreement is limited to providing the services set forth in the Agreement in a workmanlike manner in compliance with industry standards, applicable product specifications and operating guidelines.

b. Seller shall have no liability for loss of anticipated profits, incidental, consequential, delay or special damages and Seller shall not be liable, for any reason, whether under this Agreement or otherwise, for any loss, cost, expense or damage suffered by Buyer or any third parties including, without limitation, costs, expenses, losses or damages resulting directly or indirectly, from the use or loss of use of any equipment and/or Systems; such as personal injury and property damage made against Buyer by any such third party.

c. As the distributor for various manufacturing companies, Seller relies upon the representations and commitments of those companies regarding product quality and delivery schedules. All agreements made regarding shipment dates are in good faith; every effort is taken to place orders promptly in order to firmly obligate the manufacturer to carry out its delivery obligations. As such, Seller shall not be responsible for any liability for late delivery of any equipment including, without limitation, for any resulting damages such as for consequential, incidental, delay, impact or acceleration damages or for liquidated damages.
d. Seller's total liability to Buyer for any breach by Seller under this Agreement or any claim of Buyer against Seller related to or arising from this Agreement, directly or indirectly, shall not include liability for special, incidental or consequential damages and shall not exceed the purchase order value.
e. Buyer's sole and exclusive remedy for breach of any and all warranties with respect to any product shall be replacement or repair at Seller's election, F.O.B. factory of such products and/or parts as determined to be defective in the sole, but reasonable discretion of Seller. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer. Seller shall not be liable in association with its warranty or any warranty work or in any other capacity for any consequential, incidental or liquidated damages, late fees/damages or delay, acceleration, or impact damages or penalties.
f. Buyer expressly agrees that no action at law or in equity shall be maintained by Buyer against Seller for Seller's alleged breach of this Agreement or violation of any federal or state law now in effect or hereafter enacted with respect to any obligation or duty incurred under this Agreement by Seller, unless: (i) Buyer first notifies Seller in writing within ten (10) days from date of such alleged breach or violation, and provided, if the breach or violation has merit, Seller does not remedy or correct the breach or violation within sixty (60) days from the receipt of the notice; and (ii) such action at law or in equity is commenced by Buyer within one (1) year from the date that Buyer first discovered or should have discovered the alleged violation or breach, which provision, however, shall not extend any warranty period.

11. **WARRANTY.** All accessories and equipment are warranted only for the period and to the extent of the original manufacturer's warranty, and shall be subject to all the terms and conditions of such warranty. Manufacturer's warranties are available upon request. The failure of Buyer to request a warranty shall not impair or modify these warranty terms. **Except for the foregoing warranty, SELLER MAKES NO EXPRESS OR IMPLIED WARRANTIES, AND ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS HEREBY EXPRESSLY DISCLAIMED BY SELLER. NO PROMISE OR AFFIRMATION OF FACT MADE BY ANY EMPLOYEE, AGENT OR REPRESENTATIVE OF SELLER SHALL CONSTITUTE A WARRANTY OR GIVE RISE TO ANY LIABILITY OR OBLIGATION. UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR LOST PRODUCTION, LABOR COSTS, TRANSPORTATION CHARGES, OR ANY OTHER CONSEQUENTIAL OR INCONSEQUENTIAL DAMAGES OR INCIDENTAL DAMAGES OR FOR DELAY DAMAGES INCLUDING, WITHOUT LIMITATION, DELAY, IMPACT, ACCELERATION OR LIQUIDATED DAMAGES THAT MAY HAVE OCCURRED AS A RESULT OF A WARRANTY CLAIM OR ANY OTHER CLAIM.** It shall be the obligation of every distributor, dealer, reseller or other person between Seller and the end user to whom such person resells Seller's products to make known to such end user all warranty and other provisions hereof.

12. **CREDIT APPROVAL.** The credit terms specified herein are subject to Seller's continuing approval of Buyer's credit and if, in Seller's sole judgment, Buyer's credit or financial standing is impaired so as to cause Seller to deem itself insecure, Seller may withdraw the extension of credit and require other payment terms.

13. **SECURITY INTEREST.** Until all amounts due hereunder have been paid in full, Seller hereby retains a security interest in said equipment and has all rights of a secured party under the Uniform Commercial Code including, without limitation, the right to take possession of said equipment without legal process and the right to require Buyer to assemble said equipment and make it available to Seller at a place reasonably convenient to both parties. At Seller's request, Buyer shall execute any financing statement or statements submitted by Seller in order that Seller's security interest in said equipment may be perfected.

14. **NON-WAIVER.** Seller's failure to enforce any right it may have under the terms, conditions and limitations hereof shall not be construed as a waiver thereof, nor shall such failure or failures be deemed to establish any custom or usage. The failure of Seller to exercise any rights arising from default of Buyer or otherwise shall not be deemed a waiver of such right or any other right. The terms, conditions and limitations herein and on the first page hereof may be enforced and the rights of Seller enforced at any time, in whole or in part.

15. **CHOICE OF LAW, VENUE AND JURISDICTION.** This Agreement is governed by and subject to the laws of the Commonwealth of Pennsylvania notwithstanding the location of the work or any conflict of laws or choice of law principles. Nothing in this Agreement is intended to supersede, conflict with, or alter the Seller's rights and the Buyer's obligations under Pennsylvania Contractor and Subcontractor Payment laws. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any such arbitration shall be held in Pittsburgh, Pennsylvania. Buyer consents to the joinder to any such arbitration of any other persons or parties whose presence is necessary, in the judgment of Seller, to a full and complete resolution of any such controversies or claims. Notwithstanding anything herein to the contrary, however, Seller retains the option to elect to litigate any controversies or claims in the appropriate state or federal court located in Pittsburgh, Pennsylvania which venue shall be the exclusive forum for any

and all such litigation. Buyer agrees to the jurisdiction of such courts located in Pittsburgh, Pennsylvania over it and expressly waives any such challenge to jurisdiction or venue.

May 27, 2026

To: Charlestown Utility Board
C/o Gwin, Dobson, & Foreman
3121 Fairway Dr.
Altoona, PA 16602

Attn: Mr. Paul Mantello

Ref: Fairbanks-Nijhuis Submersible Pump
Direct Replacement for SN: 10750961
Quotation

Paul,

We are pleased to offer this Quotation for a **Fairbanks-Nijhuis** direct replacement submersible pump, as follows:

Submersible Pump Replacement:
One (1) 8" **Fairbanks-Nijhuis model 5434SMV** Submersible Pump. 15 HP, 3/460V, 900 RPM designed to produce 1,700 GPM @ 23' TDH. Comes complete with cast iron casing, cast iron dynamically balanced impeller, stainless steel shaft, 410-484 BHN stainless steel case wear ring, 300-350 BHN stainless steel impeller wear ring, stainless steel impeller fastener, carbon vs. ceramic inner mechanical seal, carbon vs. ceramic outer mechanical seal, class F motor insulation, 50' motor cable, and one coat of black Tnemec N140. **(Pump weight ~1,280lbs.)**

TOTAL PRICE FOR ABOVE: $53,244.00

Terms: Net 30 days
Freight: Prepay and Add
Availability: 18-20 weeks ARO
Start-up: Included.

Thank you for the opportunity to provide you with this Quotation. Should you have any questions, please don't hesitate to contact us.

Yours Truly,
PumpMan Pittsburgh, LLC

Todd Salvia

Attached: PumpMan Pittsburgh T&C's

Todd Salvia

p.CharlestownUtilityBoard.Fairbanks5434SMV.GD&F.052726

PumpMan Pittsburgh ("SELLER") TERMS AND CONDITIONS FOR SALE PARTS / EQUIPMENT

1. **AGREEMENT OF THE PARTIES.** This Agreement constitutes the entire agreement between the parties and supersedes any previous agreement, understanding or order between the parties. Any term and/or condition proposed by Buyer which is different from, conflicts with or adds to the terms and conditions on the front side and on this reverse side (the "Terms and Conditions") shall be deemed to materially alter the Terms and Conditions and is hereby objected to and rejected by Seller. Under no circumstances shall any term and/or condition of Buyer's documents become part of this Order Acknowledgement. This Order Acknowledgement or any provision hereof cannot be waived, amended, changed, discharged or terminated orally, but only by written instrument signed by Seller's authorized representative.

2. **ACCEPTANCE OF AGREEMENT.** Buyer, by accepting the materials or goods set forth on the reverse side of this Order Acknowledgement, by any performance hereunder and/or by written acknowledgement, accepts the offer contained herein and such acceptance of this offer is expressly limited to the Terms and Conditions.

3. **TERMS OF PAYMENT.** Terms of Payment are 100% Net 30 days from date of invoice. Subject only to any credit terms which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified herein, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and Buyer's payment obligation is in no way dependent or contingent upon Buyer's receipt of payment from any other party. Under no circumstances shall Buyer withhold monies based on retainage. Buyer expressly rejects any pay if paid or pay when paid obligation and Seller agrees thereto. Any balance owed by Buyer for thirty (30) days or more after the same becomes due is subject to a 1.5% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all damages, costs and expenses, including attorneys' fees, which Seller may be compelled to incur with respect to Buyer's breach of this Agreement or the collection of past due amounts from Buyer. If Buyer is in default under this or any other agreement with Seller, Seller may, at its option, defer performance hereunder until such default is cured.

4. **DELIVERY. Delivery terms are F.O.B. factory, unless specifically noted as freight allowed.** Dates of delivery are determined from the date of Seller's acceptance of any order or orders by Buyer and are estimates of approximate dates of delivery, not a guaranty of a particular day of delivery.

5. **FORCE MAJEURE.** Seller is not liable for any failure or delay in performance hereof, with respect to delivery or otherwise, if such failure or delay is due to an act of God, war, civil disturbance, riot, labor difficulties, factory capacity, fire, other casualty, accident, inability to obtain containers or raw materials, supplier's failure or inability to perform, governmental acts or restrictions or any other cause of any kind whatever beyond the reasonable control of Seller.

6. **CLAIM PERIOD.** Buyer shall notify Seller within 48 hours of receipt of any delivery of any damage to equipment, controls or materials, of any complaint whatsoever Buyer may have concerning a delivery. Buyer shall also note any damage on delivery tickets and shipping receipts at the time of delivery. Buyer's failure to do so shall constitute a waiver of any such claim.

7. **DEFERRED SHIPMENT.** If shipment is deferred at Buyer's request, payment of the contract price shall become due when Buyer is notified by the Seller that the equipment is ready for shipment. In the event Seller is unable to ship within the estimated period for reasons beyond Seller's control, including but not limited to a request by the Buyer to defer shipment, the prices herein are subject to adjustment to those prevailing at the time of shipment, but will not exceed 1.5% per month.

8. **RETURNS.** All return requests shall be submitted in writing. Approved returned items will be subject to a restocking fee based on the manufacturer's policy with a minimum 15% restocking charge.

9. **CANCELLATION.** If Buyer cancels this order after equipment, controls or materials have been released for production, fabrication or shipment, Buyer agrees to reimburse Seller for all restocking charges which may be incurred and/or, as appropriate as determined by Seller, the actual cost of such equipment, controls or materials, if such equipment, controls or materials were made to order or otherwise customized for Buyer for this order.

10. **LIMITATIONS OF LIABILITY.**

a. Seller's obligation under this Agreement is limited to providing the services set forth in the Agreement in a workmanlike manner in compliance with industry standards, applicable product specifications and operating guidelines.

b. Seller shall have no liability for loss of anticipated profits, incidental, consequential, delay or special damages and Seller shall not be liable, for any reason, whether under this Agreement or otherwise, for any loss, cost, expense or damage suffered by Buyer or any third parties including, without limitation, costs, expenses, losses or damages resulting directly or indirectly, from the use or loss of use of any equipment and/or Systems; such as personal injury and property damage made against Buyer by any such third party.

c. As the distributor for various manufacturing companies, Seller relies upon the representations and commitments of those companies regarding product quality and delivery schedules. All agreements made regarding shipment dates are in good faith; every effort is taken to place orders promptly in order to firmly obligate the manufacturer to carry out its delivery obligations. As such, Seller shall not be responsible for any liability for late delivery of any equipment including, without limitation, for any resulting damages such as for consequential, incidental, delay, impact or acceleration damages or for liquidated damages.
d. Seller's total liability to Buyer for any breach by Seller under this Agreement or any claim of Buyer against Seller related to or arising from this Agreement, directly or indirectly, shall not include liability for special, incidental or consequential damages and shall not exceed the purchase order value.
e. Buyer's sole and exclusive remedy for breach of any and all warranties with respect to any product shall be replacement or repair at Seller's election, F.O.B. factory of such products and/or parts as determined to be defective in the sole, but reasonable discretion of Seller. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer. Seller shall not be liable in association with its warranty or any warranty work or in any other capacity for any consequential, incidental or liquidated damages, late fees/damages or delay, acceleration, or impact damages or penalties.
f. Buyer expressly agrees that no action at law or in equity shall be maintained by Buyer against Seller for Seller's alleged breach of this Agreement or violation of any federal or state law now in effect or hereafter enacted with respect to any obligation or duty incurred under this Agreement by Seller, unless: (i) Buyer first notifies Seller in writing within ten (10) days from date of such alleged breach or violation, and provided, if the breach or violation has merit, Seller does not remedy or correct the breach or violation within sixty (60) days from the receipt of the notice; and (ii) such action at law or in equity is commenced by Buyer within one (1) year from the date that Buyer first discovered or should have discovered the alleged violation or breach, which provision, however, shall not extend any warranty period.

11. **WARRANTY.** All accessories and equipment are warranted only for the period and to the extent of the original manufacturer's warranty, and shall be subject to all the terms and conditions of such warranty. Manufacturer's warranties are available upon request. The failure of Buyer to request a warranty shall not impair or modify these warranty terms. **Except for the foregoing warranty, SELLER MAKES NO EXPRESS OR IMPLIED WARRANTIES, AND ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS HEREBY EXPRESSLY DISCLAIMED BY SELLER. NO PROMISE OR AFFIRMATION OF FACT MADE BY ANY EMPLOYEE, AGENT OR REPRESENTATIVE OF SELLER SHALL CONSTITUTE A WARRANTY OR GIVE RISE TO ANY LIABILITY OR OBLIGATION. UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR LOST PRODUCTION, LABOR COSTS, TRANSPORTATION CHARGES, OR ANY OTHER CONSEQUENTIAL OR INCONSEQUENTIAL DAMAGES OR INCIDENTAL DAMAGES OR FOR DELAY DAMAGES INCLUDING, WITHOUT LIMITATION, DELAY, IMPACT, ACCELERATION OR LIQUIDATED DAMAGES THAT MAY HAVE OCCURRED AS A RESULT OF A WARRANTY CLAIM OR ANY OTHER CLAIM.** It shall be the obligation of every distributor, dealer, reseller or other person between Seller and the end user to whom such person resells Seller's products to make known to such end user all warranty and other provisions hereof.

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and all such litigation. Buyer agrees to the jurisdiction of such courts located in Pittsburgh, Pennsylvania over it and expressly waives any such challenge to jurisdiction or venue.

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

CTUB Board Memorandum - Proposal to Establish Strategic Initiatives Working Group

Attachments:

Board Memo - Proposed Strategic Initiatives Working Group.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

TO: Charles Town Utility Board
FROM: Paul Mantello, General Manager
DATE: January 10th, 2026
SUBJECT: Proposal – Establishment of Strategic Initiatives Working Group

PURPOSE:
To request Board review, discussion, and feedback regarding establishment of a management-led Strategic Initiatives Working Group intended to support strategic communications, stakeholder engagement, legislative awareness, public education, and long-term organizational initiatives.

BACKGROUND:
CTUB operates in an increasingly complex regulatory, legislative, economic, and competitive environment requiring proactive stakeholder engagement, public education, and strategic communications; and recognizes the importance of maintaining strong relationships with customers, local governments, state agencies, legislators, regional partners, and the public while promoting transparency, accountability, and public understanding of utility operations and infrastructure needs.

As CTUB continues to navigate regional growth pressures, evolving customer expectations, workforce challenges, legislative developments, and broader utility industry trends, management believes there is value in creating a structured, but flexible, forum to support strategic planning, coordination, and organizational alignment. Accordingly, management proposes establishment of a Strategic Initiatives Working Group operating under the direction of the General Manager.

PROPOSAL:
Authorize the General Manager to establish and coordinate a Strategic Initiatives Working Group composed of designated CTUB staff and consultants.

The Working Group shall operate solely in an advisory and management-support capacity and shall not possess policymaking authority, direct Board action, establish official CTUB positions, or exercise operational authority independent of management.

The Working Group's purpose shall be to assist management in developing recommendations and initiatives for future Board consideration through established governance processes.

PROPOSED PARTICIPATION:
Working Group participants may include:

- General Manager (Coordinator)
- Administrative Staff Representatives
- Field Operations Representatives
- Communications / Public Relations Consultant
- Legal and Regulatory Advisors, as appropriate
- Additional consultants or subject matter experts designated by management

To promote alignment between management and Board priorities, the Board may designate up to two (2) Board Liaisons to participate in Working Group discussions.

Board Liaisons shall participate in an advisory and informational capacity and may:

- Attend meetings and participate in discussions;
- Provide strategic feedback and Board perspective;
- Share observations regarding stakeholder concerns and community priorities;
- Assist in identifying emerging opportunities and risks.

Board Liaisons shall not:

- Constitute a standing committee of the Board;
- Direct staff activities;
- Exercise policymaking authority;
- Approve recommendations on behalf of the Board;
- Establish Board positions outside formal Board action.

PURVIEW:
The Working Group may support management efforts related to:

- Strategic communications planning;
- Stakeholder engagement and relations development;
- Monitoring legislative and regulatory developments;
- Public education and outreach initiatives;
- Workforce recruitment and organizational positioning;
- Crisis communications preparedness;
- Regional coordination opportunities;
- Long-range strategic initiatives and organizational sustainability.

EXPECTED DELIVERABLES:
Management anticipates periodically providing updates and recommendations to the Board, which may include:

- Strategic communications recommendations;
- Stakeholder engagement initiatives;
- Legislative and regulatory summaries;
- Public education opportunities;
- Emerging risks and opportunities;
- Long-term strategic considerations;
- Recommended future actions for Board consideration.

GOVERNANCE:
Recommendations developed through the Working Group shall be presented to the full Board for discussion and consideration through normal governance processes.
Participation in the Working Group is intended to strengthen communication, strategic alignment, and informed decision-making while preserving the Board's governance role and management's responsibility for administration and operations.

RECOMMENDATION:
Staff requests Board discussion and concurrence with establishment of the Strategic Initiatives Working Group and authorization for management to proceed administratively and provide periodic updates as appropriate.

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Manager Report

Attachments:

Utility Manager Report June 2026.pdf
Spring 2026 Hydrant Flushing Report 05.27.26.pdf

Charles Town Utility Board

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

MEMORANDUM TO THE BOARD OF DIRECTORS

DATE: June 5, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, June 2026

Summary:

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

Ongoing Projects & Initiatives:

1) Locust Hill Golf Course Ponds & Aerators
2) Meet-&-Greet with County Administrator, Edwina Benites
3) 2023 Collection System Project, Design Errors, & Resulting Change Orders
4) New Hire: Water Treatment Department
5) Summit Point Service Extension

Wastewater Treatment Plant

Total Wastewater Processed May 2026:
Charles Town: 40.18 million Gallons per month or 1.30 MGD average
Tuscawilla: 3.58 million Gallons per month or 0.12 MGD average

Collection System

0 Pump(s) pulled and sent for repair
13 Grease Trap inspections
3 Sewer main repairs/blockages/call-outs
73 Sewer line inspections
34 Manhole inspections
12 Sewer line jetting

Water Plant and Distribution System

Total Water Pumped May 2026 (CT): 50.5 million Gallons per month or 1.62 MGD average
0 Leak repaired
24 Meters repaired
92 Meters replaced
36 New meters installed
1646 - Ten (10) day notices
236 Disconnect notices, 121 Disconnects
2 Hydrant(s) repaired

Customer Counts

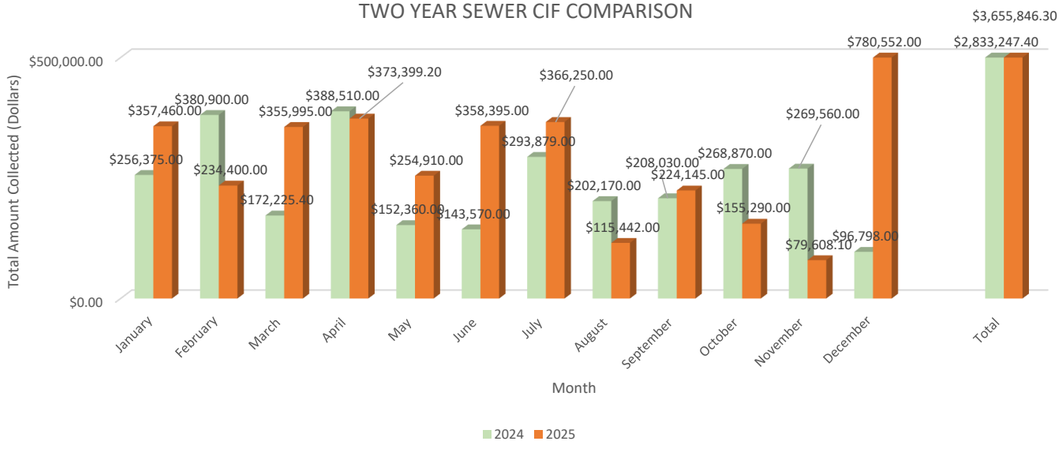
- Sewer 10,977
- Water 7,829

Human Resources

Employees Count: 35 full-time | 3 part-time | 0 vacancies

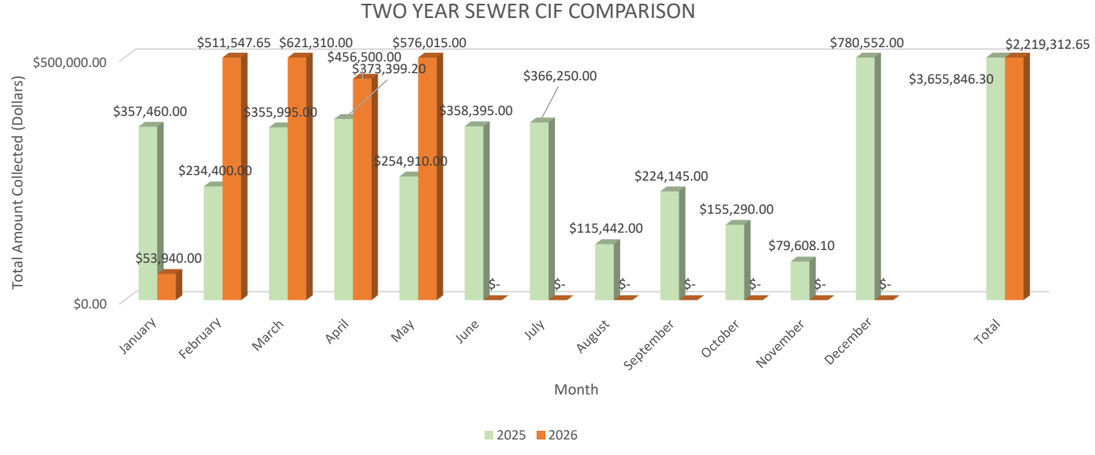
Charles Town Utility Board
2025 Capacity Improvement Fee Collections/EDU for Sewer

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



Charles Town Utility Board
2026 Capacity Improvement Fee Collections/EDU for Sewer

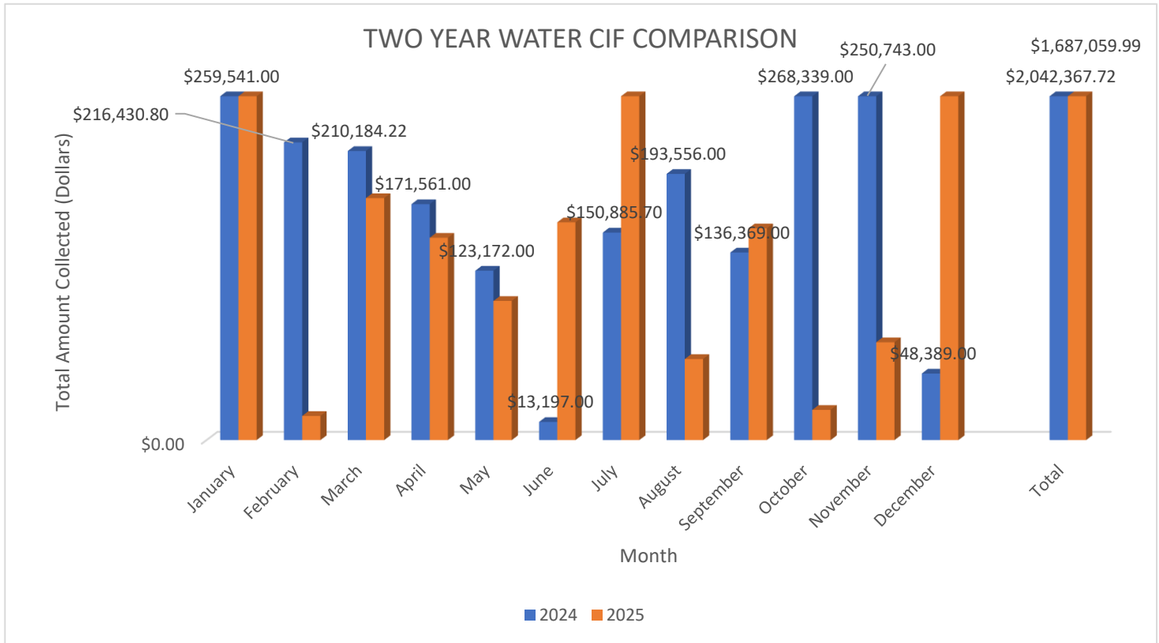
Month	Commercial	Residential	Total Number of EDU's	Total Sewer CIF Collected	CIF Paid to Ranson	Total
Jan-26		12	12	$ 53,940.00		$ 53,940.00
Feb-26	7.47	106	113.47	$ 545,672.65	$ 34,125.00	$ 511,547.65
Mar-26		137	137	$ 674,935.00	$ 53,625.00	$ 621,310.00
Apr-26		100	100	$ 513,375.00	$ 56,875.00	$ 456,500.00
May-26	1	121	122	$ 631,265.00	$ 55,250.00	$ 576,015.00
Jun-26						$ -
Jul-26						$ -
Aug-26						$ -
Sep-26						$ -
Oct-26						$ -
Nov-26						$ -
Dec-26						$ -
Total 2026	**8.47**	**476**	**484.47**	**$ 2,419,187.65**	**$ 199,875.00**	**$ 2,219,312.65**

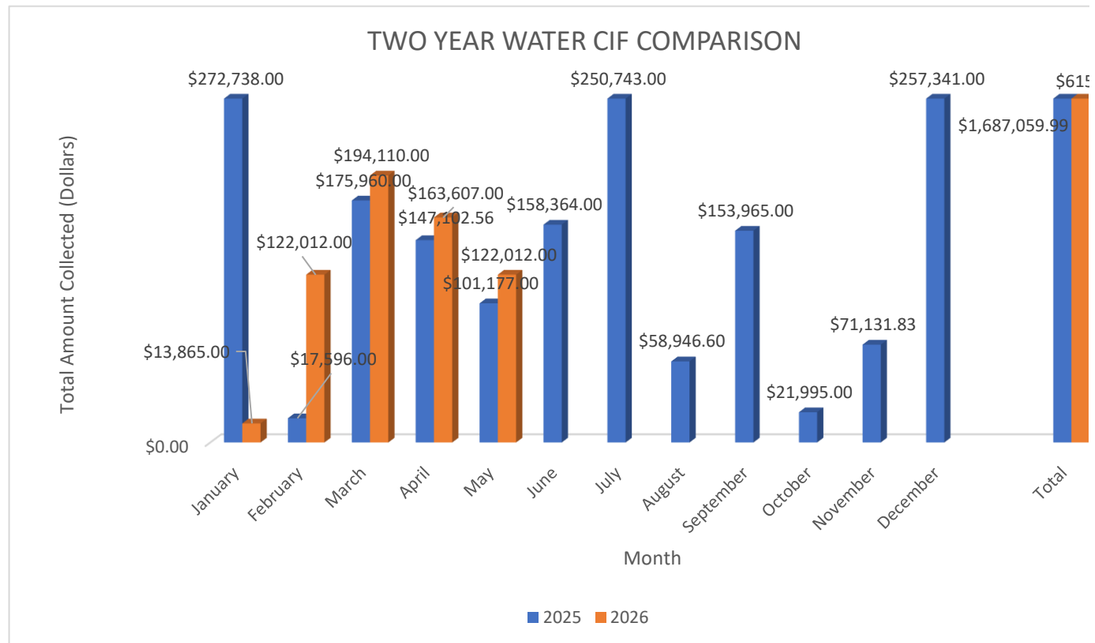


Water CIF Tracking as of June 5, 2026

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

2026 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-26		5	5	$ 13,865.00
Feb-26	7	37	44	$ 122,012.00
Mar-26		70	70	$ 194,110.00
Apr-26		59	59	$ 163,607.00
May-26		44	44	$ 122,012.00
Jun-26				
Jul-26				
Aug-26				
Sep-26				
Oct-26				
Nov-26				
Dec-26				
Total 2026	**7**	**215**	**222**	**$ 615,606.00**





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	3,333
2016	1.75	419	1.14	0.61	610,000	2,905
2017	1.75	393	1.08	0.67	670,000	3,190
2018	1.75	491	1.34	0.41	410,000	1,952
2019	1.75	459	1.26	0.49	490,000	2,333
2020	1.75	419.7	1.15	0.60	603,333	2,873
2021	1.75	401.61	1.11	0.64	637,500	3,036
2022	1.75	387.15	1.06	0.69	687,500	3,274
2023	1.75	382.28	1.06	0.69	694,167	3,306
2024	1.75	432.96	1.19	0.56	559,167	2,663
2025	1.75	431.13	1.18	0.57	570,833	2,718
2026	1.75	204.37	1.36	0.39	390,000	1,857

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY	Total Design minus Average	Total Available	Total Available
2015	0.5	48	0.13	0.37	370,000	1,762
2016	0.5	49	0.13	0.37	370,000	1,762
2017	0.5	48	0.14	0.36	360,000	1,714
2018	0.5	78	0.21	0.29	290,000	1,381
2019	0.5	55.24	0.15	0.35	350,000	1,667
2020	0.5	1.09	0.16	0.34	340,000	1,619
2021	0.5	32.55	0.10	0.40	400,833	1,909
2022	0.5	62.8	0.17	0.33	328,333	1,563
2023	0.5	83.78	0.23	0.27	270,000	1,286
2024	0.5	66.68	0.18	0.32	316,667	1,508
2025	0.5	62.85	0.18	0.32	316,667	1,508
2026	0.5	15.02	0.10	0.40	398,000	1,895

Total EDU's available between CT and Tuscawilla	
2015	5,095
2016	4,667
2017	4,905
2018	3,333
2019	4,000
2020	4,492
2021	4,944
2022	4,837
2023	4,591
2024	4,171
2025	4,226
2026	3,752

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

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

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

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

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	38.14	1.23
FEBRUARY	46.18	1.65
MARCH	42.67	1.38
APRIL	37.20	1.24
MAY	40.18	1.30
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	204.37	1.36

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

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

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

2026		
	Total (MG)	AVERAGE (MG)
JANUARY	2.99	0.1
FEBRUARY	2.88	0.1
MARCH	2.99	0.1
APRIL	2.58	0.1
MAY	3.58	0.12
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	15.02	0.102

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

HISTORICAL CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	4,928
2020	2.8	615.64	1.68	1.12	1,117,946	5,324
2021	2.8	601.87	1.64	1.16	1,164,627	5,546
2022	2.8	588.97	1.60	1.20	1,204,163	5,734
2023	2.8	602.24	1.63	1.17	1,168,256	5,563
2024	2.8	579.85	1.57	1.23	1,228,525	5,850
2025	2.8	602.15	1.65	1.15	1,154,057	5,496
2026	2.8	238.13	1.54	1.26	1,263,692	6,018

HISTORICAL GLEN HAVEN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.0216	1.04	0.01	0.01	13,120	
2021	0.0216	3.06	0.01	0.01	13,213	-
2022	0.0216	2.70	0.01	0.01	14,335	-
2023	0.0216	2.99	0.01	0.01	13,573	-
2024	0.0216	2.68	0.01	0.01	14,441	-
2025	0.0216	2.90	0.01	0.01	13,678	-
2026	0.0216	1.09	0.01	0.01	14,402	-

HISTORICAL CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	1.86	0.01	0.03	30,967	
2025	0.036	1.75	0.005	0.03	31,209	
2026	0.036	0.72	0.005	0.03	31,213	

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

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

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

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

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

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	47,828,478	1,542,854
FEBRUARY	45,179,910	1,457,416
MARCH	47,157,420	1,521,207
APRIL	47,448,040	1,530,582
MAY	50,513,930	1,629,482
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	238,127,778	1,536,308

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

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

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

2026		
	TOTAL MONTHLY (MG)	AVERAGE DAILY (MG)
JANUARY	222,800	7,187
FEBRUARY	187,600	6,700
MARCH	193,900	6,255
APRIL	234,400	7,813
MAY	249,100	8,035
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	1,087,800	7,198

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

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

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

2026		
	Total (MG)	AVERAGE DAILY (MG)
JANUARY	142,800	4,606
FEBRUARY	129,300	4,618
MARCH	150,100	4,842
APRIL	143,000	4,767
MAY	158,100	5,100
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		
Annual Total	723,300	4,787

Spring 2026 Hydrant Flushing Report

Charles Town Utility Board
Prepared May 2026



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Program Overview

The Spring 2026 Hydrant Flushing Program was conducted to support water quality maintenance, distribution system reliability, and operational readiness throughout the Charles Town Utility Board water system. The flushing program assists with removing sediment buildup, verifying hydrant operability, reviewing valve accessibility, and identifying hydrants requiring maintenance or repainting.

Category	Total
Hydrants Flushed	32
Hydrants Remaining	11
Unflushed Hydrants	99
Total Hydrants Identified	142

System Mapping & Results

Overall Hydrant Flushing Program Map

This map provides an overall system view of hydrants included in the Spring 2026 flushing program. The map identifies flushed hydrants, hydrants remaining to be flushed, and hydrants categorized as unflushed. The distribution of hydrants demonstrates concentration areas throughout the service territory and identifies locations requiring additional operational attention.

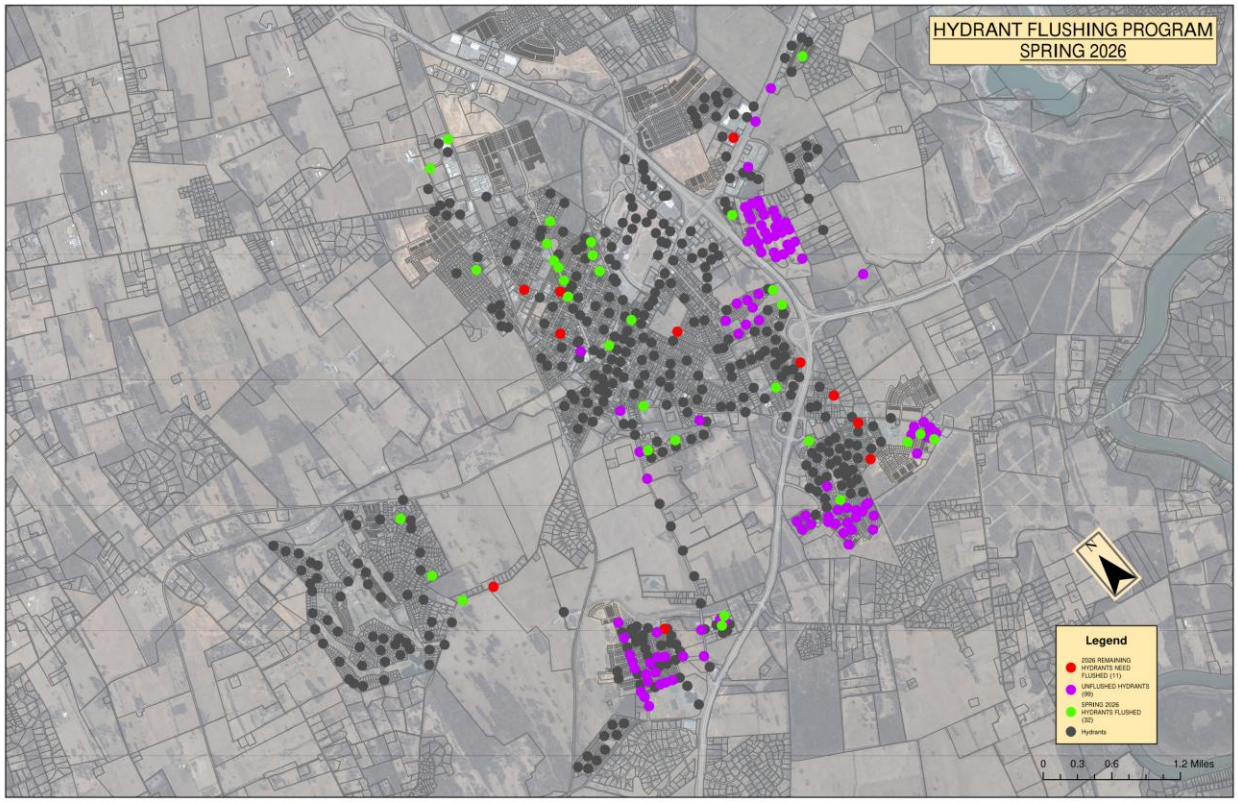

Figure 1.1 – Overall Hydrant Map

Flushed Hydrants Map

This map identifies hydrants successfully flushed during the Spring 2026 program. A total of 32 hydrants were documented as flushed. The map highlights completed flushing activities throughout multiple pressure zones and service areas.

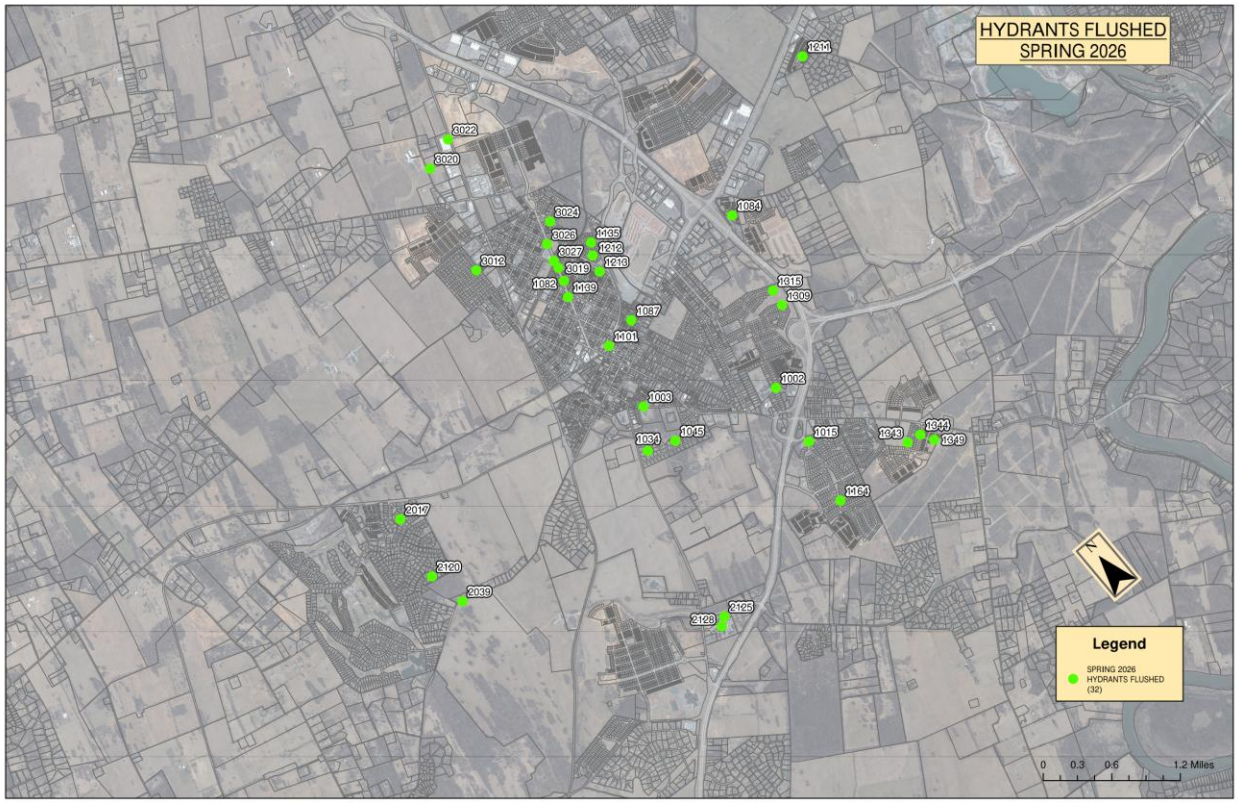

Figure 1.2 – Hydrants Flushed

Remaining Hydrants Map

This map identifies hydrants that remain scheduled for flushing completion. A total of 11 hydrants were identified as remaining in the Spring 2026 flushing cycle.



Figure 1.3 – Hydrants Remaining to be Flushed from 2021

Unflushed Hydrants Map

This map identifies hydrants categorized as unflushed during the Spring 2026 program cycle. A total of 99 hydrants remain unflushed and may require scheduling in future flushing activities.



Figure 1.4 – Unflushed Hydrants

Operational Observations

Field observations recorded during flushing activities identified several hydrants requiring additional maintenance review, including paint deterioration, accessibility concerns, and operational comments.

Hydrants with Operational Comments – Table 1.1

Hydrant ID	Location	Comment
3024	12th Ave @ N. Fairfax	Hydrant has a bad hammer when turning off

Hydrants with Poor or Fading Paint Conditions – Table 1.2

Hydrant ID	Location	Paint Condition
1002	Belvedere Dr.	Poor
1003	Mordington Ave	Poor
3022	Dr. Pepper	Poor
1211	102 Don Quixote	Fading
2017	Fenway Dr.	Poor
1135	112 Estates Ln	Poor
1101	N. Samuel and E. North	Poor
1212	111 Ranson Estate Circle	Poor
1087	E. Liberty and N. Seminary	Poor
2039	Summit Point Rd	Poor
2120	174 Douglas	Poor
1045	Moore Court	Poor
1164	Courier Dr	Poor
1015	Campbell and Revere Dr	Poor
1034	Shutt Court	Poor
3012	Orchard Dr	Poor

Program Summary

The Spring 2026 Hydrant Flushing Program documented a total of 32 hydrants flushed, 11 hydrants remaining for completion, and 99 hydrants identified as unflushed. The program provided updated operational information regarding hydrant conditions, valve accessibility, and paint maintenance requirements. Several hydrants were identified with poor or fading paint conditions, which should be considered for future maintenance and repainting schedules. Continued system-wide flushing activities will support distribution system reliability, fire protection readiness, and water quality management.

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Engineering Report

Attachments:

GDF - Engineers Report 06.10.26.pdf
GDF - Progress Meeting Minutes #15 05.28.26.pdf

CHARLES TOWN UTILITY BOARD
ENGINEER'S REPORT
June 10, 2026

Water Projects

Membrane/GAC Pilot Study

- Pilot study officially started the week of April 20, 2026. Water quality sampling has been ongoing and is being sent to a certified laboratory. Pilot units have been running/performing well.
- AriaFiltra (membrane manufacturer) performed their first onsite chemical clean-in-place (CIP) the week of May 25th and achieved good membrane recovery.

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

- Portable Water Systems will provide 2 temporary tanks and pressure system such that Mid-Atlantic can perform cleaning and joint sealant rehab work similar to last year's Huntfield Tank.
- Total cost for this work is $183,529. It will be scheduled for June/July. **No change.**

Corrosion Inhibitor Change

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

Sewer Projects

Collection System Project (RK&K Design)

- HRI has been making good progress with GDF RPR, Don Peglow, onsite. They are operating between 3-4 crews per week. Currently working on Moose Lodge, Burr East, Lakeland and Jett's Farm pump stations and 8" gravity line along 11th and Forrest Streets (where they hit major rock). Waiting on Potomac Edison for power at Jett's Farm.
- HRI expected to be Substantially Complete in August 2026. Schedule has slipped a few weeks. HRI is having major issues keeping employees since company buyout.
- Change Order currently under review with DEP for additional bypass pumping and electrical work at Burr East.

New WWTP Design

- New influent pump station design is complete. Design of new headworks screen and vortex grit systems are ongoing. Also working on Clarifier and UV system drawings.
- Currently performing BioWin modeling operating various treatment trains at various flows and water quality conditions to optimize plant size.
- GDF is proposing additional collection system sampling to identify the source and frequency of high ammonia and BOD. Estimated cost is $120-160K.

Tuscawilla BNR/MBR Project Upgrade

- GD&F made site visit with MBR manufacturer to evaluate existing system. There was significant buildup on membrane modules when tank was drained.
- Currently talking with membrane manufacturers to assist in basin membrane replacement and installation of one (1) new MBR system so that plant can treat up to 0.5 MGD.
- Waiting on CAD drawings from MMBR Systems.
- Project to be bid this fall.

New Maintenance Building

- 3 bids received.
- Need CTUB decision to issue a Notice of Intent to Award to low bidder.

Greenfield Forcemain

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

Asbury Church Area Sewer Replacement

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

Flowing Springs Pump Station Upgrade

- Design is approximately 85% complete. WVBPH permit submission to be made this month.
- Project consists of replacing pumps, controls, instrumentation, valves, piping, VFDs, manhole and wet well rehabilitation and other various upgrades including electrical and HVAC.

Asset Management Plan

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

Ammonia Sensors at CTWWTP

- The influent and effluent online continuously monitoring ammonia sensors have been installed and are reading correctly. Microtech tied these signals into SCADA so they can now be trended. These sensors have been very helpful. **No Change**

CTWWTP SBR Blower Issues

- Blower No. 2 was sent to Excelsior in Blandon, PA, for diagnostics. No major issues found. Bearings and seals will be replaced for $7,924. Blower is still 3-4 weeks out.
- Three (3) new blower inlet control valves were ordered on 5-1-2026 from Beck and are scheduled to ship on 7-10. Total cost was $38,707.
- Two (2) new blower thermal mass air flow sensors have arrived and will be installed this month. These should further aid in blower/valve diagnostics.

Misc.

- GDF has been assisting CTUB with wastewater plant operational issues. DEP had a concern regarding “foam” in the discharge water per a recent site inspection. This issue was believed to be nothing more than high dissolved oxygen, as the bubbles dissipated quickly. Elevated aluminum levels in the effluent were also attributed to the water treatment plant sludge. This issue will be fully resolved once these solids are conveyed into the collection system.

GD&F
GWIN DOBSON & FOREMAN
ENGINEERS

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #15
Thursday, May 28, 2026 @ 10:00 AM

Meeting Minutes

Prepared by: **Gwin, Dobson & Foreman, Inc.**
David Santelli, Project Manager
Issued: 06/04/2026

1. Review Minutes of Previous Meeting & Attendance

- Minutes from Progress Meeting #14 (issued 05/04/26) were reviewed and approved.
- The sign in sheet is attached.

2. Review of Work Progress since Previous Meeting

- Lakeland
  - Continued open cut (rock grinding) and installing gravity sewer from STR 6 to 5B. HRI reported that they are working through 15' of solid rock.
  - Coordinated string pull through (for transformer) with Potomac Edison.
  - HRI reported that Potomac Edison is currently scheduling power connections approximately 6–8 weeks in advance, which continues to impact startup activities.
- Burr East
  - Connected power
  - Completed testing and startup of pumpstation
  - Connected to War Admiral force main
- Evitt's Run
  - HRI reported that property corners are being coordinated. Post-meeting update: Property corners are scheduled to be installed by the end of June.
- Jett Farm
  - Established bypass pumping
  - Re-installed meter socket per Potomac Edison's scouting report (inspection)
- Moose Lodge
  - Established bypass pumping
  - Refurbished pumpstation including fillet removal
  - Installed new pumps

3. Planned Work

- Lakeland
  - Energize pumpstation
  - Complete testing and startup
  - Continue open cut (rock grinding) and installing gravity sewer from STR 6 to 5B
  - HRI will be hauling in water for startup.
- Burr East
  - Disestablish bypass pumping
  - Install 6" force main to MH 81
  - Modify valve vault and install residential grinder pump

  - Install force main from grinder pump to valve vault; connect to existing 6" force main
- Evitt's Run
  - Install property corners
  - Install residential fence and complete site restoration
- Jett Farm
  - Energize pumpstation
  - Complete testing and startup
  - Disestablish bypass pumping
- Moose Lodge
  - Complete electrical panel installation and 3rd party inspection
  - Complete testing and startup
  - HRI to coordinate with CTUB for valve operation when the pump station is ready to go online.
- HRI plans to plant grass and do some restoration work at Jefferson next month.

4. Field Observations, Problems, Conflicts & Coordination:

- **RFIs-** There have been 26 RFIs received to date, with 0 outstanding.
- HRI sent a letter (PCO-14 draft) notifying CTUB & GD&F regarding an upcoming change order due to additional cost incurred for extended bypass pumping due to First Energy's scheduling requirements and conduit that had to be installed at Burr East. HRI is asking for a 60-day contract extension as well as compensation ($128,442.00). GD&F and DEP will schedule a meeting to discuss this and any outstanding change orders.

5. Status of Construction Schedule & Contract Times

- Change Order No. 05 will be processed. This will include:
  - PCO 12- Forrest St relocation
  - PCO 13- Washington St. Manholes and relocation around waterline.
- Change Order No. 06 will be upcoming once PCO-14 for additional conduit installation at Burr East and additional bypass pumping is worked out.

Current Contract:

- Contract Status: 519 of 607 days have elapsed.
- Substantial Completion Date: July 17, 2026
- Final Completion Date: August 16, 2026

6. Review of Submittals & Material Deliveries

- There have been 58 submittals, with 0 outstanding.
- Miscellaneous ductile, stainless, and HDPE parts and fittings have been delivered.
- HDPE pipe and fittings are scheduled to be delivered.

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting #15
Thursday, May 28, 2026 @ 10:00 AM

7. Maintenance of Quality and Work Standards

- CTUB and Don agreed that HRI is producing quality work and are generally pleased with the work.

8. Application for Payment

Pay App. 14 for the work completed in April (4/1–4/30 2026) was received on 5/8/26, reviewed and turned over to CTUB for processing on 5/11/2026. CTUB reported it has been board approved.

9. Testing

Compaction testing at Lakeland was performed and passed.

Upcoming Testing:

- Lakeland Yard Piping
- Moose Pipe testing.

10. Other Pertinent Business

- HRI reported that Potomac Edison is currently scheduling power connections approximately 6–8 weeks in advance and is generally addressing one connection request at a time, creating challenges with startup sequencing throughout the project. HRI stated that Chris Noe has been trying to assist with expediting the scheduling issues.
- First Energy is now having a "Scout" come to all locations to inspect before they will schedule a crew to connect power.
- Burr East Pump Station
  - Disestablish bypass pumping.
  - Complete remaining force main and grinder pump work.
- Lakeland Pump Station
  - Coordinate energization, startup, and testing activities.
  - Continue discussion regarding access road restoration and final grading.
- Jett's Farm Pump Station
  - Awaiting permanent power for startup and testing.
- Moose Lodge Pump Station
  - Complete electrical work, third-party inspection, startup, and bypass removal.
  - Continue discussion regarding remaining manhole lining activities and final restoration work throughout the project.
- HRI staffing update.
  - Ed Barker and crew are reportedly leaving the project. Brad will be taking over as HRI's superintendent for the project.
  - HRI to discuss replacement personnel and plan for maintaining project progress, coordination, and continuity moving forward.
- 11th Avenue / Forrest Street
  - Approximately 230 LF of gravity sewer remains to be installed.

- HRI was asked if they are planning to add additional manpower to increase productivity. They reported that they have no plans for additional support at this time but would look into it.

- Bypass Pumping Operations
  - Discuss plan for maintaining 24-hour bypass pumping operations and refueling responsibilities following Ed Barker and crew's departure from the project.

11. Future Meeting

- Next progress meeting will be Thursday, June 25, 2026 at 10:00 AM at CTUB Office with Zoom option.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David Santelli

David Santelli
Project Manager

6/4/2026

Date

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

Meeting: 15
Date: 05/28/2026

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	David Santelli PM	GD&F	412.289.6875	dsantelli@gdfengineers.com
2.	Steven Farias	CTUB	304-261-4416	SFarias@CTUBWV.com
3.	Don Paglow	GDF	814 600 8438	dpaglow@gdfengineers.com
4.	TRAVIS MARKLEY	CTUB	304-671-1245	tmarkley@CTUBWV.com
5.	Ed Barker	HRI	814 424 8377	ebarker@hriinc.com eddie.barker4@icloud.com
6.	Brad McGinnis	HRI	582-263-1948	bmcginnis@hriinc.com
7.	Collin Cole	CTUB	(304) 995-6777	CCole@CTUBWV.com
8.	Mitchell Otey	HRI	814-400-7246	motey@hriinc.com
9.	Tristen Bressler	HRI	814-500-8193	tbressler@hriinc.com
10.	CURT REESE	HRI	814-574-7347	CREESE@HRIINC.com
11.				
12.				
13.	Virtual			
14.	Thomas Carael			
15.				
16.				
17.				

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

June 10, 2026

Attachments:

Board Report 06.10.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	6-50	$87,941.73	$0.00	$38,678.64	$126,620.37
Sewer	6-60	$119,431.82	$0.00	$15,440.44	$134,872.26
	Year Total:	$207,373.55	$0.00	$54,119.08	$261,492.63
Water	X-50	$37,083.00	$0.00	$0.00	$37,083.00
Sewer	X-60	$211,712.20	$0.00	$0.00	$211,712.20
	Year Total:	$248,795.20	$0.00	$0.00	$248,795.20
Total Of All Funds:		$456,168.75	$0.00	$54,119.08	$510,287.83

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$125,024.73	$0.00	$38,678.64	$163,703.37
Sewer	60	$331,144.02	$0.00	$15,440.44	$346,584.46
Total Of All Funds:		$456,168.75	$0.00	$54,119.08	$510,287.83

This Packet: $ 510,287.83
Xylem, check dated 5/27/2026: 1,385.00
Security Deposit Refunds, checks dated 6/10/2026: 2,030.25

Total: $ 513,703.08

TOTAL PAGES: 6

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WVBUR010		WV BUREAU OF PUBLIC HEALTH	*Account Continued*				
I2600455	06/10/26	T.MARKLEY CLSS C & S RNWL	Open	$100.00	$0.00		
I2600456	06/10/26	D.TITUS CLSS II WW CERT	Open	$150.00	$0.00		
I2600495	06/10/26	D.TITUS CLSS H CERT	Open	$100.00	$0.00		
			Vendor Total:	**$350.00**			
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2600496	05/28/26	BACTERIOLOGICAL TEST	Open	$230.00	$0.00		
I2600497	05/29/26	BACTERIOLOGICAL TEST	Open	$184.00	$0.00		
			Vendor Total:	**$414.00**			
XYLEM005		XYLEM DEWATERING SOLUTION					
I2600516	05/13/26	OVERPAYMENT CHK 21154	Open	1,500.00-	$0.00		
P2600174	05/08/26	GODWIN HOSES	Open	$2,274.00	$0.00		
			Vendor Total:	**$774.00**			

Total Purchase Orders: 94 Total P.O. Line Items: 0 Total List Amount: $510,287.83 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WAKEF005		REVCO SOLUTIONS	*Account Continued*				
SGPLU005		SG PLUMBING, INC.					
P2600233	06/03/26	WATER LINE REPLACEMENT-CTWWTF	Open	$900.00	$0.00		
SHADE005		SHADE EQUIPMENT COMPANY, INC					
P2600172	05/07/26	TARP FOR RED DUMP TRUCK-SEWER	Open	$2,092.84	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2600212	05/21/26	SHIMS FOR PARK PS	Open	$51.00	$0.00		
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2600214	05/21/26	VEHICLE MISC	Open	$955.59	$0.00		
STEPT005		STEPTOE & JOHNSON PLLC					
I2600489	05/21/26	GENERAL EMPLOYER COUNSELING	Open	$1,218.75	$0.00		
I2600490	05/21/26	GENERAL ENVIRONMENTAL	Open	$7,087.50	$0.00		
			Vendor Total:	**$8,306.25**			
STONE005		STONER ENTERPRISES INC					
I2600443	05/24/26	COOLER RENTAL@ 661 S GEORGE ST	Open	$15.55	$0.00		
TMOBI005		T-MOBILE					
I2600469	05/21/26	MONTHLY CELL SERVICE	Open	$543.75	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
I2600471	05/21/26	DRUM EXCHANGE	Open	100.00-	$0.00		
I2600504	06/03/26	CHLORINE	Open	$3,885.30	$0.00		
P2600200	05/18/26	520 SINGLE PORTS	Open	$9,990.00	$0.00		
P2600201	05/18/26	520 SINGLE PORT	Open	$5,053.88	$0.00		
			Vendor Total:	**$18,829.18**			
THOMA005		THOMAS NALLS					
I2600491	06/10/26	JUN TANK LOT RENT	Open	$4,154.02	$0.00		
USBAN005		U.S. BANK					
I2600472	05/31/26	PCARD 9146	Open	$19,647.33	$0.00		
UNIFI010		UNIFILT CORPORATION					
P2600209	05/20/26	WTP - AIR SCOUR - FILTERS	Open	$36,400.00	$0.00		
WINCH030		WINCHESTER NOLAND CO.					
I2600470	05/19/26	BLEACH	Open	$128.70	$0.00		
WIREL005		WIRELESS NETWORKS GROUP, INC					
I2600494	05/31/26	MISC SVCS, MAY	Open	$15,000.00	$0.00		
WVAME005		WV AMERICAN WATER					
I2600444	05/20/26	SHUTOFFS, RECONNECTS	Open	$540.00	$0.00		
WVBUR010		WV BUREAU OF PUBLIC HEALTH					

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
HACHC005		HACH COMPANY	*Account Continued*				
P2600219	05/26/26	pH MISC FOR CT PLANT	Open	$1,148.55	$0.00		
P2600220	05/27/26	LD PROBE - - CTWWTP	Open	$1,795.10	$0.00		
			Vendor Total:	**$2,943.65**			
HDSUP005		HD SUPPLY INC					
P2600218	05/26/26	BULBS FOR DEERFIELD WWTP	Open	$596.07	$0.00		
P2600229	06/01/26	HYMAX COUPLING-COLLECTION SYS	Open	$1,925.90	$0.00		
P2600230	06/01/26	MISC FOR TUSC PLANT	Open	$1,711.50	$0.00		
			Vendor Total:	**$4,233.47**			
INTEL005		INTELLIPOINT TECHNOLOGIES					
I2600508	06/05/26	IT-REGULAR-REMOTE	Open	$200.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					
I2600451	05/20/26	C2 & I10 PICKUPS: 5/20/26	Open	$1,919.52	$0.00		
I2600452	05/21/26	I10 & I8 PICKUPS: 5/21/26	Open	$1,002.37	$0.00		
			Vendor Total:	**$2,921.89**			
JPRFB005		JP & RF BURNS PARTNERSHIP					
I2600487	05/31/26	MAY LOADS - 14	Open	$2,576.00	$0.00		
KAYCA005		KAY CASTO & CHANEY PLLC					
I2600453	04/13/26	PSC CASE: THRU 3/31/26	Open	$189.00	$0.00		
I2600454	05/27/26	PSC CASE: THRU 4/30/26	Open	$636.19	$0.00		
I2600457	05/27/26	GENERAL: THRU 4/30/26	Open	$6,556.25	$0.00		
I2600458	05/27/26	CIF PSC CASE: THRU 4/30/26	Open	$7,332.75	$0.00		
I2600500	06/05/26	ASPGN & STNCRST: THRU 5/31/26	Open	$81.25	$0.00		
			Vendor Total:	**$14,795.44**			
METLI005		METLIFE, INC					
P2600227	06/01/26	METLIFE	Clsd	$2,772.07	$0.00		
PATTO005		PATTON BUILDING SERVICES					
I2600488	05/31/26	CLEANING MAY	Open	$533.00	$0.00		
PERRY005		PERRY & ASSOCIATES, CPA'S					
P2600017	02/26/26	FY 2025 AUDIT ENGAGEMENT	Open	$7,750.00	$0.00		
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
I2600502	06/04/26	SFTY CNSLTNG: 5/01 - 5/31/26	Open	$1,474.66	$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
I2600501	06/05/26	MAY SVCS: AFTER-HRS EMERGENCY	Open	$192.76	$0.00		
RAILR005		RAILROAD MGMT CO, IV LLC					
I2600448	05/21/26	RANSON, PIPE SWR LICENSE FEES	Open	$708.70	$0.00		
WAKEF005		REVCO SOLUTIONS					
I2600449	02/28/26	FEB COLLECTIONS	Open	$18.38	$0.00		
I2600450	04/30/26	APR COLLECTIONS	Open	$20.92	$0.00		
			Vendor Total:	**$39.30**			

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CORPO005		CORPORATION OF RANSON	*Account Continued*				
COYNE005		COYNE CHEMICAL INC					
I2600446	05/08/26	CES PACL 2000	Open	$26,714.42	$0.00		
I2600482	05/28/26	CES PACL 2035	Open	$6,441.60	$0.00		
			Vendor Total:	**$33,156.02**			
DELLM005		DELL MARKETING L.P.					
P2600228	06/01/26	DELL KEYBOARD/MOUSE-OFFICE	Open	$129.48	$0.00		
DIWGR005		DIW GROUP, INC					
I2600459	05/27/26	CTUB GENERAL SERVICES	Open	$725.00	$0.00		
I2600460	05/27/26	FOUNDRY CENTRE	Open	$633.75	$0.00		
I2600461	05/27/26	KINGS CROSSING	Open	$845.00	$0.00		
I2600462	05/27/26	PRESIDENTS POINTE PHASE 5	Open	$84.50	$0.00		
I2600463	05/27/26	SHENANDOAH SPRINGS	Open	$380.25	$0.00		
I2600464	05/27/26	NORBORNE GLEBE	Open	$5,999.50	$0.00		
I2600465	05/27/26	RIVERPOINTE	Open	$4,647.50	$0.00		
I2600466	05/27/26	BEALLAIR	Open	$3,633.50	$0.00		
I2600467	05/28/26	MEDIA FARMS	Open	$1,183.00	$0.00		
I2600468	05/27/26	BIRDHILL MEADOWS MEETING	Open	$84.50	$0.00		
			Vendor Total:	**$18,216.50**			
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
I2600499	05/31/26	M.EATON HEP B VACCINE	Open	$75.00	$0.00		
ERA00005		ERA					
P2600223	05/29/26	pH TESTING FOR CTWWTP	Open	$328.43	$0.00		
FREDE010		FREDERICK COUNTY VA SHERIFF					
I2600483	05/26/26	WV# B55870	Open	$100.00	$0.00		
GERAL005		GERALD TAYLOR CO., INC.					
I2600447	05/26/26	PUMP / TRANSPORT	Open	$558.82	$0.00		
I2600484	05/31/26	PUMP / TRANSPORT	Open	$886.60	$0.00		
I2600485	05/31/26	TRANSPORT	Open	$871.20	$0.00		
			Vendor Total:	**$2,316.62**			
GUTTM005		GUTTMAN ENERGY					
I2600442	05/24/26	W/E 5/24/26	Open	$3,241.28	$0.00		
I2600486	05/31/26	W/E 5/31/26	Open	$1,588.58	$0.00		
			Vendor Total:	**$4,829.86**			
GWIND005		GWIN DOBSON & FOREMAN INC					
I2600511	05/31/26	WW RETAINER EVITTS RUN	Open	$2,654.26	$0.00		
I2600513	05/31/26	PROJ: 24046 CTWWTP UPGRADE	Open	$47,178.20	$0.00		
I2600514	05/31/26	PROJ: 25052 FS PS UPGRADE	Open	$7,314.00	$0.00		
I2600515	05/31/26	PROJ: 25080 WTP PILOT STUDY	Open	$683.00	$0.00		
			Vendor Total:	**$57,829.46**			
HACHC005		HACH COMPANY					

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *06/10/26 to 06/30/26*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
WILLI015		ALL AMERICAN PAVING					
I2600492	06/01/26	ASPHALT: 3/9, 3/18, 3/25/26	Open	$13,279.00	$0.00		
I2600493	06/01/26	ASPHALT: 4/02 - 4/22/26	Open	$14,970.00	$0.00		
			Vendor Total:	**$28,249.00**			
AMERI015		AMERIGAS PROPANE LP					
I2600473	05/31/26	TANK RENTAL: RT 9W	Open	$136.81	$0.00		
I2600474	05/31/26	TANK RENTAL: WOODLAWN	Open	$136.81	$0.00		
I2600475	05/31/26	TANK RENTAL: RT 9W-PAST GUYS	Open	$64.81	$0.00		
I2600476	05/31/26	TANK RENTAL: 257 CRANES LN	Open	$65.21	$0.00		
I2600477	05/31/26	TANK RENTAL: OFF JEFF AVE	Open	$172.88	$0.00		
I2600478	05/31/26	PROPANE: 303 S MARSHALL ST	Open	$161.16	$0.00		
			Vendor Total:	**$737.68**			
CENTR005		CENTRISYS CORPORATION					
P2600098	03/25/26	CS21-4 SPARE ROTATING ASSEMBLY	Open	$157,220.00	$0.00		
CHAMP005		CHAMPION OUTPUT SOLUTIONS INC					
I2600505	05/30/26	PRINTING SVCS MAY	Open	$3,210.77	$0.00		
I2600506	05/30/26	POSTAGE 4 PRINTING SVCS MAY	Open	$8,214.91	$0.00		
I2600507	05/30/26	PERF PAPER	Open	$54.39	$0.00		
			Vendor Total:	**$11,480.07**			
CITYN005		CITY NATIONAL BANK					
I2600479	06/03/26	LOCKBOX SVCS: MAY	Open	$192.40	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2600480	06/02/26	APR UTILITIES@ 661 S GEORGE ST	Open	$1,695.53	$0.00		
I2600509	06/10/26	UB COLLECTIONS MAY	Open	$23,323.41	$0.00		
I2600512	06/10/26	JUL RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
			Vendor Total:	**$27,568.94**			
COMPR005		COMPRESSED AIR SERVICES, INC					
P2600231	06/02/26	COMPRESSOR SERVICE	Open	$994.32	$0.00		
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
I2600481	06/01/26	JUN 2026 PROFF SVCS	Open	$7,000.00	$0.00		
COREM005		CORE & MAIN INC					
P2600126	04/22/26	202 W WASHINGTON ST NEW METER	Open	$192.17	$0.00		
P2600207	05/20/26	WATER STOCK	Open	$2,669.41	$0.00		
P2600221	05/28/26	COLLECTIONS STOCK	Open	$1,886.74	$0.00		
			Vendor Total:	**$4,748.32**			
CORPO005		CORPORATION OF RANSON					
I2600510	06/10/26	MAY UT COLLECTIONS	Open	$4,872.58	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, June 10, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - June 24, 2026 at 4:00 P.M.

Attachments:

Revenue & Expense March 2026.pdf
Revenue & Expense April 2026.pdf

Charles Town Water Department
Revenue & Expense Summary
March 31, 2026
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
3,770,000	Metered Sales - Residential	2,827,500	2,744,875	(82,625)
1,805,000	Metered Sales - Commercial	1,353,750	1,282,873	(70,877)
65,000	Metered Sales - Glen Haven/Cavaland	48,750	47,414	(1,336)
40,000	Sale for Resale - Bulk Water	30,000	21,890	(8,110)
90,000	Customer Penalties	67,500	59,455	(8,045)
30,000	Misc. Service Rev - Reconnection / Tap Fees	22,500	18,540	(3,960)
565,000	Tank Lot Rental Income (Non-Operating)	423,750	447,261	23,511
355,000	Interest Income (Non-Operating)	266,250	269,264	3,014
34,000	Sinking Fund Income (Non-Operating)	25,500	21,556	(3,944)
40,000	Miscellaneous Income (Non-Operating)	30,000	11,784	(18,216)
6,794,000	**TOTAL REVENUES**	5,095,500	4,924,912	(170,588)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	11,250	2,546	(8,704)
65,000	WS - Maint of Water Source	48,750	46,161	(2,589)
560,000	WT - Salaries & Wages - Operations Labor	420,000	374,369	(45,631)
170,000	WT - Power & Fuel	127,500	116,660	(10,840)
11,000	WT - Power & Fuel - GH/CAV	8,250	6,804	(1,446)
205,000	WT - Chemical Expense	153,750	148,913	(4,837)
30,000	WT - Testing	22,500	21,138	(1,362)
45,000	WT - Materials & Supplies Expense	33,750	30,655	(3,095)
6,500	WT - Materials & Supplies Expense - GH/CAV	4,875	4,367	(508)
50,000	WT - Sludge Hauling	37,500	34,134	(3,366)
110,000	WT - Maint of Water Treatment Plant	82,500	80,528	(1,972)
17,000	WT - Maint of Water Plant - GH/CAV	12,750	11,086	(1,664)
6,000	WT - Licenses & Subscriptions	4,500	4,016	(484)
485,000	TD - Salaries & Wages - Maintenance Labor	363,750	352,065	(11,685)
25,000	TD - Materials & Supplies Expense	18,750	16,729	(2,021)
110,000	TD - Maint of Dist Reservoir & Standpipes	82,500	65,896	(16,604)
90,000	TD - Maint of Mains	67,500	59,604	(7,896)
210,000	TD - Maint of Services	157,500	157,595	95
360,000	TD - Maint of Meters	270,000	289,702	19,702
38,000	TD - Maint of Hydrants	28,500	22,306	(6,194)
15,000	TD - Maint of Equipment	11,250	5,074	(6,176)
212,000	CA - Salaries & Wages	159,000	146,655	(12,345)
85,000	CA - Billing Expense	63,750	54,265	(9,485)
120,000	CA - Credit Card Processing Fees	90,000	77,220	(12,780)
52,000	CA - Licenses & Subscriptions (includes Sensus)	39,000	17,790	(21,210)
15,000	CA - Bad Debt Expense	11,250	7,895	(3,355)
175,000	GA - Salaries & Wages	131,250	113,297	(17,953)
3,750	GA - Director Compensation	2,813	2,375	(438)
235,000	GA - Employee Insurance & Benefits	176,250	163,265	(12,985)
128,880	GA - Employee Pension Expense	96,660	82,307	(14,353)

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109,739	GA - Payroll Taxes - FICA Tax Expense	82,304	76,755	(5,550)
10,872	GA - OPEB (Other Post Employment Benefits)	8,154	7,656	(498)
25,925	GA - Employee 457 Expense	19,444	18,156	(1,288)
45,000	GA - Office Supplies & Expense	33,750	26,769	(6,981)
20,000	GA - Travel, Training, & Education	15,000	12,543	(2,457)
10,000	GA - Uniform Expense	7,500	6,786	(714)
25,000	GA - Computer - Technology Expense	18,750	10,402	(8,348)
35,000	GA - Maint. of General Property	26,250	20,898	(5,352)
20,000	GA - Licenses & Subscriptions	15,000	8,904	(6,096)
25,000	GA - Contractual Services - Engineering	18,750	8,967	(9,784)
25,000	GA - Contractual Services - Accounting	18,750	16,825	(1,925)
95,000	GA - Contractual Services - Legal	71,250	57,023	(14,227)
95,000	GA - Contractual Services - Other	71,250	63,483	(7,767)
15,300	GA - Rental of Building	11,475	12,750	1,275
80,000	GA - Transportation Expense	60,000	57,558	(2,442)
95,000	GA - Insurance	71,250	67,377	(3,874)
25,000	GA - Worker's Comp	18,750	18,465	(285)
30,000	GA - Regulatory Commission Expense	22,500	4,886	(17,614)
2,500	GA - Bond Administration Fees	1,875	1,933	58
3,500	GA - Bond Service Fees	2,625	2,195	(430)
15,000	GA - Misc. General Expense	11,250	7,700	(3,550)
5,000	GA - Advertising & Publication Expense	3,750	3,707	(43)
343,292	Interest on Long Term Debt (Non-Operating)	257,469	294,634	37,165
-	Interest Expense - Subscriptions	-	3,019	3,019
1,328,615	Depreciation Expense (Non-Cash)	996,461	996,461	-
6,134,874	**TOTAL EXPENSES**	4,601,155	4,321,267	(279,888)
659,126	Excess (Deficit)	494,345	603,645	

Board request 5/8/2024	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 03/31/2026***	1,166,104	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/25	933,984	
	Disbursements To Date	(5,960,055)	
	Expenses	4,321,267	
	Deposits To Date	5,342,120	
	Revenues	(4,924,912)	
	OPERATING CASH BALANCE @ 03/31/2026	316,050	
		316,050	Water
		(0)	Operating
Added to report in 2019	**OTHER CASH (BANK) ACCOUNT BALANCES**		
	Water Capacity Improvement Fund	9,395,378	
	Water Renewal & Replacement Fund	1,304,297	
	Water Working Capital Fund	458,603	

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Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,126,000	CTUB Service Revenue	2,344,500	2,299,619	(44,881)
2,000,000	Ranson Revenue	1,500,000	1,489,277	(10,723)
2,756,000	JCPSD Revenue	2,067,000	2,005,409	(61,591)
45,000	Customer Penalties	33,750	33,827	77
40,000	Customer Penalties - RA	30,000	22,929	(7,071)
50,000	Customer Penalties - PSD	37,500	31,152	(6,348)
30,000	Misc. Sewer Revenues (Non-Operating)	22,500	23,093	593
400,000	Interest Income (Non-Operating)	300,000	298,371	(1,629)
61,000	Sinking Fund Income (Non-Operating)	45,750	32,779	(12,971)
8,508,000	**TOTAL REVENUES**	6,381,000	6,236,457	(144,544)
	EXPENSES			
18,000	CS - Materials & Supplies Expense	13,500	12,336	(1,164)
110,000	CS - Maint of Service Connections	82,500	72,912	(9,588)
140,000	CS - Maint of Collecting & Trans. Mains	105,000	77,946	(27,054)
530,000	PS - Salaries & Wages	397,500	393,237	(4,263)
170,500	PS - Power & Fuel	127,875	120,187	(7,688)
30,000	PS - Materials & Supplies Expense	22,500	18,873	(3,627)
65,000	PS - Sludge Hauling	48,750	43,217	(5,533)
250,000	PS - Maint of Pump Stations	187,500	180,733	(6,767)
5,000	PS - Maint of Equipment	3,750	89	(3,661)
355,000	TD - Salaries & Wages	266,250	226,119	(40,131)
240,000	TD - Power - CT Plant	180,000	180,102	102
100,000	TD - Power - TUI	75,000	68,716	(6,284)
11,000	TD - Power - Deerfield	8,250	2,972	(5,278)
150,000	TD - Chemical Expense - CT	112,500	97,099	(15,402)
55,000	TD - Chemical Expense - TUI	41,250	36,895	(4,356)
75,000	TD - Testing - CT	56,250	41,968	(14,282)
14,000	TD - Testing - TUI	10,500	7,785	(2,715)
80,000	TD - Materials & Supplies Expense	60,000	50,887	(9,113)
30,000	TD - Sludge Hauling - TUI	22,500	19,503	(2,997)
130,000	TD - Maint. Burns Farm	97,500	72,800	(24,700)
190,000	TD - Maint. Treatment Plant - CT	142,500	110,068	(32,432)
170,000	TD - Maint. Treatment Plant - TUI	127,500	107,918	(19,582)
30,000	TD - Maint. Treatment Plant - Deerfield	22,500	14,285	(8,215)
15,000	TD - Licenses & Subscriptions	11,250	-	(11,250)
320,000	CA - Billing & Acct Labor	240,000	226,924	(13,076)
100,000	CA - Billing Expense	75,000	59,667	(15,333)
120,000	CA - Credit Card Processing Fees	90,000	77,220	(12,780)
30,000	CA - Licenses & Subscriptions	22,500	17,589	(4,911)
25,000	CA - Bad Debt Expense	18,750	15,782	(2,968)
260,000	GA - Salaries & Wages	195,000	177,698	(17,302)
3,750	GA - Director Compensation	2,813	2,375	(438)
258,000	GA - Employee Insurance & Benefits	193,500	187,570	(5,930)
131,850	GA - Employee Pension Expense	98,888	89,929	(8,959)
112,264	GA - Payroll Taxes - FICA Tax Expense	84,198	78,547	(5,651)
3,500	GA - OPEB (Other Post Employment Benefits)	2,625	1,663	(962)
27,445	GA - Employee 457 Expense	20,584	19,952	(632)

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45,000	GA - Office Supplies & Expense	33,750	27,225	(6,525)
35,000	GA - Travel, Training, & Education	26,250	26,141	(109)
15,000	GA - Uniform Expense	11,250	6,045	(5,205)
25,000	GA - Computer - Technology Expense	18,750	9,722	(9,028)
35,000	GA - Maint. of General Property	26,250	15,316	(10,934)
24,000	GA - Licenses & Subscriptions	18,000	12,236	(5,764)
30,000	GA - Contractual Services - Engineering	22,500	8,322	(14,178)
35,000	GA - Contractual Services - Accounting	26,250	14,875	(11,375)
180,000	GA - Contractual Services - Legal	135,000	118,722	(16,278)
95,000	GA - Contractual Services - Other	71,250	65,176	(6,074)
15,300	GA - Rental of Building	11,475	12,750	1,275
135,000	GA - Transportation Expense	101,250	98,534	(2,716)
110,000	GA - Insurance	82,500	67,377	(15,124)
24,000	GA - Worker's Comp	18,000	17,883	(117)
40,000	GA - Regulatory Commission Expense	30,000	22,054	(7,946)
50,000	GA - Bond Administration Fees	37,500	34,348	(3,152)
5,000	GA - Bond Service Fees	3,750	1,913	(1,837)
20,000	GA - Misc. General Expense	15,000	11,768	(3,232)
5,000	GA - Advertising & Publication Expense	3,750	2,029	(1,721)
571,124	Interest on Long Term Debt (Non-Operating)	428,343	291,093	(137,250)
-	Interest Expense - Subscriptions	-	3,019	3,019
2,411,199	Depreciation Expense (Non-Cash)	1,808,399	1,808,399	-
8,260,932	**TOTAL EXPENSES**	6,195,699	5,586,504	(609,194)
247,068	Excess (Deficit)	185,301	649,952	

Board request 5/8/2024	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 03/31/2026***	2,949,935	
	Grant Revenue - WDA EEGF - ***Funds Rec. as of 03/31/2026***	1,077,000	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/25	3,372,905	
	Disbursements To Date	(6,869,785)	
	Expenses	5,586,504	
	Deposits To Date	6,554,665	
	Revenues	(10,263,391)	
	OPERATING CASH BALANCE @ 03/31/2026	3,057,784	
		3,057,784	Sewer
		0	Operating
Added to repo in 2019	**OTHER CASH (BANK) ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	11,285,043	
	Sewer Renewal & Replacement Fund	1,398,226	
	Sewer Working Capital Fund	772,946	

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Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
3,770,000	Metered Sales - Residential	3,141,667	3,018,957	(122,710)
1,805,000	Metered Sales - Commercial	1,504,167	1,432,322	(71,845)
65,000	Metered Sales - Glen Haven/Cavaland	54,167	51,927	(2,240)
40,000	Sale for Resale - Bulk Water	33,333	22,684	(10,649)
90,000	Customer Penalties	75,000	65,982	(9,018)
30,000	Misc. Service Rev - Reconnection / Tap Fees	25,000	20,230	(4,770)
565,000	Tank Lot Rental Income (Non-Operating)	470,833	496,828	25,995
355,000	Interest Income (Non-Operating)	295,833	298,397	2,564
34,000	Sinking Fund Income (Non-Operating)	28,333	21,556	(6,778)
40,000	Miscellaneous Income (Non-Operating)	33,333	15,069	(18,264)
6,794,000	**TOTAL REVENUES**	5,661,667	5,443,951	(217,715)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	12,500	2,546	(9,954)
65,000	WS - Maint of Water Source	54,167	48,030	(6,137)
560,000	WT - Salaries & Wages - Operations Labor	466,667	412,593	(54,074)
170,000	WT - Power & Fuel	141,667	124,292	(17,375)
11,000	WT - Power & Fuel - GH/CAV	9,167	8,059	(1,108)
205,000	WT - Chemical Expense	170,833	171,225	392
30,000	WT - Testing	25,000	21,273	(3,727)
45,000	WT - Materials & Supplies Expense	37,500	31,681	(5,819)
6,500	WT - Materials & Supplies Expense - GH/CAV	5,417	4,656	(761)
50,000	WT - Sludge Hauling	41,667	38,024	(3,642)
110,000	WT - Maint of Water Treatment Plant	91,667	86,534	(5,132)
17,000	WT - Maint of Water Plant - GH/CAV	14,167	12,188	(1,979)
6,000	WT - Licenses & Subscriptions	5,000	4,016	(984)
485,000	TD - Salaries & Wages - Maintenance Labor	404,167	384,637	(19,530)
25,000	TD - Materials & Supplies Expense	20,833	18,684	(2,150)
110,000	TD - Maint of Dist Reservoir & Standpipes	91,667	66,265	(25,402)
90,000	TD - Maint of Mains	75,000	74,315	(685)
210,000	TD - Maint of Services	175,000	174,962	(38)
360,000	TD - Maint of Meters	300,000	313,123	13,123
38,000	TD - Maint of Hydrants	31,667	25,302	(6,364)
15,000	TD - Maint of Equipment	12,500	5,074	(7,426)
212,000	CA - Salaries & Wages	176,667	161,763	(14,903)
85,000	CA - Billing Expense	70,833	56,603	(14,231)
120,000	CA - Credit Card Processing Fees	100,000	87,696	(12,304)
52,000	CA - Licenses & Subscriptions (includes Sensus)	43,333	17,790	(25,543)
15,000	CA - Bad Debt Expense	12,500	11,451	(1,049)
175,000	GA - Salaries & Wages	145,833	118,543	(27,291)
3,750	GA - Director Compensation	3,125	2,875	(250)
235,000	GA - Employee Insurance & Benefits	195,833	178,735	(17,098)
128,880	GA - Employee Pension Expense	107,400	90,119	(17,281)

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109,739	GA - Payroll Taxes - FICA Tax Expense	91,449	83,811	(7,638)
10,872	GA - OPEB (Other Post Employment Benefits)	9,060	8,480	(580)
25,925	GA - Employee 457 Expense	21,604	19,805	(1,799)
45,000	GA - Office Supplies & Expense	37,500	31,720	(5,780)
20,000	GA - Travel, Training, & Education	16,667	14,189	(2,478)
10,000	GA - Uniform Expense	8,333	7,961	(372)
25,000	GA - Computer - Technology Expense	20,833	11,338	(9,496)
35,000	GA - Maint. of General Property	29,167	21,933	(7,234)
20,000	GA - Licenses & Subscriptions	16,667	10,305	(6,362)
25,000	GA - Contractual Services - Engineering	20,833	8,967	(11,867)
25,000	GA - Contractual Services - Accounting	20,833	16,825	(4,008)
95,000	GA - Contractual Services - Legal	79,167	67,173	(11,993)
95,000	GA - Contractual Services - Other	79,167	76,189	(2,977)
15,300	GA - Rental of Building	12,750	14,025	1,275
80,000	GA - Transportation Expense	66,667	67,070	404
95,000	GA - Insurance	79,167	67,377	(11,790)
25,000	GA - Worker's Comp	20,833	20,227	(606)
30,000	GA - Regulatory Commission Expense	25,000	4,886	(20,114)
2,500	GA - Bond Administration Fees	2,083	1,933	(150)
3,500	GA - Bond Service Fees	2,917	2,195	(721)
15,000	GA - Misc. General Expense	12,500	8,086	(4,414)
5,000	GA - Advertising & Publication Expense	4,167	5,207	1,040
343,292	Interest on Long Term Debt (Non-Operating)	286,077	294,634	8,557
-	Interest Expense - Subscriptions	-	3,019	3,019
1,328,615	Depreciation Expense (Non-Cash)	1,107,179	1,107,179	-
6,134,874	**TOTAL EXPENSES**	5,112,395	4,727,587	(384,808)
659,126	Excess (Deficit)	549,272	716,365	

Board request 5/8/2024	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 04/30/2026***	1,329,711	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/25	933,984	
	Disbursements To Date	(6,673,748)	
	Expenses	4,727,587	
	Deposits To Date	6,094,292	
	Revenues	(5,443,951)	
	OPERATING CASH BALANCE @ 04/30/2026	354,528	
		354,528	Water
		(0)	Operating
Added to report in 2019	**OTHER CASH (BANK) ACCOUNT BALANCES**		
	Water Capacity Improvement Fund	9,580,893	
	Water Renewal & Replacement Fund	1,134,782	
	Water Working Capital Fund	459,663	

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Annual Budget		Y-T-D Budget	Y-T-D Actual	Variance
	REVENUES			
3,126,000	CTUB Service Revenue	2,605,000	2,556,860	(48,140)
2,000,000	Ranson Revenue	1,666,667	1,660,801	(5,866)
2,756,000	JCPSD Revenue	2,296,667	2,229,220	(67,447)
45,000	Customer Penalties	37,500	37,463	(37)
40,000	Customer Penalties - RA	33,333	25,696	(7,637)
50,000	Customer Penalties - PSD	41,667	34,280	(7,386)
30,000	Misc. Sewer Revenues (Non-Operating)	25,000	29,924	4,924
400,000	Interest Income (Non-Operating)	333,333	333,282	(52)
61,000	Sinking Fund Income (Non-Operating)	50,833	33,988	(16,845)
8,508,000	**TOTAL REVENUES**	7,090,000	6,941,515	(148,485)
	EXPENSES			
18,000	CS - Materials & Supplies Expense	15,000	13,846	(1,154)
110,000	CS - Maint of Service Connections	91,667	86,093	(5,574)
140,000	CS - Maint of Collecting & Trans. Mains	116,667	81,446	(35,221)
530,000	PS - Salaries & Wages	441,667	431,662	(10,004)
170,500	PS - Power & Fuel	142,083	138,046	(4,037)
30,000	PS - Materials & Supplies Expense	25,000	20,353	(4,647)
65,000	PS - Sludge Hauling	54,167	45,433	(8,733)
250,000	PS - Maint of Pump Stations	208,333	200,617	(7,716)
5,000	PS - Maint of Equipment	4,167	89	(4,077)
355,000	TD - Salaries & Wages	295,833	253,227	(42,606)
240,000	TD - Power - CT Plant	200,000	201,267	1,267
100,000	TD - Power - TUI	83,333	75,688	(7,645)
11,000	TD - Power - Deerfield	9,167	3,190	(5,976)
150,000	TD - Chemical Expense - CT	125,000	107,834	(17,166)
55,000	TD - Chemical Expense - TUI	45,833	41,199	(4,634)
75,000	TD - Testing - CT	62,500	46,722	(15,778)
14,000	TD - Testing - TUI	11,667	8,678	(2,988)
80,000	TD - Materials & Supplies Expense	66,667	56,631	(10,036)
30,000	TD - Sludge Hauling - TUI	25,000	20,286	(4,714)
130,000	TD - Maint. Burns Farm	108,333	78,688	(29,645)
190,000	TD - Maint. Treatment Plant - CT	158,333	116,021	(42,312)
170,000	TD - Maint. Treatment Plant - TUI	141,667	111,242	(30,424)
30,000	TD - Maint. Treatment Plant - Deerfield	25,000	15,291	(9,709)
15,000	TD - Licenses & Subscriptions	12,500	-	(12,500)
320,000	CA - Billing & Acct Labor	266,667	249,910	(16,757)
100,000	CA - Billing Expense	83,333	62,666	(20,667)
120,000	CA - Credit Card Processing Fees	100,000	87,696	(12,304)
30,000	CA - Licenses & Subscriptions	25,000	17,589	(7,411)
25,000	CA - Bad Debt Expense	20,833	20,278	(555)
260,000	GA - Salaries & Wages	216,667	189,409	(27,258)
3,750	GA - Director Compensation	3,125	2,875	(250)
258,000	GA - Employee Insurance & Benefits	215,000	207,853	(7,147)
131,850	GA - Employee Pension Expense	109,875	98,675	(11,200)
112,264	GA - Payroll Taxes - FICA Tax Expense	93,553	86,252	(7,301)
3,500	GA - OPEB (Other Post Employment Benefits)	2,917	1,852	(1,065)
27,445	GA - Employee 457 Expense	22,871	21,791	(1,079)

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45,000	GA - Office Supplies & Expense	37,500	32,182	(5,318)
35,000	GA - Travel, Training, & Education	29,167	30,367	1,200
15,000	GA - Uniform Expense	12,500	6,498	(6,002)
25,000	GA - Computer - Technology Expense	20,833	10,658	(10,175)
35,000	GA - Maint. of General Property	29,167	16,029	(13,138)
24,000	GA - Licenses & Subscriptions	20,000	12,498	(7,502)
30,000	GA - Contractual Services - Engineering	25,000	11,660	(13,340)
35,000	GA - Contractual Services - Accounting	29,167	14,875	(14,292)
180,000	GA - Contractual Services - Legal	150,000	137,899	(12,101)
95,000	GA - Contractual Services - Other	79,167	77,882	(1,284)
15,300	GA - Rental of Building	12,750	14,025	1,275
135,000	GA - Transportation Expense	112,500	108,150	(4,350)
110,000	GA - Insurance	91,667	67,377	(24,290)
24,000	GA - Worker's Comp	20,000	19,577	(423)
40,000	GA - Regulatory Commission Expense	33,333	22,134	(11,200)
50,000	GA - Bond Administration Fees	41,667	34,348	(7,319)
5,000	GA - Bond Service Fees	4,167	1,913	(2,254)
20,000	GA - Misc. General Expense	16,667	12,344	(4,322)
5,000	GA - Advertising & Publication Expense	4,167	2,325	(1,842)
571,124	Interest on Long Term Debt (Non-Operating)	475,937	291,093	(184,844)
-	Interest Expense - Subscriptions	-	3,019	3,019
2,411,199	Depreciation Expense (Non-Cash)	2,009,333	2,009,333	-
8,260,932	**TOTAL EXPENSES**	6,884,110	6,136,579	(747,530)
247,068	Excess (Deficit)	205,890	804,935	

Board request 5/8/2024	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**		
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 04/30/2026***	3,399,435	
	Grant Revenue - WDA EEGF - ***Funds Rec. as of 04/30/2026***	1,077,000	
	OPERATING CASH ACCOUNT		
	Reconciliation to Cash:		
	Cash Balance @ 6/30/25	3,372,905	
	Disbursements To Date	(7,633,704)	
	Expenses	6,136,579	
	Deposits To Date	7,190,389	
	Revenues	(11,417,950)	
	OPERATING CASH BALANCE @ 04/30/2026	2,929,590	
		2,929,590	Sewer
		(0)	Operating
Added to repo in 2019	**OTHER CASH (BANK) ACCOUNT BALANCES**		
	Sewer Capacity Improvement Fund	10,907,793	
	Sewer Renewal & Replacement Fund	1,467,031	
	Sewer Working Capital Fund	774,731	