CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JUNE 24, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of June 10, 2026 Regular Meeting Minutes
   UB Minutes 06.10.26.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/81930653380?pwd=9IZxeAfee59yk30Oc46saxwfQ2MRsL.1

   Meeting ID:819 3065 3380
   Passcode: 558445
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Case 25-1000-LRR-WS-C - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   b. Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code §6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.
   c. Update on Aluminum Translator Study for Charles Town Wastewater Treatment Plant
   d. CTUB Board Memorandum - Revised Proposal to Establish Strategic Initiatives Working Group
   Board Memo - Proposed Strategic Initiatives Working Group REVISED.pdf

e. Summit Point Motorsports Park Utility Service Project - Discussion & Next Steps

4. **NEW BUSINESS**
   a. Cooley Public Strategies Contract Renewal
      CTUB and CPS Amendment no. 3.pdf
   b. Presentation and Discussion by Cooley Public Strategies on Draft Analysis and Dashboards - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   c. Sewer Alternate Mainline Extension Agreement for Ghazwa Forest - Draft
      Draft Ghazwa Forest Sewer AMEA.pdf
   d. Collection System Project - Resolution No. 33 - CIF Payment No 25, Pay Application No. 15
      Collection System Project - Resolution No. 33.pdf
   e. Collection System Project - Resolution No.34 - CIF No. 26
      Collection System Project - Resolution No. 34.pdf
   f. Collections System Project - Change Order No. 5
      C.O. No. 5 - Forrest and MHAPS-16.pdf
   g. Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure
      WV Code Section 8-18-22.pdf
      PSC Sewer Rule 6.1.6..pdf
      County Subdivision Regulations - Division 3.pdf
      CCT 912.03.pdf
      CR 13-22.pdf
   h. Personnel Matters – The Board anticipates going into Executive Session under the provision of WV State Code § 6-9A-4(b)(2)(A) to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee.

5. **MANAGER REPORTS**

a. Manager Report
b. Chairman Report
c. Engineering Report

6. **APPROVAL OF BILLS**
   a. June 24, 2026
      Board Report 06.24.26.pdf

7. **ADJOURNMENT**

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

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of June 10, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 06.10.26.pdf

Charles Town Utility Board
Regular Board Meeting
June 10, 2026

The Charles Town Utility Board held a regular meeting on June 10, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer and Patrick Kratovil. Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Commissioner Mike Mood, County Commission Liaison (Zoom).

Heidi Parker and Cindy Wilson, Legal Counsel, were both 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 27, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the May 27, 2026 regular meeting minutes.

Action: **Motion made by Mr. Kratovil, second by Mr. Maxey, the Board unanimously approved the May 27, 2026 regular meeting minutes as presented. Mr. Pierson abstained from voting as he was absent from that meeting.**

PUBLIC COMMENT

Public comment was received from Jacquelyn Milliron and Christine Wimer.

UNFINISHED BUSINESS

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

Mr. Mantello provided the initial brief has been filed and a reply brief is due by June 15th with a final order by July 6th.

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.

There were no updates.

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

Evitts Run Sewer Line Report from GDF

Chris Eckenrode provided a brief summary on the Evitts Run 18-inch gravity sewer main replacement during the Collection System project. The Board provided discussions.

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

NEW BUSINESS

Resolution 2026-02 – FY27 Budget – Draft

Mrs. Shultz briefed the Board on the FY 2027 water and sewer operating budgets. She mentioned she will work with Mr. Eckenrode to have a draft Capital Improvement Plan ready for the July meeting. Mrs. Shultz also provided she will begin working with the consultant to gather data for the Rate Study. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Resolution 2026-02 FY 2027 Operating Budgets as presented.**

Maintenance Building Bid Opening and Recommendation

Mr. Eckenrode provided the bid opening for the project was May 22nd receiving three bids. He recommended the Board move forward with the lowest bidder, W. Harley Miller, Contractors out of Martinsburg, WV totaling $1.36 million.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved to proceed with Notice of Intent to Award W. Harley Miller, Contractors for $1.36 million.**

Influent Sampling Plan/WWTP Design Update

Mr. Dave Pederson with GDF presented an overview of the proposed influent sampling plan in the collection system to help locate the sources for the high levels of Ammonia and BOD and how critical it is for the Charles Town wastewater treatment plant expansion design. The sampling plan costs an estimated $160,000. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Pierson, the Board unanimously approved the Influent Sampling Plan to reveal the source of the high Ammonia and BOD levels.**

Aluminum Translator Study for Charles Town Wastewater Treatment Plant

Mr. Mantello provided a proposal from Potesta & Associates to provide services for in-stream sampling for Aluminum within Evitts Run of the Shenandoah River. He mentioned the proposal is to collect additional samples to complete the dataset necessary for the development of a site-specific aluminum translator to give more leeway in the NPDES permit. Mr. Mantello provided this is an extension to the study approved a couple of months ago. The Board provided discussions.

Action: **Motion made by Mr. Maxey to authorize Potesta to complete the Aluminum Translator Study. Mr. Pierson second and amended the motion to include any added costs. After discussions, the motion failed due to a 0-3 vote.**

Mr. Mantello suggested getting an evaluation of what has already been done relating to the study before proceeding.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling this item until an update on the study is provided before proceeding with any additional expenditures.**

Quote for Kings Crossing Spare Pump

Mr. Mantello mentioned there have been a number of issues at the Kings Crossing pump station and in preparation of taking over that station, staff would like to purchase a spare pump. However, at this time, he would like to pause the purchase until ownership is complete due to warranty purposes.

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

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

Mr. Mantello provided quotes for the Deerfield wastewater treatment plant needed upgrades.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the quotes for Deerfield as submitted.**

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

Mr. Mantello briefed the Board on a cracked influent pump that needs replaced in addition to a spare influent pump. He mentioned he will submit the replacement pump as an insurance claim in hopes of reimbursement. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the purchase of two influent pumps.**

Mrs. Shultz requested the budget motion be amended to remove the $160,000 for the influent sampling from the sewer testing line item and move to the Capital Improvement Plan.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved amending the recently approved budget to remove the $160,000 in sampling.**

CTUB Board Memorandum – Proposal to Establish Strategic Initiatives Working Group

Mr. Mantello provided a proposal to establish a strategic initiatives working group composed of CTUB staff, contracted consultants and a Board member liaison for strategic communications planning, public outreach, crisis communications and long-range planning. The Board provided discussions and suggested a staff only group, without a Board member, and bring the groups ideas back to the Board for discussions at least once a month. Mr. Mantello will revise his memorandum and bring back to the Board next meeting.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling the proposal until the next meeting to allow for changes discussed by the Board.**

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the Locust Hill ponds and aerators, Jefferson County Administrator meet and greet, the Summit Point service extension, Collection System Project issues with RK&K, 2025 Consumer Confidence Reports, a new water treatment plant operator and update on the blower issues at the Charles Town wastewater treatment plant.

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

Chairman Report

The Chairman provided the City Council will be discussing Utility Service Areas, focusing on the Summit Point area, at their June 15th meeting and invited Mr. Mantello to attend.

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

Engineering Report

Mr. Eckenrode provided in the packet a detailed report on the ongoing projects GDF is working on for CTUB. Mr. Pederson provided an update on the flood plain issue for the Charles Town wastewater treatment plant expansion.

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

APPROVAL OF BILLS

June 10, 2026

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

ADJOURNMENT

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

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved to adjourn the meeting at 6:01 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, June 24, 2026 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

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

CHARLES TOWN UTILITY BOARD

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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

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Update on Aluminum Translator Study for Charles Town Wastewater Treatment Plant

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

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

CTUB Board Memorandum - Revised Proposal to Establish Strategic Initiatives Working Group

Attachments:

Board Memo - Proposed Strategic Initiatives Working Group REVISED.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: June 24th, 2026
SUBJECT: **Revised** 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 and presently contracted with CTUB.**

~~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:
The Working Group will provide monthly reporting 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.

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Summit Point Motorsports Park Utility Service Project - Discussion & Next Steps

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

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Charles Town, WV 25414

Cooley Public Strategies Contract Renewal

Attachments:

CTUB and CPS Amendment no. 3.pdf

Amendment #3 to Agreement

This Amendment to Agreement for Consulting services (the "Addendum") dated June 12, 2026, is made between Cooley Public Strategies, LLC ("CPS") and Charles Town Utility Board, ("Client").

Whereas, CPS and Client have entered into a Consulting Service Agreement ("Agreement") dated April 1, 2025.

Whereas, CPS and Client now desire to modify the Agreement. Now, therefore the parties hereto agree as follows:

1. CPS and Client agree to change the term of the agreement to be bill on a month to month basis.
2. All other mutual promises set forth in the Agreement stand without change.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date signed below:

Charles Town Utility Board	**Cooley Public Strategies, LLC**
_____	_____
Name	Name
_____	_____
Title	Title
_____	_____
Date	Date

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

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

CHARLES TOWN UTILITY BOARD

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Sewer Alternate Mainline Extension Agreement for Ghazwa Forest - Draft

Attachments:

Draft Ghazwa Forest Sewer AMEA.pdf

ALTERNATE MAINLINE SEWAGE COLLECTION SYSTEM AGREEMENT

THIS AGREEMENT (the "Agreement") is made and effective this _____day of _____ 2026, by and between the **CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD**, (hereafter, "CTUB") and **GHAZWA FOREST, LLC** (hereafter " the DEVELOPER").

WHEREAS, CTUB has been authorized by City Ordinance Chapter 13, Article II to develop sewage collection and treatment facilities throughout its service area, together with vicinity residents and businesses, with public sewer service; and

WHEREAS, CTUB wishes to make public sewage collection and treatment facilities available to the greatest number of residential, commercial and industrial customers located within the service area as expeditiously as possible; and,

WHEREAS, the DEVELOPER is planning to develop certain lands known as Ghazwa Forest (the "Development") located within CTUB's service territory within Jefferson County for residential development; and,

WHEREAS, the Development will be located to the west of Flowing Springs Road just north of the intersection of Old Country Club Road; and

WHEREAS, the DEVELOPER intends to construct 80 single family units; and

WHEREAS, the DEVELOPER intends to construct On-site and Off-site sewage collection systems on, in the area near to, or adjacent to the Development as approved by CTUB on the Development's Preliminary Plat including approximately 5,250 LF of 8" sewer line, 280 LF of 4" sanitary lateral, and 1,160 LF of 6" sanitary lateral to the point of connection to the existing CTUB sewer system, along with the associated service laterals and manholes (the "Sewage Collection Systems") to service the Residential Lots, which will connect to the sewage collection and pumping system of CTUB; and

WHEREAS, it is in the best interest of the future users of the Development to have public sewer collection facilities available: and

WHEREAS, The Developer has read Rule 7.4 of the Public Service Commission of West Virginia's ("Commission") Rules for the Government of Sewer Utilities that became effective on March 25, 2023, in its entirety, understands the Rule and chooses to enter into this alternate main line extension agreement and to waive its right to refunds provided thereunder.

DRAFT

NOW, THEREFORE, for and in consideration of the covenants and agreements set forth herein, and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, CTUB and the DEVELOPER agree:

ARTICLE I
DESIGN AND REGULATORY APPROVAL

Section 1.01. The DEVELOPER hereby agrees to employ qualified professional engineers to design the On-site sewage collection system (collectively referred to herein as "Sewage Collection System") for the DEVELOPER'S project, as described in general herein. All designs will be developed at DEVELOPER'S expense and comply with CTUB'S Sewer System Specifications. All designs shall be reviewed and approved by CTUB's engineer prior to submission to the West Virginia Bureau for Public Health and the West Virginia Division of Environmental Protection for permits to construct and prior to the commencement of construction. Neither CTUB or its engineers or agents shall bear any financial or any other responsibility for the design and construction of the Sewage Collection System.

Section 1.02. The DEVELOPER shall, at its own expense, submit the plans and specifications to the appropriate State, Federal, and local agencies for their approval. Any changes in the plans and specifications required by the governmental agencies shall be subject to the approval of CTUB. If requested, plans and specifications shall be submitted to the Commission for review.

ARTICLE II
CONSTRUCTION AND INSPECTION

Section 2.01. The DEVELOPER will construct the entire Sewer Collection System under this Agreement, including but not limited to, all main lines, service lines, pumping facilities, or other necessary appurtenances, for all residential, commercial, or other customers, either proposed or existing, On-site and Off-site as approved by CTUB on the Development's Preliminary Plat at the DEVELOPER'S expense. All construction shall be done in accordance with the approved plans and specifications for the Development and CTUB' s current specifications. The DEVELOPER shall obtain, at its own expense, with the cooperation and support of CTUB, all necessary permits, authorizations and approvals of State, Federal, and local agencies during the construction phase and shall make such changes as are required

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

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

Section 2.04. CTUB shall have the right to have a third-party inspect all work of the DEVELOPER, and its contractors, during all phases of construction to insure adequate installation of the system. The DEVELOPER shall reimburse CTUB for the third-party construction inspection services. All fees shall be paid by the DEVELOPER to CTUB within fifteen (15) days of the date of the inspection services invoice. The inspectors time allocation needs to be coordinated with the contractor's schedule to minimize unnecessary time spent on the site while no sewer utility work is ongoing.

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

Section 2.06. At all times during the construction of said sewer system, the DEVELOPER

shall maintain sole ownership of said sewer system.

Section 2.07. The DEVELOPER shall complete the mainline extension covered by this Agreement within five (5) years from the date of this Agreement. Failure to do so may make this Agreement null and void as to any uncompleted portions of the mainline extension. CTUB reserves the right to require the DEVELOPER to enter into a new agreement, have a design review and secure new permitting for the completion of the Project if sufficient proof can be demonstrated that rules, regulations or surrounding conditions have changed during the five (5) year time frame. Any new agreement will require the approval of the Commission.

ARTICLE III
TRANSFER OF OWNERSHIP

Section 3.01. Upon completion of the construction of the Sewage Collection System, or phase thereof, or parts of phases thereof at the discretion of CTUB, the DEVELOPER shall, with the cooperation and support of CTUB, obtain such State, Federal, and local certifications, authorizations, or approvals as required, at the DEVELOPER'S expense. After said certifications, authorizations or approvals are obtained, and the Sewage Collection System or phase thereof is completed in all respects, the DEVELOPER shall provide CTUB written notice of said completion. As used in this and subsequent Sections, "completed in all respects" includes, but is not limited to: (i) the system or phase thereof being physically complete; (ii) all testing performed by the certifying engineer; (iii) all electrical and mechanical systems inspected and certified by approved factory authorized representatives of the manufacturers; (iv) all systems or phase thereof having passed component validation, start-up and demonstration periods and training performed; (v) all engineers, material men, contractors and subcontractors of the DEVELOPER being paid for their work on said system or phase thereof; (vi) all rights of way, real property and easements required for the operation of the Sewage Collection System or phase thereof are acquired; (vii) all legal disputes regarding the Sewerage Collection System being materially resolved; and (viii) no outstanding liens on the Sewage Collection System or phase thereof existing.

Section 3.02. Upon receipt of the written notice described in Section 3.01, CTUB shall have thirty (30) days to inspect said Sewage Collection System or phase thereof and run such tests, at CTUB's sole expense, as CTUB feels are appropriate and necessary to determine that the Sewage Collection System or phase thereof has been properly designed and constructed using sound engineering and construction standards. Within the thirty (30) day period, CTUB shall provide the

DEVELOPER, in writing, a list of repairs which CTUB reasonably believes are required to cause the Sewage Collection System or phase thereof to comply with the plans and specifications previously approved by CTUB, as may have been modified by the changes required by any applicable State or Federal agency or other City department, and a list of other actions, which the DEVELOPER must take so that the system or phase thereof is completed in all respects in accordance with the approved plans. The DEVELOPER, at its own expense, shall make said reasonable repairs and once said repairs have been made, the DEVELOPER will provide CTUB with an additional written notice as set forth in Section 3.01 and CTUB shall have the same rights as it had upon receipt of the initial notice. The DEVELOPER shall not connect any businesses or structures to the sewer system or phase thereof until it has been fully tested by the engineer and CTUB and all repairs required by CTUB have been made. Notwithstanding the foregoing, if CTUB does not inspect the Sewage Collection System or phase thereof within thirty (30) days after receipt of the written notice described in Section 3.01., CTUB's right to such inspection shall terminate.

Section 3.03. If, after receipt of the notice set forth in Section 3.01, CTUB determines that the Sewage Collection System or phase thereof is completed in all respects, the DEVELOPER shall deliver, and CTUB shall accept, ownership of the Sewage Collection System. The ownership will include any additional required off-site Sewage Collection System necessary to connect to the sewage collection and pumping system built as part of the Development, including rights-of-way, and all real property and easements. The transfer of ownership shall occur no late than fifteen (15) days after the expiration of CTUB' s right of inspection and testing, set forth in Section 3.02. At the time of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB, to the extent that any of the DEVELOPER'S funds are bonded or subject to a letter of credit tied to the Sewage Collection System or phase thereof, DEVELOPER shall retain ownership in such funds and such funds shall be automatically returned to the DEVELOPER upon the termination of any such bond or letter of credit.

Section 3.04. Ownership of the Sewage Collection System or phase thereof and any required additional off-site collection and pumping systems shall be transferred by the DEVELPER to CTUB prior to connection to the sewage facilities built by the DEVELOPER as part of the Development.

Section 3.05. Prior to the transfer of ownership of the Sewage Collection System or phase thereof to CTUB, when the DEVELOPER applies for a building permit to construct a residential, commercial or industrial building in the Development, the DEVELOPER shall pay to CTUB (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable capacity improvement fee pursuant to the approved CTUB tariff. Payments shall be made on the

same date the DEVELOPER applies for a building permit to construct the residential, commercial or industrial building in the Development, which will result in said additional Customer. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once CTUB collects a tap or connection fee in accordance with the terms of this Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the Commission. CTUB's right to either retain the DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

ARTICLE IV
DEVELOPER REIMBURSEMENT

Section 4.01. CTUB will not reimburse the Developer for the installation, cost or any other costs associated with the installation and construction of the Sewage Collection System. Developer expressly waives any right to reimbursement under the Commission's Sewer Rules, 150 CSR 5, Rule 7.4, a copy of which is attached hereto as Exhibit A, and made a part hereof, and understand that CTUB's extension of service outlined in the Agreement herein shall be construed as an exemption to Rule 7.4. The Developer will collect reimbursement through appropriate pricing of real estate within its Development.

Section 4.02. Not later than fifteen (15) business days following the time of the transfer of ownership of the Sewage Collection System or phase thereof as provided in Article III, Developer shall provide CTUB with an itemized accounting of the costs of the Sewage Collection System or phase thereof. The costs shall include, but not limited to, labor, materials, engineering fees and costs of permits. CTUB shall have a right to review copies of the records of Developer relating to the development of the Sewage Collection System and Developer shall, at the request of CTUB, provide CTUB with copies of all invoices relating to the development of the Sewage Collection System or phase thereof. CTUB shall verify the total cost of the Sewage Collection System or phase thereof and shall give notice in writing to Developer of CTUB's calculation of the total cost of the Sewage Collection System or phase thereof (the "Project Cost").

ARTICLE V
CONDITIONS PRECEDENT

Section 5.01. This Agreement and the respective obligations of the parties are expressly conditioned upon the decision by the DEVELOPER, such decision to be made in the sole and absolute discretion of the DEVELOPER, to commence construction of the Development and upon the written approval of this Agreement by the Commission.

Section 5.02. The DEVELOPER waives the right to receive an estimate of the cost of the extension.

Section 5.03. As a condition to obtaining a main extension, the DEVELOPER shall grant CTUB the necessary easements which will allow CTUB to make future extensions into unserved areas. Such future extensions shall not adversely affect the intended use of the Developer's Property nor shall Developer incur any additional cost for granting of said easement or construction within the easement(s). The granting of the necessary easements by the Developer to CTUB shall be made without CTUB being required to pay additional consideration for the additional easements to the DEVELOPER, but shall be in such locations as shown on the approved Preliminary Plat for the Development. CTUB has the right to further extend mains from and beyond the terminus of the mains constructed pursuant to this Agreement. In such an event, the DEVELOPER shall not be entitled to any refund for the connection of customers to such extension.

ARTICLE VI
SUBSEQUENT CONNECTIONS

Section 6.01. The DEVELOPER agrees that after the transfer of the ownership of the Sewage Collection System, or any portion thereof, to CTUB, the DEVELOPER shall be assessed, to the extent DEVELOPER owns the property for which a connection is requested, for each new connection upon the issuance of a sewer availability letter (i) a non-refundable tap and inspection fee pursuant to approved CTUB tariff and (ii) a non-refundable capacity improvement fee pursuant to the approved CTUB tariff. Payments shall be made in accordance with the CTUB specifications and Tariff requirements. Notwithstanding the foregoing, CTUB shall only be entitled to retain a DEVELOPER tap or connection fee if CTUB, using its own resources, actually installs or inspects the tap and/or connection line and physically connects or inspects the connection to the customer's service. Once

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CTUB collects a tap or connection fee in accordance with the terms of this Agreement, CTUB shall not be permitted to collect from the customer any additional tap or service connection fee. CTUB shall only be permitted to collect one tap or connection fee per service connection in accordance with its Tariff on file with the PSC. CTUB's right to either retain DEVELOPER's tap or connection fee deposit or to assess a tap or connection fee from a customer is contingent upon CTUB installing the tap and/or connection line, which physically connects a customer's service to the DEVELOPER's collection system.

Section 6.02. The DEVELOPER hereby agrees that in the event that the DEVELOPER transfers, prior to completion, any portion of DEVELOPER'S land in the Development to any individual, corporation or other entity who will continue to engage in development of said land as contemplated by this Agreement, resulting in additional customers for CTUB, the DEVELOPER shall require, as a term of said transfer, that said individual, corporation or other entity assume the obligations of this Agreement.

ARTICLE VII
REPRESENTATIONS AND WARRANTIES

Section 7.01. The parties represent and warrant that the execution, delivery and performance of this agreement by them has been duly authorized and this agreement constitutes a valid and binding obligation of the parties in force full and accordance with its terms.

Section 7.02. The DEVELOPER represents and warrants that the Sewage Collection System or phase thereof will be designed and constructed in a proper workmanlike manner using sound principles of engineering and construction. The DEVELOPER hereby warrants DEVELOPER'S work on the Sewage Collection System's or phase thereof electrical and mechanical components, pump stations and treatment facilities for one (1) year from the date of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB and, during such period, will make such repairs at the DEVELOPER'S expense, as are needed to maintain the Sewage Collection System or phase thereof in a proper operating condition in accordance with the approved plans therefore. CTUB will be responsible for reasonable maintenance of the system according to sound operating procedures and manufacturer's recommendations. The DEVELOPER will not be responsible for repairs due to CTUB failing to reasonably maintain the system.

Section 7.03. Upon notice from CTUB that all construction and testing requirements have been met, DEVELOPER shall post a one (1) year warranty bond in an amount sufficient to replace

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the system or phase thereof constructed by the DEVELOPER. The amount of the bond shall be 100-percent of the cost of the improvements to be bonded at that time, and shall be for a period of 365 days that will begin on the date ownership of the On-site and Off-site Sewage Collection System or phase thereof is transferred to CTUB, At the conclusion of such one (1) year period, any warranty bond with respect to the Sewage Collection System or phase thereof shall automatically terminate and all bonded funds shall automatically be returned to the DEVELOPER.

ARTICLE VIII
MISCELLANEOUS PROVISIONS

Section 8.01. This Agreement shall in no manner alter or affect presently existing rates, charges, minimums or tariffs of CTUB and the same rates, fees, charges, minimums and tariffs shall apply uniformly to all customers of CTUB. This Agreement shall at all times be subordinate to any present or future trust indentures or other similar liens on the assets of CTUB, and the parties hereto recognize the priority of any such obligations and upon occurrence of default or assumption of operation and control by the trustee or holders of the bonds of CTUB this Agreement shall be subordinate to such obligations.

Section 8.02. Nothing in this Agreement shall be construed to make CTUB or its engineer and agents liable or responsible for any obligations of the DEVELOPER.

Section 8.03. The DEVELOPER hereby agrees to save and indemnify and keep harmless CTUB, its engineer and agents against all liability claims and judgments or demands for damages arising from accidents to third persons occurring prior to the date of the transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, or to property owned by third persons occasioned by the DEVELOPER, its agents, employees, contractors and subcontractors, and against all claims for damages arising from accidents to the DEVELOPER, its agents, employees, contractors and sub-contractors, occasioned by third persons occurring prior to the date of the transfer of the Sewage Collection System to CTUB, except for those legally attributable to CTUB, its engineer or agents, other than the DEVELOPER, or employees of CTUB. The DEVELOPER will defend any and all suits that may be brought against CTUB on account of any such accidents (except those legally attributable to CTUB, its engineer or agents, other than Developer, or employees of CTUB) and will make good to, and reimburse, CTUB for any reasonable, out-of- pocket expenditures (including, but not limited to reasonable legal fees and expenses) that CTUB may make by reason of such accidents.

Section 8.04. The DEVELOPER hereby agrees to save and indemnify and keep harmless

CTUB, its engineer and agents from all claims, demands, causes of action, or suits of whatever nature arising out of the labor and materials used by the DEVELOPER and their contractors or sub-contractors, and from all laborers', materialmen's and mechanics' liens upon the Sewage Collection System or upon the property upon which the Sewage Collection System is located arising out of the labor and materials used by the DEVELOPER and its contractors or sub-contractors, and the DEVELOPER shall keep the Sewage Collection System or phase thereof and said property free and clear of all liens, claims and encumbrances until the time of the transfer of ownership of the Sewage Collection System or phase thereof to CTUB.

Section 8.05. Upon transfer of the ownership of the Sewage Collection System or phase thereof to CTUB, nothing in this Agreement shall be construed to provide the DEVELOPER with any ownership or other interest in the Sewage Collection System or phase thereof which will become the exclusive property of CTUB, or with a right to be reimbursed by CTUB for any and all construction cost, except as provided in this Agreement.

Section 8.06. The DEVELOPER hereby agrees to not pursue any lawsuit, cause of action, or claim of any kind against CTUB regarding insufficient sewage treatment capacity.

Section 8.07. This Agreement constitutes the entire Agreement between CTUB and the DEVELOPER with respect to the matters addressed and may be amended only in a subsequent writing executed by both parties. Any amendment to this Agreement should be submitted to the Commission for review and/or approval.

Section 8.08. This Agreement may not be assigned by CTUB without the prior written consent of the other party. The DEVELOPER may assign this Agreement without the consent of CTUB if the DEVELOPER sells all or any portion of the Development.

Section 8.09. The article and section headings in this Agreement are merely for the convenient reference of the parties and shall not affect the meaning or interpretation of this Agreement.

(Signature Page Follows)

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CITY OF CHARLES TOWN, by and through the CHARLES TOWN UTILITY BOARD

By:_____

Its: _____

ATTEST:

_____

Its: _____

GHAZWA FOREST, LLC, a Virginia limited liability company

By: Golden Eagle Group, Inc. – Its Manager

By:_____

Irfan K Totonji - CEO

ATTEST:

_____

Its: _____

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EXHIBIT A

PUBLIC SERVICE COMMISSION RULE 7.4

Public Service Commission of West Virginia Rules and Regulations for the Government of Sewer Utilities. 150CSR7, Rule 7.4, Extension of Mains

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EXHIBIT B

DEVELOPER'S PROJECT

The Sewage Collection System to be constructed by Developer is described in the attached pages.

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CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collection System Project - Resolution No. 33 - CIF Payment No 25, Pay Application No. 15

Attachments:

Collection System Project - Resolution No. 33.pdf

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

RESOLUTION NO. 33
REQUEST FOR PAYMENT #33
(CIF PAYMENT #25)

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Charles Town Utility Board as follows: There is hereby authorized and directed the payment of **"Contractor's Payment Application No. 15"** as follows.

Vendor	CWSRF	CWSRF "Green" PF Loan 1	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
HRI, Inc.	$0	$0	$145,644.30	$145,644.30
Total	**$0**	**$0**	**$145,644.30**	**$145,644.30**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 24th day of June, 2026.

By: _____
Brent Manuel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 15

Application Period: 5/1/26 - 5/31/26	Application Date: 6/10/2026	
To (Owner): Charles Town Utility Board	From (Contractor): HRI, Inc.	Via (Engineer): Rummel, Klepper & Kahl, LLP
Project: 2022 Collection System Project	Contract: 01	Via (Consultant): Gwin, Dobson & Foreman Engineers
Owner's Contract No.:	Contractor's Project No.: 10341291	Engineer's Project No.: 24054

Application For Payment

Change Order Summary

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

1. ORIGINAL CONTRACT PRICE	$	**$6,074,000.00**
2. Net change by Change Orders	$	**$370,357.56**
3. Current Contract Price (Line 1 ± 2)	$	**$6,444,357.56**
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	**$5,621,650.27**
5. RETAINAGE:		
a. 10% X $5,366,355.06 **Work Completed**	$	**$536,635.51**
b. 10% X $299,283.95 **Stored Material**	$	**$29,928.40**
c. Total Retainage (Line 5.a + Line 5.b)	$	**$566,563.90**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	**$5,055,086.37**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	**$4,909,442.07**
8. AMOUNT DUE THIS APPLICATION	$	**$145,644.30**
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	**$1,389,271.19**

Contractor's Certification

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

Contractor Signature

By: *Mitchell Otey, PM*	Date: 6/10/2026

Payment of: $ $145,644.30
(Line 8 or other - attach explanation of the other amount)

is recommended by: *David Santelli* (Engineer) 6/11/2026 (Date)

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

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

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

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	01											Application Number:	15		
Application Period:	5/1/26 - 5/31/26											Application Date:	6/10/2026		
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272,980.00	$272,980.00		**0.96**	0.96		$262,060.80	$262,060.80		$262,060.80	96.0%	$10,919.20
2	Traffic Control	1	LS	$15,000.00	$15,000.00		**0.90**	0.90		$13,500.00	$13,500.00		$13,500.00	90.0%	$1,500.00
3	Audio Visual Taping	1	LS	$5,200.00	$5,200.00		**1.00**	1.00		$5,200.00	$5,200.00		$5,200.00	100.0%	
4	**Erosion & Sediment Control**	**1**	**LS**	**$142,000.00**											
4a	Rock Construction Entrance	1	LS	$35,000.00	$35,000.00		**0.90**	0.90		$31,500.00	$31,500.00		$31,500.00	90.0%	$3,500.00
4b	18" Silt Fence - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4c	36" Silt Fence - Evitt's Run	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
4d	18" Silt Sock - Jett's Farm FM	1	LS	$14,000.00	$14,000.00		**1.00**	1.00		$14,000.00	$14,000.00		$14,000.00	100.0%	
4e	18" Silt Sock - 11th & Forest	1	LS	$12,000.00	$12,000.00		**1.00**	1.00		$12,000.00	$12,000.00		$12,000.00	100.0%	
4f	18" Silt Sock - Evitts Run	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
4g	Super Silt Fence - Evitt's Run	1	LS	$30,000.00	$30,000.00		**1.00**	1.00		$30,000.00	$30,000.00		$30,000.00	100.0%	
4h	18" Silt Sock - Burr East FM	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
4i	Silt Sacks	1	LS	$3,000.00	$3,000.00		**0.75**	0.75		$2,250.00	$2,250.00		$2,250.00	75.0%	$750.00
4j	Sediment Bags	1	LS	$7,000.00	$7,000.00		**0.75**	0.75		$5,250.00	$5,250.00		$5,250.00	75.0%	$1,750.00
5	**Burr East Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
5a	Demo Existing Valve Vault	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00		**1.00**	1.00		$9,000.00	$9,000.00		$9,000.00	100.0%	
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
5d	Demo Concrete Pad	1	LS	$3,000.00	$3,000.00										$3,000.00
5e	Relocate Propane Tanks	1	LS	$1,000.00	$1,000.00		**1.00**	1.00		$1,000.00	$1,000.00		$1,000.00	100.0%	
6	**Moose Lodge Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00	**1.00**		1.00	$4,500.00		$4,500.00		$4,500.00	100.0%	
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00	**1.00**		1.00	$8,500.00		$8,500.00		$8,500.00	100.0%	
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00	**1.00**		1.00	$5,000.00		$5,000.00		$5,000.00	100.0%	
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00	**1.00**		1.00	$2,000.00		$2,000.00		$2,000.00	100.0%	
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00	**1.00**		1.00	$2,000.00		$2,000.00		$2,000.00	100.0%	
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00		**1.00**	1.00		$9,500.00	$9,500.00		$9,500.00	100.0%	
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00		**1.00**	1.00		$2,000.00	$2,000.00		$2,000.00	100.0%	
9	**Forrest Street Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00										$15,000.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
10	**11th Ave Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	**1**	**LS**	**$495,000.00**											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00		**0.50**	0.50		$2,000.00	$2,000.00		$2,000.00	50.0%	$2,000.00
11c	Site Fencing	1	LS	$8,000.00	$8,000.00	**0.75**		0.75	$6,000.00		$6,000.00		$6,000.00	75.0%	$2,000.00
11d	Valve Vault	1	LS	$40,000.00	$40,000.00		**1.00**	1.00		$40,000.00	$40,000.00		$40,000.00	100.0%	
11e	Meter Vault	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
11f	Process Pipe	1	LS	$70,000.00	$70,000.00		**1.00**	1.00		$70,000.00	$70,000.00		$70,000.00	100.0%	
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00		**1.00**	1.00		$98,000.00	$98,000.00	$76,502.65	$174,502.65	178.1%	-$76,502.65
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00		**1.00**	1.00		$5,000.00	$5,000.00		$5,000.00	100.0%	
11n	Electrical	1	LS	$90,000.00	$90,000.00		**0.90**	0.90		$81,000.00	$81,000.00		$81,000.00	90.0%	$9,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00		**0.75**	0.75		$78,750.00	$78,750.00		$78,750.00	75.0%	$26,250.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**0.75**	0.75		$3,000.00	$3,000.00		$3,000.00	75.0%	$1,000.00
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
12c	Meter Vault	1	LS	$16,000.00	$16,000.00	**0.75**		0.75	$12,000.00		$12,000.00	$3,351.00	$15,351.00	95.9%	$649.00
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
12e	Process Pipe	1	LS	$54,000.00	$54,000.00	**0.75**		0.75	$40,500.00		$40,500.00		$40,500.00	75.0%	$13,500.00

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

For (Contract): 01												Application Number: 15			
Application Period: 5/1/26 - 5/31/26												Application Date: 6/10/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00		**0.10**	0.10		$9,000.00	$9,000.00	$81,205.00	$90,205.00	100.2%	-$205.00
12g	Instrumentation	1	LS	$6,000.00	$6,000.00										$6,000.00
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00	**1.00**		1.00	$15,000.00		$15,000.00	$4,424.00	$19,424.00	129.5%	-$4,424.00
12i	Electrical	1	LS	$65,000.00	$65,000.00										$65,000.00
12j	Integration	1	LS	$45,000.00	$45,000.00										$45,000.00
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00		**1.00**	1.00		$4,000.00	$4,000.00		$4,000.00	100.0%	
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00		**0.90**	0.90		$20,700.00	$20,700.00		$20,700.00	90.0%	$2,300.00
13c	Seeding & Landscaping	1	LS	$3,500.00	$3,500.00										$3,500.00
13d	Meter Vault	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00	$3,420.00	$19,420.00	121.4%	-$3,420.00
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00		**1.00**	1.00		$6,000.00	$6,000.00		$6,000.00	100.0%	
13f	Process Pipe	1	LS	$73,500.00	$73,500.00		**1.00**	1.00		$73,500.00	$73,500.00		$73,500.00	100.0%	
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00		**1.00**	1.00		$102,000.00	$102,000.00	$62,111.25	$164,111.25	160.9%	-$62,111.25
13h	Instrumentation	1	LS	$4,500.00	$4,500.00		**1.00**	1.00		$4,500.00	$4,500.00		$4,500.00	100.0%	
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00		**1.00**	1.00		$58,000.00	$58,000.00		$58,000.00	100.0%	
13k	Integration	1	LS	$43,000.00	$43,000.00		**0.10**	0.10		$4,300.00	$4,300.00		$4,300.00	10.0%	$38,700.00
15	**Lakeland Pump Station**	**1**	**LS**	**$1,125,000.00**											
15a	Erosion & Sediment Control	1	LS	$8,000.00	$8,000.00		**1.00**	1.00		$8,000.00	$8,000.00		$8,000.00	100.0%	
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00	**0.05**	**0.95**	1.00	$350.00	$6,650.00	$7,000.00		$7,000.00	100.0%	
15c	Site Grading	1	LS	$23,000.00	$23,000.00		**1.00**	1.00		$23,000.00	$23,000.00		$23,000.00	100.0%	
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00		**1.00**	1.00		$16,000.00	$16,000.00		$16,000.00	100.0%	
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00	**0.20**	**0.80**	1.00	$1,900.00	$7,600.00	$9,500.00		$9,500.00	100.0%	
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00		**0.90**	0.90		$3,600.00	$3,600.00		$3,600.00	90.0%	$400.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00		**1.00**	1.00		$530,000.00	$530,000.00		$530,000.00	100.0%	
15i	Meter Vault	1	LS	$20,000.00	$20,000.00		**1.00**	1.00		$20,000.00	$20,000.00	$6,449.00	$26,449.00	132.2%	-$6,449.00
15j	Process Pipe	1	LS	$141,000.00	$141,000.00		**1.00**	1.00		$141,000.00	$141,000.00		$141,000.00	100.0%	
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00		**1.00**	1.00		$15,000.00	$15,000.00		$15,000.00	100.0%	
15l	Instrumentation	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00		**1.00**	1.00		$8,500.00	$8,500.00		$8,500.00	100.0%	
15o	Electrical	1	LS	$135,000.00	$135,000.00		**0.95**	0.95		$128,250.00	$128,250.00		$128,250.00	95.0%	$6,750.00
15p	Integration	1	LS	$180,000.00	$180,000.00		**0.10**	0.10		$18,000.00	$18,000.00		$18,000.00	10.0%	$162,000.00
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Burr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00		**1.00**	1.00		$17,500.00	$17,500.00		$17,500.00	100.0%	
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00	**1.00**		1.00	$2,500.00		$2,500.00		$2,500.00	100.0%	
19	**Bypass Pump - Jett's Farm Pump Station**	**1**	**LS**	**$36,000.00**											
19a	Set Up Bypass Pump & Piping	1	LS	$13,500.00	$13,500.00		**1.00**	1.00		$13,500.00	$13,500.00		$13,500.00	100.0%	
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00		**0.80**	0.80		$16,000.00	$16,000.00		$16,000.00	80.0%	$4,000.00
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
20	**Bypass Pump - Samuel Street Pump Station**	**1**	**LS**	**$15,000.00**											
20a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00		**1.00**	1.00		$5,500.00	$5,500.00		$5,500.00	100.0%	
20b	Utilize Bypass Pump & Piping	1	LS	$7,000.00	$7,000.00		**1.00**	1.00		$7,000.00	$7,000.00		$7,000.00	100.0%	
20c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00		**1.00**	1.00		$2,500.00	$2,500.00		$2,500.00	100.0%	
22	**Bypass Pump - Forest Ave Pump Station**	**1**	**LS**	**$13,000.00**											
22a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
22c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
23	**Bypass Pump - 11th Ave Pump Station**	**1**	**LS**	**$13,000.00**											
23a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23b	Utilize Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00										$5,500.00
23c	Remove Bypass Pump & Piping	1	LS	$2,000.00	$2,000.00										$2,000.00
24	**Bypass Pump - Evitt's Run Interceptor**	**1**	**LS**	**$100,000.00**											
24a	Set Up Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00		**1.00**	1.00		$50,000.00	$50,000.00		$50,000.00	100.0%	
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**1.00**	1.00		$25,000.00	$25,000.00		$25,000.00	100.0%	

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

For (Contract): 01												Application Number: 15			
Application Period: 5/1/26 - 5/31/26												Application Date: 6/10/2026			
A					B		C				D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
25	Pump & Haul - Moose Lodge Pump Station	1	LS	$48,000.00	$48,000.00	**0.50**	**0.10**	0.60	$24,000.00	$4,800.00	$28,800.00		$28,800.00	60.0%	$19,200.00
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00		**1.00**	1.00		$7,500.00	$7,500.00		$7,500.00	100.0%	
29	4" SDR 35 Sewer	100	LF	$194.00	$19,400.00										$19,400.00
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$92.00	$1,840.00		**12.00**	12.00		$1,104.00	$1,104.00		$1,104.00	60.0%	$736.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00		**675.50**	675.50		$91,192.50	$91,192.50	$17,796.18	$108,988.68	73.4%	$39,511.32
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00		**70.00**	70.00		$13,440.00	$13,440.00	$5,567.52	$19,007.52	49.5%	$19,392.48
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00	**28.00**		28.00	$7,952.00		$7,952.00	$4,971.00	$12,923.00	22.8%	$43,877.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00		**576.00**	576.00		$100,224.00	$100,224.00		$100,224.00	96.0%	$4,176.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00		**36.00**	36.00		$8,460.00	$8,460.00		$8,460.00	45.0%	$10,340.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00		**1884.50**	1884.50		$574,772.50	$574,772.50	$12,051.40	$586,823.90	96.2%	$23,176.10
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00	**55.00**	**4021.58**	4076.58	$7,425.00	$542,913.30	$550,338.30	$1,655.80	$551,994.10	185.9%	-$254,994.10
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00		**2723.08**	2723.08		$313,154.20	$313,154.20		$313,154.20	97.3%	$8,845.80
39	2" SDR 9 HDPE Force Main (Slip Line)	1400	LF	$55.00	$77,000.00										$77,000.00
40	1.5" SDR 9 IPS HDPE Force Main (Slip Line)	900	LF	$54.00	$48,600.00										$48,600.00
41	1.25" SDR 9 IPS HDPE for Main	1200	LF	$75.50	$90,600.00										$90,600.00
42	4' Diameter Manhole (up to 6')	20	EA	$8,500.00	$170,000.00		**24.00**	24.00		$204,000.00	$204,000.00	$19,779.15	$223,779.15	131.6%	-$53,779.15
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00		**33.05**	33.05		$21,482.50	$21,482.50		$21,482.50	66.1%	$11,017.50
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00		**3.00**	3.00		$24,300.00	$24,300.00		$24,300.00	30.0%	$56,700.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00		**25.00**	25.00		$37,500.00	$37,500.00		$37,500.00	96.2%	$1,500.00
46	Manhole Frame and Cover - Watertight	5	EA	$1,700.00	$8,500.00		**6.00**	6.00		$10,200.00	$10,200.00		$10,200.00	120.0%	-$1,700.00
47	Inside Drop Connection	10	EA	$1,500.00	$15,000.00		**4.00**	4.00		$6,000.00	$6,000.00		$6,000.00	40.0%	$9,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00		**10.00**	10.00		$20,000.00	$20,000.00		$20,000.00	100.0%	
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00										$21,500.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00		**3.00**	3.00		$37,500.00	$37,500.00		$37,500.00	75.0%	$12,500.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00		**7.00**	7.00		$63,000.00	$63,000.00		$63,000.00	175.0%	-$27,000.00
52	Burr East Force Main Connection	1	LS	$21,000.00	$21,000.00	**1.00**		1.00	$21,000.00		$21,000.00		$21,000.00	100.0%	
53	Jett's Farm Force Main Connection	1	LS	$11,000.00	$11,000.00		**1.00**	1.00		$11,000.00	$11,000.00		$11,000.00	100.0%	
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00		**5.00**	5.00		$6,500.00	$6,500.00		$6,500.00	100.0%	
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00										$9,000.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00		**119.10**	119.10		$12,148.20	$12,148.20		$12,148.20	59.6%	$8,251.80
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00		**9.00**	9.00		$12,600.00	$12,600.00		$12,600.00	56.3%	$9,800.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00		**9.00**	9.00		$3,780.00	$3,780.00		$3,780.00	64.3%	$2,100.00
59	12" Steel Casing - (Open Cut)	200	LF	$200.00	$40,000.00										$40,000.00
60	16" Steel Casing - (Open Cut)	80	LF	$250.00	$20,000.00										$20,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$1,600.00	$128,000.00										$128,000.00
62	Test Pit Excavation & Refill	7	EA	$5,000.00	$35,000.00		**3.00**	3.00		$15,000.00	$15,000.00		$15,000.00	42.9%	$20,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00		**5.00**	5.00		$45,000.00	$45,000.00		$45,000.00	71.4%	$18,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00		**197.87**	197.87		$79,148.00	$79,148.00		$79,148.00	247.3%	-$47,148.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00		**154.23**	154.23		$53,980.50	$53,980.50		$53,980.50	257.1%	-$32,980.50
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00		**649.54**	649.54		$59,757.68	$59,757.68		$59,757.68	92.8%	$4,642.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00		**18.00**	18.00		$23,400.00	$23,400.00		$23,400.00	138.5%	-$6,500.00
69	Concrete Curb Repair	10	LF	$200.00	$2,000.00										$2,000.00
70	Concrete Driveway Repair	10	CY	$1,800.00	$18,000.00										$18,000.00
71	Miscellaneous DIP Fittings	500	LB	$20.00	$10,000.00	**10.00**	**360.00**	370.00	$200.00	$7,200.00	$7,400.00		$7,400.00	74.0%	$2,600.00
72	Class B Concrete	50	CY	$500.00	$25,000.00	**2.00**	**42.00**	44.00	$1,000.00	$21,000.00	$22,000.00		$22,000.00	88.0%	$3,000.00
73	Shoring / Stabalization After Receiving / Launching Pit - Augustine Ave	1	LS	$10,000.00	$10,000.00		**1.00**	1.00		$10,000.00	$10,000.00		$10,000.00	100.0%	
	Change Orders														
CO-1	B&O Tax	1	LS	$121,480.00	$121,480.00										$121,480.00
CO-2-A	Evitts Run MH Upsize	1	LS	$20,704.00	$20,704.00		**1.00**	1.00		$20,704.00	$20,704.00		$20,704.00	100.0%	
CO-2-B	Lakeland Place - 16th St Access Road	1	LS	$79,983.00	$79,983.00		**1.00**	1.00		$79,983.00	$79,983.00		$79,983.00	100.0%	
CO-2-C	Lakeland Place - ELB 5" Conduit	1420	LF	$71.00	$100,820.00		**1420.00**	1420.00		$100,820.00	$100,820.00		$100,820.00	100.0%	
CO-2-D	Davit Crane Credit	1	LS	-$10,422.36	-$10,422.36		**1.00**	1.00		-$10,422.36	-$10,422.36		-$10,422.36	100.0%	
CO-2-E	Lakeland Place - Potomac Edison	1	LS	$49,987.68	$49,987.68										$49,987.68
CO-3	Augustine Boring	84.5	LF	$2,317.00	$195,786.50		**84.50**	84.50		$195,786.50	$195,786.50		$195,786.50	100.0%	
CO-3	Credit	1	LS	-$231,970.00	-$231,970.00										
CO-4-A	Evitt's Run - Conduit Relocation	1	LS	$14,003.58	$14,003.58		**1.00**			$14,003.58	$14,003.58				
CO-4-B	Evitt's Run - Power Pole Removal	1	LS	$9,911.00	$9,911.00		**1.00**			$9,911.00	$9,911.00				

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Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 01												Application Number: 15				
Application Period: 5/1/26 - 5/31/26												Application Date: 6/10/2026				
A					B			C			D	E	F			
Item		Contract Information				Quantity			Payment							
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)	
CO-4-C	Evitt's Run - Force Main Conflict	1	LS	$13,589.00	$13,589.00		**1.00**			$13,589.00	$13,589.00					
CO-4-D	Burr East - Wet Well Modification	1	LS	$6,485.16	$6,485.16		**1.00**			$ 6,485.16	$6,485.16					
	Totals				**$6,444,357.56**				**$161,827.00**	**$5,204,528.06**	**$5,366,355.06**	**$299,283.95**	**$5,621,650.27**	87.2%	**$822,707.29**	

$ 16,182.70

$89,492.70

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Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	15
Application Period:	5/1/26 - 5/31/26	Application Date:	6/10/2026

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

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Date: June 24, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Resolution No. 28 Request for Payment (RFP) #28 CIF # 20	Resolution No. 29 Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	Resolution No. 31 Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Resolution No. 32 Request for Payment (RFP) #32 CIF # 24	Resolution No. 33 Request for Payment (RFP) #33 Pay App #15 CIF # 25	BALANCE REMAINING
1 CONSTRUCTION CONTRACT										
a. Original Contract 1	$ 6,074,000.00	$ -	$ 598,883.35	$ -	$ 433,163.09	$ -	$ 426,799.08	$ -	$ 145,644.30	$ 1,217,803.51
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ 43,988.74	$ -	$ -	$ -	$ -	$ -
2 CONTINGENCY										
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ 41,180.00	$ -	$ 59,640.00	$ -	$ -	$ -	$ -	$ 49,987.68
3 LEGAL SERVICES										
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES										
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES										
a. RK&K Engineering fees	$ 596,090.00	$ 2,410.37	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ 31,032.12	$ -	$ 30,560.72	$ -	$ 30,626.94	$ -	$ 35,140.93	$ -	$ 85,346.92
6 ADMINISTRATIVE SERVICES										
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS										
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ 925.00	$ -	$ -	$ -	$ -	$ -	$ 2,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 1,665,597.43**
B. COST OF FINANCING										
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**									**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,135,093.88**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 1,665,597.43**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Request for Payment (RFP) #28 CIF # 20	Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Request for Payment (RFP) #30 CIF # 22	Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Request for Payment (RFP) #32 CIF # 24	Request for Payment (RFP) #33 Pay App #15 CIF # 25	BALANCE REMAINING
1 INTERNAL FUNDS										
a. Capacity Improvement Fees	$ 3,375,629.88	$ (33,442.49)	$ -	$ (31,485.72)	$ (213,908.35)	$ (30,626.94)	$ (210,799.08)	$ (35,140.93)	$ (145,644.30)	$ 1,341,253.43
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (33,442.49)**	**$ -**	**$ (31,485.72)**	**$ (213,908.35)**	**$ (30,626.94)**	**$ (210,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ 1,462,733.43**
2 GRANT FUNDS										
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ (41,180.00)	$ -	$ (255,956.00)	$ -	$ -	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ (41,180.00)**	**$ -**	**$ (255,956.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE										
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (598,883.35)	$ -	$ (66,927.48)	$ -	$ -	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ (216,000.00)	$ -	$ -	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (598,883.35)**	**$ -**	**$ (66,927.48)**	**$ -**	**$ (216,000.00)**	**$ -**	**$ -**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (33,442.49)**	**$ (640,063.35)**	**$ (31,485.72)**	**$ (536,791.83)**	**$ (30,626.94)**	**$ (426,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ 1,665,597.43**

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

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

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

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

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

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

Note #7 - 10/8/2025 - Change Order No. 2 was approved in the amount of $241,072.32.

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

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

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

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

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

Collection System Project - Resolution No.34 - CIF No. 26

Attachments:

Collection System Project - Resolution No. 34.pdf

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

RESOLUTION NO. 34
REQUEST FOR PAYMENT #34
(CIF PAYMENT #26)

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

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

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

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

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

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

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

Vendor	CWSRF	Capacity Improvement Fee (CIF) Fund	Total Approved for Payment
GD&F Engineers	$0	$26,901.17	$26,901.17
The Cincinnati Insurance Co.	$0	$1,000.00	$1,000.00
Total	**$0**	**$27,901.17**	**$27,901.17**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 24th day of June, 2026.

By: _____
Brent Manuel, Chairman

Date: June 24, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 26 Request for Payment (RFP) #26 CIF # 19	Resolution No. 27 Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Resolution No. 28 Request for Payment (RFP) #28 CIF # 20	Resolution No. 29 Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Resolution No. 30 Request for Payment (RFP) #30 CIF # 22	Resolution No. 31 Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Resolution No. 32 Request for Payment (RFP) #32 CIF # 24	Resolution No. 33 Request for Payment (RFP) #33 Pay App #15 CIF # 25	Resolution No. 34 Request for Payment (RFP) #34 CIF # 26	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 598,883.35	$ -	$ 433,163.09	$ -	$ 426,799.08	$ -	$ 145,644.30	$ -	$ 1,217,803.51
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
d. Change Order 3 - (Note #8)	$ (36,183.50)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
e. Change Order 4 - (Note #10)	$ 43,988.74	$ -	$ -	$ -	$ 43,988.74	$ -	$ -	$ -	$ -	$ -	$ -
2 CONTINGENCY											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ 41,180.00	$ -	$ 59,640.00	$ -	$ -	$ -	$ -	$ -	$ 49,987.68
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 20,013.91
4 ACCOUNTING SERVICES											
a. Project Account - CPA	$ 30,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,787.50
5 ENGINEERING SERVICES											
a. RK&K Engineering fees	$ 596,090.00	$ 2,410.37	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,259.82
b. GDF Engineering (Construction Admin/RPR) - (Note #6 & #9)	$ 520,000.00	$ 31,032.12	$ -	$ 30,560.72	$ -	$ 30,626.94	$ -	$ 35,140.93	$ -	$ 26,901.17	$ 58,445.75
6 ADMINISTRATIVE SERVICES											
a. Other Administrative Costs	$ 8,850.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,472.86
7 LANDS/EASEMENTS											
a. Easements	$ 50,600.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,275.00
b. R/W Agent - (Note #2)	$ 100,690.72	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
c. Permits - (Note #2)	$ 6,859.28	$ -	$ -	$ 925.00	$ -	$ -	$ -	$ -	$ -	$ 1,000.00	$ 1,214.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 8,094,443.88**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 1,637,696.26**
B. COST OF FINANCING											
9 Registrar Fees	$ 650.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
10 Bond Counsel (S&J)	$ 40,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
11 Sub Total of Financing - Line 9-10	**$ 40,650.00**										**$ -**
12 Total Project Costs Line 8 + Line 11	**$ 8,135,093.88**	**$ 33,442.49**	**$ 640,063.35**	**$ 31,485.72**	**$ 536,791.83**	**$ 30,626.94**	**$ 426,799.08**	**$ 35,140.93**	**$ 145,644.30**	**$ 27,901.17**	**$ 1,637,696.26**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #26 CIF # 19	Request for Payment (RFP) #27 CWSRF #9 CWSRF PF Grant #1	Request for Payment (RFP) #28 CIF # 20	Request for Payment (RFP) #29 CWSRF #10 CWSRF PF Grant #2 CIF # 21	Request for Payment (RFP) #30 CIF # 22	Request for Payment (RFP) #31 CWSRF #1 CIF # 23	Request for Payment (RFP) #32 CIF # 24	Request for Payment (RFP) #33 Pay App #15 CIF # 25	Request for Payment (RFP) #34 CIF # 26	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,375,629.88	$ (33,442.49)	$ -	$ (31,485.72)	$ (213,908.35)	$ (30,626.94)	$ (210,799.08)	$ (35,140.93)	$ (145,644.30)	$ (27,901.17)	$ 1,313,352.26
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,497,109.88**	**$ (33,442.49)**	**$ -**	**$ (31,485.72)**	**$ (213,908.35)**	**$ (30,626.94)**	**$ (210,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ 1,434,832.26**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ (41,180.00)	$ -	$ (255,956.00)	$ -	$ -	$ -	$ -	$ -	$ 202,864.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ (41,180.00)**	**$ -**	**$ (255,956.00)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 202,864.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ (598,883.35)	$ -	$ (66,927.48)	$ -	$ -	$ -	$ -	$ -	$ -
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ (216,000.00)	$ -	$ -	$ -	$ -
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ (598,883.35)**	**$ -**	**$ (66,927.48)**	**$ -**	**$ (216,000.00)**	**$ -**	**$ -**	**$ -**	**$ -**
4 Total Sources of Funds Line 1-3	**$ 8,135,093.88**	**$ (33,442.49)**	**$ (640,063.35)**	**$ (31,485.72)**	**$ (536,791.83)**	**$ (30,626.94)**	**$ (426,799.08)**	**$ (35,140.93)**	**$ (145,644.30)**	**$ (27,901.17)**	**$ 1,637,696.26**

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

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

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

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

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

Note #7 - 10/8/2025 - Change Order No. 2 was approved in the amount of $241,072.32.

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

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

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

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Collections System Project - Change Order No. 5

Attachments:

C.O. No. 5 - Forrest and MHAPS-16.pdf

CHANGE ORDER NO.: 05

Owner:	Charles Town Utility Board	Owner's Project No.:	N/A
Engineer:	RK&K	Engineer's Project No.:	24054
Contractor:	HRI Inc.	Contractor's Project No.:	10341221
Project:	2022 Collection System Project		
Contract Name:	2022 Collection System Project CWSRF: C-544686 IJDC No. 2021S-2041		
Date Issued:	(date last signed below)	Effective Date of Change Order:	06/15/2026



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

Description:

This Change Order incorporates two negotiated contract changes resulting from unforeseen field conditions encountered during construction.

PCO No. 12 relocates the proposed gravity sewer at the intersection of 11th Avenue and Forrest Street due to previously unknown existing underground utilities that conflicted with the proposed sewer alignment and an existing lateral connection not shown on the Contract Documents.

PCO No. 13 modifies the proposed connection to the existing collection system near Washington Street after a previously unknown existing water line prevented installation of Manhole APS-16 as designed. Manhole APS-16 had already been fabricated and delivered prior to discovery of the conflict and was subsequently turned over to CTUB for future use; therefore, no credit is applied for the fabricated structure.

Attachments: PCO-12 dated 3/31/2026, PCO-13 dated 4/6/2026, Memorandum of Negotiation for CO No.5 dated 6/15/2026.

Change in Contract Price	Change in Contract Times
Original Contract Price: $ 6,074,000.00	Original Contract Times: Substantial Completion: (18 Mo's) June 18, 2026 Ready for final payment: (19 Mo's) July 18, 2026
[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 4 $ 370,357.56	**[Increase] [~~Decrease~~]** from previously approved Change Orders No.1 to No. 4: Substantial Completion: 29 Calendar Days Ready for final payment: N/A
Contract Price prior to this Change Order: $ 6,444,357.56	Contract Times prior to this Change Order: Substantial Completion: July 17, 2026 Ready for final payment: August 16, 2026
[Increase] [~~Decrease~~] this Change Order: $ 132,373.10	**[Increase] [Decrease]** this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order: $ 6,576,730.66	Contract Times with all approved Change Orders: Substantial Completion: July 17, 2026 Ready for final payment: August 16, 2026

	Recommended by Engineer (if required)	Accepted by Contractor
By:	Christopher M. Eckenrode	
Title:	Engineering Manager	
Date:	6-15-2026	
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		

EJCDC® C-941, Change Order EJCDC® C-941, Change Order, Rev.1.
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WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF WATER AND WASTE MANAGEMENT

MEMORANDUM OF NEGOTIATION FOR CHANGE ORDER

Project Name: 2022 Collection System Project

Project No. C - 544 686 ____

Contract No. IJDC No. 2021S-2041

Change Order No. ---05---

Parties in Attendance:

CTUB (Owner), HRI (Contractor), GD&F (Engineer)

Date: 6/15/2026

Description of Change Order:

This Change Order incorporates two negotiated contract changes resulting from unforeseen field conditions encountered during construction. PCO No. 12 addresses relocation of the proposed gravity sewer at the intersection of 11th Avenue and Forrest Street due to previously unknown underground utility conflicts and an existing lateral connection not shown on the Contract Documents. PCO No. 13 addresses modification of the proposed connection to the existing collection system near Washington Street after an existing water line, not shown on the Contract Documents, prevented installation of Manhole APS-16 as designed.

Contractor's Comments (Price Proposal):

PCO No. 12 – HRI submitted Proposal No. 12, dated March 31, 2026, requesting compensation for relocating the proposed gravity sewer at 11th Avenue and Forrest Street due to previously unknown underground utility conflicts and an existing lateral connection not shown on the Contract Documents. The proposal includes traffic control, saw cutting, test pits, additional pipe, fittings, cleanout, lateral reconnection, stone backfill, and asphalt restoration for a negotiated amount of $86,468.00.
PCO No. 13 – HRI submitted Proposal No. 13 requesting compensation for revising the proposed connection of the 30-inch gravity sewer to connect directly to existing sewer CT423 in lieu of constructing Manhole APS-16 after an existing water line, not shown on the Contract Documents, was encountered. The proposal includes labor, equipment, materials, bypass pumping, and associated work for a negotiated amount of $45,905.10. Manhole APS-16 had already been fabricated and delivered prior to discovery of the conflict and was turned over to CTUB for future use.

Engineer's Comments:

During construction, unforeseen field conditions were encountered that could not reasonably have been identified from the Contract Documents. The Engineer reviewed the field conditions and determined that modifications to the work were necessary to complete the project while avoiding conflicts with existing infrastructure. The Contractor's proposals were reviewed, negotiated, and determined to be reasonable for the additional work required. Incorporation of PCO Nos. 12 and 13 into the Contract is recommended.

Owner's Comments:

Owner concurs with the negotiated changes and recommends incorporation into the Contract.

Results:

Incorporate PCO Nos. 12 and 13 into the Contract resulting in a net increase to the Contract Price of $132,373.10. No change in Contract Time.

Time Change:

No time change.

Signatures of Acceptance:

Contractor _____

Engineer Christopher M. Eckenrode

Owner _____



HRI, INC.

3/31/2026

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

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

Dear Mr. Santelli,

Enclosed, please find the pricing proposal and marked up plan for HRI PCO (#012) for consideration in a contract change order. This PCO is submitted due to one additional lateral connection and previously unknown utilities along Forrest St., neither of which were marked on Drawing 7-15, Sheet 86 of 110.

DESC.	QTY	UNIT	UNIT PRICE	EXTENDED COST
Saw Cutting	1	LS	$ 4,800.00	$ 4,800.00
Traffic Control	1	LS	$ 7,000.00	$ 7,000.00
6" SDR	25	LF	$ 92.00	$ 2,300.00
10" SDR	10	LF	$ 174.00	$ 1,740.00
Mainline Cleanout	1	EA	$ 4,300.00	$ 4,300.00
Test-Pit	3	LS	$ 5,000.00	$ 15,000.00
6" Lateral	22	LF	$ 102.00	$ 2,244.00
Reconnect Lateral	1	EA	$ 1,400.00	$ 1,400.00
Wye	2	EA	$ 420.00	$ 840.00
Riser	1	VF	$ 1,300.00	$ 1,300.00
Stone	342	CY	$ 92.00	$ 31,464.00
Asphalt	35.2	Ton	$ 400.00	$ 14,080.00
Total				$ 86,468.00

Please contact me at motey@hriinc.com or 814-400-2279 if you have any questions or comments.

Sincerely,

HRI, INC.

Mitchell Otey

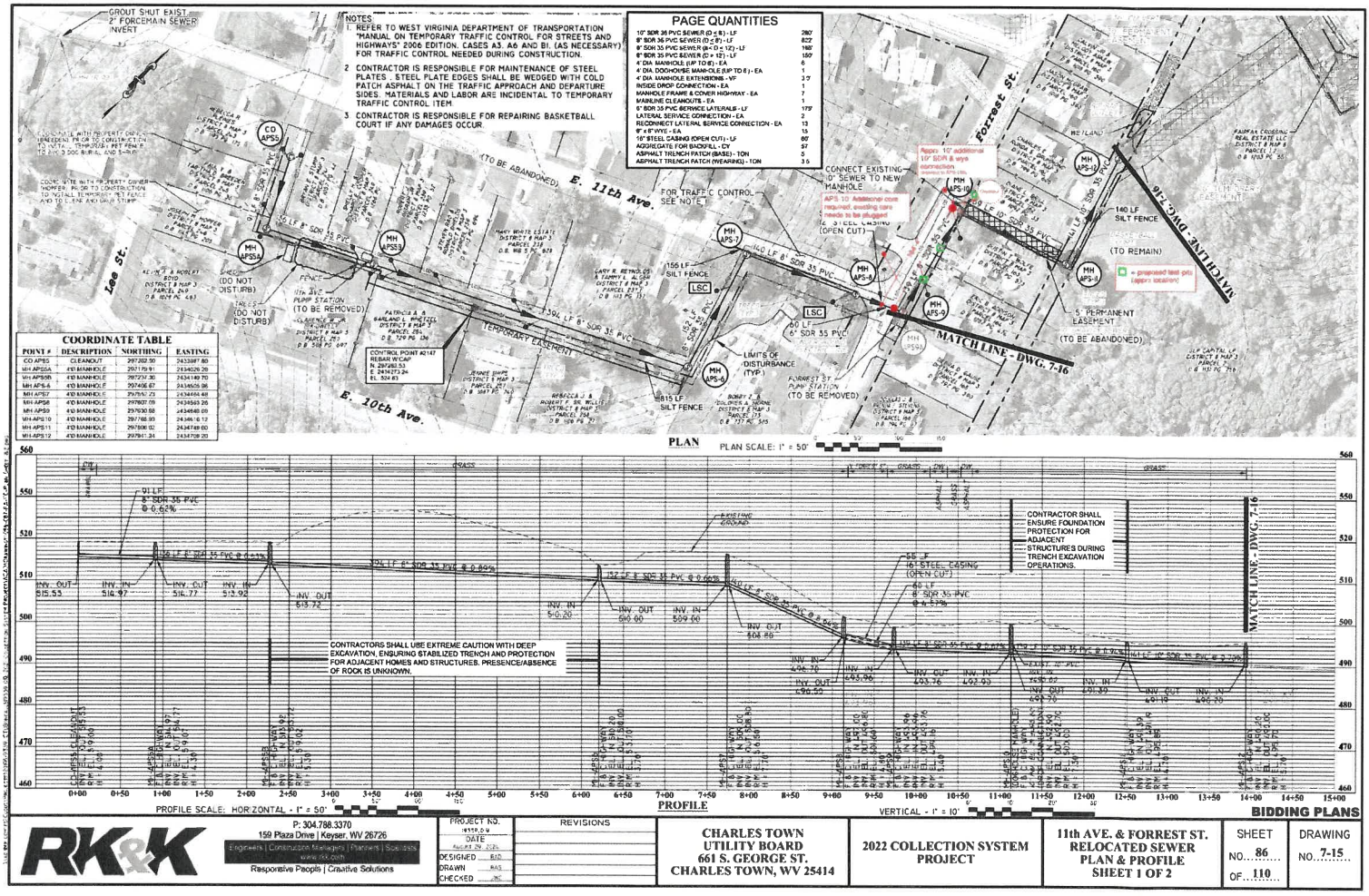
Mitchell Otey
Project Manger

CC: Tristen Bressler, Ed Barker

HRI, INC.

HRI PCO Scope & Conditions

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



RK&K
P: 304.788.3370
159 Plaza Drive | Keyser, WV 26726
Engineers | Construction Managers | Planners | Surveyors
www.rkk.com
Responsive People | Creative Solutions

PROJECT NO. 19159.04
DATE AUGUST 29, 2020
DESIGNED BJD
DRAWN BAS
CHECKED JNC

REVISIONS

CHARLES TOWN UTILITY BOARD
661 S. GEORGE ST.
CHARLES TOWN, WV 25414

2022 COLLECTION SYSTEM PROJECT

11th AVE. & FORREST ST. RELOCATED SEWER PLAN & PROFILE SHEET 1 OF 2

SHEET NO. 86 OF 110

DRAWING NO. 7-15

HRI, INC.

4/6/2026

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

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

Dear Mr. Santelli,

Enclosed, please find the pricing proposal and marked up plan for HRI PCO (#013) for consideration in a contract change order. This PCO is submitted due to the presence of an unknown, and unmarked, water main alongside Washington St. which required additional work. PCO price includes unused MH (APS16) which was turned over to CTUB. Proposal pricing is good for (30) days once received by engineer and owner. If a response is not received during this time, the proposal pricing is subject to change from HRI and its vendor(s)/ subcontractor(s) due to escalation.

DESC.	QTY	UNIT	UNIT PRICE	EXTENDED COST
Connect 30" Sewer to CT423	1	LS	$45,905.10	$45,905.10
Total				$45,905.10

Please contact me at motey@hriinc.com or 814-400-2279 if you have any questions or comments.

Sincerely,

HRI, INC.

Mitchell Otey

Mitchell Otey
Project Manger

CC: Tristen Bressler, Ed Barker

CHANGE ORDER WORK SHEET
COST JUSTIFICATION SHEET

HRI, INC.

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

HRI-PCO 13

DESCRIPTION OF OPERATION: Connect to Existing CT423 In Lieu of Setting and Connecting to MH APS16

MATERIAL

DESCRIPTION	QUANTITY	UM	UNIT PRICE	AMOUNT
4' Diameter Manhole (provided to CTUB for their use)	1.00	EA	$5,103.00	$5,103.00
Concrete (incl. Small Load Charge)	2.00	CY	$218.00	$436.00
Hydraulic Cement	6.00	EA	$100.00	$600.00
			Sub Total	$6,139.00
			0.0% Sales Tax	$0.00
			Total Material	$6,139.00
			15.0% Markup	$920.85

LABOR

CLASSIFICATION	HOURS	OT HOURS	STANDARD RATE	OT RATE	DIRECT LABOR
Project Manager	2.0		$115.00	$172.50	$230.00
Superintendent	2.0		$110.00	$165.00	$220.00
Site Foreman	23.5		$75.00	$112.50	$1,762.50
Operator CL1	70.5		$72.51	$108.77	$5,111.96
Labor - Gr2	23.5		$48.71	$73.07	$1,144.69
				Sub Total	$8,469.14
% Ins., Taxes, Etc. = 22.73%				Total Base Labor x (% Ins., Taxes, etc.)	$1,925.04
				Total Labor	$10,394.18
				15.0% Markup	$1,559.13

EQUIPMENT

DESCRIPTION	EQUIPMENT #	HOURS	OPERATING RATE/HOUR	AMOUNT
Superintendent Truck	HRI104081	2.00	$50.77	$101.54
Foreman Truck	HRI108017	23.50	$60.84	$1,429.74
Komatsu 138 Excavator	HRI230030	23.50	$130.54	$3,067.69
Komatsu 238 Excavator	HRI220968	23.50	$187.92	$4,416.12
Volvo L70G Loader	HRI220091	23.50	$81.49	$1,915.02
			Total Equipment	$10,930.11
* Rate/Hour includes Operating Cost.			0.0% Markup	$0.00

SUBCONTRACTS

DESCRIPTION	DESCRIPTION	AMOUNT
Pro-Cut	Concrete Sawcutting Sub (Daily Minimum)	$2,400.00
AWP	Traffic Control (3 flaggers)	$3,597.22
	Sub Total	$5,997.22
	0.0% Sales Tax	$0.00
	Total Subcontract Value	$5,997.22
	5.0% Markup	$299.86

INDIRECT EXPENSES

DESCRIPTION	RATE	QUANTITY	UNIT of MEASUREMENT	AMOUNT
Shoring/Steel Plates	$500.00	2.00	Day	$1,000.00
Fuel	$5.00	432.00	9 Gal per Hr	$2,160.00
Bypass Pumping	$2,201.00	2.0	Day	$4,402.00
			Total Indirects	$7,562.00
* Fuel calculation based on pump running for 48 hours using 9 gallons of diesel per hour.			10.0% Markup	$756.20

Small Tools	$0.00
Safety	$0.00
Warranty	$0.00
Subtotal	$44,558.54
Bonds / Insurance @ 2%	$445.59
TOTAL	$45,005.00
B&O Tax Calculation (2%)	$900.10
GRAND TOTAL	$45,905.10

Contractor's Representative

Mitchell Otey

Signature Date

Engineer's Representative Confirming Receipt

Signature Date

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

CONCRETE COST incl. DELIVERY CHARGE

PROPOSAL

Thomas, Bennett & Hunter, Inc.

Established 1909

Ready-Mixed Concrete
"The Right Mix"

Sales:
Phone: (410) 848-9030
Fax: (410) 848-9032
Email: sales@tbhconcrete.com
Web: www.TBHconcrete.com

Plants:
Frederick. MD (301) 898-0700
Hagerstown, MD (301) 739-5944
Westminster, MD (443) 244-8370
Martinsburg, WV (304) 262-4664

TO:

RE: Charles Town 2023 Collection System
Augustine Ave.
Charles Town, West Virginia 25414

Attn: Estimating

Date: 10/15/2024

The terms and conditions of this proposal are as written and appearing here and in the "General Terms and Conditions of Sale" (Rev 2/22) attached. There are no oral conditions or terms in connection with this proposal. No modification or assignment will be in any way effective or binding unless stated in writing and duly signed and approved by representatives of the Contractor and of the Supplier. This proposal when signed by the Supplier and prior to signature by Contractor constitutes an offer and will become binding when signed by Contractor and delivered to Supplier within thirty (30) calendar days of the date of this proposal.

CLASS 2500 PSI AE CONCRETE for pipe encasements/reaction backings, [max w/c = **0.45**].....$180.00 per cubic yard
CLASS 3500 PSI AE CONCRETE for fill concrete/struct. foundation backfill, [max w/c = **0.45**] .....$180.00 per cubic yard
CLASS 4500 PSI AE CONCRETE for structural use, [max w/c = **0.42**] .....$188.00 per cubic yard
WVDOH Class B, 3000 PSI AE CONCRETE.....$178.50 per cubic yard
WVDOH Class K, 4000 PSI AE CONCRETE.....$186.50 per cubic yard
WVDOH Type B, 50-150 PSI Flowable Fill .....$163.00 per cubic yard
WVDOH Type C, 1000 PSI Flowable Fill .....$193.50 per cubic yard
Crystalline Waterproofing Admix .....quoted upon request
Corrosion Inhibitor Admix..... quoted upon request
ASTM C494, Type F, Mid-Range Water Reducer [for 6" max slump] ..... add $3.00 per cubic yard
ASTM C494, Type F, High-Range Water Reducer [for 8" max slump] ..... add $6.00 per cubic yard
ASTM C494, Type C, Non-chloride accelerator, per percent, add ..... $6.00 per cubic yard
ASTM C494, Type B, retarder/hydration modifier, per 1 oz/cwt dose, add ..... $2.50 per cubic yard
2025 PRICE INCREASE, NOT TO EXCEED [effective 4/1/2025, good thru 12/31/2025], add .....$10.00 per cubic yard

The above prices do not include 6% West Virginia sales tax or applicable local sales tax. Concrete prices quoted above include delivery. All prices are net; terms: net cash COD (credit card; CC); net cash 30 days with open account credit. Thomas, Bennett & Hunter, Inc. will impose a surcharge of three percent (3%) on the transaction amount of any invoice for open account credit customers paid by credit card EXCEPT waived if paid by CC on day of delivery.

Prices quoted are for delivery of concrete in truck load lots of 5 cubic yards or more except one short load is allowed when completing a pour. A supplementary delivery charge of $30.00 per cubic yard applies to the quantity of concrete less than 5 cubic yards.

DAILY FLAGGING COST incl. ADDITIONAL CREW MEMBER

Standard Flagging Daily Operations Rate

DESCRIPTION	QTY
Stop/Slow Paddle for Flagging Labor	2.00
Traffic Control Employee - Daily - 10 Hour OT Threshold • Overtime, Nights & weekend are billed at $86.50 per man hour.	2.00
Standard Traffic Control Sign	8.00
Standard Sign Stand for Small and Medium Signs	8.00
Standard 28" or 36" Reflectorized Traffic Cone	30.00
Daily Rate for Light Duty Vehicles used for Traffic Control Services	1.00
Standard Flagging TOTAL:	$1,254.25

Labor Only If Required / Requested

DESCRIPTION	QTY
Traffic Control Employee - Daily - 10 Hour OT Threshold • Overtime, Nights & weekend are billed at $86.50 per man hour.	1.00
Labor Only TOTAL:	$544.36

BYPASS PUMPING COST (Evitt's Run Setup)

Evitt's Run 18" Gravity Sanitary Pump Around Rental System (Bypass #1. Thru #8. Duty Point 2800 GPM)
Pump around system to include following- Silenced diesel pump sets, Back-up diesel pump sets, automatic start/stop controllers, Alarm call out system, suction hoses, 500ft. discharge piping, elbows, bends, check valves, external Double wall fuel cell and accessories.

Daily Rental $2,201.00 Per Set Up
Weekly Rental $6,603.00 Per Set Up
Monthly Rental $19,808.00 Per Set Up
Delivery $1,875.00
Pick Up $1,875.00
Fuel Consumption 9.0 Gallon Per Hour

(Optional) Xylem Dewatering Solutions field/Site supervisor during customer installation $865.00. per set up. Customer to provide dedicated labor and equipment for this scope of work.

CORING COST

Pro-Cut Construction Services, Inc. dba

PRO-CUT CONCRETE SAWING & DRILLING

Ph: 717-766-2775
Fx: 717-737-2773
Em: ar@procutsawing.com
www.procutsawing.com

Invoice

Invoice Number : 1252094-1
Customer# : 24502
Ordered Date : 02/16/2026
Invoice Date : 02/16/2026
Ordered By :
Entered By : Carlos Castillo - A
Salesperson : Hofecker
Terms Code: NET 30 DAYS
Job/Ref# :
Customer PO : 10341291
Route : UPS
Federal I.D. # 23-1684350

Bill to: HRI INC.
1750 W. COLLEGE AVE.
STATE COLLEGE, PA 16801

Ship to: CHARLESTOWN COLLECTION SYSTEM
936 S SAMUEL STREET
CHARLES TOWN, WV 25414

Remit To:
Pro-Cut Construction Services, Inc.
3939 Trindle Road
Camp Hill, PA 17011

Line	Order	Ship	B/O	U/M	Item #	Description	Price	Extension
0001	1	1	0	EA	PC11	CORE DRILL - ELECTRIC - 240V	2400.0000	2400.00

Item Notes

WORK ORDER # 55817

CORE DRILL 6" THICK CONCRETE MANHOLE
1-18" DIA HOLE

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

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

Consideration of Policy Protecting Homeowners from Mandatory Connection to Newly Extended Water and Wastewater Infrastructure

Attachments:

- WV Code Section 8-18-22.pdf
- PSC Sewer Rule 6.1.6..pdf
- County Subdivision Regulations - Division 3.pdf
- CCT 912.03.pdf
- CR 13-22.pdf

WEST VIRGINIA CODE: §8-18-22

§8-18-22. Connection to sewers; board of health; penalty.

Regardless of whether a lot or parcel is within any municipality's geographical limits, the owner or owners of any lot or parcel of land abutting on any street, alley, public way or easement on which a municipal sewer is now located or may hereafter be constructed and laid (whether constructed and laid under the provisions of this article or any other provisions of law) upon which lot or parcel of land any business or residence building is now located or may hereafter be erected, not connected with a public sewer, may be required and compelled by the municipality or by the board of health to connect any such building with such sewer. Notice so to connect shall be given by the municipality or by the board of health to the owner and to the lessee or occupant of such building. The owner or owners shall connect to the municipal sewer within thirty days after notice to connect has been sent by the municipality. Regardless of whether the owner or owners connect to such sewer, the municipality may bill the owner or owners of the lot or parcel and the owner or owners shall pay the municipality's charge based on the actual water consumption on the lot or parcel. If the lot or parcel is not metered, the municipality's charge shall be based on the municipality's good faith estimate of the consumption on the lot or parcel.

WV Legislature

premises to be served.

6.1.5.b. Any change in the identity of the contracting customer at a premises will require a new application for sewer service, and the utility may, after reasonable notice, discontinue sewer service until such new application has been made and accepted, but the former customer shall remain liable for sewer service furnished to said premises until the customer has given notice in writing to the utility to discontinue sewer service. In the event the customer of record has died or has become incapable of being responsible for sewer service, that individual's spouse may become the customer of record without being required to complete a new application for sewer service, or paying a new deposit.

6.1.5.c. In the event that a publicly or privately owned water utility, city, incorporated town, other municipal corporation or other public service district, owns and operates water facilities within the same service territory as the public service district providing sewer service to the area, then the sewer public service district shall provide the customer with a proper receipt and shall instruct the customer to present said receipt to the water utility when application for water service is made.

6.1.6. Public service district's notice of availability of sewer service and billing after notice.

6.1.6.a. Notice by publication. -- When sewer service is made available by a public service district to customers in an area which has not previously been served by the district, the district shall publish a notice in a newspaper of general circulation in the area affected once a week for two consecutive weeks, with the second notice being published at least thirty (30) days prior to the date that the district intends to begin billing for services. The notice shall state, at a minimum, the following information: (1) that sewer services are available; (2) the date that the district will begin billing for services as authorized by W. Va. Code §16-13A-9 and Sewer Rule 6.3; (3) the district's rates; (4) that W. Va. Code §16-13A-9 authorizes the district to petition the circuit court to compel connection to the sewer system; (5) the location and telephone number of the district's business office; and (6) the amount of the bill to be rendered as provided by W. Va. Code §16-13A-9, in the event a customer does not connect to the system.

6.1.6.b. Publication is not required when service is extended to a single customer at the customer's request.

6.1.6.c. Personal notice. -- In addition to notice by publication, when sewer service is made available to customers in an area which has not previously been served by the district, the district shall provide notice with at least the information as described in Section 6.1.6.a. above, to all potential new customers by certified mail, return receipt requested, by personal service with signed and dated receipt, or by posting a notice on the premises. If the premises to be served is not inhabited by the owner, notice shall be given to the owner by certified mail, return receipt requested, in addition to giving notice to the customer inhabiting the premises. In the event that the district is not able to effect personal notice after a good faith effort, or if the district believes that the requirements of this section create an undue hardship on the district, the district may petition the Commission for a waiver of the requirements of personal notice provided in this section.

6.1.6.d. Customers of public service sewer districts who are not connected to the sewer system after appropriate notice has been given of availability of service pursuant to W. Va. Code §16-13A-9 and Sewer Rule 6.1.6. shall be billed based on actual water consumption or the average monthly water consumption based upon the owner's, tenant's, or occupant's specific customer class. These charges must be included in the utility's tariff filed with the Commission.

6.2. Customer deposits.

Lighting shall be shielded and directed down to prevent glare and to minimize light trespass. The location, specifications and construction details for outside lighting shall be provided on the preliminary plat.

Sec. 2.7 Speed Humps

In subdivisions and site development projects, if roadway or access drive traffic calming speed bumps are proposed, they shall be designed, installed and delineated in accordance with the latest edition of the Institute of Transportation Engineers Guidelines For The Design And Application Of Speed Humps. Construction details shall be provided on the Preliminary Plat and/or Site Plan.

Division 3.0 Utilities and Water & Sanitary Sewer Systems

Sec. 3.1 Water & Sanitary Sewer Systems

A. Well & Septic Systems.

1. Individual well and/or septic systems, where allowed, shall be approved by the Jefferson County Health Department. A copy of the approved Health Department permit shall be submitted prior to approval of the Preliminary or Final Plat.
2. Location of the septic system percolation test holes and septic reserve area shall be shown on the Preliminary Plats and Final Plats. A 100' buffer separating any well from any septic reserve area and existing drain field shall be shown on the Preliminary Plats and Final Plats.
3. Effective as of March 1, 1989, in all subdivisions to be served by individual wells, all such wells shall be pressure grouted. A note shall be placed on all plats stating the following:

   "Verification from a well driller that a pressure grouted well is drilled and is producing water at a quantity approved by the Jefferson County Health Department and/or the West Virginia Bureau of Health shall be submitted to the Planning Commission prior to the issuance of an Improvement Location Permit. Certification that the water is potable must be submitted to the Planning Commission Office within 6 months of the issuance of an Improvement Location Permit."
4. In subdivisions to be served by individual wells and/or septic systems a note shall be placed on the Final Plat alerting the public that:

   "The Public Service District may require in the future each property owner to abandon existing well and septic systems and to connect to a centralized system when and if it becomes available."

B. Central Water & Sanitary Sewer Systems.

1. A centralized water system shall be required for all subdivisions taken from contiguously owned tracts of land which contain 100 or more lots or dwelling units. A centralized water system shall also be required for all subdivisions which create a total of 100 or more lots on a tract of land that was on record at the Clerk's Office on October 6, 1988.

   Subdivisions of greater than 150 dwelling units and that are required to have central water systems shall be equipped with fire hydrants. Fire hydrants shall meet the requirements herein specified for fire hydrant installation and operation.

Non-residential subdivisions shall be served by central water systems with fire hydrants sufficient to meet all requirements of the West Virginia State Fire Marshal's regulations.

Subdivisions which contain 100 or more lots or dwelling units may request a variance from this provision. Any application for such variance shall include a hydrology study done by a "competent professional."

2. Water and sanitary sewer systems, water treatment plants, waste water treatment plants, storage tanks, etc., shall be designed and constructed according to the regulations of the West Virginia Bureau of Health, the West Virginia Department of Environmental Protection and federal regulations, as applicable.

   A copy of the approved West Virginia Bureau of Health permit and a complete set of the approved plans shall be submitted prior to approval of the Preliminary Plat. The plans shall include the utility system plan, profiles, details, and specifications necessary for construction of the system.

   For waste water treatment plants, a copy of the West Virginia Department of Environmental Protection's waste load allocation and discharge permit shall be provided prior to approval of the Preliminary Plat.

3. If a central water and/or sanitary sewer system is required, then the developer shall enter into a binding legal agreement with the appropriate Public Service District for the construction and operation of such systems. The terms and conditions of such agreement must be acceptable to the Public Service Commission and in compliance with all pertinent rules and regulations of the West Virginia Public Service Commission. Such construction and operation agreement shall be in full force and effect and guaranteed construction funding, in a form acceptable to the Planning Commission and the Jefferson County Commission, shall be committed prior to the sealing of the Final Plat by the Planning Commission.

4. Where centralized water and/or a sanitary sewer system are provided in a subdivision, a note shall be placed on the Final Plat stating:

   "Private wells and/or private septic systems for domestic use are prohibited when central water and/or sanitary sewer service is available."

5. Where possible, water and sewer lines that are installed parallel to subdivision roads shall be laid within the road right-of-ways. Otherwise, utility easements shall be provided as deemed necessary to provide for access and maintenance. A note shall be placed on the Final Plat stating:

   "A blanket easement is granted to the appropriate Public Service District in all road right-of-ways for construction and maintenance of water and sanitary sewer lines."

6. A note shall be place on the Preliminary Plats and Final Plats stating that:

   "Service laterals to individual lots or sites shall be installed prior to construction of the finished road pavement surface."

7. The installation of water and sanitary sewer utility lines and appurtenances shall be inspected and certified by the Public Service District that will own and operate the system. In the event the Public Service District is not able to perform the inspections,

an independent professional engineer licensed in West Virginia shall inspect and certify that the system is installed in accordance with the approved plans and permits.

8. Fire hydrants shall be installed in subdivisions served by existing municipal water systems or subdivisions served by a central water system that has at least 60,000 gallons of storage capacity. The hydrant shall have a minimum flow rate of 500 gallons per minute (gpm) at a residual pressure of 20 pounds per square inch (psi).
9. Fire hydrants shall be installed at each street intersection with additional hydrants installed where necessary to provide fire hydrants at a maximum spacing interval of 500 feet or ISO standards, whichever is less. Fire hydrants shall be connected to water lines that are at least 6 inches in diameter. Fire hydrants shall have isolation valves and be designed to drain and prevent freezing.
10. Fire hydrant specifications and thread sizes shall be acceptable to the West Virginia State Fire Marshal and the Jefferson County Volunteer Fireman's Association.
11. Subdivisions with central water systems that do not meet the standards required for the installation and operation of fire hydrants shall provide proper tap connections at the storage site to permit water draws by pumper or tank trucks.
12. Fire service, dry hydrants, and cisterns (underground water storage tanks), where installed, shall meet the specifications and standards as established by the Jefferson County Office of Emergency Management; and shall be acceptable to the Chief County Engineer.

Sec. 3.2 Utilities

All utility transmission lines (e.g., electric, phone, cable, water, sewer, etc.) and service lines within the subdivision or site development project shall be underground.

Division 4.0 Stormwater Management and Erosion & Sediment Control[4]

All requirements and processes for Stormwater Management and Erosion & Sediment Control for Jefferson County are contained within the Jefferson County Stormwater Management Ordinance. Development within the County, meeting the criteria described in the Stormwater Management and Erosion & Sediment Control, must conform to the standards set therein.

Division 5.0 Requirements for Townhouses

Section 5.1 Minimum Requirements and Standards

A. The requirements and standards of Division 5.0 are minimal and are not intended to discourage the use of higher standards by developers who wish to achieve more desirable results. The Planning Commission may specify additional requirements where, owing to unique or unusual characteristics, the purposes of these Regulations can be better served.

B. The provisions of Division 5.0 are in addition to the requirements for subdivisions found in Appendix A, *Plan & Plat Standards,* and Appendix B, *Engineering Standards*. In the event of a conflict between a requirement of the Appendices and Division 5.0, then the requirement of Division 5.0 shall apply.

921.03 USE OF PUBLIC SEWERS REQUIRED.

(a) Being necessary and essential for the health and welfare of the inhabitants and residents of the City, all owners, tenants, or occupants of any houses, dwellings, and buildings located near sanitary sewers of the City, where sewage will flow by gravity, from such places into such sewers, are hereby required to connect with and use such sewers and other related works for the collection and disposal of all sewage and waste matter from such places.

(b) It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or objectionable waste. It shall be unlawful to discharge to any natural outlet or stream within the City, or in any area under the jurisdiction of such City, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article, as well as with applicable regulations of the U.S. Environmental Protection Agency, the West Virginia Department of Environmental Protection and the West Virginia Department of Health.

(c) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, sinkhole, septic tank, cesspool, or other facility intended for wastewater disposal or storage on any property that is presently served by a sanitary sewer of the City.

(d) The owners of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the City and abutting on any street, alley, right of way or easement in which there is now located or may hereafter be located a public sanitary sewer of the City, are hereby required at the owner's expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper sanitary sewer in accordance with the provisions of this article. All sanitary sewage and industrial wastes from any improved property, after connection of such improved property with a sewer shall be conducted into the sanitary sewer, subject to such limitations and restrictions as are established herein or otherwise shall be established by the Council from time to time.

(e) Every privy vault, cesspool, sinkhole, septic tank or similar receptacle in existence shall be abandoned and, at the discretion of City, shall be cleansed and filled at the expense of the owner, and any such receptacle not so abandoned and/or cleansed and filled, shall constitute a public nuisance and such nuisance may be abated as provided by law.

(f) No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which is owned or operated by City. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

(g) Any person who shall violate this article concerning the sewer system shall be liable, upon conviction for a first offense and upon conviction for each subsequent offense, to a fine of not less than two hundred-fifty dollars ($250.00) nor more than five hundred dollars ($500.00), together with costs of prosecution in each case. Each day that a violation shall continue shall be deemed and shall be taken to be a separate offense and shall be punishable as such. Fines and costs imposed under provisions of the article shall be enforceable and recoverable in the manner provided by applicable law.

(Passed 3-5-07.)

Sec. 13-22. - Use of public sewers required; restrictions.

(a) Being necessary and essential for the health and welfare of the inhabitants and residents of the city, all owners, tenants, or occupants of any houses, dwellings, and buildings located near sanitary sewers of the city, where sewage will flow by gravity from such places into such sewers and other related works for the collection and disposal of all sewage and waste matter from such places, shall utilize such sewers.

(b) It shall be unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the city, or in any area under the jurisdiction of the city, any human or animal excrement, garbage, or objectionable waste.

(c) It shall be unlawful to discharge to any natural outlet or stream within the city, or in any area under the jurisdiction of the city, any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article, as well as with applicable regulations of the U.S. Environmental Protection Agency, the state department of natural resources and the state department of health.

(d) Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, sinkhole, septic tank, cesspool, or other facility intended for wastewater disposal or storage on any property which is presently served by a sanitary sewer of the city.

(e) The owners of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the city and abutting on any street, alley, right-of-way or easement in which there is now located or may hereafter be located a public sanitary sewer of the city, are hereby required at the owner's expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper sanitary sewer in accordance with the provisions of this article. All sanitary sewage and industrial wastes from any improved property, after connection of such improved property with a sewer, shall be conducted into the sanitary sewer, subject to such limitations and restrictions as are established herein or otherwise shall be established by the council from time to time. Any property wherein people live, are employed or congregate must be equipped by the owner with sanitary facilities for sewage disposal that are approved by the board of health. Any person owning abutting land on a public sewer or where such a sewer might be placed may be compelled by the board of health to hook to the public sewer, and a notice to do so will be given to the owner by the board of health. Failing to comply with this order after ten days have gone by shall be a misdemeanor beginning on the 11th day and every day afterwards shall be a separate offense.

(f) Every privy vault, cesspool, sinkhole, septic tank or similar receptacle in existence shall be abandoned and, at the discretion of the council, shall be cleansed and filled at the expense of the owner; and any such receptacle not so abandoned and/or cleansed and filled shall constitute a public nuisance and such nuisance may be abated as provided by law.

(g) No person shall maliciously, wilfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which is owned or operated by the council. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

(h) Any person who shall violate this article concerning the sewer system shall be liable, upon conviction for a first offense and upon conviction for each subsequent offense, to a fine of not less than $50.00 nor more than $100.00, together with costs of prosecution in each case. Each day that a violation shall continue shall be deemed and shall be taken to be a separate offense and shall be punishable as such. Fines and costs imposed under provisions of this article shall be enforceable and recoverable in the manner provided by applicable law.

(Code 1983, §§ 12-302, 12-803)

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Personnel Matters – The Board anticipates going into Executive Session under the provision of WV State Code § 6-9A-4(b)(2)(A) to consider matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee.

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Manager Report

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Engineering Report

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

June 24, 2026

Attachments:

Board Report 06.24.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	6-50	$48,591.26	$0.00	$31,599.78	$80,191.04
Sewer	6-60	$39,339.03	$0.00	$94,154.57	$133,493.60
	Year Total:	$87,930.29	$0.00	$125,754.35	$213,684.64
Water	X-50	$12,343.10	$0.00	$0.00	$12,343.10
Sewer	X-60	$2,250.00	$0.00	$0.00	$2,250.00
	Year Total:	$14,593.10	$0.00	$0.00	$14,593.10
Total Of All Funds:		$102,523.39	$0.00	$125,754.35	$228,277.74

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$60,934.36	$0.00	$31,599.78	$92,534.14
Sewer	60	$41,589.03	$0.00	$94,154.57	$135,743.60
Total Of All Funds:		$102,523.39	$0.00	$125,754.35	$228,277.74

This Packet: $ 228,277.74
Cincinnati Insurance, check dated 6/10/2026: 1,000.00
Security Deposit Refunds, checks dated 6/24/2026: 1,497.65

Total: $ 230,775.39

TOTAL PAGES: 5

APPROVED BY: _____

APPROVED BY: _____

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CITHO005		THE CI THORNBURG CO, INC.	*Account Continued*				
P2600225	05/29/26	60 METERS	Open	$9,900.00	$0.00		
P2600236	06/04/26	1-1/2" OMNI+ C2 METER	Open	$4,824.00	$0.00		
P2600241	06/09/26	5/8" SRII CHAMBERS	Open	$7,965.00	$0.00		
P2600262	06/17/26	TOTE THORNSORB ACT CARBON SLY	Open	$1,171.19	$0.00		
P2600263	06/17/26	3/4"X100' POLY TUBING	Open	$91.40	$0.00		
			Vendor Total:	**$23,951.59**			
WVAME005		WV AMERICAN WATER					
I2600545	06/01/26	USAGE DATA - 3,493	Open	$698.60	$0.00		
WVBUR010		WV BUREAU OF PUBLIC HEALTH					
I2600546	06/24/26	C.COLE CLSS 1WW, C, & S CERTS	Open	$125.00	$0.00		
I2600547	06/24/26	S.FARIAS CLSS 2WW, C,& S CERTS	Open	$150.00	$0.00		
			Vendor Total:	**$275.00**			
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2600526	06/02/26	FLOURIDE TEST	Open	$20.00	$0.00		
I2600548	06/11/26	FLOURIDE TEST	Open	$20.00	$0.00		
I2600549	06/09/26	BACTERIOLOGICAL TEST	Open	$230.00	$0.00		
			Vendor Total:	**$270.00**			
WVWAT005		WV WATER DEVELOPMENT AUTH					
I2600566	06/24/26	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,649.12	$0.00		

Total Purchase Orders: 68 Total P.O. Line Items: 0 Total List Amount: $228,277.74 Total Void Amount: $0.00

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*				
P2600243	06/09/26	BOD PROBE CTWWTP	Open	$1,697.35	$0.00		
HDSUP005		HD SUPPLY INC					
P2600230	06/01/26	MISC FOR TUSC PLANT	Open	$133.00	$0.00		
P2600256	06/16/26	MISC FOR WTP	Open	$3,645.61	$0.00		
			Vendor Total:	**$3,778.61**			
INTEL005		INTELLIPOINT TECHNOLOGIES					
I2600554	06/19/26	IT-REGULAR-REMOTE	Open	$50.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					
I2600541	06/10/26	C2 & I10 PICKUPS: 6/10/26	Open	$626.35	$0.00		
JERRY005		JERRY WHITMER					
I2600542	06/24/26	PER DIEM: 7/12 - 7/17/26	Open	$374.00	$0.00		
JOHNM010		JOHN MAXEY					
I2600525	06/24/26	MILEAGE: 5/17 - 5/18/26	Open	$469.08	$0.00		
MARYL010		MARYLAND BIOCHEMICAL CO.,					
P2600235	06/04/26	4x8LB FOG BLOCKS FOR GREASE	Open	$1,619.28	$0.00		
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2600242	06/09/26	CALIPER REPAIR, AC RECHARGE	Open	$244.96	$0.00		
P2600258	06/16/26	STATE INSPECTION - MAINT DUMP	Open	$14.00	$0.00		
			Vendor Total:	**$258.96**			
ROBER025		ROBERT LYNN KERSHNER					
P2600246	06/09/26	SERVICE CALL BLOWER 4 CTWWTP	Open	$520.00	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2600198	05/18/26	SPARE PUMP FOR DRISWOOD PS	Open	$3,150.00	$0.00		
P2600226	06/01/26	ZLIBERTY PUMPS-DEERFIELD PS	Open	$2,040.00	$0.00		
			Vendor Total:	**$5,190.00**			
SHENA005		SHENANDOAH SALES & SERVICE INC					
P2600251	06/11/26	MISC VEHICLE REPAIRS	Open	$3,771.47	$0.00		
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
P2600253	06/15/26	SAMPLING FOR CTWWTP MAY	Open	$160.00	$0.00		
P2600259	06/16/26	MISC WORK AT CTWWTP, WTP	Open	$19,402.27	$0.00		
P2600260	06/16/26	MISC AT CTWWTP, WTP	Open	$2,394.50	$0.00		
			Vendor Total:	**$21,956.77**			
STEVE015		STEVE WILLIAMS JR					
I2600543	06/24/26	PER DIEM: 6/30, 7/1/26	Open	$48.00	$0.00		
STONE005		STONER ENTERPRISES INC					
I2600544	06/16/26	MONTHLY SVC@ 661 S GEORGE ST	Open	$226.19	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CSXTR005		CSX TRANSPORTATION, INC	*Account Continued*				
CUMMI010		CUMMINS, INC					
P2600232	06/02/26	REPLACE BATTERY-JOHN RISSLER	Open	$2,799.77	$0.00		
DAVID010		DAVID ENGLE					
I2600532	06/24/26	PER DIEM: 6/30, 7/1, 7/2/26	Open	$72.00	$0.00		
I2600533	06/24/26	PER DIEM: 7/12 - 7/17/26	Open	$374.00	$0.00		
			Vendor Total:	**$446.00**			
DAVID015		DAVID STAUBS					
I2600534	06/24/26	PER DIEM: 6/30, 7/1/26	Open	$48.00	$0.00		
DEPTO015		DEPT OF ENVIRONMENTAL PROTECTI					
I2600530	06/24/26	A.STOTTLEMYER UIC-CLSS 5-5W32	Open	$200.00	$0.00		
DEREC005		DERECK SECKMAN					
I2600535	06/24/26	PER DIEM: 6/30, 7/1, 7/22/26	Open	$72.00	$0.00		
DOCUM005		DOCUMENT SOLUTIONS, INC					
I2600536	06/05/26	COPIER COLOR OVERAGE	Open	$438.71	$0.00		
DODSO010		DODSON SEPTIC SERVICES, LLC					
P2600249	06/10/26	PUMPED VARIOUS PUMP STATIONS	Open	$675.00	$0.00		
ENVIR025		ENVIRONMENTAL SVC & EQUIPMENT					
P2600175	05/08/26	CHEMICAL FEED PUMP FOR WTP	Open	$2,543.00	$0.00		
FCIGR005		FCI GROUP LLC					
P2600247	06/09/26	TIRE FOR MOWER TRAILER	Open	$124.49	$0.00		
FIRST010		FIRST CITIZENS BANK & TRUST CO					
I2600561	06/16/26	COPIER	Open	$4,080.00	$0.00		
GERAL005		GERALD TAYLOR CO., INC.					
I2600522	06/09/26	PUMP / TRANSPORT	Open	$439.27	$0.00		
I2600523	06/09/26	TRANSPORT	Open	$971.19	$0.00		
I2600537	06/16/26	PUMP / TRANSPORT	Open	$798.80	$0.00		
I2600538	06/16/26	TRANSPORT	Open	$1,834.47	$0.00		
I2600539	06/16/26	SUPERVAC	Open	$1,835.25	$0.00		
			Vendor Total:	**$5,878.98**			
GRAIN005		GRAINGER					
P2600244	06/09/26	MISC PIPE FITTINGS FOR WTP	Open	$740.16	$0.00		
GUTTM005		GUTTMAN ENERGY					
I2600524	06/07/26	W/E 6/07/26	Open	$2,477.51	$0.00		
I2600540	06/14/26	W/E 6/14/26	Open	$2,159.50	$0.00		
			Vendor Total:	**$4,637.01**			
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*
Received Date Range: *First to 06/30/26*	***Paid:*** *N*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *Y*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
3RDTI005		3RD TIME TRUCKING					
I2600519	05/05/26	HAULING	Open	$668.48	$0.00		
I2600520	05/20/26	HAULING	Open	$999.84	$0.00		
I2600521	05/21/26	HAULING	Open	$489.44	$0.00		
			Vendor Total:	**$2,157.76**			
ATLAS010		ATLAS COPCO NORTH AMERICA INC					
P2600177	05/08/26	PM ON GA11+ COMPRESSOR	Open	$4,749.19	$0.00		
AUTOZ005		AUTOZONE, INC					
26-00477	09/22/25	CLEANER & AIR FRESHENER	Open	$49.25	$0.00		
BIEDL005		BIEDLER'S ELECTRIC MOTOR REPAI					
P2600250	06/10/26	BELTS FOR PARK PS	Open	$96.72	$0.00		
CENTR010		CENTRISYS CNP					
P2600222	05/28/26	MISC FOR CENTRIFUGE	Open	$495.04	$0.00		
CENTR005		CENTRISYS CORPORATION					
P2600098	03/25/26	CS21-4 SPARE ROTATING ASSEMBLY	Open	$2,250.00	$0.00		
CHARL030		CHARLES TOWN SEWER					
I2600552	06/24/26	MAY FUNDING	Open	$73,470.69	$0.00		
CHARL010		CHARLES TOWN UTILITIES					
I2600564	06/24/26	SEC DEP XFR 7/1/25 - 6/22/26	Open	$1,233.19	$0.00		
CHARL050		CHARLES TOWN UTILITY BOAR					
I2600565	06/24/26	SEC DEP XFR 7/1/25 - 6/22/26	Open	$16,249.82	$0.00		
CHARL035		CHARLES TOWN WATER					
I2600553	06/24/26	MAY FUNDING	Open	$30,366.59	$0.00		
COREM005		CORE & MAIN INC					
P2600207	05/20/26	WATER STOCK	Open	$354.07	$0.00		
P2600234	06/04/26	STEVE W	Open	$1,129.68	$0.00		
			Vendor Total:	**$1,483.75**			
COYNE005		COYNE CHEMICAL INC					
I2600531	06/04/26	CP - 837	Open	$5,556.40	$0.00		
I2600550	06/04/26	CONTAINER RETURNS	Open	275.00-	$0.00		
			Vendor Total:	**$5,281.40**			
CSXTR005		CSX TRANSPORTATION, INC					
I2600562	03/18/26	ANNUAL PIPELINE FEES	Open	$100.00	$0.00		
I2600563	03/18/26	ANNUAL PIPELINE FEES	Open	$180.85	$0.00		
			Vendor Total:	**$280.85**			

CHARLES TOWN UTILITY BOARD

Wednesday, June 24, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - July 8, 2026 at 4:00 P.M.