CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JANUARY 14, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of December 10, 2025 Special Meeting Minutes
      12.10.25 UB Minutes.pdf
   b. Approval of December 18, 2025 Special Meeting Minutes
      12.18.25 UB Minutes.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/83807597693?pwd=ULIXTtLHzPcdnlBGc3p6YRBk1SoYad.1

   Meeting ID: 838 0759 7693
   Passcode: 784113
   (301)715-8592

3. **ELECTION OF OFFICERS**

4. **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.

5. **NEW BUSINESS**
   a. Collection System Project – Resolution No. 23 – CWSRF No. 7, EEGF No 5,

Pay App 10
Collection System Project - Resolution No. 23

b. Collection System Project – Resolution No. 24 – CIF No. 17
Collection System Project - Resolution No. 24.pdf

c. Draft Maintenance Agreement King's Crossing Subdivision
DRAFT Maintenance Agreement Kings Crossing.pdf

d. Jefferson County Parks and Recreation – Request for Sewer Service for Hite Road Park
Sewer Request.pdf

e. GDF DRAFT Wastewater Treatment and Collections Preliminary Engineering Report and review of Plant Design Parameters, Schedule and Anticipated Costs
WW SystemPER_Jan2026 DRAFT.pdf

f. Corporate Authorization Resolution - United Bank
Corporate Resolution.pdf

6. **MANAGER REPORTS**
   a. Utility Manager Report
   UM Report.pdf
   REVENUE & EXPENSE SEPTEMBER 2025.pdf
   REVENUE & EXPENSE OCTOBER 2025.pdf
   REVENUE & EXPENSE NOVEMBER 2025 DRAFT.pdf
   b. Chairman Report

7. **APPROVAL OF BILLS**
   a. January 14, 2026
   Board Report 01.14.2026.pdf

8. **ADJOURNMENT**

9. **INFORMATION ONLY**
   a. Next Meeting - January 28, 2026 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of December 10, 2025 Special Meeting Minutes

Attachments:

12.10.25 UB Minutes.pdf

Charles Town Utility Board
Special Board Meeting
December 10, 2025

The Charles Town Utility Board held a special meeting on December 10, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker, Legal Counsel (Zoom).

County Commission Liaison, Commissioner Mike Mood were absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of November 12, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the November 12, 2025 special meeting minutes. Mrs. Parker suggested a minor correction to the discussion on the Summit Point grant. Staff will verify from the meeting recording.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved the November 12, 2025 special meeting minutes as presented and any changes will be verified by the meeting recording.**

Approval of November 25, 2025 Special Meeting Minutes

The Chairman called for changes or corrections to the November 25, 2025 special meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board approved the November 25, 2025 special meeting minutes as presented.**

PUBLIC COMMENT

Public comment was received by Travis Markley, Robbie Shipe, Collin Cole, Ritchie Longerbeam, and Elizabeth Ricketts.

UNFINISHED BUSINESS

Utility Manager Performance Evaluation Review and Contract Addendum - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2) (A)- Matters arising from the appointment, employment of an employee.

This item was moved to the end of the meeting.

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

NEW BUSINESS

2026 CTUB Board Meeting Schedule

Action: **Motion made by Mrs. Parker, second by Mr. Kratovil, the Board unanimously approved the 2026 board meeting schedule as presented.**

2026 CTUB Holiday Schedule

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the 2026 holiday schedule as presented.**

Collection System Project – Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9

Mrs. Stolipher included the pay application for Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9, in the amount of $137,286.81 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 21 – EEFG Payment No. 4, Pay App No. 9.**

Collection System Project – Resolution No. 22 – CIF Payment No. 15

Mrs. Stolipher included the pay application for Resolution No. 22 – CIF Payment No. 15, in the amount of $34,307.81 for work completed.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved Resolution No. 22 – CIF Payment No. 15.**

Chlorine Room Modification Project – Resolution No. 3 – Pay App No. 3

Mrs. Stolipher included the pay application for Resolution No. 3 in the amount of $44,066.25 for work completed.

Action: **Motion made by Mr. Kratovil, second by Mr. Pierson, the Board unanimously approved Resolution No. 3 – Pay App No. 3.**

GDF – Asset Management Task Order No. 2

Mrs. Stolipher presented Task Order No. 2 for assistance from GDF to help develop the Asset Management software additional population of data and work orders. Justin Cooney and Dave Pederson from GDF provided a brief overview of the scope of work to complete this task. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Pierson, the Board unanimously approved Task Order No. 2 not to exceed $35,000.**

Rate Study Request for Proposals

Mrs. Stolipher provided a draft Request for Proposals for a rate study. She mentioned the last Class Cost of Service study was initiated in 2021 using FY2022 billing data. Mrs. Stolipher recommended the Board go out to bid to analyze current rates, consumption tiers and various customer classes with the substantial growth and overall increased operation costs since that time. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the rate study Request for Proposals.**

Vactor Truck Quotes

Mrs. Stolipher included two truck quotes, which has been included in the approved Capital Expenditure report. The current truck is almost twenty years old and in need of replacement. She suggested moving forward with the Vactor quote totaling $365,594.00. The Board provided discussions.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the purchase of the Vactor truck.**

Cranes Lane Control Panel Quote

Mrs. Stolipher provided a quote to replace an existing control panel at the Cranes Lane Pump Station. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved the purchase of the control panel for Cranes Lane Pump Station.**

GDF Wastewater Treatment Facility Preliminary Design Proposal

Prior to the Board's review of the PER at the first January meeting, GDF would like to move forward with the initial assessment of wastewater flows by performing influent sampling, analysis, and process modeling in preparation for the future Charles Town Wastewater Plant expansion not to exceed $130,000. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the GDF proposal and requested at the January meeting a more specific calendar of what additional projects or studies need to be done to get to the funding stage.**

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided her report on this month's sewer and water efforts. The Board expressed their satisfaction with the new report format.

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

Chairman Report

The Chairman had nothing to report.

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

APPROVAL OF BILLS

December 10, 2025

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

EXECUTIVE SESSION

Utility Manager Performance Evaluation Review and Contract Addendum - Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2) (A)- Matters arising from the appointment, employment of an employee.

Action: **Motion made by Mr. Pierson, second by Mr. Kratovil, the Board unanimously approved convening into Executive Session at 5:07 P.M. to discuss the Utility Manager performance evaluation.**

The Board convened back into public session at 6:32 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil the Board approved directing the attorney to draft a contract addendum for the General Manager that changes the appraisal date to September from December and offers a one-year extension to December 2026. Mr. Pierson voted against the motion.**

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved scheduling a special meeting on December 18th at 4:00 P.M.**

The Chairman mentioned he will meet with Mrs. Stolipher to review the Board's evaluations prior to the December 18th meeting as she will have an opportunity to comment at that time.

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 6:34 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, January 14, 2026 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of December 18, 2025 Special Meeting Minutes

Attachments:

12.18.25 UB Minutes.pdf

Charles Town Utility Board
Special Board Meeting
December 18, 2025

The Charles Town Utility Board held a special meeting on December 18, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; Heidi Parker, Board Member and Patrick Kratovil, Board Member. Also present were Kristen Stolipher, Utility Manager; Ashley Stottlemyer, Secretary; and Robert Rodecker and Cindy Wilson, Legal Counsel (Zoom).

CALL TO ORDER

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

PUBLIC COMMENT

No public comment was received.

Mrs. Stolipher mentioned that a quorum would not be available on December 22 or 23 for a Special Meeting to discuss a time-sensitive matter relating to a PSC complaint case that has been filed against CTUB and requested amending the agenda to include this emergency item. Mrs. Wilson had no problems with this request.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved amending the agenda to receive legal advice pursuant to a complaint filed with the PSC.**

UNFINISHED BUSINESS

Utility Manager Performance Evaluation Review and Contract Addendum -Possible Executive Session Under: WV State Code Section 6-9A-4(b)(2)(A)- Matters arising from the appointment, employment of an employee.

Mrs. Stolipher requested this item to be held in public session. The Chairman stated he met with Mrs. Stolipher and reviewed the evaluations completed by the Board members. He reviewed the goals the Board set for Mrs. Stolipher for 2026, half of which she is currently achieving and the Board requests her to continue to do. Mrs. Stolipher provided her response to the Board evaluations and requested a two-year contract extension instead of the one-year suggestion since the overall Board evaluations, both current and past, were positive and very satisfactory. She also requested clearly defined and measurable improvement objectives included in a final evaluation.

The Board was in agreeance and pleased with Mrs. Stolipher' s overall performance and staff's support, but would like to extend the contract for one year, review again in September 2026 and look at a three-year extension at that time based on performance. The Chairman and Mr. Pierson were in favor of a two-year contract extension. The Board requested hiring a Deputy type position under the Utility Manager to assist with tasks. Mrs. Stolipher the Board has already approved that position in the last fiscal year budget and has been included in the organizational chart. The Chairman mentioned an organizational structure study would be beneficial for the Utility.

Mrs. Stolipher will review the one-year contract extension again and inform the Board of her decision. No action was taken by the Board.

NEW BUSINESS

Emergency Action Item - Added to agenda on 12/18/2025* - 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.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved inviting Stephanie Grove, Legal Counsel for the City of Charles Town, to participate in the executive session discussion on the PSC complaint case.**

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved convening into Executive Session at 4:48 P.M. to received legal advice regarding a complaint filed with the PSC.**

The Board convened back into public session at 5:25 P.M.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously authorized the Attorney to file a response to the complaint filed with the PSC regarding the CIF case, seeking a 30-day extension of time due to the holiday and the necessity of coordinating a response with the Charles Town City Council.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously recommend to the Charles Town City Council that together file a response to the complaint case seeking mediation and agreeing to toll the CIF and the Ordinance, that establishes the CIF, until the case is resolved.**

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, the Board unanimously approved to adjourn the meeting at 5:31 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, January 14, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

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

Collection System Project – Resolution No. 23 – CWSRF No. 7, EEGF No 5, Pay App 10

Attachments:

Collection System Project - Resolution No. 23

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

RESOLUTION NO. 23
REQUEST FOR PAYMENT #23
(CWSRF #C-544686 PAYMENT #7, WDA EEGF PAYMENT #5, CIF PAYMENT #16)

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. 10"** as follows.

Vendor	CWSRF	WDA EEGF Grant Funding	Capacity Improvement Fee (CIF) Fund Change Order No. 2	Total Approved for Payment
HRI, Inc.	$215,674.31	$188,270.85	$82,053.40	$485,998.56
Total	**$215,674.31**	**$188,270.85**	**$82,053.40**	**$485,998.56**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 14th day of January, 2026.

By: _____
Brent Manuel, Chairman

SRF PAYMENT REQUISITION FORM

1. LOAN RECIPIENT/VENDOR:

NAME: Charles Town Utility Board

ADDRESS: 101 E Washington St
Charles Town, WV 25414

FEIN: 32-0280357

DUNS: 010728588

UEI: GXZTJN971WA5

2. INVOICE #: C-544686-2025-07

3. REQUEST NUMBER: 7

4. INVOICE PERIOD COVERED BY THIS REQUEST

FROM: 12/1/2025 TO: 1/5/2026

5. % of PHYSICAL CONSTRUCTION COMPLETION 25.71%

CLASSIFICATION	A) APPROVED BUDGET	B) PREVIOUS APPROVED	C) THIS REQUEST	D) TOTAL COLUMNS B&C	E) AGENCY USE ONLY	
					LOAN $	PF $
1) CONSTRUCTION	$3,000,650.00	$1,346,060.95	$215,674.31	$1,561,735.26		
2) CONTINGENCY	$303,684.00			$0.00		
3) EQUIPMENT				$0.00		
4) ENGINEERING a. Planning				$0.00		
b. Design				$0.00		
c. Construction Basic				$0.00		
d. RPR / Inspection				$0.00		
e. Post Construction				$0.00		
f. Special Services				$0.00		
5) LEGAL				$0.00		
6) ACCOUNTING				$0.00		
7) ADMINISTRATIVE				$0.00		
8) PERMITS				$0.00		
9) LOAN REPAYMENT				$0.00		
10) PLATS				$0.00		
11) LAND/EASEMENTS				$0.00		
12) (space as needed)				$0.00		
13) CLOSING COSTS	$40,650.00	$40,650.00		$40,650.00		
14) SUBTOTAL	$3,344,984.00	$1,386,710.95	$215,674.31	$1,602,385.26		
15) LESS PREVIOUSLY PAID				$1,386,710.95		
16) REQUEST AMOUNT				$215,674.31		

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

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

AGENCY USE ONLY:

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

_____ _____
PROJECT REVIEWER DATE
TYPED OR PRINTED NAME

_____ _____
AUTHORIZED OFFICER DATE
TYPED OR PRINTED NAME

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 10

Application Period: 12/1/25 - 12/31/25		Application Date: 1/5/2026
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
TOTALS	$372,974.68	$10,422.36
NET CHANGE BY CHANGE ORDERS	**$362,552.32**	

1.	**ORIGINAL CONTRACT PRICE**	**$6,074,000.00**
2.	**Net change by Change Orders**	**$362,552.32**
3.	**Current Contract Price (Line 1 ± 2)**	**$6,436,552.32**
4.	**TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)**	**$3,029,921.67**
5.	**RETAINAGE:**	
	a. 10% X $2,730,637.72 **Work Completed**	**$273,063.77**
	b. 10% X $299,283.95 **Stored Material**	**$29,928.40**
	c. Total Retainage (Line 5.a + Line 5.b)	**$302,992.17**
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	**$2,726,929.50**
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	**$2,240,930.94**
8.	**AMOUNT DUE THIS APPLICATION**	**$485,998.56**
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	**$3,709,622.82**

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: Joshua Kutz Date: 1/5/2026

Payment of: $ $485,998.56
(Line 8 or other - attach explanation of the other amount)

is recommended by: David Santelli (Engineer) 1/6/2026 (Date)

Payment of: $ 485,998.56
(Line 8 or other - attach explanation of the other amount)

is approved by: (Owner) (Date)

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

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	01	Application Number:	10
Application Period:	12/1/25 - 12/31/25	Application Date:	1/5/2026

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	**0.10**	**0.60**	0.70	$1,500.00	$9,000.00	$10,500.00		$10,500.00	70.0%	$4,500.00
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	**0.10**	**0.60**	0.70	$3,500.00	$21,000.00	$24,500.00		$24,500.00	70.0%	$10,500.00
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	**0.50**		0.50	$6,000.00		$6,000.00		$6,000.00	50.0%	$6,000.00
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										$5,000.00
5b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
5c	Remove Existing Fencing	1	LS	$4,000.00	$4,000.00										$4,000.00
5d	Demo Concrete Pad	1	LS	$3,000.00	$3,000.00										$3,000.00
5e	Relocate Propane Tanks	1	LS	$1,000.00	$1,000.00										$1,000.00
6	**Moose Lodge Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
6a	Demo Wet Well Top	1	LS	$4,500.00	$4,500.00										$4,500.00
6b	Remove Existing Pumps & Piping	1	LS	$8,500.00	$8,500.00										$8,500.00
6c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
6d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
6e	Remove Existng Grout Fillet	1	LS	$2,000.00	$2,000.00										$2,000.00
7	**Jetts Farm Pump Station Demolition**	**1**	**LS**	**$22,000.00**											
7a	Demo Junction Box / Vent	1	LS	$5,500.00	$5,500.00										$5,500.00
7b	Remove Existing Pumps & Piping	1	LS	$9,500.00	$9,500.00										$9,500.00
7c	Demo 6" Yard Piping	1	LS	$5,000.00	$5,000.00										$5,000.00
7d	Demo Transfer Switch / Control Panel	1	LS	$2,000.00	$2,000.00										$2,000.00
9	**Forrest Street Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
9a	Demo Pump Station	1	LS	$15,000.00	$15,000.00										$15,000.00
9b	Remove Existing Pumps & Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
9c	Demo 10"/12" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
10	**11th Ave Pump Station Demolition**	**1**	**LS**	**$33,000.00**											
10a	Demo Pump Station	1	LS	$14,000.00	$14,000.00										$14,000.00
10b	Remove Existing Pumps & Piping	1	LS	$10,000.00	$10,000.00										$10,000.00
10c	Demo 8"/2" Piping	1	LS	$9,000.00	$9,000.00										$9,000.00
11	**Burr East Pump Station**	**1**	**LS**	**$495,000.00**											
11a	Erosion & Sediment Control	1	LS	$6,000.00	$6,000.00										$6,000.00
11b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
11c	Site Fencing	1	LS	$8,000.00	$8,000.00										$8,000.00
11d	Valve Vault	1	LS	$40,000.00	$40,000.00										$40,000.00
11e	Meter Vault	1	LS	$25,000.00	$25,000.00										$25,000.00
11f	Process Pipe	1	LS	$70,000.00	$70,000.00										$70,000.00
11g	Submersible Pumps	1	LS	$98,000.00	$98,000.00		**0.10**	0.10		$9,800.00	$9,800.00	$76,502.65	$86,302.65	88.1%	$11,697.35
11h	Pipe Painting	1	LS	$4,000.00	$4,000.00										$4,000.00
11i	Instrumentation	1	LS	$15,000.00	$15,000.00		**0.10**	0.10		$1,500.00	$1,500.00		$1,500.00	10.0%	$13,500.00
11j	Propane Tank Pad	1	LS	$5,000.00	$5,000.00										$5,000.00
11k	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00										$15,000.00
11l	Wet Well Fillet	1	LS	$5,000.00	$5,000.00										$5,000.00
11m	Electrical Enclosure Pad	1	LS	$5,000.00	$5,000.00										$5,000.00
11n	Electrical	1	LS	$90,000.00	$90,000.00										$90,000.00
11o	Integration	1	LS	$105,000.00	$105,000.00		**0.10**	0.10		$10,500.00	$10,500.00		$10,500.00	10.0%	$94,500.00
12	**Moose Lodge Pump Station**	**1**	**LS**	**$305,000.00**											
12a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
12b	Seeding and Lanscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
12c	Meter Vault	1	LS	$16,000.00	$16,000.00							$3,351.00	$3,351.00	20.9%	$12,649.00
12d	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
12e	Process Pipe	1	LS	$54,000.00	$54,000.00										$54,000.00

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL: Employees and partners who nee

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

For (Contract): 01												Application Number: 10			
Application Period: 12/1/25 - 12/31/25												Application Date: 1/5/2026			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
12f	Submersible Pumps	1	LS	$90,000.00	$90,000.00		**0.10**	0.10		$9,000.00	$9,000.00	$81,205.00	$90,205.00	100.2%	-$205.00
12g	Instrumentation	1	LS	$6,000.00	$6,000.00										$6,000.00
12h	Wet Well Top Slab	1	LS	$15,000.00	$15,000.00							$4,424.00	$4,424.00	29.5%	$10,576.00
12i	Electrical	1	LS	$65,000.00	$65,000.00										$65,000.00
12j	Integration	1	LS	$45,000.00	$45,000.00										$45,000.00
13	**Jetts Farm Pump Station**	**1**	**LS**	**$335,000.00**											
13a	Erosion & Sediment Control	1	LS	$4,000.00	$4,000.00										$4,000.00
13b	Temporary Fence & Barrier	1	LS	$23,000.00	$23,000.00										$23,000.00
13c	Seeding & Landscaping	1	LS	$3,500.00	$3,500.00										$3,500.00
13d	Meter Vault	1	LS	$16,000.00	$16,000.00							$3,420.00	$3,420.00	21.4%	$12,580.00
13e	Bypass Pit	1	LS	$6,000.00	$6,000.00										$6,000.00
13f	Process Pipe	1	LS	$73,500.00	$73,500.00										$73,500.00
13g	Submersible Pumps	1	LS	$102,000.00	$102,000.00		**0.10**	0.10		$10,200.00	$10,200.00	$62,111.25	$72,311.25	70.9%	$29,688.75
13h	Instrumentation	1	LS	$4,500.00	$4,500.00		**0.10**	0.10		$450.00	$450.00		$450.00	10.0%	$4,050.00
13i	Pipe Painting	1	LS	$1,500.00	$1,500.00										$1,500.00
13j	Electrical	1	LS	$58,000.00	$58,000.00										$58,000.00
13k	Integration	1	LS	$43,000.00	$43,000.00		**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	**0.25**		0.25	$1,750.00		$1,750.00		$1,750.00	25.0%	$5,250.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00	**0.25**		0.25	$5,750.00		$5,750.00		$5,750.00	25.0%	$17,250.00
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00	**1.00**		1.00	$16,000.00		$16,000.00		$16,000.00	100.0%	
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00	**0.80**		0.80	$7,600.00		$7,600.00		$7,600.00	80.0%	$1,900.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00	**0.61**	**0.09**	0.70	$323,300.00	$47,700.00	$371,000.00		$371,000.00	70.0%	$159,000.00
15i	Meter Vault	1	LS	$20,000.00	$20,000.00							$6,449.00	$6,449.00	32.2%	$13,551.00
15j	Process Pipe	1	LS	$141,000.00	$141,000.00										$141,000.00
15k	Submersible Pumps	1	LS	$15,000.00	$15,000.00		**0.01**	0.01		$150.00	$150.00		$150.00	1.0%	$14,850.00
15l	Instrumentation	1	LS	$7,000.00	$7,000.00										$7,000.00
15m	Pipe Painting	1	LS	$1,000.00	$1,000.00										$1,000.00
15n	Generator & Electrical Pads	1	LS	$8,500.00	$8,500.00										$8,500.00
15o	Electrical	1	LS	$135,000.00	$135,000.00		**0.10**	0.10		$13,500.00	$13,500.00		$13,500.00	10.0%	$121,500.00
15p	Integration	1	LS	$180,000.00	$180,000.00										$180,000.00
16	Grinder Pump 1	1	LS	$23,000.00	$23,000.00										$23,000.00
17	Grinder Pump 2	1	LS	$23,000.00	$23,000.00										$23,000.00
18	**Bypass Pump - Burr East Pump Station**	**1**	**LS**	**$45,000.00**											
18a	Set Up Bypass Pump & Piping	1	LS	$17,500.00	$17,500.00										$17,500.00
18b	Utilize Bypass Pump & Piping	1	LS	$25,000.00	$25,000.00										$25,000.00
18c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
19	**Bypass Pump - Jett's Farm Pump Station**	**1**	**LS**	**$36,000.00**											
19a	Set Up Bypass Pump & Piping	1	LS	$13,500.00	$13,500.00										$13,500.00
19b	Utilize Bypass Pump & Piping	1	LS	$20,000.00	$20,000.00										$20,000.00
19c	Remove Bypass Pump & Piping	1	LS	$2,500.00	$2,500.00										$2,500.00
20	**Bypass Pump - Samuel Street Pump Station**	**1**	**LS**	**$15,000.00**											
20a	Set Up Bypass Pump & Piping	1	LS	$5,500.00	$5,500.00		**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		**0.50**	0.50		$12,500.00	$12,500.00		$12,500.00	50.0%	$12,500.00
24b	Utilize Bypass Pump & Piping	1	LS	$50,000.00	$50,000.00		**0.50**	0.50		$25,000.00	$25,000.00		$25,000.00	50.0%	$25,000.00
24c	Remove Bypass Pump & Piping (multiple)	1	LS	$25,000.00	$25,000.00		**0.50**	0.50		$12,500.00	$12,500.00		$12,500.00	50.0%	$12,500.00

EJCDC® C-620 Contractor's Application for Payment
© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL: Employees and partners who nee

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

For (Contract): 01		Application Number:	10
Application Period: 12/1/25 - 12/31/25		Application Date:	1/5/2026

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										$48,000.00
26	Pump & Haul - Evitt's Run Interceptor	1	LS	$7,500.00	$7,500.00										$7,500.00
27	Pump & Haul - Magnolia Springs Pump Station	1	LS	$7,500.00	$7,500.00										$7,500.00
28	Pump & Haul - Clearance Drive Pump Station	1	LS	$7,500.00	$7,500.00										$7,500.00
29	4" SDR 35 Sewer	100	LF	$194.00	$19,400.00										$19,400.00
30	6" SDR 35 PVC Sewer (D<8')	20	LF	$92.00	$1,840.00										$1,840.00
31	8" SDR PVC Sewer (D<8')	1100	LF	$135.00	$148,500.00							$17,796.18	$17,796.18	12.0%	$130,703.82
32	8" SDR PVC Sewer (8<D<12')	200	LF	$192.00	$38,400.00							$5,567.52	$5,567.52	14.5%	$32,832.48
33	8" SDR PVC Sewer (D<12')	200	LF	$284.00	$56,800.00							$4,971.00	$4,971.00	8.8%	$51,829.00
34	10" SDR 35 PVC Sewer (D<8')	600	LF	$174.00	$104,400.00										$104,400.00
35	12" SDR PVC	80	LF	$235.00	$18,800.00		**21.00**	21.00		$4,935.00	$4,935.00		$4,935.00	26.3%	$13,865.00
36	30" SDR PVC	2000	LF	$305.00	$610,000.00		**1383.00**	1383.00		$421,815.00	$421,815.00	$12,051.40	$433,866.40	71.1%	$176,133.60
37	6" C900 Class 165 PVC Force Main	2200	LF	$135.00	$297,000.00	**67.00**	**3954.58**	4021.58	$9,045.00	$533,868.30	$542,913.30	$1,655.80	$544,569.10	183.4%	-$247,569.10
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00		**2703.08**	2703.08		$310,854.20	$310,854.20		$310,854.20	96.5%	$11,145.80
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		**12.00**	12.00		$102,000.00	$102,000.00	$19,779.15	$121,779.15	71.6%	$48,220.85
43	4' Diameter Manhole Extension	50	VF	$650.00	$32,500.00		**22.05**	22.05		$14,332.50	$14,332.50		$14,332.50	44.1%	$18,167.50
44	4' Diameter Doghouse Manhole (up to 6')	10	EA	$8,100.00	$81,000.00										$81,000.00
45	Manhole Frame and Cover - Highway	26	EA	$1,500.00	$39,000.00		**10.00**	10.00		$15,000.00	$15,000.00		$15,000.00	38.5%	$24,000.00
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		**2.00**	2.00		$3,000.00	$3,000.00		$3,000.00	20.0%	$12,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00		**2.00**	2.00		$4,000.00	$4,000.00		$4,000.00	20.0%	$16,000.00
49	Mainline Cleanout	5	EA	$4,300.00	$21,500.00										$21,500.00
50	Air Release Vacuum Combination Valve Assembly	4	EA	$12,500.00	$50,000.00	**1.00**	**2.00**	3.00	$12,500.00	$25,000.00	$37,500.00		$37,500.00	75.0%	$12,500.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00	**3.00**	**2.00**	5.00	$27,000.00	$18,000.00	$45,000.00		$45,000.00	125.0%	-$9,000.00
52	Burr East Force Main Connection	1	LS	$21,000.00	$21,000.00										$21,000.00
53	Jett's Farm Force Main Connection	1	LS	$11,000.00	$11,000.00										$11,000.00
54	Manhole Riser Extension	5	VF	$1,300.00	$6,500.00										$6,500.00
55	Internal Manhole Lining	90	VF	$100.00	$9,000.00										$9,000.00
56	6" SDR PVC Lateral	200	LF	$102.00	$20,400.00										$20,400.00
57	Reconnect Lateral Service Connection	16	EA	$1,400.00	$22,400.00										$22,400.00
58	8"x6" Wye	14	EA	$420.00	$5,880.00										$5,880.00
59	12" Steel Casing - (Open Cut)	200	LF	$200.00	$40,000.00										$40,000.00
60	16" Steel Casing - (Open Cut)	80	LF	$250.00	$20,000.00										$20,000.00
61	48" Steel Casing - (Open Cut)	80	LF	$1,600.00	$128,000.00										$128,000.00
62	Test Pit Excavation & Refill	7	EA	$5,000.00	$35,000.00		**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	**4.00**	**1.00**	5.00	$36,000.00	$9,000.00	$45,000.00		$45,000.00	71.4%	$18,000.00
64	Asphalt Trench Patch (Base)	80	TON	$400.00	$32,000.00		**136.94**	136.94		$54,776.00	$54,776.00		$54,776.00	171.2%	-$22,776.00
65	Asphalt Trench Patch (Wearing)	60	TON	$350.00	$21,000.00		**103.86**	103.86		$36,351.00	$36,351.00		$36,351.00	173.1%	-$15,351.00
66	Aggregate for Backfill	700	CY	$92.00	$64,400.00		**318.54**	318.54		$29,305.68	$29,305.68		$29,305.68	45.5%	$35,094.32
67	Flowable Fill	50	CY	$400.00	$20,000.00										$20,000.00
68	Remove Manhole	13	EA	$1,300.00	$16,900.00		**4.00**	4.00		$5,200.00	$5,200.00		$5,200.00	30.8%	$11,700.00
69	Concrete Curb Repair	10	LF	$200.00	$2,000.00										$2,000.00
70	Concrete Driveway Repair	10	CY	$1,800.00	$18,000.00										$18,000.00
71	Miscellaneous DIP Fittings	500	LB	$20.00	$10,000.00										$10,000.00
72	Class B Concrete	50	CY	$500.00	$25,000.00										$25,000.00
73	Shoring / 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	**0.10**	**0.80**	0.90	$2,070.40	$16,563.20	$18,633.60		$18,633.60	90.0%	$2,070.40
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										$100,820.00
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
									$ -						
	Totals				**$6,436,552.32**				**$539,998.40**	**$2,190,639.32**	**$2,730,637.72**	**$299,283.95**	**$3,029,921.67**	47.1%	**$3,406,630.65**

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	10
Application Period:	12/1/25 - 12/31/25	Application Date:	1/5/2026

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**

© 2013 National Society of Professional Engineers for EJCDC. All rights reserved.

C2 - COLAS GROUP INTERNAL: Employees and partners who nee

Date: January 14, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 15 Request for Payment (RFP) #15 CWSRF # 6	Resolution No. 16 Request for Payment (RFP) # 16 CIF # 10	Resolution No. 17 Request for Payment (RFP) #17 EEGF Grant # 1	Resolution No. 18 Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	Resolution No. 19 Request for Payment (RFP) # 19 CIF # 12	Resolution No. 20 Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Resolution No. 21 Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Resolution No. 22 Request for Payment (RFP) #22 CIF # 15	Resolution No. 23 Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ 620,946.92	$ -	$ 278,099.71	$ 177,224.36	$ -	$ 297,153.47	$ 136,251.61	$ -	$ 403,945.16	$ 3,435,264.74
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ 3,035.24	$ -	$ 2,070.40	$ 1,035.20	$ -	$ 82,053.40	$ 2,070.40
2 **CONTINGENCY**											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 150,807.68
3 **LEGAL SERVICES**											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ 682.50	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin/RPR) - (Note #6)	$ 420,000.00	$ -	$ 34,055.35	$ -	$ -	$ 28,028.96	$ -	$ -	$ 34,307.81	$ -	$ 167,473.41
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 7,986,638.64**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 4,071,410.92**
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	**$ 8,027,288.64**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 4,071,410.92**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) #15 CWSRF # 6	Request for Payment (RFP) # 16 CIF # 10	Request for Payment (RFP) #17 EEGF # 1	Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	Request for Payment (RFP) # 19 CIF # 12	Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Request for Payment (RFP) #22 CIF # 15	Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,267,824.64	$ -	$ (34,737.85)	$ -	$ (3,035.24)	$ (28,028.96)	$ (2,070.40)	$ (1,035.20)	$ (34,307.81)	$ (82,053.40)	$ 1,991,332.18
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,389,304.64**	**$ -**	**$ (34,737.85)**	**$ -**	**$ (3,035.24)**	**$ (28,028.96)**	**$ (2,070.40)**	**$ (1,035.20)**	**$ (34,307.81)**	**$ (82,053.40)**	**$ 2,112,812.18**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ -	$ (278,099.71)	$ (177,224.36)	$ -	$ (297,153.47)	$ (136,251.61)	$ -	$ (188,270.85)	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ -**	**$ (278,099.71)**	**$ (177,224.36)**	**$ -**	**$ (297,153.47)**	**$ (136,251.61)**	**$ -**	**$ (188,270.85)**	**$ 500,000.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ (620,946.92)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (215,674.31)	$ 1,242,598.74
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ (620,946.92)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (215,674.31)**	**$ 1,458,598.74**
4 Total Sources of Funds Line 1-3	**$ 8,027,288.64**	**$ (620,946.92)**	**$ (34,737.85)**	**$ (278,099.71)**	**$ (180,259.60)**	**$ (28,028.96)**	**$ (299,223.87)**	**$ (137,286.81)**	**$ (34,307.81)**	**$ (485,998.56)**	**$ 4,071,410.92**

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

Note #6 -8/13/2025 - GDF - Task Order for Additional Construction Admin Services approved increase of $120,000

Note #7 - 10/8/2025 - Change Order No. 2 was approved in the amount of $241,072.32. $150,807.68 to be funded with the CWSRF - Green Grant, the remaining $90,264.64 will be funded with CIF Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

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

Collection System Project – Resolution No. 24 – CIF No. 17

Attachments:

Collection System Project - Resolution No. 24.pdf

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

RESOLUTION NO. 24
REQUEST FOR PAYMENT #24
(CIF PAYMENT #17)

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	$54,765.78	$54,765.78
Total	**$0**	**$54,765.78**	**$54,765.78**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 14th day of January, 2026.

By: _____
Brent Manuel, Chairman

Date: January 14, 2026

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

PROJECT COSTS:	APPROVED CONSTRUCTION BUDGET	Resolution No. 16 Request for Payment (RFP) # 16 CIF # 10	Resolution No. 17 Request for Payment (RFP) #17 EEGF Grant # 1	Resolution No. 18 Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	Resolution No. 19 Request for Payment (RFP) # 19 CIF # 12	Resolution No. 20 Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Resolution No. 21 Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Resolution No. 22 Request for Payment (RFP) #22 CIF # 15	Resolution No. 23 Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Resolution No. 24 Request for Payment (RFP) #24 CIF # 17	BALANCE REMAINING
1 CONSTRUCTION CONTRACT											
a. Original Contract 1	$ 6,074,000.00	$ -	$ 278,099.71	$ 177,224.36	$ -	$ 297,153.47	$ 136,251.61	$ -	$ 403,945.16	$ -	$ 3,435,264.74
b. Change Order 1 - B&O Tax (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ 3,035.24	$ -	$ 2,070.40	$ 1,035.20	$ -	$ 82,053.40	$ -	$ 2,070.40
2 CONTINGENCY											
a. Contingency - (Note #1 & #7)	$ 152,876.32	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 152,876.32
b. Change Order 2 - (Note #7)	$ 150,807.68	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 150,807.68
3 LEGAL SERVICES											
a. Project Attorney - (Note #4)	$ 170,000.00	$ 682.50	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,670.19
b. GDF Engineering (Construction Admin/RPR) - (Note #6)	$ 420,000.00	$ 34,055.35	$ -	$ -	$ 28,028.96	$ -	$ -	$ 34,307.81	$ -	$ 54,765.78	$ 112,707.63
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	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 7,986,638.64**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 4,016,645.14**
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	**$ 8,027,288.64**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 485,998.56**	**$ 54,765.78**	**$ 4,016,645.14**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) # 16 CIF # 10	Request for Payment (RFP) #17 EEGF # 1	Request for Payment (RFP) #18 EEGF Grant #2 CIF # 11	Request for Payment (RFP) # 19 CIF # 12	Request for Payment (RFP) #20 EEGF Grant #3 CIF # 13	Request for Payment (RFP) #21 EEGF Grant #4 CIF # 14	Request for Payment (RFP) #22 CIF # 15	Request for Payment (RFP) #23 CWSRF #7 EEGF Grant #5 CIF # 16	Request for Payment (RFP) #24 CIF # 17	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,267,824.64	$ (34,737.85)	$ -	$ (3,035.24)	$ (28,028.96)	$ (2,070.40)	$ (1,035.20)	$ (34,307.81)	$ (82,053.40)	$ (54,765.78)	$ 1,936,566.40
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,389,304.64**	**$ (34,737.85)**	**$ -**	**$ (3,035.24)**	**$ (28,028.96)**	**$ (2,070.40)**	**$ (1,035.20)**	**$ (34,307.81)**	**$ (82,053.40)**	**$ (54,765.78)**	**$ 2,058,046.40**
2 GRANT FUNDS											
a. State Grant (EEGF)	$ 1,077,000.00	$ -	$ (278,099.71)	$ (177,224.36)	$ -	$ (297,153.47)	$ (136,251.61)	$ -	$ (188,270.85)	$ -	$ -
b. Federal Grant (CWSRF) - "Green Grant"	$ 500,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500,000.00
2 Subtotal Grant Funds	**$ 1,577,000.00**	**$ -**	**$ (278,099.71)**	**$ (177,224.36)**	**$ -**	**$ (297,153.47)**	**$ (136,251.61)**	**$ -**	**$ (188,270.85)**	**$ -**	**$ 500,000.00**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ (215,674.31)	$ -	$ 1,242,598.74
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (215,674.31)**	**$ -**	**$ 1,458,598.74**
4 Total Sources of Funds Line 1-3	**$ 8,027,288.64**	**$ (34,737.85)**	**$ (278,099.71)**	**$ (180,259.60)**	**$ (28,028.96)**	**$ (299,223.87)**	**$ (137,286.81)**	**$ (34,307.81)**	**$ (485,998.56)**	**$ (54,765.78)**	**$ 4,016,645.14**

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

Note #6 -8/13/2025 - GDF - Task Order for Additional Construction Admin Services approved

Note #7 - 10/8/2025 - Change Order No. 2 was approved in the amount of $241,072.32. $150,807.68 to be funded with the CWSRF - Green Grant, the remaining $90,264.64 will be funded with CIF Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

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

Draft Maintenance Agreement King’s Crossing Subdivision

Attachments:

DRAFT Maintenance Agreement Kings Crossing.pdf

OPERATION AND MAINTENANCE AGREEMENT

THIS OPERATION AND MAINTENANCE 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**, (hereinafter, "CTUB") and **DR Acquisitions LLC,** (hereinafter, "THE DEVELOPER"), collectively ("the "Parties").

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

WHEREAS, CTUB has an Alternate Mainline Extension Agreement (AMEA) with the DEVELOPER that has been approved by the Public Service Commission of West Virginia (PSC) and intend to serve the DEVELOPER'S King's Crossing Development ("Development") with public sewer service; and

WHEREAS, the DEVELOPER is working to complete the construction of the on-site and off-site infrastructure to serve the Development as part of the AMEA which includes an on-site sewage pump station ("Pump Station") and collection system; and

WHEREAS, the Parties believe it would be mutually beneficial to have CTUB operate and maintain the Pump Station and to have the DEVELOPER pay CTUB for the cost to operate and maintain said Pump Station.

THEREFORE, the Parties, for and in consideration of the mutual covenants and conditions herein contained, hereto agree as follows:

A. CTUB AGREES:

1. To provide routine operation and maintenance of the Pump Station and Collection system located within the King's Crossing Development on a monthly basis on an actual time and expense basis for such work. A flat monthly charge will initially be $1,500.00 per month for the first four months of operation, after which the parties will review the actual time and expenses spent and will thereafter use good faith efforts to establish a monthly charge to be charged by CTUB to the DEVELOPER which charge will be used until the infrastructure is accepted into the CTUB system. During the four-month trial period CTUB personnel

will complete and maintain a log of all maintenance activities including date, time, and costs of all work performed pursuant to this Agreement.

2. By January 1st of each year beginning on January 1, 2027, CTUB shall provide to the DEVELOPER its financial analysis of the cost of operating the Pump Station in its preceding fiscal year ended June 30, 2026 and CTUB's proposed flat monthly routine pre-treatment service charge for the next upcoming fiscal year beginning July 1, 2026. The DEVELOPER shall have 60 days from receipt of CTUB'S proposed charge to accept or counter-offer CTUB'S proposed change in the flat monthly charge. In the event the Parties are unable to reach agreement on a flat monthly charge to apply to an upcoming fiscal year by June 1, either Party may terminate this Agreement with 30 days advance written notice to the other Party or alternatively the Parties may continue to pay the flat monthly charge which was previously in effect and submit the amount of the charge to a CPA with public utility experience for resolution of the flat monthly charge to be used for the new fiscal year by binding arbitration. These services under this agreement shall include *routine* operation, inspection, and preventive maintenance of the pretreatment facility. Any successor operator of the Pump Station must have personnel who possess at a minimum a Class C license.

3. The following non-routine items costing less than $2,500 per item related to providing service for the Pump Station will be billed to the DEVELOPER at actual cost incurred by CTUB with invoices provided each month for the expenses: material and equipment; charges for capital telemetry expenses; charges incurred by CTUB, if any, related to discharges from the Pump Station directly caused by DEVELOPER; and similar non-routine costs related to the operation of the Pump Station. The performance of these duties shall be in accordance with sound utility business practice and relevant federal, state, and local statutes, regulations, and ordinances.

4. To provide bills to the DEVELOPER for charges set forth in paragraph A.1. by the 15th of the month following the month in which the services were provided. Bills for electric service to the Pump Station will be billed to and paid by the DEVELOPER until such time

that the Pump Station is accepted into the CTUB system.

5. In addition to routine operation and maintenance provided under paragraph A.1., from time to time there may also be needed emergency and non-emergency repair services estimated to cost more than $2,500.00. An emergency repair is the replacement or repair of any component or system in the Pump Station that has failed or is expected to fail within 60 days in the reasonable judgement of CTUB and such failure interferes with the ordinary operation and performance of the Pump Station or the delivery of wastewater to CTUB's wastewater collection system. CTUB may perform emergency repairs without obtaining approval from the DEVELOPER in advance of undertaking such repair. CTUB will notify the DEVELOPER of such emergency repairs within 48 hours of initiation of such repairs. CTUB will include the cost of emergency repairs on its monthly invoice on a pass-through basis supported by vendor invoices. For any non-emergency repair costing more than $2,500, CTUB shall present to the DEVELOPER its estimate for such repair in writing. The DEVELOPER may elect to have CTUB perform the non-emergency repair or the DEVELOPER may retain others to do so. The DEVELOPER will make such election timely to avoid an issue becoming an emergency repair. CTUB shall provide to the DEVELOPER a monthly detailed invoice of charges made for internal and contract labor, materials, and equipment used in these repair services, including overtime costs for work performed outside of Monday through Friday, 8 am to 5 pm ("Normal Work Week") or on a state holiday. The rates will be based on actual labor rates or at actual rental fees incurred, plus fuel cost, if rental equipment is used. CTUB will include the cost of non-emergency repairs on its monthly invoice on a pass-through basis supported by vendor invoices. The performance of these duties shall be in accordance with sound utility business practice and relevant federal, state, and local statutes, regulations, and ordinances.

6. Extraordinary maintenance shall include replacement of any capital asset and/or other tasks that require support and/or resources that must be obtained in whole or in part from a third party and such work is estimated to cost $2,500.00 or more. CTUB shall provide to the DEVELOPER written quotes or estimates for the cost of such work. Overtime costs for Town employees shall only apply to work performed outside of Normal Work Week hours

or on a state holiday. Extraordinary maintenance tasks, except to the extent reasonably necessary to address an emergency situation, shall be subject to prior approval of the DEVELOPER and included in the DEVELOPER'S budget. CTUB shall pay such expenses to vendors and submit electronic invoices to the DEVELOPER for prompt reimbursement. CTUB will include the cost of extraordinary maintenance on its monthly invoice on a pass-through basis supported by vendor invoices. The performance of these duties shall be in accordance with sound utility business practice and relevant federal, state, and local statutes, regulations, and ordinances.

7. To be responsible for making any necessary report of violations occurring at or near the pretreatment facility to the West Virginia Department of Environmental Protection.

B. THE DEVELOPER AGREES:

1. To compensate CTUB for services rendered under Section A. above for any undisputed invoices within thirty (30) days of the invoice date if CTUB participates in the DEVELOPER'S electronic payment system.

2. To provide to CTUB copies of any/all operations and maintenance manuals, as built drawings, and any other records regarding the pretreatment facility reasonably needed by the CTUB in furtherance of the duties herein. CTUB shall maintain these documents and any other documents pertinent to the Pump Station for the term of this Agreement.

3. To arrange in its name for an annual contract to have a pumper truck be reasonably available and to pay directly to the vendor for proving said pumper truck services.

4. To allow CTUB reasonable access and control of the operation and maintenance of the Pump Station.

5. In the event that the Pump Station is operated on a temporary power source after the Pump Station start-up that the DEVELOPER will extend the warranty period of the pumps and

equipment to CTUB for the duration that is required to establish permanent power. Assets will not be accepted into the CTUB system until permanent power is established, however, the manufacturer's warranty period begins at start-up even if done so utilizing a temporary power source. CTUB will require a full warranty period by the DEVELOPER equal to the duration provided by the manufacturer while on permanent power.

C. THE PARTIES AGREE THAT:

1. This Agreement is the complete agreement between the Parties.

2. The Parties agree that any fines or penalties, as a result of discharge violations imposed by a regulatory body shall be borne by the Parties according to their proportionate share of fault, if such fault is proven. CTUB shall be responsible for any fine and/or penalty incurred as a result of discharge violations under CTUB'S permits except for those fines and/or penalties that are a direct result of discharge violations that are a result of:
   a. the introduction by the DEVELOPER of prohibited materials into CTUB's sewer system;
   b. the DEVELOPER not following a recommendation of CTUB for non-emergency or extraordinary maintenance referred to in paragraphs A 5. and A 6. above; or
   c. a result of the DEVELOPER sending a volume of sewer flow that exceeds the permitted capacity of CTUB'S wastewater treatment plant.

3. This Agreement may be amended only by written modification, executed by both Parties.

4. The term of this Agreement shall be for two (2) years from the date first written above, but in no case shall extend for a period of longer than five (5) years, subject to the right of termination as stated herein and in State Code. The Parties will confer regarding renewal or modification of this Agreement by July 1 of each year and prepare an appropriate renewal or modification prior to the expiration of the initial term for timely review and approval by the respective governing bodies of the Parties. If a party chooses not to extend this Agreement for an additional term, said party must notify the other party of its intent not to extend this Agreement not less than

sixty (60) days prior to the expiration of the term of the Agreement.

5. Either party has the right to terminate the Agreement at any time if the other party has breached this Agreement. The Parties agree to provide sixty (60) days' notice prior to termination for breach by the other party to enable the party in breach an opportunity to cure the breach. Should the breach be cured within the sixty (60) days, the non-breaching party may grant a greater period of time for the cure at its sole discretion. This provision does not modify the DEVELOPER'S right under state law to terminate any contract upon thirty days advance notice without cause.

6. This Agreement shall be binding upon the successors and assigns of the respective Parties.

7. Any notice, demand, or request given regarding this agreement shall be effective if sent by first class mail, postage pre-paid, to:

   CHARLES TOWN UTILITY BOARD,
   Attention UTILITY MANAGER,
   661 South George Street,
   Charles Town, West Virginia 25414;

   DR ACQUISITIONS
   Attn: Matthew Stare
   225 Armenian Oak Dr. Suite 101
   Frederick, MD 21701

8. This Agreement is governed by the laws of the State of West Virginia.

9. CTUB represents and warrants to the DEVELOPER that the execution, delivery, and performance of this Agreement by CTUB has been duly authorized, and this Agreement constitutes a valid and binding obligation of CTUB enforceable in accordance with its terms, and the execution and performance of this Agreement by CTUB will not violate the law or

DRAFT

violate any instruments relating to the operation of its sewerage system.

10. The DEVELOPER represents and warrants to CTUB that the execution, delivery, and performance of this Agreement by the DEVELOPER has been duly authorized, and this Agreement constitutes a valid and binding obligation of the DEVELOPER enforceable in accordance with its terms, and the execution of and performance of this Agreement by the DEVELOPER will not violate any provision of the law.

[Signatures Appear on Following Page]

DRAFT

IN WITNESS WHEREOF, The City of Charles Town, by and through the Charles Town Utility Board and Forestar (USA) Real Estate Group Inc. have caused this Agreement to be signed by their proper and duly authorized officers and effective as of the ____day of _____, 2025.

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

by: _____

_____, Chairman

DR ACQUISITION

by:_____

_____

Print name and title

DRAFT

STATE OF WEST VIRGINIA,

COUNTY OF JEFFERSON, to wit:

The foregoing instrument was acknowledged before me this ____day of _____, 2025, by _____, duly authorized to act for and on behalf of the City of Charles Town, by and through the Charles Town Utility Board.

My commission expires:_____

[seal]

_____

Notary Public in and for the State of West Virginia

STATE OF _____,

COUNTY OF _____, to wit:

The foregoing instrument was acknowledged before me this ____day of _____, 2025, by _____, duly authorized to act for and on behalf of Forestar (USA) Real Estate Group, Inc.

My commission expires:_____

[seal]

_____

Notary Public in and for the State of _____

DRAFT

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

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

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

Attachments:

Sewer Request.pdf

Jefferson County Parks & Recreation

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

December 17, 2025

Dear Mrs. Stoliper:

I am writing on behalf of the Jefferson County Parks & Recreation Commission to request information regarding the potential extension of public sewer service to James Hite Park, located at 2545 Hite Road, Kearneysville, WV 25430.

As we prepare for future development at the park, we are seeking guidance on the requirements, process, and estimated costs associated with extending sewer infrastructure to the property. Specifically, we would appreciate information on:

- Connection, tap, and impact fees
- Required engineering studies, permits, or design reviews
- Estimated extension and construction costs
- Timeline expectations for the approval, design, and installation process
- Any additional technical or site considerations

Any cost estimates, documentation, or planning guidance your team can provide will greatly support our evaluation and budgeting efforts as we consider improvements at the park.

Please feel free to contact me at 304-728-3207 or jmyers@jcprc.org with any questions. We appreciate your assistance and look forward to working with you.

Sincerely,

Jennifer Myers
Director

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

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

GDF DRAFT Wastewater Treatment and Collections Preliminary Engineering Report and review of Plant Design Parameters, Schedule and Anticipated Costs

Attachments:

WW SystemPER_Jan2026 DRAFT.pdf

PRELIMINARY ENGINEERING REPORT
FOR THE WASTEWATER TREATMENT AND COLLECTION SYSTEM

CHARLES TOWN UTILITY BOARD
CITY OF CHARLES TOWN
JEFFERSON COUNTY, WV

DRAFT

JANUARY 2026

DRAFT

Page

SECTION 1: INTRODUCTION

SECTION 2: ASSESEMENT OF EXISTING FACILITIES

SECTION 3: REVIEW OF CURRENT PERMIT LIMITS AND EXPECTED CHANGES

SECTION 4: ANALYSIS OF FLOW RATES, CONCENTRATIONS, AND LOADINGS

SECTION 5: ALTERNATIVES EVALUATION

SECTION 6: SUMMARY AND RECOMMENDATION

LIST OF TABLES

TABLE 1. CHARLES TOWN WWTF OPERATING COST SUMMARY 7
TABLE 2. TUSCAWILLA WWTP OPERATING COST SUMMARY 9
TABLE 3. COLLECTION SYSTEM PIPING SIZE SUMMARY 11
TABLE 4. COLLECTION SYSTEM PIPING MATERIAL SUMMARY 11
TABLE 5. MAJOR PUMP STATIONS 12
TABLE 6. INDUSTRIAL USERS AND DAILY VOLUMES 15
TABLE 7. COLLECTION SYSTEM OPERATING COST SUMMARY 16
TABLE 8. FACILITY DESIGN DATA 20
TABLE 9. ANNUAL AVERAGE INFLUENT DATA SUMMARY 21
TABLE 10. 20-YEAR POPULATION PROJECTION 23
TABLE 11. CHARLES TOWN WWTF CAPITAL PROJECTS COST ESTIMATES 26
TABLE 12. ALTERNATIVE SITE EVALUATION COSTS & TIMELINES 35
TABLE 13. TUSCAWILLA WWTF CAPITAL PROJECTS COST ESTIMATES 35
TABLE 14. CHARLES TOWN 5MGD EXPANSION PRESENT WORTH ANALYSIS 38

LIST OF FIGURES

FIGURE 1. ORIGINAL HEADWORKS SCREEN 2
FIGURE 2. ORIGINAL GRIT REMOVAL AND CLASSIFIER 3
FIGURE 3. UPGRADED HEADWORKS SCREEN 3
FIGURE 4. UPGRADED GRIT REMOVAL AND CLASSIFIER 4
FIGURE 5. ORIGINAL INFLUENT PUMP CONTROLS 4
FIGURE 7. ORIGINAL BELT FILTER PRESS 5
FIGURE 8. NEW CENTRIFUGE TO REPLACE BELT FILTER PRESS 5
FIGURE 9. ORIGINAL UV EQUIPMENT 6
FIGURE 10. UPGRADED UV EQUIPMENT 6
FIGURE 11. CHARLES TOWN COLLECTION SYSTEM FLOW CHART 14
FIGURE 12. AVERAGE MONTHLY EFFLUENT FLOWS 2017 - 2024 18

DRAFT

FIGURE 13. INFLUENT FLOW AND PRECIPITATION 2017-2024 19
FIGURE 14. CHARLES TOWN EFFLUENT BOD CONCENTRATIONS 21
FIGURE 15. CHARLES TOWN EFFLUENT AMMONIA CONCENTRATIONS 22
FIGURE 16. 25-YEAR FLOW & LOADING PROJECTION 24
FIGURE 17. EXAMPLE 5-STAGE BARDENPHO PROCESS FLOW SCHEMATIC 27
FIGURE 18. REDUNDANT MECHANICALLY CLEANED FINE BAR SCREENS 28
FIGURE 19. REDUNDANT VORTEX GRIT SEPARATION UNITS 29
FIGURE 20. REDUNDANT BIOLOGICAL NUTRIENT REMOVAL REACTORS 29
FIGURE 21. FINAL CLARIFIER EXAMPLE 30
FIGURE 22. REDUNDANT UV SYSTEM AND STRUCTURE 30
FIGURE 23. EXISTING CHARLES TOWN SITE BASE FLOOD ELEVATION 31
FIGURE 24. POTENTIAL WWTF LOCATION 33
FIGURE 25. NEW WWTF PRELIMINARY INTERCEPTOR PLAN AND PROFILE 34

APPENDICIES

A Current NPDES Permit
B Preliminary Site Plans
C Floodplain Mapping
D Overall System Map
E Example Process Flow Schematic

DRAFT

SECTION 1: INTRODUCTION

The purpose of this preliminary engineering report is to review the current state of the Charles Town Utility Board's Wastewater System as a whole. In particular to identify the current capacity of the system and compare to the demand placed on the system with anticipated growth in mind. The system consists of two (2) wastewater treatment facilities, numerous pump stations, and the associated collection system. GD&F reviewed the entire system at a high level to identify the major areas of concern for capital project spending to keep pace with increasing demand. The scope of work included:

- inspection of physical condition for various components,
- coordination with the Operators,
- review of collected process data,
- review of current NPDES Permit,
- comparison of treatment facility alternatives, and
- recommendation of selected alternatives.

The desired result of this report was to recommend solutions to best serve the long-term interest of the area and provide areas of focus for planning of capital projects.

DRAFT

SECTION 2: ASSESEMENT OF EXISTING FACILITIES

2.1 Charles Town Wastewater Treatment Plant

The Charles Town Facility is a Sequencing Batch Reactor (SBR) treatment facility which operates as an Intermittent Cycle Extended Aeration System (ICEAS) and has a hydraulic capacity of 1.75 million gallons per day (MGD). Wastewater treatment components include preliminary treatment consisting of one (1) fine perforated plate screen and compactor, one (1) grit removal system with a washer/compactor, one wet well with three (3) submersible pumps, an influent distribution box, three (3) SBR process trains operated in parallel with chemical addition for phosphorus removal, one (1) post SBR equalization tank, six (6) denitrification filters operated in parallel (currently bypassed) with chemical addition for phosphorus removal and carbon addition for denitrification, and one (1) ultraviolet (UV) disinfection system. The solids handling consists of three (3) aerobic digesters operated as sumps to transfer sludge to the 660,000-gallon aerobic digester and a centrifuge for final dewatering. The dewatered solids are currently land applied.

The Facility recently underwent a large renewal and replacement project focusing on major components including the influent/effluent pumps, headworks screen and grit removal, SBR control system and components, digester mixing system, and UV system. The majority of this equipment had reached the end of its useful life and was in severe need of replacement. In particular, the SBR Control System was extremely susceptible to damage from minor power surges, rendering the bulk of treatment operations completely out of service until the system could be repaired. Increased flows and loadings from system expansion were placing additional strain on the Facility. The existing sludge handling system was rehabbed as a result of these increasing loads, providing additional storage & dewatering capacity.

Figure 1. Original Headworks Screen



Figure 2. Original Grit Removal and Classifier



Figure 3. Upgraded Headworks Screen

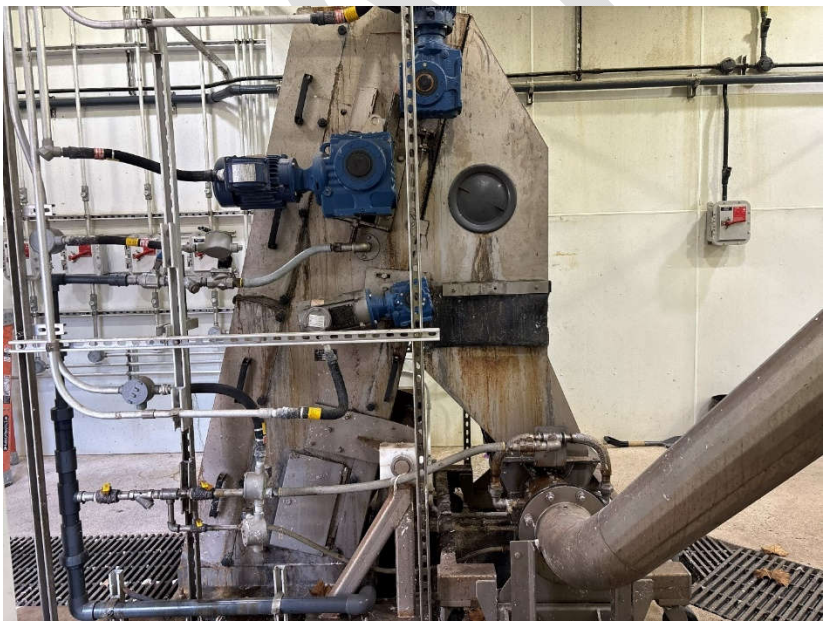


Figure 4. Upgraded Grit Removal and Classifier



Figure 5. Original Influent Pump Controls



Figure 6. Original Belt Filter Press



Figure 7. New Centrifuge to replace Belt Filter Press



Figure 8. Original UV Equipment



Figure 9. Upgraded UV Equipment



Despite these necessary upgrades, several areas throughout the Facility will be in need of improvement over the course of the next several years as maintenance, even without considering the need for additional treatment capacity. These upgrades have been summarized with cost estimates in Section 2.1.2.

2.1.1 Operating Costs

Based on budget costs from 2019 – 2023 (summarized in Table 1), the Charles Town Facility costs approximately $500,000 to $600,000 to operate annually. This operation cost consists mainly of Chemicals, Maintenance, and Power usage. These operating costs are projected to increase as a result of the recent upgrades, primarily due to the use of the 150 HP digester blowers. Operation

of the blowers is necessary in order to provide additional digestion time and storage associated with increased loading to the Facility over the last several years. The new Centrifuge also consumes more power than the Belt Press System did previously. However, the additional power cost will be offset to a large extent by reduced polymer usage and trucking costs as a result of better dewatering and elimination of the lime feed requirement.

Table 1. Charles Town WWTF Operating Cost Summary

	2019	2020	2021	2022	2023
Maintain Pumping Equipment*	$ 50,000	$ 40,000	$ 40,000		
Chemicals	$ 170,000	$ 170,000	$ 190,000	$ 155,000	$ 177,471
Lab Supplies & Expense	$ 45,000	$ 45,000	$ 30,000	$ 35,000	$ 30,144
Maintenance	$ 205,000	$ 200,000	$ 200,000	$ 240,000	$ 183,209
Power	$ 165,000	$ 150,000	$ 150,000	$ 130,000	$ 139,034
Operation Supplies/Expenses	$ 50,000	$ 75,000	$ 100,000	$ 102,000	$ 77,336
Sludge Hauling					$ 4,703
Yearly Total	$ 635,000	$ 605,000	$ 610,000	$ 560,000	$ 529,858

*Pumping equipment was combined for both plants after 2021.

These operating costs do not include the $115,000 to $125,000 spent to maintain the sludge disposal location. Currently sludge is land applied at a nearby farm which is significantly cheaper than landfill disposal. Conservative estimates for landfill disposal range from $150 to $175 per ton which would translate to roughly $850,000 per year.

2.1.2 Operation Concerns & Future Upgrades

Operationally, the Facility is nearing maximum treatment capacity. Routine, intermittent high-strength influent wastes from the Collection System push the already stressed facility to the limits and force the Operators into protective measures to protect the system bio-mass. Recovery in some instances can take multiple days. These high strength events carry over into the sludge treatment process and cause further complications with consistent digestion. Investigation into these events has proven difficult as they are variable and happen inconsistently.

Several critical portions of the Facility will likely need addressed in the near term as part of normal wear-out and required increases in capacity. The most critical item to be replaced are the existing effluent pumps. These pumps have been periodically maintained and currently function, but will require replacement in the near term. They should be replaced with VFD-rated versions to reduce wear from excessive starting and stopping. The existing aeration blowers are in various states of operability. Some of them have had replacement motors and other work completed; however, CTUB should be preparing for wholesale replacement of the aeration equipment in the near to mid-term. Similar to the effluent pumps, significant operational savings could be achieved by replacing the existing positive displacement type blowers with VFD capable blowers trimmed based on actual air requirements.

Secondary treatment of the facility includes a denitrification system which controls the chemical feed for the entire Facility. The chemical feed system supplies PACL 2000 for phosphorus removal in the ICEAS Process and Micro C2000 for dentification. The existing chemical feed pumps are oversized for normal process flows, while the storage tank supplying them is too small to accept a full bulk truck delivery of chemical. This leads to inefficient chemical dosing and increased costs for partial chemical deliveries. The denitrification system has been unable to be used as a result of poor headworks screening. The equipment requires a near total refresh to be in working condition, including replacement sand, air compressors, control upgrades, and miscellaneous components in each cell.

The aforementioned items are not an exhaustive list of requirements to maintain the current Facility, but highlight the items that will require the largest input. Other minor projects could be undertaken to improve operability and efficiency such as a Facility utility water, but the costs and cost savings afforded by these projects are relatively minor to the others discussed here. Cost estimates for those upgrades mentioned are expanded further in Section 5. Anticipated operational cost savings were not considered in any of these cost estimates for simplicity in future comparisons.

2.2 Tuscawilla Wastewater Treatment Plant

The Tuscawilla Facility is a Biological Nutrient Removal (BNR) intergraded with a Membrane Bio-Reactor (MBR) treatment facility having a hydraulic capacity of 0.50 million gallons per day (MGD). Wastewater treatment components include preliminary treatment consisting of one (1) coarse bar screen and compactor, one (1) grit removal system with a washer/compactor, one (1) flow equalization impoundment, one (1) wet well with four (4) submersible pumps and two (2) fine drum screens and compactor, two (2) BNR process treatment trains operated in parallel, chemical addition for phosphorus removal and carbon addition for denitrification, three (3) MBR basins operated in parallel, one (1) ultraviolet (UV) disinfection system and a utility water system. The solids handling consists of an aerobic digester. Liquid sludge is transported to the Charles Town WWTF for further processing and disposal. The facility primarily serves the Tuscawilla Hills Subdivision and Locust Hills area. Treated wastewater is discharged to the Tuscawilla Golf Course ponds and irrigation system (to the west) and also into Evitts Creek, which is a tributary to the Shenandoah River, via a pumping system (to the east). The Tuscawilla WWTF completed construction in the fall of 2014.

A new membrane module was installed in one of the three (3) total bays in 2021 to replace the original membranes which had become fouled and incapable of being brought back to working order. The original membrane was left in one of the spare cells for future disposal. Other minor upgrades such as addition of an eductor priming system for the membranes were implemented to optimize plant performance and maintain operations at the optimum capacity of 0.25 MGD through the membrane. While Tuscawilla has proven invaluable in reducing the load sent to the Charles Town WWTF, operating at approximately half of the original design capacity has led to operational challenges. Several options exist to maximize the potential capacity of the Facility and are discussed with the associated cost estimates in Section 2.2.2.

2.2.1 Operating Costs

Based on budget costs from 2019 – 2023 (summarized in Table 2), the Tuscawilla Facility costs approximately $180,000 to $260,000 to operate yearly. Similar to the Charles Town Facility, operation cost consists mainly of Chemicals, Maintenance, and Power usage. There were increased costs associated with startup in 2019 and membraned module replacement in 2021. Compared to the Charles Town Facility, Tuscawilla is more expensive to operate on a treatment volume basis. However, Tuscawilla uses a Membrane Bioreactor (MBR) treatment process which produces a much higher quality effluent than Charles Town's ICEAS Process.

Table 2. Tuscawilla WWTP Operating Cost Summary

	2019*	2020	2021	2022	2023
Maintain Pumping Equipment	$ 75,000	$ 40,000	$ 30,000		
Chemicals	$ 55,000	$ 40,000	$ 20,000	$ 20,000	$ 6,977
Lab Supplies & Expense	$ 10,000	$ 7,000	$ 5,000	$ 7,000	$ 14,034
Maintenance	$ 150,000	$ 75,000	$ 50,000	$ 80,000	$ 102,802
Power	$ 120,000	$ 100,000	$ 75,000	$ 75,000	$ 91,713
Operation Supplies/Expense					
Sludge Hauling					$ 22,633
Yearly Total	$ 410,000	$ 262,000	$ 180,000	$ 182,000	$ 238,159

2.2.2 Operation Concerns & Future Upgrades

The Facility is hydraulically capable of treating 500,000 gallons a day. However, the capacity is simultaneously bottlenecked in several locations and oversized in others that create process difficulties running the plant at anything other the hydraulic capacity. Equipment such as the blowers, recycle activated sludge pumps, and associated piping are simply too large to operate with only one (1) MBR train in service. Compounding this issue, the lack of a dedicated anerobic zones prevents adequate phosphorous removal. The Facility was designed with three (3) MBR cells for final polishing before discharge. However, the entire process tank is uncovered and was not provided any sort of removal mechanism for the membranes themselves. This lack of equipment prevents operational ability to clean, inspect, and maintain the existing equipment. The lack of roof covering also leads to freeze/thaw issues with piping, valves, and other appurtenances. Three (3) membranes were originally installed and CTUB struggled to operate the Facility with the low flow rate afforded by the original. In 2021, a single membrane was replaced at a cost of approximately $360,000. The original membrane is still in place, but completely inoperable. The lifespan of these types of membranes is typically 5-10 years, which means CTUB should be expecting to install a new membrane in the near future if this Facility is expected to continue operations. In recent years, this membrane material (PVDF) has drastically increased in cost compared to the last installation. Although newer membranes are capable of treating

increased flows, the Facility will always be process limited by the physical size of the basins. To significantly increase throughput capability, additional tankage must be installed.

Other equipment throughout the Facility must also be considered to keep it in working order and reduce the load to the Charles Town Facility. Chiefly, headworks operations will need significant maintenance and upgrades. As a result of long detention times in the collection system, hydrogen sulfide is a major concern in the headworks process, leading to significant deterioration of the equipment in headworks room and smell complaints from the surrounding community. The existing headworks screening system also does not have full redundancy and the screens are in need of major repair and/or replacement. The headworks storage lagoon compounds this issue by further extending the time before sewage treatment. The storage lagoon system consists of an unlined, open pond with a suspension aeration system. Use of the lagoon is required to buffer the diurnal peak flows while maintaining the low flow rate required at the plant. However, the aeration required to prevent septicity also partially treats the stored water which creates further issues in the downstream biological process by reducing the biological oxygen demand. The partial treatment also results in settled solids dropping out in the pond, furthering the odor complaints when the lagoon is at a low level and the solids are exposed to the air. Solids generated at Tuscawilla are at least partially aerobically digested before being trucked to the Charles Town Facility.

In summary, the Tuscawilla Facility represents an important aspect to the CTUB treatment capacity, the Facility will require relatively significant investments in the near, mid, and long term to continue to operate. Cost estimates for upcoming projects already discussed as well as others that are anticipated are summarized in Section 4. Several of these costs are exclusive, i.e. PVDF versus ceramic membrane replacement. Further commentary of these options is examined in later sections.

2.3 Wastewater Collection System

The Collection System as a whole consists of approximately 60 miles of piping ranging in size from 1 1/4” to 24”. Around 78% of this piping is gravity sewer while the remainder serves pump stations as force main piping. A summary of the existing piping material and size is provided in Table 3. Approximate age of the piping is not listed within CTUB’s existing GIS system, however most of the collection system piping is PVC indicating it is likely not more than fifty years old. The Utility Board continues to maintain the system and replace sections of line where necessary. A large-scale Collection System Project began in 2025 and is expected to be completed in 2026 to rehabilitate 8,500 feet of Forcemain and 4,500 feet of gravity sewer and upgrade several pump stations.

DRAFT

Table 3. Collection System Piping Size Summary

Line Size, inches	Gravity	Forcemain
0/Not Listed	13,496	600
1.25	-	333
2	-	3,878
3	-	2,517
4	5,639	13,765
6	21,554	35,521
8	169,631	10,709
10	16,182	534
12	6,769	4,588
15	5,154	-
16	-	-
18	3,032	-
22	181	-
24	2,106	-
Total Length, feet (miles)	243,746 (46)	72,446 (13)
Percent	77%	23%

Table 4. Collection System Piping Material Summary

Line Size, Inches	Asbestos	CMP	Ductile	PVC	Terra Cotta	Not Listed
	109	-	-	3,086	-	3,854
0	109	-	-	3,086	-	3,854
1.25	-	-	-	333	-	-
2	-	-	-	3,878	-	-
3	-	-	-	2,517	-	-
4	-	33	144	13,015	-	6,242
6	492	-	-	46,906	418	9,259
8	1,371	66	169	135,891	289	42,696
10	-	-	282	15,002	21	1,410
12	83	-	322	9,439	-	1,514
15	-	-	-	5,154	-	-
16	-	-	-	-	-	-
18	-	-	485	1,722	-	825
22	-	-	-	181	-	-
24	-	-	-	964	-	1,142
Total Length, feet	2,164	100	1,401	241,175	728	70,796

DRAFT

Based on the materials listed, most of the major piping that has been installed is relatively new and should be in good condition in the near-term. CTUB actively investigates leaks and problem areas for identification in major projects moving forward. The 2025 Collection System Project will address around 1 mile of major gravity sewer and 1.7 miles of new forcemain as well as rehabilitating 4 pump stations and building 1 new. However, this project only accounts for 4% of the collection system and will cost approximately $6.5 Million to complete. These numbers do not significantly increase the capacity of the collection system which will be needed in the near future as a result of significant growth in the area. These projections are further investigated later in this report.

2.4 Major Pump Stations

Of the daily flow that is conveyed to the two (2) treatment facilities, a large majority of it is pumped prior to entering gravity sewers and significant portions must be pumped through multiple pump stations. This increases the sewage age throughout the system and contributes to considerable hydrogen sulfide issues. The collection system and its major pump stations have been organized into flow chart format and included as Figure 10. CTUB operates more than fifty pump stations of various capacities within the collection system. The pump stations vary in age, condition, and complexity. Major pump stations have been summarized in Table 5. The pump stations have also been assigned a ranking from 1 to 3 on order of importance and current condition (e.g. 3/3 indicates a very important pump station in poor condition). This ranking has been color coded in Table 5 to convey stations with the highest priority for attention.

Table 5. Major Pump Stations

Color Coding Legend

3/3	Highest Priority for Attention
2/3 or 3/2	Very Important and/or poor condition
1/2 or 2/1	Lowest Priority

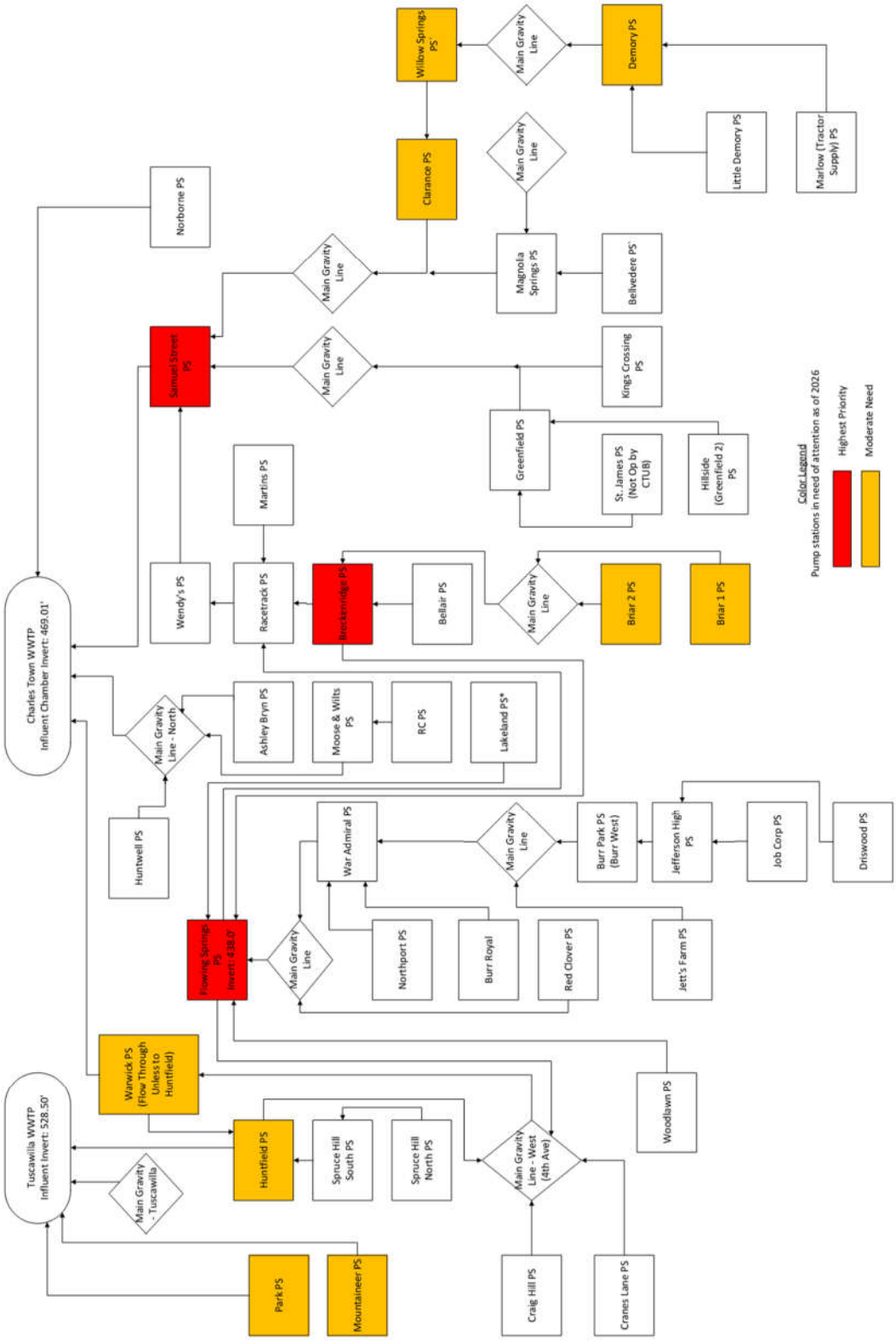
Importance	Condition	Pump Station Name	HP	GPM
3	3	Samuel Street	20HP	
3	3	Breckenridge	30HP	600
3	3	Flowing Springs	70HP	1,400
3	2	Huntfield	23HP	600
3	2	Willow Spring	60HP	370
3	2	Clarence Drive	25HP	425
3	2	Demory	40HP	335
3	1	Burr Park East	22.8HP	919
3	1	Northport	15HP	317
3	1	War Admiral	100HP	
2	3	Racetrack	15HP	
2	3	Briar Run 1	5HP	88
2	3	Briar Run 2	3HP	112
2	3	Weirick Street		

2	3	Mountaineer	30HP	
2	3	Park	30HP	
2	1	Wendy's	23HP	600
2	1	Greenfield	7.5HP	103
2	1	Bellair	15HP	148
2	1	Magnolia Springs	70HP	
1	3	Burr, Royal	10.5HP	
1	3	Burr West	3HP	200
1	3	Hillside		
1	3	Belvedere	4HP	
1	3	Spruce Hill North	7.5HP	88
1	3	4th Avenue		
1	3	Original (Little) Demory	2HP	
1	3	Marlowe Rd (Tractor Supply)	20HP	
1	2	Jefferson High	20HP	180
1	2	Cranes Lane	5HP	100
1	2	Ashley Brin	2.4HP	41.8
1	2	Craig Hill	3HP	84
1	1	Job Corps	23HP	80
1	1	Jetts Farm		287
1	1	Moose Lodge	7.5HP	310
1	1	Woodlawn MHP	5HP	33
1	1	Driswood	2HP	27
1	1	Spruce Hill	5HP	100

Several of the major pump stations lack adequate flow monitoring and are undersized for the demand placed on them. In other areas, multiple pump stations share forcemain piping which changes the pump conditions, further straining the existing systems. CTUB has begun to implement standard pump station requirements system wide to include standardized pumps, flow metering, emergency call out systems, and standardized pump controls to increase monitoring of the stations and provide advanced notice of potential failures.

DRAFT

Figure 10. Charles Town Collection System Flow Chart



2.5 Industrial Users

The wastewater system consists of eight (8) industrial users, summarized in Table 6. The composition of the industrial waste varies widely, but overall contributes minimally compared the domestic wastewater flow. Combining all of the maximum daily flow from each source accounts for less than 5% of the Charles Town Facility's maximum permitted flow. The users that could potentially convey high strength waste to the treatment facilities are not directly connected to the collection system and must haul their waste to the Charles Town Facility for disposal. This greatly reduces the possibility of introducing harmful wastes to the treatment processes. The user with the greatest potential to do so is the Jefferson Medical Center as they do have a direct connection to the collection system. However, the permit conditions specifically prohibit disposal of leftover foods, grease, medications, and chemical wastes. Small amounts of non-domestic, laboratory wastes are permitted.

Table 6. Industrial Users and Daily Volumes

Industrial User	Outfall Designation	Maximum Daily Flow, gallons	Frequency
Charles Town Water Plant	IU01	10,000 (80,000 monthly)	Monthly *Flow not measured
Rockwool	IU02	30,000 (17,000 monthly average)	Monthly
USDA	IU03	5	Quarterly
DALB, Inc.	IU04	2,000	Quarterly
Apple Valley Waste	IU05	20,000	Quarterly
Jefferson Co. Board of Education	IU06	100	Quarterly
Hollywood Casino	IU07	8,000	Quarterly
Jefferson Medical Center	IU08	12,000 combined Non-domestic: 10 (30 monthly maximum)	Monthly *Flow not measured
Maximum Combined Daily Volumes, gallons		82,105 (~6% of Average Daily Flow)	

Sampling of the industrial users are the responsibility of CTUB with the exception of USDA and the Jefferson Co. Board of Education. All industrial user agreements are coordinated with CTUB, but enforcement of exceedances is the responsibility of WVDEP. The majority of sampling is required monthly, but some are quarterly. Refer to Section A of the current NPDES Permit included in Appendix A.

DRAFT

2.6 Operating Costs

Based on budget costs from 2019 – 2023 (summarized in Table 7), the Collection System costs approximately $350,000 to $850,000 to operate yearly. The majority of the collections specific costs are attributed to maintenance of the system itself (line cleaning, repair, etc.). The next largest operating cost is maintaining existing pump stations. The amount spent on maintaining existing systems is directly related to the age/condition and the total number of pump stations. CTUB personnel have a difficult time performing preventative maintenance on any portion of the system because of the current condition and sheer number of locations to be serviced. The minimal amount of gravity collection leads to increasingly difficult to maintain systems with high complexity.

Table 7. Collection System Operating Cost Summary

	2019	2020	2021	2022	2023
Maintenance	$188,525	$358,000	$368,000	$350,000	$218,051
Collection Supplies & Expense				$20,000	$16,561
Power & Fuel Pump	$100,000	$105,000	$120,000	$135,000	$125,274
Pump Supplies/Expense	$25,000	$40,000	$40,000	$25,000	$18,444
Pump Station Maintenance	$40,000	$275,000	$300,000	$250,000	$120,047
Sludge Hauling					$38,216
Yearly Total	$353,525	$778,000	$828,000	$780,000	$536,593

DRAFT

SECTION 3: REVIEW OF CURRENT PERMIT LIMITS AND EXPECTED CHANGES

3.1 Current NPDES Permit

The regulated facilities covered by the existing permit consist of two (2) outlets and fourteen (14) inspectable units (including Industrial Users and physical outfall locations). Each of the inspectable units has specific discharge limits based on the upstream drainage. Most discharge limits are typical for this type of NPDES Permit. The permit contains several items that require a Plan of Action to be submitted to WVDEP, mainly related to flow increases. If the average monthly flow for either Facility reaches 90% of the average design flow or significant extensions to the Collection System are made a Plan of Action must be submitted to WVDEP to review flows and propose a response to maintain treatment capacity. A review of the current monthly average flow and projections are included in the next section.

Annual effluent loading limits for Nitrogen and Phosphorous are listed separately for each Facility. However, the permit allows for the loading from each outfall to be totalized since they both discharge to the same receiving stream. As shown in the next section, CTUB has consistently discharged less than their available nutrient limits. There is currently no program for nutrient trading in West Virginia, but the permit does allow proposals to be submitted to offset treatment costs.

Solids management is also combined between the two Facilities. Sludge generated at the Tuscawilla Facility is partially digested on-site, then trucked to the Charles Town Facility. The permit requires Tuscawilla sludge to be placed into the process after primary treatment. Additionally, solids from the settling process of the water treatment plant are transported and mixed into the dewatering system. CTUB is permitted to land apply sludge at several locations per the usual Chapter 503 limitations. Additionally, the sludge may be disposed of at a landfill provided prior approval. The only additional requirement for disposal at a landfill is achieving a minimum of 20% solids.

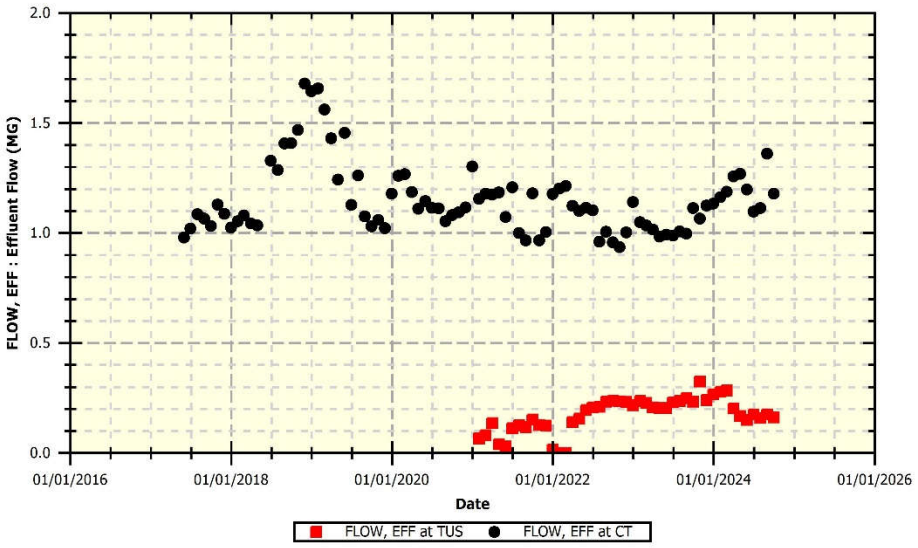
The current permit as it exists at the time of writing is included as Appendix A. The permit is in the process of being renewed by the end of 2025.

DRAFT

SECTION 4: ANALYSIS OF FLOW RATES, CONCENTRATIONS, AND LOADINGS

A bulk analysis of data available from 2017 to 2024 was performed to review current loading on the system and project future demands. The primary concern is the increased flow from recent developments to the existing wastewater treatment facilities. The main trigger requiring planning for expansion per the NPDES Permit is three (3) consecutive monthly effluent flows from each facility, 1.58 MGD and 0.45 MGD respectively for Charles Town and Tuscawilla. Monthly effluent flow from each Facility has been summarized in Figure 11. Notably, the total system flow is approaching the limit for the Charles Town Facility. Without Tuscawilla processing 10-15% of the system, this limit will be reached in the near future. The Charles Town Facility did exceed these limits in 2018; however, this was during a period of extreme rainfall. Tuscawilla is not likely to trigger the 0.45 MGD limit until additional membranes are added to the process to eliminate the hydraulic limitation of one membrane in operation rated for 0.25 MGD.

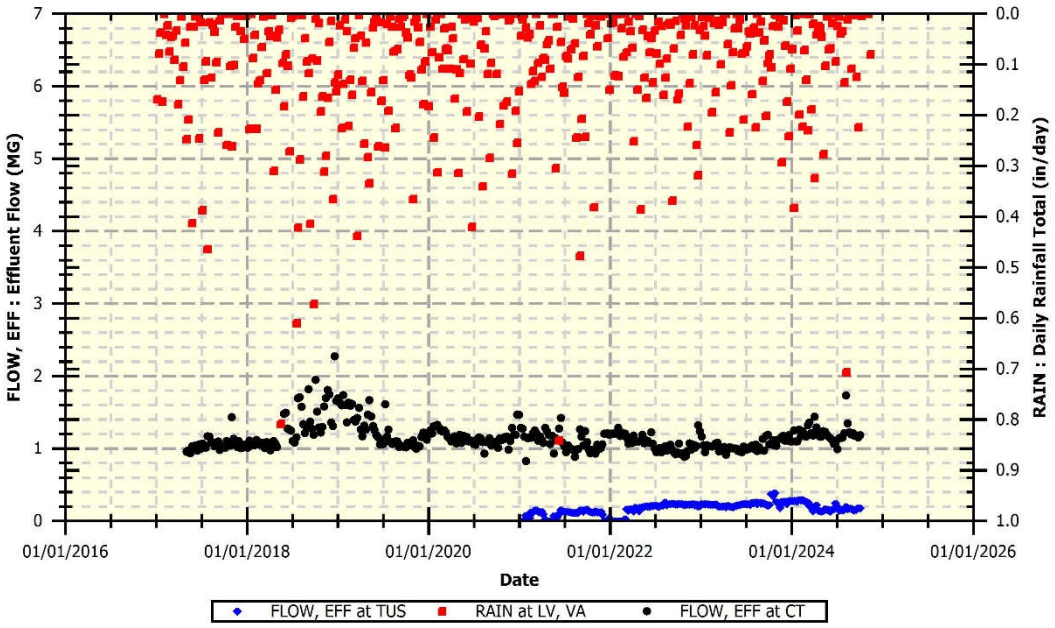
Figure 11. Average Monthly Effluent Flows 2017 - 2024



Inflow and infiltration (I&I) can represent a significant portion of treated flow depending on the age and condition of the collection system. In general, it does not appear as though inflow and infiltration (I&I) have a major contribution to overall influent flows. Figure 12 depicts the effluent flow from both facilities versus precipitation measured from the Lovettsville, VA meteorological station (1). Excepting the abnormally wet season observed in 2018, effluent flows appear to be reasonably steady regardless of precipitation amounts over the study period. I&I is difficult to calculate directly as it is the result of many openings throughout a system and depends on many factors including rainfall, antecedent conditions, and groundwater tables. One method from the EPA bases I&I on conditions recorded during dry weather to establish a “dry-weather allowance” and assumes flows above this level are attributed to I&I. WVDEP establishes an I&I allowance of 200 gallons per inch diameter of piping per mile per day. While WVDEP’s method allows for relatively straightforward calculation of anticipated I&I, the EPA method is more subjective and difficult to assign with certainty. There were several weeks in the study period with 0 inches of reported rainfall; influent flows throughout these periods ranged from 0.97 – 1.46 MGD while the average and median of those flows were both 1.18 MGD. Therefore, the dry-weather allowance per the EPA method is 1.18 MGD. Combining WVDEP’s design allowance and CTUB’s approximately 46 miles of

gravity piping ranging from 4 to 24 inches results in an added flow of 74,000 gallons per day for a total "normal" flow of approximately 1.2 MGD which is reasonably close to the flows observed during the study period. Based on this information, it does not appear that CTUB's collection system has excessive I&I.

Figure 12. Influent Flow and Precipitation 2017-2024



Special attention should be given to the sudden increase of effluent flow at Charles Town beginning around June of 2023 in Figure 11. Charles Town and the surrounding area of Jefferson County has recently experienced a significant population increase, inducing demand on the sewer system. Charles Town, WV has experienced rapid population growth in recent years. According to U.S. Census data (2), the city's population increased from 6,526 in 2020 to approximately 7,672 in 2023, and estimates for 2024 place it near 8,869 (3). This represents a growth of nearly 36% in just four years, translating to an annualized growth rate of about 7.9%. The City of Ranson has experienced similar growth at a slightly lower rate. However, there are many developments under construction and planning that will be discussed later in the report. The surrounding county has grown at a more moderate but steady rate. The county's population rose from 57,785 in 2020 to about 61,264 in 2024 (2) (3), an increase of roughly 6% over four years. This equates to an annual growth rate of approximately 1.5%, which is higher than the long-term historical average of 0.8% but still far below the surge seen in Charles Town. Continuous growth at 36% every four years for the sewerage system is not likely nor reasonable to assume for long term planning. The more reasonable assumption for use in this report is 2-4% for the next several years, tapering to a growth rate more in line with the long-term national average of approximately 0.85% per year.

Translating these growth projections into anticipated flows for use in design can be completed using recent study (4) which noted an equivalent dwelling unit (EDU) size of 3 persons and an associated water usage of 210 gallons per day per EDU. Actual usage per water production numbers typically fall closer to 100 GPD/EDU, but estimates for I&I generally add between 100 and 150 GPD/EDU (5). Based on the 210 GPD/EDU rating, the total treatment capacity of both Facilities (2 MGD), and the recent combined effluent flows between 1.3 and 1.5 MGD, CTUB has the capacity to bring on between 2,380 and 3,570 additional

EDUs before exceeding the hydraulic capacity of the treatment system. Comparing these figures to planned developments in the near term reveals a desperate need for additional sewage treatment capacity. Considering only those developments currently under construction, there are 5,329 remaining EDUs to be completed, greatly exceeding the remaining available capacity by a significant margin.

While the hydraulic limitations of the existing system are in danger of being exceeded in the near term, the treatment process is in a worse state of strain. Each Facility appears to have more than adequate treatment when it comes to oxygen demand, but struggles with nutrient loading and aluminum limitations. The root cause of these issues appears to lie with high strength contributors to the collection system rather than the treatment process itself. Generally, municipal wastewater systems are subject to concentrations of Ammonia around 25 mg/L and Biochemical Oxygen Demand (BOD_5) around 190-300 mg/L. There are several instances of *effluent* Ammonia concentrations between 10 and 30 mg/L after full treatment has been applied. Influent sampling has shown Ammonia concentrations in excess of 40 mg/L. Additional influent sampling for BOD_5 has shown results greater than 700 mg/L. Instances of these high strength events appear to be sporadic, but occur consistently enough to hinder the overall treatment process as previously mentioned in this report. Despite these events, the overall nutrient loading limit for Nitrogen and Phosphorous has not been exceeded. This fact reinforces the idea that the high strength events are inconsistent and not representative of the normal wastewater composition. Selected design data for each Facility has been summarized in Table 8 for comparison. These highlight the extreme need for additional treatment capacity outside of hydraulic requirements. Overall, both Facilities perform reasonably well given the influent conditions, achieving average removals of 98% for BOD_5 and TSS.

Table 8. Facility Design Data

	Charles Town	Tuscawilla
Average Daily Flow (ADF)	1.2 MG	0.5 MG
Peak Daily Flow (PDF)	2.4 MG	1.625 MG
BOD_5 Concentration	400 mg/L	394 mg/L
BOD_5 Loading	4,003 lbs./day	1,641 lbs./day
Ammonia Concentration	40 mg/L	58 mg/L*
Ammonia Loading	400 lbs./day	240 lbs./day*

*Design of Tuscawilla was based on Total Kjeldahl Nitrogen (TKN) instead of Ammonia. Municipal wastewater typically has an Ammonia/TKN ratio between 60% and 70%, roughly the same design point as was used for the Charles Town Facility.

Comparing the 2017-2024 sampling data to previously completed studies in 2005-2007 by Black and Veatch reveal some discrepancies in the data set when it comes to organic loading. Typical domestic wastewater has BOD:TKN (Total Kejadal Nitrogen) ratios around 5 and BOD:TP (Total Phosphorous) ratios around 25. The 2005-2007 studies had resultant ratios of approximately 10 and 80, respectively. See Table 9 for a summary comparing these data sets. These unusual ratios could mean several things for the influent wastewater, but primarily indicate unusually high BOD compared to the organic loading of the waste stream. On the other hand, the influent BOD and TSS concentrations seems to have been drastically reduced since the 2007 timeframe while the TKN and Ammonia concentrations have increased. Ultimately, this variation in the data sets warrants a more extensive sampling program before any process design may be completed in order to have a full picture of the design data points.

Table 9. Annual Average Influent Data Summary

		Jun 2005 - May 2006	Jun 2006 - May 2007	2017	2018	2019	2020	2021	2022	2023	2024
Flow	(MGD)	1.07	1.12	1.248	1.687	1.622	1.479	1.014	1.342	0.999	1.283
BOD	(mg/L)	552	617	367.52	349.91	323.15	322.69	239.44	329.58	305.71	322.62
TSS	(mg/L)	458	519	279.47	256.98	227.98	232.92	218.2	226.94	213.35	220.42
TKN	(mg/L)	54.0	51.9	73.5	70.0	64.6	64.5	47.9	65.9	61.2	64.5
NH3–N	(mg/L)	33.0	34.6	44.1	42.0	38.8	38.7	28.7	39.6	36.7	38.7
TP	(mg/L)	7.3	7.3	14.7	14.0	12.9	12.9	9.6	13.2	12.2	12.9
BOD:TKN		*10.2*	*11.9*	*5.0*	*5.0*	*5.0*	*5.0*	*5.0*	*5.0*	*5.0*	*5.0*
BOD:TP		*75.6*	*84.5*	*25.0*	*25.0*	*25.0*	*25.0*	*25.0*	*25.0*	*25.0*	*25.0*

The effluent sampling results at Charles Town were trended to determine if there has been enough capacity at the plant to handle whatever the influent waste stream tends to be. Figure 13 and Figure 14 summarize these full results. The dotted lines indicate the effluent limits from the NPDES Permit. As can be seen, the Facility generally treats BOD to well below the permit limits regardless of what the influent concentration may be, generally achieving removal efficiencies above 95%. Effluent ammonia however is less consistent. Based on these two figures, it appears as though the Charles Town Facility has enough aeration capacity to handle the BOD, but not enough to fully oxidize the ammonia. The root cause of this oxygen limitation may simply be the intermittently high concentrations of BOD that are not always observed in the composite influent sampling.

Figure 13. Charles Town Effluent BOD Concentrations

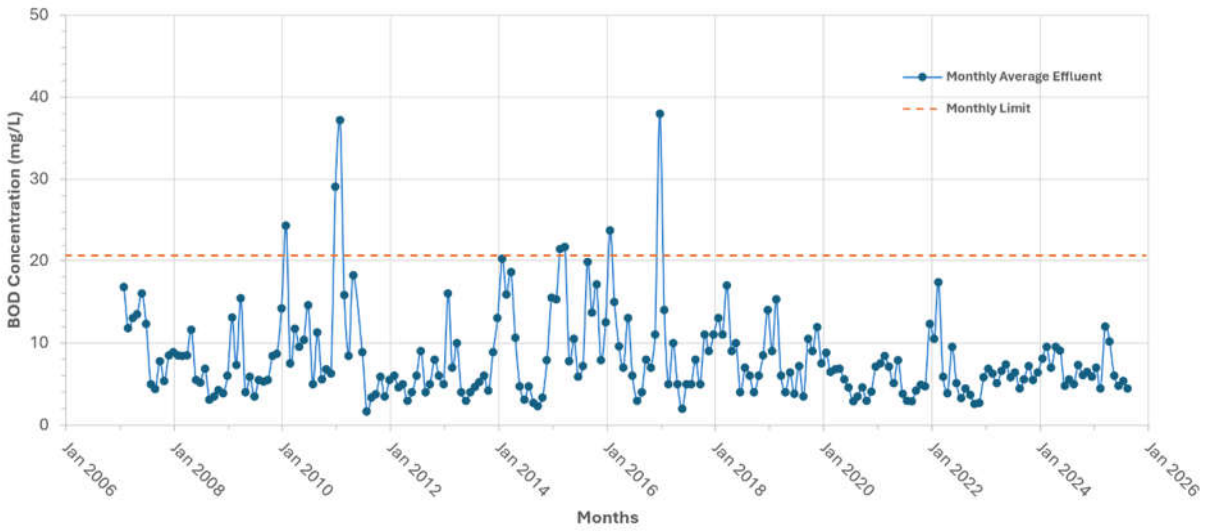
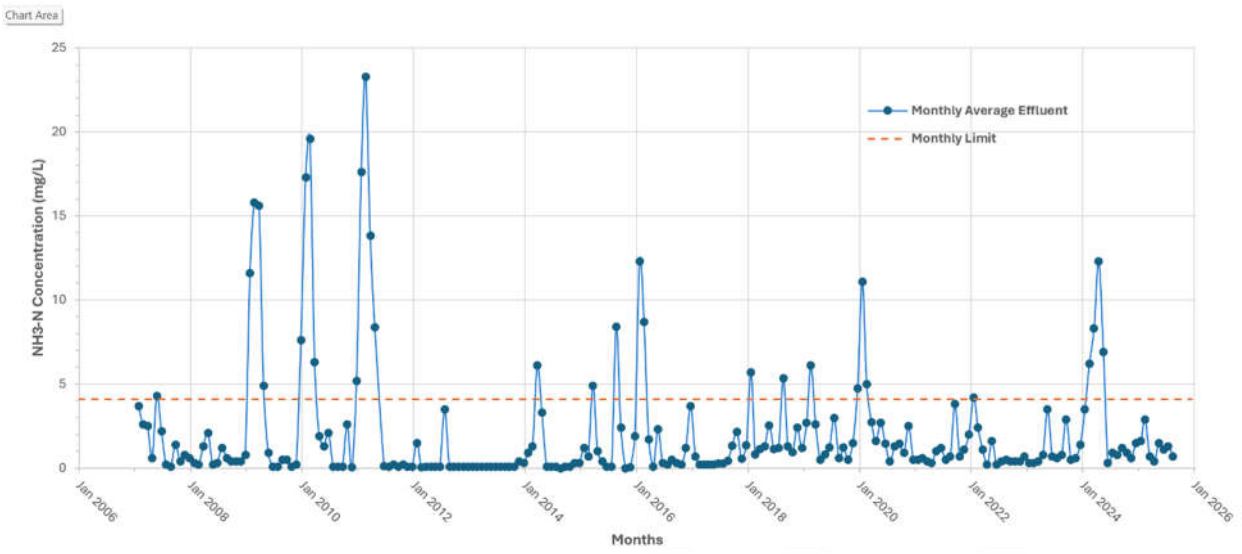


Figure 14. Charles Town Effluent Ammonia Concentrations



The primary reason for review of the past flow rates and loading is to guide selection of future treatment capacity. A 20-year projection of population growth was prepared with the associated estimates for EDUs, influent flows, and nutrient loadings to compare to the existing permit limits which are unlikely to change in the near term, but will certainly not increase. These projections as shown in Table 10 and Figure 15 shows a realistic need for a minimum of 5 MGD of total treatment capacity in the near term unless population growth slows significantly. The population projections in Table 10 assume a continued growth at the 8% for the next few years to match the last data point for Ranson and then decreasing over time. The growth rate of Jefferson County is assumed to be half that of Charles Town and Ranson. The loading projections associated with this expansion indicate that the existing permit limitations are attainable, but with high removal efficiencies of 95%. This reinforces the need for Biological Nutrient Removal to be included in long-term planning in anticipation of future changes to the permit limits.

DRAFT

Table 10. 20-Year Population Projection

Year	Charles Town		Ranson		Jefferson County		
	Population	% Growth	Population	% Growth	Population	Estimated Population Served	% Growth
1950					29,210		
1960					31,294	3,129	7%
1970					35,482	3,548	13%
1980	2920.00	-	1800.00		38,839	3883.90	9%
1990	3500.00	20%	2200.00	22%	42,190	4219.00	9%
2000	4200.00	20%	3000.00	36%	45,287	4528.70	7%
2010	5100.00	21%	4200.00	40%	53,498	5349.80	18%
2020	6526.00	28%	5435.00	29%	57,785	5778.50	8%
2023	7672.00	18%	5854.00	8%	59,787	5978.70	3%
2025	8285.76	8%	6322.32	8%	62,178	6217.85	4%
2026	8948.62	8%	6828.11	8%	64,666	6466.56	4%
2027	9664.51	8%	7374.35	8%	67,252	6725.22	4%
2028	10437.67	8%	7964.30	8%	69,942	6994.23	4%
2029*	10959.55	5%	8362.52	5%	71,691	7169.09	3%
2030	11507.53	5%	8780.64	5%	73,483	7348.32	3%
2031	12082.91	5%	9219.68	5%	75,320	7532.02	3%
2032	12687.05	5%	9680.66	5%	77,203	7720.32	3%
2033	13321.41	5%	10164.69	5%	79,133	7913.33	3%
2034	13587.84	2%	10367.99	2%	79,925	7992.47	1%
2035	13859.59	2%	10575.35	2%	80,724	8072.39	1%
2036	14136.78	2%	10786.85	2%	81,531	8153.11	1%
2037	14419.52	2%	11002.59	2%	82,346	8234.65	1%
2038	14707.91	2%	11222.64	2%	83,170	8316.99	1%
2039	15002.07	2%	11447.09	2%	84,002	8400.16	1%
2040	15302.11	2%	11676.04	2%	84,842	8484.16	1%
2041	15608.15	2%	11909.56	2%	85,690	8569.01	1%
2042	15920.32	2%	12147.75	2%	86,547	8654.70	1%
2043	16238.72	2%	12390.70	2%	87,412	8741.24	1%
2044	16563.50	2%	12638.52	2%	88,287	8828.66	1%
2045	16894.77	2%	12891.29	2%	89,169	8916.94	1%
2046	17232.66	2%	13149.11	2%	90,061	9006.11	1%
2047	17577.31	2%	13412.10	2%	90,962	9096.17	1%
2048	17928.86	2%	13680.34	2%	91,871	9187.13	1%
2049	18287.44	2%	13953.94	2%	92,790	9279.01	1%

*Realiastic timeframe for a new/upgraded facility to be constructed.

DRAFT

Figure 15. 25-Year Flow & Loading Projection

Year	EDUs Served	Daily Usage, MGD*	Peak Flow, MGD	Pounds Discharged at 95% Removal	
				Nitrogen**	Phosphorous***
1980	2,868	0.60	1.51	5,958	1,100
1990	3,306	0.69	1.74	6,869	1,268
2000	3,910	0.82	2.05	8,123	1,500
2010	4,883	1.03	2.56	10,145	1,873
2020	5,913	1.24	3.10	12,285	2,268
2023	6,502	1.37	3.41	13,508	2,494
2025	6,942	1.46	3.64	14,423	2,663
2026	7,414	1.56	3.89	15,404	2,844
2027	7,921	1.66	4.16	16,457	3,038
2028	8,465	1.78	4.44	17,588	3,247
2029*	8,830	1.85	4.64	18,346	3,387
2030	9,212	1.93	4.84	19,139	3,533
2031	9,612	2.02	5.05	19,969	3,687
2032	10,029	2.11	5.27	20,837	3,847
2033	10,466	2.20	5.49	21,745	4,014
2034	10,649	2.24	5.59	22,125	4,085
2035	10,836	2.28	5.69	22,512	4,156
2036	11,026	2.32	5.79	22,907	4,229
2037	11,219	2.36	5.89	23,308	4,303
2038	11,416	2.40	5.99	23,718	4,379
2039	11,616	2.44	6.10	24,134	4,456
2040	11,821	2.48	6.21	24,559	4,534
2041	12,029	2.53	6.32	24,991	4,614
2042	12,241	2.57	6.43	25,432	4,695
2043	12,457	2.62	6.54	25,880	4,778
2044	12,677	2.66	6.66	26,337	4,862
2045	12,901	2.71	6.77	26,803	4,948
2046	13,129	2.76	6.89	27,277	5,036
2047	13,362	2.81	7.01	27,761	5,125
2048	13,599	2.86	7.14	28,253	5,216
2049	13,840	2.91	7.27	28,754	5,308

*****Daily Usage based on EDU/population projections times 2.5 peaking factor.

******Total Nitrogen Loading per the NPDES Permit is limited to 42,855 pounds per year from both Facilities.

*** Total Phosphorous Loading per the NPDES Permit is limited to 5,367 pounds per year from both Facilities.

DRAFT

SECTION 5: EVALUATION OF TREATMENT ALTERNATIVES

The Charles Town Utility Board system is in a unique position of extremely rapid growth coupled with aging infrastructure. Consideration must be given to balance recent expenditures versus long term benefits of other alternatives. The main criteria for evaluation of alternatives will be to provide sufficient capacity for the growing customer base while improving treatability to the greatest extent possible. Alternatives must also consider the timeframes associated with gaining additional capacity compared to the current growth and ultimately the economic burden associated with them. The treatment system has additional complexity with the two (2) treatment Facilities. As a result, the treatment alternative evaluations have been split into two sections with individual alternatives for the most flexibility in final decision making.

The three (3) treatment plant upgrade alternatives evaluated for the Charles Town Facility are as follows:

Option 1.1 - No Action/Maintain Existing Systems Alternative,
Option 2.1 – Expanding treatment capacity at the existing site,
Option 3.1 – Construction of Treatment Facility at a new Site.

The three (3) treatment plant upgrade alternatives evaluated for the Tuscawilla Facility are as follows:

Option 2.1 – No Action/Maintain Existing Systems Alternative,
Option 2.2 – Convert Facility to Pump Station,
Option 2.3 – Expanding/improving treatment capacity.

Within Option 3 for each Facility exists several sub-options for final selection of treatment systems. These sub-options will be explored individually at a high level. Cost estimate ranges will be given for each of these sub-options for direction, but the primary focus will be in comparison to the other main Options. Final specifics should be explored in further detail if the respective Option is selected.

5.1 Charles Town Alternatives

5.1.1 No Action/Maintain Existing Systems Alternative

The No Action Alternative is not realistically possible in CTUB's current position of expansion. Consideration could be given to performing No Action at Charles Town while expanding the Tuscawilla Facility, but even this would require significant expenditures to maintain the existing system at its current capacity. As previously mentioned, the Charles Town Facility recently underwent a major Renewal and Replacement Project. These improvements were desperately needed to continue to treat the existing flows and replace aging equipment, specifically the ICEAS System Control Panel and the Belt Press. While these were still in operation at the time of the upgrade, it was a question of when they would eventually fail. Remaining major capital projects that would be required to consider Option 1.1 are summarized in Table 11. This option does not address future loadings or more stringent discharge limitations for nutrients which would have to be considered separately.

Table 11. Charles Town WWTF Capital Projects Cost Estimates

Description	Estimated Cost
Plant Effluent Pump Replacement with VFDs	$400,000
Blower replacements (2 Blowers)	$600,000
Chemical feed pump & tank replacements	$75,000
Denitrification rehab	$250,000

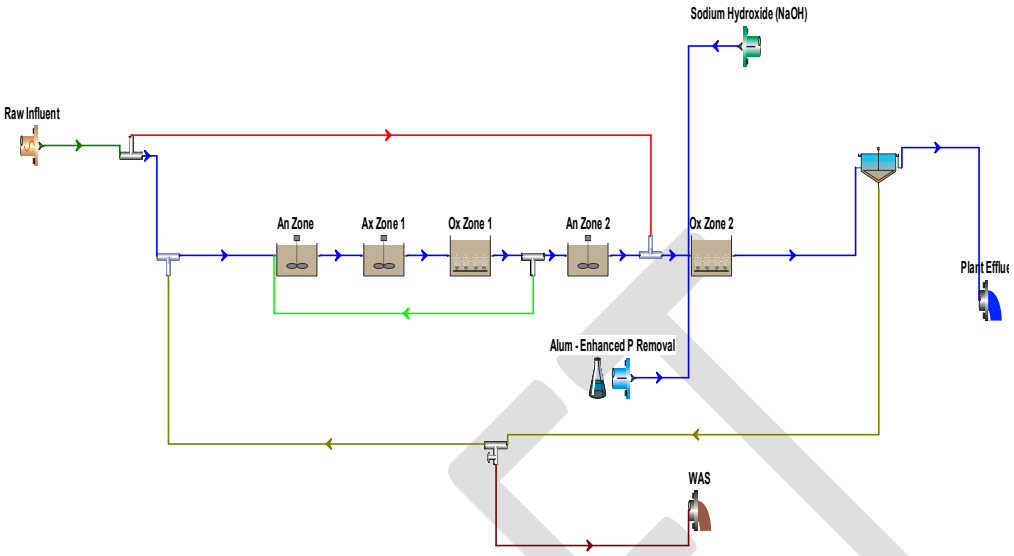
5.1.2 Expanding treatment capacity at the existing site

Capacity expansion at the existing site could be achieved in a few different ways. The most straightforward method would be addition of a fourth treatment tank as well as additional facilities for sludge processing. Adding a fourth treatment tank has the advantage of utilizing much of the existing equipment at the site including the control panel, blowers, etc. However, this option only expands the normal treatment capacity by 0.6 MGD to a total of 2.35 MGD with no system redundancy other than the minimal amount that already exists. The estimated cost to perform this expansion is $2,500,000, see Appendix B for a preliminary site plan of this option. Similar to Option 1.1, this process would also not have the ability for nutrient removal, which may become an issue with increased loading or more stringent permit limitations.

In order to increase the treatment capacity, a significant plant modification would be required. The area adjacent to the existing Facility is already owned by CTUB and could be utilized for this expansion. Changing the treatment technology from the ICEAS SBR System to another technology would provide enhanced treatment and greater operational flexibility within similar footprints. Many options exist that are capable of treating to Nutrient Removal Technology (NRT) limits. For the purpose of this report, the evaluation considered two (2) biological nutrient removal (BNR) processes that could be adaptable to all of the various conditions of the CTUB System; such as the 5-Stage Bardenpho and the Virginia Initiative Process (VIP). Both processes offer nutrient removal technology; our analysis primarily focused on the 5-Stage Bardenpho, which was merely a preference based on our past experience with nutrient removal projects. Figure 16 depicts an example process flow diagram for the 5-Stage Bardenpho process. Previous designs implemented by GD&F have been capable of performing a modified version of both of these treatment processes for the greatest possible flexibility.

DRAFT

Figure 16. Example 5-Stage Bardenpho Process Flow Schematic



This type of system offers significant advantages for wastewater treatment, particularly in managing wet weather flows. Unlike conventional plug-flow systems, step feed introduces influent at multiple points along the aeration basin, which helps distribute the organic load more evenly. During periods of high storm flow and heavy usage, this design prevents overloading at the head of the basin and maintains stable dissolved oxygen levels throughout the reactors. By reducing peak oxygen demand and improving mixing, step feed systems can handle sudden surges in flow without compromising treatment efficiency, making them highly resilient under variable conditions.

In addition to flow management, step feed aeration is highly effective for biological nutrient removal (BNR). The multiple feed points create zones with varying substrate concentrations, which promote both nitrification and denitrification within the same basin. Early zones can favor nitrification due to lower organic competition, while later zones maintain enough carbon for denitrification, reducing the need for external carbon sources. This flexibility allows operators to optimize nitrogen and phosphorus removal while minimizing energy costs. An example process flow schematic from a similar Facility recently designed by GD&F and currently in service is included in Appendix E.

This modification would drastically change the existing operation of the Facility. It would also include secondary clarification and full treatment redundancy at ±5 MGD for a full peak treatment capacity of ±10 MGD. Alternatively, the system could be designed for four (4) trains at ±2.5 MGD for added treatment flexibility. CTUB owns the adjacent parcel to the existing Facility site and there is adequate space to leave room for additional expansion as well. Much of the existing equipment and structures could be demolished for a new headworks system, administrative building, dewatering facilities, etc. This option would require phased construction, but would be capable of transitioning to the new process relatively easily by diverting flow while maintaining existing operations. Fully redundant processes would be implemented to improve treatability as well as provide

ease in operations during cleaning and maintenance operations. The estimated cost to construct the BNR Process System is $12,000,000 to $15,000,000 , see Appendix B for a preliminary site plan of this option. Additional capital costs to expand other areas of the Facility to match the capacity of the biological treatment would also be required. The sum total capital cost to construct these supporting operations at the existing location is $23,095,000. Some example photographs of similar systems are included for reference. An expansion of this scope would have the added benefit of drastically decreasing maintenance costs for a period of time after construction as nearly all the equipment would be replaced.

Figure 17. Redundant Mechanically Cleaned Fine Bar Screens



DRAFT

Figure 18. Redundant Vortex Grit Separation Units



Figure 19. Redundant Biological Nutrient Removal Reactors



Figure 20. Final Clarifier Example



Figure 21. Redundant UV System and Structure



Either option would include expanded digestion space. At the current rate of sludge production, the existing facilities do not have adequate detention time. Addition of one (1) digester of equal capacity to the existing would allow for increased digestion time and allow the Operators to stagger the systems during decanting operations. The estimated cost to build one (1) digester along with the required provisions is $1,250,000,

construction of a second digester would be roughly twice that amount with minimal savings if the two (2) were built at the same time. The newly upgraded centrifuge will be able to be reused within the existing building or relocated to a new building if necessary. Costs for construction of a new Dewatering Building do not consider purchase of a new or redundant centrifuge. A new Dewatering Building would allow for ease of access for dumping and temporary sludge storage that is severely lacking at the existing site due to spatial constraints.

Although there is adequate space at the adjacent property, the entire location sits within the existing floodplain. Based on the FEMA Flood map 54037C0138E, almost the entire site is located with Zone AE, Special Flood Hazard Area with an established Base Flood Elevation (BFE). One of the established BFE sections runs directly through the site and is shown in Figure 22, the full Flood map is included in Appendix C. As shown here, the floodplain extends throughout the entire available area. The existing Facility has a low flood wall that was constructed as part of the original plant. The flood wall is set at the BFE of 470' and wraps around the digester on the lower portion of the site. In order to expand into the adjacent areas, the floodwall would likely need extended, which will require significant permitting similar to Option 1.3. The investigation, modeling, and permitting requirements are discussed further in the next section. All of these actions would be required to perform this alternative as the proposed process would likely require extension of the existing flood wall. An adjacent parcel to this site is currently for sale and acquisition of the parcel is recommended to assist in site development now as well as providing additional room for expansion in the future.

Figure 22. Existing Charles Town Site Base Flood Elevation



DRAFT

5.1.3 Construction of Treatment Facility at a New Site

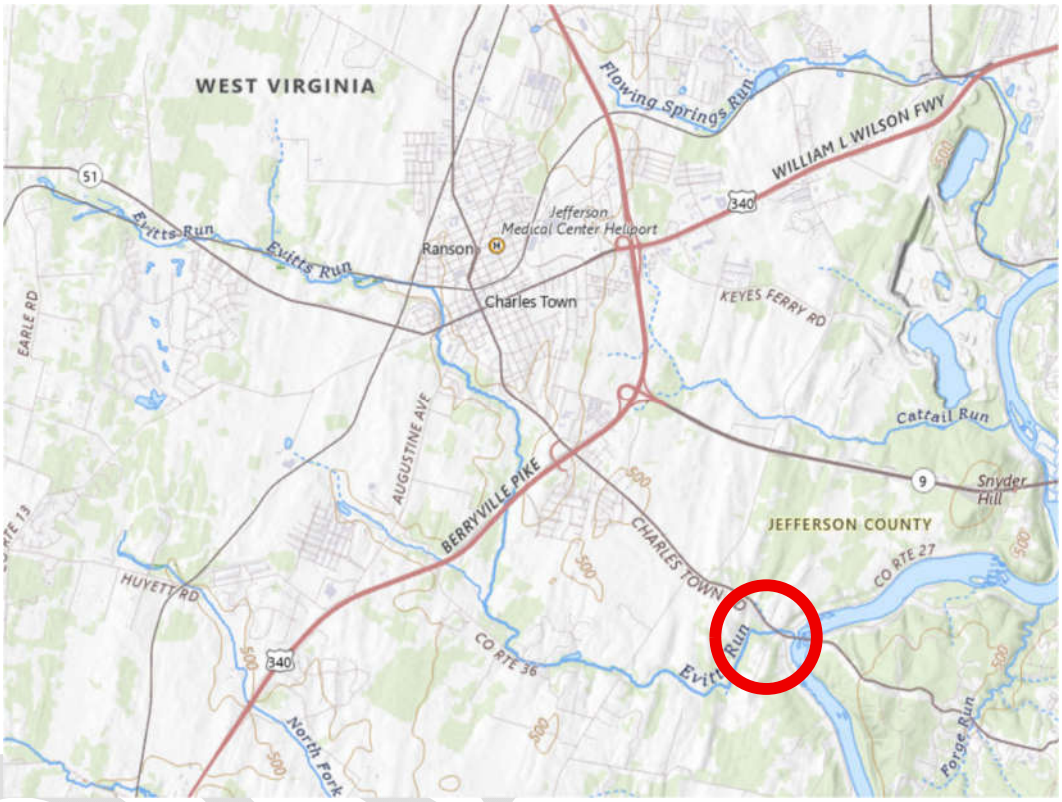
Improvements to the existing Charles Town Facility to account for the anticipated growth in the near future are possible on the existing site. However, the current layout of the Collection System requires an unusually large amount of pump stations for a system of this size. The proportion of pump stations compared to gravity lines results in extremely long residence times and increased operations & maintenance costs. Treatability also suffers as a result of septicity. These issues continue to compound as more pump stations are required with system expansion. For these reasons, an alternative site for a single treatment plant was considered. The ideal site for a new, centralized wastewater system would meet the following requirements:

- Near the lowest point in the watershed to maximize gravity collection system,
- Isolated location away from residents,
- Located such that the existing system could be used to the greatest capacity possible,
- Ease of access for construction and long-term operation,
- Discharging to Evitt's Creek to maintain existing permit limitations or the Shenandoah River for potentially more relaxed permit conditions, and
- Sufficient space for the proposed facility as well as future expansion.

The search for an alternative site began by searching properties downstream of the existing Facility and rating them based on these requirements. There are several developments and existing homes on the northern side of WV-25 until Evitts Creek passes under it in Clips Mill. At this point, there is significantly more open space. A large amount of property in this area was recently developed with a solar farm and the remainder is mostly farm field. There are two (2) properties in this area that hold promise, indicated in Figure 23 and Appendix D. One is privately owned and the other is currently owned by the WVDOH. Of these two, the WVDOH property is more attractive for use as a future WWTF site. There is existing three-phase power, around minimal existing homes, located on Evitts Creek just before it joins with the Shenandoah River, easily accessible from WV-115, and has sufficient space for a facility of this proposed size.

DRAFT

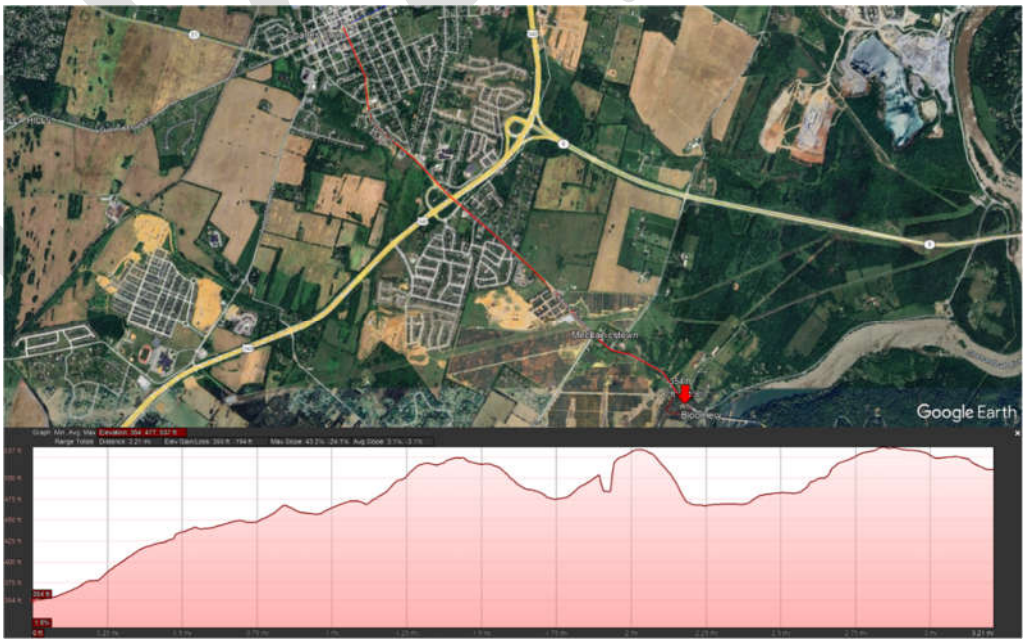
Figure 23. Potential WWTF Location



The primary drawbacks for this location are the building requirements associated with the proximity to Evitt's Creek and the floodplain. Based on the FEMA Flood map 54037C0139E, almost the entire site is located with Zone A, Special Flood Hazard Area without an established Base Flood Elevation (BFE). However, the adjacent Shenandoah River has had BFE established from previous studies. The nearest cross-sections note BFEs between 359' and 358', although these do not necessarily translate to the site in question, we compared them to the existing grade available from the available topographic data for this desktop review. The lowest edge of the site has an elevation of approximately 340' and slopes upward to the northwestern edge of the site to approximately 400'. The majority of the site rests at an elevation of around 360'-370'. The spatial requirements for this site would be more or less identical to the expansion options at the existing site. A preliminary site layout with these approximate dimensions was overlaid over the existing site and also included in Appendix B. Refer to the previous section for additional detail on proposed treatment technologies. The cost to construct this option in this location would be near the same as constructing on the existing site. Costs required to prepare a completely new site would largely be offset by those required for phasing, demolition, and repurposing of the existing site.

This site holds great potential for a new WWTF location due to its location of WV-115. A new, main gravity interceptor could be constructed with only one (1) major pump station before continuing on to the heart of the cities of Charles Town and Ranson. A preliminary interceptor plan with associated elevation profile is included in Figure 24. The existing treatment facilities could continue to operate throughout construction and startup of the new system. Flow could be directed away from the existing Facility in a controlled manner for startup and even directed back to the existing Facility when required for debugging purposes. After the new Facility is operating correctly, flow could be directed straight to the new gravity interceptor and the existing abandoned entirely. As time progresses, individual pump stations could potentially be taken offline and re-routed as gravity to the deeper interceptor. A drastic decrease in operating cost would be achieved for pump stations required to remain as a result of decreased head and minimized length of forcemain. For example, Flowing Springs is one of the system's largest pump stations and operates under approximately 100 feet of static head and 2.5 miles of forcemain. A new gravity interceptor would not be able to eliminate this pump station, but would reduce the length of forcemain to 0.3 miles and reduce the head by 20%. The cost associated with construction of the main gravity interceptor to the WVDOH property is difficult to estimate because it would largely depend on the scope of replacement. At a minimum, a large diameter line would be required from the Facility to WV-340 and a large pump station to convey all the flow to the high point of WV-115 just north of the existing Water Treatment Facility. The estimated cost for 1 ½ miles of large diameter interceptor is $3,000,000. The estimated cost for the associated pump station is $3,500,000.

Figure 24. New WWTF Preliminary Interceptor Plan and Profile



Several additional actions must be performed in order to properly investigate this site fully prior to committing. The floodplain as is currently mapped is the primary concern. A

full site survey with Hydraulic and Hydrogeologic Study to establish actual floodplain limits must be completed. If the results of this analysis indicate the Facility could be developed on the site in theory, the next step is to approach the County and Zoning Boards to establish working around requirements for Riparian Buffer, Conservation Areas, etc. Assuming there is positive response to these meetings, a Letter of Map Revision (LOMAR) would be submitted to the Federal Emergency Management Agency (FEMA) to establish the floodplain elevations established in the H&H Study. A summary of these required steps, their associated costs, and anticipated timelines are included in Table 12. As mentioned in the previous section, the existing site also is located within the floodplain. However, the site already has established BFEs. There is the possibility that this new location's floodplain impacts are minimal.

Table 12. Alternative Site Evaluation Costs & Timelines

	Estimated Cost	Estimated Duration
Site Survey, Basemapping	$6,500	1 Month
H&H Study	$30,000	4 Months
Pre-Application with County/Zoning Boards	$5,000	1 Month
LOMAR	$25,000	2 Years

5.2 Tuscawilla Alternatives

5.2.1 No Action/Maintain Existing Systems Alternative

Similar to Option 1.1 for the Charles Town Facility, Tuscawilla is not capable of performing a true No Action Alternative as it will require relatively significant expenditures in the near term to continue to operate at the same capacity. The largest of which is membrane replacement. All of these costs would do nothing to advance the capability of the existing systems. However, the most significant of these costs have been summarized in Table 13 for full consideration in decision making.

Table 13. Tuscawilla WWTF Capital Projects Cost Estimates

Description	**Estimated Cost**
Influent Pump Check Valve Replacement	$20,000
Headworks Screening Upgrades/Replacement	$750,000
Lining & Enclosure of Lagoon	$400,000
Fine Bubble Diffusers for Oxic Tanks	$75,000
Aeration Blower Replacement	$120,000
MLSS Flow Meter & Plug Valve Installation	$25,000
BNR Online Instrumentation	$120,000
MBR Cleaning Improvements	$140,000
0.25 MGD PVDF Membrane Replacement	$500,000
Chemical Feed Station Upgrades	$25,000
Redundant UV Disinfection System	$150,000
Total Estimated Cost	$2,325,000

5.2.2 Convert Facility to Pump Station

While the Tuscawilla Facility does represent a significant portion of the daily treated flow, consideration should be given to total abandonment of treatment and conversion to a pump station. The advantages to this approach are consolidation of treatment and elimination of duplicative operating costs. Tuscawilla treats around 10-15% of the overall waste generated by the system, but represents more than 30% of the operating cost between the two Facilities on average. MBR systems are inherently more expensive to operate than the conventional system at Charles Town because they produce a much higher quality effluent. The Facility generally discharges to the adjacent golf course, which requires this higher quality effluent. However, if the waste generated in this location was conveyed to a centralized location, this level of treatment would not be necessary. Some level of operating cost would remain with the pump station considered under this option, but it would be minimal compared to current costs. The estimated cost for conversion of the site to a dedicated pump station and decommissioning the rest of the Facility is $2,500,000. This alternative is only viable if the Charles Town Facility is expanded to account for the loss of treatment capacity at Tuscawilla.

5.2.3 Expanding/improving treatment capacity

As previously mentioned, the Tuscawilla Facility was originally designed with a hydraulic capacity of 0.5 MGD and expandable to add additional treatment trains. Given the current configuration, additional membrane modules could be installed to increase the throughput to 0.5 MGD. Additionally, several other related upgrades would be required in order to increase they process capacity to match hydraulic capacity. If this alternative is selected, these upgrades could be completed for a similar cost as those summarized in Table 13. The major cost in expanding the capacity is the purchase of double the membrane modules. Pursuing this alternative has the added benefit of reducing the load to the Charles Town Facility very quickly.

5.3 Permit Requirements

Regardless of the alternative selected, permits from WV Department of Environmental Protection (NPDES Stormwater and Industrial) and Bureau of Public Health will be required for the major plant renovations on existing sites. If an alternative site is selected, a Department of Highways Permit for construction/facility access will be needed. Additionally, the LOMAR required for development of the previously investigated site would need in place prior to any groundbreaking.

DRAFT

SECTION 6: CONCLUSIONS AND RECOMMENDATIONS

Our opinion is that the largest long-term difficulty in treatment for the Charles Town Sewer System is the explosive growth in the area, numerous pump stations and resultant excessive system detention times. These issues compound with others when they reach the Treatment Facilities which are very quickly running out of capacity. Based on the current treatment availability and planned development, the treatment system will be out of capacity within the next two years. The ideal proposed solution must provide increased capacity to meet current demands while allowing for future growth, address existing aging infrastructure, and provide the long-term, cost-effective solution to wastewater treatment for the area. In order to balance the growth rate of the system with realistic implementation timelines, we are recommending short- and long-term solutions.

In the short term, CTUB will require increased capacity to match current development. Design, permitting, and construction of a large-scale expansion of Charles Town or a new Facility will likely take 5 years, longer than the time available before running out of capacity. Expansion of the Tuscawilla Facility from 0.25 MGD to 0.5 MGD will provide additional treatment capacity for nearly 2,400 EDUs on top of the existing remaining capacity in a relatively short timeframe. This expansion would provide enough capacity to meet the developments currently under construction and allow diversion from the Charles Town Facility. There are several upgrades previously summarized in Table 13 that would be recommended in order to complete this option. If the long-term plan for Tuscawilla is eventual decommissioning to a pump station, some of these upgrades could be eliminated. The estimated cost range to bring Tuscawilla to 0.5 MGD is $2,000,000-$3,000,000.

The long-term plan must be consideration of major expansion of the existing Charles Town Facility or a new construction at a new location. Assuming the proposed treatment technology is the same, the major differences in capital cost between the two options will be construction of the main gravity line along WV-115 or demolition/staging of construction around the current site. There are some comparatively minor capital cost savings from reuse of the existing equipment at the current site; however, most of the existing site will need completely reworked for the increased flow expected by centralizing treatment. These options have been compared in Table 14. The environmental impacts for each option are largely similar since both locations are located in existing floodplains. The alternative site proposed in Section 5 is currently undeveloped, therefore additional evaluation for environmental impacts would be necessary, but are not expected to be a significant issue in development because of the surrounding locations. The present worth analysis presented here assumed a useful lifespan of 30 years, an average interest rate of 2.0%, and straight-line depreciation over the useful life. The demolition costs of the existing facility are likely to be significantly less expensive assuming it has been taken completely offline after startup of the new facility.

DRAFT

Table 14. Charles Town 5MGD Expansion Present Worth Analysis

Description	Existing Location	New Location
Upfront Permitting/Floodplain Investigation	$ 75,000	$ 75,000
Capital Construction Cost	$ 33,500,000	$ 39,500,000
Sitework	$ 1,000,000	$ 2,000,000
Existing Demo/Modification/Staging	$ 2,500,000	$ 500,000
Headworks Building	$ 2,750,000	$ 2,750,000
BNR Process System (2 Trains @ 5MGD Each)	$ 14,500,000	$ 15,000,000
Denitrification Filter Rehab		$ -
Clarifiers (3)	$ 6,000,000	$ 6,000,000
Digesters (2)	$ 2,500,000	$ 2,500,000
Dewatering Building/Equipment	$ 1,750,000	$ 1,750,000
UV Building	$ 2,000,000	$ 2,000,000
Operations Building	$ 500,000	$ 500,000
Main Interceptor	$ -	$ 3,000,000
WV-340 Pump Station	$ -	$ 3,500,000
Soft Costs	$ 4,020,000	$ 4,740,000
Total Estimated Captial Costs	**$ 37,595,000**	**$ 44,315,000**
Estimated Annual O&M Costs	$ 550,000	$ 400,000
Present Worth of O&M	**$ 8,993,288**	**$ 6,540,573**
Plant Salvage Value (20 Years)	$ 6,265,833	$ 14,771,667
Plant Salvage Value Present Worth (20 Years)	**($4,216,726.21)**	**($9,940,908.21)**
Net Present Value (NPV)	**$ 42,371,562.13**	**$ 40,914,665.13**

What these evaluations do not consider are costs associated with collection system improvements for replacement and increasing capacity. Regardless of the treatment options pursued, the growth in the area will require significant improvements to the collection system. As a result, we considered these costs to be separate from treatment and did not include them in the comparisons in Table 14. An entirely separate evaluation should be performed during upgrades of the major system pump stations to determine if upstream stations could be eliminated during such projects. The long-term cost savings from elimination of pump stations and increased ease in treatment would be significant.

In summary, we recommend a two-fold approach: increasing the capacity of Tuscawilla to 0.5 MGD by replacing the existing membrane and adding another coupled with beginning the design of a centralized Facility at either the existing sit or a new location downstream of the existing Charles Town Plant. Tuscawilla may continue to be operated for the length of its useful life and re-evaluated when additional capital expenditures would be needed. In our opinion, this will provide adequate treatment capability in the short term and provide long term capacity at the most cost-effective means possible. An intensive influent sampling effort is recommended to begin design operations coupled with site investigations as previously mentioned. Final selection of treatment technologies may be further explored during design operations to optimize based on the influent sampling study results.

DRAFT

REFERENCES

1. **USGS.** Waterdata for USGS-391556077381600. [Online] United States Geological Survey. https://waterdata.usgs.gov/monitoring-location/USGS-391556077381600/#showMedian=true&startDT=2017-01-01&endDT=2024-09-01&dataTypeId=continuous-00045-0&showFieldMeasurements=true.

2. **Bureau, U.S. Census.** QuickFacts, Charles Town/Jefferson Co. *U.S. Census Bureau.* [Online] 2020, 2024.

3. **Neilsberg.** Charles Town/Jefferson County, WV. *Nielsberg Research.* [Online] 2023, 2024.

5. **EPA, US.** *Guide for Estimating Infiltration and Inflow.* s.l. : EPA Water Infrastructure Outreach, 2014.

DRAFT

APPENDIX A

CURRENT NPDES PERMIT

DRAFT

APPENDIX B

PRELIMINARY SITE PLANS

DRAFT



GRAPHIC SCALE

−40 0 20 40 80 160

1 inch = 40 ft.

EXPANDED WWTP SITE - 2.35 MGD

WASTEWATER TREATMENT AND COLLECTION SYSTEM

CHARLES TOWN UTILITY BOARD

JEFFERSON COUNTY, WEST VIRGINIA

DATE: 6/6/25	JOB: 24046	SCALE: NO SCALE
FILE: EXP 2.35MGD	DRAWN BY: BRP	CHECKED BY: ---

G:\24046\CONCEPT\EXP 2.35MGD.DWG



GRAPHIC SCALE

−40 0 20 40 80 160

1 inch = 40 ft.

EXPANDED WWTP SITE - 5 MGD

WASTEWATER TREATMENT AND COLLECTION SYSTEM

CHARLES TOWN UTILITY BOARD

JEFFERSON COUNTY, WEST VIRGINIA

DATE: 6/6/25	JOB: 24046	SCALE: NO SCALE
FILE: EXP 5 MGD	DRAWN BY: BRP	CHECKED BY: ---

G:\24046\CONCEPT\EXP 5 MGD.DWG

CHARLES TOWN ROAD (WV ROUTE 115)

N

INFLUENT PUMP STATION

HEADWORKS BUILDING

OPS BUILDING

UV BUILDING

REACTORS

CLARIFIER

CLARIFIER

CLARIFIER

DEWATERING BUILDING

DIGESTER

DIGESTER

EVITTS CREEK

HIGHLAND FARM LANE

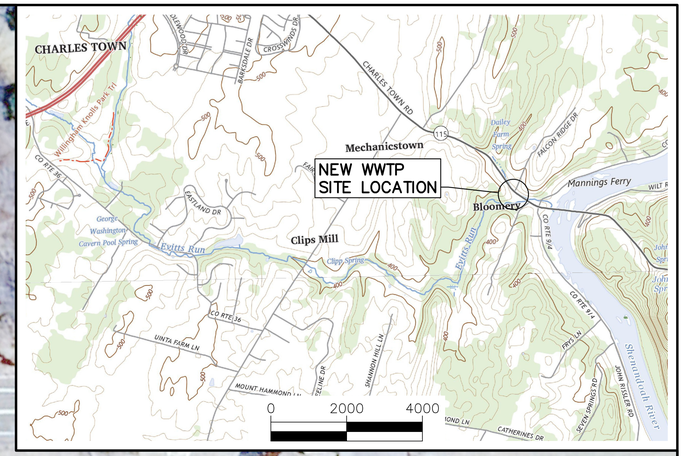
STONE JUSTIN & ABIGAIL H
02 19004000000000
DEED BK/PG – 1173/144

WV DOH
02 19003900000000
DEED BK/PG – 1255/711

HIGHLAND FARM HOLDINGS, LLC.
02 19003800000000
DEED BK/PG – 1122/71

HIGHLAND FARM HOLDINGS, LLC.
02 19003800000000
DEED BK/PG – 1122/71

HIGHLAND FARM HOLDINGS, LLC.
02 19004100000000
DEED BK/PG – 1122/71



GRAPHIC SCALE

−40 0 20 40 80 160

1 inch = 40 ft.

NEW WWTP SITE - 5 MGD

WASTEWATER TREATMENT AND COLLECTION SYSTEM

CHARLES TOWN UTILITY BOARD

JEFFERSON COUNTY, WEST VIRGINIA

DATE: 6/6/25	JOB: 24046	SCALE: NO SCALE
FILE: NEW 5 MGD	DRAWN BY: BRP	CHECKED BY: ----

G:\24046\CONCEPT\NEW 5 MGD.DWG

APPENDIX C

FLOODPLAIN MAPPING

DRAFT

NOTES TO USERS

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify all areas subject to flooding, particularly from local drainage sources of small size. The **community map repository** should be consulted for possible updated or additional flood hazard information.

To obtain more detailed information in areas where **Base Flood Elevations** (BFEs) and/or **floodways** have been determined, users are encouraged to consult the Flood Profiles and Floodway Data and/or Summary of Stillwater Elevations tables contained within the Flood Insurance Study (FIS) report that accompanies this FIRM. Users should be aware that BFEs shown on the FIRM represent rounded whole-foot elevations. These BFEs are intended for flood insurance rating purposes only and should not be used as the sole source of flood elevation information. Accordingly, flood elevation data presented in the FIS report should be utilized in conjunction with the FIRM for purposes of construction and/or floodplain management.

Boundaries of the **floodways** were computed at cross sections and interpolated between cross sections. The floodways were based on hydraulic considerations with regard to requirements of the National Flood Insurance Program. Floodway widths and other pertinent floodway data are provided in the Flood Insurance Study report for this jurisdiction.

Certain areas not in Special Flood Hazard Areas may be protected by **flood control structures**. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study report for information on flood control structures for this jurisdiction.

The **projection** used in the preparation of this map was Universal Transverse Mercator (UTM) Zone 18. **Horizontal datum** was NAD 83, GRS80 spheroid. Differences in datum, spheroid, projection or UTM zones used in the production of FIRMs for adjacent jurisdictions may result in slight positional differences in map features across jurisdiction boundaries. These differences do not affect the accuracy of this FIRM.

Flood elevations on this map are referenced to the North American Vertical Datum of 1988. These flood elevations must be compared to structure and ground elevations referenced to the same **vertical datum**. For information regarding conversion between the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, visit the National Geodetic Survey website at http://www.ngs.noaa.gov/ or contact the National Geodetic Survey at the following address:

Spatial Reference System Division
National Geodetic Survey, NOAA
Silver Spring Metro Center
1315 East-West Highway
Silver Spring, Maryland 20910
(301) 713-3191

To obtain current elevation, description, and/or location information for **bench marks** shown on this map, please contact the Information Services Branch of the National Geodetic Survey at **(301) 713-3242**, or visit its website at http://www.ngs.noaa.gov/.

BASE MAP SOURCE: Digital data was obtained from Jefferson County, the West Virginia Statewide Addressing and Mapping Board (WV SAMB), and the West Virginia Dept. of Environmental Protection (WV DEP). Corporate boundaries and road names were obtained from Jefferson County. The 1:4800 scale 2003 orthophoto base map imagery was obtained from the WV SAMB, as was the orthophoto based hydrographic vector data. County boundaries were digitized by the WV DEP from U.S. Geological Survey 1:24000 scale topographic map digital raster graphics (DRGs).

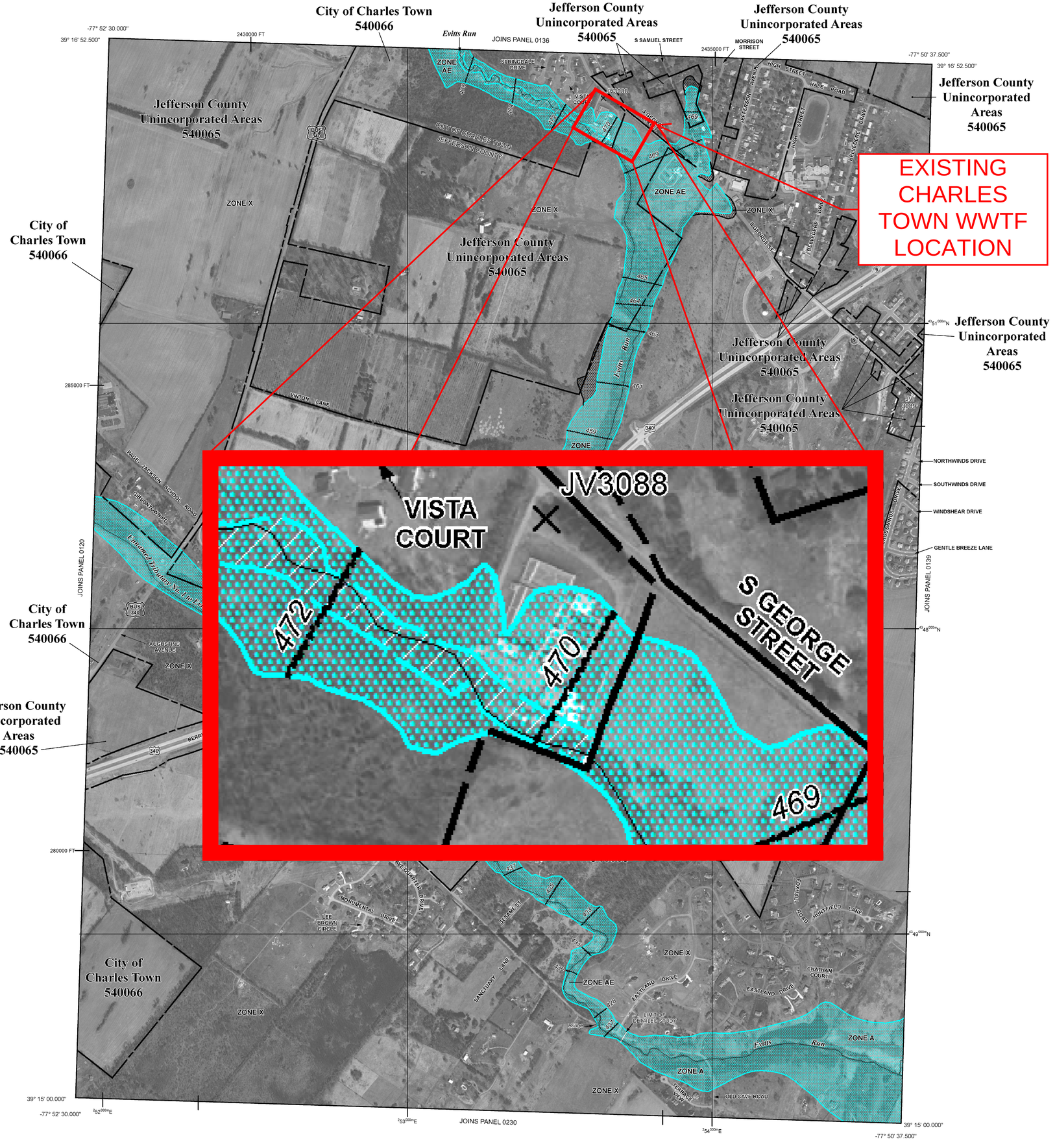
Based on the above mentioned digital orthophotographs, this map reflects more detailed and up-to-date **stream channel configurations** than those shown on the previous FIRM for this jurisdiction. The floodplains and floodways that were transferred from the previous FIRM may have been adjusted to conform to these new stream channel configurations. As a result, the Flood Profiles and Floodway Data tables in the Flood Insurance Study report (which contains authoritative hydraulic data) may reflect stream channel distances that differ from what is shown on the map.

Corporate limits shown on this map are based on the best data available at the time of publication. Because changes due to annexations or de-annexations may have occurred after this map was published, map users should contact appropriate community officials to verify current corporate limit locations.

Please refer to the separately printed **Map Index** for an overview map of the county showing the layout of map panels; community map repository addresses; and a Listing of Communities table containing National Flood Insurance Program dates for each community as well as a listing of the panels on which each community is located.

Contact the **FEMA Map Service Center** at 1-800-358-9616 for information on available products associated with this FIRM. Available products may include previously issued Letters of Map Change, a Flood Insurance Study report, and /or digital versions of this map. The FEMA Map Service Center may also be reached by Fax at 1-800-358-9620 and its website at http://msc.fema.gov/.

If you have **questions about this map** or questions concerning the National Flood Insurance Program in general, please call **1-877-FEMA MAP** (1-877-336-2627) or visit the FEMA website at http://www.fema.gov/business/nfip.



EXISTING CHARLES TOWN WWTF LOCATION

LEGEND

SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD

The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.

- **ZONE A** — No Base Flood Elevations determined.
- **ZONE AE** — Base Flood Elevations determined.
- **ZONE AH** — Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.
- **ZONE AO** — Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.
- **ZONE AR** — Special Flood Hazard Area formerly protected from the 1% annual chance flood by a flood control system that was subsequently decertified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
- **ZONE A99** — Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
- **ZONE V** — Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.
- **ZONE VE** — Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.

FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

OTHER FLOOD AREAS

- **ZONE X** — Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.

OTHER AREAS

- **ZONE X** — Areas determined to be outside the 0.2% annual chance floodplain.
- **ZONE D** — Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

OTHERWISE PROTECTED AREAS (OPAS)

CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.

- 1% annual chance floodplain boundary
- 0.2% annual chance floodplain boundary
- Floodway boundary
- Zone D boundary
- CBRS and OPA boundary
- Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.
- 513 — Base Flood Elevation line and value; elevation in feet*
- (EL. 987) — Base Flood Elevation value where uniform within zone; elevation in feet*

* Referenced to the North American Vertical Datum of 1988

- Cross section line (A–A)
- Transect line (23–23)
- 87°07'45", 32°22'30" — Geographic coordinates referenced to the North American Datum of 1983 (NAD 83)
- 4276000 M — 1000-meter Universal Transverse Mercator grid values, zone 18
- 600000 FT — 5000-foot grid ticks: West Virginia State Plane coordinate system (FIPSZONE 4701), Lambert Conformal Conic projection
- DX5510 × — Bench mark (see explanation in Notes to Users section of this FIRM panel)
- ● M1.5 — River Mile

MAP REPOSITORY
Refer to listing of Map Repositories on Map Index

EFFECTIVE DATE OF COUNTYWIDE FLOOD INSURANCE RATE MAP
DECEMBER 18, 2009

EFFECTIVE DATE(S) OF REVISION(S) TO THIS PANEL

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

MAP SCALE 1" = 500'
250 0 500 1000 FEET
150 0 150 300 METERS

NFIP NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0138E

FIRM
FLOOD INSURANCE RATE MAP

JEFFERSON COUNTY, WEST VIRGINIA
AND INCORPORATED AREAS

PANEL 138 OF 245
(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
CHARLES TOWN, CITY OF	540066	0138	E
JEFFERSON COUNTY	540065	0138	E

Notice to User: The **Map Number** shown below should be used when placing map orders; the **Community Number** shown above should be used on insurance applications for the subject community.

MAP NUMBER
54037C0138E
EFFECTIVE DATE
DECEMBER 18, 2009

Federal Emergency Management Agency

NOTES TO USERS

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify all areas subject to flooding, particularly from local drainage sources of small size. The **community map repository** should be consulted for possible updated or additional flood hazard information.

To obtain more detailed information in areas where **Base Flood Elevations** (BFEs) and/or **floodways** have been determined, users are encouraged to consult the Flood Profiles and Floodway Data and/or Summary of Stillwater Elevations tables contained within the Flood Insurance Study (FIS) report that accompanies this FIRM. Users should be aware that BFEs shown on the FIRM represent rounded whole-foot elevations. These BFEs are intended for flood insurance rating purposes only and should not be used as the sole source of flood elevation information. Accordingly, flood elevation data presented in the FIS report should be utilized in conjunction with the FIRM for purposes of construction and/or floodplain management.

Boundaries of the **floodways** were computed at cross sections and interpolated between cross sections. The floodways were based on hydraulic considerations with regard to requirements of the National Flood Insurance Program. Floodway widths and other pertinent floodway data are provided in the Flood Insurance Study report for this jurisdiction.

Certain areas not in Special Flood Hazard Areas may be protected by **flood control structures**. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study report for information on flood control structures for this jurisdiction.

The **projection** used in the preparation of this map was Universal Transverse Mercator (UTM) Zone 18. **Horizontal datum** was NAD 83, GRS80 spheroid. Differences in datum, spheroid, projection or UTM zones used in the production of FIRMs for adjacent jurisdictions may result in slight positional differences in map features across jurisdiction boundaries. These differences do not affect the accuracy of this FIRM.

Flood elevations on this map are referenced to the North American Vertical Datum of 1988. These flood elevations must be compared to structure and ground elevations referenced to the same **vertical datum**. For information regarding conversion between the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, visit the National Geodetic Survey website at http://www.ngs.noaa.gov/ or contact the National Geodetic Survey at the following address:

Spatial Reference System Division
National Geodetic Survey, NOAA
Silver Spring Metro Center
1315 East-West Highway
Silver Spring, Maryland 20910
(301) 713-3191

To obtain current elevation, description, and/or location information for **bench marks** shown on this map, please contact the Information Services Branch of the National Geodetic Survey at **(301) 713-3242**, or visit its website at http://www.ngs.noaa.gov/.

BASE MAP SOURCE: Digital data was obtained from Jefferson County, the West Virginia Statewide Addressing and Mapping Board (WV SAMB), and the West Virginia Dept. of Environmental Protection (WV DEP). Corporate boundaries and road names were obtained from Jefferson County. The 1:4800 scale 2003 orthophoto base map imagery was obtained from the WV SAMB, as was the orthophoto based hydrographic vector data. County boundaries were digitized by the WV DEP from U.S. Geological Survey 1:24000 scale topographic map digital raster graphics (DRGs).

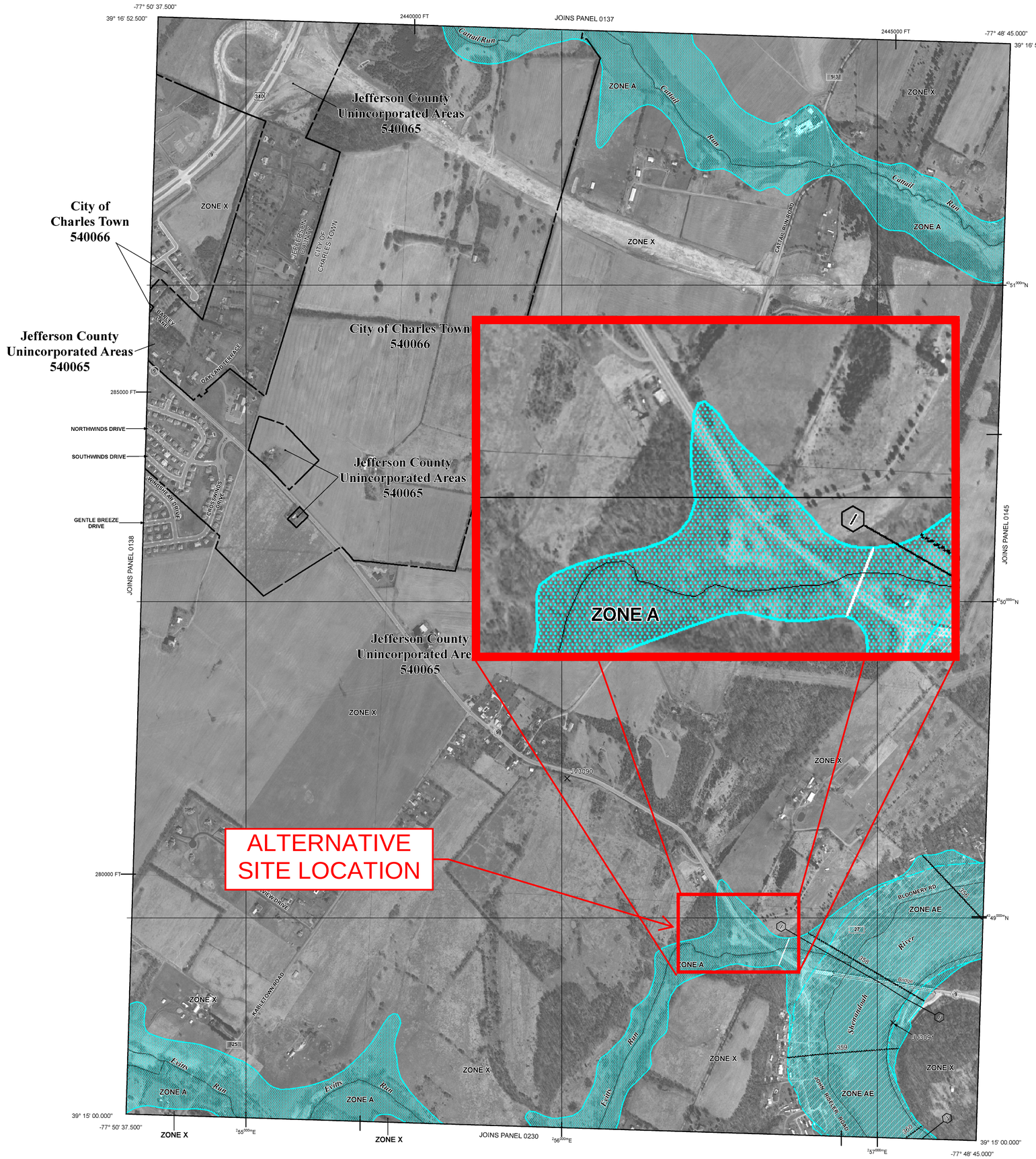
Based on the above mentioned digital orthophotographs, this map reflects more detailed and up-to-date **stream channel configurations** than those shown on the previous FIRM for this jurisdiction. The floodplains and floodways that were transferred from the previous FIRM may have been adjusted to conform to these new stream channel configurations. As a result, the Flood Profiles and Floodway Data tables in the Flood Insurance Study report (which contains authoritative hydraulic data) may reflect stream channel distances that differ from what is shown on the map.

Corporate limits shown on this map are based on the best data available at the time of publication. Because changes due to annexations or de-annexations may have occurred after this map was published, map users should contact appropriate community officials to verify current corporate limit locations.

Please refer to the separately printed **Map Index** for an overview map of the county showing the layout of map panels; community map repository addresses; and a Listing of Communities table containing National Flood Insurance Program dates for each community as well as a listing of the panels on which each community is located.

Contact the **FEMA Map Service Center** at 1-800-358-9616 for information on available products associated with this FIRM. Available products may include previously issued Letters of Map Change, a Flood Insurance Study report, and /or digital versions of this map. The FEMA Map Service Center may also be reached by Fax at 1-800-358-9620 and its website at http://msc.fema.gov/.

If you have **questions about this map** or questions concerning the National Flood Insurance Program in general, please call **1-877-FEMA MAP** (1-877-336-2627) or visit the FEMA website at http://www.fema.gov/business/nfip.



LEGEND

SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD

The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.

ZONE A	No Base Flood Elevations determined.
ZONE AE	Base Flood Elevations determined.
ZONE AH	Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.
ZONE AO	Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.
ZONE AR	Special Flood Hazard Area formerly protected from the 1% annual chance flood by a flood control system that was subsequently decertified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
ZONE A99	Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
ZONE V	Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.
ZONE VE	Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.

FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

OTHER FLOOD AREAS

ZONE X	Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.

OTHER AREAS

ZONE X	Areas determined to be outside the 0.2% annual chance floodplain.
ZONE D	Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

OTHERWISE PROTECTED AREAS (OPAS)

CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.

	1% annual chance floodplain boundary
	0.2% annual chance floodplain boundary
	Floodway boundary
	Zone D boundary
	CBRS and OPA boundary
	Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.
513	Base Flood Elevation line and value; elevation in feet*
(EL 987)	Base Flood Elevation value where uniform within zone; elevation in feet*

* Referenced to the North American Vertical Datum of 1988

A — A	Cross section line
23 — 23	Transect line
87°07'45", 32°22'30"	Geographic coordinates referenced to the North American Datum of 1983 (NAD 83)
4276000 M	1000-meter Universal Transverse Mercator grid values, zone 18
600000 FT	5000-foot grid ticks: West Virginia State Plane coordinate system (FIPSZONE 4701), Lambert Conformal Conic projection
DX5510 ×	Bench mark (see explanation in Notes to Users section of this FIRM panel)
● M1.5	River Mile

MAP REPOSITORY
Refer to listing of Map Repositories on Map Index

EFFECTIVE DATE OF COUNTYWIDE
FLOOD INSURANCE RATE MAP

DECEMBER 18, 2009

EFFECTIVE DATE(S) OF REVISION(S) TO THIS PANEL

For community map revision history prior to countywide mapping, refer to the Community Map History table located in the Flood Insurance Study report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

MAP SCALE 1" = 500'
250 0 500 1000 FEET
150 0 150 300 METERS

NATIONAL FLOOD INSURANCE PROGRAM

PANEL 0139E

FIRM
FLOOD INSURANCE RATE MAP

JEFFERSON COUNTY, WEST VIRGINIA
AND INCORPORATED AREAS

PANEL 139 OF 245

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
CHARLES TOWN, CITY OF	540066	0139	E
JEFFERSON COUNTY	540065	0139	E

Notice to User: The **Map Number** shown below should be used when placing map orders; the **Community Number** shown above should be used on insurance applications for the subject community.

MAP NUMBER
54037C0139E
EFFECTIVE DATE
DECEMBER 18, 2009

Federal Emergency Management Agency

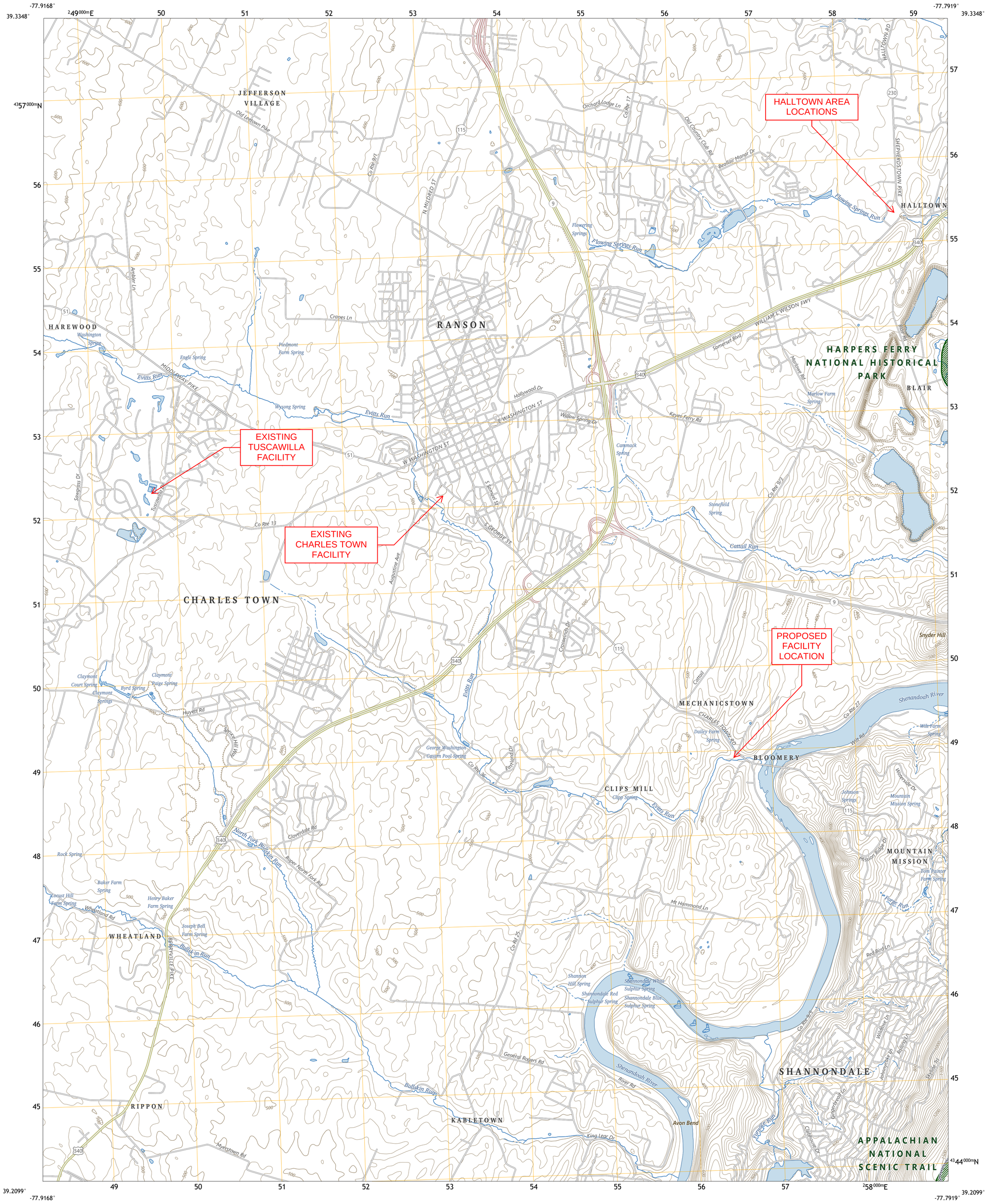
APPENDIX D

OVERALL SYSTEM MAP

DRAFT

25K RECREATIONAL TOPO, VIRGINIA - VIRGINIA - WEST VIRGINIA - WEST VIRGINIA

25K RECREATIONAL TOPO


-77.9168°
-77.7919°
39.3348°
39.2099°
249 000mE
258 000mE
4357 000mN
4344 000mN
HALLTOWN AREA LOCATIONS
EXISTING TUSCAWILLA FACILITY
EXISTING CHARLES TOWN FACILITY
PROPOSED FACILITY LOCATION
JEFFERSON VILLAGE
HAREWOOD
RANSON
CHARLES TOWN
HALLTOWN
HARPERS FERRY NATIONAL HISTORICAL PARK
BLAIR
MECHANICSTOWN
BLOOMERY
CLIPS MILL
MOUNTAIN MISSION
SHANNONDALE
APPALACHIAN NATIONAL SCENIC TRAIL
WHEATLAND
RIPPON
KABLETOWN
Old Leetown Pike
Middleway Pike
Cranes Ln
Orchard Lodge Ln
Old Country Club Rd
Bealair Manor Dr
Halltown Rd
Shepherdstown Pike
N Mildred St
Flowing Springs Run
Flowering Springs
William L Wilson Fwy
Somerset Blvd
Marlowe Rd
Marlow Farm Spring
Keyes Ferry Rd
Willow Spring Dr
E Washington St
W Washington St
Hollywood Dr
S Samuel St
S George St
Augustine Ave
Crossgrain Dr
Cattail Run
Stonefield Spring
Cammack Spring
Co Rte 9/3
Co Rte 13
Co Rte 27
Co Rte 25
Co Rte 9/4
Wil-Ro
Charles Town Rd
Dailey Farm Spring
Snyder Hill
Shenandoah River
Johnson Springs
Mountain Mission Spring
Tom Painter Farm Spring
Forge Run
Mt Hammond Ln
Red Bird Ln
Wildrose Ln
Johnnycake Ln
Rolling Ln
Gingerbread Ln
Clubhouse Dr
Furnace Run
Avon Bend
River Rd
King Lear Dr
General Rogers Rd
Myerstown Rd
Bullskin Run
Shannon Hill Spring
Shannondale White Sulphur Spring
Shannondale Red Sulphur Spring
Shannondale Blue Sulphur Spring
Tuscawilla Dr
Sawgrass Dr
Amber Ln
Huyett Rd
Spruce Hill Trail
Claymont Court Spring
Claymont Springs
Byrd Spring
Claymont Paige Spring
Washington Spring
Engle Spring
Piedmont Farm Spring
Evitts Run
Wysong Spring
George Washington Cavern Pool Spring
Foxtrail Dr
Cloverdale Rd
North Fork Bullskin Run
Roper North Fork Rd
Rock Spring
Baker Farm Spring
Locust Hill Farm Spring
Henry Baker Farm Spring
Joseph Bell Farm Spring
Wheatland Rd
Berryville Pike
Clipp Spring
Waterside Dr
Wilson Ridge Dr
Mission Ridge Dr
Forge Run
Tom Painter Farm Spring
Wilt Farm Spring
Shenandoah River
Snyder Hill
Johnson Springs
Mountain Mission Spring
Avon Bend
Furnace Run
Gingerbread Ln
Clubhouse Dr
Wildrose Ln
Johnnycake Ln
Rolling Ln
Skyline Trl
Ridge Trl
Mission Ridge Dr
Waterside Dr
Red Bird Ln
Forge Run
Tom Painter Farm Spring
Wilt Farm Spring
Shenandoah River
Snyder Hill
Co Rte 27
Co Rte 9/4
Co Rte 25
Co Rte 9/3
Co Rte 13
Co Rte 17
Cattail Run
Stonefield Spring
Cammack Spring
Keyes Ferry Rd
Willow Spring Dr
E Washington St
W Washington St
Hollywood Dr
S Samuel St
S George St
Augustine Ave
Crossgrain Dr
Somerset Blvd
Marlowe Rd
Marlow Farm Spring
William L Wilson Fwy
Flowing Springs Run
Flowering Springs
N Mildred St
Old Leetown Pike
Middleway Pike
Cranes Ln
Orchard Lodge Ln
Old Country Club Rd
Bealair Manor Dr
Halltown Rd
Shepherdstown Pike
Amber Ln
Huyett Rd
Spruce Hill Trail
Claymont Court Spring
Claymont Springs
Byrd Spring
Claymont Paige Spring
Washington Spring
Engle Spring
Piedmont Farm Spring
Evitts Run
Wysong Spring
George Washington Cavern Pool Spring
Foxtrail Dr
Cloverdale Rd
North Fork Bullskin Run
Roper North Fork Rd
Rock Spring
Baker Farm Spring
Locust Hill Farm Spring
Henry Baker Farm Spring
Joseph Bell Farm Spring
Wheatland Rd
Berryville Pike
Clipp Spring
Tuscawilla Dr
Sawgrass Dr
Myerstown Rd
General Rogers Rd
Bullskin Run
Shannon Hill Spring
Shannondale White Sulphur Spring
Shannondale Red Sulphur Spring
Shannondale Blue Sulphur Spring
King Lear Dr
Mt Hammond Ln
Red Bird Ln
Wildrose Ln
Johnnycake Ln
Rolling Ln
Gingerbread Ln
Clubhouse Dr
Furnace Run
Avon Bend
River Rd
Shenandoah River
Wilt Farm Spring
Tom Painter Farm Spring
Forge Run
Mountain Mission Spring
Johnson Springs
Waterside Dr
Wilson Ridge Dr
Mission Ridge Dr
Skyline Trl
Ridge Trl
Charles Town Rd
Dailey Farm Spring

APPENDIX D

EXAMPLE PROCESS FLOW SCHEMATIC

DRAFT

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

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

Corporate Authorization Resolution - United Bank

Attachments:

Corporate Resolution.pdf

CORPORATE AUTHORIZATION RESOLUTION

I, (**name of Secretary**), certify that I am Secretary of (**name of corporation/ organization**) organized under the laws of the State of _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the corporation/organization duly and properly called and held on the _____ day of _____, 20___. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

RESOLVED, that at least ____ of one of the persons now or hereafter from time to time holding the following offices in this corporation/organization are hereby authorized and directed to execute and deliver to United Bank such agreements and documents as are required by United Bank in connection with such accounts. United Bank is authorized to accept and honor all requests for disbursements, directions or notices signed by at least ___ of the below named persons so long as such signatures are signatures of duly authorized representatives of the corporation/organization acting in such capacity:

Name	Title or Position
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FURTHER RESOLVED, that the Secretary of this corporation/organization is hereby directed to certify to United Bank these resolutions and the names and signatures of the persons holding the offices identified above, and to promptly certify to United Bank any change in these resolutions, and the names and signatures of any new officers authorized to act hereunder.

FURTHER RESOLVED, that United Bank is authorized and directed to rely on the latest certification from the Secretary as to any of the foregoing matters, and shall be indemnified and saved harmless for any loss suffered or liability incurred by it in so action.

IN WITNESS HEREOF, I have hereunto signed my name and affixed the seal this corporation/organization this _____ day of _____, 20___.

_____
(name of Secretary)
Secretary

STATE OF _____

COUNTY OF _____

Personally appeared before me this _____day of _____, 20___,_____, Secretary of _____, and made oath that the above is a true copy from the records of the corporation/organization.

_____
Notary Public

My commission expires on: _____

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

- UM Report.pdf
- REVENUE & EXPENSE SEPTEMBER 2025.pdf
- REVENUE & EXPENSE OCTOBER 2025.pdf
- REVENUE & EXPENSE NOVEMBER 2025 DRAFT.pdf

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

MEMORANDUM TO THE BOARD OF DIRECTORS

DATE: January 14, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, January 2026

Summary:

Several major projects are on-going including the 2023 Collection System Project, Greenfield Forcemain Project, Asbury Block Sewer project.

Wastewater Treatment Plant

Total Wastewater Processed December 2025:
Charles Town: 37.99 million Gallons per month or 1.23 MGD average
Tuscawilla: 3.00 million Gallons per month or 0.10 MGD average

Collection System

2 pump(s) pulled and sent for repair
13 Grease Trap inspections
7 Sewer main repairs/blockages/call-outs
26 sewer line inspections
8 manhole inspections

Water Plant and Distribution System

Total Water Pumped December 2025 (CT): 47.7 million Gallons per month or 1.54 MGD average
8 leaks repaired
2 meters repaired
57 meters replaced
15 new meters installed
1,841 - Ten (10) day notices
258 Disconnect notices, 83 Disconnects
0 hydrant(s) repaired

Customer Counts

- Sewer 10,566
- Water 7,651

Human Resources

Employees Count: 34 full-time | 1 part-time | 2 vacancies

Other Notable Activities for the Month:

December 5: Land Prioritization Mapping to Protect Drinking Water Quality Webinar

December 9th through December 11th: Pretreatment Workshop by NACWA focused on the latest developments at the national, state, and local levels that are affecting pretreatment programs. The program featured updates and analysis of the current regulatory and legislative actions related to pretreatment, as well as case studies from utilities on topics that impact pretreatment programs across the country.

December 10th: Board Meeting

December 11th: PFAS Action Planning Virtual Meeting. WVDEP in collaboration with the West Virginia Rivers Coalition, Fair Shake Environmental Legal Services, hosted a virtual community meeting to develop action plans as required by the PFAS Protection Act.

December 17th: Water Advisory Committee Meeting

December 18th: Board Meeting

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 10
Thursday, December 18, 2025 @ 10:00 AM

Meeting Minutes

Prepared by: Gwin, Dobson & Foreman, Inc.
David Santelli, Project Manager
Issued: December 22, 2025

1. Review Minutes of Previous Meeting & Attendance

- All attendees confirmed receipt of the Progress Meeting #09 minutes (issued November 25, 2025) and approved the minutes as written. The attendance sheet for Progress Meeting #10 is attached.

2. Review of Work Progress since Previous Meeting

- Started excavation and almost completed with Lakeland PS wet well excavation. HRI anticipates setting wet well Jan. 7th 2026.
- Installed temp road to Lakeland PS via North Fairfax and 16 St.
- Installed 6" FM at Burr to tie-in War Admiral PS
- Tested Burr East FM 0+00 to 17+00 and passed
- ARV MH installed at War Admiral
- Installed (3) Flushing stations at Jefferson Park
- Install conduit for new power feed to car lot
- Bore pit excavation at 11th Ave.

3. Planned Work

- HRI is off for the Holidays starting Mon 12/22 and returns Jan 5th, Ed will be monitoring site during that time.
- Crew 1 will start the dog house install and bypass at Evitts Run /Bobs car lot if new power is installed to continue 30'' install.
- Crew 2 will do connect to existing 6'' force main to energize Jefferson Park into service in coordination with Mr. Collin and CTUB crews. Then return to Burr East to finish FM work and soon begin PS rehab
- Crew 3 working on Lakeland pumpstation
- Precession drilling working on 11th Ave 8'' install from strs 7,6 to 5B.

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 10
Thursday, December 18, 2025 @ 10:00 AM

4. Field Observations, Problems, Conflicts & Coordination

- Change orders:
    - CO #3 for Aug Boring (PCO-02) is being quantified by GDF and should be sent out for signatures next week.
    - CO #4 – PCO -10 CTUB accepted 10a and 10c. GDF originally accepted 10b, but said it needed revised. HRI to remove cost of new utility pole and resubmit pricing for acceptance. HRI stated they will be submitting this next week.
    - HRI still needs to submit PCO-07 for Jetts Farm FM tie in (added cost to remove/reconnect ex. 8" FM in conflict). We discussed the possibility of over excavating and spreading the existing lines.
    - Need updated power drawings for Lakeland place showing pull boxes and transformer. HRI to submit for added cost of these items if HRI procures/installs, as they were not included in previous PCO. GDF working with Potomac to verify.
    - HRI stated that Time Extension Request #1 will be submitted after the first of the year to address delays associated with the Evitt's Run utility pole conflict, following completion of the power company's work on December 23, 2025. HRI will include an updated project schedule with the request showing the impact from the previous schedule update to the revised schedule. HRI indicated the anticipated time extension is approximately 1 to 1.5 months.
- Augustine Ave power pole conflict- Potomac Energy is scheduled for Dec. 23. KM Electric stated that this should be completed same day. HRIs Ed Barker stated that he will be on-site to confirm power relocation.
- There has been 18 total RFIs for the project 0 outstanding.

5. Status of Construction Schedule & Contract Times

- HRI to provide schedule update once the power lines at Bobbys Used Car Lot has been resolved.

    - Contract Status: 365 of 578 days have elapsed.
    - Substantial Completion Date: June 18, 2026 (18 months)
    - Final Completion Date: July 18, 2026 (19 months)

6. Review of Submittals & Material Deliveries

- There have been 52 submittals with 0 outstanding.
- Deliveries since last meeting:
    - Spool pieces for Burr East.
- Upcoming deliveries:
    - Burr electrical panels (January)
    - Jetts electrical panels (March)

7. Maintenance of Quality and Work Standards

- CTUB and Don reported they are pleased with the quality of work being performed by HRI.

8. Application for Payment

- HRI will be submitting Pay App #10 for the work completed in Dec. by end of week.
- CTUB reported that their next board meeting will be Jan. 15th.

9. Testing

- Clean out testing- due to plug valve design, method of testing had to be switched to positive air testing (4MIN @ 4PSI).
- Don reported:
    - Burr and Samual vac testing- no issues.
    - Evitts cracked pipe will be fixed before it goes online.

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 10
Thursday, December 18, 2025 @ 10:00 AM

10. Other Pertinent Business

- DBE reporting (next due January)
- GD&F has been attempting to contact Bobby at Bobbys used car lot to inform them that the power will be switched over on Dec. 23.
- HRI has 32' to install at Jefferson before it can be tested. Provided it passes, it should go online and asphalt patched week of Jan. 5th. This will result in 1-2hr downtime.

DEP:

- Thomas reported he visited the sites around Thanksgiving and said things looked good. He anticipates doing site visits monthly starting in January.
- He stated C.Os need to be sent to him for pre-approval. GD&F to send all outstanding C.O information to him.
- Thomas asked about the plug valve/AIS issue. We informed him that HRI was able to find plug valves that meet AIS requirements and this was no longer an issue.
- Thomas asked if there were any customer complaints. It was reported that 905 Samual St. is concerned about their fencing being reinstalled. HRI stated that they will prioritize restoring the fence once work has been completed.
- Thomas asked about winter work. HRI reported they shut down between Christmas and New year, but plan to work throughout the winter.

11. Future Meeting

- Next progress meeting will be Thursday, January 29, 2026 at 10:00 AM at CTUB Office with Zoom option.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David Santelli — 12/22/2025

David Santelli
Project Manager

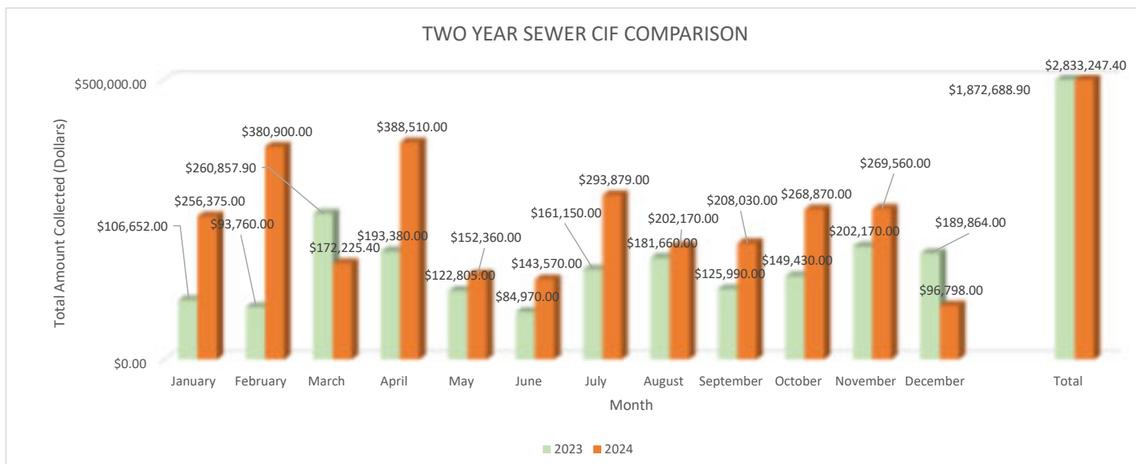
Date

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

Meeting: 10
Date: 12/18/2025

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	David Santelli PM	GDF	412.289.6875	dsantelli@gdfengineers.com
2.	Collin Cole	CTUB	304 995-6777	CCole@CTUBWV.COM
3.	Dan Payne	GDF	814.600.8438	dpayne@gdfengineers.com
4.	Steven Farias	CTUB	304-261-4416	SFarias@CTUBWV.com
5.	Ed Barker	HRI	814 424 8377	ebarker@hriinc.com
6.	Kristen Stolipher	CTUB	304-724-7080	KStolipher@CTUBWV.com
7.				
8.				
9.				
10.				
11.	-Virtual-			
12.	Brandon Colbertson	HRI		
13.	Thomas Cazad	WVDEP		
14.	Josh Kutz	HRI		
15.				
16.				
17.				

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

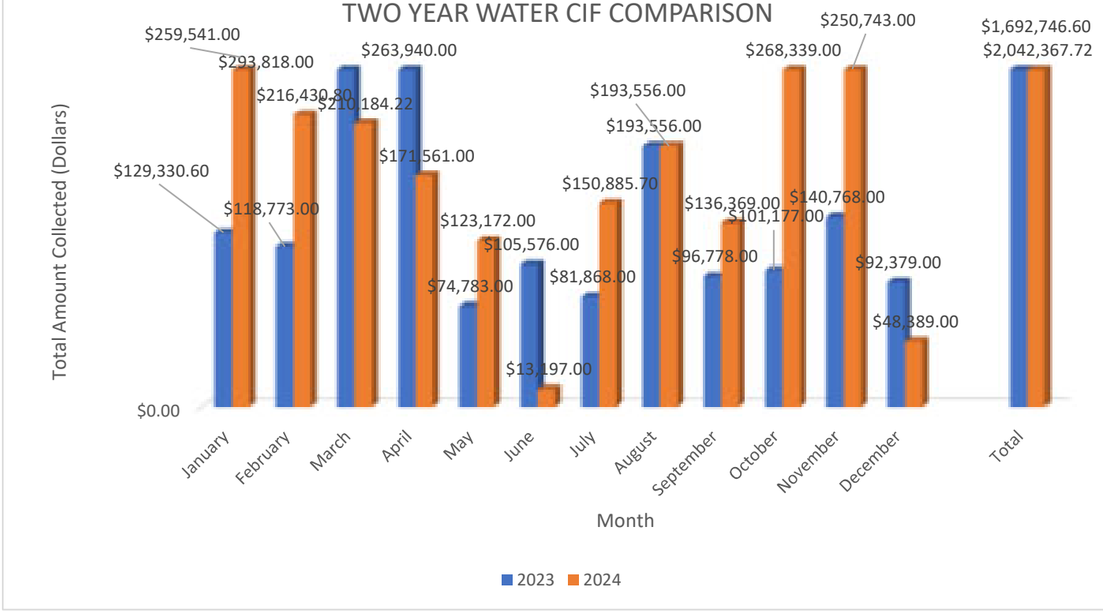


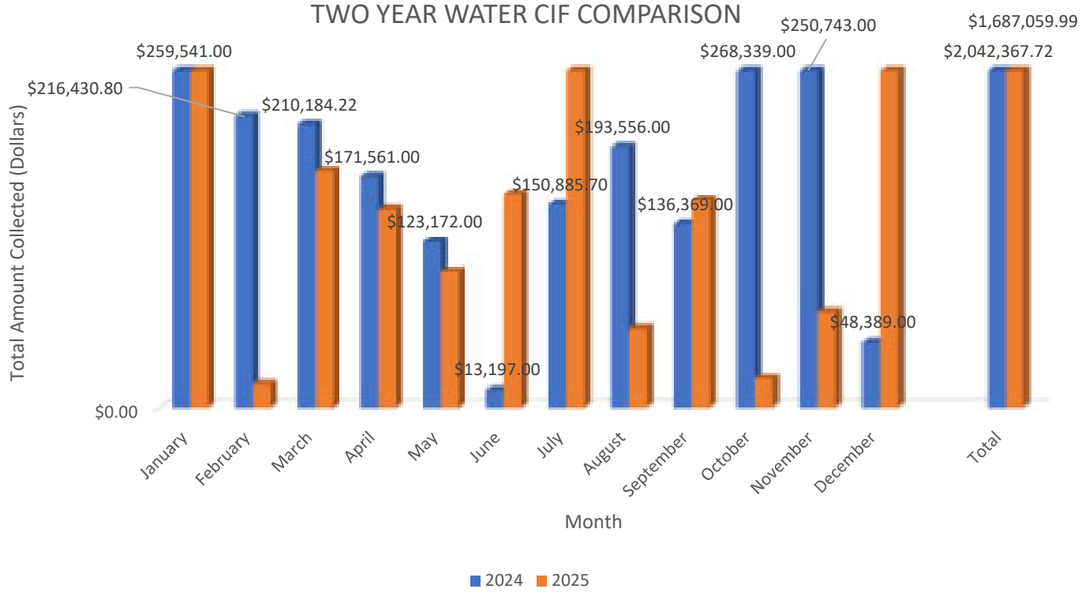
Charles Town Utility Board 2025 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-25	1	121	122	$ 402,960.00	$ 45,500.00	$ 357,460.00
Feb-25		80	80	$ 289,650.00	$ 55,250.00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



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

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





CHARLES TOWN UTILITY BOARD
WASTEWATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	1.75	384	1.05	0.7	700,000	2,500
2016	1.75	419	1.14	0.61	610,000	2,179
2017	1.75	393	1.08	0.67	670,000	2,393
2018	1.75	491	1.34	0.41	410,000	1,464
2019	1.75	459	1.26	0.49	490,000	1,750
2020	1.75	419.7	1.15	0.60	603,333	2,155
2021	1.75	401.61	1.11	0.64	637,500	2,277
2022	1.75	387.15	1.06	0.69	687,500	2,455
2023	1.75	382.28	1.06	0.69	694,167	2,479
2024	1.75	432.96	1.19	0.56	559,167	1,997
2025	1.75	393.14	1.17	0.58	575,455	2,055

TUSCAWILLA WASTEWATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2015	0.5	48	0.13	0.37	370,000	1,321
2016	0.5	49	0.13	0.37	370,000	1,321
2017	0.5	48	0.14	0.36	360,000	1,286
2018	0.5	78	0.21	0.29	290,000	1,036
2019	0.5	55.24	0.15	0.35	350,000	1,250
2020	0.5	1.09	0.16	0.34	340,000	1,214
2021	0.5	32.55	0.10	0.40	400,833	1,432
2022	0.5	62.8	0.17	0.33	328,333	1,173
2023	0.5	83.78	0.23	0.27	270,000	964
2024	0.5	66.68	0.18	0.32	316,667	1,131
2025	0.5	62.85	0.18	0.32	316,667	1,131

Total EDU's available between CT and Tuscawilla	
2015	3,821
2016	3,500
2017	3,679
2018	2,500
2019	3,000
2020	3,369
2021	3,708
2022	3,628
2023	3,443
2024	3,128
2025	3,186

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (280 gpd)

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

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

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

2025		
	Total (MG)	AVERAGE (MG)
JANUARY	38.98	1.26
FEBRUARY	34.73	1.24
MARCH	33.84	1.09
APRIL	32.05	1.07
MAY	37.34	1.2
JUNE	38.01	1.2
JULY	34.6	1.12
AUGUST	35.14	1.16
SEPTEMBER	36.58	1.22
OCTOBER	35.87	1.16
NOVEMBER	36.00	1.2
DECEMBER		
Annual Total	393.14	1.17

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

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

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

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

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT FLOW DATA

CHARLES TOWN WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	Total Available (EDU's)
2019	2.8	644.32	1.77	1.03	1,034,980	3,696
2020	2.8	615.64	1.68	1.12	1,117,946	3,993
2021	2.8	601.87	1.64	1.16	1,164,627	4,159
2022	2.8	588.97	1.60	1.20	1,204,163	4,301
2023	2.8	602.24	1.63	1.17	1,168,256	4,172
2024	2.8	579.85	1.57	1.23	1,228,525	4,388
2025	2.8	602.15	1.65	1.15	1,154,057	4,122

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

CAVALAND WATER PLANT FLOW DATA						
YEAR	Total Design (MGD)	TOTAL ANNUAL FLOW (MG)	AVERAGE DAILY (MGD)	Total Design minus Average Daily (MGD)	Total Available (gpd)	
2020	0.036	0.59	0.005	0.03	31,210	
2021	0.036	1.91	0.01	0.03	30,766	
2022	0.036	1.84	0.005	0.03	31,041	
2023	0.036	1.79	0.005	0.03	31,186	
2024	0.036	0.00	0.01	0.03	30,967	
2025	0.036	0.00	0.00	0.04	36,000	

Legend:
MGD= Million gallons per day
MG=million gallons
gpd= gallons per day
EDU= Equivalent Dwelling Unit (280 gpd)

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

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

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

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

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

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

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

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

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

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

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

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

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

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,960,000	Metered Sales - Residential	990,000	932,546	(57,454)
1,850,000	Metered Sales - Commercial	462,500	418,413	(44,087)
65,000	Metered Sales - Glen Haven/Cavaland	16,250	16,715	465
40,000	Sale for Resale - Bulk Water	10,000	16,261	6,261
90,000	Forfieted Discounts	22,500	20,956	(1,544)
30,000	Misc. Service Rev - Reconnection / Tap Fees	7,500	6,425	(1,075)
565,000	Tank Lot Rental Income (Non-Operating)	141,250	174,363	33,113
310,000	Interest Income (Non-Operating)	77,500	92,075	14,575
34,000	Sinking Fund Income (Non-Operating)	8,500	7,449	(1,051)
40,000	Miscellaneous Income (Non-Operating)	10,000	6,890	(3,110)
6,984,000	**TOTAL REVENUES**	1,746,000	1,692,092	(53,908)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	3,750	1,751	(1,999)
60,000	WS - Maint of Water Source	15,000	9,830	(5,170)
560,000	WT - Salaries & Wages - Operations Labor	140,000	122,113	(17,887)
170,000	WT - Power & Fuel	42,500	36,366	(6,134)
11,000	WT - Power & Fuel - GH/CAV	2,750	1,304	(1,446)
220,000	WT - Chemical Expense	55,000	52,266	(2,734)
30,000	WT - Testing	7,500	4,784	(2,716)
35,000	WT - Materials & Supplies Expense	8,750	7,631	(1,119)
6,500	WT - Materials & Supplies Expense - GH/CAV	1,625	1,572	(53)
55,000	WT - Sludge Hauling	13,750	13,904	154
90,000	WT - Maint of Water Treatment Plant	22,500	5,491	(17,009)
12,000	WT - Maint of Water Plant - GH/CAV	3,000	6,880	3,880
20,000	WT - Licenses & Subscriptions	5,000	-	(5,000)
485,000	TD - Salaries & Wages - Maintenance Labor	121,250	121,487	237
30,000	TD - Materials & Supplies Expense	7,500	5,336	(2,164)
120,000	TD - Maint of Dist Reservior & Standpipes	30,000	56,855	26,855
120,000	TD - Maint of Mains	30,000	24,535	(5,465)
210,000	TD - Maint of Services	52,500	36,286	(16,214)
360,000	TD - Maint of Meters	90,000	90,984	984
50,000	TD - Maint of Hydrants	12,500	7,575	(4,925)
35,000	TD - Maint of Equipment	8,750	2,792	(5,958)
212,000	CA - Salaries & Wages	53,000	51,225	(1,775)
85,000	CA - Billing Expense	21,250	19,852	(1,398)
120,000	CA - Credit Card Processing Fees	30,000	27,179	(2,821)
90,000	CA - Licenses & Subscriptions (includes Sensus)	22,500	883	(21,617)
15,000	CA - Bad Debt Expense	3,750	(302)	(4,052)
175,000	GA - Salaries & Wages	43,750	39,113	(4,637)
2,500	GA - Director Compensation	625	675	50
275,000	GA - Employee Insurance & Benefits	68,750	59,461	(9,289)
128,880	GA - Employee Pension Expense	32,220	28,456	(3,764)
109,739	GA - Payroll Taxes - FICA Tax Expense	27,435	25,609	(1,825)

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

4,572	GA - OPEB (Other Post Employment Benefits)	1,143	2,216	1,073
25,925	GA - Employee 457 Expense	6,481	6,269	(212)
45,000	GA - Office Supplies & Expense	11,250	7,740	(3,510)
20,000	GA - Travel, Training, & Education	5,000	5,287	287
10,000	GA - Uniform Expense	2,500	3,373	873
30,000	GA - Computer - Technology Expense	7,500	1,438	(6,063)
35,000	GA - Maint. of General Property	8,750	3,207	(5,543)
28,000	GA - Licenses & Subscriptions	7,000	7,382	382
30,000	GA - Contractual Services - Engineering	7,500	5,563	(1,937)
25,000	GA - Contractual Services - Accounting	6,250	800	(5,450)
65,000	GA - Contractual Services - Legal	16,250	27,453	11,203
60,000	GA - Contractual Services - Other	15,000	21,095	6,095
15,300	GA - Rental of Building	3,825	5,100	1,275
72,000	GA - Transportation Expense	18,000	20,067	2,067
95,000	GA - Insurance	23,750	25,690	1,940
23,000	GA - Worker's Comp	5,750	7,889	2,139
30,000	GA - Regulatory Commission Expense	7,500	2,138	(5,362)
2,500	GA - Bond Administration Fees	625	636	11
3,500	GA - Bond Service Fees	875	335	(540)
15,000	GA - Misc. General Expense	3,750	2,138	(1,612)
5,000	Advertising & Publication Expense	1,250	1,023	(227)
343,292	Interest on Long Term Debt (Non-Operating)	85,823	121,753	35,930
-	Interest Expense - Subscriptions	-	1,138	1,138
1,328,615	Depreciation Expense (Non-Cash)	332,154	332,154	-
6,219,324	**TOTAL EXPENSES**	1,554,831	1,473,776	(81,055)
764,676	Excess (Deficit)	191,169	218,316	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 9/30/25*** 459,256

OPERATING CASH ACCOUNT

Reconciliation to Cash:

Cash Balance @ 6/30/25	933,984	
Disbursements To Date	(1,956,806)	
Expenses	1,473,776	
Deposits To Date	1,908,301	
Revenues	(1,692,092)	
OPERATING CASH BALANCE @ 09/30/2025	885,479	
	885,479	Water
	(0)	Operating

Added to report in 2019

OTHER CASH (BANK) ACCOUNT BALANCES

Water Capacity Improvement Fund	8,559,127
Water Renewal & Replacement Fund	1,059,241
Water Working Capital Fund	451,995

Charles Town Sewer Department
Revenue & Expense Summary
September 30, 2025

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,160,000	CTUB Service Revenue	790,000	758,439	(31,561)
2,000,000	Ranson Revenue	500,000	523,617	23,617
2,860,000	JCPSD Revenue	715,000	681,991	(33,009)
45,000	Customer Forfieted Discounts	11,250	12,152	902
40,000	Customer Forfieted Discounts- RA	10,000	7,682	(2,318)
50,000	Customer Forfieted Discounts- PSD	12,500	10,399	(2,101)
30,000	Misc. Sewer Revenues (Non-Operating)	7,500	4,280	(3,220)
350,000	Interest Income (Non-Operating)	87,500	102,680	15,180
58,000	Sinking Fund Income (Non-Operating)	14,500	9,743	(4,757)
8,593,000	**TOTAL REVENUES**	2,148,250	2,110,983	(37,267)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	3,750	3,821	71
90,000	CS - Maint of Service Connections	22,500	9,246	(13,254)
150,000	CS - Maint of Collecting & Trans. Mains	37,500	29,572	(7,928)
530,000	PS - Salaries & Wages	132,500	144,058	11,558
170,500	PS - Power & Fuel	42,625	36,273	(6,352)
30,000	PS - Materials & Supplies Expense	7,500	3,440	(4,060)
65,000	PS - Sludge Hauling	16,250	10,177	(6,073)
200,000	PS - Maint of Pump Stations	50,000	45,774	(4,226)
10,000	PS - Maint of Equipment	2,500	89	(2,411)
355,000	TD - Salaries & Wages	88,750	54,622	(34,128)
210,000	TD - Power - CT Plant	52,500	61,084	8,584
100,000	TD - Power - TUI	25,000	21,318	(3,682)
11,000	TD - Power - Deerfield	2,750	296	(2,454)
180,000	TD - Chemical Expense - CT	45,000	20,910	(24,090)
25,000	TD - Chemical Expense - TUI	6,250	11,131	4,881
45,000	TD - Testing - CT	11,250	9,140	(2,110)
12,000	TD - Testing - TUI	3,000	3,044	44
80,000	TD - Materials & Supplies Expense	20,000	16,506	(3,494)
60,000	TD - Sludge Hauling - TUI	15,000	5,251	(9,749)
130,000	TD - Maint. Burns Farm	32,500	14,924	(17,576)
230,000	TD - Maint. Treatment Plant - CT	57,500	50,718	(6,782)
150,000	TD - Maint. Treatment Plant - TUI	37,500	28,372	(9,128)
30,000	TD - Maint. Treatment Plant - Deerfield	7,500	2,000	(5,500)
18,000	TD - Licenses & Subscriptions	4,500	-	(4,500)
320,000	CA - Billing & Acct Labor	80,000	79,067	(933)
100,000	CA - Billing Expense	25,000	21,427	(3,573)
120,000	CA - Credit Card Processing Fees	30,000	27,179	(2,821)
70,000	CA - Licenses & Subscriptions	17,500	682	(16,818)
25,000	CA - Bad Debt Expense	6,250	(366)	(6,616)
260,000	GA - Salaries & Wages	65,000	61,112	(3,888)
2,500	GA - Director Compensation	625	675	50
248,000	GA - Employee Insurance & Benefits	62,000	64,901	2,901
131,850	GA - Employee Pension Expense	32,963	30,392	(2,571)

Charles Town Sewer Department
Revenue & Expense Summary
September 30, 2025

112,264	GA - Payroll Taxes - FICA Tax Expense	28,066	25,986	(2,080)
3,500	GA - OPEB (Other Post Employment Benefits)	875	199	(676)
27,445	GA - Employee 457 Expense	6,861	6,659	(203)
45,000	GA - Office Supplies & Expense	11,250	7,192	(4,058)
35,000	GA - Travel, Training, & Education	8,750	9,571	821
15,000	GA - Uniform Expense	3,750	2,266	(1,484)
30,000	GA - Computer - Technology Expense	7,500	-	(7,500)
35,000	GA - Maint. of General Property	8,750	8,619	(131)
30,000	GA - Licenses & Subscriptions	7,500	7,826	326
45,000	GA - Contractual Services - Engineering	11,250	3,712	(7,538)
35,000	GA - Contractual Services - Accounting	8,750	800	(7,950)
180,000	GA - Contractual Services - Legal	45,000	19,570	(25,430)
60,000	GA - Contractual Services - Other	15,000	23,254	8,254
15,300	GA - Rental of Building	3,825	5,100	1,275
110,000	GA - Transportation Expense	27,500	53,779	26,279
110,000	GA - Insurance	27,500	25,690	(1,811)
20,000	GA - Worker's Comp	5,000	7,700	2,700
40,000	GA - Regulatory Commission Expense	10,000	4,500	(5,500)
50,000	GA - Bond Administration Fees	12,500	11,490	(1,010)
5,000	GA - Bond Service Fees	1,250	339	(911)
20,000	GA - Misc. General Expense	5,000	3,615	(1,385)
5,000	GA - Advertising & Publication Expense	1,250	412	(839)
571,124	Interest on Long Term Debt (Non-Operating)	142,781	5,243	(137,538)
-	Interest Expense - Subscriptions	-	1,138	1,138
2,411,199	Depreciation Expense (Non-Cash)	602,800	200,933	(401,867)
8,184,682	**TOTAL EXPENSES**	2,046,170	1,302,429	(743,741)
408,318	Excess (Deficit)	102,080	808,554	

***Board request 5/8/2024**	**NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS**			
	CIF Revenue (Non-Operating) - ***CIFs Collected as of 9/30/25***		702,907	
	OPERATING CASH ACCOUNT			
	Reconciliation to Cash:			
	Cash Balance @ 6/30/25		3,372,905	
	Disbursements To Date		(2,217,136)	
	Expenses		1,302,429	
	Deposits To Date		2,186,047	
	Revenues		(2,813,890)	
	OPERATING CASH BALANCE @ 09/30/2025		3,341,816	
			3,341,816	Sewer
			0	Operating
***Added to report in 2019**	**OTHER CASH (BANK) ACCOUNT BALANCES**			
	Sewer Capacity Improvement Fund		9,321,064	
	Sewer Renewal & Replacement Fund		984,026	
	Sewer Working Capital Fund		761,808	

Charles Town Water Department
Revenue & Expense Summary
October 31, 2025
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,960,000	Metered Sales - Residential	1,320,000	1,257,679	(62,321)
1,850,000	Metered Sales - Commercial	616,667	564,520	(52,146)
65,000	Metered Sales - Glen Haven/Cavaland	21,667	22,752	1,085
40,000	Sale for Resale - Bulk Water	13,333	18,741	5,407
90,000	Forfieted Discounts	30,000	27,721	(2,279)
30,000	Misc. Service Rev - Reconnection / Tap Fees	10,000	8,605	(1,395)
565,000	Tank Lot Rental Income (Non-Operating)	188,333	207,522	19,188
310,000	Interest Income (Non-Operating)	103,333	126,638	23,305
34,000	Sinking Fund Income (Non-Operating)	11,333	7,449	(3,884)
40,000	Miscellaneous Income (Non-Operating)	13,333	18,665	5,332
6,984,000	**TOTAL REVENUES**	2,328,000	2,260,292	(67,708)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	5,000	1,839	(3,161)
60,000	WS - Maint of Water Source	20,000	9,830	(10,170)
560,000	WT - Salaries & Wages - Operations Labor	186,667	160,946	(25,720)
170,000	WT - Power & Fuel	56,667	48,460	(8,207)
11,000	WT - Power & Fuel - GH/CAV	3,667	1,749	(1,918)
220,000	WT - Chemical Expense	73,333	71,296	(2,037)
30,000	WT - Testing	10,000	6,126	(3,874)
35,000	WT - Materials & Supplies Expense	11,667	12,254	588
6,500	WT - Materials & Supplies Expense - GH/CAV	2,167	1,845	(322)
55,000	WT - Sludge Hauling	18,333	17,833	(501)
90,000	WT - Maint of Water Treatment Plant	30,000	23,950	(6,050)
12,000	WT - Maint of Water Plant - GH/CAV	4,000	7,672	3,672
20,000	WT - Licenses & Subscriptions	6,667	-	(6,667)
485,000	TD - Salaries & Wages - Maintenance Labor	161,667	160,289	(1,377)
30,000	TD - Materials & Supplies Expense	10,000	6,192	(3,808)
120,000	TD - Maint of Dist Reservior & Standpipes	40,000	63,404	23,404
120,000	TD - Maint of Mains	40,000	31,379	(8,621)
210,000	TD - Maint of Services	70,000	57,613	(12,387)
360,000	TD - Maint of Meters	120,000	139,646	19,646
50,000	TD - Maint of Hydrants	16,667	15,150	(1,517)
35,000	TD - Maint of Equipment	11,667	3,167	(8,500)
212,000	CA - Salaries & Wages	70,667	66,388	(4,278)
85,000	CA - Billing Expense	28,333	25,703	(2,630)
120,000	CA - Credit Card Processing Fees	40,000	37,391	(2,609)
90,000	CA - Licenses & Subscriptions (includes Sensus)	30,000	2,886	(27,114)
15,000	CA - Bad Debt Expense	5,000	9,125	4,125
175,000	GA - Salaries & Wages	58,333	50,328	(8,006)
2,500	GA - Director Compensation	833	925	92
275,000	GA - Employee Insurance & Benefits	91,667	80,099	(11,568)
128,880	GA - Employee Pension Expense	42,960	37,265	(5,695)

Charles Town Water Department
Revenue & Expense Summary
October 31, 2025
Preliminary Draft

109,739	GA - Payroll Taxes - FICA Tax Expense	36,580	33,589	(2,991)
4,572	GA - OPEB (Other Post Employment Benefits)	1,524	3,076	1,552
25,925	GA - Employee 457 Expense	8,642	8,247	(394)
45,000	GA - Office Supplies & Expense	15,000	10,363	(4,637)
20,000	GA - Travel, Training, & Education	6,667	6,369	(297)
10,000	GA - Uniform Expense	3,333	6,406	3,073
30,000	GA - Computer - Technology Expense	10,000	2,290	(7,710)
35,000	GA - Maint. of General Property	11,667	4,197	(7,470)
28,000	GA - Licenses & Subscriptions	9,333	7,660	(1,673)
30,000	GA - Contractual Services - Engineering	10,000	6,788	(3,212)
25,000	GA - Contractual Services - Accounting	8,333	5,175	(3,158)
65,000	GA - Contractual Services - Legal	21,667	32,148	10,481
60,000	GA - Contractual Services - Other	20,000	25,285	5,285
15,300	GA - Rental of Building	5,100	5,100	-
72,000	GA - Transportation Expense	24,000	26,385	2,385
95,000	GA - Insurance	31,667	29,190	(2,477)
23,000	GA - Worker's Comp	7,667	9,652	1,985
30,000	GA - Regulatory Commission Expense	10,000	2,388	(7,612)
2,500	GA - Bond Administration Fees	833	636	(197)
3,500	GA - Bond Service Fees	1,167	335	(832)
15,000	GA - Misc. General Expense	5,000	2,325	(2,675)
5,000	GA - Advertising & Publication Expense	1,667	1,306	(360)
343,292	Interest on Long Term Debt (Non-Operating)	114,431	121,753	7,323
-	Interest Expense - Subscriptions	-	1,138	1,138
1,328,615	Depreciation Expense (Non-Cash)	442,872	442,872	-
6,219,324	**TOTAL EXPENSES**	2,073,108	1,945,425	(127,683)
764,676	Excess (Deficit)	254,892	314,867	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 10/31/25*** 485,650

OPERATING CASH ACCOUNT

Reconciliation to Cash:

Cash Balance @ 6/30/25	933,984	
Disbursements To Date	(2,672,829)	
Expenses	1,945,425	
Deposits To Date	2,508,226	
Revenues	(2,260,292)	
OPERATING CASH BALANCE @ 10/31/2025	769,381	
	769,381	Water
	(0)	Operating

Added to report in 2019

OTHER CASH (BANK) ACCOUNT BALANCES

Water Capacity Improvement Fund	8,608,657
Water Renewal & Replacement Fund	1,131,146
Water Working Capital Fund	453,215

Charles Town Sewer Department
Revenue & Expense Summary
October 31, 2025
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,160,000	CTUB Service Revenue	1,053,333	1,021,031	(32,302)
2,000,000	Ranson Revenue	666,667	693,623	26,956
2,860,000	JCPSD Revenue	953,333	921,768	(31,566)
45,000	Customer Forfieted Discounts	15,000	16,119	1,119
40,000	Customer Forfieted Discounts- RA	13,333	10,256	(3,077)
50,000	Customer Forfieted Discounts- PSD	16,667	14,141	(2,526)
30,000	Misc. Sewer Revenues (Non-Operating)	10,000	4,531	(5,469)
350,000	Interest Income (Non-Operating)	116,667	137,171	20,505
58,000	Sinking Fund Income (Non-Operating)	19,333	11,255	(8,079)
8,593,000	**TOTAL REVENUES**	2,864,333	2,829,895	(34,438)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	5,000	4,733	(267)
90,000	CS - Maint of Service Connections	30,000	12,168	(17,832)
150,000	CS - Maint of Collecting & Trans. Mains	50,000	34,702	(15,298)
530,000	PS - Salaries & Wages	176,667	183,179	6,512
170,500	PS - Power & Fuel	56,833	49,426	(7,407)
30,000	PS - Materials & Supplies Expense	10,000	4,261	(5,739)
65,000	PS - Sludge Hauling	21,667	20,607	(1,060)
200,000	PS - Maint of Pump Stations	66,667	94,459	27,792
10,000	PS - Maint of Equipment	3,333	89	(3,244)
355,000	TD - Salaries & Wages	118,333	71,527	(46,806)
210,000	TD - Power - CT Plant	70,000	79,986	9,986
100,000	TD - Power - TUI	33,333	29,010	(4,324)
11,000	TD - Power - Deerfield	3,667	296	(3,371)
180,000	TD - Chemical Expense - CT	60,000	47,831	(12,169)
25,000	TD - Chemical Expense - TUI	8,333	15,517	7,184
45,000	TD - Testing - CT	15,000	16,647	1,647
12,000	TD - Testing - TUI	4,000	4,529	529
80,000	TD - Materials & Supplies Expense	26,667	20,817	(5,850)
60,000	TD - Sludge Hauling - TUI	20,000	9,238	(10,762)
130,000	TD - Maint. Burns Farm	43,333	29,120	(14,213)
230,000	TD - Maint. Treatment Plant - CT	76,667	91,230	14,564
150,000	TD - Maint. Treatment Plant - TUI	50,000	33,575	(16,425)
30,000	TD - Maint. Treatment Plant - Deerfield	10,000	2,137	(7,863)
18,000	TD - Licenses & Subscriptions	6,000	-	(6,000)
320,000	CA - Billing & Acct Labor	106,667	101,656	(5,011)
100,000	CA - Billing Expense	33,333	27,888	(5,445)
120,000	CA - Credit Card Processing Fees	40,000	37,391	(2,609)
70,000	CA - Licenses & Subscriptions	23,333	2,685	(20,649)
25,000	CA - Bad Debt Expense	8,333	17,061	8,728
260,000	GA - Salaries & Wages	86,667	78,797	(7,870)
2,500	GA - Director Compensation	833	925	92
248,000	GA - Employee Insurance & Benefits	82,667	85,693	3,027
131,850	GA - Employee Pension Expense	43,950	38,883	(5,067)

Charles Town Sewer Department
Revenue & Expense Summary
October 31, 2025
Preliminary Draft

112,264	GA - Payroll Taxes - FICA Tax Expense	37,421	33,376	(4,046)
3,500	GA - OPEB (Other Post Employment Benefits)	1,167	377	(790)
27,445	GA - Employee 457 Expense	9,148	8,572	(576)
45,000	GA - Office Supplies & Expense	15,000	9,909	(5,091)
35,000	GA - Travel, Training, & Education	11,667	12,209	543
15,000	GA - Uniform Expense	5,000	5,778	778
30,000	GA - Computer - Technology Expense	10,000	14	(9,987)
35,000	GA - Maint. of General Property	11,667	8,886	(2,781)
30,000	GA - Licenses & Subscriptions	10,000	8,104	(1,896)
45,000	GA - Contractual Services - Engineering	15,000	4,937	(10,063)
35,000	GA - Contractual Services - Accounting	11,667	2,700	(8,967)
180,000	GA - Contractual Services - Legal	60,000	46,416	(13,584)
60,000	GA - Contractual Services - Other	20,000	27,444	7,444
15,300	GA - Rental of Building	5,100	5,100	-
110,000	GA - Transportation Expense	36,667	61,900	25,233
110,000	GA - Insurance	36,667	29,190	(7,477)
20,000	GA - Worker's Comp	6,667	9,393	2,726
40,000	GA - Regulatory Commission Expense	13,333	4,500	(8,834)
50,000	GA - Bond Administration Fees	16,667	11,490	(5,176)
5,000	GA - Bond Service Fees	1,667	339	(1,328)
20,000	GA - Misc. General Expense	6,667	4,818	(1,849)
5,000	GA - Advertising & Publication Expense	1,667	412	(1,255)
571,124	Interest on Long Term Debt (Non-Operating)	190,375	5,243	(185,132)
-	Interest Expense - Subscriptions	-	1,138	1,138
2,411,199	Depreciation Expense (Non-Cash)	803,733	803,733	-
8,184,682	**TOTAL EXPENSES**	2,728,227	2,352,039	(376,189)
408,318	Excess (Deficit)	136,106	477,857	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 10/31/25***	866,987
Grant Revenue - WDA EEGF - ***Funds Rec. as of 10/31/25***	455,324

OPERATING CASH ACCOUNT

Reconciliation to Cash:		
Cash Balance @ 6/30/25	3,372,905	
Disbursements To Date	(3,079,156)	
Expenses	2,352,039	
Deposits To Date	2,961,442	
Revenues	(4,152,206)	
OPERATING CASH BALANCE @ 10/31/2025	3,255,191	
	3,255,191	Sewer
	0	Operating

Added to report in 2019

OTHER CASH (BANK) ACCOUNT BALANCES

Sewer Capacity Improvement Fund	9,469,331
Sewer Renewal & Replacement Fund	1,075,034
Sewer Working Capital Fund	763,864

Charles Town Water Department
Revenue & Expense Summary
November 30, 2025
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,960,000	Metered Sales - Residential	1,650,000	1,556,218	(93,782)
1,850,000	Metered Sales - Commercial	770,833	715,229	(55,604)
65,000	Metered Sales - Glen Haven/Cavaland	27,083	28,337	1,254
40,000	Sale for Resale - Bulk Water	16,667	19,690	3,023
90,000	Forfieted Discounts	37,500	33,927	(3,573)
30,000	Misc. Service Rev - Reconnection / Tap Fees	12,500	11,445	(1,055)
565,000	Tank Lot Rental Income (Non-Operating)	235,417	246,776	11,360
310,000	Interest Income (Non-Operating)	129,167	155,577	26,411
34,000	Sinking Fund Income (Non-Operating)	14,167	7,449	(6,717)
40,000	Miscellaneous Income (Non-Operating)	16,667	21,386	4,719
6,984,000	**TOTAL REVENUES**	2,910,000	2,796,034	(113,966)
	EXPENSES			
15,000	WS - Materials & Supplies Expense	6,250	1,976	(4,274)
60,000	WS - Maint of Water Source	25,000	30,767	5,767
560,000	WT - Salaries & Wages - Operations Labor	233,333	211,245	(22,089)
170,000	WT - Power & Fuel	70,833	60,208	(10,625)
11,000	WT - Power & Fuel - GH/CAV	4,583	2,205	(2,379)
220,000	WT - Chemical Expense	91,667	81,145	(10,522)
30,000	WT - Testing	12,500	8,519	(3,981)
35,000	WT - Materials & Supplies Expense	14,583	17,781	3,198
6,500	WT - Materials & Supplies Expense - GH/CAV	2,708	3,219	510
55,000	WT - Sludge Hauling	22,917	20,875	(2,041)
90,000	WT - Maint of Water Treatment Plant	37,500	44,673	7,173
12,000	WT - Maint of Water Plant - GH/CAV	5,000	11,086	6,086
20,000	WT - Licenses & Subscriptions	8,333	-	(8,333)
485,000	TD - Salaries & Wages - Maintenance Labor	202,083	206,819	4,736
30,000	TD - Materials & Supplies Expense	12,500	6,671	(5,829)
120,000	TD - Maint of Dist Reservior & Standpipes	50,000	75,885	25,885
120,000	TD - Maint of Mains	50,000	40,246	(9,754)
210,000	TD - Maint of Services	87,500	83,692	(3,808)
360,000	TD - Maint of Meters	150,000	145,596	(4,404)
50,000	TD - Maint of Hydrants	20,833	15,150	(5,683)
35,000	TD - Maint of Equipment	14,583	3,652	(10,931)
212,000	CA - Salaries & Wages	88,333	82,939	(5,394)
85,000	CA - Billing Expense	35,417	31,453	(3,964)
120,000	CA - Credit Card Processing Fees	50,000	37,391	(12,609)
90,000	CA - Licenses & Subscriptions (includes Sensus)	37,500	2,996	(34,504)
15,000	CA - Bad Debt Expense	6,250	9,141	2,891
175,000	GA - Salaries & Wages	72,917	62,309	(10,608)
2,500	GA - Director Compensation	1,042	1,150	108
275,000	GA - Employee Insurance & Benefits	114,583	101,199	(13,384)
128,880	GA - Employee Pension Expense	53,700	46,139	(7,561)

Charles Town Water Department
Revenue & Expense Summary
November 30, 2025
Preliminary Draft

109,739	GA - Payroll Taxes - FICA Tax Expense	45,725	43,199	(2,525)
4,572	GA - OPEB (Other Post Employment Benefits)	1,905	3,943	2,038
25,925	GA - Employee 457 Expense	10,802	10,315	(487)
45,000	GA - Office Supplies & Expense	18,750	12,781	(5,969)
20,000	GA - Travel, Training, & Education	8,333	9,358	1,025
10,000	GA - Uniform Expense	4,167	6,406	2,240
30,000	GA - Computer - Technology Expense	12,500	3,498	(9,002)
35,000	GA - Maint. of General Property	14,583	10,722	(3,861)
28,000	GA - Licenses & Subscriptions	11,667	7,907	(3,760)
30,000	GA - Contractual Services - Engineering	12,500	7,246	(5,254)
25,000	GA - Contractual Services - Accounting	10,417	5,175	(5,242)
65,000	GA - Contractual Services - Legal	27,083	39,555	12,471
60,000	GA - Contractual Services - Other	25,000	28,658	3,658
15,300	GA - Rental of Building	6,375	7,650	1,275
72,000	GA - Transportation Expense	30,000	30,220	220
95,000	GA - Insurance	39,583	32,690	(6,894)
23,000	GA - Worker's Comp	9,583	11,415	1,831
30,000	GA - Regulatory Commission Expense	12,500	3,888	(8,612)
2,500	GA - Bond Administration Fees	1,042	636	(405)
3,500	GA - Bond Service Fees	1,458	335	(1,123)
15,000	GA - Misc. General Expense	6,250	2,817	(3,433)
5,000	GA - Advertising & Publication Expense	2,083	1,347	(736)
343,292	Interest on Long Term Debt (Non-Operating)	143,038	121,753	(21,285)
-	Interest Expense - Subscriptions	-	1,138	1,138
1,328,615	Depreciation Expense (Non-Cash)	553,590	553,590	-
6,219,324	**TOTAL EXPENSES**	2,591,385	2,402,366	(189,019)
764,676	Excess (Deficit)	318,615	393,668	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 11/30/25*** 565,579

OPERATING CASH ACCOUNT

Reconciliation to Cash:

Cash Balance @ 6/30/25	933,984	
Disbursements To Date	(3,219,837)	
Expenses	2,402,366	
Deposits To Date	3,040,502	
Revenues	(2,796,034)	
OPERATING CASH BALANCE @ 11/30/2025	754,650	
	754,650	Water
	(0)	Operating

Added to report in 2019

OTHER CASH (BANK) ACCOUNT BALANCES

Water Capacity Improvement Fund	8,709,944
Water Renewal & Replacement Fund	1,133,935
Water Working Capital Fund	454,333

Charles Town Sewer Department
Revenue & Expense Summary
November 30, 2025
Preliminary Draft

Annual Budget		Y-T-D Budget	Y-T-D Actual	Difference
	REVENUES			
3,160,000	CTUB Service Revenue	1,316,667	1,267,128	(49,538)
2,000,000	Ranson Revenue	833,333	858,019	24,686
2,860,000	JCPSD Revenue	1,191,667	1,145,912	(45,755)
45,000	Customer Forfieted Discounts	18,750	19,820	1,070
40,000	Customer Forfieted Discounts- RA	16,667	12,660	(4,007)
50,000	Customer Forfieted Discounts- PSD	20,833	17,299	(3,535)
30,000	Misc. Sewer Revenues (Non-Operating)	12,500	9,090	(3,410)
350,000	Interest Income (Non-Operating)	145,833	168,653	22,820
58,000	Sinking Fund Income (Non-Operating)	24,167	12,558	(11,609)
8,593,000	**TOTAL REVENUES**	3,580,417	3,511,139	(69,278)
	EXPENSES			
15,000	CS - Materials & Supplies Expense	6,250	5,349	(901)
90,000	CS - Maint of Service Connections	37,500	16,880	(20,620)
150,000	CS - Maint of Collecting & Trans. Mains	62,500	50,412	(12,088)
530,000	PS - Salaries & Wages	220,833	228,277	7,444
170,500	PS - Power & Fuel	71,042	61,520	(9,521)
30,000	PS - Materials & Supplies Expense	12,500	7,142	(5,358)
65,000	PS - Sludge Hauling	27,083	26,576	(508)
200,000	PS - Maint of Pump Stations	83,333	94,300	10,967
10,000	PS - Maint of Equipment	4,167	89	(4,077)
355,000	TD - Salaries & Wages	147,917	91,418	(56,499)
210,000	TD - Power - CT Plant	87,500	100,408	12,908
100,000	TD - Power - TUI	41,667	35,837	(5,829)
11,000	TD - Power - Deerfield	4,583	296	(4,288)
180,000	TD - Chemical Expense - CT	75,000	47,831	(27,169)
25,000	TD - Chemical Expense - TUI	10,417	21,564	11,147
45,000	TD - Testing - CT	18,750	16,647	(2,103)
12,000	TD - Testing - TUI	5,000	4,529	(471)
80,000	TD - Materials & Supplies Expense	33,333	30,792	(2,541)
60,000	TD - Sludge Hauling - TUI	25,000	9,238	(15,762)
130,000	TD - Maint. Burns Farm	54,167	34,216	(19,951)
230,000	TD - Maint. Treatment Plant - CT	95,833	93,877	(1,956)
150,000	TD - Maint. Treatment Plant - TUI	62,500	62,147	(353)
30,000	TD - Maint. Treatment Plant - Deerfield	12,500	2,167	(10,333)
18,000	TD - Licenses & Subscriptions	7,500	-	(7,500)
320,000	CA - Billing & Acct Labor	133,333	125,936	(7,397)
100,000	CA - Billing Expense	41,667	34,256	(7,411)
120,000	CA - Credit Card Processing Fees	50,000	37,391	(12,609)
70,000	CA - Licenses & Subscriptions	29,167	2,794	(26,372)
25,000	CA - Bad Debt Expense	10,417	17,088	6,671
260,000	GA - Salaries & Wages	108,333	97,851	(10,482)
2,500	GA - Director Compensation	1,042	1,150	108
248,000	GA - Employee Insurance & Benefits	103,333	106,812	3,478
131,850	GA - Employee Pension Expense	54,938	47,460	(7,478)

Charles Town Sewer Department
Revenue & Expense Summary
November 30, 2025
Preliminary Draft

112,264	GA - Payroll Taxes - FICA Tax Expense	46,777	41,683	(5,094)
3,500	GA - OPEB (Other Post Employment Benefits)	1,458	559	(900)
27,445	GA - Employee 457 Expense	11,435	10,447	(988)
45,000	GA - Office Supplies & Expense	18,750	12,410	(6,340)
35,000	GA - Travel, Training, & Education	14,583	17,192	2,608
15,000	GA - Uniform Expense	6,250	5,778	(472)
30,000	GA - Computer - Technology Expense	12,500	1,221	(11,279)
35,000	GA - Maint. of General Property	14,583	9,322	(5,261)
30,000	GA - Licenses & Subscriptions	12,500	8,351	(4,149)
45,000	GA - Contractual Services - Engineering	18,750	5,395	(13,355)
35,000	GA - Contractual Services - Accounting	14,583	2,700	(11,883)
180,000	GA - Contractual Services - Legal	75,000	62,660	(12,340)
60,000	GA - Contractual Services - Other	25,000	30,816	5,816
15,300	GA - Rental of Building	6,375	7,650	1,275
110,000	GA - Transportation Expense	45,833	70,304	24,470
110,000	GA - Insurance	45,833	32,690	(13,144)
20,000	GA - Worker's Comp	8,333	11,086	2,753
40,000	GA - Regulatory Commission Expense	16,667	6,000	(10,667)
50,000	GA - Bond Administration Fees	20,833	11,490	(9,343)
5,000	GA - Bond Service Fees	2,083	339	(1,744)
20,000	GA - Misc. General Expense	8,333	5,500	(2,833)
5,000	GA - Advertising & Publication Expense	2,083	412	(1,672)
571,124	Interest on Long Term Debt (Non-Operating)	237,968	5,243	(232,725)
-	Interest Expense - Subscriptions	-	1,138	1,138
2,411,199	Depreciation Expense (Non-Cash)	1,004,666	1,004,666	-
8,184,682	**TOTAL EXPENSES**	3,410,284	2,877,301	(532,983)
408,318	Excess (Deficit)	170,133	633,838	

Board request 5/8/2024

NON-OPERATING REVENUES/CAPITAL CONTRIBUTIONS

CIF Revenue (Non-Operating) - ***CIFs Collected as of 11/30/25***	952,455
Grant Revenue - WDA EEGF - ***Funds Rec. as of 11/30/25***	752,478

OPERATING CASH ACCOUNT

Reconciliation to Cash:		
Cash Balance @ 6/30/25	3,372,905	
Disbursements To Date	(3,731,819)	
Expenses	2,877,301	
Deposits To Date	3,594,152	
Revenues	(5,216,072)	
OPERATING CASH BALANCE @ 11/30/2025	3,235,237	
	3,235,237	Sewer
	0	Operating

Added to report in 2019

OTHER CASH (BANK) ACCOUNT BALANCES

Sewer Capacity Improvement Fund	9,528,947
Sewer Renewal & Replacement Fund	1,077,685
Sewer Working Capital Fund	765,748

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

January 14, 2026

Attachments:

Board Report 01.14.2026.pdf

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**6-50**	**$149,836.59**	**$0.00**	**$60,251.81**	**$210,088.40**
Sewer	**6-60**	**$168,847.60**	**$0.00**	**$211,223.41**	**$380,071.01**
Total Of All Funds:		**$318,684.19**	**$0.00**	**$271,475.22**	**$590,159.41**

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**50**	**$149,836.59**	**$0.00**	**$60,251.81**	**$210,088.40**
Sewer	**60**	**$168,847.60**	**$0.00**	**$211,223.41**	**$380,071.01**
Total Of All Funds:		**$318,684.19**	**$0.00**	**$271,475.22**	**$590,159.41**

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

This Packet: $ 590,159.41
Metlife, check dated 12/10/2025: 1,942.64
The FeedLot, check dated 12/19/2025: 1,050.00
Security Deposit Refunds, checks dated 1/14/2026: 2,972.35

Total: $ 596,124.40

Vendor #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
CITHO005		THE CI THORNBURG CO, INC.	*Account Continued*				
26-01030	12/31/25	SRII TRPL	Open	$3,257.45	$0.00		
26-01031	12/31/25	SRII PLATE & GASKET	Open	$2,440.90	$0.00		
			Vendor Total:	**$80,906.38**			
THOMA005		THOMAS NALLS					
26-01123	01/14/26	JAN TANK LOT RENT	Open	$4,104.06	$0.00		
TRAVI005		TRAVIS MARKLEY					
26-01124	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
USBAN005		U.S. BANK					
26-01126	12/31/25	PCARD 9146	Open	$13,371.97	$0.00		
UNIFI010		UNIFILT CORPORATION					
26-01125	12/23/25	FILTER TESTING & INSPECTION	Open	$7,133.99	$0.00		
WAKEF005		WAKEFIELD & ASSOCIATES					
26-01127	01/10/26	DEC COLLECTIONS	Open	$220.55	$0.00		
WINCH030		WINCHESTER NOLAND CO.					
26-01128	12/19/25	BLEACH	Open	$25.74	$0.00		
WIREL005		WIRELESS NETWORKS GROUP, INC					
26-01129	12/31/25	MISC SVCS, DEC	Open	$250.00	$0.00		
WVAME005		WV AMERICAN WATER					
26-01130	12/18/25	SHUTOFFS, RECONNECTS	Open	$120.00	$0.00		
26-01131	01/01/26	USAGE DATA - 4,142	Open	$828.40	$0.00		
			Vendor Total:	**$948.40**			
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
26-01132	12/16/25	FLOURIDE TEST	Open	$20.00	$0.00		
26-01133	12/18/25	BACTERIOLOGICAL TEST	Open	$138.00	$0.00		
26-01134	12/18/25	BACTERIOLOGICAL TEST	Open	$184.00	$0.00		
26-01135	12/29/25	BACTERIOLOGICAL TEST	Open	$184.00	$0.00		
26-01136	12/29/25	BACTERIOLOGICAL TEST	Open	$138.00	$0.00		
26-01137	01/05/26	BACTERIOLOGICAL TEST	Open	$115.00	$0.00		
			Vendor Total:	**$779.00**			

Total Purchase Orders: 133 Total P.O. Line Items: 0 Total List Amount: $590,159.41 Total Void Amount: $0.00

Vendor #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
PUMPM005		PUMPMAN PITTSBURGH	*Account Continued*				
ROBBI005		ROBBIE SHIPE					
26-01105	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
ROBER025		ROBERT LYNN KERSHNER					
26-01106	11/04/25	FLWNG SPGS SVC CALL 9/02/25	Open	$8,462.50	$0.00		
26-01107	11/05/25	FLWNG SPGS PMP#2 PARTS&LABOR	Open	$7,462.50	$0.00		
26-01108	11/04/25	TWWTP HVAC SPLITUNIT MEETING	Open	$650.00	$0.00		
26-01109	01/06/26	TWWTP SVC CALL	Open	$1,110.00	$0.00		
			Vendor Total:	**$17,685.00**			
SHADE005		SHADE EQUIPMENT COMPANY, INC					
26-01110	01/02/26	SNOWPLOW INSTALL SEWER VEHICLE	Open	$3,646.67	$0.00		
SHENA005		SHENANDOAH SALES & SERVICE INC					
26-01111	11/25/25	CRANE TRUCK SERVICE	Open	$307.68	$0.00		
26-01112	12/03/25	AIR COMPRESSOR SERVICE	Open	$916.06	$0.00		
			Vendor Total:	**$1,223.74**			
STEVE015		STEVE WILLIAMS JR					
26-01113	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
STEVE005		STEVEN FARIAS					
26-01114	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
STHIN005		STH, INC.					
26-01115	12/19/25	FLWNGSPGS PUMP REPAIR LABOR	Open	$5,667.00	$0.00		
26-01116	12/19/25	FLWNGSPGS PUMP REPAIR PARTS	Open	$9,100.00	$0.00		
26-01117	12/19/25	HNTFLD PS PUMP REPAIR LABOR	Open	$4,225.00	$0.00		
26-01118	12/19/25	HNTFLD PS PUMP REPAIR PARTS	Open	$7,715.00	$0.00		
26-01119	01/05/26	BEALLAIR PS REPLACEMENT	Open	$33,930.00	$0.00		
			Vendor Total:	**$60,637.00**			
STONE005		STONER ENTERPRISES INC					
26-01120	12/19/25	MONTHLY SVC@ 661 S GEORGE ST	Open	$380.89	$0.00		
26-01121	12/24/25	COOLER RENTAL@ 661 S GEORGE ST	Open	$3.31	$0.00		
26-01122	12/24/25	COOLER RENTAL@ 661 S GEORGE ST	Open	$16.48	$0.00		
			Vendor Total:	**$400.68**			
CITHO005		THE CI THORNBURG CO, INC.					
26-01021	12/29/25	FLOW PCING IMPLEMENT & STARTUP	Open	$11,780.00	$0.00		
26-01022	12/17/25	METER	Open	$9,900.00	$0.00		
26-01023	12/11/25	WATER STOCK	Open	$14,351.47	$0.00		
26-01024	12/16/25	WATER STOCK	Open	$90.00	$0.00		
26-01025	12/18/25	RING RESTRAINT	Open	$127.81	$0.00		
26-01026	12/31/25	METER	Open	$9,900.00	$0.00		
26-01027	12/31/25	METER	Open	$9,900.00	$0.00		
26-01028	12/31/25	METER	Open	$9,900.00	$0.00		
26-01029	12/31/25	METER	Open	$9,258.75	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
LOGIC005		LOGICAL CONCEPTS, INC	*Account Continued*				
26-01082	01/01/26	PS MONITORING	Open	$1,368.00	$0.00		
			Vendor Total:	**$13,342.00**			
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
26-01083	12/31/25	MAINT VEHICLE REPAIR	Open	$747.56	$0.00		
26-01084	01/06/26	SEWER VEHICLE MAINT	Open	$123.37	$0.00		
			Vendor Total:	**$870.93**			
METLI005		METLIFE, INC					
26-01139	01/14/26	METLIFE	Open	$1,841.56	$0.00		
MIKED005		MIKE DENNIS					
26-01085	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
MISSU005		MISS UTILITY OF WV, INC.					
26-01088	01/08/26	MESSAGE FEES: DEC	Open	$790.50	$0.00		
OSCAR005		OSCAR REYES					
26-01086	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
PATTO005		PATTON BUILDING SERVICES					
26-01087	12/31/25	CLEANING DEC	Open	$533.00	$0.00		
PHONE005		PHONETICS, INC					
26-01089	01/06/26	GH/CAV ETHERNET RNWL	Open	$166.80	$0.00		
PRECI005		PRECISION PUMP & VALVE SERVICE					
26-01092	12/30/25	RAZ PUMP REPAIR	Open	$5,301.00	$0.00		
26-01093	12/23/25	TWWTP MOTOR REPAIR	Open	$4,529.00	$0.00		
26-01094	12/16/25	TWWTP BLOWER INSTALL	Open	$7,955.00	$0.00		
26-01095	12/09/25	INSPCT BLWRS, TEST VIBRATION	Open	$7,624.00	$0.00		
26-01096	12/09/25	INSPCT BLWRS, TEST VIBRATION	Open	$2,952.00	$0.00		
			Vendor Total:	**$28,361.00**			
PREMI015		PREMIER CONTRACTING LLC					
26-01097	01/01/26	ALYSSA AVE SEWER REPAIR	Open	$8,030.00	$0.00		
26-01098	01/01/26	BOOSTER STN BUILDING REPAIRS	Open	$550.00	$0.00		
26-01099	01/01/26	CTWWTP EXHAUST FANS	Open	$3,193.99	$0.00		
26-01100	01/09/26	6TH AVE MANHOLE RPR SITEWORK	Open	$4,692.00	$0.00		
			Vendor Total:	**$16,465.99**			
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
26-01101	01/06/26	SFTY CNSLTNG: 12/01 - 12/31/25	Open	$1,450.46	$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
26-01102	01/05/26	DEC SVCS: AFTER-HRS EMERGENCY	Open	$268.76	$0.00		
PUMPM005		PUMPMAN PITTSBURGH					
26-01103	12/22/25	TWWTP SNSR RPLCMNT CAP	Open	$508.00	$0.00		
26-01104	12/29/25	TWWTP EMRGNCY YSI SYS TRBLSHT	Open	$3,037.50	$0.00		
			Vendor Total:	**$3,545.50**			

Vendor #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
FREDE005		FREDERICKTOWNE LABS INC	*Account Continued*				
26-01055	12/01/25	TESTING	Open	$7,312.75	$0.00		
			Vendor Total:	**$9,212.75**			
GERAL005		GERALD TAYLOR CO., INC.					
26-01056	12/19/25	SUPERVAC	Open	$257.92	$0.00		
26-01057	12/22/25	PUMP / TRANSPORT	Open	$540.25	$0.00		
26-01058	12/31/25	PUMP / TRANSPORT	Open	$1,352.55	$0.00		
			Vendor Total:	**$2,150.72**			
GUTTM005		GUTTMAN ENERGY					
26-01061	12/21/25	W/E 12/21/25	Open	$1,951.46	$0.00		
26-01062	12/28/25	W/E 12/28/25	Open	$1,637.80	$0.00		
26-01063	01/04/26	W/E 1/04/26	Open	$1,164.73	$0.00		
			Vendor Total:	**$4,753.99**			
GWIND005		GWIN DOBSON & FOREMAN INC					
26-01064	11/30/25	WW CLCTN SYS PRJCT	Open	$11,887.61	$0.00		
26-01065	11/30/25	CLCTN SYS PJCT RPR	Open	$20,200.35	$0.00		
26-01066	12/31/25	FS PS UPGRADE	Open	$8,428.62	$0.00		
26-01067	12/31/25	WWTP PRELIM DESIGN	Open	$11,267.70	$0.00		
26-01068	12/31/25	WW CLCTN SYS PRJCT	Open	$8,049.39	$0.00		
26-01069	12/31/25	WWTP MAINT BUILDING	Open	$5,601.69	$0.00		
26-01070	12/31/25	CT ASSET MNGMNT PLAN	Open	$8,081.78	$0.00		
26-01071	12/31/25	CLCTN SYS PJCT RPR	Open	$14,628.43	$0.00		
26-01072	12/31/25	WTP MEMBRANE & GAC STUDY	Open	$3,407.69	$0.00		
26-01073	12/31/25	WTP CHLORINE ROOM UPGRADES	Open	$2,117.74	$0.00		
			Vendor Total:	**$93,671.00**			
HDSUP005		HD SUPPLY INC					
26-01074	12/18/25	GLOVES	Open	$53.20	$0.00		
26-01075	12/23/25	ADAPTER	Open	$636.82	$0.00		
26-01076	12/29/25	PUMPS, ADAPTERS	Open	$1,853.06	$0.00		
			Vendor Total:	**$2,543.08**			
HENRY005		HENRY TWAROG					
26-01077	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					
26-01078	12/30/25	C2 & I10 PICKUPS: 12/30/25	Open	$2,215.19	$0.00		
JAMES005		JAMES RIVER EQUIPMENT					
26-01079	12/19/25	BATTERY MAINT BACKHOE	Open	$403.06	$0.00		
26-01080	12/30/25	QUICKTACH REPAIR	Open	$875.97	$0.00		
			Vendor Total:	**$1,279.03**			
KAYCA005		KAY CASTO & CHANEY PLLC					
26-01138	01/12/26	CIF MATTERS: THRU 12/31/25	Open	$390.00	$0.00		
LOGIC005		LOGICAL CONCEPTS, INC					
26-01081	01/01/26	PS MONITORING	Open	$11,974.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CHSTR005		CHS TRAFFIC CONTROL SERVICES I	*Account Continued*				
			Vendor Total:	**$8,520.00**			
CITYN005		CITY NATIONAL BANK					
26-01032	01/02/26	LOCKBOX SVCS: DEC	Open	$242.48	$0.00		
CITYO005		CITY OF CHARLES TOWN					
26-01033	01/14/26	JAN RENT@ 661 S GEORGE ST	Open	$2,550.00	$0.00		
COMPR005		COMPRESSED AIR SERVICES, INC					
26-01034	12/17/25	COMPRESSOR SERVICED	Open	$976.16	$0.00		
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
26-01035	01/05/26	JAN 2026 PROFF SVCS	Open	$7,000.00	$0.00		
COREM005		CORE & MAIN INC					
26-01036	12/22/25	INSERT, ADAPTER	Open	$994.30	$0.00		
26-01037	01/06/26	FRAME & COVER	Open	$1,620.84	$0.00		
26-01038	01/06/26	BALL VALVE	Open	$427.20	$0.00		
			Vendor Total:	**$3,042.34**			
COYNE005		COYNE CHEMICAL INC					
26-01039	12/18/25	CP - 837	Open	$4,402.99	$0.00		
26-01040	12/26/25	AMMONIUM SULFATE 40% NSF	Open	$1,586.00	$0.00		
			Vendor Total:	**$5,988.99**			
CUMMI010		CUMMINS, INC					
26-01041	12/20/25	CLARENCE PS TRBLSHT	Open	$2,341.57	$0.00		
26-01042	12/22/25	HUNTFIELD PS TRBLSHT	Open	$2,457.49	$0.00		
			Vendor Total:	**$4,799.06**			
DERIC005		DERICK TITUS					
26-01043	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
DIWGR005		DIW GROUP, INC					
26-01044	12/19/25	CTUB GENERAL SERVICES	Open	$290.00	$0.00		
26-01045	12/19/25	FOUNDRY CENTRE	Open	$549.25	$0.00		
26-01046	12/19/25	KINGS CROSSING	Open	$1,647.75	$0.00		
26-01047	12/19/25	SHENANDOAH SPRINGS	Open	$1,605.50	$0.00		
26-01048	12/19/25	NORBORNE GLEBE	Open	$3,337.75	$0.00		
26-01049	12/19/25	HUNTFIELD PHASE 5B	Open	$3,760.25	$0.00		
26-01050	12/19/25	MADISON GREENS	Open	$380.25	$0.00		
			Vendor Total:	**$11,570.75**			
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
26-01051	12/31/25	M.D. & A.P. & O.R. VACCINES	Open	$450.00	$0.00		
FCIGR005		FCI GROUP LLC					
26-01053	01/07/26	MAINT VEHICLE TIRE	Open	$297.02	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
26-01054	01/02/26	TESTING	Open	$1,900.00	$0.00		

Charles Town Utility Board
Purchase Order Listing By Vendor Name

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last* ***Rcvd Batch Id Range:*** *First to Last* ***Paid Date Range:*** *01/14/26 to 06/30/26*	***Open:*** *N* ***Void:*** *N* ***Paid:*** *Y* ***Held:*** *N* ***Aprv:*** *N* ***Rcvd:*** *N*	***Bid:*** *Y* ***State:*** *Y* ***Other:*** *Y* ***Exempt:*** *Y*	***P.O. Type:*** *All* ***Format:*** *Condensed* ***Include Non-Budgeted:*** *Y* ***Prior Year Only:*** *N* ***Vendors:*** *All*

Vendor #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
3RDTI005		3RD TIME TRUCKING					
26-01006	12/30/25	HAULING	Open	$1,015.14	$0.00		
WILLI015		ALL AMERICAN PAVING					
26-01007	01/08/26	ASPHALT 10/1 - 10/21/25	Open	$15,329.00	$0.00		
AMERI015		AMERIGAS PROPANE LP					
26-01008	12/22/25	PROPANE: 303 S MARSHALL ST	Open	$335.52	$0.00		
26-01009	12/31/25	TANK RENTAL: DEERFIELD	Open	$136.81	$0.00		
26-01010	12/31/25	TANK RENTAL: SOUTPAW LN	Open	$168.41	$0.00		
			Vendor Total:	**$640.74**			
ANDRE005		ANDREAS HALE					
26-01011	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
APPAR005		APPARATAUS REPAIR & ENGINEERIN					
26-01012	12/31/25	SUBMERSIBLE RECYCLE PUMP	Open	$4,753.40	$0.00		
APRIL005		APRIL SHULTZ					
26-01013	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
ASHLE005		ASHLEY STOTTLEMYER					
26-01014	01/14/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
AUTOZ005		AUTOZONE, INC					
26-01015	12/17/25	WIPER BLADES	Open	$227.72	$0.00		
26-01016	12/30/25	DIESEL FUEL COND	Open	$92.12	$0.00		
			Vendor Total:	**$319.84**			
BLUET005		BLUETRITON BRANDS INC					
26-01017	12/12/25	MONTHLY SVC@ 661 S GEORGE ST	Open	$153.98	$0.00		
CHAMP005		CHAMPION INDUSTRIES, INC					
26-01059	12/31/25	POSTAGE 4 PRINTING SVCS DEC	Open	$7,961.84	$0.00		
26-01060	12/31/25	PRINTING SVCS DEC	Open	$3,103.60	$0.00		
			Vendor Total:	**$11,065.44**			
CHARL030		CHARLES TOWN SEWER					
26-01090	01/14/26	DEC FUNDING	Open	$92,424.27	$0.00		
CHARL035		CHARLES TOWN WATER					
26-01091	01/14/26	DEC FUNDING	Open	$42,185.36	$0.00		
CHSTR005		CHS TRAFFIC CONTROL SERVICES I					
26-01018	11/25/25	131 W WASHINGTON ST: 11/17/25	Open	$6,150.00	$0.00		
26-01019	12/05/25	20 ROSEWOOD DR: 11/24/25	Open	$1,050.00	$0.00		
26-01020	12/17/25	109 S MILDRED ST: 12/10/25	Open	$1,320.00	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, January 14, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - January 28, 2026 at 4:00 P.M.