CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, DECEMBER 10, 2025

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of November 12, 2025 Special Meeting Minutes
      11.12.25 UB Minutes.pdf
   b. Approval of November 25, 2025 Special Meeting Minutes
      11.25.25 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 2025) or by accessing the following zoom link:

   https://us06web.zoom.us/j/83821824272?pwd=cE36gvrHVbaH57j2DEzYtibeozx3On.1

   Meeting ID: 838 2182 4272
   Passcode: 968144
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. 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.

4. **NEW BUSINESS**
   a. 2026 CTUB Board Meeting Schedule
      2026 CTUB Board Meeting Schedule - Draft.pdf
   b. 2026 CTUB Holiday Schedule
      2026 CTUB Holiday Schedule - Draft.pdf
   c. Collection System Project – Resolution No. 21 - EEGF Payment No. 4, Pay App No. 9

Resolution No. 21 - EEGF No. 4, Pay App No. 9.pdf

d. Collection System Project - Resolution No. 22 - CIF Payment No. 15
Resolution No. 22 - CIF No. 15.pdf

e. Chlorine Room Modification Project – Resolution No. 3 – Pay App No. 3
Resolution No. 3 - Pay App No. 3.pdf

f. GDF – Asset Management Task Order No. 2
11.11.25 CTUB Asset Mgmt No.2.pdf
Asset Management.pdf

g. Rate Study Request For Proposals
RFP for Rate Study - Draft.pdf

h. Vactor Truck Quotes
Vactor Quote 1.pdf
Vactor Quote 2.pdf

i. Cranes Lane Control Panel Quote
Control Panel Quote.pdf

j. GDF Wastewater Treatment Facility Preliminary Design Proposal
12.05.25 WWTF Preliminary Engr Svcs.pdf

5. **MANAGER REPORTS**
   a. Utility Manager Report
   UM Report.pdf
   12.10.25 SW Capital Expenditure Report.pdf
   b. Chairman Report

6. **APPROVAL OF BILLS**
   a. December 10, 2025
   Board Report 12.10.25, Includes 11.24.25 Packet.pdf

7. **INFORMATION ONLY**
   a. Next Meeting - January 14, 2026 at 4:00 P.M.

8. **ADJOURNMENT**

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Approval of November 12, 2025 Special Meeting Minutes

Attachments:

11.12.25 UB Minutes.pdf

Charles Town Utility Board
Special Board Meeting
November 12, 2025

The Charles Town Utility Board held a special meeting on November 12, 2025 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer; and Heidi Parker, Board Member. Also present were Kristen Stolipher, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

Pat Kratovil, Board Member, was absent from the meeting.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of October 22, 2025 Regular Meeting Minutes

The Chairman called for changes or corrections to the October 22, 2025 regular meeting minutes.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board approved the October 22, 2025 regular meeting minutes as presented.**

PUBLIC COMMENT

Public comment was received by Jacquelyn Milliron.

UNFINISHED BUSINESS

Update on WV PSC Case 25-0263-W-C - West Virginia American Water Complaint Case - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

Mr. Rodecker had no updates to report and mentioned there is no deadline for when the PSC has to act on the matter.

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

Ammonium Sensor Quote

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved removing the item from the table for the discussions on the Ammonium Sensor.**

As requested at the last Board meeting, Chris Eckenrode from GDF was present to provide further discussions on the Ammonia levels at the wastewater plant. The Board provided discussions.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved the Ammonium Sensors with the additional $10,000 if necessary for wiring and SCADA programming.**

WVDEP Draft Letter on 2024 Integrated Water Quality and Assessment Report

Mrs. Stolipher provided a draft letter for WVDEP per the Board's direction at the last meeting, in hopes they would prioritize Jefferson County, as the Board was concerned with failing county wide septic systems.

Action: **Motion made by Mrs. Parker, second by Mr. Pierson, the Board unanimously approved the draft letter for WVDEP.**

NEW BUSINESS

Collection System Project – Resolution No. 20 – WDA Payment #3, CIF Payment #13

Mrs. Stolipher included the pay application for Resolution No. 20 – WDA Payment #3, CIF Payment #13, in the amount of $299,223.87 for work completed.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved Resolution No. 20 – WDA Payment #3, CIF Payment #13.**

Summit Point Motorsports Park and Training Facility Grant Opportunity

Rachel Miller from Region 9 briefed the Board on the grant opportunity for funding infrastructure at the Summit Point facility. She mentioned a potential grant available for the design and construction of a package plant at the facility through the WDA Economic Enhancements Grant fund. Mr. Eckenrode briefed the Board on the high-level report prepared by GDF to provide infrastructure to the facility. He recommended a water tank and package plant over a five-mile water or sewer line as the most cost-effective and viable option. The Board provided discussions and concerns. Ms. Miller mentioned there is no funding available for line extension and could possibly be funded at 100% with funds currently available for the package plant option.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, second by the Chairman, the Board voted 2-2 to apply for the grant in the name of CTUB to put the plant in at the facility in Summit Point. The motion fails. Mr. Maxey and Mrs. Parker voted no.**

Mr. Maxey stated he is opposed to package plants in karst and particularly one that would require effluent into the Bullskin Run, although he is in favor of the project but CTUB should look to long-term planning which involves water and sewer along Summit Point Road rather than a plant.

Capacity Improvement Fee Policy Amendment

Mr. Maxey provided the revised Capacity Improvement Fee policy to review data on an annual basis.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously accepted the amendment as presented.**

Water Plant Pilot Study for Membrane and GAC Filtration

Chris Eckenrode from GDF briefed the Board on his proposal for a pilot study at the water treatment plant to update the existing facility with a membrane filtration and Granular Activated Carbon treatment system totaling $96,680.00. To design this type of system, a pilot study is required by the State which generally takes a year to complete. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the water plant pilot study for membrane and GAC filtration.**

Belt Press Building Enclosure

Mrs. Stolipher provided two proposals to enclose the Belt Press Building where the former conveyor belt was housed at the wastewater treatment plant. This would allow for more enclosed storage at this

site. The lower bid came in at $23,420.26. Mr. Maxey requested a tour of the wastewater treatment plant.

Action: Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved the lowest bid from Premier Contracting for $23,420.26 and ensure they are licensed and bonded.

Utility Manager Performance Evaluation Review and Contract Addendum

The Chairman mentioned he will provide a packet at the conclusion of the meeting to all Board members to complete a performance evaluation on the General Manager. The Board provided discussions. Mrs. Parker proposed extending Mrs. Stolipher's current contract that expires on December 31, 2025 for at least six months to further discuss opening up the contract to bids. The Chairman provided that would be better suited at the December meeting as this item is to establish the performance evaluation of Mrs. Stolipher to be discussed at the next meeting.

Action: No action required by the Board.

MANAGER REPORTS

Utility Manager Report

Mrs. Stolipher provided recent tank inspection reports. Mr. Pierson questioned the status of providing sewer services to Fox Glen. Mrs. Stolipher provided she was under the impression the Board decided to not move forward with any further evaluations for that area. Mr. Maxey questioned whether a formal request for service had been received from the developer of lots in that area, the Board of Education for North Jefferson Elementary or Parks and Recreation for Hite Road Park to respond with a cost estimate to serve without current ratepayers subsidizing the extensions. Mr. Rodecker provided clarifications for extensions of service.

Mrs. Parker requested an organizational chart of CTUB and a three-year high-level calendar for upcoming events/due dates. Mr. Maxey questioned various commitment letters brought up in public comment and mentioned the Board voted to use the 280 GPD value in determining CIF's, but not necessary or the intent of the Board for the engineer to use that value to design future infrastructure, rather use actual usage. The Board acknowledged receipt of the request from the City of Ranson and requested the Chairman review the package prior to Mrs. Stolipher submitting to Ranson.

Action: No action required by the Board.

Chairman Report

The Chairman had nothing to report, but the 2nd reading for the CIF's will take place at the City Council meeting on November 17th.

Action: No action required by the Board.

APPROVAL OF BILLS

October 22, 2025

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

Mr. Rodecker informed the Board of his retirement at the end of the year, but assured the Board the other partners at his firm are capable of fulfilling his duties after his departure.

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 5:32 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, December 10, 2025 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Approval of November 25, 2025 Special Meeting Minutes

Attachments:

11.25.25 UB Minutes.pdf

Charles Town Utility Board
Special Board Meeting
November 25, 2025

The Charles Town Utility Board held a special meeting on November 25, 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; Robert Rodecker, Legal Counsel (Zoom) and County Commission Liaison, Commissioner Mike Mood.

CALL TO ORDER

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

PUBLIC COMMENT

Public comment was received by Ritchie Longerbeam, Jacquelyn Milliron Cara Keys and Christine Wimer.

UNFINISHED BUSINESS

Summit Point Motorsports Park and Training Facility Grant Opportunity

Draft Letter to Region 9 Prepared by John Maxey

Mr. Maxey proposed to withdraw his draft letter to Region 9 and instead move to reconsider the motion from the last meeting to pursue the $10.5 million Economic Development grant.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved to reconsider last week's motion regarding the Summit Point Raceway facility.**

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, to pursue the $10.5 Economic Development Grant on two conditions; #1. That all expenses not covered by grants be the responsibility of Summit Point Motorsports so that CTUB ratepayers will not be required to subsidize any portion of it and #2. The facility be limited to users on the subject property. Mr. Maxey accepted Mr. Pierson's friendly amendment to the motion to follow the appropriate steps to secure the grant, but come back to the Board if further motions need to be made.**

The Board provided discussions on the motion. Commissioner Mood mentioned there is a commercial property adjacent to the facility that he recommends be considered for service. Mr. Maxey mentioned that would be considered when the contract is drafted by Mr. Rodecker. Mrs. Parker expressed her concerns and the reasons why she is against the treatment plant. Mrs. Stolipher provided a high-level estimate of revenues that would be generated immediately from this facility as a customer, including roughly $830,000 of annual revenue for water and sewer each. Mr. Kratovil expressed his concerns, but with appropriate restrictions he is in support.

After discussions, the Board voted in favor of the motion. Mrs. Parker voted against the motion.

Utility Manager Performance Evaluation Review and Contract Addendum

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, with discussions from the Board, to convene into Executive Session to discuss the Personnel Matter on the Utility Manager Contract Addendum.**

Mr. Rodecker mentioned the employee has the right to discuss in public session. Mrs. Stolipher requested additional information as to what specifically the motion is related to as she was under the impression from the last meeting the Board was to prepare her performance evaluation for the December meeting. Mr. Maxey mentioned the Utility Manager contract expires at the end of December and requested another meeting to discuss the contract rather than wait until the last meeting in December. Mrs. Stolipher provided this is her second contract addendum and following the same process as prior years. She requested the discussion in public session.

Mr. Rodecker referenced Section 7 of the employment contract and suggested the evaluation be performed as mentioned in the contract terms which includes a written evaluation, a meeting to discuss and present a written summary of results then the Board can discuss a contract addendum. The Board provided discussions and will submit the evaluations to the Chairman by December 1st and discuss the evaluations and contract at the next meeting, scheduling a special meeting if another one is needed.

After discussions, the motion failed. The Chairman, Mr. Pierson and Mr. Kratovil voted against the motion.

Action: **Motion made by Mr. Maxey, second by Mr. Kratovil, the Board unanimously approved tabling the discussion on the Utility Manager performance evaluation and contract addendum until the next meeting.**

NEW BUSINESS

Board Policy Regarding Availability Letters - Possible Executive Session Under: WV State Code Section §6-9A-4(b)(9) - To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition, which if made public, might adversely affect the financial or other interest of the state or any political subdivision and involving contract matters.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:46 P.M. to consider matters relating to the Board policy regarding availability letters under WV State Code Section §6-9A-4(b)(9).**

The Board convened back into public session at 5:46 P.M.

Action: **Motion made by Mr. Pierson, second by Mrs. Parker, and amended by Mr. Maxey, the Board unanimously approved directing the engineer to prepare actual numbers the Board can use versus CIF numbers when calculating usage of water and process today, provide to the Board at the first meeting in January and hold a work session in January to discuss the new plant.**

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 5:47 P.M.**

INFORMATION ONLY

The next meeting is scheduled for Wednesday, December 10, 2025 at 4:00 P.M. at 661 S. George Street.

_____	_____
Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

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.

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

2026 CTUB Board Meeting Schedule

Attachments:

2026 CTUB Board Meeting Schedule - Draft.pdf

2026 CTUB Board Meeting Schedule

January 14, 2026

January 28, 2026

February 11, 2026

February 25, 2026

March 11, 2026

March 25, 2026

April 8, 2026

April 22, 2026

May 13, 2026

May 27, 2026

June 10, 2026

June 24, 2026

July 8, 2026

July 22, 2026

August 12, 2026

August 26, 2026

September 9, 2026

September 23, 2026

October 14, 2026

October 28, 2026

November 18, 2026

December 16, 2026

DRAFT

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

2026 CTUB Holiday Schedule

Attachments:

2026 CTUB Holiday Schedule - Draft.pdf

2026 HOLIDAY CALENDAR – CTUB

New Year's Day	**Thursday, January 1**
Martin Luther King, Jr. Day	**Monday, January 19**
President's Day	**Monday, February 16**
WV Primary Election Day	**Tuesday May 12**
Memorial Day	**Monday, May 25**
Juneteenth / WV Day (Observed)	**Friday, June 19**
Independence Day (Observed)	**Friday, July 3**
Labor Day	**Monday, September 7**
Columbus Day/Indigenous Peoples' Day	**Monday, October 12**
WV General Election Day	**Tuesday, November 3**
Veteran's Day	**Wednesday, November 11**
Thanksgiving Eve (1/2 Day)	**Wednesday, November 25**
Thanksgiving	**Thursday, November 26**
Lincoln's Day	**Friday, November 27**
Christmas Eve	**Thursday, December 24**
Christmas Day	**Friday, December 25**

DRAFT

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

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

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

Attachments:

Resolution No. 21 - EEGF No. 4, Pay App No. 9.pdf

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

RESOLUTION NO. 21
REQUEST FOR PAYMENT #21
(WDA EEGF GRANT PAYMENT #4, CIF PAYMENT #14)

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. 09"** as follows.

Vendor	WDA EEGF Grant Funding	Capacity Improvement Fee (CIF) Fund Change Order No. 2	Total Approved for Payment
HRI, Inc.	$136,251.61	$1,035.20	$137,286.81
Total	**$136,251.61**	**$1,035.20**	**$137,286.81**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 10th day of December, 2025.

By: _____
Brent Manuel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 09

	Application Period: 11/1/2025 to 11/30/25	Application Date:	11/26/2025
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)**	$	**$2,489,923.27**
5.	**RETAINAGE:**		
	a. 10% X $2,190,639.32 **Work Completed**	$	**$219,063.93**
	b. 10% X $299,283.95 **Stored Material**	$	**$29,928.40**
	c. Total Retainage (Line 5.a + Line 5.b)	$	**$248,992.33**
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)**	$	**$2,240,930.94**
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**	$	**$2,103,644.13**
8.	**AMOUNT DUE THIS APPLICATION**	$	**$137,286.81**
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)**	$	**$4,195,621.38**

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: Bill Sarraf	Date: 11/26/2025

Payment of: $ 137,286.81
(Line 8 or other - attach explanation of the other amount)

is recommended by: David C. Santelli (Engineer) 11/26/2025 (Date)

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

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

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

© 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:	09
Application Period:	11/1/2025 to 11/30/25			Application Date:	11/26/2025

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	$272,980.00	$272,980.00		**0.96**	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		**0.60**	0.60		$9,000.00	$9,000.00		$9,000.00	60.0%	$6,000.00
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		**0.60**	0.60		$21,000.00	$21,000.00		$21,000.00	60.0%	$14,000.00
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										$12,000.00
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: 09			
Application Period: 11/1/2025 to 11/30/25												Application Date: 11/26/2025			
A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
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										$8,000.00
15b	Strip / Spread Topsoil	1	LS	$7,000.00	$7,000.00										$7,000.00
15c	Site Grading	1	LS	$23,000.00	$23,000.00										$23,000.00
15d	Construction Entrance / Site Road	1	LS	$16,000.00	$16,000.00										$16,000.00
15e	Clearing & Grubbing	1	LS	$9,500.00	$9,500.00										$9,500.00
15f	Seeding & Landscaping	1	LS	$4,000.00	$4,000.00										$4,000.00
15g	Site Fencing	1	LS	$20,000.00	$20,000.00										$20,000.00
15h	Pump Station Wet Well Shoring / Excavation / Backfill	1	LS	$530,000.00	$530,000.00		**0.09**	0.09		$47,700.00	$47,700.00		$47,700.00	9.0%	$482,300.00
15i	Meter Vault	1	LS	$20,000.00	$20,000.00							$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

© 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:	09
Application Period:	11/1/2025 to 11/30/25	Application Date:	11/26/2025

A					B			C			D	E	F		
Item		Contract Information				Quantity			Payment						
Bid Item No.	Description	Bid Quantity	Units	Unit Price	Total Value of Item ($)	This Period	Previous to Date	To Date	This Period	Previous to Date	To Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D+E)	% (F / B)	Balance to Finish (B - F)
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	621.50	**3333.08**	3954.58	$83,902.50	$449,965.80	$533,868.30	$1,655.80	$535,524.10	180.3%	-$238,524.10
38	4" C900 Class 165 PVC Force Main	2800	LF	$115.00	$322,000.00	**129.00**	**2574.08**	2703.08	$14,835.00	$296,019.20	$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	**1.00**	**11.00**	12.00	$8,500.00	$93,500.00	$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	**6.80**	**15.25**	22.05	$4,420.00	$9,912.50	$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	**1.00**	**9.00**	10.00	$1,500.00	$13,500.00	$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	**1.00**	**1.00**	2.00	$1,500.00	$1,500.00	$3,000.00		$3,000.00	20.0%	$12,000.00
48	Connect to Existing	10	EA	$2,000.00	$20,000.00	**1.00**	**1.00**	2.00	$2,000.00	$2,000.00	$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		**2.00**	2.00		$25,000.00	$25,000.00		$25,000.00	50.0%	$25,000.00
51	Flushing Valve	4	EA	$9,000.00	$36,000.00		**2.00**	2.00		$18,000.00	$18,000.00		$18,000.00	50.0%	$18,000.00
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	**2.00**	**1.00**	3.00	$10,000.00	$5,000.00	$15,000.00		$15,000.00	42.9%	$20,000.00
63	Launching / Receiving Pit	7	EA	$9,000.00	$63,000.00		**1.00**	1.00		$9,000.00	$9,000.00		$9,000.00	14.3%	$54,000.00
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	**3.00**	**1.00**	4.00	$3,900.00	$1,300.00	$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	**0.05**	**0.75**	0.80	$1,035.20	$15,528.00	$16,563.20		$16,563.20	80.0%	$4,140.80
CO-2-B	Lakeland Place - 16th St Access Road	1	LS	$79,983.00	$79,983.00										$79,983.00
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**				**$143,592.70**	**$2,047,046.62**	**$2,190,639.32**	**$299,283.95**	**$2,489,923.27**	38.7%	**$3,946,629.05**

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

Stored Material Summary

Contractor's Application

For (Contract):	01	Application Number:	09
Application Period:	11/1/2025 to 11/30/25	Application Date:	11/26/2025

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			$5,724.00	$5,724.00			$5,724.00
13d	908161		HRI Trailer	JF Meter Vault			$3,420.00	$3,420.00			$3,420.00
12c	908161		HRI Trailer	ML Meter Vault			$3,351.00	$3,351.00			$3,351.00
12h	908161		HRI Trailer	ML Wet Well Top			$4,424.00	$4,424.00			$4,424.00
				Totals		**$432,496.21**	**$16,919.00**	**$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

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

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

DEMINIMIS COSTING WORKSHEET

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

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

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

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

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

CP&P
CONCRETE PIPE & PRECAST

Mail Remittance To:
210 Stone Spring Road
Harrisonburg, VA 22801
Phone: (540) 434-6979
CP&P

Invoice No 907465
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
10/10/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
ZAPS-13	Sanitary Manhole RD DH			PO:				$807.00	$807.00
048030B08E06W05J23SVF0	48Ø x 30 Ext 6 Base 8 BU-OR Job (INV)	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
INV48CHSMJ	48 Dia Invert Channel (12" and smaller) Job	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
GSKTPSXDD1208A	PSX Direct Drive 12-08A Gasket	EA	2.0000	2.0000	905497	10/9/2025	Martinsburg		
048X24X24CJ23SVF00J	48Ø x 24Ø x 24 Cone BU-OR Job	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	2.0000	2.0000	905497	10/9/2025	Martinsburg		
CSTEJ10451040ASSFC	EJ 1045 & 1040A SANITARY SEWER F&C	SET	1.0000	1.0000	905497	10/9/2025	Martinsburg	$980.00	$980.00
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
COAT300MSF	INT Carboline 300M SqFt = 69	SF	1.0000	1.0000	905497	10/9/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
								Tax	$0.00
								Str ZAPS-13 Total	**$1,787.00**
ZAPS-14	Sanitary Manhole RD DH			PO:				$1,074.00	$1,074.00
048054B08E06W05J23SVF0	48Ø x 54 Ext 6 Base 8 BU-OR Job	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
GSKTPSXDD1208A	PSX Direct Drive 12-08A Gasket	EA	3.0000	3.0000	905497	10/9/2025	Martinsburg		
048X24X24CJ23SVF00J	48Ø x 24Ø x 24 Cone BU-OR Job	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	2.0000	2.0000	905497	10/9/2025	Martinsburg		
CSTEJ10451040ASSFC	EJ 1045 & 1040A SANITARY SEWER F&C	SET	1.0000	1.0000	905497	10/9/2025	Martinsburg	$980.00	$980.00
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
COAT300MSF	INT Carboline 300M SqFt = 94	SF	1.0000	1.0000	905497	10/9/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		

Office Copy

CP&P
CONCRETE PIPE & PRECAST

Mail Remittance To:
210 Stone Spring Road
Harrisonburg, VA 22801
Phone: (540) 434-6979
CP&P

Invoice No 907465
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
10/10/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
								Tax	$0.00
								Str ZAPS-14 Total	**$2,054.00**
ZAPS-15	Sanitary Manhole RD DH			**PO:**				$903.00	$903.00
048030B08E06W05J23SVF0	48Ø x 30 Ext 6 Base 8 BU-OR Job (INV)	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
INV48CHSMJ	48 Dia Invert Channel (12" and smaller) Job	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
GSKTPSXDD1208A	PSX Direct Drive 12-08A Gasket	EA	2.0000	2.0000	905497	10/9/2025	Martinsburg		
048X24X36CJ23SVF00J	48Ø x 24Ø x 36 Cone BU-OR Job	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
ADJRNG24IDX3HX8WDC	Adjusting Ring 24ID X 3H X 8W Dry Cast	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
CSTEJ10451040ASSFC	EJ 1045 & 1040A SANITARY SEWER F&C	SET	1.0000	1.0000	905497	10/9/2025	Martinsburg	$980.00	$980.00
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
COAT300MSF	INT Carboline 300M SqFt = 76	SF	1.0000	1.0000	905497	10/9/2025	Martinsburg		
GSKT048MHOR1116ISO080	48" MH O-Ring PSC 11/16 0870 Gasket (MBG)	EA	1.0000	1.0000	905497	10/9/2025	Martinsburg		
								Tax	$0.00
								Str ZAPS-15 Total	**$1,883.00**

We are committed to making Concrete Pipe & Precast the preferred supplier for our customers by delivering outstanding value, continuous innovation, and exceptional customer experience by consistently fulfilling our promise: "Not Just Concrete, Concrete Solutions." www.ConcretePandP.com

Taxable	$.00
Non-Taxable	$.00
Sub Total	$5,724.00
WV STATE TAX	$.00
WV CITY TAX CHARLES TOWN	$.00
Invoice Total	$5,724.00

Office Copy

CP&P
CONCRETE PIPE & PRECAST

Mail Remittance To:
210 Stone Spring Road
Harrisonburg, VA 22801
Phone: (540) 434-6979
CP&P

Invoice No 908161
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
10/14/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
4+32	Air Release MH			PO:				$757.00	$757.00
GSKTPSXDD1206	PSX Direct Drive 12-06 Gasket	EA	2.0000	2.0000	905496	10/13/2025	Martinsburg		
048048RW05J2ASAF00J	48Ø x 48 Riser Cage SU OFF3 Step 16 Job	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
CSTEJ1040APT1045ZPTWT	EJ 1040APT 1045ZPT WT SANITARY SEWER F&C	SET	1.0000	1.0000	905496	10/13/2025	Martinsburg	$980.00	$980.00
COREPOUREDRISER	Core Poured Riser	EA	1.0000	1.0000			Martinsburg		
048FTSPECJ	48 x 24 x 6 Flattop Job	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
GSKT048MHSO2074GISO1	48" MH SO PSC 207-4G 1400 Gasket (ASH,HBG,MBG,SLM)	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
								Tax	$0.00
								Str 4+32 Total	**$1,737.00**
JF-MV	Meter MH			PO:				$3,420.00	$3,420.00
048040B08E06W05J2ASVF	48Ø x 40 Ext 6 Base 8 SU OFF3 Job	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
048032RW05J2ASAF00J	48Ø x 32 Riser Cage SU OFF3 Step 16 Job	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
HCHHALR1R48ALUMJ	HALLIDAY R1R 48 Aluminum Hatch Job	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT048MHSO2074GISO1	48" MH SO PSC 207-4G 1400 Gasket (ASH,HBG,MBG,SLM)	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
								Tax	$0.00
								Str JF-MV Total	**$3,420.00**
ML-MV	Meter MH			PO:				$3,351.00	$3,351.00
048064B08E06W05J2ASVF	48Ø x 64 Ext 6 Base 8 SU OFF3 Job	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		

Office Copy

CP&P
CONCRETE PIPE & PRECAST

Mail Remittance To:
210 Stone Spring Road
Harrisonburg, VA 22801
Phone: (540) 434-6979
CP&P

Invoice No 908161
Customer No 05361
Sales Order No 167277

Sold to: HRI, INC
1750 WEST COLLEGE AVE
STATE COLLEGE, PA 16801

Ship to: Charlestown Utility Board 2023 Collection Syst Prj
661 South George Street Suite 101
Charlestown, WV 25414

#:
Fed Project #:
DOT Project #:
Municipality #:
PO: 2348106

Job Name: Charlestown Utility Board 2023 Collection Syst Prj
Job Type: Precast

INVOICE DATE	ORDER FACILITY	SALES REP	TERMS
10/14/2025	Martinsburg	cshade	NET 45

Structure/Part Number	Description	U/M	Qty Ordered	Qty Invoiced	Shipper	Ship Date	Shipping Facility	Unit Price	Price
HCHHALR1R48ALUMJ	HALLIDAY R1R 48 Aluminum Hatch Job	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
COREPOUREDBASE	Core Poured Base	EA	1.0000	1.0000			Martinsburg		
GSKT048MHSO2074GISO1	48" MH SO PSC 207-4G 1400 Gasket (ASH,HBG,MBG,SLM)	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		

Tax $0.00
Str ML-MV Total $3,351.00

ML-TOP Meter MH **Complete** **PO:** $4,424.00 $4,424.00

HCHHALS1S4242ALUMJ	HALLIDAY S1S 42X42 Aluminum Hatch Job **CAST IN**	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		
072FTSPECJ	72Ø Flattop Job W/HALLIDAY S1S 42X42 Aluminum Hatch Job **CAST IN**	EA	1.0000	1.0000	905496	10/13/2025	Martinsburg		

Tax $0.00
Str ML-TOP Total $4,424.00

We are committed to making Concrete Pipe & Precast the preferred supplier for our customers by delivering outstanding value, continuous innovation, and exceptional customer experience by consistently fulfilling our promise: "Not Just Concrete, Concrete Solutions." www.ConcretePandP.com

Taxable	$.00
Non-Taxable	$.00
Sub Total	$12,932.00
WV STATE TAX	$.00
WV CITY TAX CHARLES TOWN	$.00
Invoice Total	$12,932.00

Office Copy

Date: December 10, 2025

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Resolution No. 13 Request for Payment (RFP) # 13 CIF # 8	Resolution No. 14 Request for Payment (RFP) # 14 CIF # 9	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	BALANCE REMAINING
1 **CONSTRUCTION**											
a. Contract	$ 6,074,000.00	$ -	$ -	$ 620,946.92	$ -	$ 278,099.71	$ 177,224.36	$ -	$ 297,153.47	$ 136,251.61	$ 3,839,209.90
2 **CONSTRUCTION CONTINGENCY**											
a. Construction Contingency - (Note #1 &#7)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
b. B&O Tax Contingency (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order No. 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ 3,035.24	$ -	$ 2,070.40	$ 1,035.20	$ 84,123.80
3 **LEGAL SERVICES**											
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ 2,957.50	$ -	$ 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	$ 32,559.03	$ 35,677.65	$ -	$ 34,055.35	$ -	$ -	$ 28,028.96	$ -	$ -	$ 201,781.22
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	$ -	$ 1,550.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ 2,141.37	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 7,986,638.64**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 4,591,717.29**
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**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 4,591,717.29**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) # 13 CIF # 8	Request for Payment (RFP) # 14 CIF # 9	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	BALANCE REMAINING
1 INTERNAL FUNDS											
a. Capacity Improvement Fees	$ 3,267,824.64	$ (32,559.03)	$ (42,326.52)	$ -	$ (34,737.85)	$ -	$ (3,035.24)	$ (28,028.96)	$ (2,070.40)	$ (1,035.20)	$ 2,107,693.39
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,389,304.64**	**$ (32,559.03)**	**$ (42,326.52)**	**$ -**	**$ (34,737.85)**	**$ -**	**$ (3,035.24)**	**$ (28,028.96)**	**$ (2,070.40)**	**$ (1,035.20)**	**$ 2,229,173.39**
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)**	**$ 688,270.85**
3 BOND ISSUE											
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ (620,946.92)	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,458,273.05
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ (620,946.92)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,674,273.05**
4 Total Sources of Funds Line 1-3	**$ 8,027,288.64**	**$ (32,559.03)**	**$ (42,326.52)**	**$ (620,946.92)**	**$ (34,737.85)**	**$ (278,099.71)**	**$ (180,259.60)**	**$ (28,028.96)**	**$ (299,223.87)**	**$ (137,286.81)**	**$ 4,591,717.29**

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

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

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

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

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

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

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 from contingency, the remaining $90,264.64 will be a increase in total project costs and funded with CIF Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

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

Attachments:

Resolution No. 22 - CIF No. 15.pdf

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

RESOLUTION NO. 22
REQUEST FOR PAYMENT #22
(CIF PAYMENT #15)

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	$34,307.81	$34,307.81
Total	**$0**	**$34,307.81**	**$34,307.81**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 10th day of December, 2025.

By: _____
Brent Manuel, Chairman

Date: December 10, 2025

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

A. COST OF PROJECT	APPROVED CONSTRUCTION BUDGET	Resolution No. 13 Request for Payment (RFP) # 13 CIF # 8	Resolution No. 14 Request for Payment (RFP) # 14 CIF # 9	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	BALANCE REMAINING
1 **CONSTRUCTION**												
a. Contract	$ 6,074,000.00	$ -	$ -	$ 620,946.92	$ -	$ 278,099.71	$ 177,224.36	$ -	$ 297,153.47	$ 136,251.61	$ -	$ 3,839,209.90
2 **CONSTRUCTION CONTINGENCY**												
a. Construction Contingency - (Note #1 &#7)	$ 303,684.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 303,684.00
b. B&O Tax Contingency (Note #3)	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
c. Change Order No. 2 - (Note #7)	$ 90,264.64	$ -	$ -	$ -	$ -	$ -	$ 3,035.24	$ -	$ 2,070.40	$ 1,035.20	$ -	$ 84,123.80
3 **LEGAL SERVICES**												
a. Project Attorney - (Note #4)	$ 170,000.00	$ -	$ 2,957.50	$ -	$ 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	$ 32,559.03	$ 35,677.65	$ -	$ 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	$ -	$ 1,550.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,139.28
d. Plats - (Note #2)	$ 14,120.00	$ -	$ 2,141.37	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79.63
8 Sub Total Line 1-7	**$ 7,986,638.64**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 4,557,409.48**
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**	**$ 32,559.03**	**$ 42,326.52**	**$ 620,946.92**	**$ 34,737.85**	**$ 278,099.71**	**$ 180,259.60**	**$ 28,028.96**	**$ 299,223.87**	**$ 137,286.81**	**$ 34,307.81**	**$ 4,557,409.48**

B. SOURCES OF FUNDS	APPROVED PROJECT FUNDING	Request for Payment (RFP) # 13 CIF # 8	Request for Payment (RFP) # 14 CIF # 9	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	BALANCE REMAINING
1 INTERNAL FUNDS												
a. Capacity Improvement Fees	$ 3,267,824.64	$ (32,559.03)	$ (42,326.52)	$ -	$ (34,737.85)	$ -	$ (3,035.24)	$ (28,028.96)	$ (2,070.40)	$ (1,035.20)	$ (34,307.81)	$ 2,073,385.58
b. CTUB Operating Fund	$ 121,480.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 121,480.00
1 Subtotal Internal Funds	**$ 3,389,304.64**	**$ (32,559.03)**	**$ (42,326.52)**	**$ -**	**$ (34,737.85)**	**$ -**	**$ (3,035.24)**	**$ (28,028.96)**	**$ (2,070.40)**	**$ (1,035.20)**	**$ (34,307.81)**	**$ 2,194,865.58**
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)**	**$ -**	**$ 688,270.85**
3 BOND ISSUE												
a. CWSRF Loan - (1%, 40 Year)	$ 2,844,984.00	$ -	$ -	$ (620,946.92)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,458,273.05
b. CWSRF Loan - (3%, 20 Year)	$ 216,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 216,000.00
3 Subtotal Bond Issue	**$ 3,060,984.00**	**$ -**	**$ -**	**$ (620,946.92)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,674,273.05**
4 Total Sources of Funds Line 1-3	**$ 8,027,288.64**	**$ (32,559.03)**	**$ (42,326.52)**	**$ (620,946.92)**	**$ (34,737.85)**	**$ (278,099.71)**	**$ (180,259.60)**	**$ (28,028.96)**	**$ (299,223.87)**	**$ (137,286.81)**	**$ (34,307.81)**	**$ 4,557,409.48**

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

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

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

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

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

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

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 from contingency, the remaining $90,264.64 will be a increase in total project costs and funded with CIF Fees.

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

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

Attachments:

Resolution No. 3 - Pay App No. 3.pdf

CHARLES TOWN UTILITY BOARD
WATER TREATMENT PLANT
CHLORINE ROOM MODIFICATIONS

RESOLUTION NO. 3

RESOLUTION OF THE CHARLES TOWN UTILITY BOARD APPROVING INVOICES RELATING TO CONSTRUCTION AND OTHER SERVICES FOR THE WATER 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 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 **"Contractor's Application for Payment No. 3"** as summarized below is hereby authorized and directed:

Vendor	**CTUB Internal Funds**	**Total Approved for Payment**
Snyder Environmental Services	$44.066.25	$44,066.25
Total	**$44,066.25**	**$44,066.25**

ADOPTED BY the City of Charles Town Utility Board, at the meeting held on the 10th day of December, 2025.

By: _____
Brent Manuel, Chairman

EJCDC
ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

Contractor's Application for Payment No. 3

To (Owner): CHARLES TOWN UTILITY BOARD	Application Period: Oct-25	Application Date: 11/17/2025
	From (Contractor): Snyder Environmental Services	Via (Engineer): GWIN, DOBSON, & FOREMAN, INC.
Project: WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATION	Contract:	
Owner's Contract No.:	Contractor's Project No.: 25C045	Engineer's Project No.: 21060

Application For Payment

Change Order Summary

Approved Change Orders

Number	Additions	Deductions
CO0001		30910
TOTALS		$30,910.00
NET CHANGE BY CHANGE ORDERS	-$30,910.00	

1. ORIGINAL CONTRACT PRICE	$	388,620.00
2. Net change by Change Orders	$	(30,910.00)
3. Current Contract Price (Line 1 ± 2)	$	357,710.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)	$	265,205.00
5. RETAINAGE:		
a. 10% $265,205.00 Work Completed	$	26,520.50
b. 10% Stored Material	$	-
c. Total Retainage (Line 5.a + Line 5.b)	$	26,520.50
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	$	238,684.50
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$	194,618.25
8. AMOUNT DUE THIS APPLICATION	$	44,066.25
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)	$	119,025.50

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: Lisa Miller Date: 11/17/2025

Payment of: $ 44,066.25
(Line 8 or other - attach explanation of the other amount)

is recommended by: Christopher M. Echemendia 11-17-2025
(Engineer) (Date)

Payment of: $ 44,066.25
(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.

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):	WATER TREATMENT PLANT CHLORINE GAS SYSTEM MODIFICATION	Application Number:	3
Application Period:	Oct-25	Application Date:	11/17/2025

Contract Information							Work Completed							
A						B	C		D		E	F		G
Bid Item Code	Client Code	Description	Item Quantity	Units	Unit Price	Scheduled Value ($)	Quantity Installed this Period	Value of Work Installed This Period	Quantity Installed to Date	Value of Work Installed to Date	Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
100100		MOBILIZATION/DEMOBILIZATION	1	LS	18200	$ 18,200.00	0	$ -	0.50	$ 9,100.00		$ 9,100.00	50%	$ 9,100.00
200200		DEMOLITION	1	LS	16500	$ 16,500.00	0	$ -	0.75	$ 12,375.00		$ 12,375.00	75%	$ 4,125.00
300000		HVAC	1	LS	33975	$ 33,975.00	0.60	$ 20,385.00	0.60	$ 20,385.00		$ 20,385.00	60%	$ 13,590.00
300100		DOORS/WINDOW	1	LS	51825	$ 51,825.00	0.30	$ 15,547.50	0.60	$ 31,095.00		$ 31,095.00	60%	$ 20,730.00
400000		SANDBLASTING	1	LS	8550	$ 8,550.00	0	$ -	1.00	$ 8,550.00		$ 8,550.00	100%	$ -
400100		PAINTING	1	LS	10550	$ 10,550.00	0	$ -	0.90	$ 9,495.00		$ 9,495.00	90%	$ 1,055.00
500000		CHLORINE GAS SYSTEM	1	LS	130300	$ 130,300.00	0.10	$ 13,030.00	1.00	$ 130,300.00		$ 130,300.00	100%	$ -
600000		ELECTRICAL	1	LS	87810	$ 87,810.00	0	$ -	0.50	$ 43,905.00		$ 43,905.00	50%	$ 43,905.00
600100		TROLLY	1	LS	30910	$ 30,910.00	0	$ -	1.00	$ 30,910.00		$ 30,910.00	100%	$ -
CO0001		REMOVE TROLLY FROM PROJECT	1	LS	-30910	$ (30,910.00)	0	$ -	1.00	$ (30,910.00)		$ (30,910.00)	100%	$ -
						$ -	0	$ -		$ -		$ -		$ -
						$ -	0	$ -		$ -		$ -		$ -
		Totals				$ 357,710.00		$ 48,962.50		$ 265,205.00	$ -	$ 265,205.00		$ 92,505.00

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

Date: December 10, 2025

Charles Town Utility Board
Water Treatment Plant - Chlorine Room Modifications
Schedule B - Internal Purposes Only

			Resolution No. 1	Resolution No. 2	Resolution No. 3	
A. COST OF PROJECT	**ESTIMATED CONSTRUCTION BUDGET**	**Paid from CTUB Internal Funds**	**Contractor's Application for Payment No. 1**	**Contractor's Application for Payment No. 2**	**Contractor's Application for Payment No. 3**	**BALANCE REMAINING**
1 **CONSTRUCTION**						
a. Contract	$ 357,710.00	$ -	$ 15,885.00	$ 178,733.25	$ 44,066.25	$ 119,025.50
b. Construction Contingency (5%)	$ 17,885.50	$ -	$ -	$ -	$ -	$ 17,885.50
2 **ENGINEERING SERVICES**						
a. GDF Engineering - Design	$ 19,400.00	$ 19,400.00	$ -	$ -	$ -	$ -
b. GDF Engineering - Construction & Start-up	$ 24,500.00	$ 18,268.00	$ -	$ -	$ -	$ 6,232.00
3 **ADMINISTRATIVE SERVICES**						
a. Permits	$ 2,000.00	$ 300.00	$ -	$ -	$ -	$ 1,700.00
b. Other Administrative Costs	$ 1,500.00	$ -	$ -	$ -	$ -	$ 1,500.00
4 **Total Project Costs Line 1-3**	**$ 422,995.50**	**$ 37,968.00**	**$ 15,885.00**	**$ 178,733.25**	**$ 44,066.25**	**$ 146,343.00**

B. SOURCES OF FUNDS	**APPROVED PROJECT FUNDING**	**Paid from CTUB Internal Funds**	**Contractor's Application for Payment No. 1**	**Contractor's Application for Payment No. 2**	**Contractor's Application for Payment No. 3**	**BALANCE REMAINING**
1 INTERNAL FUNDS						
a. Internal Funds (Operating/Renewal & Replacement Fund)	$ 422,995.50	$ (37,968.00)	$ (15,885.00)	$ (178,733.25)	$ (44,066.25)	$ 146,343.00
1 Total Sources of Funds	**$ 422,995.50**	**$ (37,968.00)**	**$ (15,885.00)**	**$ (178,733.25)**	**$ (44,066.25)**	**$ 146,343.00**

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

GDF – Asset Management Task Order No. 2

Attachments:

11.11.25 CTUB Asset Mgmt No.2.pdf
Asset Management.pdf

GD&F
GWIN
DOBSON &
FOREMAN
CONSULTING ENGINEERS

November 11, 2025

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

Attn: Kristen M. Stolipher, Utility General Manager

RE: Charles Town Asset Management Plan Proposal No. 2 (Task Order)

Dear Mrs. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following proposal (Task Order) regarding continued assistance in updating of the Town's Asset Management Plan.

Understanding of the Project

CTUB is currently developing a new Asset Management Program featuring new software which was recently purchased. This Asset Management Program will feature all assets pertaining to both wastewater treatment facilities, the wastewater collection and conveyance system, the water treatment plant and the water distribution system. GD&F will continue to categorize and compile the necessary information pertaining to the system infrastructure in terms of a list of assets, their ages, condition, monetary value and expected life cycle. GD&F will also continue help to prepare automatically generated Work Orders for CTUB staff pertaining to operational and maintenance needs of the various equipment.

Proposed Services

GD&F will provide the following services:

- Coordinate with CTUB personnel and attend virtual and onsite meetings to clearly identify scope and expectations.
- Various site visits pertaining to water and wastewater plants, pump stations, storage tanks, etc., to get photographs, make and model numbers and O&M manuals.
- Review of all available equipment O&M manuals and product data sheets.
- Implementing O&M manual requirements into system generated Work Orders.
- Importing relevant data for each asset into the computer program in terms of location, age, condition, make/model, value, expected life, photographs, O&M manual inserts, etc.

Proposed Schedule

GD&F will begin immediately upon written authorization from the Board. Completion timeframe will depend on volume of data entered into program along with O&M manual details. GD&F will first complete the Charles Town WWTF.

Proposed Cost

The following is a breakdown of Justin Cooney's expenses associated with the 2025 GD&F hourly rates:

Hourly Rate = $105.30

Estimated Time = 312 total hours (12 hours a week average for six months)

Labor Cost = 312 hours X $105.30/hour = $32,853.60

Total Estimated Not-to-Exceed Amount Billed on Hourly Basis (no expenses) = $32,853.60 (Use $35,000.00)

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of 35,000. Invoices will be submitted on a monthly basis based on GD&F current standard rates. Payment will be made on an accrued hourly basis plus expenses. The expenses include direct expenses such as mileage, printing/copying, etc. as necessary to complete the services. GD&F proposes to continue to utilize Justin Cooney for this assignment. Payment is due within thirty (30) days of invoicing.

We appreciate the opportunity to submit this proposal. To authorize the services, please complete the following authorization section of this proposal and return a signed copy to our office. If you have any questions, please contact our office at your convenience.

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Engineering Manager

CME/mad
Prop/2025/CTUB_AssetMgmtNo.2_11-11-25.doc
cc: File

ACCEPTANCE OF PROPOSAL

The Charles Town Utility Board hereby accepts the above service and cost proposal.

Authorized Representative _____ Date _____

Attest/Witness _____

ASSET MANAGEMENT PROGRESS

GD&F Engineers & UtilityCloud

STATUS SUMMARY

Charles Town WWTP:

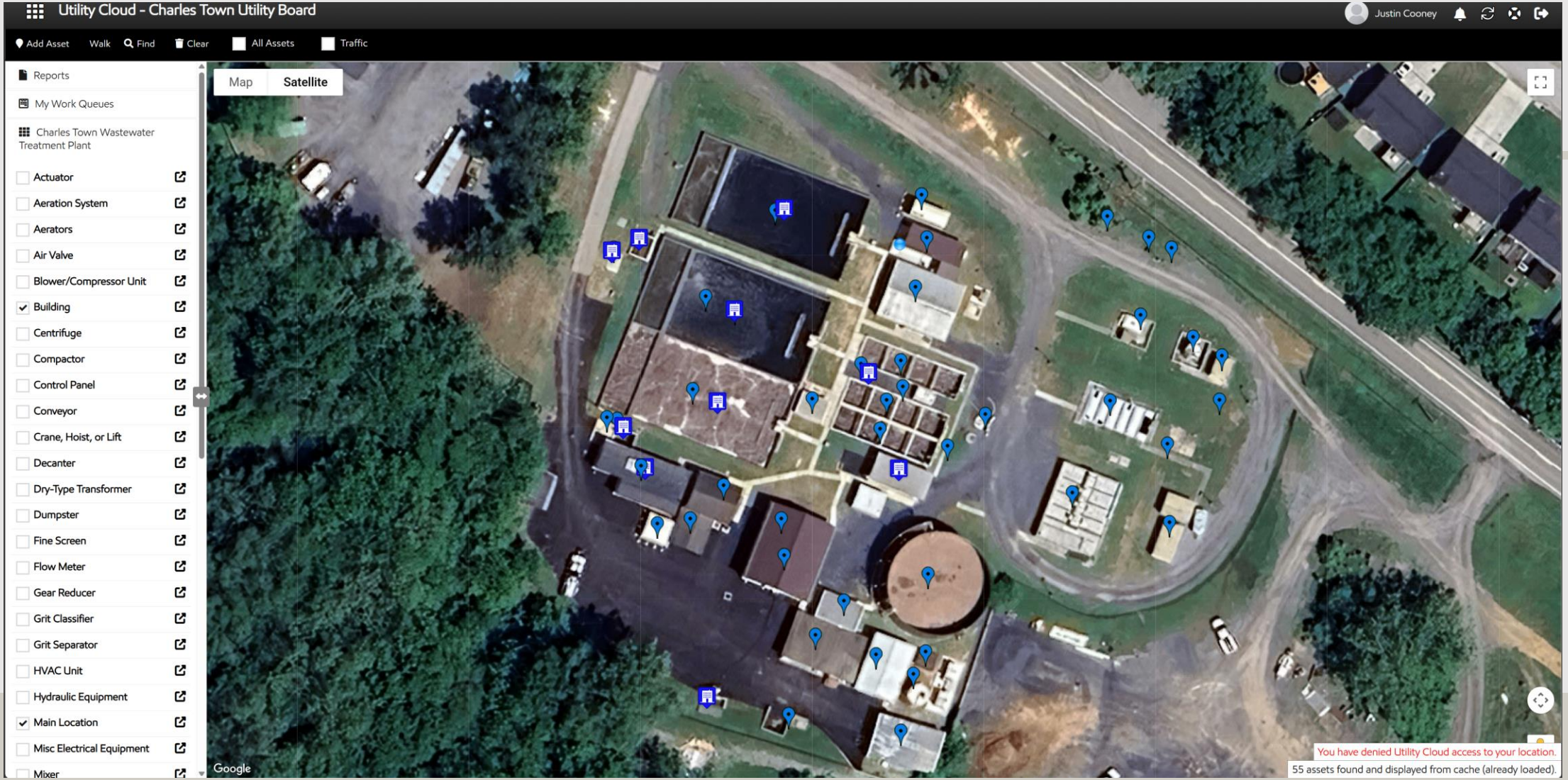
Critical/Major Assets Entered in UC database = 100%

O&M Manuals, Drawings, Schematic, Pictures = 100%

Work Orders & Workflow Classes = ~20%
(Progress is completed from the Influent to just before the SBRs)

Resource Tracking & Integration = Early Stages

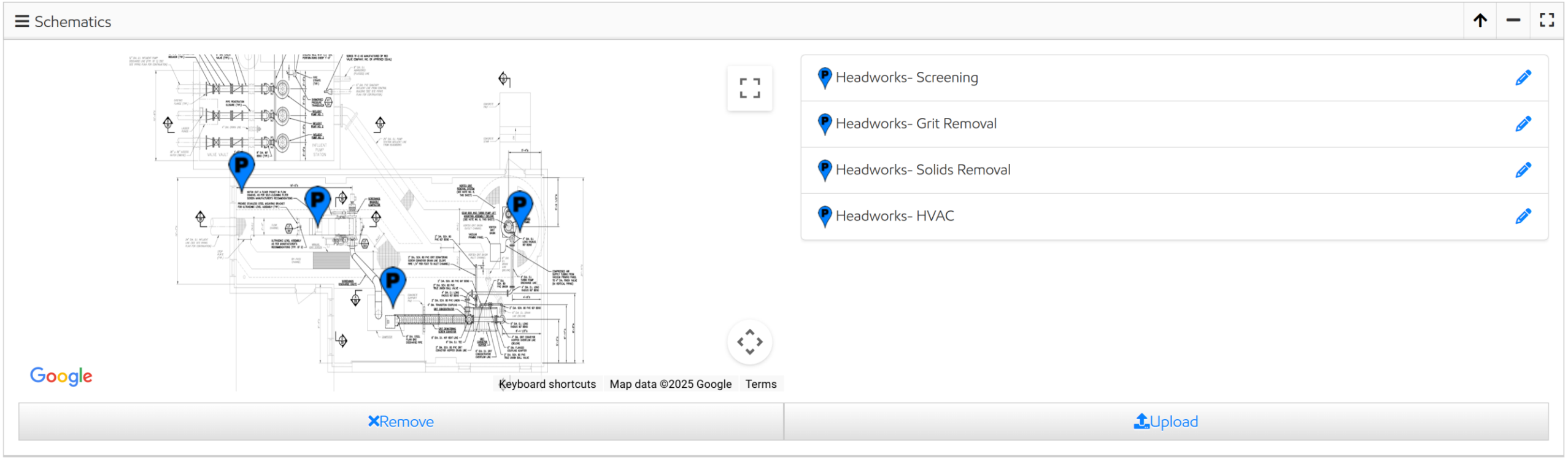
CTWWTP ASSETS IN UC (MAP VIEW)



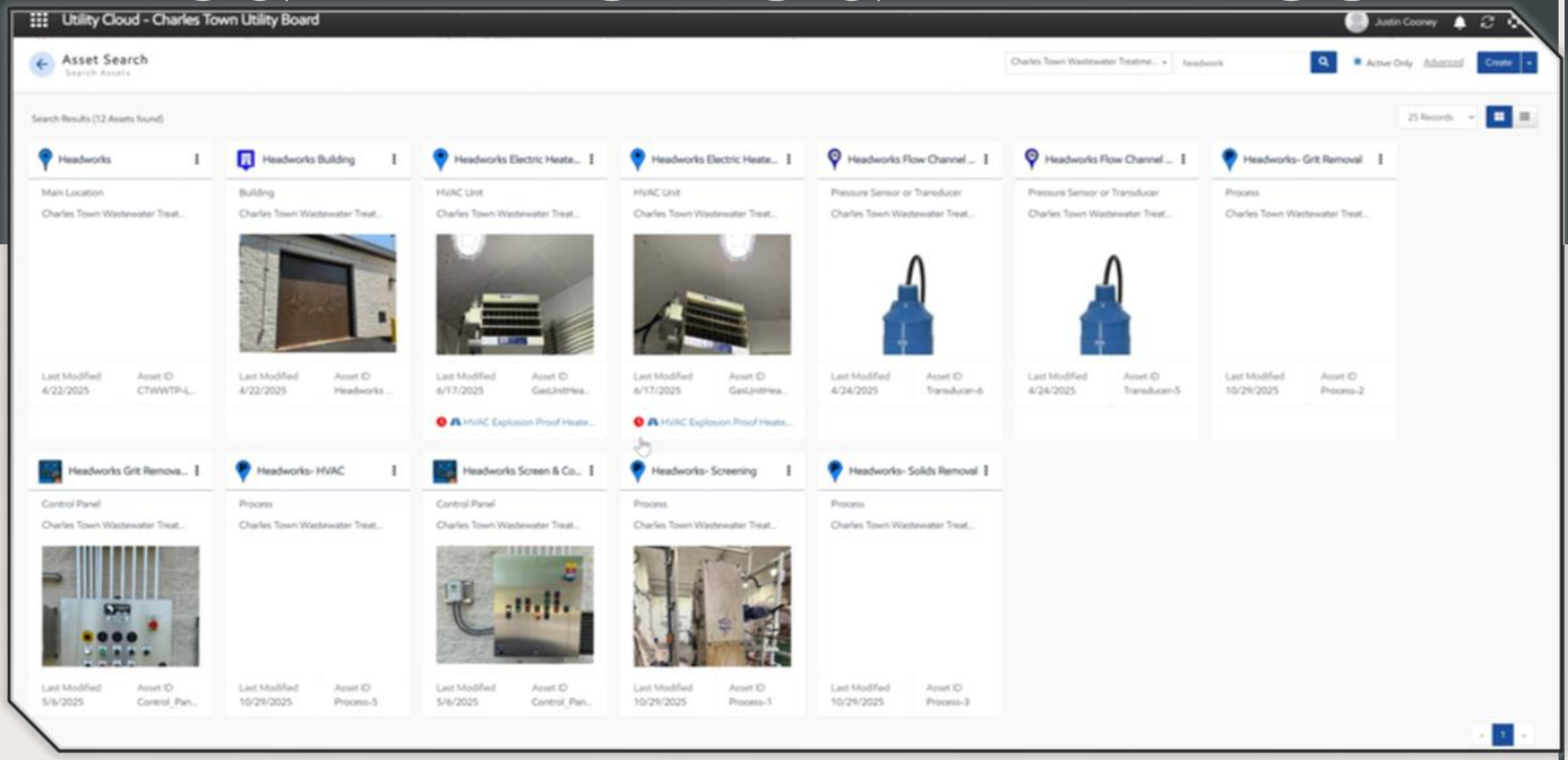
CTWWTP ASSETS IN UC (TREE VIEW)



CTWWTP ASSETS IN UC (SCHEMATIC VIEW)



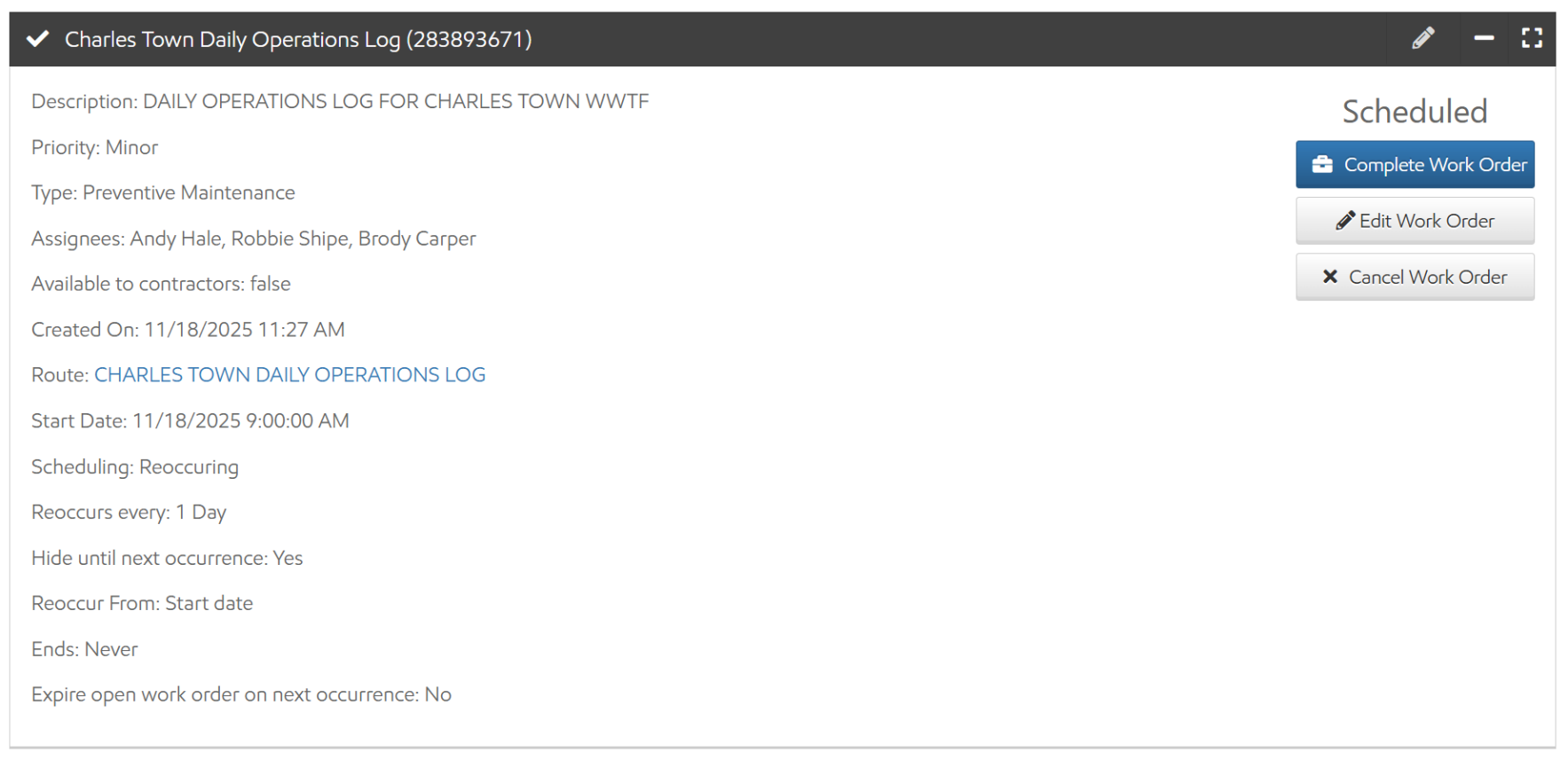
O&M MANUALS & DRAWINGS



WORK ORDERS

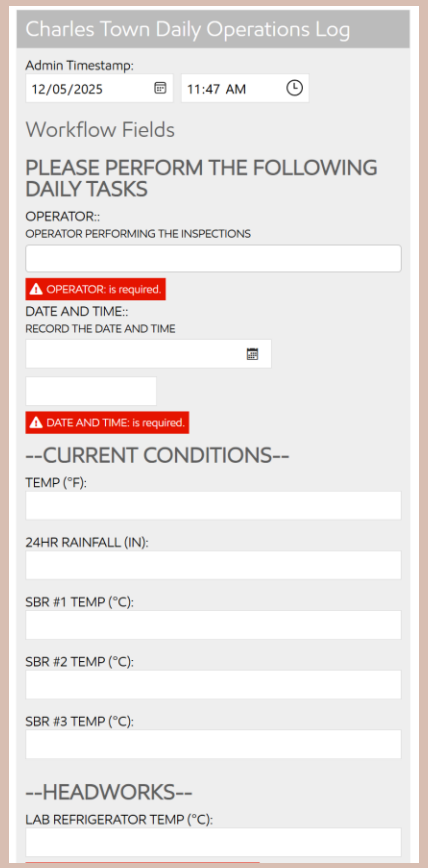
Completed from Influent to SBR Splitter Box

- Work Orders alert the operators of the work/maintenance needing completed
- Instructions summarized directly from the O&M Manuals or Daily Inspection Logs



WORK ORDERS

Example: Daily Operations Log



Charles Town Daily Operations Log

Admin Timestamp:
12/05/2025 11:47 AM

Workflow Fields

PLEASE PERFORM THE FOLLOWING DAILY TASKS

OPERATOR::
OPERATOR PERFORMING THE INSPECTIONS

OPERATOR: is required.

DATE AND TIME::
RECORD THE DATE AND TIME

DATE AND TIME: is required.

--CURRENT CONDITIONS--

TEMP (°F):

24HR RAINFALL (IN):

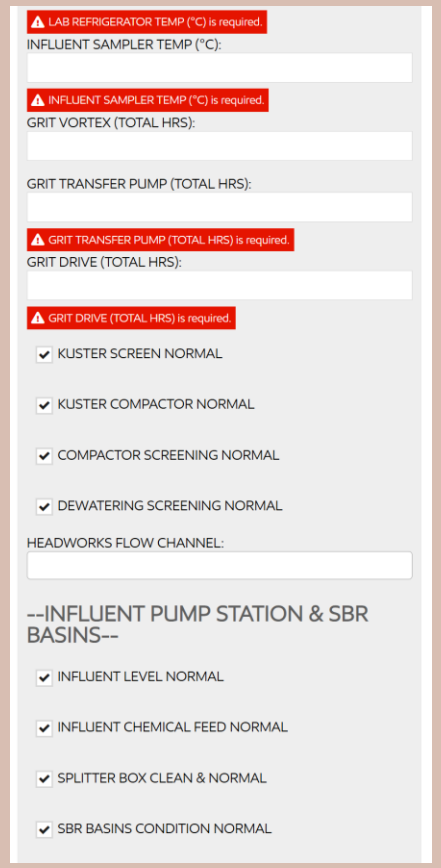
SBR #1 TEMP (°C):

SBR #2 TEMP (°C):

SBR #3 TEMP (°C):

--HEADWORKS--

LAB REFRIGERATOR TEMP (°C):



LAB REFRIGERATOR TEMP (°C) is required.

INFLUENT SAMPLER TEMP (°C):

INFLUENT SAMPLER TEMP (°C) is required.

GRIT VORTEX (TOTAL HRS):

GRIT TRANSFER PUMP (TOTAL HRS):

GRIT TRANSFER PUMP (TOTAL HRS) is required.

GRIT DRIVE (TOTAL HRS):

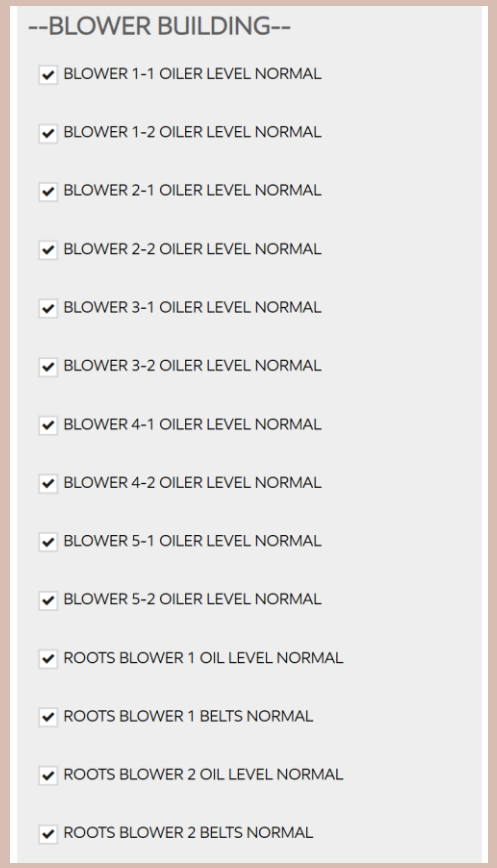
GRIT DRIVE (TOTAL HRS) is required.

- [x] KUSTER SCREEN NORMAL
- [x] KUSTER COMPACTOR NORMAL
- [x] COMPACTOR SCREENING NORMAL
- [x] DEWATERING SCREENING NORMAL

HEADWORKS FLOW CHANNEL:

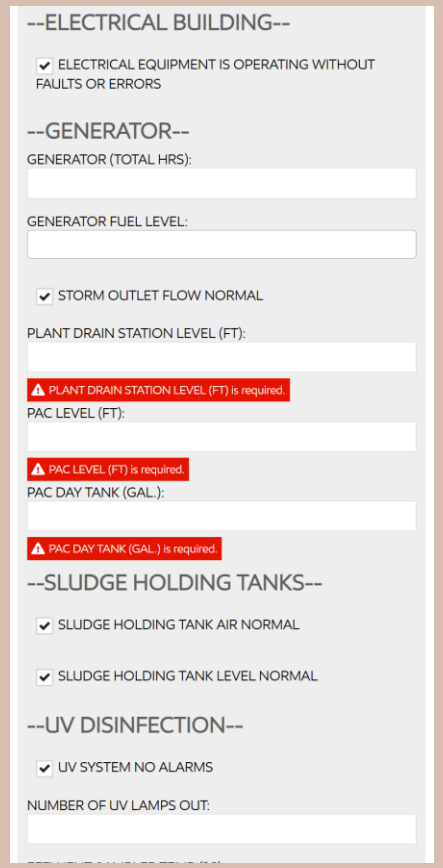
--INFLUENT PUMP STATION & SBR BASINS--

- [x] INFLUENT LEVEL NORMAL
- [x] INFLUENT CHEMICAL FEED NORMAL
- [x] SPLITTER BOX CLEAN & NORMAL
- [x] SBR BASINS CONDITION NORMAL



--BLOWER BUILDING--

- [x] BLOWER 1-1 OILER LEVEL NORMAL
- [x] BLOWER 1-2 OILER LEVEL NORMAL
- [x] BLOWER 2-1 OILER LEVEL NORMAL
- [x] BLOWER 2-2 OILER LEVEL NORMAL
- [x] BLOWER 3-1 OILER LEVEL NORMAL
- [x] BLOWER 3-2 OILER LEVEL NORMAL
- [x] BLOWER 4-1 OILER LEVEL NORMAL
- [x] BLOWER 4-2 OILER LEVEL NORMAL
- [x] BLOWER 5-1 OILER LEVEL NORMAL
- [x] BLOWER 5-2 OILER LEVEL NORMAL
- [x] ROOTS BLOWER 1 OIL LEVEL NORMAL
- [x] ROOTS BLOWER 1 BELTS NORMAL
- [x] ROOTS BLOWER 2 OIL LEVEL NORMAL
- [x] ROOTS BLOWER 2 BELTS NORMAL



--ELECTRICAL BUILDING--

- [x] ELECTRICAL EQUIPMENT IS OPERATING WITHOUT FAULTS OR ERRORS

--GENERATOR--

GENERATOR (TOTAL HRS):

GENERATOR FUEL LEVEL:

- [x] STORM OUTLET FLOW NORMAL

PLANT DRAIN STATION LEVEL (FT):

PLANT DRAIN STATION LEVEL (FT) is required.

PAC LEVEL (FT):

PAC LEVEL (FT) is required.

PAC DAY TANK (GAL.):

PAC DAY TANK (GAL.) is required.

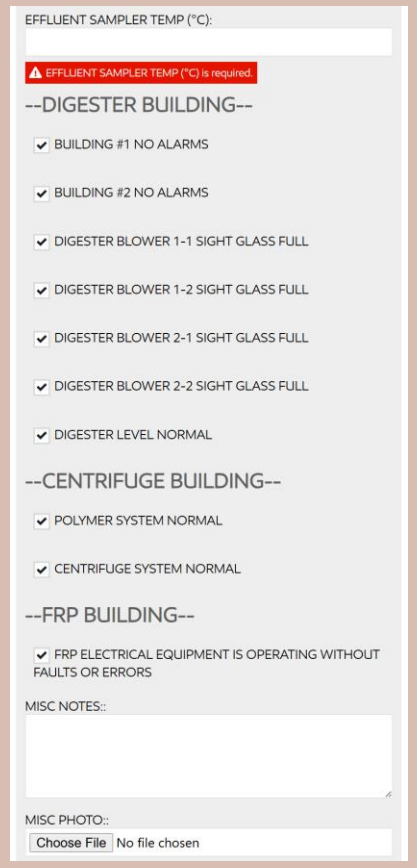
--SLUDGE HOLDING TANKS--

- [x] SLUDGE HOLDING TANK AIR NORMAL
- [x] SLUDGE HOLDING TANK LEVEL NORMAL

--UV DISINFECTION--

- [x] UV SYSTEM NO ALARMS

NUMBER OF UV LAMPS OUT:



EFFLUENT SAMPLER TEMP (°C):

EFFLUENT SAMPLER TEMP (°C) is required.

--DIGESTER BUILDING--

- [x] BUILDING #1 NO ALARMS
- [x] BUILDING #2 NO ALARMS
- [x] DIGESTER BLOWER 1-1 SIGHT GLASS FULL
- [x] DIGESTER BLOWER 1-2 SIGHT GLASS FULL
- [x] DIGESTER BLOWER 2-1 SIGHT GLASS FULL
- [x] DIGESTER BLOWER 2-2 SIGHT GLASS FULL
- [x] DIGESTER LEVEL NORMAL

--CENTRIFUGE BUILDING--

- [x] POLYMER SYSTEM NORMAL
- [x] CENTRIFUGE SYSTEM NORMAL

--FRP BUILDING--

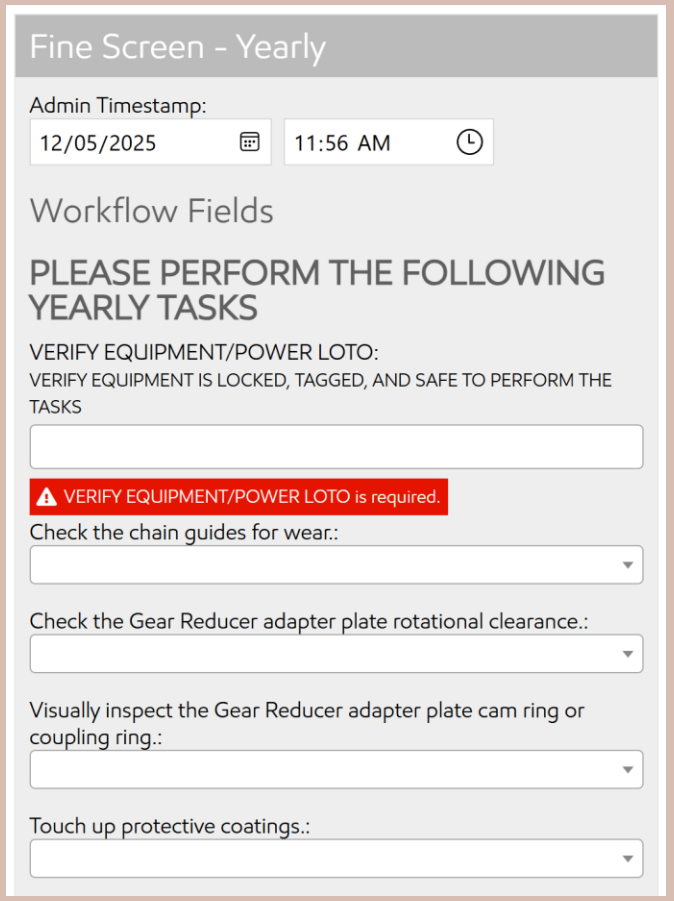
- [x] FRP ELECTRICAL EQUIPMENT IS OPERATING WITHOUT FAULTS OR ERRORS

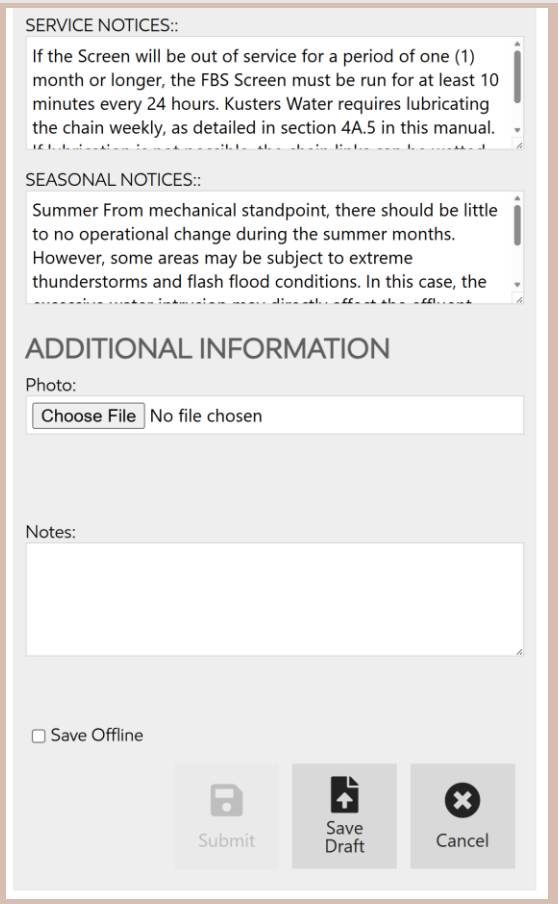
MISC NOTES::

MISC PHOTO::
Choose File No file chosen

WORK ORDERS

Example: Fine Screen (Yearly Maintenance)





AREAS OF FOCUS

Resource Tracking

- Find balance of time & effort vs level of detail
- Edit existing Work Orders to include resource tracking fields
- Push out to end users and receive feedback

Create Work Orders for the rest of the WWTP

- Pull Preventative Maintenance data from O&M Manuals & create associated workflow classes from SBRs to Outflow/Waste Handling

THANK YOU

GD&F Engineers

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Rate Study Request For Proposals

Attachments:

RFP for Rate Study - Draft.pdf

PUBLIC NOTICE
CHARLES TOWN UTILITY BOARD
REQUEST FOR PROPOSAL FOR
WATER AND WASTEWATER
RATE STUDY

The City of Charles Town, West Virginia, by and through its Utility Board (CTUB) is seeking proposals for professional services from qualified firms to review and establish updated water and wastewater rates for the upcoming 5-year period (FY27 to FY32). The overall goal is to establish rates and charges for water and wastewater service that will ensure that CTUB's utility service rates are self-sufficient and stable.

CTUB is seeking a firm that has the capabilities to conduct a water and wastewater rate study to determine the appropriate level of rates and charges for the water and wastewater systems. The consulting firm will provide an independent analysis of existing rates and recommend appropriate adjustments in rate levels and/or structures necessary to fund Water/Wastewater operations, maintenance, capital costs and debt service. The proposed rate analysis will provide a minimum five-year rate horizon (2027-2032).

The rate study will be based upon a comprehensive review of CTUB's Water/Wastewater budgets, customer classes, current usage data, future growth, facility plans and studies and any other information deemed necessary.

Specific goals and/or issues to investigate include the following:

- Ensuring the fiscal sustainability of CTUB's Combined Utility System while limiting rate shock;
- Impact of large, planned capital expenditures on retained earnings;
- Development of a plan for maintaining the Combined Utility System funds at appropriate levels to provide for a healthy financial base of operation;
- Investigation of tiered rate structures for water and wastewater, for CTUB's consideration, with tier cutoffs based upon an evaluation of the historical meter data;
- Evaluation of existing consumption tiers for the tiered rate structure, to verify that tier cutoffs appropriately separate customers into blocks that reflect specific water consumption behaviors;
- Evaluation of miscellaneous charges to ensure that all charges are fair and adequately reflect the Water and Wastewater Departments' actual costs for labor, equipment and materials to perform these specialty services for specific customers;
- Evaluation of the potential increase in CTUB's operating and maintenance costs (O&M);
- Analysis of potential reduced water consumption on the revenue of both the Water and Wastewater Departments;

The Request for Proposal (RFP) submission with its terms, conditions, attachments and all other forms in this package are due by Wednesday, January 28, 2026 by 4:00 pm. RFP's received after the due date and time will not be accepted.

Please submit five <u>(5) copies</u> (via Mail, Hand Delivery or Electronic Mail) of all requested information to:
Charles Town Utility Board
661 S. George Street, Suite 101
Charles Town, WV 25414
Email: Astottlemyer@ctubwv.com

DRAFT

A copy of the RFP is available at the Charles Town Utility Board office as listed at the address above or email Ashley Stottlemyer at astottlemyer@ctubwv.com.

The City of Charles Town, by and through its Utility Board will afford full opportunity for minority business enterprise to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age handicap or national origin in the contract award and reserves the right to accept or reject any/or all proposals.

CTUB reserves the right to modify or cancel this RFP and/or the project; to reject any or all proposals; and to waive any or all irregularities. This RFP does not obligate CTUB to award a contract for the project or to reimburse any costs associated with the preparation of any proposal.

Proposal Requirements

Responses are to be concise, specific and straightforward. All pertinent information is to be contained in the response. Each response is to include the following:

Item 1 – Detailed scope of service and timeline to complete the study. Include a preliminary meeting with the CTUB Board of Directors to review input parameters necessary to complete the study.

Item 2 - Information pertinent to the respondent's background and experience relative to this project, rate making experience with a utility provider and/or public entity. List specific experience pertaining to development of Rate Studies and Cost of Service Studies.

Item 3- Three (3) references. The Proposer shall provide a list of three (3) client references for whom the same or similar type of services as those sought in this RFP have been or are being provided. The Proposer shall provide the location of the properties served, a contact person, electronic mail address, if available, and telephone number for each. CTUB reserves the right to contact clients for reference checks.

Item 4 - Firm Name, Address and Telephone number and email addresses.

Item 5 - Main Contact person.

Item 6 - Fee proposal, include a breakdown of all fees for each task.

Information Requests

All questions and requests for information are to be directed to the designated CTUB Contact Person, Ashley Stottlemyer at (304) 885-0010 or astottlemyer@ctubwv.com.

Proposals will be accepted until 4:00 p.m. on Wednesday, January 28, 2026. Three (3) copies of each proposal are to be delivered to 661 South George Street, Suite 101, Charles Town, West Virginia, 25414 to the attention of Kristen Stolipher, Utility Manager. Electronic Mail deliver to Astottlemyer@ctubwv.com. Proposals received after this time will not be considered and will be returned unopened. All proposals being mailed (including Federal Express, UPS, Priority Mail, etc.) or hand-delivered shall be directed to the attention of Kristen Stolipher, Utility Manager, in a sealed envelope and be clearly marked on the outside of the mailing or hand delivered envelope as follows: **"RFP Proposal - WATER AND WASTEWATER RATE STUDY".**

The final scope of work and fee will be negotiated with the selected vendor. All firms submitting proposals will be notified of the selection results.

DRAFT

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Vactor Truck Quotes

Attachments:

Vactor Quote 1.pdf
Vactor Quote 2.pdf

VACTOR

Presents a

Proposal Summary

Impact

Truck Mounted Single Engine Sewer Cleaner

For

City of Charles Town



VACTOR

BASIC

MODEL

Vacuum System	Roots 616-15 Blower	**Debris Body Capacity (cu.yd.)**	3.00
Model Type	Combo	**Water Capacity**	500
Water Flow	40.00	**Water Pressure**	2500
Chassis Source	Customer	**Water Tank Material**	Aluminum
Controls		**Blower High Temp Shutdown**	false

Base Model: $225,589.00

CHASSIS

MSFS300A-2026-E	Customer Supplied Chassis Single Axle 2026 Freightliner M2 106 300 HP Auto 26000 GVWR Air Brakes EPA24	$0.00

STANDARD FEATURES

010CSTD	Curbside Toolbox w/ Nozzle Storage Rack	$0.00
011CSTD	Aluminum Fenders	$0.00
012CSTD	Mud Flaps	$0.00
014CSTD	Electric / Hydraulic Proportional Boom Control	$0.00
016CSTD	Color Coded Sealed Electrical System	$0.00
019CSTD	Intuitouch Electronic Package	$0.00
020CSTD	Double Acting Hoist Cylinder	$0.00
025CASTD	Handgun Assembly	$0.00
026CSTD	Ex-Ten Steel Cylindrical Debris Tank	$0.00
030CSTD	Flexible Hose Guide	$0.00
032CSTD	(2) Nozzles w/ Carbide Inserts	$0.00
045CSTD	Suction Tube Storage	$0.00
046CSTD	3/4" Nozzle Pipe	$0.00
048CSTD	10' Leader Hose	$0.00
1001CSTD	Flat Rear Door w/ Hydraulic Locks & 6 O'Clock Port with Hose Holder	$0.00
1005CSTD	Stainless Steel Float Shut Off System	$0.00
1016CSTD	Horizontal Microstrainer Prior to Blower	$0.00
1023CSTD	Lube Manifold	$0.00
1024CSTD	Debris Body Vacuum Relief System	$0.00

1041CSTD	Debris Body-Up Light and Alarm	$0.00
2001CSTD	Low Water Alarm with Water Pump Flow Indicator	$0.00
2011CSTD	3" Y-Strainer at Passenger Side Fill with 25' Fill Hose	$0.00
2022CSTD	Water Tank Sight Gauge	$0.00
2023CSTD	Liquid Float Body Level Indicator	$0.00
3015CSTD	Front Controlled Blower Drive	$0.00
3019CSTD	Digital Water Pressure Gauge	$0.00
4005CSTD	180 deg. 5ft Extendable Boom	$0.00
4006CSTD	Joystick Boom Control	$0.00
4010CSTD	Boom Hose Storage	$0.00
4017CSTD	Boom Out of Position Light and Alarm	$0.00
5002CSTD	40 GPM/2500 PSI Jet Rodder pump	$0.00
5010CSTD	Rodder System Accumulator - Jack Hammer on/off Control w/ manual valve	$0.00
5011CSTD	3" Y-Strainer at Water Pump	$0.00
5012CSTD	Multi-Flow Water System	$0.00
5014CSTD	1" Water Relief Valve	$0.00
5015CSTD	Midship High Pressure Coupling	$0.00
6000CSTD	500' x 3/4" Sewer Hose 2500 PSI Piranha	$0.00
6004CSTD	Hose Wind Guide (Dual Roller) Manual	$0.00
6005CSTD	Digital Hose Footage Counter	$0.00
6017CSTD	Hydraulic Tank Shutoff Valves	$0.00
6019CSTD	Rodder Pump Drain Valves	$0.00
6020CSTD	Rotating Hose Reel 3/4" x 500' Capacity 180 Deg. Rotation	$0.00
7001CSTD	Tachometer / Chassis Engine w/ Hour Meter	$0.00
7003CSTD	Water Pump Hour Meter	$0.00
7004CSTD	PTO Hour Meter	$0.00
7005CSTD	Hydraulic Oil Temp Alarm	$0.00
7007CSTD	Tachometer / Blower w/ Hour Meter	$0.00
8000CSTD	Circuit Breakers	$0.00
8025CSTD	LED Lights Clearance Backup Stop Tail & Turn	$0.00

9002CSTD	Tow Hooks Rear	$0.00
9003CSTD	Electronic Back-Up Alarm	$0.00
9021CSTD	Camera System Rear Only	$0.00
S390CSTD	6" Vacuum Pipe Package	$0.00
S560CSTD	Emergency Flare Kit	$0.00
S590CSTD	Fire Extinguisher 5 Lbs.	$0.00

BOOM

4011C	Bellypack Wireless Controls including hose reel controls	$3,991.00

DEBRIS BODY

1014C	Centrifugal Separators (Cyclones)	$3,988.00
1022C	Rear Door Splash Shield	$1,975.00
1023CA	Lube Chart - Included	$0.00

HOSE REEL

6004CC	Pinch Roller	$1,874.00
6014C	High Pressure Hose Reel	$1,968.00

WATER TANKS

2006C	Air Purge	$1,746.00
5008CA	Cold Weather Recirculator PTO Driven 12 GPM	$2,223.00
5021CA	Hydro Excavation Kit - Includes Lances w/ Shield Nozzles Storage Tray and Vacuum Tube	$3,504.00

MISCELLANEOUS

8024C	Amber Lights for Flashing Light Package	$0.00
9023C	Safety Cone Storage Rack - Post Style	$220.00

VACTOR

LIGHTING

8002CA	Wireless Waterproof Rechargable Handheld LED Spot Light w/12V Charger	$479.00
8020C	6 Light Package 6 Federal Signal Strobe Lights LED	$2,043.00
8029CA	Worklights (2) Boom	$1,013.00
8029CB	Worklights (2) Rear Door	$804.00
8029CC	Worklights (2) Driver & Passenger Side LED	$1,391.00
8029CD	Worklight Manhole	$868.00

PAINT

Cab Paint Color	White	$0.00
Cab Paint Color Code	L0006EY WHITE ELITE EY	$0.00
Module Paint Color	White	$0.00
Module Paint Code	N0006EX	$0.00
V-LOGO-APPL.	Vactor Logos - Applied	$0.00

TOOLBOX

9071CAL	Toolbox Behind Cab - 14w 36h x 88d - with Lighting	$4,400.00

WATER SYSTEM

6012CA	Lateral Cleaning Kit w/ 150' Hose and Nozzle - Side	$5,629.00

VACTOR

Chassis Notes :-		$99,289.00
	Configured Price	$263,705.00
	Freight	$2,600.00
	Other Charges	
	Factory Total	$365,594.00

Please remember Price indicated does not include unapproved Special Requests
Price valid for 30 Days from date of 11-06-2025

Product Model: Impact
Proposal Date: 11-06-2025
Quote Number: 2025-80698
Price List Date: 03-25-2025
QTY: 1

Customer Initials: ___ _____

VACTOR

PROPOSAL NOTES:

1. Multiple unit orders will be identical to signed proposal. Changes or deviations to any unit of a multiple unit order will require a new signed proposal.
2. Chassis specifications and data codes for customer supplied chassis must be submitted to and approved by Vactor prior to submittal of customer purchase order
3. All prices quoted are in US Dollars unless otherwise noted.
4. This proposal incorporates, and is subject to, Vactor's standard terms and conditions attached hereto and made a part hereof.

Signed By: **Date:**

_ _____ _____

VACTOR

LIMITED WARRANTY

Limited Warranty. Each machine manufactured by VACTOR MANUFACTURING (or, "the Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating, maintenance and safety instructions. In addition, certain machines and components of certain machines have extended warranties as set forth below. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

STANDARD EXTENDED WARRANTIES (Total Warranty Duration)

2100 Series, iMPACT and Ramjet	10 years against metal water tank leakage due to corrosion. Nonmetallic water tanks are covered for 5 years against any factory defect in material or workmanship.
2100 Series, iMPACT and Guzzler only	5 years against leakage of debris tank, centrifugal compressor or fan housing due to rust-through.
2100 Series, iMPACT and Ramjet	2 years - Vactor Rodder Pump
ALL Models starting with 21-09X-XXXXX and beyond	2 year- Electrical & Electronics (excludes Chassis components)

Exclusive Remedy. Should any warranted product fail during the warranty period, the Company will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Company's authorized dealer's or distributor's location or at other locations approved by the Company. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

This Limited Warranty shall not apply to (and the Company shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks and truck chassis, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, oils, fluids, vacuum hose, light bulbs, fuses and gaskets.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended, nor intended, or not in accordance with operating, maintenance or safety instructions provided by the Company.
5. Repairs, modifications or alterations without the express written consent of the Company, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by the Company may invalidate this warranty. The Company reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make the Company liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND TO THE EXTENT PERMITTED, CONFERRED BY STATUTE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, OR A WARRANTY AGAINST FAILURE OF ITS ESSENTIAL PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of the Company. For the avoidance of doubt, the Company shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. The Company makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of the Company in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

The Company reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.

GUZZLER

VACTOR MANUFACTURING
1621 S. Illinois Street
Streator, IL 61364

VACTOR

9-1-2021

DomesticSales Terms and Conditions

ORDERS: All orders are subject to acceptance by VactorManufacturing, Inc. or Guzzler Manufacturing, Inc. (hereafter referred to as Vactor). Orders for products not normally carried in stock or requiring special engineering or manufacturing is in every case subject to approval by Vactor's Management.

PRICES: All orders are subject to current prices in effect at the time of order acknowledgement. F.O.B. Point: Unless otherwise stated, all prices listed are F.O.B. factory. Vactor reserves the right to increase the order price set forth in this Proposal Summary at any time before delivery to Buyer to reflect any increase in Vactor's costs to manufacture or deliver the ordered product due to any factor beyond the reasonable control of Vactor. Vactor shall provide Buyer with prompt electronic notice of any such price increase. Buyer shall have five days from receipt of such notice to cancel its order, absent which Buyer shall be deemed to have consented to the price increase.

PAYMENT TERMS: The company's payment terms are due upon receipt, unless otherwise stated. However, until such time as Vactor receives full payment, Vactor shall maintain a purchase money security interest in the product.

CANCELLATION: Orders cannot be cancelled except upon terms that will compensate Vactor for any loss or damage sustained. Such loss will be a minimum of 10% of the purchase price.

SHIPMENT: All proposals are based on continuous and uninterrupted delivery of the order upon completion, unless specifications distinctly state otherwise. In the event that agreement is reached for Vactor to store completed items, they will be immediately invoiced to the customer and become due and payable. Storage shall be at the risk of the customer and Vactor shall be liable only for ordinary care of the property.

STORAGE CHARGES: Vactor shall charge the customer at current rates for handling and storing customer's property (e.g. truck chassis) held for more than thirty (30) days after notification of availability for shipment. All customer's property, or third party's property, that is stored by Vactor is at the customer's or other party's risk. Vactor is not liable for any loss or damage thereto caused by fire, water, corrosion, theft, negligence, or any caused beyond its reasonable control.

PERFORMANCE: Vactor shall not be liable for failure to complete the contract in accordance with its terms if failure is due to wars, strikes, fires, floods, accidents, delays in transportation or other causes beyond its reasonable control.

EXPERIMENTAL WORK: Work performed at customer's request such as sketches, drawings, design, testing, fabrication and materials shall be charged at current rates.

SKETCHES, ENGINEERING DRAWINGS, MODELS and all preparatory work created or furnished by Vactor, shall remain its exclusive property; and no use of same shall be made nor may ideas obtained therefrom be used except with the consent of and on terms acceptable to Vactor.

TAXES: Buyer's final cost shall include all applicable sales and use taxes, including all sales and use taxes attributable to any changes made to Buyer's initial order placed hereunder or to any changes to applicable sales and use tax laws. However, Vactor Manufacturing, Inc. shall be responsible for Federal Excise Tax(F.E.T.) unless it is separately stated on the invoice and added to the selling price. If F.E.T. is not separately stated on the invoice it has not been included in the price and Vactor will pay any F.E.T. due itself and bear the cost of the tax. Any refunds or adjustments to the F.E.T. in such cases belong to Vactor.

PRODUCT IMPROVEMENTS: Vactor reserves the right to change manufacturing specifications and procedure in accordance with its product improvement policy.

MOUNTING PRICES: Mounting prices assume normally factory installation on a truck chassis suitable for the unit purchased. Relocation of batteries, fuel tanks, mufflers, air tanks, etc. will be an additional charge, billed at the standard factory labor rate.

WARRANTY: Vactor warrants its products to be free from defects in material and workmanship for a period of 12 months, subject to the limitations and conditions set forth in its current published warranty. Other than those expressly stated herein. THERE ARE NOT OTHER WARRANTIES OF ANY KIND EXPRESS OR IMPLIED, AND SPECIFICALLY EXCLUDED BUT NOT BY WAY OF LIMITATION, ARE THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MECHANTABILITY.

IT IS UNDERSTOOD AND AGREED THE VACTOR'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY IN NEGLIGENCE OROTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY THE PURCHASER AND UNDER NO CIRCUMSTANCES SHALL VACTOR BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THE PRICES STATED FOR THE EQUIPMENT IS A CONSIDERATION IN LIMITING VACTOR'S LIABILITY. NO ACTION REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION OF THE AGREEMENT MAY BE BROUGHT BY PURCHASER MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS OCCURRED.

VACTOR'S MAXIMUM LIABILITY SHALL NOT EXCEED AND BUYER'S REMEDY IS LIMITED TO EITHER (I) REPAIR OR REPLACEMENT OF THE DEFECTIVE PART OF PRODUCT, OR AT VACTOR'S OPTION (II) RETURN OF THE PRODUCT AND REFUND OF THE PURCHASE PRICE AND SUCH REMEDY SHALL BE BUYER'S ENTIRE ANDEXCLUSIVE REMEDY.

CHOICE OF LAW: These Terms and Conditions shall be construed according to the laws of the State of Illinois. Failure at any time by Vactor to exercise any of its rights under this agreement shall not constitute a waiver-thereof nor prejudice Vactor's right to enforce it thereafter.

COMPLETE AGREEMENT: These terms and conditions, contain the complete and final agreement between the parties hereto and no other agreement in any way modifying any of these terms and conditions will be binding on Vactor unless in writing and agreed to by an authorized representative of Vactor. All proposed terms included in Buyer's purchase order or other standard contracting documents are expressly rejected.

I agree with the above terms and conditions:

_____

VACTOR

Date: _ _____

ATLANTIC MACHINERY INC.
Sewer and Street Equipment Specialists

March 12, 2025

Charles Town Utility Board
661 S. George St.
Charles Town, WV 25414

Attn: Collin Cole

Re: Vaccon 3 Yard, Va Sheriffs Contract # **24-05-0713R**

Dear Colin,

Per your recent conversations with Connor Sullivan, Atlantic Machinery, Inc. is pleased to quote a Vaccon non cdl 3-yard unit. Our quotation is as follows:

Model Number - VPD2130H/500 S AS

Standard Equipment Includes:
PD2130 Roots 616 PD Blower 16"HG/2500 CFM
Transfer Case Blower Drive with High Performance Carbon Chord Timing Belt
3/16" 3.5 yd3 Corten Steel Debris Tank - 5 year warranty
Outlet screen assembly - 8" diameter
Full opening rear door with hydraulic rear door locks
8 " Automatic Vacuum breaker door system
Poly float ball load level indicator
5" Butterfly valve with 10' layflat hose, with bar screen
Strainer (Trash bars) on both ports of debris dome
Built in Body Prop , Sub Frame Mounted
Debris tank Dumping: minimum 45 deg., hydraulic lift
Dump Height 60"
Rear mounted bumper
500 gallons capacity Aluminum water tank - 5 year warranty
1/4" Ball valve for water tank drain
5' X 6" Diameter Extendable Boom with Pendant Control Station
6 Way Pendant Control Station - unless wireless remote selected
Behind Cab Boom Support Chassis frame mounted Boom Cradle Assembly with Bumper mounted boom docking assembly
Triplex water pump -Hydrostatic Drive
Water Pump Remote Oil Drain
30 gpm/3000 psi water pump system
400' high pressure jet rodder hose (3/4")
Front mounted / swiveling hose reel, 500' max capacity (3/4")
1) each sanitary and penetrator nozzles
Water Manifold assembly
Hose guide (Tiger Tail)
Manual hose wind guide
30" leader hose

800 psi wash down hand gun with 25' of hose and nozzle
Handgun Bracket Assembly
1) 22" x 51" x 25.5" Aluminum Sealed and Locking Tool box

20.5' aluminum intake pipe(1-3', 1-5', 1-6', and 1-6.5' nozzle)
4 pipe storage rack mounted curbside - Ground Level
Long Handle Storage 72"L x 20"W x 5 1/4"H Integrated in mainframe with lockable door
Plastic engraved decals adhesive type
LED / ICC lighting
5# Fire Extinguisher
Set of Triangles
PPG Ambershield zinc primed, PPG Delfleet single stage polyurethane paint, and PPG Ambershield textured black paint
12 month standard warranty - see certificate for details

Main Information

Model	**PD2130H/500**
Boom	**Extendable, 6" Intake System - Standard**
Hose Reel	**Front Mounted Swivel Hose Reel - standard with 3-Yard**
Jet Rodder Hose	**500' x 3/4" Jet Rodder Hose**
Water System	**Giant, 0-30 gpm/3000 psi water system, 3/4" hose**
Water Pump	**Giant**
Auxiliary Engine	**None**
Hose Brand	**Piranha Brand Hose**

1	**Debris Body "Power Flush" System, 8 jets**
1	**6" Knife Valve with Center Post and Handle, in Lieu of the 5" Butterfly Valve**
1	**Rear splash guard (2 - 10 O'clock) - tank mounted**
1	**Air Purge System**
1	**LED strobe with Limb Guard, Rear Debris Tank Mounted - Whelen L31HAF LED Beacon with Whelen BGH Branch Guard**
1	**LED 4 Strobes - (2) front bumper / (2) rear bumper - Whelen 50A03ZCR - Amber**
1	**LED Arrow stick - Whelen TAM85 Traffic Advisor**
1	**Low Water Alarm with Light**
1	**Remote Control (Wireless): Boom, Vacuum Breaker, Throttle & Debris Body**
1	**Water & Debris Tanks Tied Together**
1	**Paint Module: Single-Stage Polyeurethene Elite White (white is standard)**
1	**Blue Striping Package -**
1	**LED Boom Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight**
1	**LED Rear Mounted Flood Lights with Limb Guard - Whelen NP6BB Worklight**
1	**Traffic Camera With Color Monitor - MUST PICK CAMERA PLACEMENT**
1	**LED Midbody Flood Lights with guards - Whelen NP6BB (Driverside and Curbside)**
1	**Hydroexcavation Package Includes: 50 foot handgun hose reel with 1/2" hose, 711-53686 72" 1/2" schedule 80 lance with single forward spray nozzle, Storage tubes for lances, Heavy duty unloader valve, Main control ball valve, Variable flow valve**

ATLANTIC
MACHINERY INC.
Sewer and Street Equipment Specialists

1	**Winter Recirculating System for Rodder Hose**
1	**Hose Footage Counter, Standard**
1	**Cone rack**
1	**Delivery and a day of training.**

Truck Chassis Information

Pool Truck Chassis Model Freightliner Lightweight M2 106 4X2 300HP Auto 26K Non CDL ***Pool Trucks are subject to availability.***

NET: **$428,184.00**

Terms: Purchase order and net at time of delivery. **Plus applicable taxes.**
Delivery: 7-14 days ARO, subject to prior sale.

Note: Above pricing does not include any applicable Federal, state or local taxes.

We look forward to working with you and Charles Town Utility Board. The above price is discounted considerably. Please call me or Connor should you have any questions or concerns.

Sincerely,
ATLANTIC MACHINERY, INC.

Trevor "T" Gardner, III.
Vice President

Agreed,
CHARLES TOWN UTLITY BOARD

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Cranes Lane Control Panel Quote

Attachments:

Control Panel Quote.pdf

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

Quote

Quote # QTE35528

Date 11/6/2025

Bill To

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

Ship To

Orchard Hills PS# 13
2 Apple Tree Drive
Charles Town WV 25414
United States

TOTAL

$31,100.00

Expires: 12/6/2025

Title	Reference
Cranes Lane SPS	Replacment Control Panel

Account Rep	Est. Lead Time	Terms
Cameron A Hallock (301) 370-3949	6-8 Weeks	Net 30

Item	Amount
STH Proposal STH Pump Station Controller, To Include: Duplex Pump Control Panel for operation on 230V/1Ø incoming power. To control 2 - Myers VS50-21, 5HP Submersible Pumps. Transducer Primary Level Controls 6-Float Backup Level Controls To Include: NEMA Type 4X - 304 Stainless Steel Enclosure, with back panel Aluminum Dead-front Inner Door Circuit breaker cutouts with mounting bracket Fan enclosure heater Incoming Power Terminal Block Phase/Voltage Monitor with input fusing Incoming Power Lightning Arrestor Control Power Transformer with Primary Fuses 1 Pole Circuit Breaker (Heater) 1 Pole Circuit Breaker (Spare) 1 Pole Circuit Breaker (Control) 24VDC Power Supply 2 - Circuit Breaker / 20 hp IEC Contactor with IEC Overload StationView Primary Controller DPC-4F Secondary Controller 2 - 4 Channel Macromatic Intrinsically Safe Relay 1 Channel Turck Zener barrier Intrinsically Safe Barrier 2 - 22mm Hand Off Auto Switch	$31,100.00

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

Quote

Quote # QTE35528

Date 11/6/2025

Item	Amount
2 - 22mm Run Pilot Light	
2 - Elapsed Time Meter	
High Alarm Alarm Activation	
Low Alarm Alarm Activation	
22mm Backup Active Pilot Light, Alarm Activation	
Phase/Power Fail Alarm Activation, and Aux Contact	
2 - 22mm Motor Heat Sensor Pilot Light, Manual Reset button, Alarm Activation	
2 - Primex Pump Monitor Relay	
2 - 22mm Seal Failure Pilot Light, Alarm Activation	
2 - 22mm Pump Fail Pilot Light, Alarm Activation	
LED Alarm Light	
Horn Audible Alarm	
22mm Silence Pushbutton	
22mm Test-Normal-Silence Switch	
2 - Analog Isolator/ Splitter	
Current Donut for Pump Current	
Engraved Nameplates	
UL Label 698	
Self-Laminating Wire Numbers	
Control Relays as required	
Terminal Blocks and Ground Lugs as Required	
Auxiliary Contacts for:	
-Pump Running 1 & 2	
-Pump Fail 1& 2	
-Low Level (transducer fail)	
-Control Power Failure	
-High-Level Alarm	
-Low-Level Alarm	
-Backup Pump Active	
-Pump Thermal Trip	
-Pump Seal Fail	
Primex PumpWatch Express Premium Remote Monitoring Unit	
-Pump Watch Express Premium Module	
-Antenna Kit, Panel or Remote Mount	
-Include first year of service	
Qty.1 50' cable/ Submersible transducer	
Qty.1 Transducer Hanger	

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

Quote

Quote # QTE35528

Date 11/6/2025

Item	Amount
Qty.6 Float Switches, 50' Qty.1 Float Bracket Qty. 1 STH Start-Up Supervision Included, 1Day Qty.1 F.O.B. Factory Freight Allowed Notes: -Offloading, installation and integration by others -Controls to duplicate Bellair SPS (a recent panel upgrade)	

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

Subtotal	$31,100.00
Tax Total (%)	$0.00
Total	$31,100.00

Terms and Conditions:

Dear Valued Customer,

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

Price Adjustment Clause

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

Tariffs and Duties

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

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

Company Name: _____ Date: _____

Authorized:_____ Title: _____

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

GDF Wastewater Treatment Facility Preliminary Design Proposal

Attachments:

12.05.25 WWTF Preliminary Engr Svcs.pdf

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

December 5, 2025

Kristen M. Stolipher, Utility General Manager
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

RE: Professional Engineering Services Proposal
Wastewater Treatment Facility Preliminary Design

Dear Ms. Stolipher:

Per your request, Gwin, Dobson & Foreman, Inc. (GD&F) is pleased to present the following engineering services proposal for preliminary design services related to the future Wastewater Treatment Facility.

Understanding of the Project

GD&F proposes to provide preliminary design services for the upcoming Wastewater Treatment Facility Construction. The existing Charles Town Facility will be expanded or constructed as new at a different location. Preliminary designs and other information may be performed before final site selection to expedite the final construction regardless of location. The scope of the preliminary design includes the following:

- Influent Sampling Compilation and Analysis,
- Process Modeling using BioWin™,
- Site Topographic Survey & Base Mapping (up to 5 acre site),
- Environmental Investigations (Wetlands, etc.),
- Hydraulic and Hydrogeologic Study & Floodplain Evaluations,
- Zoning/Property Research & Coordination with local agencies,
- Development of Preliminary Drawings upon final site selection,

Process Modeling will assume the use of a step-feed Biological Nutrient Removal (BNR) design based on similar designs GD&F has completed in the past for similar systems. The BNR design is a flexible 5-stage Bardenpho/Virginia Initiative Process that excels in treating wide ranges of flows with excellent nutrient removal. Should the influent sampling analysis indicate a different treatment technology would be more effective, the process modeling may be easily converted from this assumption.

Proposed Schedule

GD&F will begin immediately upon written authorization from the Board. Influent sampling, analysis, and process modeling are expected to take approximately 6 months. Site investigations will be scheduled as soon as possible based on CTUB's recommendation of site location and follow with Floodplain evaluations. This process is expected to also be completed in 6 months.

Proposed Cost

GD&F will provide the above scope of services for an estimated, not-to-exceed, lump sum fee of $130,000.00. Invoices will be submitted on a monthly basis. Payment will be made on a lump sum basis in proportion to the amount of work completed during the month, less previous invoices. The lump sum fee includes direct expenses such as printing/copying, mileage, postage, etc. as necessary to complete the services. Payment is due within thirty (30) days of invoicing.

We appreciate the opportunity to submit this proposal. To authorize the services, please complete the following authorization section of this proposal and return a signed copy to our office. If you have any questions, please contact our office at your convenience.

Respectfully submitted,
GWIN, DOBSON & FOREMAN, INC.

Christopher M. Eckenrode

Christopher M. Eckenrode, P.E.
Engineering Manager

Enclosures
CME/amb
Prop/2025/CTUB_WWTFFrelimEngrSvcs_ESP_12-5-25.doc
cc: File

ACCEPTANCE OF PROPOSAL

The Charles Town Utility Board hereby accepts the above service and cost proposal.

Authorized Representative _____ Date _____

Attest/Witness _____

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Utility Manager Report

Attachments:

UM Report.pdf
12.10.25 SW Capital Expenditure Report.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: December 10, 2025
TO: Board of Directors
SUBJECT: Utility General Manager's Report, December 2025

Summary:
Several major projects are on-going including the 2023 Collection System Project, Greenfield Forcemain Project, Asbury Block Sewer project, Orchard Hills and Wilt PS Decommissioning are complete. Various other task orders are being completed as well.

Wastewater Treatment Plant

Total Wastewater Processed November 2025:
Charles Town: 36.00 million Gallons per month or 1.20 MGD average
Tuscawilla: 6.86 million Gallons per month or 0.22 MGD average

Collection System

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

Water Plant and Distribution System

Total Water Pumped October 2025 (CT): 59.3 million Gallons per month or 1.98 MGD average
2 leaks repaired
6 meters repaired
201 meters replaced
17 new meters installed
1,336 - Ten (10) day notices
52 Disconnect notices, 113 Disconnects
0 hydrant(s) repaired

Customer Counts

- Sewer 10,566
- Water 7,601

Human Resources

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

Other Notable Activities for the Month:

November 3rd- Summit Point Facility Tour to review operations, on-site utilities and needs for grant opportunity.

November 5th – Robert's Rules of Order Training

November 13th – City of Charles Town Personnel Committee meeting to evaluate Compensation Study Proposals

November 19th – Water Advisory Committee Meeting

November 20th – CTUB Collection System Project Progress Meeting

Availability letters:
December 2, 2025 – Granary (340 Development) – 485 Residential EDU's
December 2, 2025 – Ghazwa's Forest – 81 Residential EDU's

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 09
Thursday, November 20, 2025 @ 10:00 AM

Meeting Minutes

Prepared by: Gwin, Dobson & Foreman, Inc.
David Santelli, Project Manager
Issued: November 25, 2025

1. Review Minutes of Previous Meeting & Attendance

- All in attendance confirmed receiving and approving the Minutes from Meeting No. 08 (issued 11/6/2025).
- The attendance sheet will be attached to the minutes.

2. Review of Work Progress since Previous Meeting

- Installing 6-inch FM pipe at Burr East- should be completed by 11/27/2025
- Installing 4-inch FM pipe at Lakeland- Complete except testing.
- Drilling gravity pipe at Lakeland between 10th and 11th Street

3. Planned Work

- Lakeland crew moving to work on conduit installation at Bobby's Used car lot.
- Continue work at Lakeland (FM, PS, and Gravity)
- Install conduit for car lot at Evitt's Run
- Test 6-inch FM at Burr East
- Install flushing stations as plug valves arrive
- HRI will be installing semi-permanent asphalt patching.

4. Field Observations, Problems, Conflicts & Coordination

- Augustine Ave power pole conflict – status, decisions, electrical scope.
- Coordination with First Energy & property owner
- NPDES compliance and BMP observations. Keith visited site last week to perform site inspection, he approved of work to date and did not provide a site inspection report. GD&F asked that HRI forwards a report if one is sent.
- A manhole for Mare St. was not factory lined. CTUB stated that they will have it lined in place.
- There has been 18 total RFIs for the project 0 outstanding.
- HRI stated that they don't foresee any new RFIs.

Charles Town Utility Board
2022 Collection System Project
City of Charles Town, Jefferson County, West Virginia
Progress Meeting # 09
Thursday, November 20, 2025 @ 10:00 AM

5. Status of Construction Schedule & Contract Times

- Bill Sarraf stated that he is working on an updated schedule. There is concern with the power situation at Bobbys.

    - Contract Status: 337 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.
- HRI has received several plug valves. All plug valves should be delivered and installed by Christmas.

7. Maintenance of Quality and Work Standards

- CTUB and Don reported that they are happy with the quality of work.
- CTUB stated that there is a homeowner on Congress St. that reported HRI left tree debris on their property. HRI stated that they are not finished with work in that area. They are going to review the pre-con video to ensure that the property is left in as found or better condition when they are finished.
- HRI to provide material inspections, as-builts, and documentation.

8. Application for Payment

- Pay App 08 was received and send to CTUB for processing on 11/6/2025.
- Change Order-02 was approved by DEP on Nov. 13, 2025.

9. Testing

- Vac and pressure testing has been performed at Evitts.
- A section of pipe between MH 23 and MH 24 was cracked while testing. HRI will replace this pipe and retest.

10. Other Pertinent Business

- DBE reporting due in January.
- GD&F coordinating the electrical relocation at Augustine Ave.
- CTUB questioned if HRI planned to blast rock, HRI reported that they do not plan to blast. They are drilling for chemical rock breaking.
- HRI reported that they shut down the week between Christmas and New Years.

11. Future Meeting

- Next progress meeting will be Thursday, December 18, 2025 at 10:00 AM at CTUB Office with Zoom option.

Respectfully submitted,
GWIN DOBSON & FOREMAN, INC.

David Santelli
Project Manager

11/25/2025
Date

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

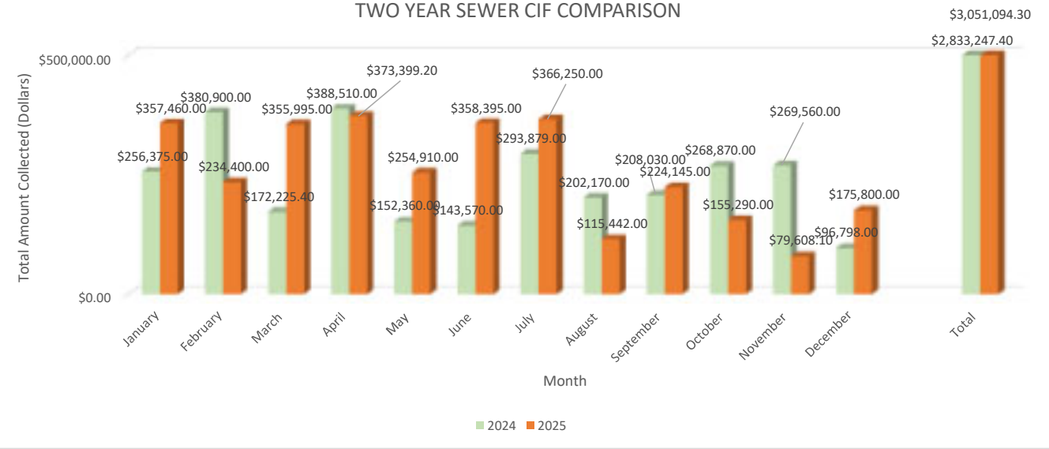
Meeting: 09
Date: 11/20/2025

	NAME/TITLE	REPRESENTING	PHONE	EMAIL
1.	David Santelli P.M	GD&F	412.289.6875	dsantelli@gdfengineers.com
2.	Don Pylow	GD&F	814.600.8436	dpylow@gdfengineers.com
3.	Ed Barker	HRI	814 424 8277	ebarker@hriinc.com
4.	Collin Cole	CTUB	(304)995 6777	CCole@CTUBWV.com
5.	Kristen Stolipher	CTUB	304-724-7080	KStolipher@CTUBWV.com
6.	TRAVIS MARKLEY	CTUB	304-671-1245	tmarkley@CTUBWV.com
7.				
8.				
9.				
10.				
11.	Virtual:-			
12.	Bill Sarraf			
13.	Robert Kerr			
14.				
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**



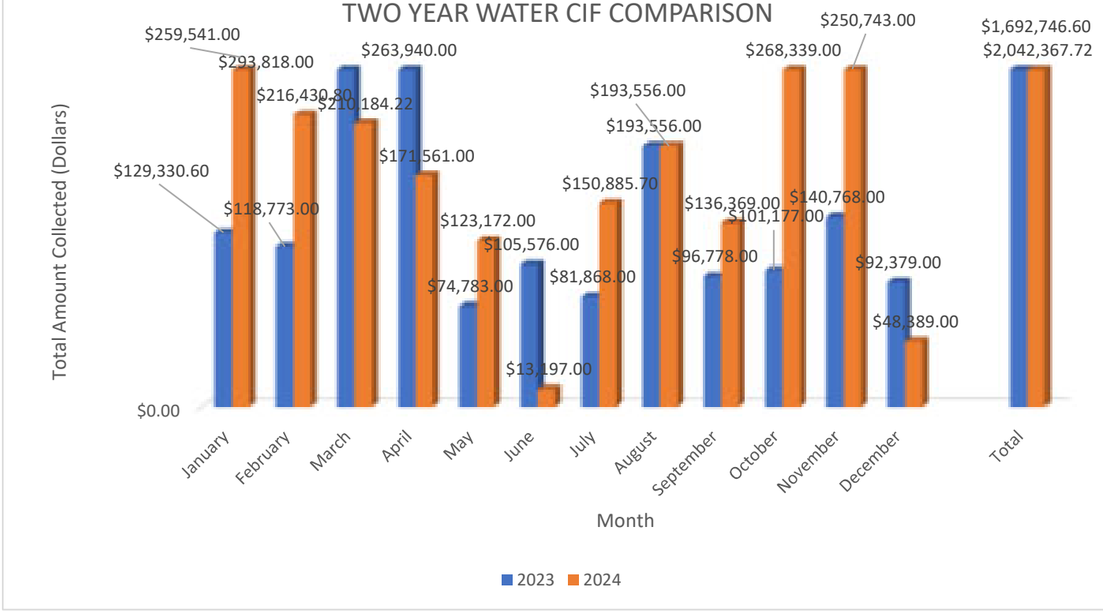
Charles Town Utility Board 2025 Capacity Improvement Fee Collections/EDU for Sewer						
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Sewer CIF Collected**	**CIF Paid to Ranson**	**Total**
Jan-25	1	121	122	$ 402,960.00	$ 45,500.00	$ 357,460.00
Feb-25		80	80	$ 289,650.00	$ 55,250.00	$ 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		46	60.0	$ 198,550.00	$ 22,750.00	$ 175,800.00
Total 2025	**6.51**	**936.5**	**1033.01**	**$ 3,553,219.30**	**$ 502,125.00**	**$ 3,051,094.30**

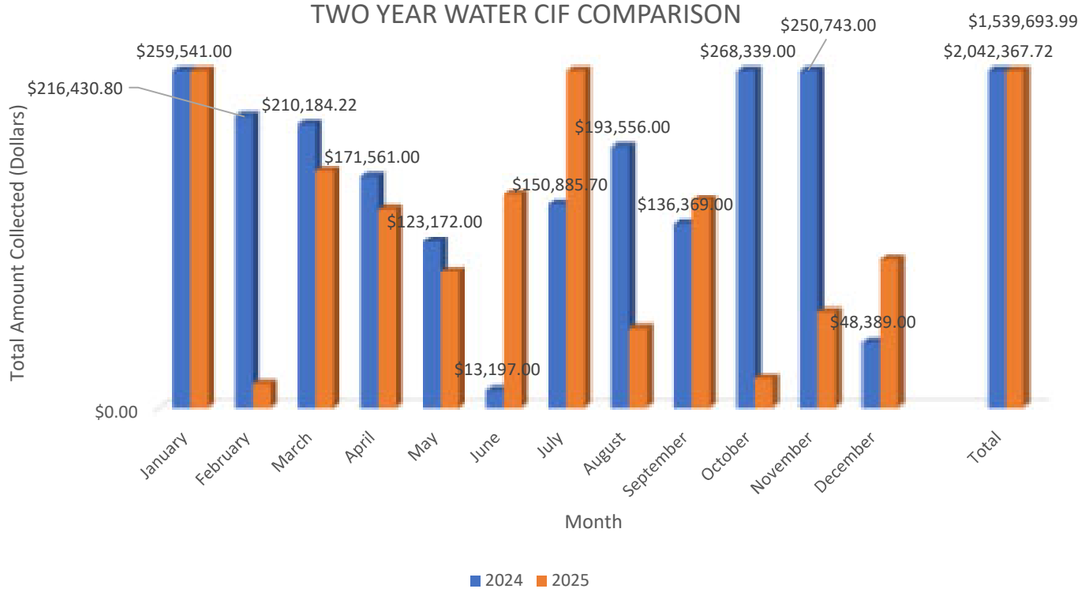


Water CIF Tracking as of December 3, 2025

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

2025 Capacity Improvement Fee Collections/EDU for Water				
Month	**Commercial**	**Residential**	**Total Number of EDU's**	**Total Water CIF**
Jan-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		25	25	$ 109,975.00
Total 2025	**4.51**	**340.5**	**350.01**	**$ 1,539,693.99**





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	66.68	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	6.86	0.22
DECEMBER		
Annual Total	63.59	0.191

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	554.44	1.66	1.14	1,144,335	4,087

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		
Annual Total	554,441,827	1,655,665

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		
Annual Total	2,701,499	8,053

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		
Annual Total	1,618,400	4,830

Charles Town Utility Board
Sewer Fund
Capital Expenditure Report
December 10, 2025

ANTICIPATED CAPITAL EXPENDITURES	FY 2026 BUDGET	YTD ACTUAL	YTD BALANCE
Fleet and Related Equipment	120,000	-	120,000
Specialized Equipment (Escavator, Mowers, Etc)	30,000	-	30,000
Safety/General Equipment	50,000	50,000	-
WTTP Repair & Replacement	50,000	24,708	25,292
CTWWTP Centrifuge Scroll (Spare)	200,000	-	200,000
Collection System Repair/Replacement - PS - Gravity Sewer	145,000	-	145,000
Pump Station & General Property - Repair/Replacement	135,000	123,744	11,256
Misc. Repair/Replacement/Equipment	40,000	17,500	22,500
Billing/Accounting Software Implementation	20,000	-	20,000
Emergency Repair/Replacement	30,000	30,000	-
Jetter/Vacuum Truck	500,000	365,594	134,406
Manhole Lining, Repair, Rehabilitation (On-going/service project)	50,000	-	50,000
Generator Repair or Replacement (On-going/service project)	50,000	-	50,000
TOTAL CAPITAL EXPENDITURES	**$ 1,420,000**	**$ 611,546**	**$ 808,454**

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

**434,373 of the total is a carry-over from the FY 2025 budget.*

FY 2026 Approved Quotes for Capital Expenditures:

VENDOR	DATE	AMOUNT
S.R. Harper, Inc. - Locust Hill Pond Aerator	7/23/2025	16,400.00
STH, Inc. Beallair PS Equipment Replacement	9/10/2025	75,400.00
SES - Installation - Beallair Pump Station Equipment	9/10/2025	31,650.00
STH - New Pump @ Wendy's Pump Station	9/24/2025	16,694.00
Pumpman - Ammonium Sensor Quote @ CTWWTP	11/12/2025	51,287.98
Premier Contracting - Belt Press Building Enclosure @ CTWWTP	11/12/2025	23,420.26
STH - Cranes Lane PS Control Panel (For Approval 12/10/2025)	12/10/2025	31,100.00
Vactor - Jetter Truck (For Approval 12/10/2025)	12/10/2025	365,594.00
TOTAL		**$ 611,546.24**

FY 2026 Disbursements:

VENDOR	DATE	AMOUNT
Atlantic Machinery, Inc. - Jetter Trailer (Approved 3/7/2025)	9/11/2025	27,990.00
S.R. Harper, Inc. - Locust Hill Pond Aerator	9/24/2025	16,400.00
STH, Inc. Beallair PS Equipment Replacement 45% Pmt	10/22/2025	33,930.00
STH - New Pump @ Wendy's Pump Station	11/12/2025	16,694.00
TOTAL DISBURSEMENTS		**$ 95,014.00**

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

December 10, 2025

Attachments:

Board Report 12.10.25, Includes 11.24.25 Packet.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**6-50**	**$129,203.82**	**$0.00**	**$235,966.35**	**$365,170.17**
Sewer	**6-60**	**$171,427.80**	**$0.00**	**$322,691.79**	**$494,119.59**
Total Of All Funds:		**$300,631.62**	**$0.00**	**$558,658.14**	**$859,289.76**

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	**50**	**$129,203.82**	**$0.00**	**$235,966.35**	**$365,170.17**
Sewer	**60**	**$171,427.80**	**$0.00**	**$322,691.79**	**$494,119.59**
Total Of All Funds:		**$300,631.62**	**$0.00**	**$558,658.14**	**$859,289.76**

TOTAL PAGES: 8

APPROVED BY: _____

APPROVED BY: _____

This packet (includes checks dated 11/24 & 12/10):	$859,289.76
WVBPH, check dated 11/12/25:	150.00
Security Deposit Refunds, checks dated 12/10/2025:	3,032.53
Total:	$ 862,472.29

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
THOMA005		THOMAS NALLS	*Account Continued*				
			Vendor Total:	**$8,208.12**			
USBAN005		U.S. BANK					
26-00918	11/30/25	PCARD 9146	Open	$16,582.41	$0.00		
USPOS005		US POSTAL SERVICE					
26-00872	12/10/25	ANNUAL PO BOX SVC FEE	Open	$244.00	$0.00		
VITAL005		VITAL SIGNS					
26-00869	11/24/25	DECALS & SIGN	Open	$539.00	$0.00		
WAKEF005		WAKEFIELD & ASSOCIATES INC					
26-00919	11/30/25	NOV COLLECTIONS	Open	$239.25	$0.00		
WASTE005		WASTE MANAGEMENT OF WEST					
26-00850	11/17/25	33-41491-53000	Open	$2,522.05	$0.00		
26-00928	12/01/25	33-41491-53000	Open	$1,866.73	$0.00		
			Vendor Total:	**$4,388.78**			
WVAME005		WV AMERICAN WATER					
26-00920	12/01/25	USAGE DATA - 2,261	Open	$452.20	$0.00		
26-00921	11/20/25	SHUTOFFS, RECONNECTS	Open	$620.00	$0.00		
			Vendor Total:	**$1,072.20**			
WVASS005		WV ASSOC OF COUNTIES GROUP					
26-00922	12/02/25	QUARTERLY	Open	$44,259.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
26-00820	11/07/25	FLOURIDE TEST	Open	$20.00	$0.00		
26-00870	11/19/25	BACTERIOLOGICAL TEST	Open	$69.00	$0.00		
26-00871	11/20/25	BACTERIOLOGICAL TEST	Open	$69.00	$0.00		
			Vendor Total:	**$158.00**			
WVWAT005		WV WATER DEVELOPMENT AUTH					
26-00851	11/24/25	#2017-175 INFRSTRCTR FNDPRJCT	Open	$1,582.62	$0.00		
XYLEM020		XYLEM WATER SOLUTIONS U.S					
26-00821	10/28/25	PM AGREEMENT GODWIN	Open	$404.34	$0.00		

Total Purchase Orders: 160 Total P.O. Line Items: 0 Total List Amount: $859,289.76 Total Void Amount: $0.00

Vendor #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ROBER025		ROBERT LYNN KERSHNER					
26-00810	11/14/25	TWWTP MAINLINE SURGEPROTECTOI	Open	$4,302.50	$0.00		
26-00811	10/17/25	TWWTP HEATER	Open	$1,860.00	$0.00		
			Vendor Total:	**$6,162.50**			
SGPLU005		SG PLUMBING, INC.					
26-00812	11/10/25	515 W 10TH AVE: 11/7/25	Open	$1,600.00	$0.00		
26-00813	11/14/25	402 E 11TH AVE: 11/13/25	Open	$850.00	$0.00		
26-00814	11/14/25	404 E 11TH AVE: 11/14/25	Open	$1,325.00	$0.00		
26-00832	11/17/25	500 S FAIRFAX: 11/14/25	Open	$2,175.00	$0.00		
			Vendor Total:	**$5,950.00**			
SHENA010		SHENANDOAH AIR CONDITIONI					
26-00815	11/05/25	TWWTP HEATPUMP INDOOR	Open	$7,566.00	$0.00		
26-00816	11/05/25	TWWTP HEATPUMP OUTDOOR	Open	$7,566.00	$0.00		
26-00817	11/14/25	CTWWTP DIAGSTC INDOOR BLWRMTF	Open	$99.00	$0.00		
26-00867	11/25/25	BLOWER MOTOR CTWWTP	Open	$470.17	$0.00		
			Vendor Total:	**$15,701.17**			
SHENA005		SHENANDOAH SALES & SERVICE INC					
26-00846	10/28/25	WAR ADMIRAL GENERATOR BATTERY	Open	$796.10	$0.00		
26-00847	11/06/25	SEWER TRUCK REPAIRS	Open	$1,543.99	$0.00		
26-00848	11/13/25	JETTER TRUCK SERVICE	Open	$137.50	$0.00		
			Vendor Total:	**$2,477.59**			
SNYDE005		SNYDER ENVIRONMENTAL SERVICES					
26-00849	11/17/25	PROJECT 25C045	Open	$44,066.25	$0.00		
STEPT005		STEPTOE & JOHNSON PLLC					
26-00838	11/19/25	GENERAL ENVIRONMENTAL	Open	$13,297.64	$0.00		
STHIN005		STH, INC.					
26-00818	11/12/25	TWWTP BLWR MTR REPAIR	Open	$3,157.00	$0.00		
26-00868	11/24/25	P2 TURBINE TWWTP	Open	$6,300.00	$0.00		
			Vendor Total:	**$9,457.00**			
TMOBI005		T-MOBILE					
26-00917	11/21/25	MONTHLY CELL SERVICE	Open	$375.08	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
26-00782	11/06/25	BRASS ELL LF	Open	$79.21	$0.00		
26-00783	11/06/25	CHLORINE	Open	$2,804.11	$0.00		
26-00784	11/11/25	TRADE IN IPERL+ METAL	Open	$32,035.20	$0.00		
26-00881	11/24/25	METER & DATA OUTPUT	Open	$1,615.74	$0.00		
26-00882	11/05/25	TRANSMITTER	Open	$1,333.13	$0.00		
			Vendor Total:	**$37,867.39**			
THOMA005		THOMAS NALLS					
26-00915	11/30/25	NOV TANK LOT RENT	Open	$4,104.06	$0.00		
26-00916	12/31/25	DEC TANK LOT RENT	Open	$4,104.06	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
KMELE005		KM ELECTRICAL SOLUTIONS LLC	*Account Continued*				
KROHN005		KROHNE INC					
26-00864	11/20/25	FLOWTUBE & FLOWMETER	Open	$3,464.31	$0.00		
26-00865	11/20/25	FLOWTUBE & FLOWMETER	Open	$5,242.32	$0.00		
			Vendor Total:	**$8,706.63**			
LOGIC005		LOGICAL CONCEPTS, INC					
26-00908	12/01/25	PS MONITORING	Open	$333.00	$0.00		
MCKIN005		MCKINNEY'S AUTO REPAIR					
26-00804	11/10/25	WATER VEHICLE SVC	Open	$109.36	$0.00		
26-00805	11/13/25	WATER VEHICLE SVC	Open	$126.53	$0.00		
26-00831	11/14/25	SEWER VEHICLE SERVICE	Open	$156.30	$0.00		
26-00909	12/01/25	SEWER VEHICLE SERVICE	Open	$166.33	$0.00		
26-00910	11/13/25	SEWER VEHICLE SERVICE	Open	$173.52	$0.00		
26-00911	11/21/25	SEWER VEHICLE REPAIR	Open	$314.20	$0.00		
			Vendor Total:	**$1,046.24**			
MISSU005		MISS UTILITY OF WV, INC.					
26-00806	11/10/25	MESSAGE FEES: OCT	Open	$596.75	$0.00		
PATTO005		PATTON BUILDING SERVICES					
26-00912	11/30/25	CLEANING NOV	Open	$533.00	$0.00		
POTES005		POTESTA & ASSOCIATES, INC					
26-00807	11/17/25	CTWWTP SAMPLING	Open	$2,348.80	$0.00		
PREMI015		PREMIER CONTRACTING LLC					
26-00130	11/08/25	WILTS MHP SEWER PRJCT	Open	$105,365.00	$0.00		
26-00808	11/08/25	WILTS MHP SEWER PRJCT	Open	$837.55	$0.00		
			Vendor Total:	**$106,202.55**			
PREMI010		PREMIER RISK MANAGEMENT SOLUTI					
26-00809	11/13/25	SFTY CNSLTNG: 10/01 - 10/31/25	Open	$1,470.86	$0.00		
PROTO005		PROTOUCH COMMUNICATIONS, LLC					
26-00913	12/05/25	NOV SVCS: AFTER-HRS EMERGENCY	Open	$194.46	$0.00		
PUMPM005		PUMPMAN PITTSBURGH					
26-00866	11/21/25	PMP INSPCTN TWWTP	Open	$1,560.00	$0.00		
RAFTE005		RAFTELIS FINANCIAL CONSULTANTS					
26-00930	11/12/25	WA & SWR CAPACITY FEE STUDY	Open	$6,310.00	$0.00		
ROBER010		ROBERT H WAGER COMPANY, I					
26-00914	12/01/25	FLNGSPGS FORCE MAIN	Open	$4,753.34	$0.00		
ROBER020		ROBERT K TRITT FOR BOBBY'					
26-00929	12/05/25	PARCEL AGREEMENT	Open	$2,625.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GWIND005		GWIN DOBSON & FOREMAN INC	*Account Continued*				
26-00923	11/30/25	WW RETAINER SVCS	Open	$916.54	$0.00		
26-00924	11/30/25	WTP CHLORINE ROOM UPGRADES	Open	$4,722.57	$0.00		
26-00925	11/30/25	WW SYS PRELIM ENGR RPRT	Open	$1,449.38	$0.00		
26-00926	11/30/25	FS PS UPGRADE	Open	$10,396.55	$0.00		
26-00927	11/30/25	WWTP MAINT BUILDING	Open	$10,940.60	$0.00		
			Vendor Total:	**$62,733.45**			
HACHC005		HACH COMPANY					
26-00833	11/17/25	CHEMKEY	Open	$371.94	$0.00		
26-00858	11/22/25	SVC PRTNRSHP RNWL	Open	$32,097.00	$0.00		
			Vendor Total:	**$32,468.94**			
HDSUP005		HD SUPPLY INC					
26-00802	11/13/25	GLOVES	Open	$647.03	$0.00		
26-00834	11/18/25	MISC WTP SUPPLIES	Open	$1,778.64	$0.00		
26-00835	11/18/25	CHEMKEY	Open	$460.14	$0.00		
26-00836	11/18/25	ARM ROLLER FOR PUMPS	Open	$260.25	$0.00		
26-00837	11/18/25	ARM ROLLER GUIDE	Open	$103.18	$0.00		
26-00843	11/19/25	DRUM SCALE	Open	$1,699.95	$0.00		
26-00859	11/21/25	ARM ROLLER FOR PUMPS	Open	$104.33	$0.00		
26-00902	12/01/25	CHEMKEY	Open	$371.94	$0.00		
26-00903	12/02/25	CAP INTELLICAL PROBES	Open	$673.40	$0.00		
			Vendor Total:	**$6,098.86**			
INWOO005		INWOOD QUARRY, INC.					
26-00803	11/13/25	C2 PICKUPS: 11/13/25	Open	$589.14	$0.00		
26-00860	11/17/25	C2 PICKUPS: 11/17/25	Open	$608.28	$0.00		
26-00861	11/21/25	C2 PICKUPS: 11/21/25	Open	$628.43	$0.00		
26-00862	11/18/25	C2 & I10 PICKUPS: 11/18/25	Open	$616.75	$0.00		
26-00863	11/20/25	C2 PICKUPS: 11/20/25	Open	$604.07	$0.00		
26-00904	11/19/25	I10 & C2 PICKUPS: 11/19/25	Open	$635.32	$0.00		
			Vendor Total:	**$3,681.99**			
JAMES005		JAMES RIVER EQUIPMENT					
26-00905	11/25/25	331G - INSTALL TEETH	Open	$5,748.13	$0.00		
JPRFB005		JP & RF BURNS PARTNERSHIP					
26-00906	11/30/25	NOV LOADS - 28	Open	$5,096.00	$0.00		
KAYCA005		KAY CASTO & CHANEY PLLC					
26-00823	11/17/25	GENERAL: THRU 10/31/25	Open	$4,369.00	$0.00		
26-00824	11/17/25	CIF MATTERS: THRU 10/31/25	Open	$1,267.50	$0.00		
26-00825	11/17/25	SWR CIF ORDNC: THRU 10/31/25	Open	$681.25	$0.00		
26-00826	11/17/25	WA CIF ORDNC: THRU 10/31/25	Open	$691.25	$0.00		
26-00827	11/17/25	MIDDLEWAY: THRU 10/31/25	Open	$130.00	$0.00		
26-00828	11/17/25	WVAW: THRU 10/31/25	Open	$3,215.00	$0.00		
			Vendor Total:	**$10,354.00**			
KMELE005		KM ELECTRICAL SOLUTIONS LLC					
26-00907	12/02/25	CTWWTP CAMERAS CONDUIT	Open	$8,785.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
DODSO010		DODSON SEPTIC SERVICES, LLC					
26-00797	11/12/25	PUMP BEALLAIR PS	Open	$185.00	$0.00		
DXPEN010		DXP ENTERPRISES, INC					
26-00798	11/13/25	SVC MULT PS	Open	$7,000.00	$0.00		
26-00892	11/25/25	FOR PARK, MTNR, 4TH AVE PS'S	Open	$1,432.83	$0.00		
			Vendor Total:	**$8,432.83**			
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
26-00893	11/30/25	M.DENNIS & A.PUGH VACCINES	Open	$670.00	$0.00		
EJUSA005		EJ USA, INC.					
26-00845	11/19/25	FLWNGSPGS FRCMN FRAMES& COVE	Open	$1,382.82	$0.00		
ENCOV005		ENCOVA INSURANCE					
26-00894	12/01/25	INSTALLMENT	Open	$3,456.00	$0.00		
FCIGR005		FCI GROUP LLC					
26-00819	11/07/25	MAINT TRAILER TIRE	Open	$288.50	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
26-00895	11/01/25	TESTING	Open	$2,235.00	$0.00		
26-00896	12/07/25	TESTING	Open	$6,691.50	$0.00		
			Vendor Total:	**$8,926.50**			
GERAL005		GERALD TAYLOR CO., INC.					
26-00840	11/18/25	PUMP / TRANSPORT	Open	$828.90	$0.00		
26-00841	11/18/25	SUPERVAC	Open	$1,701.80	$0.00		
26-00842	11/18/25	SUPERVAC	Open	$2,084.13	$0.00		
26-00855	11/25/25	PUMP / TRANSPORT	Open	$750.55	$0.00		
26-00856	11/25/25	TRANSPORT	Open	$926.64	$0.00		
26-00897	11/30/25	PUMP / TRANSPORT	Open	$856.72	$0.00		
			Vendor Total:	**$7,148.74**			
GREEN010		GREENRIDGE CONTRACTORS IN					
26-00898	11/26/25	SVC LATERALS 131 W WASHINGTON	Open	$9,025.20	$0.00		
26-00899	11/19/25	WA SVC 131 W WASHINGTON ST	Open	$9,761.20	$0.00		
26-00900	11/26/25	WA MATERIALS 131 W WASHINGTON	Open	$4,886.35	$0.00		
			Vendor Total:	**$23,672.75**			
GUTTM005		GUTTMAN ENERGY					
26-00799	11/09/25	W/E 11/09/25	Open	$1,997.58	$0.00		
26-00822	11/16/25	W/E 11/16/25	Open	$1,160.12	$0.00		
26-00857	11/23/25	W/E 11/23/25	Open	$2,222.69	$0.00		
26-00901	11/30/25	W/E 11/30/25	Open	$971.89	$0.00		
			Vendor Total:	**$6,352.28**			
GWIND005		GWIN DOBSON & FOREMAN INC					
26-00800	10/31/25	WW CLCTN SYS PRJCT	Open	$8,181.35	$0.00		
26-00801	10/31/25	CLCTN SYS PJCT RPR	Open	$26,126.46	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
CITYO005		CITY OF CHARLES TOWN	*Account Continued*				
26-00931	11/30/25	UB COLLECTIONS NOV	Open	$22,049.06	$0.00		
26-00934	10/31/25	OCT UB COLLECTIONS	Open	$23,954.72	$0.00		
			Vendor Total:	**$47,507.02**			
CLAYT005		CLAYTON SHICH					
26-00839	11/13/25	WHS BASEBALL BATHROOMS	Open	$200.00	$0.00		
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
26-00884	12/01/25	DEC PROFF SVCS	Open	$7,000.00	$0.00		
COREM005		CORE & MAIN					
26-00786	11/11/25	DBL WIDE SS BAND	Open	$232.57	$0.00		
CORPO005		CORPORATION OF RANSON					
26-00932	11/30/25	NOV UT COLLECTIONS	Open	$4,597.97	$0.00		
26-00933	10/31/25	OCT UT COLLECTIONS	Open	$5,363.80	$0.00		
			Vendor Total:	**$9,961.77**			
COYNE005		COYNE CHEMICAL					
26-00787	11/06/25	CP - 837	Open	$4,504.93	$0.00		
26-00788	11/06/25	CES PACL 2035	Open	$6,046.50	$0.00		
26-00853	11/20/25	AMMONIUM SULFATE 40% NSF	Open	$2,488.65	$0.00		
26-00854	11/20/25	ZETAG 8848 FS	Open	$10,684.45	$0.00		
			Vendor Total:	**$23,724.53**			
CRANE005		CRANETECH INC					
26-00789	11/10/25	HOIST FLWNGSPGS PS	Open	$11,781.00	$0.00		
CUMMI010		CUMMINS, INC					
26-00790	11/14/25	PM: DEERFIELD PS	Open	$346.32	$0.00		
26-00791	11/14/25	PM: BEALLAIR ESTS	Open	$385.62	$0.00		
26-00792	11/14/25	PM: BURR OFFICE PARK	Open	$586.85	$0.00		
26-00793	11/14/25	PM: JHS	Open	$586.31	$0.00		
26-00794	11/14/25	PM: JETTS FARM	Open	$586.30	$0.00		
26-00795	11/14/25	PM: MOOSE LODGE	Open	$385.62	$0.00		
26-00885	11/26/25	BURNS BOOSTER STN REPAIR	Open	$474.56	$0.00		
			Vendor Total:	**$3,351.58**			
DEPTO005		DEPT OF ENVIRONMENTAL PROTECTI					
26-00796	11/05/25	GREENFIELD FORCEMAIN	Open	$150.00	$0.00		
DIWGR005		DIW GROUP, INC					
26-00886	11/20/25	CTUB GENERAL SERVICES	Open	$435.00	$0.00		
26-00887	11/20/25	KINGS CROSSING	Open	$4,182.75	$0.00		
26-00888	11/20/25	SHENANODAH SPRINGS	Open	$1,563.25	$0.00		
26-00889	11/20/25	NORBORNE GLEBE	Open	$3,337.75	$0.00		
26-00890	11/20/25	HUNTFIELD PHASE 5B	Open	$1,140.75	$0.00		
26-00891	11/20/25	MADISON GREENS	Open	$2,619.50	$0.00		
			Vendor Total:	**$13,279.00**			

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:*** *11/24/25 to 06/30/26*	***Open:*** *Y* ***Void:*** *N* ***Paid:*** *Y* ***Held:*** *N* ***Aprv:*** *N* ***Rcvd:*** *Y*	***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					
26-00873	11/13/25	HAULING	Open	$284.41	$0.00		
26-00874	11/17/25	HAULING	Open	$293.65	$0.00		
26-00875	11/18/25	HAULING	Open	$284.41	$0.00		
26-00876	11/19/25	HAULING	Open	$584.43	$0.00		
26-00877	11/21/25	HAULING	Open	$303.38	$0.00		
			Vendor Total:	**$1,750.28**			
ADTLL005		ADT LLC					
26-00829	11/13/25	SVC CALL 11/13/25	Open	$59.00	$0.00		
ADVAN005		ADVANCED REHABILITATION T					
26-00778	11/10/25	MANHOLE LINING	Open	$15,710.00	$0.00		
AMERI015		AMERIGAS PROPANE LP					
26-00780	11/08/25	PROPANE: JHS	Open	$298.19	$0.00		
26-00844	11/21/25	PROPANE: RT 9W	Open	$4.56	$0.00		
26-00878	11/30/25	TANK RENTAL: JHS	Open	$139.80	$0.00		
			Vendor Total:	**$442.55**			
AUTOZ005		AUTOZONE					
26-00830	11/18/25	DIESEL FUEL FOR GODWIN PUMPS	Open	$460.60	$0.00		
26-00852	11/24/25	WATER VEHICLE BATTERY	Open	$168.99	$0.00		
			Vendor Total:	**$629.59**			
BLUET005		BLUETRITON BRANDS INC					
26-00779	11/12/25	MNTHLY SVC@ 661 S GEORGE ST	Open	$318.38	$0.00		
CAPIT005		CAPITAL LIGHTING & SUPPLY					
26-00781	11/13/25	HEATER FOR HUNTFIELD TANK	Open	$1,297.63	$0.00		
CHARL030		CHARLES TOWN SEWER					
26-00879	12/10/25	OCT FUNDING	Open	$66,446.92	$0.00		
26-00935	12/10/25	NOV FUNDING	Open	$51,016.80	$0.00		
			Vendor Total:	**$117,463.72**			
CHARL035		CHARLES TOWN WATER					
26-00880	12/10/25	OCT FUNDING	Open	$29,669.04	$0.00		
26-00936	12/10/25	NOV FUNDING	Open	$29,369.18	$0.00		
			Vendor Total:	**$59,038.22**			
CITYN005		CITY NATIONAL BANK					
26-00883	11/01/25	LOCKBOX SVCS: NOV	Open	$198.16	$0.00		
CITYO005		CITY OF CHARLES TOWN					
26-00785	11/13/25	OCT UTILITIES@ 661 S GEORGE ST	Open	$1,503.24	$0.00		

CHARLES TOWN UTILITY BOARD

Wednesday, December 10, 2025

Special Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - January 14, 2026 at 4:00 P.M.