CHARLES TOWN UTILITY BOARD
AGENDA

WEDNESDAY, JULY 8, 2026

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

CALL TO ORDER

1. **APPROVAL OF MINUTES**
   a. Approval of June 24, 2026 Regular Meeting Minutes
   UB Minutes 06.24.26.pdf

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

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

   https://us06web.zoom.us/j/86067927511?pwd=jwTWC5MtBas76q45GjYsD4qxgVblFI.1

   Meeting ID:860 6792 7511
   Passcode: 476597
   (301)715-8592

3. **UNFINISHED BUSINESS**
   a. Update on WV PSC Cases - Possible Executive Session under the provision of W. Va. Code §6-9a-4(b)(12) - To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.
   b. Discuss Ongoing Official Investigation - Executive Session under the provision of W. Va. Code §6-9A-4(b)(7) - To plan or consider an official investigation relating to crime prevention or law enforcement.
   c. Summit Point Motorsports Park Utility Service Project - Discussion & Next Steps
   d. Sewer Alternate Mainline Extension Agreement for Ghazwa Forest - Draft
   Draft Ghazwas Forest Sewer AMEA.pdf
   e. Consideration of Policy Protecting Homeowners from Mandatory

Connection to Newly Extended Water and Wastewater Infrastructure

4. **NEW BUSINESS**
   a. GDF Proposal for Maintenance Building Construction Administration and Inspection Services
      GDF Maintenance Building Proposal.pdf
   b. Annual Preventative Maintenance Contract for Digester Compressor at Charles Town Wastewater Treatment Plant
      Atlas Annual Service Plan.pdf
   c. Quote from STH for Spare Pump at Wendy's Pump Station
      STH Pump Quote.pdf

5. **MANAGER REPORTS**
   a. Manager Report
      UM Report July 2026.pdf
   b. Chairman Report
   c. Engineering Report
      Engineers Report 07.08.26.pdf

6. **APPROVAL OF BILLS**
   a. July 8, 2026
      Board Report 07.08.26.pdf

7. **ADJOURNMENT**

8. **INFORMATION ONLY**
   a. Next Meeting - July 22, 2026 at 4:00 P.M.

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Approval of June 24, 2026 Regular Meeting Minutes

Attachments:

UB Minutes 06.24.26.pdf

Charles Town Utility Board
Regular Board Meeting
June 24, 2026

The Charles Town Utility Board held a regular meeting on June 24, 2026 at 4:00 P.M. Members of the Board present were Brent Manuel, Chairman; John Maxey, Vice Chairman; Duke Pierson, Treasurer, Heid Parker (Zoom) and Patrick Kratovil (Zoom). Also, present were Paul Mantello, Utility Manager; April Shultz, Assistant Utility Manager; Ashley Stottlemyer, Secretary; Cindy Wilson, Legal Counsel (Zoom) and Commissioner Mike Mood, County Commission Liaison.

CALL TO ORDER

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

APPROVAL OF MINUTES

Approval of June 10, 2026 Regular Meeting Minutes

The Chairman called for changes or corrections to the June 10, 2026 regular meeting minutes.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, to approve the June 10, 2026 regular meeting minutes as presented. Mr. Parker suggested revising the minutes to note a minor typo on page 6. Motion made by the Chairman, second by Mr. Pierson, the Board unanimously approved amending the minutes to include the typo as noted. The original motion to approve the minutes was approved unanimously. Mrs. Parker abstained from voting as she was absent from that meeting.**

PUBLIC COMMENT

Public comment was received from Christine Wimer.

EXECUTIVE SESSION

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved convening into Executive Session at 4:10 P.M. to discuss the following agenda items:**

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

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

- Presentation and Discussion by Cooley Public Strategies on Draft Analysis and Dashboards - Possible Executive Session under the provision of W. VA Code 6-9a-4(b)(9) To consider matters involving or affecting the purchase, sale or lease of property, advance construction planning, the investment of public funds or other matters involving commercial competition,

which if made public, might adversely affect the financial or other interest of the state or any political subdivision: Provided, That information relied on during the course of deliberations on matters involving commercial competition are exempt from disclosure under the open meetings requirements of this article only until the commercial competition has been finalized and completed: Provided, however, That information not subject to release pursuant to the West Virginia freedom of information act does not become subject to disclosure as a result of executive session; (12) To discuss any matter which, by express provision of federal law or state statute or rule of court is rendered confidential, or which is not considered a public record within the meaning of the freedom of information act as set forth in article one, chapter twenty-nine-b of the code.

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

The Board convened back into public session at 6:18 P.M. Mr. Kratovil left the meeting.

NEW BUSINESS

Cooley Public Strategies Contract Renewal

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved the Cooley Public Strategies contract renewal.**

Sewer Alternate Mainline Extension Agreement with Ghazwa Forest – Draft

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved tabling this item until the next meeting for review by CTUB legal counsel.**

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

Mrs. Shultz included the pay application for Resolution No. 33 in the amount of $145,644.30 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Resolution No. 33 – CIF Payment No. 25, Pay App No. 15.**

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

Mrs. Shultz included the pay application for Resolution No. 34 in the amount of $27,901.17 for work completed.

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved Resolution No. 34 – CIF No. 26.**

Collection System Project – Change Order No. 5

Mr. Eckenrode provided a brief overview of the two changes incorporated in the change order totaling $132,373.10. The Board provided discussions. Mrs. Shultz mentioned this will be covered by contingency.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, the Board unanimously approved Change Order No. 5 as presented.**

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

Mr. Maxey requested this item for discussion to clarify CTUB's intent as services are extended in the County. He stated it is not the intent of CTUB for mandatory connections and doesn't want to adopt a policy that conflicts with the City's Ordinance 921.03. Mr. Maxey requested the Chairman ask if City Council/Legal would evaluate that Ordinance regarding mandatory connections. He provided the importance of CTUB's intent is to provide service for environmental reasons, public health reasons and not require homeowners to hook up.

Action: **Motion made by Mr. Maxey, second by Mr. Pierson, with discussions from the Board, the Board unanimously approved tabling this discussion of adopting a policy until there is clarification from the City.**

OLD BUSINESS

Update on Aluminum Translator Study for Charles Town Wastewater Treatment Plant

Mr. Mantello provided an update on the study which was conducted in an attempt to modify limits in the permit renewal; however, numerous results received for Total Aluminum were below the minimum levels needed. Potesta is working with WVDEP to determine if those particular results would be accepted and included in the permit renewal. The Board provided discussions.

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

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

Mr. Mantello provided a revised proposal per the Board's suggested changes at the last meeting, specifically removing the confusing language regarding contractors and Board participation in the working group. The Board provided discussions.

Action: **Motion made by Mrs. Parker, second by Mr. Maxey, the Board unanimously approved the Strategic Initiative Working Group as revised by the General Manager.**

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

Mr. Mantello provided the Jefferson County Development Authority approved moving forward with a USDA grant, but remove WV American Water as a partner. He is continuing to work with various agencies including the Summit Point Motorsports Park on this project as well as the Data Center site. Mr. Maxey mentioned the South Jefferson Elementary School should be included in the project scope as well.

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, the Board unanimously approved directing the General Manager to request a meeting with the Jefferson County Board of Education to discuss the potential for providing water and sewer service to South Jefferson Elementary School to solve their PFAS problems.**

Action: **Motion made by Mr. Maxey, second by Mrs. Parker, with discussions from the Board, the Board unanimously approved authorizing staff to prepare and submit an application for funding under the Emerging Contaminants Grant Program, or any similar state or federal funding opportunity, for the purpose of conducting a Preliminary Engineering Report for the Summit Point Water and Wastewater Infrastructure Project. The Preliminary Engineering Report shall evaluate alternatives for addressing emerging contaminant concerns, including PFAS**

contamination affecting the South Jefferson Elementary School water supply, and shall examine the feasibility, cost, environmental benefits, and public health impacts of extending Charles Town Utility Board water and wastewater infrastructure to the Summit Point Area. The General Manager is authorized to take all actions necessary to prepare, execute, and submit grant applications and supporting documentation consistent with this motion.

Mr. Maxey requested the General Manager reach out to the Development Authority as well and request a joint meeting or an appearance by the General Manager before the Development Authority to discuss plans on the Preliminary Engineering Report and the proposed regional project. Mr. Mantello will draft a high-level report on the project to present. Mr. Maxey also requested Mr. Mantello provide updates on this project/grants at each Board meeting until resolved.

MANAGER REPORTS

Utility Manager Report

Mr. Mantello briefed the Board on water and sewer issues he has been working on including the NPDES permit renewal, influent pump insurance claim, Locust Hill ponds and aerators, Moose Lodge odor complaint, Deerfield site visit, and Page Jackson Elementary water and wastewater services.

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

Chairman Report

The Chairman had no updates.

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

Engineering Report

Mr. Eckenrode provided updates on the pilot study at the Water Treatment Plant and the maintenance building.

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

APPROVAL OF BILLS

June 24, 2026

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

ADJOURNMENT

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

Action: **Motion made by Mr. Pierson, second by Mr. Maxey, the Board unanimously approved to adjourn the meeting at 7:10 P.M.**

INFORMATION ONLY

The next regular meeting is scheduled for Wednesday, July 8, 2026 at 4:00 P.M. at 661 S. George Street.

Brent Manuel	Ashley Stottlemyer
Chairman	Secretary

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

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

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Wednesday, July 8, 2026

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

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

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

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

Sewer Alternate Mainline Extension Agreement for Ghazwa Forest - Draft

Attachments:

Draft Ghazwas Forest Sewer AMEA.pdf

ALTERNATE MAINLINE SEWAGE COLLECTION SYSTEM AGREEMENT

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

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

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

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

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

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

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

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

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

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

ARTICLE I
DESIGN AND REGULATORY APPROVAL

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

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

ARTICLE II
CONSTRUCTION AND INSPECTION

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

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

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

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

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

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

shall maintain sole ownership of said sewer system.

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

ARTICLE III
TRANSFER OF OWNERSHIP

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

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

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

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

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

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

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

ARTICLE IV
DEVELOPER REIMBURSEMENT

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

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

ARTICLE V
CONDITIONS PRECEDENT

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

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

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

ARTICLE VI
SUBSEQUENT CONNECTIONS

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

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

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

ARTICLE VII
REPRESENTATIONS AND WARRANTIES

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

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

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

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

ARTICLE VIII
MISCELLANEOUS PROVISIONS

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

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

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

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

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

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

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

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

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

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

(Signature Page Follows)

DRAFT

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

By:_____

Its: _____

ATTEST:

_____

Its: _____

GHAZWA FOREST, LLC, a Virginia limited liability company

By: Golden Eagle Group, Inc. – Its Manager

By:_____

Irfan K Totonji - CEO

ATTEST:

_____

Its: _____

DRAFT

EXHIBIT A

PUBLIC SERVICE COMMISSION RULE 7.4

Public Service Commission of West Virginia Rules and Regulations for the Government of Sewer Utilities. 150CSR5, Rule 7.4, Extension of Mains

DRAFT

EXHIBIT B

DEVELOPER'S PROJECT

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

DRAFT

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

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

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

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

GDF Proposal for Maintenance Building Construction Administration and Inspection Services

Attachments:

GDF Maintenance Building Proposal.pdf

GD&F
GWIN
DOBSON &
FOREMAN
ENGINEERS

June 23, 2026

Paul Mantello, Utility General Manager
Charles Town Utility Board
661 South George Street, Suite 101
Charles Town, WV 25414

RE: Professional Engineering Services Proposal (Task Order)
Maintenance Building
Construction Administration and Inspection Services

Dear Mr. Mantello:

This is a follow-up proposal to our design proposal for the engineering services associated with the Maintenance Building. This project has been designed, permitted and was recently bid and will now be constructed according to the design drawings and specifications. This proposal includes engineering services for the construction administration and inspection phase of the project.

Proposed Services

GD&F will provide construction phase services including conducting an onsite preconstruction meeting, conducting monthly progress meetings, submittal reviews, answering RFIs, issuing work change directives and change orders, processing pay applications, creating punchlists, etc. Also included will be five (5) months of full-time RPR services. Note that the actual project duration is ten (10) months; however, it is presumed that only five (5) months of full-time RPR inspection will be necessary.

Proposed Schedule

The scope of services are based on a 10-month to Final Completion time frame.

Proposed Cost

Construction Administration Services Estimate:

Professional Engineer - 140 hours (estimated) @ $156/hour = $21,840
Staff Engineer - 50 hours (estimated) @ $120/hour = $6,000
Administration and Direct Expenses = $2,160
Total Construction Administration Cost = **$30,000**

Construction Inspection (RPR) Services Estimate:

RPR - 160 hours/month x 5 months @ $93/hour = $74,400
Lodging $1,400/month x 5 months = $7,000
Mileage $2,500/month x 5 months @ $0.72/mile = $9,000
Total RPR Cost (estimate) = **$90,000**

GD&F will provide the above scope of services for an estimated, not-to-exceed, fee of $120,000. Invoices will be submitted on a monthly basis based on current GD&F standard rates. Invoicing will be performed on an accrued hourly basis plus expenses. The expenses include direct expenses such as printing/copying, mileage, lodging, 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

CME/amb
Prop/2026/CTUB_MaintenanceBldg_CA_ESP_6-23-26.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, July 8, 2026

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

Annual Preventative Maintenance Contract for Digester Compressor at Charles Town Wastewater Treatment Plant

Attachments:

Atlas Annual Service Plan.pdf



CHARLESTOWN UTILITY BOARD

ASHLEY STOTTLEMYER

Quote: 7124686

Created: 06/23/26

Attention to: ASHLEY STOTTLEMYER
Company: CHARLESTOWN UTILITY BOARD
Address: GEORGE STREET, SUITE 101 661
CHARLESTOWN
West Virginia
Mobile phone +1 304-885-0010
Email: astottlemyer@ctubwv.com

Quote: 7124686

Dear ASHLEY STOTTLEMYER,

We appreciate your invitation to quote our service proposal, rest assured we will do our best to meet your expectations.

Our Plans are specifically designed to increase compressor equipment uptime, energy savings and administration efficiency at the minimum overall costs.

With our Parts Plan the genuine parts and lubricants, which are specifically selected and tested in our laboratories and research centres for your compressor needs, are reserved in stock for you to arrive in-time.

With Preventive Maintenance package Atlas Copco will relieve you of the burden of maintenance planning and will take over the responsibility for the regular servicing of your equipment:

o We will be happy to support your business assuring continuous on-time maintenance operation.

o When service is due, you will be notified and a maintenance visit upon agreed time will be arranged.

o Our service technicians are always up to date with the maintenance standards and will provide the best service for your compressor equipment.

This proactive maintenance combined with genuine parts are proved to significantly reduce the chances of a breakdown. You are not just buying a service; you obtain a reliable partner, and we are grateful for your trust.

In case you need additional information on this quotation or other service products, please do not hesitate to contact me at any time.

Kim DeBiase

Email: kimberly.debiase@atlascopco.com

Service Plan Price Summary

Line No	Service Plan	Up to RHRS per year	Oil Type	Duration (years)	Risk Coverage				SMART Services				Targeted Uptime	Price per year
					Element OVerhaul	Main Motor Overhaul	Electrical Component	Cooler Cleaning	SMARTLINK Energy	SMARTLNK Uptime	SPM or Vibrations	Diagnostics		
1. API339346 GA 11+ ABABA														
✓	PM	4000	Roto-Xtend	5										3,418.37
Grand Total (excl. VAT) USD														**3,418.37**

RHRS: Running hours per year
PM: Preventive Maintenance

Customer Savings

Estimated Yearly Increase	7.00%
Yearly Plan Price (USD)	3,418.37

Savings with a longer Purchase Order (PO)
The Price can be fixed for the duration of the PO with an exception to major inflation (see more information in the 'Price and billing policy' of the 'Commercial T&Cs')
By standard the price is subject to yearly indexation every 12 months anniversary of the agreement, and it is reviewed during every Purchase Order (PO) renewal.

	1 Year PO (USD)	3 Year PO (USD)	5 Year PO (USD)
1st Year	3,418.37	3,418.37	3,418.37
2nd Year	3,657.66	3,418.37	3,418.37
3rd Year	3,913.69	3,418.37	3,418.37

4th Year	4,187.65	4,187.65	3,418.37
5th Year	4,480.79	4,187.65	3,418.37
Total	**19,658.15**	**18,630.41**	**17,091.85**
Savings over 5 years		**1,027.74**	**2,566.30**
		5.23%	**13.05%**

Payment and Delivery Conditions

Quote valid to	07/23/26
Commissioning	Not included unless noted otherwise
Installation	Not included unless noted otherwise
Payment terms	30 days net
Incoterms & location	FOB, Free On Board

- Please notice that the consolidated one-time price per machine will be shown on the invoice.
- Pricing does not include freight.
- Pricing does not include taxes
- Pricing applies to services performed during normal working hours, weekdays, from 8am – 5pm

Payment terms: Payment terms are subject to credit approval and may require a down payment.

Credit Card Payments: All credit card payments will be assessed a surcharge up to 3%
In the event there is a substantial increase in the cost of goods due to new and changing tariffs from the time a quote is provided until goods have been received, any resulting price increases will be negotiated by the parties in good faith.

Service Plan: Visit Details

Model	GA 11+
Serial number	API339346
Oil type	Roto-Xtend

4000 A visit	
Description	**Qty**
Labour	1.9
AIR FILTER	1.0
KIT OIL SEPERATOR 11-15KW	1.0
AC Oil Sampling kit NSC	1.0

8000 B visit	
Description	**Qty**
Labour	5.0
AIR FILTER	1.0
MIN. PRESS. THERMO. VALVE KIT	1.0
KIT OIL SEPERATOR 11-15KW	1.0
CUBICLE VENTILATION KIT	1.0
UNLOADER KIT	1.0
KIT WEAR DRAIN	2.0
FILTER	1.0
OIL:ROTO-XTEND 1 GALLON PAIL	4.0
AC Oil Sampling kit NSC	1.0

Service Plan: Maintenance Activities

Model	GA 11+
Serial number	API339346
Oil type	Roto-Xtend

4000 A visit	
1.	Change air filter element(s)
2.	Change oil separator element
3.	Check and clean compressor
4.	Check/torque electrical connections
5.	Check for leakage
6.	Measure vibrations

8000 B visit	
1.	Change air filter element(s)
2.	Change oil separator element
3.	Change compressor oil & oil filters
4.	Replace cubicle filters
5.	Overhaul WSD Aftercooler
6.	Overhaul ID drains
7.	Overhaul unloader valve
8.	Overhaul instrument block
9.	Check and clean compressor
10.	Check/torque electrical connections
11.	Check for leakage
12.	Measure vibrations

Pre-Work Site Assessment

PLEASE RETURN TO YOUR ATLAS COPCO CONTACT

Location/Customer site: _____ **Date:** _____

Safety Risk Analysis	Yes	No	N/A	Corrective Action Taken?
Is there a Fall risk (compressor on platform, no safety railing, etc.) or ladder use?				
Is the lighting adequate?				
Is there risk of touching hot parts (burn hazard)?				
Is there a danger of flying dust?				
Is there fire exposure?				
Is there a fire extinguisher in the workplace?				
What process has the vacuum pump has been used for?				
What customer permissions are needed? (LOTO, Hot-work, Confined Space, etc.)				
If required, will adequate lifting equipment be supplied by the customer?				
Are there any other hazards not listed above?				
Given the hazards, what controls, including Personal Protective Equipment, are required?				
Other comments and considerations				

Site Specific Requirements	Yes	No	N/A	If yes, then how many hours?
Is additional time needed to access the equipment because it's in a difficult location?				
Is the equipment located outdoors?				
If the equipment is located outdoors, then is it covered and protected?				
Is there enough clearance around the equipment to access it properly?				
Is additional time needed due to security procedures?				
Is there safety or site training required?				
Is additional time needed for the LOTO process?				

Commercial Terms and Conditions of Service

1. To be signed by	2. Agreement start date	3. Agreement end date
07/23/2026	06/23/2026	06/23/2031

4. Reference Nr (optional)	5. Purchase Order renewal	6. Billing frequency	7. Payment terms
	30 days before PO expiration	Yearly	within 30 days after the invoice date

8. Transportation, other costs

Freight included. Expedited freight for extra charge.

Forklift and/or other lifting equipment with qualified operator are to be provided by the customer. It can be provided for an extra charge if agreed in writing or the service office is notified min 30 days before the visit.

Overhauls and other services are performed on site, otherwise freight costs and other costs may apply.

Extra costs if working outside normal working hours (8:00am - 5:00pm, Monday through Friday)

9. Price policy

Taxes not included in quoted price, added to invoice.

Price Indexation of max 7% during Purchase Order renewals if the new PO is provided before expiration.

If the previous PO duration is over 1 year (max 5 years) the Price Index is compounded for each year of the agreement.

In case of major inflation, when CPI (Consumer Price Index) increase exceeds 12%, Atlas Copco holds the right to match the price increase to CPI at any time.

Price is requoted every time equipment yearly running hours exceed the agreed hours by 1000 or in case of change in working environment or installation.

10. Service plan termination

At any time with 30 days written notice.

Customer is entitled for a refund of any services that have not been performed but already paid in full. Seller is entitled to additional payment compensations of services and products that were provided before the termination, but not fully paid.

If general overhaul, maintenance or repair of a major component (elements involved in air compression or control of air quality, gas purity; drivetrain; motor; VSD; cooler) is performed during the agreement period as a part of a Service Plan, preliminary cancellation of the Service plan can only be accepted after the service is compensated (general list price is charged).

After the last available Purchase Order is expired.

Preliminary service plans termination might result in disrupted maintenance schedule and as a result voided warranty.

11. Service plan(-s) scope and definitions:

Service plan is a package of services allocated to certain equipment unit with Seral Nr. It can include regular maintenance (parts, consumables, components, and expert labor), digital services and risk management solutions. The scope of standard service plans is defined below:

Plan	Parts and consumables	Service specialist	Maintenance of major components when needed	Repairs and risk management (it requires SMARTLINK & Remote Diagnostics)	Comments
Parts Plan (PP)	Included	Not Included	Not Included	Not applicable	Service kits and lubricants
Preventive maintenance (PM)	Included	Included	Not Included	Only Standard Warranty	Warranty requirement

12. Customer responsibilities

Keep the equipment in a clean condition, free of any corrosive contaminants and acceptable working environment. Perform general cleaning of main and supporting (including regular cooler cleaning) equipment and parts, unless otherwise explicitly agreed in writing by Atlas Copco.

Use only genuine Atlas Copco Parts and Lubricants approved by Atlas Copco, avoid non-authorized by Atlas Copco changes to equipment or installation.

Take the necessary actions on Atlas Copco recommendations in regard to service and required changes to unit installation or working environment of the compressor equipment.

Perform daily and weekly inspection on the compressor equipment. Inform Atlas Copco of any changes in compressor operational conditions, changes in the equipment installation and disconnected from **SMART**LINK network status.

13. Liability limitation

NEITHER PARTY SHALL BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF TOTAL OR PARTIAL USE OF PRODUCTS, DOWNTIME COST, LOSS OF PROFITS OR REVENUES. ALTERNATIVE AIR SUPPLY, BACK-UP AIR OR RENTAL SERVICE ARE NOT INCLUDED.

Repairs and any form of compensation are not provided if caused by negligence, abuse, vandalism, force majeure, ignorance of customer responsibilities, operation outside specified parameters (incl. but not limited to cooling water, ventilation, electrical supply, ambient temperature, humidity) and in case of overdue maintenance beyond 60 days.

Inability to provide **parts, components**, and related services in case of **obsolescence** due to **equipment age**. In such a case the cost of undelivered service will be credited to the customer.

General terms can be consulted following the link or printed and appended to the agreement upon request

Quotation
Number: 7124686
Date: 06/23/26
9/10

All other terms are specified IN the 'ATLAS COPCO GENERAL Terms and Conditions of SERVICE' OF THIS (or, if not included, previously signed) Agreement, 'Service Plan(s) pricing and summary', 'Commercial Terms and Conditions of Service'.
THIS DOCUMENT, ANY PART OF IT IS A SUBJECT TO nON-DISCLOSURE and confidentiality desribed in 'general terms and conditions of service' and it cannot be shared to a third party without an explicit writtent consent of atlas copco

By signing this document, we agree to all the stated terms and conditions, and you are authorizing 'Atlas Copco Compressors LLC' to automatically invoice as detailed above.

Atlas Copco Compressors LLC		**CHARLESTOWN UTILITY BOARD**	
Signature	Kim DeBiase	Signature	
Date	06/23/2026 (MM/DD/YYYY)	Date	(MM/DD/YYYY)
Printed Name	Kim DeBiase	Printed Name	
Role	Inside Service Sales	Role	
PO #			

GENERAL T&C OF SERVICE

Commercial Terms and Conditions of Service

1. Quote validity: The services quote proposal expires 30 days after generation.

2. Agreement:
- (a) Standard duration of **Parts Plan (PP)** or **Service Plan (SP)** is 5 years.
- (b) **Purchase Orders (further PO)** are accepted with 1 to 5 years duration.
  PP or SP period with all applicable policies, terms and conditions can exceed the duration of PO.
- (c) **PO renewal:** Required within 30 days before PO expiration date.
- (d) All other terms will be provided by Service Sales Representative when the final agreement is to be signed.

3. Payment terms: 30 days after the invoice date. Taxes not included in quoted price and will be added to invoice.

4. Price reviews:
- (a) Anytime when agreed yearly running hours for a machine are exceeded by 1,000h or scope of the agreement is changed.
- (b) During Purchase Order renewal: yearly price increase of maximum 7% if the renewal is performed before PO expiration.
  This price increase can be exceeded in case of multi-year PO renewal with a duration over 12 months.
- (c) In case of major inflation. When CPI price Index increase exceeds 12%, Atlas Copco holds the right to match the price increase to the inflationary rate.

5. Transportation and other costs: Freight included.
- (a) Forklift and/or other lifting equipment, craft labor is to be provided by the customer. Additional charges will be added if not available.
- (b) Service is performed on site, otherwise freight costs and other costs may apply.
- (c) Extra costs if working outside normal working hours (8:00am - 5:00pm, Monday through Friday).
- (d) Expedited freight is not included in quotation.
- (e) The customer is responsible for the proper disposal of all used oil, parts, & shipping containers.

6. Agreement revision and termination:
- (a) At any time with 30 days written notice. Customer is entitled for a refund for any services that have not been performed but already paid for. Seller is entitled to additional payments for any services and products that were provided before the termination, but not fully paid.
- (b) Due to belated and overdue Purchase Orders. Higher price increase, agreement termination, disrupted and adjusted service visits and as a result invalidity of certain warranty programs.

7. Service plan(-s):
- (a) **Parts Plan (PP).** Atlas Copco will assure timely delivery of service kits and optionally other standard parts or lubricants.

(b) **Preventive Maintenance (PM).** All spare parts, consumables, labor, and travel deemed applicable by Atlas Copco to perform the activities specified in the quotation for each planned service visit will be provided
PM service plans include **SMART**LINK Uptime license. Equipment with 10-year element warranty (PRO 10) or other special additional warranty programs must have a stable connection to **SMART**LINK. Exception shall be granted with prior written agreement by Atlas Copco for machines not designed for **SMART**LINK cloud service.

8. Customer responsibilities:

(a) Keep the equipment in a clean condition, free of any corrosive contaminants and acceptable working environment. Perform general cleaning of main and supporting (e.g., cooler) equipment and parts, unless otherwise explicitly agreed in writing by Atlas Copco.
(b) Use only genuine Atlas Copco Parts and Lubricants approved by Atlas Copco, avoid non-authorized by Atlas Copco changes to equipment or installation.
(c) Take the necessary action on compressor equipment repairs recommended by Atlas Copco. Make the equipment units available for an overhaul (and pay for an overhaul unless included in the Service plan) if SPM readings or other metrics indicate the need for it.
(d) Perform daily and weekly inspection on the compressor equipment. Inform Atlas Copco of any changes in compressor operational conditions and changes in the equipment installation.

9. Liability limitation. Neither party shall be liable for any special, indirect, incidental, punitive, or consequential damages, including, but not limited to, loss of total or partial use of products, downtime cost, loss of profits or revenues. Breakdowns and repairs caused by negligence, abuse, operation outside of specific parameters and due to maintenance due over 30 working days are not covered by service plans.

Definitions

Service Plan – a package with defined scope of services and products for concrete equipment unit provided during determined for the service plan period. It can include regular maintenance (bill of material and professional labor), digital services, risk coverage, inspections and audits, other services.

Fixed Price service – non-repetitive ad-hock maintenance, overhaul or repair service with explicitly defined scope of materials and works.

Agreement (can be referred as contract) – a legal document which defines scope of services and products with applicable terms, conditions and policies. The period of agreement can exceed period of certain Service plans and purchase orders.

Quote (or quotation) – a commercial proposal document issued by a seller to a buyer with defined scope, price and terms.

Purchase Order - a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services required.

Major components – Drive train and Airend element, Electric parts and Variable Speed Drive (VSD), Cooler, Motor.

Normal working hours – Monday to Friday, 8AM-5PM

Uptime Performance Care – performance driven service plan, which includes scope of Total Responsibility with agreed machine Availability target and limited compensation if the target is not achieved.

Element – main Component of the compressor air-end, which defines the air compressing technology.

SMARTLINK – Internet of Things solution which includes remote monitoring of the connected equipment units via Web and mobile application.

Shock Pulse Monitoring (also known as SPM) - is a patented technique of predictive maintenance by measuring vibration and shock pulses of bearing in motors and to identify their condition and operating life before the next overhaul procedure.

Remote Diagnostics Service – continuous preventive diagnostics of the compressed air installation or equipment unit(-s) in scope driven by **SMART**LINK data, automated algorithms, AI and human supervision.

Elektronikon – a human machine interface (HMI) component or device which is built into equipment unit

SMARTBOX – bus controller for remote diagnostics and connectivity hardware.

Variable Speed Drive (VSD) - a device that controls the flow of energy by regulating the speed and torque of the motor. It can save energy, reduce maintenance costs, and improve operational efficiency in various applications such as pumps, fans, and compressors.

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

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

Quote from STH for Spare Pump at Wendy's Pump Station

Attachments:

STH Pump Quote.pdf

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

Quote

Quote # QTE39722

Date 6/22/2026

Bill To

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

Ship To

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

TOTAL

$22,450.00

Expires: 7/22/2026

Title	Reference
Charles Town Utility Board	Wendy's Spare Pump

Account Rep	Est. Lead Time	Freight Terms	Terms
Cameron A Hallock (301) 370-3949	5-7 weeks	FFA	Net 30

Item	Amount
Pump Unit STH Pump Unit Proposal, to Include the Following: Qty.1 99782143 SE1.30.A40.230.2.52S.EX.61R.A 22.8HP, 230/460V, 3PH, 3567RPM Qty.1 Freight Allowed	$22,450.00

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

Subtotal	$22,450.00
Tax Total (%)	$0.00
Total	$22,450.00

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

Quote

Quote # QTE39722

Date 6/22/2026

Terms and Conditions:

Dear Valued Customer,

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

Price Adjustment Clause

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

Tariffs and Duties

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

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

Company Name: _____ Date: _____

Authorized:_____ Title: _____

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Manager Report

Attachments:

UM Report July 2026.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: July 8, 2026
TO: Board of Directors
SUBJECT: Utility General Manager's Report, July 2026

Summary:
Several major projects are on-going including the 2023 Collection System Project, Greenfield Forcemain Project, Asbury Block Sewer project, NPDES Permit Renewal and Deerfield Permit Renewal.

Ongoing Projects & Initiatives:

1) Locust Hill Golf Course Ponds & Aerators
2) NPDES Permit Renewal & Land Application Agreement Update

Wastewater Treatment Plant

Total Wastewater Processed June 2026:
Charles Town: 37.01 million Gallons per month or 1.23 MGD average
Tuscawilla: 2.97 million Gallons per month or 0.10 MGD average

Collection System

0 Pump(s) pulled and sent for repair
19 Grease Trap inspections
10 Sewer main repairs/blockages/call-outs
102 Sewer line inspections
15 Manhole inspections
12 Sewer line jetting

Water Plant and Distribution System

Total Water Pumped June 2026 (CT): 51.7 million Gallons per month or 1.67 MGD average
3 Leak repaired
8 Meters repaired
48 Meters replaced
23 New meters installed
1815 - Ten (10) day notices
853 Disconnect notices, 114 Disconnects
1 Hydrant(s) repaired

Customer Counts

- Sewer 11,064
- Water 7,834

Human Resources

Employees Count: 37 full-time | 3 part-time | 1 vacancies

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Chairman Report

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Engineering Report

Attachments:

Engineers Report 07.08.26.pdf

CHARLES TOWN UTILITY BOARD
ENGINEER'S REPORT
July 8, 2026

Water Projects

Membrane/GAC Pilot Study

- Pilot study officially started the week of April 20, 2026. Water quality sampling has been ongoing and is being sent to a certified laboratory. The membrane pilot unit currently has a VFD fault which is preventing it from running.
- AriaFiltra (membrane manufacturer) has about 1-month remaining before switching to the other membrane manufacturer. The flux/flow rate was increased.

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

- Portable Water Systems will provide 2 temporary tanks and pressure system such that Mid-Atlantic can perform cleaning and joint sealant rehab work similar to last year's Huntfield Tank.
- Total cost for this work is $183,529. It will be scheduled for July/August.

Corrosion Inhibitor Change

- CTUB planned to switch corrosion inhibitors at the end of March 2026. The Health Department is against this change. We need to decide if we want to proceed with this further or not. At a minimum, they are wanting to double the lead and copper sample sites from 30 to 60.
- Reason for change is no zinc buildup in system and better product for the hard water source.

Sewer Projects

Collection System Project (RK&K Design)

- HRI has been making progress with GDF RPR, Don Peglow, onsite. They are operating between 3-4 crews per week. Currently working on Moose Lodge and Burr East pump stations, 8" gravity line along 11th and Forrest Streets (hard rock excavation is causing major issues) and Evitt's Run laterals. We are still waiting on Potomac Edison for power at Jett's Farm, Moose Lodge and Lakeland Pump Stations.
- HRI expected to be Substantially Complete in August 2026. Schedule has slipped a few more weeks due to presence of rock and waiting on power company.

- There will be an upcoming change order for additional bypass pumping and electrical work at Burr East.

New WWTP Design

- New influent pump station design is complete, working on specifications. Design of new headworks screens, vortex grit systems, Clarifiers and UV system are ongoing.
- Currently performing 3rd party system water quality sampling to optimize plant size.
- GDF has begun preliminary design of new sludge handling system.

Tuscawilla BNR/MBR Project Upgrade – No Change

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

New Maintenance Building

- Issued a Notice of Intent to Award to W. Harley Miller Contractors, Inc. for $1,360,000.
- Awaiting signed Agreement, Bonds and Insurance.

Greenfield Forcemain

- Design complete, final easement received. GDF received the resubmitted NPDES permit.
- Project will be put out to bid this month.
- Cost estimate is about $1,200,000.

Asbury Church Area Sewer Replacement

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

Flowing Springs Pump Station Upgrade

- Design is approximately 90% complete. WVBPH permit submission has been made.

- Project consists of replacing pumps, controls, instrumentation, valves, piping, VFDs, manhole and wet well rehabilitation and other various upgrades including electrical and HVAC.
- Once permit is received, project will be put out to bid.

Asset Management Plan – No Change

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

Ammonia Sensors at CTWWTP

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

CTWWTP SBR Blower Issues

- Blower No. 2 was sent to Excelsior in Blandon, PA, for diagnostics. No major issues found. Bearings and seals will be replaced for $7,924. Blower will be returned and re-installed this month by Snyder Environmental.
- Three (3) new blower inlet control valves were ordered on 5-1-2026 from Beck and are scheduled to ship on 7-10. Total cost was $38,707. Snyder Environmental will install new valves once they arrive.
- Two (2) new blower thermal mass air flow sensors have been installed. They will be tied into SCADA this month. These should further aid in blower/valve diagnostics.
- Justin Cooney, GD&F electrical engineer, made a site visit on 6-10 and made various programming changes to the blower soft starts. The blowers have not faulted since.

Misc.

- GDF has been assisting CTUB with wastewater plant operational issues/questions on an as needed basis.
- GDF developed new Charles Town WWTP Operator Daily Log Spreadsheets which should further aid in plant operations and maintenance.

GD&F
GWIN DOBSON & FOREMAN ENGINEERS

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

July 8, 2026

Attachments:

Board Report 07.08.26.pdf

Totals by Year-Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	6-50	$94,507.47	$0.00	$43,821.27	$138,328.74
Sewer	6-60	$188,465.36	$0.00	$73,130.98	$261,596.34
	Year Total:	$282,972.83	$0.00	$116,952.25	$399,925.08
Water	7-50	$14,281.56	$0.00	$1,450.90	$15,732.46
Sewer	7-60	$17,966.66	$0.00	$1,342.17	$19,308.83
	Year Total:	$32,248.22	$0.00	$2,793.07	$35,041.29
Water	X-50	$7,538.61	$0.00	$0.00	$7,538.61
Sewer	X-60	$456,612.30	$0.00	$0.00	$456,612.30
	Year Total:	$464,150.91	$0.00	$0.00	$464,150.91
Total Of All Funds:		$779,371.96	$0.00	$119,745.32	$899,117.28

Totals by Fund

Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
Water	50	$116,327.64	$0.00	$45,272.17	$161,599.81
Sewer	60	$663,044.32	$0.00	$74,473.15	$737,517.47
Total Of All Funds:		$779,371.96	$0.00	$119,745.32	$899,117.28

This Packet: $ 899,117.28
Security Deposit Refunds, checks dated 6/30/2026: 65.29
Security Deposit Refunds, checks dated 7/08/2026: 1,242.45

Total: $ 900,425.02

TOTAL PAGES: 7

APPROVED BY: _____

APPROVED BY: _____

Vendor #		*Name*					
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
WVASS005		WV ASSOC OF COUNTIES GROUP					
I2600596	06/19/26	QUARTERLY	Open	$102,001.00	$0.00		
WVBUR010		WV BUREAU OF PUBLIC HEALTH					
I2700022	07/08/26	M.SIVIERO CLSS 1 WW CERT	Open	$125.00	$0.00		
WVDEP005		WV DEPT OF HEALTH & HUMAN SVCS					
I2600593	06/22/26	BACTERIOLOGICAL TEST	Open	$23.00	$0.00		
I2600594	06/17/26	BACTERIOLOGICAL TEST	Open	$184.00	$0.00		
			Vendor Total:	**$207.00**			

Total Purchase Orders: 108 Total P.O. Line Items: 0 Total List Amount: $899,117.28 Total Void Amount: $0.00

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
STEVE005		STEVEN FARIAS	*Account Continued*				
STONE005		STONER ENTERPRISES INC					
I2600587	06/23/26	SVC @ 661 S GEORGE ST	Open	$147.84	$0.00		
I2600591	06/24/26	COOLER RENTAL@ 661 S GEORGE ST	Open	$15.55	$0.00		
			Vendor Total:	**$163.39**			
TMOBI005		T-MOBILE					
I2600595	06/21/26	MONTHLY CELL SERVICE	Open	$585.33	$0.00		
TEAMV005		TEAMVIEWER GERMANY GMBH					
I2600588	06/25/26	SUBSCRIPTION: 6/25/26-6/24/27	Open	$3,000.00	$0.00		
CITHO005		THE CI THORNBURG CO, INC.					
I2600604	06/30/26	CHLORINE	Open	$2,836.39	$0.00		
P2600236	06/04/26	1-1/2" OMNI+ C2 METER	Open	$3,216.00	$0.00		
P2600237	06/04/26	2" OMNI+ C2 METER	Open	$9,275.00	$0.00		
P2600238	06/04/26	4" OMNI+ C2 METER	Open	$4,205.00	$0.00		
P2600240	06/05/26	TOUCHREADER REPAIR	Open	$798.38	$0.00		
P2600248	06/09/26	REPLACE SADDLE/CURB STOP MBR	Open	$351.20	$0.00		
P2600270	06/23/26	MISC FOR WATER & SEWER	Open	$6,120.00	$0.00		
			Vendor Total:	**$26,801.97**			
TRAVI005		TRAVIS MARKLEY					
I2700020	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
TROJA005		TROJAN TECHNOLOGIES CORP					
P2600206	05/19/26	SERVICE UV'S AT TUSC WWTP	Open	$2,568.50	$0.00		
TYLER005		TYLER TECHNOLOGIES					
I2600614	06/30/26	UB NOTIFICATION	Open	$433.20	$0.00		
USBAN005		U.S. BANK					
I2600617	06/30/26	PCARD 9146	Open	$22,181.48	$0.00		
USALC010		USALCO, LLC					
I2600592	06/25/26	DELPAC 2500	Open	$8,527.68	$0.00		
VEOLI005		VEOLIA WATER TECHNOLOGIES T.S.					
P2600281	06/26/26	BULBS FOR CTWWTP	Open	$2,835.00	$0.00		
VITAL005		VITAL SIGNS PLUS					
P2700006	07/01/26	MISC	Open	$969.95	$0.00		
WESTV005		WEST VIRGINIA TRACTOR COM					
P2600167	12/10/25	VACTOR TRUCK	Open	$365,594.00	$0.00		
WVAME005		WV AMERICAN WATER					
I2600615	06/18/26	SHUTOFFS, RECONNECTS	Open	$1,220.00	$0.00		
I2700021	07/01/26	USAGE DATA - 2,755	Open	$551.00	$0.00		
			Vendor Total:	**$1,771.00**			

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
MIKED005		MIKE DENNIS	*Account Continued*				
I2600583	06/30/26	PER DIEM: 7/19 - 7/24/26	Open	$374.00	$0.00		
I2700014	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
			Vendor Total:	**$524.00**			
MIKES005		MIKE SIVIERO					
I2600584	06/30/26	PER DIEM: 7/19 - 7/24/26	Open	$374.00	$0.00		
I2700015	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
			Vendor Total:	**$524.00**			
OSCAR005		OSCAR REYES					
I2700016	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
PACEA005		PACE ANALYTICAL SERVICES,					
I2600609	06/30/26	TESTING	Open	$77.00	$0.00		
PATTO005		PATTON BUILDING SERVICES					
I2600610	06/30/26	CLEANING JUN	Open	$533.00	$0.00		
PAULM005		PAUL MANTELLO					
I2700017	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
PREMI015		PREMIER CONTRACTING LLC					
P2600168	11/12/25	BELT PRESS BUILDING ENCLOSURE	Open	$23,420.26	$0.00		
PUBLI005		PUBLIC SERVICE COMMISSION					
I2600611	06/17/26	INTRASTATE REVENUE ASSESSMENT	Open	$22,235.03	$0.00		
I2600612	06/17/26	INTRASTATE REVENUE ASSESSMENT	Open	$18,160.74	$0.00		
			Vendor Total:	**$40,395.77**			
WAKEF005		REVCO SOLUTIONS					
I2600613	06/30/26	JUN COLLECTIONS	Open	$71.10	$0.00		
SGPLU005		SG PLUMBING, INC.					
P2600264	06/18/26	REPAIR PEW LINE TUSC PLANT	Open	$1,762.86	$0.00		
STHIN005		SHAFER, TROXELL & HOWE, LLC					
P2600101	04/13/26	HUNTFIELD PUMP-LIFTING BAIL	Open	$2,007.00	$0.00		
P2600272	06/24/26	PM FOR WENDYS PS	Open	$525.00	$0.00		
P2600274	06/24/26	PM FOR CRANES LANE PS	Open	$525.00	$0.00		
			Vendor Total:	**$3,057.00**			
STEPT005		STEPTOE & JOHNSON PLLC					
I2600585	06/15/26	GENERAL EMPLOYER COUNSELING	Open	$975.00	$0.00		
I2600586	06/15/26	GENERAL ENVIRONMENTAL	Open	$99,310.44	$0.00		
			Vendor Total:	**$100,285.44**			
STEVE015		STEVE WILLIAMS JR					
I2700019	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
STEVE005		STEVEN FARIAS					
I2700018	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
GWIND005		GWIN DOBSON & FOREMAN INC					
I2600618	06/30/26	WW RETAINER EVITTS RUN	Open	$5,050.08	$0.00		
I2600619	06/30/26	PROJ: 26018 TUI MBR PROJECT	Open	$633.10	$0.00		
I2600620	06/30/26	PROJ: 25080 WTP PILOT STUDY	Open	$401.70	$0.00		
I2600621	06/30/26	PROJ: 25052 FS PS UPGRADE	Open	$9,702.45	$0.00		
I2600622	06/30/26	PROJ: 24046 CTWWTP UPGRADE	Open	$57,262.49	$0.00		
P2600001	01/01/26	ASSET MGT TASK ORDER NO. 2	Open	$1,902.91	$0.00		
			Vendor Total:	**$74,952.73**			
HDSUP005		HD SUPPLY INC					
P2600256	06/16/26	MISC FOR WTP	Open	$328.20	$0.00		
HENRY005		HENRY TWAROG					
I2700010	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
INTEL005		INTELLIPOINT TECHNOLOGIES					
I2600581	06/26/26	IT-REGULAR-REMOTE	Open	$100.00	$0.00		
INWOO005		INWOOD QUARRY, INC.					
I2600582	06/18/26	C2 PICKUPS: 6/18/26	Open	$942.40	$0.00		
IRONM005		IRON MOUNTAIN, INC					
I2600602	06/30/26	SHREDDING, STORAGE	Open	$1,765.78	$0.00		
I2600616	05/31/26	SHREDDING, STORAGE	Open	$1,624.56	$0.00		
			Vendor Total:	**$3,390.34**			
JAMES005		JAMES RIVER EQUIPMENT					
P2600280	06/26/26	SERVICE ON CTWWTP LOADER	Open	$2,177.14	$0.00		
JPRFB005		JP & RF BURNS PARTNERSHIP					
I2600603	06/30/26	JUN LOADS - 23	Open	$4,232.00	$0.00		
KAYCA005		KAY CASTO & CHANEY PLLC					
I2700011	07/01/26	PSC CASE: THRU 5/31/26	Open	$660.00	$0.00		
I2700012	07/01/26	CIF PSC CASE: THRU 5/31/26	Open	$15,164.70	$0.00		
I2700013	07/01/26	GENERAL: THRU 5/31/26	Open	$2,437.38	$0.00		
			Vendor Total:	**$18,262.08**			
KROHN005		KROHNE INC					
P2600254	06/16/26	REPLACE FAULTY SENSOR WTP	Open	$936.17	$0.00		
MCCAR005		MCCARTHY TIRE SERVICE COM					
P2700005	06/30/26	SEWER LOADER TIRE	Open	$1,493.90	$0.00		
MCKIN005		MCKINNEYS AUTO REPAIR & TOWING					
P2700003	07/07/26	OIL CHANGE-MAINTENANCE TRUCK	Open	$111.16	$0.00		
METLI005		METLIFE, INC					
P2700002	07/08/26	METLIFE	Open	$2,793.07	$0.00		
MIKED005		MIKE DENNIS					

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
DERIC005		DERICK TITUS	*Account Continued*				
I2700009	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
DIWGR005		DIW GROUP, INC					
I2600568	06/23/26	PRESIDENTS POINTE PHASE 5	Open	$1,309.75	$0.00		
I2600569	06/22/26	CTUB GENERAL SERVICES	Open	$435.00	$0.00		
I2600570	06/22/26	FOUNDRY CENTRE	Open	$1,309.75	$0.00		
I2600571	06/22/26	KINGS CROSSING	Open	$591.50	$0.00		
I2600572	06/22/26	NORBORNE GLEBE	Open	$4,140.50	$0.00		
I2600573	06/22/26	RIVERPOINTE	Open	$591.50	$0.00		
I2600574	06/22/26	BEALLAIR	Open	$1,901.25	$0.00		
I2600575	06/22/26	MEDIA FARMS	Open	$3,887.00	$0.00		
			Vendor Total:	**$14,166.25**			
DODSO010		DODSON SEPTIC SERVICES, LLC					
P2600279	06/26/26	PUMP VARIOUS PUMP STATIONS	Open	$900.00	$0.00		
P2700004	07/02/26	CLEAN BOTTOM OF VARIOUS PS	Open	$650.00	$0.00		
			Vendor Total:	**$1,550.00**			
DUSTI005		DUSTIN GREGORY					
I2600589	06/30/26	PER DIEM: 7/26 - 7/29/26	Open	$238.00	$0.00		
I2600590	06/30/26	PER DIEM: 8/17 - 8/20/26	Open	$238.00	$0.00		
			Vendor Total:	**$476.00**			
EASTM005		EAST MOUNTAIN HEALTH PHYSICIAN					
I2600605	06/30/26	T.FARIAS HEP A & B VACCS	Open	$220.00	$0.00		
FREDE005		FREDERICKTOWNE LABS INC					
I2600576	06/22/26	TESTING	Open	$3,295.91	$0.00		
I2600577	06/22/26	TESTING	Open	$10,477.23	$0.00		
			Vendor Total:	**$13,773.14**			
GASKI005		GASKINS SERVICES LLC					
P2600269	06/23/26	LOADS OF SCREENED TOPSOIL	Open	$1,200.00	$0.00		
GERAL005		GERALD TAYLOR CO., INC.					
I2600578	06/23/26	PUMP / TRANSPORT	Open	$937.44	$0.00		
I2600579	06/23/26	TRANSPORT	Open	$855.36	$0.00		
I2600606	06/30/26	PUMP / TRANSPORT	Open	$1,095.94	$0.00		
I2600607	06/30/26	TRANSPORT	Open	$953.37	$0.00		
I2600608	06/30/26	PUMP / TRANSPORT	Open	$298.53	$0.00		
			Vendor Total:	**$4,140.64**			
GRANI005		GRANICUS					
P2600245	06/09/26	GRANICUS/PEAKAGENDA ANNUAL FEI	Open	$12,447.61	$0.00		
GUTTM005		GUTTMAN ENERGY					
I2600580	06/21/26	W/E 6/21/26	Open	$1,286.88	$0.00		
I2600599	06/28/26	W/E 6/28/26	Open	$2,984.00	$0.00		
			Vendor Total:	**$4,270.88**			

Ranges	Item Status	Purchase Types	Misc
Range: *First to Last*	***Open:*** *N*	***Bid:*** *Y*	***P.O. Type:*** *All*
Rcvd Batch Id Range: *First to Last*	***Void:*** *N*	***State:*** *Y*	***Format:*** *Condensed*
Paid Date Range: *06/30/26 to 07/08/26*	***Paid:*** *Y*	***Other:*** *Y*	***Include Non-Budgeted:*** *Y*
	Held: *N*	***Exempt:*** *Y*	***Prior Year Only:*** *N*
	Aprv: *N*		***Vendors:*** *All*
	Rcvd: *N*		

Vendor # / P.O. #	PO Date	*Name* / Description	Status	Amount	Void Amount	Contract	PO Type
AMERI015		AMERIGAS PROPANE LP					
I2600598	06/30/26	TANK RENTAL: JOB CORPS RD	Open	$139.80	$0.00		
ANTIE005		ANTIETAM ELECTRICAL CONTRACTOR					
P2600271	06/23/26	SERVICE CALL FOR BLOWERS CTWW	Open	$1,806.86	$0.00		
APRIL005		APRIL SHULTZ					
I2700001	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
ASHLE005		ASHLEY STOTTLEMYER					
I2700002	07/08/26	CELL REIMBURSEMENT	Open	$150.00	$0.00		
CITYN005		CITY NATIONAL BANK					
I2700003	07/03/26	LOCKBOX SVCS: JUN	Open	$208.88	$0.00		
CITYO005		CITY OF CHARLES TOWN					
I2600567	06/23/26	MAY UTILITIES@ 661 S GEORGE ST	Open	$1,788.28	$0.00		
CLAYT005		CLAYTON SHICH					
P2600283	06/30/26	4" TAP-22 W WASHINGTON ST	Open	$450.00	$0.00		
COOLE005		COOLEY PUBLIC STRATEGIES, LLC					
I2700004	07/01/26	JUL 2026 PROFF SVCS	Open	$7,330.55	$0.00		
COREM005		CORE & MAIN INC					
P2600207	05/20/26	WATER STOCK	Open	$8,371.68	$0.00		
COYNE005		COYNE CHEMICAL INC					
I2600597	06/25/26	ZETAG 8848 FS	Open	$5,342.22	$0.00		
CUMMI010		CUMMINS, INC					
I2600600	06/29/26	PM: JOHN RISSLER	Open	$1,006.67	$0.00		
DAVID010		DAVID ENGLE					
I2700023	07/08/26	MILEAGE: 3 CLASSES	Open	$95.70	$0.00		
DAVID015		DAVID STAUBS					
I2600601	06/30/26	PER DIEM: 6/30 - 7/01/26	Open	$48.00	$0.00		
DEPTO010		DEPT OF ENVIRONMENTAL PRO					
I2700005	07/01/26	WTP	Open	$200.00	$0.00		
I2700006	07/01/26	WWTP	Open	$200.00	$0.00		
I2700007	07/01/26	RAW WATER INTAKE	Open	$200.00	$0.00		
I2700008	07/01/26	TWWTP	Open	$200.00	$0.00		
			Vendor Total:	**$800.00**			
DERIC005		DERICK TITUS					

CHARLES TOWN UTILITY BOARD

Wednesday, July 8, 2026

Regular Meeting

661 South George Street
Charles Town, WV 25414

Next Meeting - July 22, 2026 at 4:00 P.M.