

**Water & Sanitary Board Agenda**  
**Thursday, January 28, 2021**  
**12:30 p.m.**  
**Zoom Meeting**

1. Call to Order
2. Review and approval of Draft Water and Sanitary Board Minutes of December 3, 2020 and Jan.8, 2021
3. Visitors
4. Finances
  - a. Financial Statements
5. Flow and Quality Reports
  - a. (1) Water – No Violations
  - b. (2) Sewer – No violations
6. Unfinished Business
  - a. Water Plant Improvement Project – Engineering – 97% complete
  - b. Water system improvement
  - c. Sewer Use Ordinance – Revision and comments – meeting TBD
  - d. Main Pump Station – Report – (VFD installed, \$24,480) – (Hoist installed, \$8,470) (Rotary Lobe Pump, ordered. \$5752) – (Stairway ordered, \$10,506)
7. New Business
  - a. Rankin Property LLC – Christian Rankin – Step1
  - b. Communication with the public/customers- discussion
8. Mayor's Report
  - a. 5% Water Rate Increase – filed with WV Public Service Commission
  - b. Chesapeake Bay report – newspaper article
9. Consent Order Report – Jeff Ekstrom
10. Next meeting date – February 25, 2021 at 12:30 a.m.
11. Consent
12. Summarize Action Items from this meeting
13. Draft Agenda for next meeting
14. Adjournment

Shepherdstown Town Hall is inviting you to a scheduled Zoom meeting.

Topic: Shepherdstown Water and Sanitary Board Meeting

Time: Jan 28, 2021 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97181824988?pwd=UDlvUXM0UG5uMlpRMlZlTnZXVUljQT09>

Meeting ID: 971 8182 4988

Passcode: 725503

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Find your local number: <https://zoom.us/u/aepUEKWS6t>

## ***DRAFT MINUTES***

# **SHEPHERDSTOWN, WEST VIRGINIA WATER & SANITARY BOARDS**

Thursday, December 03, 2020

**Attendees:**      **Water Board** – J. Auxer (Mayor, Ex Officio), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), A. Slater  
                                 Excused: C. Stroeck  
                                 **Sanitary Board** – J. Auxer (Chair), H. Heyser, R. Keller  
                                 **Town Staff** – C. Coe, D. Nickerson, C. Painter, K. Shipley, F. Welch  
                                 **Engineer** – J. Ekstrom, Ghosh Engineering

Note: this was a virtual meeting held on the Zoom platform as a health precaution due to the COVID-19 pandemic.

### **1.      CALL TO ORDER.**

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:30pm.

### **2.      MINUTES FROM PRIOR MEETING.**

The proposed minutes of the October 29, 2020 regular meeting were reviewed. Corrections were proposed by J. Bresland and H. Heyser which were adopted. Upon motion duly made and seconded, the minutes were approved as corrected.

### **3.      VISITORS.**

There were no visitors.

### **4.      FINANCIAL STATEMENTS.**

D. Nickerson asked for questions.

H. Keller sought clarification on Agenda item 6D (Main Pump Station expenditures), as to whether these costs totaling \$49,208 would be charged to maintenance expense, noting there is approximately the same value in unspent budgeted funds as shown on Schedule S7. F. Welch responded that the expenditures would be charged to the Improvement & Replacement fund (I&R).

J. Bresland noted that schedules W-9 and W-10 had been misplaced in the Water reports. J. Auxer thanked him for so noting and reminded the committees to report any financial questions or comments to D. Nickerson in advance of the meeting when at all practicable.

### **5.      FLOW AND QUALITY REPORTS.**

#### **5.a.    (1) WATER**

C. Coe reported on the status of the disinfection-by-products and filter soak, advising that appropriate steps have been taken to prolong and clean the filter media until the plant upgrades may be completed. J. Ekstrom stated that with the new planned plant improvements, operators will be able to add air to lift the beds and clean the filters and eliminate binding problems, which will be a more efficient and effective process.

C. Coe commented on various reports included in the Commission meeting package. M. Godfrey sought clarification on the Pace Analytical reports; C. Coe noted that the reports were not easy to interpret, but then clarified that the results were well within the ranges allowed.

**5.b. (2) SEWER**

K. Shipley reported there were no violations for the reporting period.

**6. UNFINISHED BUSINESS.**

**6.a WATER PLANT IMPROVEMENT PROJECTS.**

J. Ekstrom (Engineer) updated the commission members on the progress of the water treatment plant improvement project. J. Ekstrom advised that the next critical path step is approval of the 5% increase in water rates. Mayor Auxer stated that the first reading of the proposed rate increase will be before the Town Council on December 8, 2020, which will be followed by a second reading on January 12, 2021; then we may file the rate increase application with the West Virginia Public Service Commission.

H. Heyser asked when bids for the project could be issued? J. Ekstrom advised that the most likely schedule will be in the spring of 2021. J. Bresland asked how many contractors would be invited to bid? J. Ekstrom responded that there would likely be four or five qualified bidders interested.

**6.b MECKLENBURG PROJECT.**

Mayor Auxer stated that it would be appropriate to hold off on the Mecklenburg Heights project until the water plant improvement project is well underway. S. Kemnitzer requested that the committee refer to this project as the System Distribution Improvement project, as the project scope now targets all needed system improvements and fire hydrant deficiencies, not exclusively in Mecklenburg Heights. Mayor Auxer agreed and asked Staff to so note on future agendas.

Discussion ensued on possible grant funds stemming from the new Biden administration. J. Ekstrom observed that there is a possibility for an infrastructure funding bill like that of the Obama administration's "shovel ready" program.

**6.c SEWER USE ORDINANCE – REVISION AND COMMENTS.**

R. Keller reported that this project is "on hold" until the members and staff may work together.

**6.d MAIN PUMP STATION.**

F. Welch presented an update on the list of maintenance projects previously approved by the Sanitary Commission. They include: (1) the Variable Frequency Drive has been installed at a cost of \$24,480; \$25,000 in installation costs were expected; (2) stairs for the third level have been ordered at a cost of \$10,506; (3) hoist has been ordered (\$8,470); and, (4) a new rotary lobe pump will need to be procured at a cost of \$5,752. F. Welch noted that adequate budget funds exist to fund these expenditures.

**7. NEW BUSINESS.**

There was no new business.

**8. MAYOR'S REPORT.**

**8. a. TOWN COUNCIL RECOMMENDED 5% RATE INCREASE IN WATER RATES**

As discussed earlier in the meeting Mayor Auxer advised the rate increase will be presented to the Town Council on December 08, 2020 at their regularly scheduled meeting, representing the first reading of this measure. Rate Analyst David Decker will be attending to answer questions posed by the Town Council and members of the public. A detailed discussion of the various line-by-line rate increases and proposed tariff changes was held.

S. Kemnitzer shared concerns expressed to her by customer-residents that the water and sanitary rates seemed high in comparison to other area utilities. J. Ekstrom responded that a quick examination of the PSC website revealed the rates were comparable. There was discussion on measures that could be considered to adjust



specific charges ( e.g. sprinklers) to ameliorate the cost pressure on standard rates. J. Ekstrom offered to prepare a rate comparison for the committees. His offer was accepted. Discussion then turned to the Check Return Charge, proposed to be at the rate assessed by the bank, with a not to exceed \$30 maximum, as annotated in the recommended water tariff. H. Heyser suggested that the sewer rates include the same charge and wording, which was generally agreed upon.

**ACTION ITEMS:**

- (1) **H. HEYSER MOVED AND R. KELLER SECONDED THAT THE SANITARY BOARD PROSPECTIVELY APPROVE THE RECOMMENDED \$30 MAXIMUM RETURNED CHECK CHARGE AND LANGUAGE CONTAINED IN THE WATER TARIFF. BY ROLL-CALL VOTE THIS MEASURE WAS UNANIMOUSLY APPROVED BY THE SANITARY BOARD.**
- (2) **J. BRESLAND MOVED AND A. SLATER SECONDED THAT THE WATER BOARD APPROVED THE RECOMMENDED \$30 MAXIMUM RETURNED CHECK CHARGE AND LANGUAGE CONTAINED IN THE PROPOSED WATER TARIFF. BY ROLL-CALL VOTE THIS MEASURE WAS UNANIMOUSLY APPROVED BY THE WATER BOARD.**

**9. CONSENT ORDER**

F. Welch advised that there has been no activity or contact on this matter.

**10. NEXT MEETING- January 28, 2021 at 12:30PM and will be conducted on the Zoom platform.**

**11. ADJOURNMENT. J. Auxer adjourned the meeting at 2:01 p.m.**

Respectfully Submitted: Austin J. Slater, Jr.

## ***DRAFT MINUTES***

# **CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA WATER BOARD ~ SPECIAL MEETING**

FRIDAY, JANUARY 8, 2021

**Attendees:** **Water & Sanitary Board** – J. Auxer (Mayor, Ex Officio), J. Bresland, J. Ford (Council Member), M. Godfrey, A. Slater, C. Stroeck (Council Member)  
**Excused:** S. Kemnitzer (Water Board Chair)  
**Town Council-** J. Haynes, M. Amerikaner  
**Members of the Public-** Mary Fortuna, Jennifer Gerholdt, Steve Pearson, Barbara Stiefle  
**Town Staff** –C. Coe, D. Nickerson, C. Painter, K. Shipley, F. Welch  
**Professional Independent Consultants** – S. April (environmental scientist), J. Ekstrom (engineer), David Decker (accountant/rate analyst), Hoy Shingleton (regulatory counsel)

Note: this was a virtual meeting held on the Zoom platform as a health precaution due to the COVID-19 pandemic.

### **1. CALL TO ORDER.**

The Special meeting of the Water Board was called to order by J. Auxer at 12:30pm.

### **2. WELCOME AND PURPOSE OF THE MEETING.**

Mayor Auxer welcomed members of the public, council members, water board members, staff and independent consultants to the meeting. He then stated that the express purpose of the meeting was to discuss the pending 5% water rates increase, hear from members of the public, and to answer questions and consider any and all such relevant matters.

### **3. RECOGNITION OF GUESTS.**

Mayor Auxer invited the members of the public to introduce themselves and share their thoughts and raise questions on the proposed water rate increase.

The first commenter was Ms. Jennifer Gerholdt of the Willow Dale neighborhood. Ms. Gerholdt noted that she was not necessarily against the rate increase but had concerns regarding the real or perceived transparency of the notification process. She suggested a step-back now is in order to share additional information to the public, provide justification for the rate increase, encourage public engagement, address potential concerns about Rockwool threatening the Town Run supply, address the basis for the returned check charge, and consider the optics of a rate increase during the Pandemic.

Next to speak was Mary Fortuna of West Washington Street. Ms. Fortuna echoed Ms. Gerholdt's comments and referred to emails and Facebook correspondence related to questions she had raised with Council Member Stroeck, noting that there remain some outstanding questions. She stated she is concerned about the cost and the timing of information, safety of the Town Run as a primary source and the associated Source Water Protection Plan and Water Protection Plan being available to the public on the Town's website.

Barbara Stiefle, another member of the public, was recognized but had no further comments.

Mayor Auxer thanked the members of the public for taking the time to join the meeting and express their thoughts and questions.

#### **4. DISCUSSION AND PRESENTATIONS BY STAFF AND INDEPENDENT CONSULTANTS**

Mayor Auxer then referred all participants to the detailed Question & Answer document that was distributed by Council Member Stroecht, that addressed many of the questions raised by the commenters.

Mayor Auxer noted that there has been the suggestion that the rate increase, and therefore the water plant improvement project, be deferred for six-months. In that regard, he then called upon Water Plant Manager C. Coe to share some details regarding the water plant renovation project (which is the basis for the rate increase). C. Coe shared that a six-month deferral would place the Town at risk of meeting a July 2021 West Virginia State regulatory compliance deadline to meet ultra-violet (UV) disinfecting system installation and operation. C. Coe noted that this element of the project was of the highest priority to ensure safe drinking water and to avoid violating an important State mandate. He further noted that the plant is aged and failing, many components being so old and out of practical use that replacement parts are no longer being manufactured. He shared an experience with a recent valve failure that cost \$25,000 to replace, which would otherwise have been avoided with the planned project improvements. He noted that pumps, valves, actuators and other equipment are constantly needing costly repair and jeopardize the safe and reliable provision of water to our residents. C. Coe also discussed the criticality of replacing current filter media, detailing the decline of the first layer of anthracite due to long-term backwash, contributing to “mud-balling” over time; as a result chemical soaks have lost their effectiveness.

Mayor Auxer then recognized Jeff Ekstrom, independent consulting engineer, who has been retained by the Town for his professional services since 2007. J. Ekstrom addressed questions raised concerning the Source Water Protection Plan, noting that a chemical spill in the Potomac River (primary water source) in 2013 highlighted the critical need to develop a safe and reliable secondary water source. He advised that the Town Run has proved to be a safe source of water, which was relied upon for 12-days to supply water to the Town during the Potomac chemical spill. He advised that another key component of the water plant improvement project is for the installation of intake devices for the water from the Town Run. He further observed that consistent sampling of the Town Run has proven it to be a good and safe source.

The Mayor then introduced David Decker, accountant/rate analyst, to discuss the basis for the rate increase. D. Decker advised that his calculations showed that the 5% increase is necessary to exclusively meet debt service coverage (DSC) on the loan required to finance the water plant improvements (no pro forma operating or maintenance expenses included). He noted that the DSC on net loan required takes into effect a \$1-million funding contribution from the Town, absent which the rate increase would have been in the 12-13% range. D. Decker observed that the last water rate increase was in 2016 driven by increased operating costs. The instant 5% increase was also impacted by a new West Virginia Public Service Commission (PSC) requirement that a Cash Working Capital reserve of 0.125% of Operating and Maintenance cost be added to the proposed rates to ensure positive cash-flow. Mayor Auxer asked D. Decker to opine on the timing of the rate increase, to which he responded that the increase must be effective with loan approval and funding, which is anticipated around the end of the second quarter of 2021.

On the matter of project timing (financing, rate increase, project commencement) the Town’s independent regulatory counsel, Hoy Shingleton, stated these factors will be driven by regulatory rules, loan covenants, and legal statute. He noted that once the Town Council has formally adopted the new water rates those rates will then be filed with the PSC for approval. He noted that the filing will be subject to appeal. Following that process the Town will need to make another filing with the PSC for approval to construct the water plant improvements, known as a Certificate of Public Convenience and Necessity (CPCN). He shared that the CPCN process also opens the matter to intervenors to participate. The PSC staff (accountants, engineers, attorney) will all participate in investigating the merits of the application for the CPCN. All told, this process will, at the very least, take approximately four-months to conclude. H.

Shingleton stepped through the various steps and filings necessary (including statutory suspensions and appeal periods) resulting in a best-case scenario of reaching the phase of bid-openings and construction in July 2021. He noted that no loan may be closed until the PSC approves the rate increase request. He cautioned to all participants in the meeting that this process will likely mean a July or August 2021 project start.

Mayor Auxer, noting that the experts having shared their opinions, asked for comments from the Town Council members in attendance. Council Member M. Amerikaner asked the amount of the loan needed for the project, D. Decker responded \$977,000. M. Amerikaner reflected on the expression of public concern regarding notification and communication of the rate increase and emphasized the importance of achieving public buy-in. He then raised questions about what could be done at this point to address those concerns, including a delay in the process previously outlined. Mayor Auxer noted that the Town has exercised its traditional communication efforts and has noticed the First and Second readings of the proposed rate increase as published on the Council agenda, and proffered opportunity for public comment. J. Bresland then asked what the legal requirements of the Water Board are, H. Shingleton responded that the board has no legal authority, that all such authority resides with the Council.

In response to the inquiry of M. Godfrey regarding future infrastructure projects and rate increases, Mayor Auxer responded that important infrastructure projects are always being examined as a part of the mission of the Water Board, and that enhancing the notification effort around such projects will be emphasized. J. Ekstrom stated that specifically the Water Board is looking into water distribution system improvements in Mecklenburg Heights and other small pockets of underserved communities, and related fire protection measures over the next couple of years, emphasizing that much more study was necessary and will take time. He observed that we may be qualified for special grant funding and reserve funds such as the West Virginia DWTRF (Drinking Water Treatment Revolving Fund), low interest loans, and other grants and financial resources that will reduce any rate impact. J. Ekstrom went on to observe that in his experience Shepherdstown goes above and beyond to communicate and keep rates to a minimum.

Mayor Auxer then specifically asked H. Shingleton when the proposed rate increase would likely take effect, H. Shingleton responded that the earliest it could be is July 15, as rates should go into effect one-month prior to the initiation of debt service as water bill payments are approximately 20-30 days in arrears.

M. Amerikaner asked how can we give more time to the public? What do Ms. Gerholdt and Ms. Fortuna want? In response, C. Stroeck then offered the following observations: (1) The 5% increase will not take effect for six or seven months, possibly later, (2) the \$30 returned check charge is a pass-through of the actual charge imposed on the Town by our bank, no more no less, (3) State water quality compliance obligations of the Town require we move forward now, and (4) the Town Council needs to address how to improve communications with our residents, and to go above and beyond legal notice requirements.

A. Slater thanked Ms. Gerholdt and Ms. Fortuna for their engagement and advocacy, and as a Water Board member he has benefited from their sharing of concerns and questions. He noted that effective communications on such matters are a challenge for even the larger and more sophisticated utilities and is not limited to small municipals. He suggested that the Town consider converting the postcard billing to an enclosed envelope styled bill to offer a conveyance vehicle for such notifications and other important communications (e.g., newsletter) to the residents.

J. Bresland appealed that there are six-employees in the water department and that it is imperative that they be given priority for the COVID vaccination to ensure adequate staffing of our critical water supply.

**ADJOURNMENT.** On unanimous consent Mayor Auxer adjourned the meeting at 1:45 p.m.

Respectfully Submitted: Austin J. Slater, Jr.



# **WATER DEPARTMENT**

## **FINANCIAL STATEMENTS**

**July 1, 2020 - December 31, 2020**

- Inclusions:**
- 1. Summarized Balance Sheet**
  - 2. Detailed Balance sheet**
  - 3. Summarized budget vs Actual**
  - 4. Detailed Budget vs Actual**
  - 5. Cash Flow Statement**
  - 6. Capital Capacity Account Activity Report**
  - 7. Fixed Asset Purchases Report**
  - 8. Fixed Asset Purchases Report (Construction in Progress)**
  - 9. Monthly Revenue/Expenses**

Shepherdstown Waterworks  
**Balance Sheet-Summarized**  
As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	984,468.94
RESERVED FUNDS BANKING	1,059,013.26
RESTRICTED FUNDS BANKING	3,445,147.43
Total Checking/Savings	5,488,629.63
Accounts Receivable	
141 · A/R, Water Customer Billing	168,764.75
143 · Allow. for Doubtful Accounts	(5,000.00)
Total Accounts Receivable	163,764.75
Other Current Assets	
253.20 · Deferred Inflows	(46,241.91)
162 · Prepaid Expenses	10,138.27
Total Other Current Assets	(36,103.64)
Total Current Assets	5,616,290.74
Fixed Assets	
105 · Fixed Asset-Constr. In Progress	3,363,876.48
Fixed Assets (All Funds)	10232895.83
Fixed Asset Adjustments (Accum. Depr. & Amort.)	(4,200,999.42)
Total Fixed Assets	9,395,772.89
<b>TOTAL ASSETS</b>	<b><u>15012063.63</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · Customer Dep/Int Pay.-Cash Acct	56,172.28
236 · Cust Dep/Int Pay-DR/CR Acct	27,222.11
238 · Accrued Interest Payable	34,527.07
241 · Misc. Current/Accrued Liab.	209,241.05
221 · Bond Payable-Current	200,903.83
Total Other Current Liabilities	528,066.34
Total Current Liabilities	528,066.34
Long Term Liabilities	
186.20 · Deferred Outflows	(7,643.88)
221 · Bond Payable-Long term	6,353,563.17
Total Long Term Liabilities	6,345,919.29

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8:33 AM

01/21/21

**Shepherdstown Waterworks**  
**Balance Sheet-Summarized**  
As of December 31, 2020

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	<u>Dec 31, 20</u>
Total Liabilities	6,873,985.63
Equity	
215 · Retained Earnings	6,815,111.81
271 · Contrib. in aid of Construction (Capacity Fees thru 6/3...	1,069,125.91
Net Income	<u>253,840.28</u>
Total Equity	8,138,078.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>15012063.63</u></b>

w2

01/21/21

# Shepherdstown Waterworks Balance Sheet-Detailed

As of December 31, 2020

	Dec 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	
131.1 · Cash on Hand	
131.12 · Cash in Transit (outside Fund)	(16,300.57)
Total 131.1 · Cash on Hand	(16,300.57)
131.2 · Cash at Bank	
131.21 · Water Operating General Funds (General Operating Exp...	785,487.38
131.22 · Global (was WSG) (W/S/G Payments)	161,823.44
131.23 · DR/CR Revenue Account-All Funds	
DR/CR-All Funds-Operating Funds	26,236.58
DR/CR-All Funds-Cust Dep Fund	
Customer Deposit Funds	27,222.11
Total DR/CR-All Funds-Cust Dep Fund	27,222.11
Total 131.23 · DR/CR Revenue Account-All Funds	53,458.69
Total 131.2 · Cash at Bank	1,000,769.51
Total GENERAL FUNDS BANKING	984,468.94
RESERVED FUNDS BANKING	
132 · Special Deposits (Reserved)	
132.1 · Capital I&R Fund	
132.11 · Cap. I & R Reserve Funds - Use (\$55,000/year-Impr. & ...	689,013.26
132.12 · I&R -Working Capital Reserve (12.5% of annual O&M I...	370,000.00
Total 132.1 · Capital I&R Fund	1,059,013.26
Total 132 · Special Deposits (Reserved)	1,059,013.26
Total RESERVED FUNDS BANKING	1,059,013.26
RESTRICTED FUNDS BANKING	
WV Municipal Bond Funds	
WV Mun Bond-2003 Series A Bond	
126.1 · Cash-Revenue#SHE-W-1-03-A-JE-12 (2003 Series A Bo...	19,125.93
127.1 · Cash-Reserve#SHE-W-2-03-A-JE-12 (2003 Series A Bond)	24,158.11
127.1a · Cash-Depr. #SHE-W-3-03-A-JE-12	477,995.10
Total WV Mun Bond-2003 Series A Bond	521,279.14
WV Mun Bond-2003 Series B Bond	
126.2 · Cash-Revenue#SHE-W-1-03-B-JE-12 (2003 Series B Bo...	61,191.44
127.2 · Cash-Reserve#SHE-W-2-03-B-JE-12 (2003 Series B Bond)	79,879.86
127.2a · Refund (Refund)	(2,079.00)
Total WV Mun Bond-2003 Series B Bond	138,992.30
WV Mun Bond-2012 Series Bond	
126.3 · Cash-Revenue#SHE-W-1-12-X-JE-12 (2012 Series Bond)	76,448.93
127.3 · Cash-Reserve#SHE-W-2-12-X-JE-12 (2012 Series Bond)	123,133.06
Total WV Mun Bond-2012 Series Bond	199,581.99
WV Municipal 2017 Bond	
126.5 · Cash Revenue #SHE-W-1-17-X-JE-1	2,247.75
126.4 · WV Mun Bond-2017 \$ (Corp of Shepherdstown Water R...	332,986.95
127.4 · WV Num Bond-2017	321,906.44
Total WV Municipal 2017 Bond	657,141.14

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01/21/21

# Shepherdstown Waterworks Balance Sheet-Detailed

As of December 31, 2020

	Dec 31, 20
Total WV Municipal Bond Funds	1,516,994.57
133 · Other Special Deposits	
133.1 · Checking-Cap.Capacity Acct	1,857,618.92
133.2 · Checking-Cust Deposit Funds/Int	
Customer Deposit Funds	40,447.34
Customer Deposit Interest	15,724.94
Total 133.2 · Checking-Cust Deposit Funds/Int	56,172.28
133.5 · Water/Sewer Engineering Fees	
Dan Ryan Builders	1,561.12
K E Colonial, LLC	3,830.00
Kensington Townhouse Sub-STEP#1	892.87
Kensington Townhouse Sub-STEP#2	1,456.87
Mark Col Hills 480/PH#1-STEP #1	639.00
Mark Col Hills 480/PH#2-STEP #2	848.02
Mark Col Hills 480/PH#3-STEP #2	109.04
Roc's (Roc's - SAB Real Estate 2, LLC 8297 Martinsburg Pik...	(1,679.00)
Seneca Crossing-Rt 45-STEP #1	134.62
Seneca Crossing-Rt 45-STEP #2	(29.62)
Seneca Crossing LLC Phase I	661.87
Seneca Crossing LLC Phase II	781.87
Shep. East Dev. LLC-STEP #1 (East German St.)	756.25
Shep East Dev LLC-STEP #2	1,780.75
Shepherdstown Public Library	500.00
Tollhouse (was Banbury)-STEP #1	264.32
Tollhouse Woods (Derr)-STEP #2	1,646.87
Twin Oaks Subdivision-STEP #1	206.81
Total 133.5 · Water/Sewer Engineering Fees	14,361.66
Total 133 · Other Special Deposits	1,928,152.86
Total RESTRICTED FUNDS BANKING	3,445,147.43
Total Checking/Savings	5,488,629.63
Accounts Receivable	
141 · A/R, Water Customer Billing	168,764.75
143 · Allow. for Doubtful Accounts	(5,000.00)
Total Accounts Receivable	163,764.75
Other Current Assets	
253.20 · Deferred Inflows	(46,241.91)
162 · Prepaid Expenses	
162.1 · Commercial Ins	15,343.41
162.3 · Flood Insurance	(3,026.52)
162.4 · Other Prepaids	(2,178.62)
Total 162 · Prepaid Expenses	10,138.27
Total Other Current Assets	(36,103.64)
Total Current Assets	5,616,290.74
Fixed Assets	
105 · Fixed Asset-Constr. In Progress	
105.4 · Automatic Meter Reading	676,421.38
105.7 · Water Impr-Revised Project #2 (Changed to water line/water...	
Engineering Costs-Initial proj.	360,290.00
Engineering Costs-Final Project	1,480.00
Other Project Costs	18,340.00

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01/21/21

## Shepherdstown Waterworks

## Balance Sheet-Detailed

As of December 31, 2020

	Dec 31, 20
Total 105.7 · Water Impr-Revised Project #2 (Changed to water line/...	380,110.00
105.73 · CIP-High Service Expenses	17,550.00
105.74 · CIP-Turbidity Meter/Accessories	12,855.26
105.11 · Air Mixing System	3,073.20
105.12 · Water Line Replacement	2,112,273.30
105.13 · Raw Water Intake	23,433.34
105.14 · Water Plant Upgrade	138,160.00
Total 105 · Fixed Asset-Constr. In Progress	3,363,876.48
Fixed Assets (All Funds)	
301.1 · Intangible Plant	1,536.84
303 · Land & land Rights-Pump	17,863.09
304.2 · Structures & Impr-Source	47,973.47
304.3 · Structures & Impr.-Pump	1,041,677.84
311 · Electric Pumping Equip.	409,032.41
320 · Purification System	1,480,128.70
330 · Distribution Reservoirs	4,012,501.14
331 · Distribution Mains	2,639,512.70
334 · Meters	364,873.36
335 · Hydrants	21,543.56
340 · Office Furn/Fixtures/Equip	19,245.46
341 · Transportation Equip.	95,810.33
343.1 · Shop Equipment	28,469.29
343.2 · Tools & Work Equipment	46,964.64
343.3 · Computer Software	5,763.00
Total Fixed Assets (All Funds)	10,232,895.83
Fixed Asset Adjustments (Accum. Depr. & Amort.)	
108 · Accum. Depr., Utility Plant	(4,200,999.42)
Total Fixed Asset Adjustments (Accum. Depr. & Amort.)	(4,200,999.42)
Total Fixed Assets	9,395,772.89
<b>TOTAL ASSETS</b>	<b>15,012,063.63</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · Customer Dep/Int Pay.-Cash Acct	
Customer Deposit Funds Payable	40,426.05
Customer Dep. Interest Payable	15,746.23
Total 235 · Customer Dep/Int Pay.-Cash Acct	56,172.28
236 · Cust Dep/Int Pay-DR/CR Acct	
Customer Deposit Payable	27,222.11
Total 236 · Cust Dep/Int Pay-DR/CR Acct	27,222.11
238 · Accrued Interest Payable	
238.1 · Accrued Interest-Bonds Payable	
238.11 · Accrued Interest 2003-B Bond	505.29
238.12 · Accrued Int.-Water Tanks Bond	2,856.54
238.13 · Accrued Interest 2017 Bond	31,165.24
Total 238.1 · Accrued Interest-Bonds Payable	34,527.07
Total 238 · Accrued Interest Payable	34,527.07
241 · Misc. Current/Accrued Liab.	

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01/21/21

# Shepherdstown Waterworks Balance Sheet-Detailed

As of December 31, 2020

	Dec 31, 20
241.1 · A/P, Compensated Absences	26,547.92
241.2 · Accrued Wages/ER Taxes Payable	4,902.30
241.5 · PEIA OPEB ARC Accrued Liability (Unfunded Liability)	163,429.17
241.11 · Engineering Review Fees (\$500 + .25/linear ft)	
Shepherdstown Public Library	500.00
Seneca Crossing LLC Phase II	781.87
Seneca Crossing LLC Phase I	661.87
Dan Ryan Builders	1,561.12
Roc's (Roc's - SAB Real Estate 2, LLC)	(1,679.00)
Elliott Mason Estates-STEP #1	7.00
Elliott Mason Estates-STEP #2	413.00
K E Colonial, LLC	3,830.00
Kensington Townhouse Sub-STEP#1	892.87
Kensington Townhouse Sub-STEP#2	1,456.87
Mark Col Hills 480/PH#1-STEP #1	639.00
Mark Col Hills 480/PH#2-STEP #2	848.02
Mark Col Hills-480/PH#3-STEP #2	109.04
North Hills(Cress Creek)STEP #2	699.25
Potomac Crossing-STEP #1	(699.25)
Seneca Crossing-Rt 45-STEP #1	134.62
Seneca Crossing-Rt 45-STEP #2	(1,810.37)
Shep. East Dev. LLC-STEP #1 (East German St)	756.25
Shep East Dev LLC-STEP #2	3,561.50
Tollhouse (was Banbury) Step #1	264.32
Tollhouse Woods (Derr)-STEP #2	1,646.87
Twin Oaks Subdivision-STEP #1	206.81
241.11 · Engineering Review Fees (\$500 + .25/linear ft) - Other	(420.00)
Total 241.11 · Engineering Review Fees (\$500 + .25/linear ft)	14,361.66
Total 241 · Misc. Current/Accrued Liab.	209,241.05
221 · Bond Payable-Current	
221.1 · WV DWTRF Series A Bond (2003) (East End)	23,316.00
221.2 · WV DWTRF Series B Bond (2003) (Main Plant)	72,119.83
221.3 · WVIJDC Bond for Tanks (2012)	90,468.00
221.4 · 17 Water Revenue/Reserve (Shepherdstown 17 Water Re...	15,000.00
Total 221 · Bond Payable-Current	200,903.83
Total Other Current Liabilities	528,066.34
Total Current Liabilities	528,066.34
Long Term Liabilities	
186.20 · Deferred Outflows	(7,643.88)
221 · Bond Payable-Long term	
221.11 · WV DWTRF Series A Bond (2003) (East End)	291,429.00
221.12 · WV DWTRF Series B Bond (2003) (Main Plant)	233,318.17
221.13 · WVIJDC Bond for Tanks (2012) (\$4M @1%)	3,338,816.00
221.14 · 17 Water Revenue/Reserve (Shepherdstown 17 Water Rev...	2,490,000.00
Total 221 · Bond Payable-Long term	6,353,563.17
Total Long Term Liabilities	6,345,919.29
Total Liabilities	6,873,985.63
Equity	
215 · Retained Earnings	6,815,111.81
271 · Contrib. in aid of Construction (Capacity Fees thru 6/30/01)	1,069,125.91
Net Income	253,840.28

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01/21/21

Shepherdstown Waterworks  
**Balance Sheet-Detailed**  
As of December 31, 2020

	Dec 31, 20
Total Equity	8,138,078.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>15,012,063.63</b>

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01/21/21

Accrual Basis

**Shepherdstown Waterworks**  
**Budget vs Actual-Summarized**  
 July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
419 · Water Interest Income	18,868.13	24,000.00	(5,131.87)	78.6%
461 · Water Metered Revenue (including penalties & adj.)	823,748.44	875,000.00	(51,251.56)	94.1%
474 · Other Water Revenues	1,350.00	21,500.00	(20,150.00)	6.3%
<b>Total Income</b>	<b>843,966.57</b>	<b>920,500.00</b>	<b>(76,533.43)</b>	<b>91.7%</b>
<b>Expense</b>				
521 · Employee Screening (Pre-Employment Screening)	0.00	125.00	(125.00)	0.0%
601 · Water Salaries & Wages	222,342.13	218,085.00	4,257.13	102.0%
604 · Employee Pensions & Benefits	46,850.54	55,500.00	(8,649.46)	84.4%
401.1 · Water Billing Expenses	8,680.45	5,950.00	2,730.45	145.9%
401.2 · Water Administration	24,836.95	29,340.00	(4,503.05)	84.7%
401.3 · Water Utility Billing (Sewer Usage)	79,900.66	85,650.00	(5,749.34)	93.3%
401.4 · Water Plant Expenses	34,287.82	169,500.00	(135,212.18)	20.2%
403 · Water Depreciation Expense	91,927.38	95,000.00	(3,072.62)	96.8%
408 · Taxes-Other than Income	23,160.99	22,000.00	1,160.99	105.3%
427 · Interest Expense	0.00	26,000.00	(26,000.00)	0.0%
615 · Purchased Power	21,730.19	25,051.00	(3,320.81)	86.7%
618 · Chemicals	25,732.87	35,000.00	(9,267.13)	73.5%
631 · Contractual Svc-Engineering	0.00	102,500.00	(102,500.00)	0.0%
632 · Contractual Svc-Accounting	4,650.00	3,000.00	1,650.00	155.0%
633 · Contractual Svc-Legal	0.50	2,500.00	(2,499.50)	0.0%
635 · Contractual Svc-Testing	7,096.77	29,000.00	(21,903.23)	24.5%
636 · Contractual Svc-Other	9,353.68	10,000.00	(646.32)	93.5%
650 · Transportation Expenses	2,817.46	15,350.00	(12,532.54)	18.4%
657 · Insurance-General Liability	15,519.80	30,000.00	(14,480.20)	51.7%
659 · Insurance-Other	3,026.52	0.00	3,026.52	100.0%
660 · Advertising Expense	0.00	1,250.00	(1,250.00)	0.0%
675 · Administrative Lending Fees	150.00	4,000.00	(3,850.00)	3.8%
<b>Total Expense</b>	<b>622,064.71</b>	<b>964,801.00</b>	<b>(342,736.29)</b>	<b>64.5%</b>
<b>Net Ordinary Income</b>	<b>221,901.86</b>	<b>(44,301.00)</b>	<b>266,202.86</b>	<b>(500.9)%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
419.5 · Capacity Accounts Interest	15,138.42	12,300.00	2,838.42	123.1%
474 · Other Water Revenue	16,800.00	15,000.00	1,800.00	112.0%
<b>Total Other Income</b>	<b>31,938.42</b>	<b>27,300.00</b>	<b>4,638.42</b>	<b>117.0%</b>
<b>Net Other Income</b>	<b>31,938.42</b>	<b>27,300.00</b>	<b>4,638.42</b>	<b>117.0%</b>
<b>Net Income</b>	<b>253,840.28</b>	<b>(17,001.00)</b>	<b>270,841.28</b>	<b>(1,493.1)%</b>

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Shepherdstown Waterworks  
Budget vs Actual-Detailed  
July through December 2020

	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
419 · Water Interest Income				
419.1 · General Fund Bank Acct Interest	16,144.82	20,000.00	(3,855.18)	80.7%
419.2 · Municipal Bond Fund Interest (post quarterly)	2,723.31	4,000.00	(1,276.69)	68.1%
Total 419 · Water Interest Income	18,868.13	24,000.00	(5,131.87)	78.6%
461 · Water Metered Revenue (including penalties & adj.)	823,748.44	875,000.00	(51,251.56)	94.1%
474 · Other Water Revenues				
474.1 · Reconnection Fees	825.00	1,000.00	(175.00)	82.5%
474.2 · Tap Fees	500.00	500.00	0.00	100.0%
474.9 · Misc. Revenues	25.00			
474 · Other Water Revenues - Other	0.00	20,000.00	(20,000.00)	0.0%
Total 474 · Other Water Revenues	1,350.00	21,500.00	(20,150.00)	6.3%
Total Income	843,966.57	920,500.00	(76,533.43)	91.7%
Expense				
521 · Employee Screening (Pre-Employment Screening)	0.00	125.00	(125.00)	0.0%
601 · Water Salaries & Wages				
601.1 · Gross Payroll	222,273.88	217,260.00	5,013.88	102.3%
601.2 · Personnel Training	0.00	750.00	(750.00)	0.0%
601.3 · Payroll Direct Deposit fees	68.25	75.00	(6.75)	91.0%
Total 601 · Water Salaries & Wages	222,342.13	218,085.00	4,257.13	102.0%
604 · Employee Pensions & Benefits				
604.1 · PEIA Hlth/Life (included OPEB until 3/08)	29,766.60	35,000.00	(5,233.40)	85.0%
604.2 · PEIA Current OPEB/RHBT (WV Retiree Hlth Benefit ...)	6,118.40	8,000.00	(1,881.60)	76.5%
604.3 · PEIA ARC OPEB/RHBT (WV Retiree Hlth Benefit Tru...)	3,011.20	0.00	3,011.20	100.0%
604.4 · ER Annuity Contrib.	7,954.34	12,500.00	(4,545.66)	63.6%
Total 604 · Employee Pensions & Benefits	46,850.54	55,500.00	(8,649.46)	84.4%
401.1 · Water Billing Expenses				
401.11 · Billing Software Sup.(yearly)	3,380.00	2,500.00	880.00	135.2%
401.12 · Public Notice	0.00	700.00	(700.00)	0.0%
401.13 · Billing Postage (Yearly)	2,833.34	1,000.00	1,833.34	283.3%
401.14 · Billing Office Supplies & Exp.	1,638.81	1,750.00	(111.19)	93.6%
401.15 · Billing Court/Collection Fees	828.30			
401.1 · Water Billing Expenses - Other	0.00	0.00	0.00	0.0%
Total 401.1 · Water Billing Expenses	8,680.45	5,950.00	2,730.45	145.9%
401.2 · Water Administration				
401.21 · Safety Equipment/Expense	2,269.27	2,765.00	(495.73)	82.1%
401.22 · Communications Expense (Phone/Internet/Radio)	6,993.38	7,000.00	(6.62)	99.9%
401.23 · Regulatory Comm Fees (Yrly Fee)	3,631.03	2,500.00	1,131.03	145.2%
401.24 · Admin Supplies and Expense	1,092.99	4,000.00	(2,907.01)	27.3%
401.25 · Admin. Cross-Charge	10,800.00	10,800.00	0.00	100.0%
401.26 · Admin-Postage	0.00	250.00	(250.00)	0.0%
401.27 · Bond Service Fees (quarterly and annual fees)	0.00	1,500.00	(1,500.00)	0.0%
401.28 · Permits and Fees	0.00	125.00	(125.00)	0.0%
401.211 · Memberships/Dues/Subscriptions	50.28	400.00	(349.72)	12.6%
Total 401.2 · Water Administration	24,836.95	29,340.00	(4,503.05)	84.7%
401.3 · Water Utility Billing (Sewer Usage)				
401.31 · Sewer Billing-Plant	78,667.96	85,000.00	(6,332.04)	92.6%
401.32 · Sewer Billing-Pump Stations	1,232.70	650.00	582.70	189.6%

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Shepherdstown Waterworks  
Budget vs Actual-Detailed  
July through December 2020

	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
Total 401.3 · Water Utility Billing (Sewer Usage)	79,900.66	85,650.00	(5,749.34)	93.3%
401.4 · Water Plant Expenses				
401.48 · Water Tank Assessment	0.00	0.00	0.00	0.0%
401.41 · Water Uniforms	2,694.67	5,000.00	(2,305.33)	53.9%
401.42 · Plant Maintenance	11,448.49	25,000.00	(13,551.51)	45.8%
401.43 · Pumping Repairs & Maintenance	1,657.29	10,000.00	(8,342.71)	16.6%
401.45 · Treatment Main & Hydrant Exp.	4,473.26	35,000.00	(30,526.74)	12.8%
401.46 · Treatment Distr. & Svc. Maint.	6,262.08	12,500.00	(6,237.92)	50.1%
401.47 · Treatment Meter Maintenance	4,352.03	14,500.00	(10,147.97)	30.0%
401.49 · Water System Emergency Maint.	3,400.00	67,500.00	(64,100.00)	5.0%
Total 401.4 · Water Plant Expenses	34,287.82	169,500.00	(135,212.18)	20.2%
403 · Water Depreciation Expense	91,927.38	95,000.00	(3,072.62)	96.8%
408 · Taxes-Other than Income				
408.121 · ER FICA	17,336.80	16,500.00	836.80	105.1%
408.122 · Work Comp	5,541.54	5,500.00	41.54	100.8%
408.123 · Water Unemployment Tax Exp	282.65			
408 · Taxes-Other than Income - Other	0.00	0.00	0.00	0.0%
Total 408 · Taxes-Other than Income	23,160.99	22,000.00	1,160.99	105.3%
427 · Interest Expense				
427.3 · Interest on Long-Term Debt				
427.32 · 2003 Bond (Series B) Main Plant	0.00	3,500.00	(3,500.00)	0.0%
427.33 · 2012 WVIJDC Bond for Tanks	0.00	22,500.00	(22,500.00)	0.0%
427.34 · 2017 Water Bond	0.00	0.00	0.00	0.0%
Total 427.3 · Interest on Long-Term Debt	0.00	26,000.00	(26,000.00)	0.0%
Total 427 · Interest Expense	0.00	26,000.00	(26,000.00)	0.0%
615 · Purchased Power				
615.1 · Diesel Fuel	0.00	50.00	(50.00)	0.0%
615.2 · Electric Power	21,730.19	25,001.00	(3,270.81)	86.9%
Total 615 · Purchased Power	21,730.19	25,051.00	(3,320.81)	86.7%
618 · Chemicals	25,732.87	35,000.00	(9,267.13)	73.5%
631 · Contractual Svc-Engineering				
631.1 · General Engineering Svc	0.00	2,500.00	(2,500.00)	0.0%
631.2 · Special Projects	0.00	100,000.00	(100,000.00)	0.0%
Total 631 · Contractual Svc-Engineering	0.00	102,500.00	(102,500.00)	0.0%
632 · Contractual Svc-Accounting				
632.1 · General Accounting Services	1,650.00	1,500.00	150.00	110.0%
632.2 · Annual Audit	0.00	0.00	0.00	0.0%
632.3 · P.S.C. Annual Report	3,000.00	1,500.00	1,500.00	200.0%
Total 632 · Contractual Svc-Accounting	4,650.00	3,000.00	1,650.00	155.0%
633 · Contractual Svc-Legal				
633.1 · Legal Services-General	0.50	2,500.00	(2,499.50)	0.0%
Total 633 · Contractual Svc-Legal	0.50	2,500.00	(2,499.50)	0.0%
635 · Contractual Svc-Testing				
635.11 · Water Lab Treatment-Gen	7,096.77	15,000.00	(7,903.23)	47.3%
635.12 · Water Lab crypto/gardia	0.00	5,000.00	(5,000.00)	0.0%
635.13 · Water Lab Calib Certif	0.00	9,000.00	(9,000.00)	0.0%

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Accrual Basis

Shepherdstown Waterworks  
Budget vs Actual-Detailed  
July through December 2020

	Jul - Dec 20	Budget	\$ Over Bud...	% of Budget
Total 635 · Contractual Svc-Testing	7,096.77	29,000.00	(21,903.23)	24.5%
636 · Contractual Svc-Other				
636.11 · IT Services	4,081.45	2,500.00	1,581.45	163.3%
636.12 · Contractual Services-Misc.	5,272.23	7,500.00	(2,227.77)	70.3%
Total 636 · Contractual Svc-Other	9,353.68	10,000.00	(646.32)	93.5%
650 · Transportation Expenses				
650.1 · Gas & Oil	2,291.21	5,000.00	(2,708.79)	45.8%
650.2 · Vehicle Repair/Maintenance	526.25	10,000.00	(9,473.75)	5.3%
650.3 · Auto Mileage Reimb.	0.00	350.00	(350.00)	0.0%
Total 650 · Transportation Expenses	2,817.46	15,350.00	(12,532.54)	18.4%
657 · Insurance-General Liability				
757.1 · Commercial & Umbrella Policy	15,519.80	30,000.00	(14,480.20)	51.7%
Total 657 · Insurance-General Liability	15,519.80	30,000.00	(14,480.20)	51.7%
659 · Insurance-Other				
659.1 · Surety Bonds	0.00	0.00	0.00	0.0%
659.2 · Flood Insurance	3,026.52	0.00	3,026.52	100.0%
Total 659 · Insurance-Other	3,026.52	0.00	3,026.52	100.0%
660 · Advertising Expense	0.00	1,250.00	(1,250.00)	0.0%
675 · Administrative Lending Fees				
675.1 · 2003 Bond Series A (East End)	0.00	2,000.00	(2,000.00)	0.0%
675.2 · 2003 Bond Series B (Main Plant)	0.00	2,000.00	(2,000.00)	0.0%
675.3 · 2017 Bond	150.00			
Total 675 · Administrative Lending Fees	150.00	4,000.00	(3,850.00)	3.8%
Total Expense	622,064.71	964,801.00	(342,736.29)	64.5%
Net Ordinary Income	221,901.86	(44,301.00)	266,202.86	(500.9)%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	15,138.42	12,300.00	2,838.42	123.1%
474. · Other Water Revenue				
474.21 · Capital Capacity Fee Revenue	16,800.00	15,000.00	1,800.00	112.0%
Total 474. · Other Water Revenue	16,800.00	15,000.00	1,800.00	112.0%
Total Other Income	31,938.42	27,300.00	4,638.42	117.0%
Net Other Income	31,938.42	27,300.00	4,638.42	117.0%
Net Income	253,840.28	(17,001.00)	270,841.28	(1,493.1)%

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01/21/21

**Shepherdstown Waterworks**  
**Statement of Cash Flows**  
December 2020

	<u>Dec 20</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	25,956.49
Adjustments to reconcile Net Income	
to net cash provided by operations:	
141 · A/R, Water Customer Billing	(3,270.81)
162 · Prepaid Expenses:162.1 · Commercial Ins	2,565.80
162 · Prepaid Expenses:162.3 · Flood Insurance	504.42
162 · Prepaid Expenses:162.4 · Other Prepaids	31.20
235 · Customer Dep/Int Pay.-Cash Acct:Customer Deposit Funds Pa...	(598.73)
235 · Customer Dep/Int Pay.-Cash Acct:Customer Dep. Interest Paya...	69.23
236 · Cust Dep/Int Pay-DR/CR Acct:Customer Deposit Payable	184.00
Net cash provided by Operating Activities	25,441.60
<b>INVESTING ACTIVITIES</b>	
105 · Fixed Asset-Constr. In Progress:105.14 · Water Plant Upgrade	(4,440.00)
Fixed Asset Adjustments:108 · Accum. Depr., Utility Plant	15,321.23
Net cash provided by Investing Activities	10,881.23
Net cash increase for period	36,322.83
Cash at beginning of period	5452306.80
Cash at end of period	<u>5488629.63</u>

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Accrual Basis

## Shepherdstown Waterworks

## Capital Capacity Report

As of December 31, 2020

Type	Date	Num	Split	Amount	Balance
RESTRICTED FUNDS BANKING					1,825,680.50
133 · Other Special Deposits					1,825,680.50
133.1 · Checking-Cap.Capacity Acct					1,825,680.50
Deposit	07/31/2021	419.5	· Capacity Accounts Interest	2,527.44	1,828,207.94
Deposit	08/17/2021		-SPLIT-	4,800.00	1,833,007.94
Deposit	08/26/2021	474.21	· Capital Capacity Fee Reve...	2,400.00	1,835,407.94
Deposit	08/31/2021	419.5	· Capacity Accounts Interest	2,534.80	1,837,942.74
Deposit	09/17/2021	474.21	· Capital Capacity Fee Reve...	2,400.00	1,840,342.74
Deposit	09/22/2021	474.21	· Capital Capacity Fee Reve...	4,800.00	1,845,142.74
Deposit	09/25/2021	474.21	· Capital Capacity Fee Reve...	2,400.00	1,847,542.74
Deposit	09/30/2021	419.5	· Capacity Accounts Interest	2,465.77	1,850,008.51
Deposit	10/31/2021	419.5	· Capacity Accounts Interest	2,560.37	1,852,568.88
Deposit	11/30/2021	419.5	· Capacity Accounts Interest	2,481.94	1,855,050.82
Deposit	12/31/2021	419.5	· Capacity Accounts Interest	2,568.10	1,857,618.92
Total 133.1 · Checking-Cap.Capacity Acct				31,938.42	1,857,618.92
Total 133 · Other Special Deposits				31,938.42	1,857,618.92
Total RESTRICTED FUNDS BANKING				31,938.42	1,857,618.92
TOTAL				31,938.42	1,857,618.92

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# Shepherdstown Waterworks

## Fixed Asset Purchases-This Fiscal Year

As of December 31, 2020

Type	Date	Num	Memo	Amount	Balance
<b>Fixed Assets (All Funds)</b>					10,232,895.83
301.1 · Intangible Plant					1,536.84
Total 301.1 · Intangible Plant					1,536.84
303 · Land & land Rights-Pump					17,863.09
Total 303 · Land & land Rights-Pump					17,863.09
304.2 · Structures & Impr-Source					47,973.47
Total 304.2 · Structures & Impr-Source					47,973.47
304.3 · Structures & Impr.-Pump					1,041,677.84
Total 304.3 · Structures & Impr.-Pump					1,041,677.84
311 · Electric Pumping Equip.					409,032.41
Total 311 · Electric Pumping Equip.					409,032.41
320 · Purification System					1,480,128.70
Total 320 · Purification System					1,480,128.70
330 · Distribution Reservoirs					4,012,501.14
Total 330 · Distribution Reservoirs					4,012,501.14
331 · Distribution Mains					2,639,512.70
Total 331 · Distribution Mains					2,639,512.70
334 · Meters					364,873.36
Total 334 · Meters					364,873.36
335 · Hydrants					21,543.56
Total 335 · Hydrants					21,543.56
340 · Office Furn/Fixtures/Equip					19,245.46
Total 340 · Office Furn/Fixtures/Equip					19,245.46
341 · Transporation Equip.					95,810.33
Total 341 · Transporation Equip.					95,810.33
343.1 · Shop Equipment					28,469.29
Total 343.1 · Shop Equipment					28,469.29
343.2 · Tools & Work Equipment					46,964.64
Total 343.2 · Tools & Work Equipment					46,964.64
343.3 · Computer Software					5,763.00
Total 343.3 · Computer Software					5,763.00
Total Fixed Assets (All Funds)					10,232,895.83
<b>TOTAL</b>					<b>10,232,895.83</b>

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01/21/21

# Shepherdstown Waterworks

## Fixed Asset Purchases (CIP) -This Fiscal Year

As of December 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
<b>105 · Fixed Asset-Constr. In Progress</b>						3,346,716.48
<b>105.4 · Automatic Meter Reading</b>						676,421.38
Total 105.4 · Automatic Meter Reading						676,421.38
<b>105.7 · Water Impr-Revised Project #2 (Changed to water line/water treatment)</b>						380,110.00
<b>Engineering Costs-Initial proj.</b>						360,290.00
Total Engineering Costs-Initial proj.						360,290.00
<b>Engineering Costs-Final Project</b>						1,480.00
Total Engineering Costs-Final Project						1,480.00
<b>Other Project Costs</b>						18,340.00
Total Other Project Costs						18,340.00
Total 105.7 · Water Impr-Revised Project #2 (Changed to water line/water treatment)						380,110.00
<b>105.73 · CIP-High Service Expenses</b>						17,550.00
Total 105.73 · CIP-High Service Expenses						17,550.00
<b>105.74 · CIP-Turbidity Meter/Accessories</b>						12,855.26
Total 105.74 · CIP-Turbidity Meter/Accessories						12,855.26
<b>105.11 · Air Mixing System</b>						3,073.20
Total 105.11 · Air Mixing System						3,073.20
<b>105.12 · Water Line Replacement</b>						2,112,273.30
Total 105.12 · Water Line Replacement						2,112,273.30
<b>105.13 · Raw Water Intake</b>						23,433.34
Total 105.13 · Raw Water Intake						23,433.34
<b>105.14 · Water Plant Upgrade</b>						121,000.00
Ch... 08/11/2020			Corp of Shepherdstown-G...	Ghosh Engineers Inc, SH2000-6...	2,560.00	123,560.00
Ch... 08/11/2020			Corp of Shepherdstown-G...	Ghosh Engineers Inc, SH2000-6...	3,160.00	126,720.00
Ch... 09/01/2020			Water billing	Ghosh Eng, SH2000-8, Enginee...	1,280.00	128,000.00
Ch... 09/30/2020			Corp of Shepherdstown-G...	Ghosh Eng, SH2000-9, Water Pl...	2,560.00	130,560.00
Ch... 11/30/2020			Corp of Shepherdstown-G...	Ghosh Ebineers, SH2000-10, E...	3,160.00	133,720.00
Ch... 12/10/2020			Corp of Shepherdstown-G...	Ghosh Engineers, Inc, sh2000-11	1,880.00	135,600.00
Ch... 12/31/2020			Corp of Shepherdstown-G...	Ghosh Engineers, SH2000-12, E...	2,560.00	138,160.00
Total 105.14 · Water Plant Upgrade					17,160.00	138,160.00
Total 105 · Fixed Asset-Constr. In Progress					17,160.00	3,363,876.48
<b>TOTAL</b>					<b>17,160.00</b>	<b>3,363,876.48</b>

WIS



Corporation of Shepherdstown  
Water/Sewer Revenue and Expenses  
FY 2020

	Water		Sewer	
	Revenue	Expenses	Revenue	Expenses
July-20	144,085.39	(112,539.19)	103,319.20	(105,832.35)
August-20	154,116.76	(102,847.03)	112,576.80	(122,913.18)
September-20	162,012.62	(88,759.27)	122,480.55	(96,162.88)
October-20	143,902.57	(110,129.69)	107,838.53	(107,354.99)
November-20	146,478.02	(108,436.39)	108,222.52	(119,620.57)
December-20	125,309.63	(99,353.14)	96,033.65	(109,344.14)
January-21				
February-21				
March-21				
April-21				
May-21				
June-21				
Totals	875,904.99	(622,064.71)	650,471.25	(661,228.11)

Wice



## **SEWER DEPARTMENT**

### **FINANCIAL STATEMENTS**

**July 1, 2020 - December 31, 2020**

- Inclusions:**
- 1. Summarized Balance Sheet**
  - 2. Detailed Balance sheet**
  - 3. Summarized budget vs Actual**
  - 4. Detailed Budget vs Actual**
  - 5. Cash Flow Statement**
  - 6. Capital Capacity Account Activity Report**
  - 7. Fixed Asset Purchases Report**
  - 8. Fixed Asset Purchases Report (Construction  
in Progress)**
  - 9. Monthly Revenue/Expenses**
  - 10. Monthly Membrane Replacement Report**

01/21/21

**Shepherdstown Sewer**  
**Balance Sheet-Summarized**  
 As of December 31, 2020

	<u>Dec 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
GENERAL FUNDS BANKING	371,572.43
RESERVED FUNDS BANKING	622,831.94
RESTRICTED FUNDS BANKING	2,064,232.50
Total Checking/Savings	3,058,636.87
Accounts Receivable	
General Funds A/R	119,782.48
Total Accounts Receivable	119,782.48
Other Current Assets	
253.20 · Deferred Inflows	(31,160.33)
Other Current Assets	15,125.18
Total Other Current Assets	(16,035.15)
Total Current Assets	3,162,384.20
<b>Fixed Assets</b>	
Fixed Assets	16011663.10
105 · Construction in Progress	58,014.83
Fixed Asset Adjustment (Accumulated Depreciation)	(5,866,658.66)
Total Fixed Assets	10203019.27
<b>TOTAL ASSETS</b>	<b><u>13365403.47</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
186.20 · Deferred Outflows	(9,758.63)
Current Liabilities	173,872.54
235 · Cust. Dep/Int. Pay-Cash Acct	37,830.77
236 · Cust Dep/Int Payable-DR/CR	21,950.50
221 · Bonds Payable-Current	207,139.52
Total Other Current Liabilities	431,034.70
Total Current Liabilities	431,034.70
<b>Long Term Liabilities</b>	
221 · Bonds Payable-Long Term	4,557,069.97
Total Long Term Liabilities	4,557,069.97
Total Liabilities	4,988,104.67
Equity	

SI

01/21/21

**Shepherdstown Sewer**  
**Balance Sheet-Summarized**  
As of December 31, 2020

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	<u>Dec 31, 20</u>
214 · Retained Earnings	5,893,025.80
271 · Contrib. in Aid of Construction (Capacity Fees thru 6/3...	2,495,029.86
Net Income	<u>(10,756.86)</u>
Total Equity	<u>8,377,298.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>13365403.47</u></b>

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01/21/21

**Shepherdstown Sewer**  
**Balance Sheet-Detailed**  
 As of December 31, 2020

	Dec 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	
131.1 · Cash on Hand	
131.11 · Cash Transfer (within Fund)	24,167.00
131.12 · Cash in Transit (outside Fund)	(34,906.34)
Total 131.1 · Cash on Hand	(10,739.34)
131.2 · Cash at Bank	
131.21 · Sewer Operating Account	126,834.32
131.22 · Global (was WSG) (W/S/G payments)	173,069.85
131.23 · DR/CR Revenue Account-All Funds	
DR/CR-All Funds-Operating Funds	60,457.10
DR/CR-All Funds-Cust Dep Fund	
Customer Deposit Funds	21,950.50
Total DR/CR-All Funds-Cust Dep Fund	21,950.50
Total 131.23 · DR/CR Revenue Account-All Funds	82,407.60
Total 131.2 · Cash at Bank	382,311.77
Total GENERAL FUNDS BANKING	371,572.43
RESERVED FUNDS BANKING	
132 · Special Deposits (Reserved)	
132.1 · Capital Reserve Fund	
132.11 · Capital I & R Reserve Funds Use (\$65,000/year-Impr. & ...	486,998.94
132.12 · I&R -Working Capital Reserve (12.5% of annual O&M le...	160,000.00
132.1 · Capital Reserve Fund - Other	(24,167.00)
Total 132.1 · Capital Reserve Fund	622,831.94
Total 132 · Special Deposits (Reserved)	622,831.94
Total RESERVED FUNDS BANKING	622,831.94
RESTRICTED FUNDS BANKING	
133 · Other Special Dep. (Restricted)	
133.1 · Checking-Sewer Cap. Capacity	528,292.09
133.2 · Checking-Cash-Customer Dep	
Customer Deposit Funds	29,543.58
Customer Deposit Interest	8,287.19
Total 133.2 · Checking-Cash-Customer Dep	37,830.77
133.5 · Engineering Review Fees	
Dan Ryan Builders	1,561.13
K E Colonial, LLC	3,830.00
Kensington Townhouse Sub-Step#1	892.88
Kensington Townhouse Sub-Step#2	1,456.88
Mark Col Hills 480/PH#1-Step#1	639.00
Mark Col Hills 480/PH#2-Step #2	847.23
Mark Col Hills 480/PH#3-Step #2	109.04
Roc's	(1,679.00)
Seneca Crossing-RE 45-step #1	134.62
Seneca Crossing-RT 45-Step#2	(29.63)
Seneca Crossing LLC Phase I	661.88
Seneca Crossing LLC Phase II	781.88
Shep East Dev LLC-Step #1 (Shep East Dev LLC-Step #1 (East ...	756.25
Shep East Dev LLC-Step #2 (Shep East Dev LLC-Step #2 (East ...	1,780.75
Shepherdstown Public Library	500.00

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01/21/21

# Shepherdstown Sewer Balance Sheet-Detailed

As of December 31, 2020

	Dec 31, 20
Tollhouse (was Banbury)-Step #1	264.33
Tollhouse Woods (Derr)-Step #2	1,646.88
Twin Oaks Subdivision-Step #1	206.81
Total 133.5 · Engineering Review Fees	14,360.93
WV Municipal Bond Funds	
WV Mun Bond 2010A Fund	
126.1 · 2010-A Rev. #SHE-S-1-10-A-JE-12	352,414.45
127.1 · 2010-A Res. #SHE-S-2-10-A-JE-12 (\$207,140)	205,609.49
Total WV Mun Bond 2010A Fund	558,023.94
Total WV Municipal Bond Funds	558,023.94
Restricted Funds at Local Bank	
133.43 · Sewer Membrane Repl. Fund Ckg.	554,273.65
133.44 · Sewer Bond Depr. Reserve Ckg.	371,451.12
Total Restricted Funds at Local Bank	925,724.77
Total 133 · Other Special Dep. (Restricted)	2,064,232.50
Total RESTRICTED FUNDS BANKING	2,064,232.50
Total Checking/Savings	3,058,636.87
Accounts Receivable	
General Funds A/R	
141 · A/R Sewer Customer Billing	124,782.48
143 · Allow. for Doubtful Accts-All	(5,000.00)
Total General Funds A/R	119,782.48
Total Accounts Receivable	119,782.48
Other Current Assets	
253.20 · Deferred Inflows	(31,160.33)
Other Current Assets	
162 · Prepaid Expenses	
162.1 · Prepaid Commercial Insurance	19,946.80
162.4 · Other Prepaid Expenses	(4,821.62)
Total 162 · Prepaid Expenses	15,125.18
Total Other Current Assets	15,125.18
Total Other Current Assets	(16,035.15)
Total Current Assets	3,162,384.20
Fixed Assets	
Fixed Assets	
351 · Intangible Assets	
Unamortized Debt Expense (adjust to zero)	177.34
351 · Intangible Assets - Other	(98.34)
Total 351 · Intangible Assets	79.00
353.1 · Land-Collecting System	1,099.00
353.2 · Land-Treatment Plant	63,400.00
354.2 · Pumping Systems-S & I (Structures & Improvements)	1,120,529.62
354.3 · Treatment Systems-S & I	3,267,949.81
354.4 · Miscellaneous-S & I	1,041,002.64
364 · Meter	8,764.70
390 · Office Furn/Fixtures/Equip	12,713.16

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01/21/21

**Shepherdstown Sewer**  
**Balance Sheet-Detailed**  
 As of December 31, 2020

	Dec 31, 20
391 · Transportation Equip.	125,789.85
393.3 · Computer Software	5,762.84
371 · Pumping System-E & I (Equipment & Improvements)	522,122.19
380 · Treatment Systems-E & I	8,102,907.76
389.1 · General Plant-E & I	161,749.65
389.2 · Collecting System-E & I	1,577,792.88
<b>Total Fixed Assets</b>	<b>16,011,663.10</b>
105 · Construction in Progress	
105.11 · Replace Cress Creek Station	603.75
105.15 · WWTP Impr. Project #2	
WWTP #2-Engineering Fees	630.09
WWTP #2-Other Costs	38,327.51
WWTP #2-Scum Pit Project	9,330.98
<b>Total 105.15 · WWTP Impr. Project #2</b>	<b>48,288.58</b>
105.16 · Sewer Gravity Line Extension	3,910.00
105.17 · Rt 45 Sewer (Rt 45 Sewer)	5,212.50
<b>Total 105 · Construction in Progress</b>	<b>58,014.83</b>
Fixed Asset Adjustment (Accumulated Depreciation)	
108 · Accumulated Depreciation	(5,866,658.66)
<b>Total Fixed Asset Adjustment (Accumulated Depreciation)</b>	<b>(5,866,658.66)</b>
<b>Total Fixed Assets</b>	<b>10,203,019.27</b>
<b>TOTAL ASSETS</b>	<b>13,365,403.47</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
186.20 · Deferred Outflows	(9,758.63)
Current Liabilities	
241.1 · A/P, Compensated Absences	46,283.60
241.2 · Accrued Wages/ER Taxes Payable	1,095.64
241.5 · PEIA OPEB ARC Accrued Liability (Unfunded Liability)	112,132.37
241.11 · Engineering Review Fees	14,360.93
<b>Total Current Liabilities</b>	<b>173,872.54</b>
235 · Cust. Dep/Int. Pay-Cash Acct	
Customer Dep Funds Payable	29,582.63
Customer Dep Interest Payable	8,248.14
<b>Total 235 · Cust. Dep/Int. Pay-Cash Acct</b>	<b>37,830.77</b>
236 · Cust Dep/Int Payable-DR/CR	
Customer Deposit Funds Payable	21,950.50
<b>Total 236 · Cust Dep/Int Payable-DR/CR</b>	<b>21,950.50</b>
221 · Bonds Payable-Current	
221.1 · 2010-A Bond Payable-Current	207,139.52
<b>Total 221 · Bonds Payable-Current</b>	<b>207,139.52</b>
<b>Total Other Current Liabilities</b>	<b>431,034.70</b>
<b>Total Current Liabilities</b>	<b>431,034.70</b>
Long Term Liabilities	

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01/21/21

**Shepherdstown Sewer**  
**Balance Sheet-Detailed**  
As of December 31, 2020

	Dec 31, 20
221. · Bonds Payable-Long Term	
221.11 · 2010-A Sewer Bond	4,557,069.97
Total 221. · Bonds Payable-Long Term	4,557,069.97
Total Long Term Liabilities	4,557,069.97
Total Liabilities	4,988,104.67
Equity	
214 · Retained Earnings	5,893,025.80
271 · Contrib. in Aid of Construction (Capacity Fees thru 6/30/01)	2,495,029.86
Net Income	(10,756.86)
Total Equity	8,377,298.80
TOTAL LIABILITIES & EQUITY	13,365,403.47

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Accrual Basis

**Shepherdstown Sewer**  
**Budget vs Actual -Summarized**  
 July through December 2020

	Jul - Dec 20	Budget	\$ Over Bu...	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
419 · Sewer Interest Income	15,828.66	29,001.00	(13,172.34)	54.6%
522 · Metered Sewer Revenue (including penalties & adj.)	612,498.31	660,000.00	(47,501.69)	92.8%
536 · Other Wastewater Revenues	1,030.00	5,480.00	(4,450.00)	18.8%
<b>Total Income</b>	<u>629,356.97</u>	<u>694,481.00</u>	<u>(65,124.03)</u>	<u>90.6%</u>
<b>Gross Profit</b>	629,356.97	694,481.00	(65,124.03)	90.6%
<b>Expense</b>				
408 · Taxes Other than Income	17,945.70	15,500.00	2,445.70	115.8%
701 · Salaries & Wages	151,535.40	146,125.00	5,410.40	103.7%
704 · Employee Pensions & Benefits	37,265.84	36,000.00	1,265.84	103.5%
401.1 · Sewer Billing Expenses	5,243.75	4,500.00	743.75	116.5%
401.2 · Sewer Administration	50,546.73	28,175.00	22,371.73	179.4%
401.3 · Sewer Utility Billing (Water Usage)	11,793.84	18,000.00	(6,206.16)	65.5%
401.4 · Sewer Plant Maintenance	38,044.26	119,125.00	(81,080.74)	31.9%
403 · Depreciation Expense (Book entry only)	187,362.64	175,000.00	12,362.64	107.1%
711 · Sludge Removal	2,038.68			
715 · Purchased Power	54,823.11	70,174.00	(15,350.89)	78.1%
718 · Chemicals	33,631.86	60,000.00	(26,368.14)	56.1%
731 · Contractual Svc-Engineering	0.00	1,000.00	(1,000.00)	0.0%
732 · Contractual Svc-Accounting	3,000.00	1,500.00	1,500.00	200.0%
733 · Contractual Svc-legal	300.00	2,000.00	(1,700.00)	15.0%
735 · Contractual Svc-testing	3,308.54	7,500.00	(4,191.46)	44.1%
736 · Contracted Services-Other	10,820.98	10,000.00	820.98	108.2%
750 · Transportation Expenses	2,787.16	6,000.00	(3,212.84)	46.5%
757 · Insurance-General Liability	20,654.62	35,000.00	(14,345.38)	59.0%
759 · Insurance-Other	125.00	0.00	125.00	100.0%
760 · Advertising	0.00	1,000.00	(1,000.00)	0.0%
<b>Total Expense</b>	<u>631,228.11</u>	<u>736,599.00</u>	<u>(105,370.89)</u>	<u>85.7%</u>
<b>Net Ordinary Income</b>	(1,871.14)	(42,118.00)	40,246.86	4.4%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
419.5 · Capacity Accounts Interest	4,266.34	4,000.00	266.34	106.7%
426 · Misc. Non-Utility Revenue	(0.06)	1,370.00	(1,370.06)	(0.0)%
536 · Other Wastewater Revenue	16,848.00	17,500.00	(652.00)	96.3%
<b>Total Other Income</b>	<u>21,114.28</u>	<u>22,870.00</u>	<u>(1,755.72)</u>	<u>92.3%</u>
<b>Other Expense</b>				
401.61 · Sewer Capacity Cash Expenses (Restricted Fund Expen...	30,000.00			
<b>Total Other Expense</b>	<u>30,000.00</u>			
<b>Net Other Income</b>	(8,885.72)	22,870.00	(31,755.72)	(38.9)%

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01/21/21

Accrual Basis

**Shepherdstown Sewer**  
**Budget vs Actual -Summarized**  
July through December 2020

	<u>Jul - Dec 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of Budget</u>
Net Income	<u>(10,756.86)</u>	<u>(19,248.00)</u>	<u>8,491.14</u>	<u>55.9%</u>

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**Shepherdstown Sewer  
Budget vs Actual -Detailed**

July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
419 · Sewer Interest Income				
419.1 · General Fund Bank Acct Interest	8,829.40	17,500.00	(8,670.60)	50.5%
419.2 · Sewer Bond Funds Interest	3,055.22	4,001.00	(945.78)	76.4%
419.3 · Membrane Repl. Fund Interest	3,944.04	7,500.00	(3,555.96)	52.6%
Total 419 · Sewer Interest Income	15,828.66	29,001.00	(13,172.34)	54.6%
522 · Metered Sewer Revenue (including penalties & adj.)	612,498.31	660,000.00	(47,501.69)	92.8%
<b>536 · Other Wastewater Revenues</b>				
536.1 · Reconnect Fees	550.00	1,250.00	(700.00)	44.0%
536.2 · Tap Fees	0.00	1,250.00	(1,250.00)	0.0%
536.4 · Storage Unit Rental Income	480.00	480.00	0.00	100.0%
536.9 · Misc Income				
Engineering Fees	0.00	2,500.00	(2,500.00)	0.0%
Total 536.9 · Misc Income	0.00	2,500.00	(2,500.00)	0.0%
Total 536 · Other Wastewater Revenues	1,030.00	5,480.00	(4,450.00)	18.8%
Total Income	629,356.97	694,481.00	(65,124.03)	90.6%
Gross Profit	629,356.97	694,481.00	(65,124.03)	90.6%
<b>Expense</b>				
408 · Taxes Other than Income				
408.121 · ER FICA	12,096.48	11,500.00	596.48	105.2%
408.122 · Work Comp	5,448.20	4,000.00	1,448.20	136.2%
408.123 · Sewer Unemployment Tax Exp	401.02			
Total 408 · Taxes Other than Income	17,945.70	15,500.00	2,445.70	115.8%
701 · Salaries & Wages				
701.1 · Gross Payroll	151,335.90	145,600.00	5,735.90	103.9%
701.2 · Personnel Training	0.00	350.00	(350.00)	0.0%
701.3 · Payroll Direct Deposit fees	199.50	175.00	24.50	114.0%
Total 701 · Salaries & Wages	151,535.40	146,125.00	5,410.40	103.7%
704 · Employee Pensions & Benefits				
704.1 · PEIA Health/Life (Included OPEB until 3/08)	18,819.42	20,000.00	(1,180.58)	94.1%
704.2 · PEIA Current OPEB/RHBT (WV Retiree Hlth Benefit Trust)	5,520.00	5,500.00	20.00	100.4%
704.4 · ER Annuity Contrib.	12,926.42	10,500.00	2,426.42	123.1%
Total 704 · Employee Pensions & Benefits	37,265.84	36,000.00	1,265.84	103.5%
401.1 · Sewer Billing Expenses				
401.11 · Billing Software Support	184.41	1,000.00	(815.59)	18.4%
401.13 · Billing Postage Expense	2,833.33	2,500.00	333.33	113.3%
401.14 · Billing Supplies & Expense	1,702.58	1,000.00	702.58	170.3%
401.15 · Billing Court/Collection Fees	523.43			
Total 401.1 · Sewer Billing Expenses	5,243.75	4,500.00	743.75	116.5%
401.2 · Sewer Administration				
401.21 · Safety Equipment/Expense	466.17	750.00	(283.83)	62.2%
401.22 · Admin. Communications Expense (Phone/Internet/Radio)	9,376.98	10,000.00	(623.02)	93.8%
401.23 · Regulatory Comm. Fees(Yrly Fee)	2,817.43	3,500.00	(682.57)	80.5%
401.24 · Admin. Supplies/Expenses	1,094.54	1,500.00	(405.46)	73.0%
401.25 · Admin. Cross-Charge	10,800.00	10,800.00	0.00	100.0%
401.26 · Admin. Postage	0.00	25.00	(25.00)	0.0%
401.28 · Permits & Fees	1,864.33	1,500.00	364.33	124.3%
401.29 · Adjustment Account (Book entry only)	24,167.00			
401.211 · Memberships/Dues/Subscriptions	(39.72)	100.00	(139.72)	(39.7)%
Total 401.2 · Sewer Administration	50,546.73	28,175.00	22,371.73	179.4%
401.3 · Sewer Utility Billing (Water Usage)				
401.31 · Water Billing-Plant	11,300.97	17,500.00	(6,199.03)	64.6%
401.32 · Water Billing-Pump Stations	492.87	500.00	(7.13)	98.6%
Total 401.3 · Sewer Utility Billing (Water Usage)	11,793.84	18,000.00	(6,206.16)	65.5%
401.4 · Sewer Plant Maintenance				
401.41 · Sewer Uniforms	430.78	1,250.00	(819.22)	34.5%
401.42 · Maintenance of Collection Plant	1,976.00	2,500.00	(524.00)	79.0%
401.43 · Pumping Repairs & Maintenance	20,714.17	10,000.00	10,714.17	207.1%
401.44 · Pumping Maintenance of Structur	0.00	2,500.00	(2,500.00)	0.0%
401.45 · Treatment Purification Supl/Exp	6,245.29	20,000.00	(13,754.71)	31.2%
401.46 · Treatment Maintenance of Struct	1,996.48	3,000.00	(1,003.52)	66.5%
401.47 · Treatment Maintenance of Equip	6,681.54	7,500.00	(818.46)	89.1%

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01/21/21

Accrual Basis

**Shepherdstown Sewer  
Budget vs Actual -Detailed**

July through December 2020

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
404.48 · Membrane Replacement (Transfer to Membrane fund)	0.00	0.00	0.00	0.0%
404.49 · Sewer System Emergency Maint.	0.00	72,375.00	(72,375.00)	0.0%
Total 401.4 · Sewer Plant Maintenance	38,044.26	119,125.00	(81,080.74)	31.9%
403 · Depreciation Expense (Book entry only)	187,362.64	175,000.00	12,362.64	107.1%
711 · Sludge Removal	2,038.68			
715 · Purchased Power				
715.1 · Diesel Fuel	321.40	174.00	147.40	184.7%
715.2 · Electric Power	54,501.71	70,000.00	(15,498.29)	77.9%
Total 715 · Purchased Power	54,823.11	70,174.00	(15,350.89)	78.1%
718 · Chemicals	33,631.86	60,000.00	(26,368.14)	56.1%
731 · Contractual Svc-Engineering				
731.2 · Special Projects	0.00	1,000.00	(1,000.00)	0.0%
Total 731 · Contractual Svc-Engineering	0.00	1,000.00	(1,000.00)	0.0%
732 · Contractual Svc-Accounting				
732.1 · General Accounting	0.00	250.00	(250.00)	0.0%
732.3 · P.S.C. Annual Report	3,000.00	1,250.00	1,750.00	240.0%
Total 732 · Contractual Svc-Accounting	3,000.00	1,500.00	1,500.00	200.0%
733 · Contractual Svc-legal				
733.1 · General Legal	300.00	2,000.00	(1,700.00)	15.0%
Total 733 · Contractual Svc-legal	300.00	2,000.00	(1,700.00)	15.0%
735 · Contractual Svc-testing				
735.1 · Laboratory Testing	3,308.54	7,500.00	(4,191.46)	44.1%
Total 735 · Contractual Svc-testing	3,308.54	7,500.00	(4,191.46)	44.1%
736 · Contracted Services-Other				
736.1 · IT Services	4,081.45	5,000.00	(918.55)	81.6%
736.2 · Contracted Services-Misc.	6,739.53	5,000.00	1,739.53	134.8%
Total 736 · Contracted Services-Other	10,820.98	10,000.00	820.98	108.2%
750 · Transportation Expenses				
750.1 · Gas & Oil	2,449.28	3,500.00	(1,050.72)	70.0%
750.2 · Vehicle Repairs/Maintance	337.88	2,500.00	(2,162.12)	13.5%
Total 750 · Transportation Expenses	2,787.16	6,000.00	(3,212.84)	46.5%
757 · Insurance-General Liability	20,654.62	35,000.00	(14,345.38)	59.0%
759 · Insurance-Other				
759.1 · Surety Bonds	125.00			
759 · Insurance-Other - Other	0.00	0.00	0.00	0.0%
Total 759 · Insurance-Other	125.00	0.00	125.00	100.0%
760 · Advertising	0.00	1,000.00	(1,000.00)	0.0%
Total Expense	631,228.11	736,599.00	(105,370.89)	85.7%
Net Ordinary Income	(1,871.14)	(42,118.00)	40,246.86	4.4%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	4,266.34	4,000.00	266.34	106.7%
426 · Misc. Non-Utility Revenue	(0.06)	1,370.00	(1,370.06)	(0.0)%
536 · Other Wastewater Revenue				
536.21 · Capital Capacity Fees (Restricted Fund Revenue)	16,848.00	17,500.00	(652.00)	96.3%
Total 536 · Other Wastewater Revenue	16,848.00	17,500.00	(652.00)	96.3%
Total Other Income	21,114.28	22,870.00	(1,755.72)	92.3%
Other Expense				
401.61 · Sewer Capacity Cash Expenses (Restricted Fund Expenses)				
Engineering Services (Restricted Fund Expenses)	30,000.00			
Total 401.61 · Sewer Capacity Cash Expenses (Restricted Fund Exp...	30,000.00			
Total Other Expense	30,000.00			
Net Other Income	(8,885.72)	22,870.00	(31,755.72)	(38.9)%
Net Income	(10,756.86)	(19,248.00)	8,491.14	55.9%

S10

**Shepherdstown Sewer**  
**Statement of Cash Flows**  
 July through December 2020

	<u>Jul - Dec 20</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	(10,756.86)
Adjustments to reconcile Net Income to net cash provided by operations:	
General Funds A/R:141 · A/R Sewer Customer Billing	2,931.17
Other Current Assets:162 · Prepaid Expenses:162.1 · Prepaid Commercial Insu...	(19,946.80)
Other Current Assets:162 · Prepaid Expenses:162.4 · Other Prepaid Expenses	1,434.31
235 · Cust. Dep/Int. Pay-Cash Acct:Customer Dep Funds Payable	(935.40)
235 · Cust. Dep/Int. Pay-Cash Acct:Customer Dep Interest Payable	302.31
236 · Cust Dep/Int Payable-DR/CR:Customer Deposit Funds Payable	1,683.72
Net cash provided by Operating Activities	(25,287.55)
<b>INVESTING ACTIVITIES</b>	
105 · Construction in Progress:105.15 · WWTP Impr. Project #2:WWTP #2-Other ...	(38,327.51)
Fixed Asset Adjustment:108 · Accumulated Depreciation	187,362.64
Net cash provided by Investing Activities	149,035.13
Net cash increase for period	123,747.58
Cash at beginning of period	2934889.29
Cash at end of period	<u>3058636.87</u>

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01/21/21

Accrual Basis

**Shepherdstown Sewer  
Account QuickReport  
As of December 31, 2020**

Type	Date	Split	Amount	Balance
<b>RESTRICTED FUNDS BANKING</b>				512,793.75
133 · Other Special Dep. (Restricted)				512,793.75
133.1 · Checking-Sewer Cap. Capacity				512,793.75
Deposit	07/31/202	419.5 · Capacity Accounts Interest	706.02	513,499.77
Deposit	08/17/202	-SPLIT-	5,616.00	519,115.77
Transfer	08/18/202	131.21 · Sewer Operating Account	(2,808.00)	516,307.77
Deposit	08/31/202	419.5 · Capacity Accounts Interest	709.00	517,016.77
Transfer	09/10/202	131.21 · Sewer Operating Account	(2,808.00)	514,208.77
Deposit	09/17/202	536.21 · Capital Capacity Fees (Restricted F...	2,808.00	517,016.77
Deposit	09/22/202	536.21 · Capital Capacity Fees (Restricted F...	5,616.00	522,632.77
Deposit	09/25/202	536.21 · Capital Capacity Fees (Restricted F...	2,808.00	525,440.77
Deposit	09/30/202	419.5 · Capacity Accounts Interest	690.28	526,131.05
Deposit	10/31/202	419.5 · Capacity Accounts Interest	724.85	526,855.90
Deposit	11/30/202	419.5 · Capacity Accounts Interest	705.85	527,561.75
Deposit	12/31/202	419.5 · Capacity Accounts Interest	730.34	528,292.09
Total 133.1 · Checking-Sewer Cap. Capacity			15,498.34	528,292.09
Total 133 · Other Special Dep. (Restricted)			15,498.34	528,292.09
Total RESTRICTED FUNDS BANKING			15,498.34	528,292.09
<b>TOTAL</b>			<b>15,498.34</b>	<b>528,292.09</b>

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01/21/21

**Shepherdstown Sewer**  
**Fixed Asset**  
As of December 31, 2020

Type	Date	Num	Name	Memo	Amount	Balance
<b>Fixed Assets</b>						16,011,663.10
<b>351 · Intangible Assets</b>						79.00
Unamortized Debt Expense (adjust to zero)						177.34
Total Unamortized Debt Expense (adjust to zero)						177.34
<b>351 · Intangible Assets - Other</b>						(98.34)
Total 351 · Intangible Assets - Other						(98.34)
Total 351 · Intangible Assets						79.00
<b>353.1 · Land-Collecting System</b>						1,099.00
Total 353.1 · Land-Collecting System						1,099.00
<b>353.2 · Land-Treatment Plant</b>						63,400.00
Total 353.2 · Land-Treatment Plant						63,400.00
<b>354.2 · Pumping Systems-S &amp; I (Structures &amp; Improvements)</b>						1,120,529.62
Total 354.2 · Pumping Systems-S & I (Structures & Improvements)						1,120,529.62
<b>354.3 · Treatment Systems-S &amp; I</b>						3,267,949.81
Total 354.3 · Treatment Systems-S & I						3,267,949.81
<b>354.4 · Miscellaneous-S &amp; I</b>						1,041,002.64
Total 354.4 · Miscellaneous-S & I						1,041,002.64
<b>364 · Meter</b>						8,764.70
Total 364 · Meter						8,764.70
<b>390 · Office Furn/Fixtures/Equip</b>						12,713.16
Total 390 · Office Furn/Fixtures/Equip						12,713.16
<b>391 · Transportation Equip.</b>						125,789.85
Total 391 · Transportation Equip.						125,789.85
<b>393.3 · Computer Software</b>						5,762.84
Total 393.3 · Computer Software						5,762.84
<b>371 · Pumping System-E &amp; I (Equipment &amp; Improvements)</b>						522,122.19
Total 371 · Pumping System-E & I (Equipment & Improvements)						522,122.19
<b>380 · Treatment Systems-E &amp; I</b>						8,102,907.76
Total 380 · Treatment Systems-E & I						8,102,907.76
<b>389.1 · General Plant-E &amp; I</b>						161,749.65
Total 389.1 · General Plant-E & I						161,749.65
<b>389.2 · Collecting System-E &amp; I</b>						1,577,792.88
Total 389.2 · Collecting System-E & I						1,577,792.88
Total Fixed Assets						16,011,663.10
<b>TOTAL</b>						<b>16,011,663.10</b>

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01/21/21

**Shepherdstown Sewer**  
**Fixed Asset Purchases (CIP) - This Fiscal Year**  
**As of December 31, 2020**

Type	Date	Num	Name	Memo	Amount	Balance
<b>105 · Construction in Progress</b>						19,687.32
105.11 · Replace Cress Creek Station						603.75
Total 105.11 · Replace Cress Creek Station						603.75
<b>105.15 · WWTP Impr. Project #2</b>						9,961.07
WWTP #2-Engineering Fees						630.09
Total WWTP #2-Engineering Fees						630.09
<b>WWTP #2-Other Costs</b>						0.00
Ch...	12/31/2020		Corp. of Shepherds...	Ross Bare, Dec Statement...	24,479.35	24,479.35
Ch...	12/31/2020		Corp. of Shepherds...	GEF, 20EW-145rev1, 50%...	5,253.00	29,732.35
Ch...	12/31/2020		Corp. of Shepherds...	Konescrane, Jan bill, elect...	8,595.16	38,327.51
Total WWTP #2-Other Costs					38,327.51	38,327.51
<b>WWTP #2-Scum Pit Project</b>						9,330.98
Total WWTP #2-Scum Pit Project						9,330.98
Total 105.15 · WWTP Impr. Project #2					38,327.51	48,288.58
<b>105.16 · Sewer Gravity Line Extension</b>						3,910.00
Total 105.16 · Sewer Gravity Line Extension						3,910.00
<b>105.17 · Rt 45 Sewer (Rt 45 Sewer)</b>						5,212.50
Total 105.17 · Rt 45 Sewer (Rt 45 Sewer)						5,212.50
Total 105 · Construction in Progress					38,327.51	58,014.83
<b>TOTAL</b>					<b>38,327.51</b>	<b>58,014.83</b>

S14

Corporation of Shepherdstown  
Water/Sewer Revenue and Expenses  
FY 2020

	Water		Sewer	
	Revenue	Expenses	Revenue	Expenses
July-20	144,085.39	(112,539.19)	103,319.20	(105,832.35)
August-20	154,116.76	(102,847.03)	112,576.80	(122,913.18)
September-20	162,012.62	(88,759.27)	122,480.55	(96,162.88)
October-20	143,902.57	(110,129.69)	107,838.53	(107,354.99)
November-20	146,478.02	(108,436.39)	108,222.52	(119,620.57)
December-20	125,309.63	(99,353.14)	96,033.65	(109,344.14)
January-21				
February-21				
March-21				
April-21				
May-21				
June-21				
Totals	875,904.99	(622,064.71)	650,471.25	(661,228.11)

815

## THIS FISCAL YEAR ACTIVITY

Monthly Contributions		
As of December	120,835.00	
Interest As of Last Month	<u>3,944.04</u>	
		124,779.04
This Month's Transfer		<u>24,167.00</u>
Ending balance as of Last Month		148,946.04

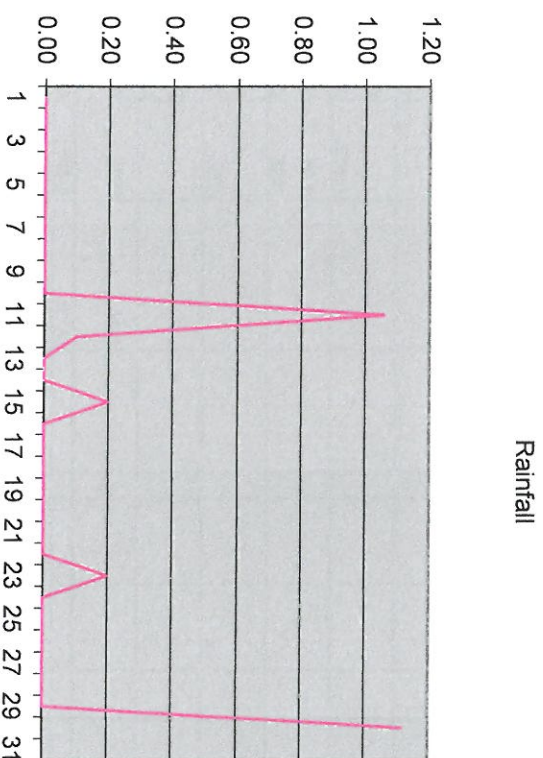
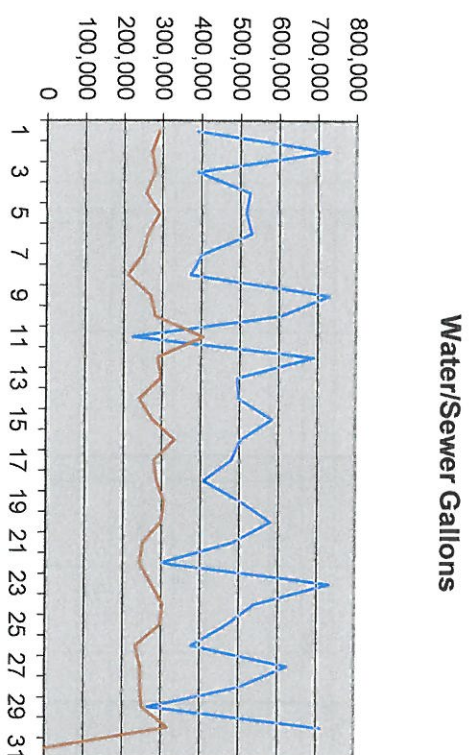
## ALL ACTIVITY

Bank Balance As of November		529,329.60
December Deposit	24,167.00	
December Interest	<u>777.05</u>	
		24,944.05
Bank Balance		554,273.65

SIC

# Water/Sewer Flows November 2020

Date	Water	Sewer	RainFall
1	390,800	291,400	0.00
2	729,900	272,500	0.00
3	392,300	281,500	0.00
4	526,200	257,700	0.00
5	516,200	292,400	0.00
6	529,900	261,900	0.00
7	403,000	248,000	0.00
8	374,100	210,100	0.00
9	731,400	269,500	0.00
10	603,300	281,700	0.00
11	223,700	407,400	1.06
12	692,200	289,000	0.10
13	494,500	297,200	0.00
14	498,500	240,700	0.00
15	584,900	274,900	0.20
16	503,700	334,200	0.00
17	479,600	279,500	0.00
18	409,000	286,600	0.00
19	503,700	305,800	0.00
20	581,600	299,600	0.00
21	482,700	252,000	0.00
22	297,800	243,200	0.00
23	734,100	274,300	0.20
24	540,000	304,300	0.00
25	468,200	297,400	0.00
26	378,800	234,100	0.00
27	624,200	246,400	0.00
28	502,900	247,300	0.00
29	266,400	251,200	0.00
30	712,200	317,700	1.12
31		-	
Avg.	505,860	269,339	0.09





## November 2020 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2783	Mgd	0.4074	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<3	Mg/l	<3	Mg/l	30			6.45	6.45	167	334		
TSS	<3	Mg/l	<3	Mg/l	30			6.45	6.45	167	334		
TKN	1.51	Mg/l	1.79	Mg/l	3			3.54	3.85	17	33		
Fecal	<3	Cnts/100 MI	<3	Cnts/100 MI	200			N/A	N/A	N/A	N/A		
Total N	2.92	Mg/l	4.25	Mg/l	Rpt Only	Rpt Only		N/A	203.33	N/A	507	203.33	6091
Total P	0.07	Mg/l	0.11	Mg/l	Rpt Only	Rpt Only		N/A	4.87	N/A	50.7	4.87	609
Copper	0.0014	Mg/l	0.0014	Mg/l	0.0085	0.0085		N/A	N/A	N/A	N/A		
Zinc		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.20	S.U.	7.20	S.U.	Min Allowed	Max Allowed		N/A	N/A	N/A	N/A		

Field Name	Applied This Month		Year to Date Applied		Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	9.7022	Tons	9.7022	Tons	7	24		
Olcott Field 2	6.37	Tons	6.37	Tons				
Olcott Field 3	2.665	Tons	15.4564	Tons	2	20.5	12.77	12.15
Olcott Field 4		Tons		Tons				
Olcott Field 6	2.951	Tons	9.438	Tons	2	22.7	12.68	11.88
Blair-Carter Field 1		Tons	2.5155	Tons				
Blair-Carter Field 3		Tons	1.1115	Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1		Tons	16.601	Tons				
Willard Field 3		Tons	1.2155	Tons				
Willard Field 4		Tons		Tons				
Colbert Field 3		Tons	1.196	Tons				
Colbert Field 4		Tons	1.196	Tons				
Oakley Field 2		Tons		Tons				
Putz Field 2		Tons	6.253	Tons				

**MONTHLY OPERATIONAL REPORT**

Required Surface/(GWUDI)

PWSID NUMBER: WV 3301933

MONTH/YEAR: December 2020

SYSTEM NAME Shepherdstown Water

PHONE NUMBER (304) 876-2394

COUNTY

jefferson

PLANT FLOW				CHEMICALS USED												FILTER BACKWASH			
DATE	Plant Oper Time (HRS)	Filtered Water (GALS)	Flow Rate (GPM)	del pak				fluoride										Number of Filters Washed	Wash Water (GALS)
				lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm		
1	11	480,100	743	221	54.1		0.0	9	2.2		0.0	6	0.3		0.0	10	2.4	2	13,621
2	10	445,100	742	201	54.1		0.0	8	2.2		0.0	6	1.6		0.0	10	2.7	2	12,500
3	11	476,800	722	216	54.3		0.0	9	2.3		0.0	6	1.5		0.0	9	2.3	2	12,683
4	12	519,000	721	234	54.1		0.0	10	2.3		0.0	8	1.8		0.0	10	2.3	2	12,806
5	11	475,000	720	215	54.3		0.0	10	2.5		0.0	7	1.8		0.0	10	2.5	2	13,056
6	7	286,900	683	130	54.3		0.0	6	2.5		0.0	4	1.7		0.0	6	2.5	2	11,592
7	16	701,200	730	317	54.2		0.0	15	2.6		0.0	10	1.7		0.0	14	2.4	2	14,308
8	11	462,700	701	209	54.2		0.0	9	2.3		0.0	7	1.8		0.0	7	1.8	2	12,963
9	11	465,500	705	210	54.1		0.0	9	2.3		0.0	6	1.5		0.0	7	1.8	2	13,500
10	11	483,800	733	219	54.3		0.0	10	2.5		0.0	8	2.0		0.0	7	1.7	2	14,815
11	12	514,600	715	233	54.3		0.0	11	2.6		0.0	8	1.9		0.0	8	1.9	2	12,815
12	11	475,400	720	215	54.2		0.0	9	2.3		0.0	7	1.8		0.0	7	1.8	2	11,814
13	8	280,200	584	127	54.3		0.0	6	2.6		0.0	5	2.1		0.0	4	1.7	2	13,509
14	15	679,100	755	307	54.2		0.0	13	2.3		0.0	10	1.8		0.0	12	2.1	2	12,865
15	13	562,600	721	254	54.1		0.0	11	2.3		0.0	8	1.7		0.0	7	1.5	2	13,115
16	10	427,600	713	193	54.1		0.0	8	2.2		0.0	7	2.0		0.0	7	2.0	2	11,500
17	11	476,000	721	215	54.2		0.0	10	2.5		0.0	7	1.8		0.0	7	1.8	2	10,998
18	11	469,200	711	257	65.7		0.0	9	2.3		0.0	7	1.8		0.0	7	1.8	2	12,019
19	11	481,900	730	218	54.2		0.0	9	2.2		0.0	7	1.7		0.0	8	2.0	2	12,801
20	8	335,800	700	152	54.3		0.0	8	2.9		0.0	8	2.9		0.0	4	1.4	2	11,789
21	12	535,500	744	242	54.2		0.0	10	2.2		0.0	9	2.0		0.0	6	1.3	2	13,116
22	12	542,500	753	245	54.2		0.0	11	2.4		0.0	8	1.8		0.0	11	2.4	2	12,311
23	11	471,600	715	213	54.2		0.0	9	2.3		0.0	6	1.5		0.0	7	1.8	2	13,201
24	11	484,100	733	219	54.2		0.0	10	2.5		0.0	9	2.2		0.0	7	1.7	2	12,918
25	7	320,200	762	145	54.3		0.0	5	1.9		0.0	4	1.5		0.0	6	2.2	2	11,326
26	11	472,300	716	213	54.1		0.0	10	2.5		0.0	10	2.5		0.0	7	1.8	2	13,125
27	12	531,400	738	240	54.2		0.0	10	2.3		0.0	10	2.3		0.0	7	1.6	2	12,712
28	15	617,200	686	279	54.2		0.0	14	2.7		0.0	11	2.1		0.0	14	2.7	2	13,981
29	11	468,400	710	211	54.0		0.0	10	2.6		0.0	7	1.8		0.0	14	3.6	2	12,618
30	12	540,500	751	244	54.1		0.0	11	2.4		0.0	8	1.8		0.0	13	2.9	2	13,408
31	13	549,400	704	248	54.1		0.0	12	2.6		0.0	9	2.0		0.0	10	2.2	2	13,143
TOTAL	348	15,041,600	22,281	6,842.0	1,691.3			301.0	74.3			233.0	56.6			263.0	64.6	62.0	396,928
AVG	11	485,213	719	220.7	54.6			9.7	2.4			7.5	1.8			8.5	2.1	2	12,804



PWSID NUMBER: WV 3301933

MONTH/YEAR: December 2020

## ANALYTICAL RESULTS

Date	Plant (Free)	System (Total)	Sampling Location of System Total Chlorine Residual	Sampler Initials	Turbidity (NTU)			pH (S.U.)			MONTHLY OPERATIONAL REPORT REMARKS
					Raw	Settled	Finished	Raw	Settled	Finished	
1	1.8	1.0	subway	dc	6.1	0.7	0.19	7.3	7.3	7.20	
2	1.9	0.9	swpd	ppd	10.2	0.7	0.20	7.4	7.3	7.20	
3	1.7	1.1	414 high street	ppd	9.2	0.7	0.20	7.3	7.2	7.10	
4	1.8	0.4	hctc	dc	8.5	0.7	0.19	7.4	7.2	7.00	
5	1.7	1.1	106 college street	alw	8.5	0.7	0.18	7.4	7.3	7.20	
6	1.6	1.2	christman bldg	deg	8.5	0.7	0.20	7.4	7.3	7.20	
7	1.5	1.5	dominos	rgd	8.8	0.7	0.18	7.3	7.1	7.00	
8	1.5	1.7	water tanks	ppd	7.8	0.7	0.18	7.4	7.3	7.10	
9	1.4	1.0	sheetz	rgd	7.5	0.7	0.18	7.3	7.2	7.10	
10	1.4	0.9	mcDonalds	dc	7.5	0.7	0.19	7.5	7.3	7.10	
11	1.5	1.1	h-mart	rgd	7.3	0.7	0.19	7.4	7.3	7.20	
12	1.5	1.3	kings	deg	7.8	0.7	0.18	7.3	7.2	7.10	
13	1.6	1.1	green pineapple	deg	8.1	0.8	0.19	7.3	7.3	7.20	
14	1.4	1.0	community garden	deg	7.3	0.7	0.19	7.4	7.2	7.20	
15	1.7	1.3	liliah	deg	7.1	0.7	0.19	7.4	7.3	7.20	
16	1.4	1.4	food lion	rgd	13.1	0.7	0.18	7.7	7.6	7.30	
17	1.2	1.1	dairy queen	dc	9.2	0.7	0.18	7.4	7.2	7.10	
18	1.3	1.0	union alley	dc	8.7	0.7	0.20	7.3	7.3	7.20	
19	1.6	1.4	betys	deg	8.8	0.7	0.19	7.6	7.4	7.30	
20	1.5	1.0	dolar general	deg	6.6	0.7	0.19	7.7	7.5	7.40	
21	1.3	1.4	subway	dc	6.8	0.7	0.18	7.8	7.5	7.40	
22	1.5	0.8	ntc	deg	6.3	0.7	0.18	7.5	7.4	7.40	
23	1.4	1.0	h-mart	ppd	7.8	0.7	0.19	7.4	7.3	7.10	
24	1.4	1.0	sweet shopper	ppd	14.8	0.7	0.19	7.3	7.1	7.00	
25	1.5	1.3	sheetz	dc	105.6	0.7	0.18	7.3	7.2	7.10	
26	1.3	1.1	106 college street	alw	167.2	0.8	0.18	7.0	6.8	6.60	
27	1.4	1.1	528 sandpiper lane	alw	116.2	0.8	0.18	7.3	7.2	7.00	
28	1.6	1.0	mcDonalds	dc	45.1	0.7	0.16	7.4	7.3	6.90	
29	1.6	1.4	town hall	deg	27.4	0.7	0.20	7.0	6.9	6.80	
30	1.5	1.2	swmp	ppd	14.3	0.7	0.17	7.2	7.1	7.00	
31	1.6	1.1	shep chron	ppd	13.4	0.7	0.18	7.2	7.1	7.00	0
TOTAL	47.1	34.9			691.5	22.2	5.76	228.60	224.70	220.70	
AVG	1.5	1.1			22.3	0.7	0.19	7.37	7.25	7.12	

I certify the values recorded above are true and accurate to the best of my knowledge.

Certified by:

Charles Coe

(Certified Operator Printed Name Required)

(Certified Operator Signature Required)

Certification #:

WVOP01358

Exp. Date: 3/31/2020

Certification Class

III

Date:

Number of Filters Used \_\_\_\_\_ (filters)  
 Total Filter Surface Area \_\_\_\_\_ (sq. ft.)  
 Average Filter Run/Each Filter \_\_\_\_\_ (hrs.)  
 % Backwash Water: 2.64% \_\_\_\_\_ (%)

Complete and return within 10 days after the end of the month to:

WV Office of Environmental Health Services - Data Management

350 Capitol Street, Room 313, Charleston, WV 25301-3713

Phone: (304) 558-2981 FAX: (304) 558-0139

\*THIS PAGE IS OPTIONAL\*

PWSID NUMBER: WV 3301933

MONTH/YEAR: December 2020

## ANALYTICAL RESULTS (mg/L)

DATE	Iron		Manganese		Phenolphthalein Alkalinity		Total Alkalinity		Calcium Hardness		(TDS) Total Dissolved Solids (Finished)	TEMP °F or C° (Finished)	(LSI) Langelier Saturation Index (Finished)
	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished			
1						93				140		11.2	
2						84				143		12.3	
3						83				147		8.4	
4						64				145		9.4	
5						66				140		9.1	
6						89				141		9	
7						81				125		9.2	
8						70				114		10.1	
9						65				110		12.7	
10						62				115		9.5	
11						65				106		9	
12						52				110		7.3	
13						44				102		9.1	
14						75				110		68	
15						37				110		8.8	
16						64				120		6.6	
17						78				138		6.2	
18						80				121		6.5	
19						70				140		6.8	
20						63				113		6.3	
21						32				75		7.7	
22						50				115		8	
23						51				121		7.9	
24						67				127		8	
25						65				109		8.2	
26						72				81		8.4	
27						52				64		6.7	
28						40				68		7.6	
29						40				77		5.8	
30						42				80		11	
31						47				99		1034	
TOTAL						1943				3506		1348.8	
AVG						63				113		44	



## INDIVIDUAL FILTERS

If filter method is other than direct or conventional, please specify  
(Please note, direct or conventional methods are required to complete the form below)

\_\_\_\_\_  
(diatomaceous earth, slow sand, other)

1. Was each filter monitored continuously?

☒ Yes ☐ No

2. Were measurements recorded every 15 minutes?

☒ Yes ☐ No

3. Was there a failure of continuously turbidity monitoring equipment?

☐ Yes ☒ No

4. Were individual filter levels greater than 1.0 NTU in two consecutive measurements?

☐ Yes ☒ No

5. Were individual filter levels greater than 0.5 NTU in two consecutive measurements after online for more than four hours?

☐ Yes ☒ No

6. Were individual filter levels greater than 1.0 NTU in two consecutive measurements in three consecutive months?

☐ Yes ☒ No

7. Were individual filter levels greater than 2.0 NTU in two consecutive measurements in two consecutive months?

☐ Yes ☒ No

FILTER NUMBER	n/a
TURBIDITY MEASUREMENTS	n/a
DATE(S) AND TIME(S)	n/a

I certify the information recorded above is true and accurate to the best of my knowledge.

CERTIFIED BY: Charles Coe  
Operator Printed Name Required

CERTIFIED BY: \_\_\_\_\_ Date: \_\_\_\_\_  
Operator Signature Required

Certification # WVOP01358 Exp. Date 3/31/2022 Certification Class III

## MONTHLY COMBINED FILTER EFFLUENT TURBIDITY REPORT

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933

X Surface

SYSTEM TYPE:(Check One)

GWUDI

MONTH/YEAR: December 2020

SYSTEM NAME: Shepherdstown Water

PHONE NUMBER

(304) 876-2394

COUNTY Jefferson

\*\*Please report NTU values to two decimal places (0.00)\*\*

DATE	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	#<=0.3	#>0.3	REMARKS
1	6am	0.200	10am	0.190	2pm	0.200					3		
2	6am	0.200	10am	0.200	2pm	0.200					3		
3	6am	0.200	10am	0.200	2pm	0.200					3		
4	6am	0.210	10am	0.200	2pm	0.190					3		
5	6am	0.220	10am	0.210	2pm	0.180					3		
6	6am	0.210	10am	0.200	2pm	0.180					2		
7	6am	0.190	10am	0.180	2pm	0.180	6pm	0.210			4		
8	6am	0.180	10am	0.180	2pm	0.190					3		
9	6am	0.180	10am	0.180	2pm	0.180					3		
10	6am	0.180	10am	0.190	2pm	0.190					3		
11	6am	0.190	10am	0.190	2pm	0.200					3		
12	6am	0.190	10am	0.200	2pm	0.180					3		
13	6am	0.230	10am	0.190	2pm						2		
14	6am	0.200	10am	0.190	2pm	0.230	6pm	0.250			4		
15	6am	0.220	10am	0.190	2pm	0.190	6pm	0.190			4		
16	6am	0.180	10am	0.180	2pm	0.190					3		
17	6am	0.180	10am	0.180	2pm	0.190					3		
18	6am	0.200	10am	0.190	2pm	0.230					3		
19	6am	0.210	10am	0.190	2pm	0.260					3		
20	6am	0.210	10am	0.190	2pm	0.180					2		
21	6am	0.190	10am	0.190	2pm	0.180					3		
22	6am	0.200	10am	0.190	2pm	0.180					3		
23	6am	0.200	10am	0.190	2pm	0.200					3		
24	6am	0.190	10am	0.190	2pm	0.190					3		
25	6am	0.190	10am	0.180	2pm	0.180					2		
26	6am	0.200	10am	0.190	2pm	0.180					3		
27	6am	0.180	10am	0.180	2pm	0.160					3		
28	6am	0.180	10am	0.160	2pm	0.160	6pm	0.160			4		
29	6am	0.170	10am	0.200	2pm	0.200					3		
30	6am	0.170	10am	0.170	2pm	0.170					3		
31	6am	0.180	10am	0.170	2pm	0.170	6pm	0.180			4		
Total # of Samples											94	94	

\*Slow sand: use 1 NTU in lieu of 0.3 NTU &amp; diatomaceous earth; other filtration technologies as directed by agency

\*\*Slow sand and diatomaceous earth: use 5 NTU in lieu of 1 NTU; other filtration technologies as directed

% &lt;= 0.3 NTU x 100\*

100%

Readings over 1 NTU\*\* 0

GRAND TOTAL

Highest single turbidity reading 0.260

Lowest single turbidity reading 0.160

I certify the values recorded above are true and accurate to the best of my knowledge.

CERTIFIED BY: Charles Coe

(Certified Operator Printed Name Required)

(Certified Operator Signature Required)

Date:

Certification #: WVOP01358

Exp. Date

3/31/2022

Certification Class III

Complete and return within 10 days after the end of the month to:

WV Office of Environmental Health Services - Data Management  
350 Capitol Street, Room 313, Charleston, WV 25301-3713

Phone: (304) 558-2981 FAX: (304) 558-0139

# CONTINUOUS MONITORING

## MONTHLY CHLORINE RESIDUAL REPORT - Required Surface and GUDI Sources

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933MONTH/YEAR: December 2020SYSTEM TYPE:(Check One) ☒ Surface ☐ GWUDISYSTEM NAME Shepherdstown Water PHONE NUMBER (304) 876-2394 COUNTY jefferson

\*\*Please report Chlorine Residual values to one decimal places (0.01)\*\*

DATE	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TOTAL
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
# of Samples under 0.2 mg/l( free chlorine residual) <u>0</u>													Total # of Samples Taken

I certify the values recorded above are true and accurate to the best of my knowledge.

CERTIFIED BY: Charles Coe

(Certified Operator Signature required)

Date: \_\_\_\_\_

(Certified Operator Signature required)

Certification #: WVOP01358Exp. Date March 31, 2022Certification Class III

Complete and return within 10 days after the end of the month to:  
 WV Office of Environmental Health Services - Data Management  
 350 Capitol Street, Room 313, Charleston, WV 25301-3713  
 Phone: (304) 558-2981 FAX: (304) 558-0139



**QUARTERLY OPERATIONAL REPORT  
DISINFECTION BYPRODUCT  
PRECURSORS CONTROL  
(GWUDI)**

PWSID NUMBER: **WV 3301933**QUARTER/YEAR **4th 2020**

(Required)

System Name **Shepherdstown Water**County **jefferson**Treatment Plant Name **Shepherdstown water**

Month	Source Water		Treated Water TOC (mg/L)	(A) Actual % TOC Removal	(B) Required% TOC Removal	(C) Removal Ratio (A) / (B)	Basis for Required % Removal
	ALK (mg/L)	TOC (mg/L)					
DEC	87.0	2.7	1.7	37%	25%	1.5	
NOV	105.0	2.7	1.9	30%	25%	1.2	
OCT	111.0	1.8	1.3	28%		1.0	
SEP	111.0	3.2	2.2	31%	25%	1.3	
AUG	90.0	3.0	2.1	30%	25%	1.2	
JUL	105.0	2.5	1.6	36%	25%	1.4	
JUN	80.0	2.3	1.5	35%	25%	1.4	
MAY	47.0	3.3	1.8	45%	35%	1.3	
APR	59.0	2.2	1.8	18%	35%	0.5	
MAR	73.0	2.0	1.2	40%	25%	1.6	
FEB	54.0	3.2	1.6	50%	35%	1.4	
JAN	90.0	2.0	1.6	20%	25%	0.8	
Total	1012.0	30.9	20.3	4.0	3.1	14.6	
Annual Average	84.3	2.6	1.7	0.3	0.3	1.2	

CERTIFIED BY:

Charles Coe

(Certified Operator's Printed Name Required)

(Certified Operator's Signature Required)

Date: \_\_\_\_\_

Certification #

WVOP01358Exp. Date March 31, 2022

Certification Class

III

Telephone Number

3048762394

Complete and return within 10 days after the end of the quarter to:

WV Office of Environmental Health Services RD&C Unit  
350 Capitol Street, Room 313, Charleston, WV 25301-3713  
Phone: (304) 558-2981 FAX: (304) 558-0139



**FLUORIDATION REPORT**  
**MONTHLY SUMMARY OF OPERATION**

PWSID NUMBER: WV

3301933

(Required)

MONTH/YEAR: \_\_\_\_\_

## SYSTEM TYPE:(Mark One)

\_\_\_\_\_ Ground ☒ Surface \_\_\_\_\_ Ground Water Under the Influence of Surface Water

SYSTEM NAME Shepherdstown WaterPHONE NUMBER 876-2394COUNTY JeffersonFLUORIDE CHEMICAL USED: HYDROFLUOSILICIC ACIDPURITY: 23.5%

DATE	GALLONS OF WATER TREATED*	POUNDS/GAL OF CHEMICALS USED	ANALYTICAL RESULTS (mg/L)	
			PLANT EFFLUENT	DISTRIBUTION SYSTEM
1	490100.00	9.00	0.90	0.58
2	445100.00	8.00	0.89	0.59
3	476800.00	9.00	0.80	0.85
4	519000.00	10.00	0.84	0.82
5	475000.00	10.00	0.60	0.54
6	286900.00	6.00	0.79	0.71
7	701200.00	15.00	0.87	0.54
8	462700.00	9.00	0.60	0.70
9	465500.00	9.00	0.63	0.59
10	483800.00	10.00	0.66	0.65
11	514600.00	11.00	0.93	0.63
12	475400.00	9.00	0.83	0.67
13	280200.00	6.00	0.67	0.72
14	679100.00	13.00	0.74	0.62
15	562600.00	11.00	1.00	0.84
16	427600.00	8.00	0.71	0.64
17	476000.00	10.00	0.63	0.71
18	469200.00	9.00	0.74	0.68
19	481900.00	9.00	0.90	0.80
20	335800.00	8.00	0.85	0.75
21	535500.00	10.00	0.96	0.73
22	542500.00	11.00	0.76	0.84
23	471600.00	9.00	0.70	0.63
24	484100.00	10.00	0.80	0.73
25	320200.00	5.00	0.77	0.68
26	472300.00	10.00	0.86	0.58
27	531400.00	10.00	0.55	0.50
28	617200.00	14.00	0.35	0.61
29	468400.00	10.00	0.69	0.25
30	540500.00	11.00	0.77	0.67
31	549400.00	12.00	0.77	0.61
TOTAL	15,041,600.00	301.00	23.56	20.46
AVERAGE	485,212.90	9.71	0.76	0.66
HIGHEST READING			1.00	0.85
LOWEST READING			0.35	0.25

\*Optional IF reported on EW-90/EW-103

I certify the values recorded above are true and accurate to the best of my knowledge.

CERTIFIED BY: Charles Coe

(Certified Operator Printed Name Required)

(Certified Operator Signature Required)

DATE: 11/4/2021Certification#: WVOP01358Exp. Date 3/31/2022 Certification Class III

Complete and return within 10 days after the end of the month to:  
 WV Office of Environmental Health Services - Data Management  
 Capitol and Washington Streets, 1 Davis Square, Suite 200, Charleston, WV 25301-1798  
 Phone: (304) 558-2981 FAX: (304) 558-0139

# TRANSMITTAL LETTER

TO: Frank Welch, Public Works Director  
Corporation of Shepherdstown  
104 North King Street  
PO Box 248  
Shepherdstown, WV 25443

DATE: December 10, 2020  
PROJECT: 2008062.00



ARCHITECTS  
535 West King Street  
Martinsburg, WV 25401

ENGINEERS  
Phone 304-264-0051 Fax 304-264-0707  
Toll Free 877-264-0051  
www.thinkALPHAfirst.com

SENT VIA							
FAX		MAIL		UPS		FED EX	
						DELIVERED	PICKED UP

THESE ARE TRANSMITTED as checked below:			
For approval		For your use	
		As requested	
			For review and comments

COPIES	DATE	DESCRIPTION	ACTION			
			1	2	3	4
1		Application to Extend Water and/or Sewer Mains - Step 1				
1		Application Fee - \$1,050.00				
		Please let us know if you have any questions regarding this application. We respectfully request that this item be placed on the next Meeting Agenda .				

(1) NO EXCEPTIONS TAKEN (2) MAKE CORRECTIONS NOTED (3) AMEND & RESUBMIT (4) REJECTED

REMARKS: IF ENCLOSURES ARE NOT AS INDICATED, PLEASE NOTIFY US AT ONCE.

*Richard W. Klein*

Richard W. Klein, PE  
Alpha Associates, Incorporated

XC:



# APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Corporation of Shepherdstown  
 Shepherdstown Town Hall  
 104 North King Street  
 P. O. Box 248  
 Shepherdstown, WV 25443

## UTILITY USE ONLY

Application #: 012-20  
 Step #: 1  
 Date Recv'd: 12-10-20  
 Step #: 2  
 Date Recv'd:

This application is for permission to extend the water and/or sewer main(s) to one or more properties, existing or proposed. The Shepherdstown Water Board and the Shepherdstown Sanitary Board (hereafter called the "Boards") have set up a two (2) step process to apply for such an extension. This form is not an application for service, and it does not establish a water/sewer account.

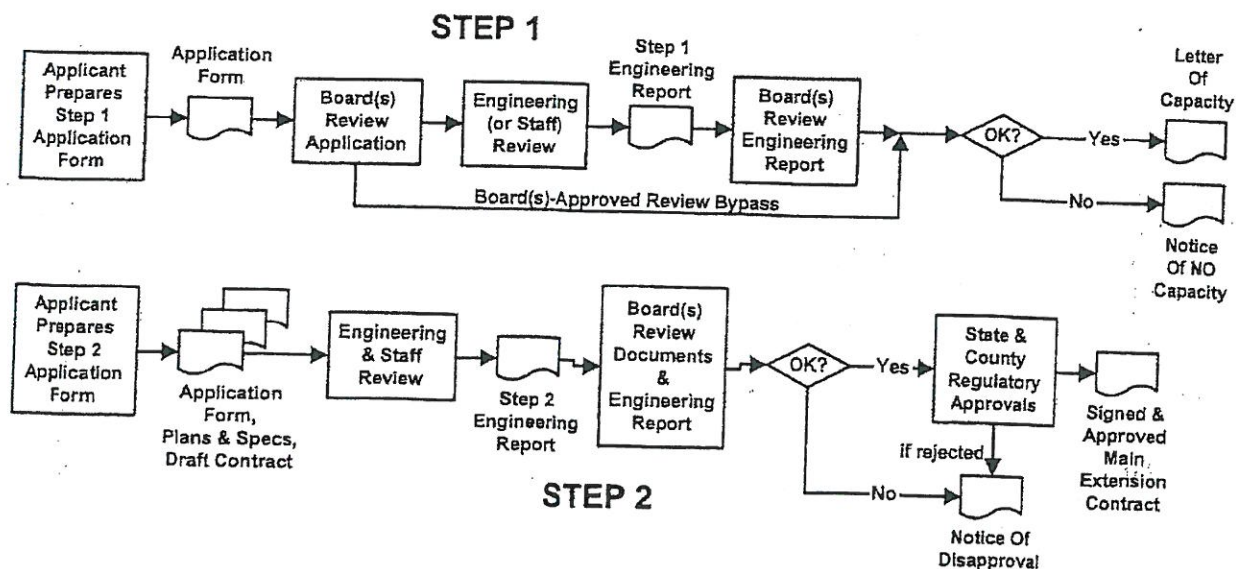
<input checked="" type="checkbox"/>	Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input type="checkbox"/>	Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<Check applicable step for this application.>

The Corporation of Shepherdstown has established a fee schedule (see information at the end of this document) to pay for the technical reviews required to evaluate all applications. The applicable fee must be paid concurrently with any request for the extension of water and/or sewer service.

In addition to the two-step process, approvals may be needed from other local and state agencies. Construction of the extension may not proceed until the two-step process has been completed, until all fees have been paid, and until all necessary approvals have been obtained.

At each step in the two-step process, the appropriate Board(s) must review and give approval to the application. The Shepherdstown Town Council (hereafter called the "Town Council") may, in certain circumstances, also be required to review and give its approval.



# APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

## Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

- A. Date Application Completed: 12/2/20
- B. Applicant Information:
- Name: RANKIN PROPERTIES LLC  
CHRISTOPHER RANKIN
- Telephone Number: 304-283-9696 or 876-1313
- FAX Number: \_\_\_\_\_
- Mailing Address: 99 MADDEX SQUARE  
SHEPHERDSTOWN, WV 25443
- C. Applicant's Authorized Representative (see instructions for item C):
- Name: RICHARD W. KLEIN, PE, PS
- Firm Name: ALPHA ASSOCIATES, INC.
- Telephone Number: 304-264-0851
- FAX Number: 304-264-0707
- Mailing Address: 535 WEST KING STREET  
MARTINSBURG, WV 25401
- D. Property Location (include tax map and parcel numbers):
- SHEPHERDSTOWN DISTRICT  
TAX MAP B, PARCEL 8.1
- D<sub>1</sub>. Is applicant full owner of property cited above? ☒ Yes ☐ No  
(If no, submit notarized letter from each owner authorizing application.)
- E. Application to Extend: ☐ Water ☐ Sewer ☐ Both
- F. Distance From
- (1) Property to nearest water main: 210' feet.
- (2) Property to nearest sewer main: 0' feet.
- (3) Property to Corporation limits: 3,416 feet.
- (4) Property to nearest road or street: 0' on ALF. 45 feet.



# APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

## Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

G. Description of Units (check all that apply and then complete all requested information):

☐ Single-family detached homes:

(1) Number of Proposed Units: N/A

☐ Multiple-family homes

(1) Number of Proposed Units: N/A

(2) Size of Units (Number of bedrooms) \_\_\_\_\_

(3) Shared Laundry Planned? ☐ Yes ☐ No

(4) # of washing machines planned? \_\_\_\_\_

H. Description of Units

☐ Commercial/Industrial/Other?

(1) Indicate which Type? COMMERCIAL RETAIL & PROFESSIONAL OFFICES

(2) Type of business or facility? JEWELRY STORE; MIXED RETAIL; PROFESSIONAL OFFICES

(3) Type of discharge? GRINDER PUMP & FLOW METER

(4) Floor Area (in ft<sup>2</sup>): JEWELRY - 5,100 SF; OFFICES - 2,000 SF +/-; MIXED RETAIL 6,000 SF

(5) Number of Units? N/A

(6) Number of bathroom fixtures? UNKNOWN AT THIS TIME

I. Estimated daily consumption (see instructions):

Water: 1,360

Sewer: 1,360

J. Method of sewage disposal: ☐ Sewer ☐ Septic ☐ Other

K. Projected Schedule (see instructions):

(1) Projected Extension Start Date: SPRING 2021

(2) Projected Extension Completion Date: SPRING 2021

(3) Start of Required Utility Service: JULY 2021

(4) Build Out Date: UNKNOWN AT THIS TIME

L. Required Attachments (see instructions):

☒ Sketch Plan

☒ Payment of Applicable Fees (see attachment at end of application)

# APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

## Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:


1. Become familiar with all requirements stated within the text of this application;
2. Become familiar with the Utility's General Requirements and Procedures and with applicable regulations of the West Virginia Public Service Commission (Copies of these items are available for review at Shepherdstown Town Hall - Note that the Applicant is responsible to become familiar with any other applicable local and state regulations);
3. Provide all information necessary to give the Utility staff, the Board(s), and the Town Council a clear understanding of the application. The Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
4. Update all information in this application to keep it current so long as it remains in effect;
5. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);
  - Note that the Water and Sanitary Boards meet in a joint meeting, normally on the first Tuesday of each month.
6. Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

The applicant further acknowledges an understanding of, and agreement to, the provisions under which the Letter of Capacity, if issued for this application, will become invalid. These provisions are listed in the instructions of this application.

The Applicant hereby states that the information contained in this application and otherwise submitted is true and correct to the best of his/her knowledge.

  
\_\_\_\_\_  
(Signature by or for Applicant)

11/2/2020  
\_\_\_\_\_  
(Date)

OWNER  
\_\_\_\_\_  
(Position of Applicant signee)

☐ Approved

☐ Rejected

\_\_\_\_\_  
(For Shepherdstown Water/Sewer Utility)

\_\_\_\_\_  
(Date)



# APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

## REVIEW FEE SCHEDULE

A. The fees outlined in this schedule shall be assessed to projects meeting one or more of the following criteria:

1. A main line extension is required.
2. More than three (3) residential units will be served.
3. The property will be used for commercial, industrial, or institutional establishments.
  - a. Commercial, industrial, or institutional establishments are those listed in the Zoning Ordinance of the Corporation of Shepherdstown for RC and C districts.
4. Structures of greater than two (2) stories or thirty (30) feet in height.
5. Projects wherein a new pumping station is proposed.
6. Projects wherein an existing pumping station is impacted to the extent that repairs, renovation, or enlargement may be required.

B. The fee for one (1) copy of the water and sewer standards and specifications shall be \$20.

C. This fee schedule and charges for engineering review and construction monitoring services shall be **effective as of October 28, 2004**. This fee schedule shall be subject to annual review by the Shepherdstown Water and Sanitary Boards and by the Shepherdstown Town Council.

1. The fee for the **Engineering Review in Step 1** shall be **\$500.00 plus \$0.25 per linear foot of mainline extension**. These fees shall be collected individually for the water review and for the sewer review. *Water 500.00 + 210' x .25 = 2552.50 Sewer - 500.00*
2. The fee for the **Engineering Review in Step 2** shall be **\$1200.00 plus \$0.25 per linear foot of mainline extension**. Additionally, there shall be a fee of **\$600 per proposed sewer pumping station**. These fees shall be collected individually for the water review and for the sewer review.
3. The fee for the **Construction Monitoring in Step 2** shall be **\$250.00 plus \$0.60 per linear foot of mainline extension**. These fees shall be collected individually for the water review and for the sewer review.
4. The fee for **Engineering Review**, for **Construction Monitoring**, and for **Special Services not specifically outlined in this document** shall be calculated as follows:
  - a. The fee for services performed by **certified employees of the Corporation of Shepherdstown** shall be the **hourly wage** of said employee **times a multiplier of 1.60** to cover employee benefits and administrative costs. This payroll multiplier is subject to change as the Corporation of Shepherdstown audit may dictate.
  - b. The fee for **materials and supplies** furnished by the Corporation of Shepherdstown is equal to the **vendor invoice for said items** to the Corporation of Shepherdstown **times a multiplier of 1.25** to cover Corporation of Shepherdstown administrative costs.
  - c. The fee for services performed by the **Corporation of Shepherdstown's counsel or consultant** is the **invoice from said individual** to the Corporation **times a multiplier of 1.25** to cover administrative costs of the Corporation of Shepherdstown.

D. Payment information:

1. The fee for **Engineering Review in Step 1** is **due at the time of submission of the Step 1 application**, together with all items listed in this application including the Sketch Plan.
2. The fee for **Engineering Review in Step 2** is **due at the time of submission of the Step 2 application**, together with all items listed in this application including the Engineering Plans.



CALCULATIONS AND DESIGN DATA			JOB NO: 2008062
PROJECT:	SHEPHERDSTOWN PROFESSIONAL CENTER		DATE: 12/10/20
SUBJECT:	WATER/SEWER USE	BY: RUK	CHKD: SHEET 1 OF 1

BASED ON WV HEALTH DEPT STANDARDS, THE WATER AND SEWER USE IS ESTIMATED AS FOLLOWS:

RETAIL STORES:  $6 @ 1000 SF @ 15 gpd/100 SF = 900 gpd$

PROFESSIONAL OFFICES:  $20 gpd/employee$ ; ESTIMATE 22 EMP. =  $440 gpd$

JEWELRY STORE - BASED ON ACTUAL USE FROM UTILITY BILLS:  $600 gpd/MONTH$   
ACTUAL USE REPLACES  $20 gpd$

TOTAL CAPACITY REQUEST -  $1360 gpd$



## Crystal Painter

---

**From:** Frank Welch  
**Sent:** Wednesday, December 16, 2020 8:14 AM  
**To:** Mayor Jim Auxer  
**Cc:** Crystal Painter  
**Subject:** FW: Shepherdstown Professional Center



Frank Welch  
Public Works Director  
Shepherdstown Public Works  
409 E. High St.  
PO Box 248  
Shepherdstown, WV 25443-0248  
Email: [fwelch@shepherdstown.us](mailto:fwelch@shepherdstown.us)  
Phone: 304-876-3322  
Cell: 304-702-2895  
Fax 304-876-9207

**From:** Richard Klein <[richard.klein@thinkalphafirst.com](mailto:richard.klein@thinkalphafirst.com)>  
**Sent:** Wednesday, December 16, 2020 8:12 AM  
**To:** Frank Welch <[fwelch@shepherdstown.us](mailto:fwelch@shepherdstown.us)>  
**Cc:** Kenny Shipley <[kshipley@shepherdstown.us](mailto:kshipley@shepherdstown.us)>  
**Subject:** Shepherdstown Professional Center

Good morning Frank. Hope you are ready for the big storm. Since the Sewer/Water Board will not be meeting until the end of January, would it be possible to do Steps 1 and 2 at the same meeting. Christopher Rankin is anxious to move the project along, as he has a lease deadline at his current location. Thanks for your consideration. Stay safe and warm. Dick

Richard W. Klein, PE, PS  
Chief Executive Officer

Alpha Associates, Incorporated  
535 West King Street  
Martinsburg, WV 25401  
Office: 304-264-0051  
Mobile: 304-261-3304  
[richard.klein@thinkalphafirst.com](mailto:richard.klein@thinkalphafirst.com)

think  Alpha first.com

CONFIDENTIALITY NOTICE

Water Sewer Review Fee Schedule Funds Receipt  
STEP #1  
(Please attach copy of step 1 of application)

DATE: 12-10-20

NAME OF APPLICANT: Rankin Properties  
Christopher Rankin

ADDRESS OF LOCATION: Shop District Taxmap 8  
Clt of Rankin and  
Lowe Drive Parcel 8.1

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST:  
(\$500 plus \$ .25 per linear foot of mainline extension)

WATER Linear feet: 25 x 210 52.50  
SEWER Linear Feet Paid - 52.00

Amount due - 50  
CL# 26839 552.00

Water Sewer Review Fee Schedule Funds Receipt  
STEP #1  
(Please attach copy of step 1 of application)

DATE: 12-10-20

NAME OF APPLICANT: Rankin Properties  
Christopher Rankin

ADDRESS OF LOCATION:

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST:  
(\$500 plus \$ .25 per linear foot of mainline extension)

WATER Linear feet

SEWER Engineering Fee 500.00

CL# 26839

Water Sewer Review Fee Schedule Funds Receipt  
STEP #2  
(Please attach copy of step 2 of application)

DATE:

NAME OF APPLICANT:

ADDRESS OF LOCATION:

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST:  
(\$1,200 plus \$ .25 per linear foot of mainline extension)

WATER Linear feet

SEWER Linear Feet

Water Sewer Review Fee Schedule Funds Receipt  
STEP #2  
(Please attach copy of step 2 of application)

DATE:

NAME OF APPLICANT:

ADDRESS OF LOCATION:

TYPE OF FEE: AMOUNT REC'D

Engineering Review Fee TOTAL COST:  
(\$1,200 plus \$ .25 per linear foot of mainline extension)

WATER Linear feet

SEWER Linear Feet



CHRISTIAN CAINE JEWELLERS, INC.  
99 MADDEX SQUARE DRIVE  
SHEPHERDSTOWN, WV 25443

BB&T

26839

69-66/570

December 2, 2000.

PAY TO THE  
ORDER OF

*Superior of Shepherdstown*  
*One Thousand & Fifty two.*

*\$ 1052.00*

DOLLARS

*Water & Sewer Application*

MEMO

AUTHORIZED SIGNATURE



⑈026839⑈ ⑆057000668⑆5271397994⑈

## **Ericka Shade**

---

**From:** Amy Boyd  
**Sent:** Thursday, January 21, 2021 9:48 AM  
**To:** Ericka Shade  
**Subject:** FW: Water Board  
**Attachments:** scan0135.pdf

Ericka:

Please include in the water and sewer packet. There will be an agenda item for it. Include the body of the email and the attachment.

Thanks,

Amy L. Boyd, Town Clerk  
Corporation of Shepherdstown  
104 North King Street  
P.O. Box 248  
Shepherdstown, WV 25443  
Office: 304-876-2398  
Website: [www.shepherdstown.us](http://www.shepherdstown.us)

---

**From:** susan kemnitzer <[skemnitzer@att.net](mailto:skemnitzer@att.net)>  
**Sent:** Thursday, December 31, 2020 9:34 AM  
**To:** Jim Ford Personal <[jim@muirford.com](mailto:jim@muirford.com)>; John Bresland <[johnsbresland@msn.com](mailto:johnsbresland@msn.com)>; Mike Godfrey <[m.godfrey.d@gmail.com](mailto:m.godfrey.d@gmail.com)>; Austin Slater <[austinjlaterjr@gmail.com](mailto:austinjlaterjr@gmail.com)>; Chris Stroeck Personal <[cstroech@arnoldandbailey.com](mailto:cstroech@arnoldandbailey.com)>; Jim Auxer <[jauxer@shepherdstown.us](mailto:jauxer@shepherdstown.us)>; Frank Welch <[fwelch@shepherdstown.us](mailto:fwelch@shepherdstown.us)>; Charles Coe <[ccoe@shepherdstown.us](mailto:ccoe@shepherdstown.us)>; Amy Boyd <[clerk@shepherdstown.us](mailto:clerk@shepherdstown.us)>  
**Subject:** Water Board

Dear Water Board members,

Happy New Year!

My thoughts turn to how we can better communicate with the public, our customers and each other.

Would any of you like to join with me to tackle this?

As a start, I looked at the town website. In the attached scan I point out some improvements.

Also in the scan is my file copy of the resolution which established the Water Board. It is not signed but it was given to me long ago as the "official copy".

Plus, I suggest that we create an up to date roster of Water Board members, including beginning service date, most recent appointment, date term expires, phone and email. I think I started about 1996 or so but cannot remember my last appointment or term expiration. I do remember my phone number and email! Please send me your information.

Thank you very much for your service.

Sue Kemnitzer, Chair



Also try: [corporation of shepherdstown water](#) · [corp of shepherdstown water payment](#)

406,000 Results

Any time ▾

Open links in new tab ☒

## [Corporation of Shepherdstown | Historic Shepherdstown, the ...](#)

[www.shepherdstown.us](#) ▾

Dec 23, 2020 · The **Corporation of Shepherdstown** is seeking volunteers to serve on the newly created "Grant Committee" The Committee will consist of a maximum of 5 members and will meet on an as-needed basis. The mission of the Grant Committee is to ...

### Water Department

The mission of the **Shepherdstown Water Department** is to provide a safe, ...

### Planning And Zoning

The Corporation of Shepherdstown's Title 9 ordinances and other relevant documents ...

### Boil Water Advisory Lifted

The Shepherdstown Water Department has scheduled a water main break repair for ...

### Waste & Recycling

Rates: Our current service rates may be viewed by downloading the following PDF File. ...

### Receptionist Vacancy at Tow...

The Corporation of Shepherdstown is accepting applications to fill the full-time ...

### Water and Sanitary Boards

Design by Shepherdstown Local . PHONE (304) 876-2312. ADDRESS. Corporation of ...

### Town Council

The Town Council consists of the Mayor, Recorder, and five at-large Council ...

### Calendars

Town Council Agenda . Shepherdstown Town Hall is inviting you to a scheduled Zoom ...

[See more](#) ▾

★★★★ Facebook (5)

104 N King St, Shepherdstown, WV 25443 · (304) 876-2398

[WEBSITE](#)

[DIRECTIONS](#)

## Town Departments | Corporation of Shepherdstown

[www.shepherdstown.us/departments](#) ▾

Design by **Shepherdstown** Local . PHONE (304) 876-2312. ADDRESS. **Corporation of Shepherdstown** 104 North King Street. MAILING ADDRESS. PO Box 248 **Shepherdstown**, WV 25443. HOURS. Monday - Friday: 8:00 - 4:30 p.m. ...

## Contact Us | Corporation of Shepherdstown

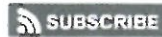
[www.shepherdstown.us/contact-us](#) ▾

Mailing Address: P.O. Box 248, **Shepherdstown**, WV 25443 Phone: Email: Receptionist Desk: Jenny Murdock 304-876-2312; Email: Town Clerk: Amy Boyd 304-876-2398

## Corporation of Shepherdstown - Age-Friendly World

<https://extranet.who.int/agefriendlyworld/network/corporation-of-shepherdstown> ▾

Corporation of Shepherdstown United States of America Print this page City population: 10145 35.5 % over 60 Joined Network in 2018 Historic **Shepherdstown**, the oldest town in the state of West Virginia, nestled in the lower Shenandoah Valley -- is only 90 minutes from the Washington/Baltimore metropolitan areas but miles away from the stress and rushed lifestyle of the city.


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## Boil Water Advisory Lifted

Posted on [January 22, 2020](#) | Posted in [Uncategorized](#)

Update: January 30, 2020 10:00 a.m.

The Shepherdstown Water Department is pleased to report that the boil water advisory has been lifted. We apologize for any inconvenience and thank you for your patience. As always, you may contact Charles Coe, Chief Water Plant Operator, at 304-876-2394 or [ccoe@shepherdstown.us](mailto:ccoe@shepherdstown.us) with any comments or questions.

Update: January 28, 2020 9:00 p.m.

The water leak has been repaired. A boil water advisory is in effect until further notice. If you experience cloudy water, run your water until it clears. Please call the Shepherdstown Water Plant at 304-876-2394 with any questions. Thank you for your patience.

Update: January 28, 2020 5:15 p.m.

As a result of the water main break along Rt. 45, water service will be interrupted for all customers. Personnel are working to repair the leak at this time. It is undetermined how long it will take to make the repair. If you lose water service, a boil water advisory will be in effect once service is restored. Please boil water for three minutes before consuming. For further information, please contact the Shepherdstown Water Plant at 304-876-2394.

Update: January 28 - 12:36 p.m.

The water leak has been uncovered and repairs are being done. As stated previously, water customers may experience a loss of water service. If water loss does occur, once service is restored, a boil water advisory will be in effect. Please boil your water before consuming. Customers in the areas of Rt. 45 and Cardinal Drive, Mecklenburg Heights, and Ledge Lowe Estates will be affected. For further information, please contact Charles Coe, Chief Water Plant Operator, at 304-876-2394.

Updated: January 23, 2020, 3:25 p.m.

The repair work continues and will last throughout next week. Updates will be provided as received. Water service was not interrupted today.

The Shepherdstown Water Department has scheduled a water main break repair for Thursday, January 23, 2020. The work will commence at 9:00 a.m. Water customers may experience a loss of water service. If water loss does occur, once service is restored, a boil water advisory will be in effect. Please boil your water before consuming. Customers in the areas of Rt. 45 and Cardinal Drive, Mecklenburg Heights, and Ledge Lowe Estates will be affected. For further information, please contact Charles Coe, Chief Water Plant Operator, at 304-876-2394.

[Links of Interest](#) | [Site Map](#)

### DEPARTMENTS

[Reporting and Billing](#) | [Public Department](#) | [Public Works Department](#) | [Public Works Department](#) | [Public Works Department](#)



### PHONE

304-876-2394

### ADDRESS

10000 Highway 45, Shepherdstown, WV 26686



3

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## Water Department

### Water Department Contacts:

Billing Inquiries	Phone: 304-876-2574	<a href="#">Email</a>
Other Inquiries	Phone: 304-876-2394	<a href="#">Email</a>
<a href="#">Pay My Bill Online</a>	Questions about online bill pay 304-876-2574	

### Mission Statement

The mission of the Shepherdstown Water Department is to provide a safe, aesthetically pleasing, and abundant supply of affordable water for potable as well as fire protection uses to our customers in a manner that promotes efficient and reliable service.

### Rates and Service Application:

Our current service rates may be viewed by downloading the following [PDF File](#).

Our service application can be viewed by downloading the following [PDF File](#).

### 2015-2016 Water Quality Report

The most recent water quality report for the Shepherdstown Water Department is now available and may be downloaded [here](#). This report should be arriving at our customer's mailboxes over the next few days.

### Water Saving Tips

Water bill got you down? Here are a few tips to help you save some cash and conserve water at home.

### Saving Water Indoors.

- Verify that your home is leak free. Many homes have hidden water leaks. If you suspect that you may have a leak contact our office at 304-876-2574 to arrange for one of our employees to meet with you at your home to check for the presence of leaks.
- Repair dripping faucets by replacing the washers. If a faucet in your home is dripping at a rate of one drop per second, you could be wasting approximately 2,700 gallons per year which can add to your utility bills as well as strain your private septic system.
- If your toilet handle sticks in the flush position, replace or adjust it.
- Check for toilet tank leaks by adding food coloring to the tank. If the toilet is leaking the colorant will appear in the bowl of the toilet within an hour or so. These leaks are typically caused by old or worn flapper's in the toilet tank which are very inexpensive to replace.
- Avoid flushing the toilet unnecessarily. Dispose of tissues, insects and other similar wastes by throwing in the trash rather than in the toilet.
- Install water softening systems only when absolutely necessary. Save water and salt by running the minimum amount of regenerations necessary to maintain softness. Turn softening systems off when on vacation if possible.





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## Water and Sanitary Boards

### Water Board Members

- Sue Kemnitzer, Chair
- Jim Auxer, Ex-Officio
- Jim Ford
- John Bresland
- Mike Godfrey
- Austin Slater
- Chris Stroeck

### Sanitary Board Members

- Mayor Jim Auxer, Chair
- Harvey Heyser
- Robert Keller

### Water and Sanitary Board Meetings

Water and Sanitary Board meetings are held on the last Thursday of each month at 12:30 PM at the Town Hall, 104 North King Street (unless otherwise scheduled).

[Water Board Ordinance](#)

[Sanitary Board Ordinance](#)

### Agendas And Minutes

Date	Agenda	Minutes
December 3, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
October 29, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
September 24, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
August 27, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
July 30, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
June 25, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
June 16, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
May 19, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>
April 9, 2020	<a href="#">Agenda</a>	<a href="#">Minutes</a>

RESOLUTION PROVIDING FOR THE  
MEANS OF APPOINTMENT OF  
THE SHEPHERDSTOWN'S WATER  
BOARD AND DEFINING THE  
WATER BOARD'S POWERS AND  
DUTIES

WHEREAS, the Corporation of Shepherdstown owns and operates the municipal water works located in Shepherdstown, West Virginia and environs; and

WHEREAS, the Town Council of the Corporation deems it in the best interest of the water works to supervise and control the operation of said plant with the advice of and upon the recommendations of a "Water Board"; and

WHEREAS, the Town Council wishes to provide for the means of appointment, the term of office and the duties and responsibilities of said Water Board

Now, Therefore, Be It Resolved By The Common Council of the Corporation of Shepherdstown, Jefferson County, West Virginia, As Follows:

1. That the Town Council will supervise and control the operation of the municipally owned water works with the advice and recommendations of a "Water Board"

2. That the Water Board shall consist of seven members appointed by the Mayor with the advice and consent of the Common Council. Board members shall be over the age of 21 years; competent to render the services required; live within the Corporation of Shepherdstown, or within the service area served by the water plant; be customers of the water plant and two members, to-wit: the Mayor and one other member of Council, shall be members of the Common Council. The term of Office of the Mayor and the other Council member shall be the term of their elected position in the Corporation government,



2  
and the term of the remaining five members shall be for a period of three (3) years. In order to insure continuity of operation of the Water Board, the following persons are appointed as members of the Board for the noted term:

<u>Appointment Date</u>	<u>End Of Term</u>
1. July 1, 1971 Mayor (Term of Office)	June 30, 1972
2. July 1, 1971 Recorder (" " ")	June 30, 1972
3. January 12, 1971 James Hafer	June 30, 1974
4. January 12, 1971 Kenneth Rentch	June 30, 1974
5. January 12, 1971 Gary Moreland	June 30, 1974
6. January 12, 1971 John Rachella	June 30, 1974
7. January 12, 1971 James Muncy	June 30, 1974

3. The Water Board shall meet not less than one time per month; shall elect from their midst their own chairman and secretary; shall keep written minutes and records of their proceedings and shall exercise the following powers, duties and responsibilities:



3. The Water Board shall meet not less than one time per month; shall elect from their midst their own chairman and secretary; shall keep written minutes and records of their proceedings and shall exercise the following powers, duties and responsibilities:

a. Prepares and implements annual budget for water facility.

b. Establishes and approves operating and maintenance procedures for the water facility.

c. Recommends revisions in rate schedule, billing procedure, delinquency accounts.

d. Prepares and recommends short, medium and long range maintenance program.

e. Recommends employment, discharge, advancement and addition of employees.

f. Monitors operating and maintenance practice of water facility.

g. Acts as liason between Council and citizens on all matters dealing with water facilities.

h. Recommends additions or expansions to the facilities.

i. Approves scheduled work involving shut down of service.

Passed: \_\_\_\_\_

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Recorder

Water Board Members					
	began service	last appointed	date term expires	phone	email
Sue Kennitzer, Chair	1996?	?	?	571-331-4832	<a href="mailto:skennitzer@att.net">skennitzer@att.net</a>
Jim Ford					
John Biesland					
Mike Godfrey					
Austin Slater					
Chris Stoeck					
Jim Auxer, Ex-Officio					
Sanitary Board Members					
Mayor Jim Auxer, Chair					
Harvey Heyser					
Robert Keller					



# Report on Chesapeake Bay health remains at a D-plus grade

BY BRIAN WITTE

Associated Press

ANNAPOLIS, Md. — The nation's largest estuary is still getting a D-plus grade for its overall health, according to a report released Tuesday by the Chesapeake Bay Foundation.

While the grade for the bay's health remained the same, the score dropped one point from the foundation's last report two years ago — largely due to what the group described as ineffective management of the striped bass population. The report is released every two years.

"The Chesapeake Bay system is still dangerously out of balance, but there's hope for improvement as pollution levels decline and the dead zone retreats," said William Baker, CBF's president, referring to an area of oxygen-low water in the bay.

CBF said most water quality measures are showing improvements, despite flagging political will in Washington over the last four years. Efforts need to be accelerated to implement practices by 2025 that will reduce pollution enough to restore water quality to local rivers, streams and the bay, the foundation said.

"Saving Chesapeake Bay will be a source of great pride for America and an early step in addressing climate change," Baker said.

Baker expressed new hope in the election of President-elect Joe Biden, a Democrat. Baker described the longtime former senator from Delaware, which is in the bay's watershed, as a reliable partner in restoration efforts. Baker criticized President Donald Trump's administration for reversing clean air and clean water regulations over the last four years.

The Chesapeake Bay system is still dangerously out of balance, but there's hope for improvement as pollution levels decline and the dead zone retreats.

*William Baker, Chesapeake Bay Foundation president*

"These rollbacks undermined protections for forests and wetlands and will lead to increased pollution to the bay unless they are overturned," Baker said.

The Chesapeake Bay Clean Water Blueprint, which was established in 2010 to reduce pollution, has faced significant challenges, Baker said. CBF has filed a lawsuit in federal court to ensure that the Environmental Protection Agency holds Pennsylvania and New York accountable in doing their fair share to reduce pollution.

"The current D-plus is a sober reminder that the road ahead remains steep and the clock is ticking," Baker said. "Maryland, Virginia, Delaware and the District of Columbia have developed plans which, if they get fully implemented, will meet the 2025 goal. The plans for Pennsylvania and New York, however, are far off track. We should be further along."

The foundation's State of the Bay Report was created in 1998. Scientists with the group compile and examine the best available data and information for 13 indicators in three categories, including pollution, habitat and fisheries.

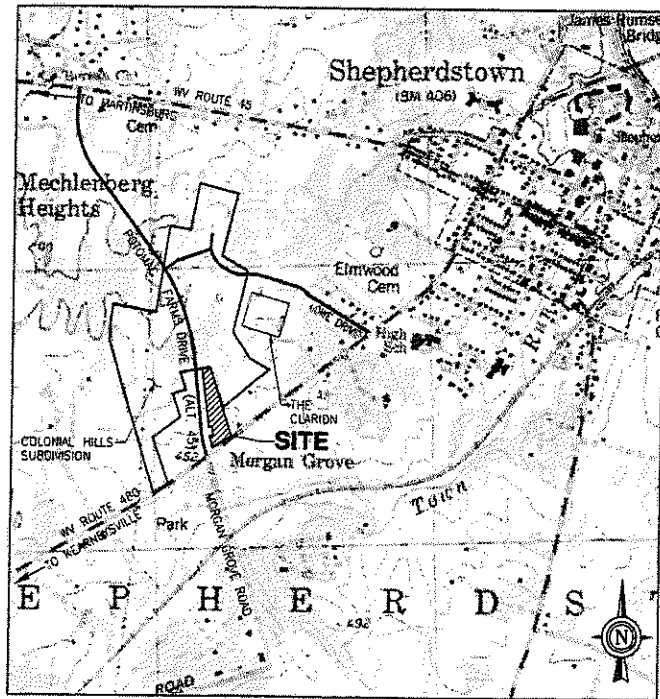
Of the water-quality indicators, nitrogen and phosphorus pollution improved. The level of dissolved oxygen in the water and water clarity, critical to aquatic life, improved as well. Data indicated that the 2020 dead zone, which is the area of oxygen-low water, was the second best in Maryland since the 1980s and among the best in Virginia, the report said.

In the habitat category, the acreage of forested buffers declined slightly, while scores for resource lands and wetlands stayed the same. The score for underwater grasses declined as a result of increased rainfall.

The harvest of fish and shellfish support thousands of jobs and generate billions of dollars each year in the bay watershed, the report said, but overfishing, pollution, and habitat loss have reduced the productivity of many of the region's fish and shellfish populations.

In the fisheries category, scores for oysters and crabs improved, while shad and rockfish (striped bass) declined. The rockfish score declined by 17 points, the largest decline in any indicator in more than a decade.

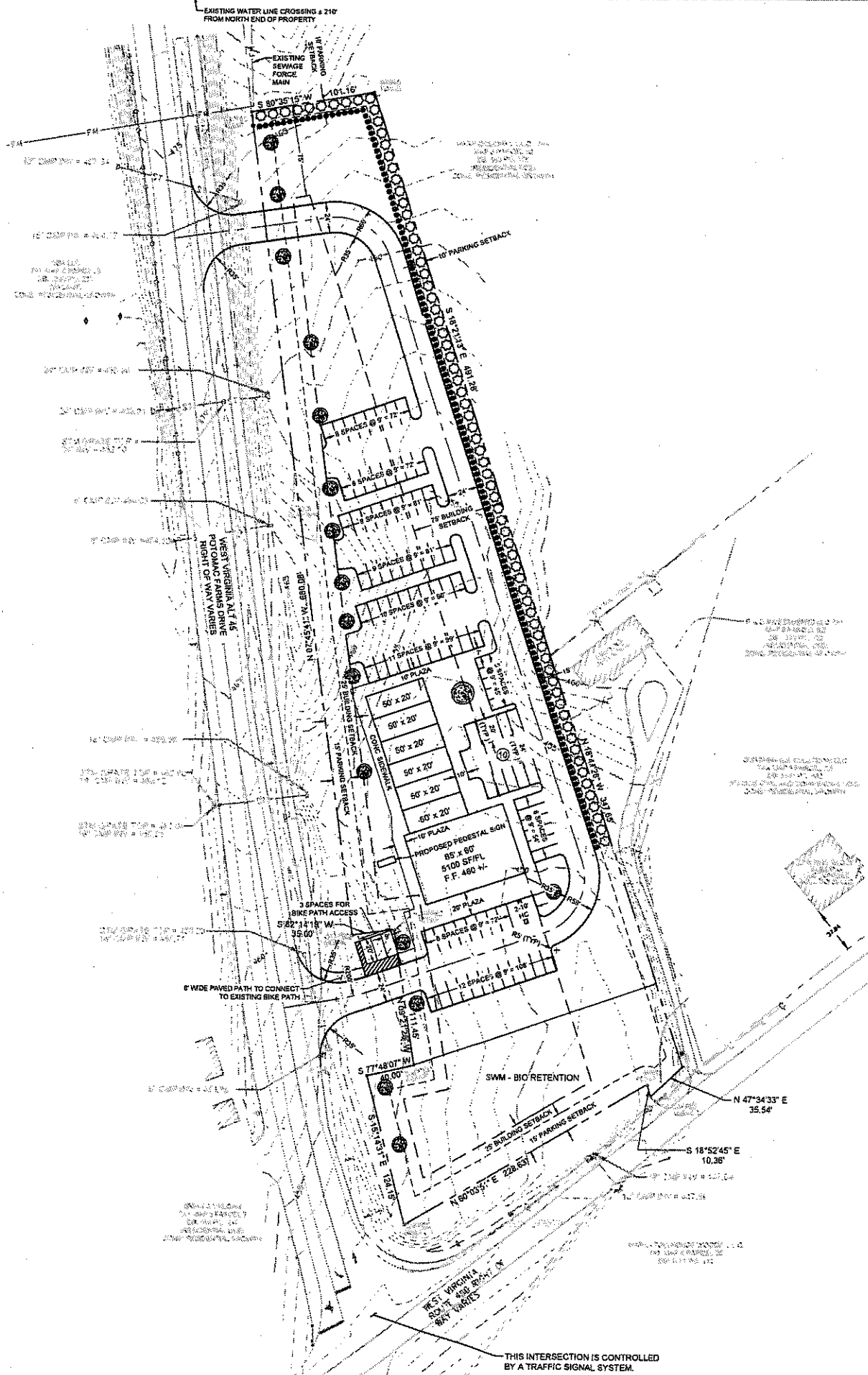




**SITE LOCATION MAP**  
SCALE 1" = 1000'

**SYMBOLS, LINETYPES & ABBREVIATIONS**

	EXISTING RIGHT-OF-WAY
	PROPOSED SETBACK
	EXISTING FENCE
	EXISTING GUARDRAIL
	ADJOINING PROPERTY LINE
	PROPERTY LINE
	EXISTING ROAD CENTERLINE
	PROPOSED ROAD CENTERLINE
	PROPOSED BACK OF CURB
	PROPOSED FACE OF CURB
	EXISTING ROAD
	PROPOSED ROAD
	EXISTING SIDEWALK
	PROPOSED SIDEWALK
	EXISTING INDEX CONTOUR
	EXISTING INTERMEDIATE CONTOUR
	EXISTING STORM DRAIN LINE
	EXISTING ELECTRIC LINE
	BUILDING
	EXISTING BUILDING
	PROPOSED TREES/BUSHES
	EXISTING DRAINAGE INLET
	EXISTING METAL END SECTION
	EXISTING POWER POLE
	EXISTING SIGN



- NOTES:**
1. SITE IS ZONED GC (GENERAL COMMERCIAL)
  2. TRACT AREA:  
± 3.562 ACRES
  3. TOPOGRAPHY IS BASED ON FIELD SURVEY BY ALPHA ASSOCIATES, INC. MAY, 2006.
  4. PROPOSED USAGE:  
RETAIL AND PROFESSIONAL OFFICE SPACE.
  5. THIS PARCEL IS NOT WITHIN THE 100-YEAR FLOODPLAIN PER FEMA MAP PANEL 54037C0040E EFFECTIVE DATE 12/19/2009.
  6. THE EXISTING SITE IS ENTIRELY WOODED AT THIS TIME.
  7. NEAREST KEY INTERSECTION IS POTOMAC FARMS DRIVE (WV RT. 45) AND KEARNEYSVILLE PIKE (WV RT. 480).
  8. LANDSCAPING SHOWN IS FOR PRESENTATION PURPOSES ONLY AT THIS TIME.

**PARKING TABLE**

85' X 60' - RETAIL	5.5 PER 1000SF OF RETAIL SPACE
85' X 60' - PROF. OFFICE	1 PER 150SF
50' X 20' X 5' - RETAIL	5.5 PER 1000SF OF RETAIL SPACE

ON SITE PARKING PROVIDED: 98  
ADDITIONAL PARKING FOR BIKE PATH ACCESS: 3  
TOTAL: 101

5100 X 5.5/1000 = 28  
5100/150 = 34  
6000 X 5.5/1000 = 33  
TOTAL REQUIRED: 95



**CONCEPT PLAN  
FOR  
SHEPHERDSTOWN  
PROFESSIONAL CENTER**

**OWNER/DEVELOPER:**  
RANKIN PROPERTIES LLC  
**ADDRESS:**  
89 MADDEX SQUARE  
SHEPHERDSTOWN, WV 25443  
**PHONE:**  
304-878-1313  
**ATTN:**  
CHRISTOPHER RANKIN

**REVISIONS**

No.	ITEM	DATE

PROJ. NO.: 2008062.00  
DATE: 9/25/2020  
SHEET NO.:

**C101**

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**SHEPHERDSTOWN  
PROFESSIONAL CENTER**

SHEPHERDSTOWN DISTRICT,  
T.M. 8 PAR.8.1 D.B. 1015 Pg. 89  
JEFFERSON COUNTY, WEST VIRGINIA

**CONCEPT PLAN**

# Questions surround start of plastic bag ban in Delaware

BY RANDALL CHASE  
Associated Press

DOVER, Del. — Delawareans can look ahead to the New Year knowing that they will have one less thing to worry about. No longer will shoppers have to wrestle with that age-old question: paper or plastic?

Under a new law aimed at reducing plastic pollution along roads and waterways, grocery stores and many other retailers in Delaware will be prohibited from providing thin "single-use" plastic bags at the checkout counter. Customers will have to rely on paper bags, pay at the checkout for thicker, "reusable" plastic bags, or bring their own bags with them.

The law, similar to those passed in a handful of other states, defines a reusable bag as one made of plastic, cloth or other fabric, is capable of being cleaned and disinfected, and can carry 22 pounds (about 10 kilograms) over 175 feet (about 53 meters) for at least 125 uses.

The intent of the law is to reduce the number of thin plastic bags that, despite being recyclable, often wind up in landfills, snagged in trees, clogging storm drains or otherwise fouling the environment. They can also degrade into bits of "microplastic" that pollute the air and water, potentially causing harm to both humans and wildlife.

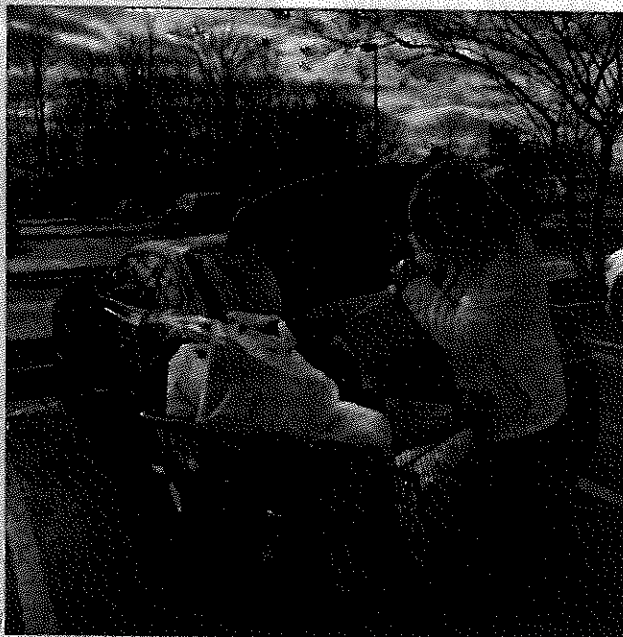
"Each Delawarean uses about 434 plastic bags and that means nearly 2,400 tons of plastic bags end up in our landfills annually," Environmental Secretary Shawn Garvin said in a news release.

The change might come as a surprise to some shoppers.

"I had no clue," Donna Volger, 50, said earlier this month as she loaded groceries into her car at a Food Lion in Dover. "I think they should give us a little bit more warning instead of just walking in on New Year's Day and there's no bags."

Volger, who said she will probably start bringing her own box or bag with her on shopping trips, nevertheless agrees with the intent of the law.

"If it's better for the environment, I'm all for that,"



AP photo

**Donna Volger, of Dover, Delaware, loads up her groceries after a shopping trip on Dec. 17. Under a law, grocery stores and many other retailers in Delaware will be prohibited from providing thin plastic bags to customers at the checkout counter.**

she said.

Another Food Lion shopper, Ronald Daisey, 82, of Felton, also voiced support for banning thin plastic bags.

"They blow all over. I get them in my yard all the time," he said.

There's no guarantee, however, that people will use the thicker reusable bags multiple times before they are recycled, put in the trash or tossed away as litter, just like the thinner bags.

Robert Hale, a professor at the Virginia Institute of Marine Science, said the environmental benefit of replacing single-use plastic bags with thicker, reusable bags likely would be incremental.

"No one's going to use the damn thing over a hundred times," said Hale, who noted that he, like other cat lovers, relies on single-use bags when throwing away used cat litter.

Richard Beatty of Newark, one of 28 people who submitted written comments during the public hearing process on the new ban, offered a similar sentiment.

"Every one of mine get reused at least once as trash bags or cat litter bags. Without the plastic bags I will need to purchase bags that are usually heavier weight and use more plastic not less," he

wrote.

Rebecca L.C. Taylor, a researcher at the University of Sydney, found that local and state bans of single-use bags in California resulted in a 40 million-pound annual reduction of plastic. But that reduction was offset by an additional 12 million pounds (about 5.4 million kilograms) of plastic from increased purchases of trash bags.

"This means that 28.5% of the plastic reduction ... is lost due to consumption shifting towards unregulated trash bags," Taylor wrote in a study published last year in the *Journal of Environmental Economics and Management*.

Taylor also has co-authored a working paper suggesting that "market-based incentives" such as a small fee or tax on each disposable bag, or a customer bonus for using reusable bags, can be more effective than "command-and-control" approaches such as bans in reducing disposable bag use.

State environmental officials have decided to allow stores to use remaining inventories of single-use plastic bags for delivery and curbside pickup, even though such use is not authorized under the new law.