

Water & Sanitary Board Agenda
Thursday, March 18, 2021
12:30 p.m.
Zoom Meeting

1. Call to Order
2. Review and approval of Draft Water and Sanitary Board Minutes of February 25, 2021 and Special Water Board Minutes of March 1, 2021
3. Visitors
4. Finances
 - a. Financial Statements - Review
5. Flow and Quality Reports
 - a. (1) Water – No Violations
 - b. Intake Report
 - c. (2) Sewer – Reports behind one month – results not in
6. Unfinished Business
 - a. Water Plant Improvement Project – Engineering – 99% complete
 - b. Water system improvement – Field work started – Jeff Ekstrom
 - c. Sewer Use Ordinance – Revision and comments – meeting TBD
7. New Business
 - a. Rankin Property LLC – Christian Rankin – Step 2 – NW corner – Rt. 480 and Morgan Grove Rd.
 - b. Communication with the public/customers
 - c. Schedule future meetings for third Thursday of each month
 - d. Municipal League- service line warranty program
8. Mayor's Report
 - a. Water Rate Increase 5% – filed with WV Public Service Commission – No protests/Letter from PSC enclosed
 - b. Consent order - \$7,178 paid - completed
9. Next meeting date – April 15, 2021 at 12:30 a.m.
10. Consent
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
13. Adjournment

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

Topic: Water and Sanitary Board Meeting

Time: Mar 18, 2021 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92660697048?pwd=ZHI5c2VXbIVSOE1oMnNObnFhYU1pdz09>

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DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

February 25, 2021

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

Visitors: None

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 12:30 pm.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the January 28, 2021 regular meeting were reviewed. Upon motion duly made and seconded, the minutes were approved as submitted.

3. VISITORS.

There were no visitors.

4. FINANCIAL STATEMENTS.

The financial statements were reviewed without significant comment.

5. FLOW AND QUALITY REPORTS.

5.a WATER - NO VIOLATIONS.

C. Coe stated that all the water-related reports showed no violations.

J. Auxer stated that the water usage was lower than normal due to various COVID-related issues.

5.b SEWER - NO VIOLATIONS.

K. Shipley stated that all the sewer-related reports showed no violations.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom reported on the project status:

- Received proposals on project funding from 7 banks.
- Selected Jefferson Security Bank to provide \$1M funding with an interest rate of 2.15% and a term of 15 years.
- Submission to the Public Service Commission should be done within a week.

- If things go as expected we should be ready to award a contract by the end of May.

J. Auxer commented that JSB had guaranteed their funding proposal for 30 days, as is their normal custom. However, since we will not be ready to borrow the money for several months we will need to have the proposal guaranteed for up to 6 months. He did not anticipate any issues in getting JSB to agree to that.

6.b. WATER SYSTEM IMPROVEMENT

J. Ekstrom stated that he expected to do the field work necessary to finalize the line distribution drawings next week. The project will then be submitted to the Bureau of Public Health for a permit. When the permit is issued the project will be shovel-ready so that we will be able to take advantage of any grants that become available.

R. Keller asked if any work had been done regarding the water tower leak discussed at last month's meeting. J. Ekstrom replied that he planned to work on that next week also.

It was agreed that the issue of the water tower leaks should be included as an Unfinished Business item in future agendas until the issue is resolved.

6.c SEWER USE ORDINANCE – REVISION AND COMMENTS.

R. Keller stated that no significant progress had been made on this project and that would continue to be the case until all the parties involved (J. Auxer, H. Heyser, R. Keller) have received COVID vaccines so that they could meet face-to-face without significant health risk.

6.d MAIN PUMP STATION.

F. Welch stated that the Rotary Lobe Pump is waiting on installation and that the Stairway has been ordered and is expected to be received in 2 pieces which will aid in the ease of installation. He explained however that there might be difficulty removing the current stairway. Due to very tight access space it will likely have to be cut into pieces and the possible presence of gas fumes makes this problematic. The installation might have to be outsourced to a company having the necessary expertise. It was generally agreed that outsourcing was a good idea if any safety issues are encountered.

7. NEW BUSINESS.

7.a RANKIN PROPERTY LLC STEP 2 APPLICATION

F. Welch stated that he included this in the agenda because he expected to have the Step 2 application but it was not received.

7.b COMMUNICATION WITH THE PUBLIC/CUSTOMERS DISCUSSION

S. Kemnitzer stated that she, A. Slater, M. Godfrey and C. Stroeck have developed some initial topics to consider in order to address this issue:

- Taking advantage of the monthly billing mailing to include additional communications.
- Using social media effectively.
- Have the knowledgeable staff host occasional talks and/or open houses. Perhaps do this by video while COVID concerns persist.
- Include water conservation strategies as a possible presentation topic.
- Establish focus groups to aid in two-way communication.
- Have a public annual meeting, similar to what corporations do, in order to present accomplishments of the past year and plans for the coming year, and to listen to customer's suggestions.
- Establish an FAQ page on the website.

- Utilize press releases. Specifically, do a press release to let the public know of the recent comment from a WV official that Shepherdstown was a "cornerstone" in WV water treatment. C. Coe is to forward the necessary information to the Communication committee.

C. Stroeck stated that we should prepare a specific communication to our customers regarding the upcoming water rate increase. Perhaps a mailer?

J. Bresland stated that he thought the 3 most important things to most customers were the rates, the taste and chemical quality issues. He asked if there was any aspect of the Water Plant Improvement Project that would address the taste issue. J. Ekstrom replied that there was not anything currently planned. He said that we could address that in the future but that the known ways to do that are generally fairly expensive.

7.c SUE KEMNITZER - CONCERNS ON COMMUNICATION

Overlapping agenda items. See previous item.

7.d RISK AND RESILIENCE ASSESSMENT FOR WATER SYSTEM

C. Coe stated that this agenda item was included because of concerns stemming from the recent hacking of a water system in Florida. In that instance the perpetrators were able to gain access to the water system's controls remotely over the Internet.

C. Coe and J. Ekstrom explained that that particular scenario is not an issue for us since all of our controls are done manually. The online system that we do have can be used to monitor the system but not to control it.

They also stated that C. Coe is working on a Risk and Resilience Assessment document which will be submitted for certification before 30 June. That will be followed by an Emergency Response Plan before the end of the year.

7.e SALARY STUDY COMPLETE

J. Auxer suggested that we include discussion of this item as part of our annual budget discussions which will be done in April or May.

J. Bresland was asked to re-distribute the salary survey information to the board members.

7.f PRESS RELEASE

This was discussed previously (see item 7.b above).

8. MAYOR'S REPORT.

8.a 5% WATER RATE INCREASE.

Mayor Auxer had no new information to report other than that regarding the funding RFP (see item 6.a above).

8.b RFP INFORMATION.

Previously discussed by J. Ekstrom (see 6.a above).

8.c MEMBERS OF WATER/SANITARY BOARDS TERM RENEWALS.

Mayor Auxer reported that the 4 board members whose terms have already expired or are due to expire shortly have all volunteered to server another term. They are S. Kemnitzer, J. Bresland, M. Godfrey and R. Keller.

ACTION ITEMS:

M. GODFREY MOVED AND J. FORD SECONDED THAT THE WATER BOARD RECOMMEND TO TOWN COUNCIL THE APPOINTMENT OF SUE KEMNITZER TO AN ADDITIONAL 3-YEAR TERM AS A MEMBER OF THE WATER BOARD. THE MOTION WAS APPROVED WITHOUT OBJECTION.

M. GODFREY MOVED AND J. FORD SECONDED THAT THE WATER BOARD RECOMMEND TO TOWN COUNCIL THE APPOINTMENT OF JOHN BRESLAND TO AN ADDITIONAL 3-YEAR TERM AS A MEMBER OF THE WATER BOARD. THE MOTION WAS APPROVED WITHOUT OBJECTION.

S. KEMNITZER MOVED AND J. FORD SECONDED THAT THE WATER BOARD RECOMMEND TO TOWN COUNCIL THE APPOINTMENT OF MICHAEL GODFREY TO AN ADDITIONAL 3-YEAR TERM AS A MEMBER OF THE WATER BOARD. THE MOTION WAS APPROVED WITHOUT OBJECTION.

H. HEYSER MOVED AND J. AUXER SECONDED THAT THE SANITARY BOARD RECOMMEND TO TOWN COUNCIL THE APPOINTMENT OF ROBERT KELLER TO AN ADDITIONAL 3-YEAR TERM AS A MEMBER OF THE WATER BOARD. THE MOTION WAS APPROVED WITHOUT OBJECTION.

9. CONSENT ORDER REPORT.

F. Welch reported on the state of the WV DEP consent order. The order was issued by WV DEP in September 2019 due to several violations. It called for a fine of \$35,890.

We successfully addressed all the issues and have not had a subsequent violation. We sent a request to the DEP suggesting that they suspend the original fine for a probationary period during which we will continue to monitor the effect of our new solution. We only recently got a response to that request which rejected our suggestion and demanded payment of the full fine.

We subsequently entered into negotiations with the DEP and, in light of our success in addressing the issues, the DEP agreed to the following:

- \$7,178 will be paid to the DEP.
- The remainder of the original fine (\$28,712) will be held in abeyance pending any further violations of PH or copper. If there are any such violations in the next 18 months this sum will be paid to the DEP. Otherwise, the sum will be forgiven.

We have agreed to these terms.

10. GENERAL COMMENTS.

S. Kemnitzer thanked the staff for whatever role they might have played in constructing the entrance to the new WVU Medical Center / ROCS complex. She stated that it seems to have been very well done.

J. Bresland stated that he had recently been told by a consultant to the Charles Town Water System that they are investigating the possibility of using well water in place of or to augment the water that they now draw from the Shenandoah river.

11. ADJOURNMENT. J. Auxer adjourned the meeting at 1:31 pm. The next regular meeting is scheduled for Thursday March 25, 2021 at 12:30 pm and will be conducted on the Zoom virtual platform.

Respectfully Submitted: J. Ford

Draft Minutes 3/7/21
Water Board Special Meeting Agenda
Monday, March 1, 2021
4 pm
Zoom Meeting

Present: Jim Auxer, Mike Godfrey, Sue Kemnitzer, Chris Stroeck, Austin Slater

Purpose of the meeting is to discuss how the Board can better communicate with its customers.

1. Call to Order --4 pm
2. Consumer Quality Report -- Woody Coe will pursue embellishing the annual Consumer Quality Report to make the information more meaningful to customers.
3. Suggestions for website and email notification -- Sue Kemnitzer will represent the water board in the town's revision of its website. She also offered to check with town staff about the scope of the new town email communication system, especially regarding how many of our water customers will be reached by it, and how it compares to the water department's emergency notification system.
4. Possible communications through monthly billing mail -- Austin Slater will meet with town staff regarding the specifics of this and the possibility of using it to send news to customers and special reports such as the Consumer Quality.
5. Social media tools -- We will keep these in mind as we work on what we want to communicate to customers.
6. Speakers Bureau on water quality and conservation -- Frank Welch reminded us that pre COVID the staff provided such outreach very effectively. However, this is on hold for now.

7. Open House at facilities – Same as #7. above

8. Annual Meeting – This discussion led us to consider issuing an annual report which includes basic information about the water plant operations, notable recognition of our performance, explanation of water quality standards, suggestions for water conservation and FAQs. We agreed that Earth Day will be our target date for releasing the report. Mike Godfrey will be the focal person for this with contributions coming from staff and water board members.

9. How do we ascertain what customers want to know – Several meeting participants offered to poll customers to get a first impression of what is important to them.

10. Next steps – Actions are listed under each item. In addition, we decided to consider participating in the Berkeley Springs International Water Competition. See

Berkeley Springs International Water Tasting – The world renowned international water tasting award. (berkeleyspringswatertasting.com)

11. Adjourn – 5 pm

SEWER DEPARTMENT

FINANCIAL STATEMENTS

July 1, 2020 - February 28, 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**

Shepherdstown Sewer
Balance Sheet-Summarized
 As of February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	346,314.72
RESERVED FUNDS BANKING	633,838.92
RESTRICTED FUNDS BANKING	<u>2,168,897.91</u>
Total Checking/Savings	3,149,051.55
Accounts Receivable	
General Funds A/R	<u>116,727.92</u>
Total Accounts Receivable	116,727.92
Other Current Assets	
253.20 · Deferred Inflows	(31,160.33)
Other Current Assets	<u>7,153.36</u>
Total Other Current Assets	<u>(24,006.97)</u>
Total Current Assets	3,241,772.50
Fixed Assets	
Fixed Assets	16011663.10
105 · Construction in Progress	71,487.20
Fixed Asset Adjustment (Accumulated Depreciation)	<u>(5,929,112.87)</u>
Total Fixed Assets	<u>10154037.43</u>
TOTAL ASSETS	<u>13395809.93</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
186.20 · Deferred Outflows	(9,758.63)
Current Liabilities	<u>174,372.54</u>
235 · Cust. Dep/Int. Pay-Cash Acct	37,978.97
236 · Cust Dep/Int Payable-DR/CR	22,231.12
221 · Bonds Payable-Current	<u>207,139.52</u>
Total Other Current Liabilities	<u>431,963.52</u>
Total Current Liabilities	431,963.52
Long Term Liabilities	
221 · Bonds Payable-Long Term	<u>4,557,069.97</u>
Total Long Term Liabilities	<u>4,557,069.97</u>
Total Liabilities	4,989,033.49
Equity	
214 · Retained Earnings	5,893,025.80
271 · Contrib. in Aid of Construction (Capacity Fees thru 6/3...	2,495,029.86

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03/11/21

Shepherdstown Sewer
Balance Sheet-Summarized
As of February 28, 2021

	<u>Feb 28, 21</u>
Net Income	<u>18,720.78</u>
Total Equity	<u>8,406,776.44</u>
TOTAL LIABILITIES & EQUITY	<u>13395809.93</u>

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Shepherdstown Sewer
Balance Sheet-Detailed
 As of February 28, 2021

	Feb 28, 21
ASSETS	
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)	(20,226.92)
Total 131.1 · Cash on Hand	3,940.08
131.2 · Cash at Bank	
131.21 · Sewer Operating Account	213,697.06
131.22 · Global (was WSG) (W/S/G payments)	39,410.95
131.23 · DR/CR Revenue Account-All Funds	
DR/CR-All Funds-Operating Funds	67,035.51
DR/CR-All Funds-Cust Dep Fund	
Customer Deposit Funds	22,231.12
Total DR/CR-All Funds-Cust Dep Fund	22,231.12
Total 131.23 · DR/CR Revenue Account-All Funds	89,266.63
Total 131.2 · Cash at Bank	342,374.64
Total GENERAL FUNDS BANKING	346,314.72
RESERVED FUNDS BANKING	
132 · Special Deposits (Reserved)	
132.1 · Capital Reserve Fund	
132.11 · Capital I & R Reserve Funds Use (\$65,000/year-Impr. & ...	498,005.92
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	633,838.92
Total 132 · Special Deposits (Reserved)	633,838.92
Total RESERVED FUNDS BANKING	633,838.92
RESTRICTED FUNDS BANKING	
133 · Other Special Dep. (Restricted)	
133.1 · Checking-Sewer Cap. Capacity	540,267.99
133.2 · Checking-Cash-Customer Dep	
Customer Deposit Funds	29,637.35
Customer Deposit Interest	8,341.62
Total 133.2 · Checking-Cash-Customer Dep	37,978.97
133.5 · Engineering Review Fees	
Rankin Properties, Christopher (Rankin Properties, Christopher...	500.00
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
Tollhouse (was Banbury)-Step #1	264.33

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Shepherdstown Sewer
Balance Sheet-Detailed
 As of February 28, 2021

	Feb 28, 21
Tollhouse Woods (Derr)-Step #2	1,646.88
Twin Oaks Subdivision-Step #1	206.81
Total 133.5 · Engineering Review Fees	14,860.93
WV Municipal Bond Funds	
WV Mun Bond 2010A Fund	
126.1 · 2010-A Rev. #SHE-S-1-10-A-JE-12	389,406.61
127.1 · 2010-A Res. #SHE-S-2-10-A-JE-12 (\$207,140)	205,609.49
Total WV Mun Bond 2010A Fund	595,016.10
Total WV Municipal Bond Funds	595,016.10
Restricted Funds at Local Bank	
133.43 · Sewer Membrane Repl. Fund Ckg.	603,405.19
133.44 · Sewer Bond Depr. Reserve Ckg.	377,368.73
Total Restricted Funds at Local Bank	980,773.92
Total 133 · Other Special Dep. (Restricted)	2,168,897.91
Total RESTRICTED FUNDS BANKING	2,168,897.91
Total Checking/Savings	3,149,051.55
Accounts Receivable	
General Funds A/R	
141 · A/R Sewer Customer Billing	121,727.92
143 · Allow. for Doubtful Accts-All	(5,000.00)
Total General Funds A/R	116,727.92
Total Accounts Receivable	116,727.92
Other Current Assets	
253.20 · Deferred Inflows	(31,160.33)
Other Current Assets	
162 · Prepaid Expenses	
162.1 · Prepaid Commercial Insurance	13,275.58
162.4 · Other Prepaid Expenses	(6,122.22)
Total 162 · Prepaid Expenses	7,153.36
Total Other Current Assets	7,153.36
Total Other Current Assets	(24,006.97)
Total Current Assets	3,241,772.50
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
391 · Transportation Equip.	125,789.85
393.3 · Computer Software	5,762.84
371 · Pumping System-E & I (Equipment & Improvements)	522,122.19

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03/11/21

Shepherdstown Sewer
Balance Sheet-Detailed
 As of February 28, 2021

	Feb 28, 21
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
Total Fixed Assets	16,011,663.10
105 · Construction in Progress	
105.10 · Rehab/Repl. Sewer Mains	13,472.37
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
Total 105.15 · WWTP Impr. Project #2	48,288.58
105.16 · Sewer Gravity Line Extension	3,910.00
105.17 · Rt 45 Sewer (Rt 45 Sewer)	5,212.50
Total 105 · Construction in Progress	71,487.20
Fixed Asset Adjustment (Accumulated Depreciation)	
108 · Accumulated Depreciation	(5,929,112.87)
Total Fixed Asset Adjustment (Accumulated Depreciation)	(5,929,112.87)
Total Fixed Assets	10,154,037.43
TOTAL ASSETS	13,395,809.93
LIABILITIES & EQUITY	
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	14,860.93
Total Current Liabilities	174,372.54
235 · Cust. Dep/Int. Pay-Cash Acct	
Customer Dep Funds Payable	29,676.40
Customer Dep Interest Payable	8,302.57
Total 235 · Cust. Dep/Int. Pay-Cash Acct	37,978.97
236 · Cust Dep/Int Payable-DR/CR	
Customer Deposit Funds Payable	22,231.12
Total 236 · Cust Dep/Int Payable-DR/CR	22,231.12
221 · Bonds Payable-Current	
221.1 · 2010-A Bond Payable-Current	207,139.52
Total 221 · Bonds Payable-Current	207,139.52
Total Other Current Liabilities	431,963.52
Total Current Liabilities	431,963.52
Long Term Liabilities	
221 · Bonds Payable-Long Term	
221.11 · 2010-A Sewer Bond	4,557,069.97

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03/11/21

Shepherdstown Sewer
Balance Sheet-Detailed
As of February 28, 2021

	Feb 28, 21
Total 221. · Bonds Payable-Long Term	4,557,069.97
Total Long Term Liabilities	4,557,069.97
Total Liabilities	4,989,033.49
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	18,720.78
Total Equity	8,406,776.44
TOTAL LIABILITIES & EQUITY	13,395,809.93

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Shepherdstown Sewer
Budget vs Actual -Summarized
 July 2020 through February 2021

	Jul '20 - F...	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
419 · Sewer Interest Income	18,606.37	38,667.00	(20,060.63)	48.1%
522 · Metered Sewer Revenue (including penalties & adj.)	801,282.32	880,000.00	(78,717.68)	91.1%
536 · Other Wastewater Revenues	1,310.00	7,305.00	(5,995.00)	17.9%
Total Income	821,198.69	925,972.00	(104,773.31)	88.7%
Gross Profit	821,198.69	925,972.00	(104,773.31)	88.7%
Expense				
408 · Taxes Other than Income	24,105.65	20,667.00	3,438.65	116.6%
701 · Salaries & Wages	200,941.71	194,834.00	6,107.71	103.1%
704 · Employee Pensions & Benefits	45,679.62	48,000.00	(2,320.38)	95.2%
401.1 · Sewer Billing Expenses	5,972.27	6,002.00	(29.73)	99.5%
401.2 · Sewer Administration	56,292.73	36,402.00	19,890.73	154.6%
401.3 · Sewer Utility Billing (Water Usage)	11,793.84	24,001.00	(12,207.16)	49.1%
401.4 · Sewer Plant Maintenance	46,940.00	158,835.00	(111,895.00)	29.6%
403 · Depreciation Expense (Book entry only)	249,816.85	233,334.00	16,482.85	107.1%
711 · Sludge Removal	4,800.16			
715 · Purchased Power	67,181.86	93,566.00	(26,384.14)	71.8%
718 · Chemicals	41,094.16	80,000.00	(38,905.84)	51.4%
731 · Contractual Svc-Engineering	0.00	1,334.00	(1,334.00)	0.0%
732 · Contractual Svc-Accounting	3,000.00	2,000.00	1,000.00	150.0%
733 · Contractual Svc-legal	300.00	2,666.00	(2,366.00)	11.3%
735 · Contractual Svc-testing	3,889.54	10,000.00	(6,110.46)	38.9%
736 · Contracted Services-Other	13,031.29	13,332.00	(300.71)	97.7%
750 · Transportation Expenses	3,277.57	8,000.00	(4,722.43)	41.0%
757 · Insurance-General Liability	27,325.84	35,000.00	(7,674.16)	78.1%
759 · Insurance-Other	125.00	0.00	125.00	100.0%
760 · Advertising	0.00	1,334.00	(1,334.00)	0.0%
Total Expense	805,568.09	969,307.00	(163,738.91)	83.1%
Net Ordinary Income	15,630.60	(43,335.00)	58,965.60	(36.1)%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	5,010.24	5,334.00	(323.76)	93.9%
426 · Misc. Non-Utility Revenue	(0.06)	1,826.00	(1,826.06)	(0.0)%
536 · Other Wastewater Revenue	28,080.00	23,334.00	4,746.00	120.3%
Total Other Income	33,090.18	30,494.00	2,596.18	108.5%
Other Expense				
401.61 · Sewer Capacity Cash Expenses (Restricted Fund Expen...	30,000.00			
Total Other Expense	30,000.00			
Net Other Income	3,090.18	30,494.00	(27,403.82)	10.1%
Net Income	18,720.78	(12,841.00)	31,561.78	(145.8)%

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**Shepherdstown Sewer
Budget vs Actual -Detailed**

July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
419 · Sewer Interest Income				
419.1 · General Fund Bank Acct Interest	10,291.96	23,333.00	(13,041.04)	44.1%
419.2 · Sewer Bond Funds Interest	3,572.83	5,334.00	(1,761.17)	67.0%
419.3 · Membrane Repl. Fund Interest	4,741.58	10,000.00	(5,258.42)	47.4%
Total 419 · Sewer Interest Income	18,606.37	38,667.00	(20,060.63)	48.1%
522 · Metered Sewer Revenue (including penalties & adj.)	801,282.32	880,000.00	(78,717.68)	91.1%
536 · Other Wastewater Revenues				
536.1 · Reconnect Fees	750.00	1,666.00	(916.00)	45.0%
536.2 · Tap Fees	0.00	1,666.00	(1,666.00)	0.0%
536.4 · Storage Unit Rental Income	560.00	640.00	(80.00)	87.5%
536.9 · Misc Income				
Engineering Fees	0.00	3,333.00	(3,333.00)	0.0%
Total 536.9 · Misc Income	0.00	3,333.00	(3,333.00)	0.0%
Total 536 · Other Wastewater Revenues	1,310.00	7,305.00	(5,995.00)	17.9%
Total Income	821,198.69	925,972.00	(104,773.31)	88.7%
Gross Profit	821,198.69	925,972.00	(104,773.31)	88.7%
Expense				
408 · Taxes Other than Income				
408.121 · ER FICA	15,747.39	15,333.00	414.39	102.7%
408.122 · Work Comp	7,957.24	5,334.00	2,623.24	149.2%
408.123 · Sewer Unemployment Tax Exp	401.02			
Total 408 · Taxes Other than Income	24,105.65	20,667.00	3,438.65	116.6%
701 · Salaries & Wages				
701.1 · Gross Payroll	200,673.96	194,134.00	6,539.96	103.4%
701.2 · Personnel Training	0.00	466.00	(466.00)	0.0%
701.3 · Payroll Direct Deposit fees	267.75	234.00	33.75	114.4%
Total 701 · Salaries & Wages	200,941.71	194,834.00	6,107.71	103.1%
704 · Employee Pensions & Benefits				
704.1 · PEIA Health/Life (included OPEB until 3/08)	22,598.55	26,666.00	(4,067.45)	84.7%
704.2 · PEIA Current OPEB/RHBT (WV Retiree Hlth Benefit Trust)	7,376.00	7,334.00	42.00	100.6%
704.4 · ER Annuity Contrib.	15,705.07	14,000.00	1,705.07	112.2%
Total 704 · Employee Pensions & Benefits	45,679.62	48,000.00	(2,320.38)	95.2%
401.1 · Sewer Billing Expenses				
401.11 · Billing Software Support	184.41	1,334.00	(1,149.59)	13.8%
401.13 · Billing Postage Expense	2,833.33	3,334.00	(500.67)	85.0%
401.14 · Billing Supplies & Expense	2,265.38	1,334.00	931.38	169.8%
401.15 · Billing Court/Collection Fees	689.15			
Total 401.1 · Sewer Billing Expenses	5,972.27	6,002.00	(29.73)	99.5%
401.2 · Sewer Administration				
401.21 · Safety Equipment/Expense	1,265.57	1,000.00	265.57	126.6%
401.22 · Admin. Communications Expense (Phone/Internet/Radio)	10,617.36	13,334.00	(2,716.64)	79.6%
401.23 · Regulatory Comm. Fees(Yrly Fee)	2,817.43	3,500.00	(682.57)	80.5%
401.24 · Admin. Supplies/Expenses	1,200.76	2,000.00	(799.24)	60.0%
401.25 · Admin. Cross-Charge	14,400.00	14,400.00	0.00	100.0%
401.26 · Admin. Postage	0.00	34.00	(34.00)	0.0%
401.28 · Permits & Fees	1,864.33	2,000.00	(135.67)	93.2%
401.29 · Adjustment Account (Book entry only)	24,167.00			
401.211 · Memberships/Dues/Subscriptions	(39.72)	134.00	(173.72)	(29.6)%
Total 401.2 · Sewer Administration	56,292.73	36,402.00	19,890.73	154.6%
401.3 · Sewer Utility Billing (Water Usage)				
401.31 · Water Billing-Plant	11,300.97	23,334.00	(12,033.03)	48.4%
401.32 · Water Billing-Pump Stations	492.87	667.00	(174.13)	73.9%
Total 401.3 · Sewer Utility Billing (Water Usage)	11,793.84	24,001.00	(12,207.16)	49.1%
401.4 · Sewer Plant Maintenance				
401.41 · Sewer Uniforms	914.38	1,667.00	(752.62)	54.9%
401.42 · Maintenance of Collection Plant	4,057.49	3,334.00	723.49	121.7%
401.43 · Pumping Repairs & Maintenance	23,578.07	13,334.00	10,244.07	176.8%
401.44 · Pumping Maintenance of Structur	0.00	3,334.00	(3,334.00)	0.0%
401.45 · Treatment Purification Supl/Exp	7,735.78	26,666.00	(18,930.22)	29.0%
401.46 · Treatment Maintenance of Struct	3,800.28	4,000.00	(199.72)	95.0%
401.47 · Treatment Maintenance of Equip	6,681.54	10,000.00	(3,318.46)	66.8%
404.48 · Membrane Replacement (Transfer to Membrane fund)	0.00	0.00	0.00	0.0%
404.49 · Sewer System Emergency Maint.	0.00	96,500.00	(96,500.00)	0.0%

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**Shepherdstown Sewer
Budget vs Actual -Detailed**

July 2020 through February 2021

	Jul '20 - Feb 21	Budget	\$ Over Budget	% of Budget
401.4 · Sewer Plant Maintenance - Other	172.46			
Total 401.4 · Sewer Plant Maintenance	46,940.00	158,835.00	(111,895.00)	29.6%
403 · Depreciation Expense (Book entry only)	249,816.85	233,334.00	16,482.85	107.1%
711 · Sludge Removal	4,800.16			
715 · Purchased Power				
715.1 · Diesel Fuel	399.27	233.00	166.27	171.4%
715.2 · Electric Power	66,782.59	93,333.00	(26,550.41)	71.6%
Total 715 · Purchased Power	67,181.86	93,566.00	(26,384.14)	71.8%
718 · Chemicals	41,094.16	80,000.00	(38,905.84)	51.4%
731 · Contractual Svc-Engineering				
731.2 · Special Projects	0.00	1,334.00	(1,334.00)	0.0%
Total 731 · Contractual Svc-Engineering	0.00	1,334.00	(1,334.00)	0.0%
732 · Contractual Svc-Accounting				
732.1 · General Accounting	0.00	334.00	(334.00)	0.0%
732.3 · P.S.C. Annual Report	3,000.00	1,666.00	1,334.00	180.1%
Total 732 · Contractual Svc-Accounting	3,000.00	2,000.00	1,000.00	150.0%
733 · Contractual Svc-legal				
733.1 · General Legal	300.00	2,666.00	(2,366.00)	11.3%
Total 733 · Contractual Svc-legal	300.00	2,666.00	(2,366.00)	11.3%
735 · Contractual Svc-testing				
735.1 · Laboratory Testing	3,889.54	10,000.00	(6,110.46)	38.9%
Total 735 · Contractual Svc-testing	3,889.54	10,000.00	(6,110.46)	38.9%
736 · Contracted Services-Other				
736.1 · IT Services	5,547.76	6,666.00	(1,118.24)	83.2%
736.2 · Contracted Services-Misc.	7,483.53	6,666.00	817.53	112.3%
Total 736 · Contracted Services-Other	13,031.29	13,332.00	(300.71)	97.7%
750 · Transportation Expenses				
750.1 · Gas & Oil	2,830.46	4,666.00	(1,835.54)	60.7%
750.2 · Vehicle Repairs/Maintance	447.11	3,334.00	(2,886.89)	13.4%
Total 750 · Transportation Expenses	3,277.57	8,000.00	(4,722.43)	41.0%
757 · Insurance-General Liability	27,325.84	35,000.00	(7,674.16)	78.1%
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	1,334.00	(1,334.00)	0.0%
Total Expense	805,568.09	969,307.00	(163,738.91)	83.1%
Net Ordinary Income	15,630.60	(43,335.00)	58,965.60	(36.1)%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	5,010.24	5,334.00	(323.76)	93.9%
426 · Misc. Non-Utility Revenue	(0.06)	1,826.00	(1,826.06)	(0.0)%
536 · Other Wastewater Revenue				
536.21 · Capital Capacity Fees (Restricted Fund Revenue)	28,080.00	23,334.00	4,746.00	120.3%
Total 536 · Other Wastewater Revenue	28,080.00	23,334.00	4,746.00	120.3%
Total Other Income	33,090.18	30,494.00	2,596.18	108.5%
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	3,090.18	30,494.00	(27,403.82)	10.1%
Net Income	18,720.78	(12,841.00)	31,561.78	(145.8)%

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Shepherdstown Sewer
Statement of Cash Flows
 July 2020 through February 2021

	<u>Jul '20 - Feb ...</u>
OPERATING ACTIVITIES	
Net Income	18,720.78
Adjustments to reconcile Net Income to net cash provided by operations:	
General Funds A/R:141 · A/R Sewer Customer Billing	5,985.73
Other Current Assets:162 · Prepaid Expenses:162.1 · Prepaid Commercial Insu...	(13,275.58)
Other Current Assets:162 · Prepaid Expenses:162.4 · Other Prepaid Expenses	2,734.91
Current Liabilities:241.11 · Engineering Review Fees	500.00
235 · Cust. Dep/Int. Pay-Cash Acct:Customer Dep Funds Payable	(841.63)
235 · Cust. Dep/Int. Pay-Cash Acct:Customer Dep Interest Payable	356.74
236 · Cust Dep/Int Payable-DR/CR:Customer Deposit Funds Payable	1,964.34
Net cash provided by Operating Activities	16,145.29
INVESTING ACTIVITIES	
105 · Construction in Progress:105.10 · Rehab/Repl. Sewer Mains	(13,472.37)
105 · Construction in Progress:105.15 · WWTP Impr. Project #2:WWTP #2-Other ...	(38,327.51)
Fixed Asset Adjustment:108 · Accumulated Depreciation	249,816.85
Net cash provided by Investing Activities	198,016.97
Net cash increase for period	214,162.26
Cash at beginning of period	2,934,889.29
Cash at end of period	<u>3,149,051.55</u>

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Shepherdstown Sewer Account QuickReport As of February 28, 2021

Type	Date	Split	Amount	Balance
RESTRICTED FUNDS BANKING				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
Deposit	01/07/202	536.21 · Capital Capacity Fees (Restricted F...	11,232.00	539,524.09
Deposit	01/31/202	419.5 · Capacity Accounts Interest	743.90	540,267.99
Total 133.1 · Checking-Sewer Cap. Capacity			27,474.24	540,267.99
Total 133 · Other Special Dep. (Restricted)			27,474.24	540,267.99
Total RESTRICTED FUNDS BANKING			27,474.24	540,267.99
TOTAL			27,474.24	540,267.99

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03/11/21

Shepherdstown Sewer
Fixed Asset
As of February 28, 2021

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

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03/11/21

Shepherdstown Sewer
Fixed Asset Purchases (CIP) - This Fiscal Year
 As of February 28, 2021

Type	Date	Num	Name	Memo	Amount	Balance
105 · Construction in Progress						19,687.32
105.10 · Rehab/Repl. Sewer Mains						0.00
Ch...	01/31/2021		Corp. of Shepherds...	Ross Bare, Jan Bill, repair ...	13,472.37	13,472.37
Total 105.10 · Rehab/Repl. Sewer Mains					13,472.37	13,472.37
105.11 · Replace Cress Creek Station						603.75
Total 105.11 · Replace Cress Creek Station						603.75
105.15 · WWTP Impr. Project #2						9,961.07
WWTP #2-Engineering Fees						630.09
Total WWTP #2-Engineering Fees						630.09
WWTP #2-Other Costs						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
WWTP #2-Scum Pit Project						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
105.16 · Sewer Gravity Line Extension						3,910.00
Total 105.16 · Sewer Gravity Line Extension						3,910.00
105.17 · Rt 45 Sewer (Rt 45 Sewer)						5,212.50
Total 105.17 · Rt 45 Sewer (Rt 45 Sewer)						5,212.50
Total 105 · Construction in Progress					51,799.88	71,487.20
TOTAL					51,799.88	71,487.20

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Corporation of Shepherdstown
Sewer Revenue and Expenses Compared to Last FY
FY 2021

	Sewer FY21		Sewer FY20	
	Revenue	Expenses	Revenue	Expenses
July	103,319.20	(105,832.35)	112,064.94	(128,722.96)
August	82,576.80	(92,913.18)	117,238.23	(91,309.14)
September	122,480.55	(96,162.88)	121,006.57	(60,346.09)
October	107,838.53	(107,354.99)	125,387.67	(129,312.46)
November	108,222.52	(119,620.57)	128,438.42	(134,429.36)
December	96,054.78	(111,567.88)	118,689.24	(83,364.86)
January	106,206.99	(101,520.36)	122,120.17	(314,303.54)
February	97,589.50	(70,595.88)	108,997.43	(94,766.11)
March			109,429.78	(94,627.27)
April			99,705.10	(126,721.64)
May			92,737.35	(73,566.88)
June			110,459.30	(121,756.43)
Totals	824,288.87	(805,568.09)	1,366,274.20	(1,453,226.74)

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WATER DEPARTMENT

FINANCIAL STATEMENTS

July 1, 2020 - February 28, 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 February 28, 2021

	<u>Feb 28, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	1,054,410.17
RESERVED FUNDS BANKING	1,059,013.26
RESTRICTED FUNDS BANKING	3,526,051.67
Total Checking/Savings	5,639,475.10
Accounts Receivable	
141 · A/R, Water Customer Billing	158,000.23
143 · Allow. for Doubtful Accounts	(5,000.00)
Total Accounts Receivable	153,000.23
Other Current Assets	
253.20 · Deferred Inflows	(46,241.91)
162 · Prepaid Expenses	3,960.31
Total Other Current Assets	(42,281.60)
Total Current Assets	5,750,193.73
Fixed Assets	
105 · Fixed Asset-Constr. In Progress	3,363,876.48
Fixed Assets (All Funds)	10232895.83
Fixed Asset Adjustments (Accum. Depr. & Amort.)	(4,231,641.88)
Total Fixed Assets	9,365,130.43
TOTAL ASSETS	<u>15115324.16</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · Customer Dep/Int Pay.-Cash Acct	56,342.91
236 · Cust Dep/Int Pay-DR/CR Acct	27,498.11
238 · Accrued Interest Payable	34,527.07
241 · Misc. Current/Accrued Liab.	209,793.05
221 · Bond Payable-Current	200,903.83
Total Other Current Liabilities	529,064.97
Total Current Liabilities	529,064.97
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
Total Liabilities	6,874,984.26

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Shepherdstown Waterworks
Balance Sheet-Summarized
As of February 28, 2021

	<u>Feb 28, 21</u>
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>356,102.18</u>
Total Equity	<u>8,240,339.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>15115324.16</u></u>

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03/11/21

Shepherdstown Waterworks Balance Sheet-Detailed

As of February 28, 2021

	Feb 28, 21
ASSETS	
Current Assets	
Checking/Savings	
GENERAL FUNDS BANKING	
131.1 · Cash on Hand	
131.12 · Cash in Transit (outside Fund)	(8,937.12)
Total 131.1 · Cash on Hand	(8,937.12)
131.2 · Cash at Bank	
131.21 · Water Operating General Funds (General Operating Exp...	939,626.43
131.22 · Global (was WSG) (W/S/G Payments)	58,198.06
131.23 · DR/CR Revenue Account-All Funds	
DR/CR-All Funds-Operating Funds	38,024.69
DR/CR-All Funds-Cust Dep Fund	
Customer Deposit Funds	27,498.11
Total DR/CR-All Funds-Cust Dep Fund	27,498.11
Total 131.23 · DR/CR Revenue Account-All Funds	65,522.80
Total 131.2 · Cash at Bank	1,063,347.29
Total GENERAL FUNDS BANKING	1,054,410.17
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...	23,608.61
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	525,761.82
WV Mun Bond-2003 Series B Bond	
126.2 · Cash-Revenue#SHE-W-1-03-B-JE-12 (2003 Series B Bo...	75,566.82
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	153,366.68
WV Mun Bond-2012 Series Bond	
126.3 · Cash-Revenue#SHE-W-1-12-X-JE-12 (2012 Series Bond)	97,374.77
127.3 · Cash-Reserve#SHE-W-2-12-X-JE-12 (2012 Series Bond)	123,133.06
Total WV Mun Bond-2012 Series Bond	220,507.83
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...	333,447.93
127.4 · WV Num Bond-2017	347,462.02
Total WV Municipal 2017 Bond	683,157.70
Total WV Municipal Bond Funds	1,582,794.03

W3

Shepherdstown Waterworks Balance Sheet-Detailed

As of February 28, 2021

	Feb 28, 21
133 · Other Special Deposits	
133.1 · Checking-Cap.Capacity Acct	1,872,001.07
133.2 · Checking-Cust Deposit Funds/Int	
Customer Deposit Funds	40,539.34
Customer Deposit Interest	15,803.57
Total 133.2 · Checking-Cust Deposit Funds/Int	56,342.91
133.5 · Water/Sewer Engineering Fees	
Rankin Properties, Christian Ca (Rankin Properties, Christoph...	552.00
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	14,913.66
Total 133 · Other Special Deposits	1,943,257.64
Total RESTRICTED FUNDS BANKING	3,526,051.67
Total Checking/Savings	5,639,475.10
Accounts Receivable	
141 · A/R, Water Customer Billing	158,000.23
143 · Allow. for Doubtful Accounts	(5,000.00)
Total Accounts Receivable	153,000.23
Other Current Assets	
253.20 · Deferred Inflows	(46,241.91)
162 · Prepaid Expenses	
162.1 · Commercial Ins	10,211.81
162.3 · Flood Insurance	(4,035.36)
162.4 · Other Prepaids	(2,216.14)
Total 162 · Prepaid Expenses	3,960.31
Total Other Current Assets	(42,281.60)
Total Current Assets	5,750,193.73
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
Total 105.7 · Water Impr-Revised Project #2 (Changed to water line/...	380,110.00

w4

Shepherdstown Waterworks
Balance Sheet-Detailed
 As of February 28, 2021

	Feb 28, 21
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	(4,231,641.88)
Total Fixed Asset Adjustments (Accum. Depr. & Amort.)	(4,231,641.88)
Total Fixed Assets	9,365,130.43
TOTAL ASSETS	15,115,324.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
235 · Customer Dep/Int Pay.-Cash Acct	
Customer Deposit Funds Payable	40,518.05
Customer Dep. Interest Payable	15,824.86
Total 235 · Customer Dep/Int Pay.-Cash Acct	56,342.91
236 · Cust Dep/Int Pay-DR/CR Acct	
Customer Deposit Payable	27,498.11
Total 236 · Cust Dep/Int Pay-DR/CR Acct	27,498.11
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.	
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

WS

Shepherdstown Waterworks
Balance Sheet-Detailed
 As of February 28, 2021

	Feb 28, 21
241.11 · Engineering Review Fees (\$500 + .25/linear ft)	
Rankin Properties, Christopher (Rankin Properties, Christophe...	552.00
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)	14,913.66
Total 241 · Misc. Current/Accrued Liab.	209,793.05
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	529,064.97
Total Current Liabilities	529,064.97
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	6,874,984.26
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	356,102.18
Total Equity	8,240,339.90
TOTAL LIABILITIES & EQUITY	15,115,324.16

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Shepherdstown Waterworks
Budget vs Actual-Summarized
 July 2020 through February 2021

	Jul '20 - Feb ...	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
419 · Water Interest Income	22,269.08	32,000.00	(9,730.92)	69.6%
461 · Water Metered Revenue (including penalties & adj.)	1,076,540.19	1,166,666.00	(90,125.81)	92.3%
474 · Other Water Revenues	1,625.00	28,666.00	(27,041.00)	5.7%
Total Income	1,100,434.27	1,227,332.00	(126,897.73)	89.7%
Expense				
521 · Employee Screening (Pre-Employment Screening)	0.00	167.00	(167.00)	0.0%
601 · Water Salaries & Wages	291,964.22	290,780.00	1,184.22	100.4%
604 · Employee Pensions & Benefits	63,674.35	73,998.00	(10,323.65)	86.0%
401.1 · Water Billing Expenses	9,359.39	7,936.00	1,423.39	117.9%
401.2 · Water Administration	30,492.61	39,123.00	(8,630.39)	77.9%
401.3 · Water Utility Billing (Sewer Usage)	79,900.66	114,200.00	(34,299.34)	70.0%
401.4 · Water Plant Expenses	41,091.67	226,000.00	(184,908.33)	18.2%
403 · Water Depreciation Expense	122,569.84	126,666.00	(4,096.16)	96.8%
408 · Taxes-Other than Income	30,475.37	29,334.00	1,141.37	103.9%
427 · Interest Expense	0.00	34,666.00	(34,666.00)	0.0%
615 · Purchased Power	30,200.84	33,400.00	(3,199.16)	90.4%
618 · Chemicals	28,709.05	46,666.00	(17,956.95)	61.5%
631 · Contractual Svc-Engineering	0.00	136,668.00	(136,668.00)	0.0%
632 · Contractual Svc-Accounting	15,125.00	4,000.00	11,125.00	378.1%
633 · Contractual Svc-Legal	0.50	3,334.00	(3,333.50)	0.0%
635 · Contractual Svc-Testing	7,497.21	35,666.00	(28,168.79)	21.0%
636 · Contractual Svc-Other	11,601.19	13,334.00	(1,732.81)	87.0%
650 · Transportation Expenses	3,154.00	20,466.00	(17,312.00)	15.4%
657 · Insurance-General Liability	20,651.40	30,000.00	(9,348.60)	68.8%
659 · Insurance-Other	4,035.36	5,000.00	(964.64)	80.7%
660 · Advertising Expense	0.00	1,666.00	(1,666.00)	0.0%
675 · Administrative Lending Fees	150.00	5,332.00	(5,182.00)	2.8%
Total Expense	790,652.66	1,278,402.00	(487,749.34)	61.8%
Net Ordinary Income	309,781.61	(51,070.00)	360,851.61	(606.6)%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	17,720.57	16,400.00	1,320.57	108.1%
474 · Other Water Revenue	28,600.00	20,000.00	8,600.00	143.0%
Total Other Income	46,320.57	36,400.00	9,920.57	127.3%
Net Other Income	46,320.57	36,400.00	9,920.57	127.3%
Net Income	356,102.18	(14,670.00)	370,772.18	(2,427.4)%

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Shepherdstown Waterworks
Budget vs Actual-Detailed
July 2020 through February 2021

	Jul '20 - Fe...	Budget	\$ Over Bud...	% of Budget
Ordinary Income/Expense				
Income				
419 · Water Interest Income				
419.1 · General Fund Bank Acct Interest	19,084.79	26,666.00	(7,581.21)	71.6%
419.2 · Municipal Bond Fund Interest (post quarterly)	3,184.29	5,334.00	(2,149.71)	59.7%
Total 419 · Water Interest Income	22,269.08	32,000.00	(9,730.92)	69.6%
461 · Water Metered Revenue (including penalties & adj.)	1,076,540.19	1,166,666.00	(90,125.81)	92.3%
474 · Other Water Revenues				
474.1 · Reconnection Fees	1,100.00	1,334.00	(234.00)	82.5%
474.2 · Tap Fees	500.00	666.00	(166.00)	75.1%
474.9 · Misc. Revenues	25.00			
474 · Other Water Revenues - Other	0.00	26,666.00	(26,666.00)	0.0%
Total 474 · Other Water Revenues	1,625.00	28,666.00	(27,041.00)	5.7%
Total Income	1,100,434.27	1,227,332.00	(126,897.73)	89.7%
Expense				
521 · Employee Screening (Pre-Employment Screening)	0.00	167.00	(167.00)	0.0%
601 · Water Salaries & Wages				
601.1 · Gross Payroll	290,821.60	289,680.00	1,141.60	100.4%
601.2 · Personnel Training	1,037.62	1,000.00	37.62	103.8%
601.3 · Payroll Direct Deposit fees	105.00	100.00	5.00	105.0%
Total 601 · Water Salaries & Wages	291,964.22	290,780.00	1,184.22	100.4%
604 · Employee Pensions & Benefits				
604.1 · PEIA Hlth/Life (included OPEB until 3/08)	39,692.24	46,666.00	(6,973.76)	85.1%
604.2 · PEIA Current OPEB/RHBT (WV Retiree Hlth Benefit ...	9,177.60	10,666.00	(1,488.40)	86.0%
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.	11,793.31	16,666.00	(4,872.69)	70.8%
Total 604 · Employee Pensions & Benefits	63,674.35	73,998.00	(10,323.65)	86.0%
401.1 · Water Billing Expenses				
401.11 · Billing Software Sup.(yearly)	3,380.00	3,334.00	46.00	101.4%
401.12 · Public Notice	0.00	934.00	(934.00)	0.0%
401.13 · Billing Postage (Yearly)	2,833.34	1,334.00	1,499.34	212.4%
401.14 · Billing Office Supplies & Exp.	2,201.61	2,334.00	(132.39)	94.3%
401.15 · Billing Court/Collection Fees	944.44			
401.1 · Water Billing Expenses - Other	0.00	0.00	0.00	0.0%
Total 401.1 · Water Billing Expenses	9,359.39	7,936.00	1,423.39	117.9%
401.2 · Water Administration				
401.21 · Safety Equipment/Expense	2,269.27	3,687.00	(1,417.73)	61.5%
401.22 · Communications Expense (Phone/Internet/Radio)	8,345.11	9,334.00	(988.89)	89.4%
401.23 · Regulatory Comm Fees (Yrly Fee)	3,631.03	3,334.00	297.03	108.9%
401.24 · Admin Supplies and Expense	1,796.92	5,334.00	(3,537.08)	33.7%
401.25 · Admin. Cross-Charge	14,400.00	14,400.00	0.00	100.0%
401.26 · Admin-Postage	0.00	333.00	(333.00)	0.0%
401.27 · Bond Service Fees (quarterly and annual fees)	0.00	2,000.00	(2,000.00)	0.0%
401.28 · Permits and Fees	0.00	167.00	(167.00)	0.0%
401.211 · Memberships/Dues/Subscriptions	50.28	534.00	(483.72)	9.4%
Total 401.2 · Water Administration	30,492.61	39,123.00	(8,630.39)	77.9%
401.3 · Water Utility Billing (Sewer Usage)				
401.31 · Sewer Billing-Plant	78,667.96	113,334.00	(34,666.04)	69.4%
401.32 · Sewer Billing-Pump Stations	1,232.70	866.00	366.70	142.3%
Total 401.3 · Water Utility Billing (Sewer Usage)	79,900.66	114,200.00	(34,299.34)	70.0%
401.4 · Water Plant Expenses				

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Shepherdstown Waterworks
Budget vs Actual-Detailed
July 2020 through February 2021

	Jul '20 - Fe...	Budget	\$ Over Bud...	% of Budget
401.48 · Water Tank Assessment	0.00	0.00	0.00	0.0%
401.41 · Water Uniforms	3,579.41	6,666.00	(3,086.59)	53.7%
401.42 · Plant Maintenance	12,094.40	33,334.00	(21,239.60)	36.3%
401.43 · Pumping Repairs & Maintenance	1,657.29	13,334.00	(11,676.71)	12.4%
401.45 · Treatment Main & Hydrant Exp.	4,724.11	46,666.00	(41,941.89)	10.1%
401.46 · Treatment Distr. & Svc. Maint.	7,519.97	16,666.00	(9,146.03)	45.1%
401.47 · Treatment Meter Maintenance	6,553.73	19,334.00	(12,780.27)	33.9%
401.49 · Water System Emergency Maint.	3,400.00	90,000.00	(86,600.00)	3.8%
401.4 · Water Plant Expenses - Other	1,562.76			
Total 401.4 · Water Plant Expenses	41,091.67	226,000.00	(184,908.33)	18.2%
403 · Water Depreciation Expense	122,569.84	126,666.00	(4,096.16)	96.8%
408 · Taxes-Other than Income				
408.121 · ER FICA	22,804.00	22,000.00	804.00	103.7%
408.122 · Work Comp	7,388.72	7,334.00	54.72	100.7%
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	30,475.37	29,334.00	1,141.37	103.9%
427 · Interest Expense				
427.3 · Interest on Long-Term Debt				
427.32 · 2003 Bond (Series B) Main Plant	0.00	4,666.00	(4,666.00)	0.0%
427.33 · 2012 WVJDC Bond for Tanks	0.00	30,000.00	(30,000.00)	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	34,666.00	(34,666.00)	0.0%
Total 427 · Interest Expense	0.00	34,666.00	(34,666.00)	0.0%
615 · Purchased Power				
615.1 · Diesel Fuel	0.00	66.00	(66.00)	0.0%
615.2 · Electric Power	30,200.84	33,334.00	(3,133.16)	90.6%
Total 615 · Purchased Power	30,200.84	33,400.00	(3,199.16)	90.4%
618 · Chemicals	28,709.05	46,666.00	(17,956.95)	61.5%
631 · Contractual Svc-Engineering				
631.1 · General Engineering Svc	0.00	3,334.00	(3,334.00)	0.0%
631.2 · Special Projects	0.00	133,334.00	(133,334.00)	0.0%
Total 631 · Contractual Svc-Engineering	0.00	136,668.00	(136,668.00)	0.0%
632 · Contractual Svc-Accounting				
632.1 · General Accounting Services	12,125.00	2,000.00	10,125.00	606.3%
632.2 · Annual Audit	0.00	0.00	0.00	0.0%
632.3 · P.S.C. Annual Report	3,000.00	2,000.00	1,000.00	150.0%
Total 632 · Contractual Svc-Accounting	15,125.00	4,000.00	11,125.00	378.1%
633 · Contractual Svc-Legal				
633.1 · Legal Services-General	0.50	3,334.00	(3,333.50)	0.0%
Total 633 · Contractual Svc-Legal	0.50	3,334.00	(3,333.50)	0.0%
635 · Contractual Svc-Testing				
635.11 · Water Lab Treatment-Gen	7,497.21	20,000.00	(12,502.79)	37.5%
635.12 · Water Lab crypto/gardia	0.00	6,666.00	(6,666.00)	0.0%
635.13 · Water Lab Calib Certif	0.00	9,000.00	(9,000.00)	0.0%
Total 635 · Contractual Svc-Testing	7,497.21	35,666.00	(28,168.79)	21.0%
636 · Contractual Svc-Other				
636.11 · IT Services	5,547.76	3,334.00	2,213.76	166.4%

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Shepherdstown Waterworks
Budget vs Actual-Detailed
July 2020 through February 2021

	Jul '20 - Fe...	Budget	\$ Over Bud...	% of Budget
636.12 · Contractual Services-Misc.	6,053.43	10,000.00	(3,946.57)	60.5%
Total 636 · Contractual Svc-Other	11,601.19	13,334.00	(1,732.81)	87.0%
650 · Transportation Expenses				
650.1 · Gas & Oil	2,627.75	6,666.00	(4,038.25)	39.4%
650.2 · Vehicle Repair/Maintenance	526.25	13,334.00	(12,807.75)	3.9%
650.3 · Auto Mileage Reimb.	0.00	466.00	(466.00)	0.0%
Total 650 · Transportation Expenses	3,154.00	20,466.00	(17,312.00)	15.4%
657 · Insurance-General Liability				
757.1 · Commercial & Umbrella Policy	20,651.40	30,000.00	(9,348.60)	68.8%
Total 657 · Insurance-General Liability	20,651.40	30,000.00	(9,348.60)	68.8%
659 · Insurance-Other				
659.1 · Surety Bonds	0.00	0.00	0.00	0.0%
659.2 · Flood Insurance	4,035.36	5,000.00	(964.64)	80.7%
Total 659 · Insurance-Other	4,035.36	5,000.00	(964.64)	80.7%
660 · Advertising Expense	0.00	1,666.00	(1,666.00)	0.0%
675 · Administrative Lending Fees				
675.1 · 2003 Bond Series A (East End)	0.00	2,666.00	(2,666.00)	0.0%
675.2 · 2003 Bond Series B (Main Plant)	0.00	2,666.00	(2,666.00)	0.0%
675.3 · 2017 Bond	150.00			
Total 675 · Administrative Lending Fees	150.00	5,332.00	(5,182.00)	2.8%
Total Expense	790,652.66	1,278,402.00	(487,749.34)	61.8%
Net Ordinary Income	309,781.61	(51,070.00)	360,851.61	(606.6)%
Other Income/Expense				
Other Income				
419.5 · Capacity Accounts Interest	17,720.57	16,400.00	1,320.57	108.1%
474. · Other Water Revenue				
474.21 · Capital Capacity Fee Revenue	28,600.00	20,000.00	8,600.00	143.0%
Total 474. · Other Water Revenue	28,600.00	20,000.00	8,600.00	143.0%
Total Other Income	46,320.57	36,400.00	9,920.57	127.3%
Net Other Income	46,320.57	36,400.00	9,920.57	127.3%
Net Income	356,102.18	(14,670.00)	370,772.18	(2,427.4)%

W10

Shepherdstown Waterworks
Statement of Cash Flows
February 2021

	<u>Feb 21</u>
OPERATING ACTIVITIES	
Net Income	62,510.00
Adjustments to reconcile Net Income	
to net cash provided by operations:	
141 · A/R, Water Customer Billing	(11,285.96)
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	63.05
236 · Cust Dep/Int Pay-DR/CR Acct:Customer Deposit Pay...	92.00
Net cash provided by Operating Activities	54,449.31
INVESTING ACTIVITIES	
Fixed Asset Adjustments:108 · Accum. Depr., Utility Plant	15,321.23
Net cash provided by Investing Activities	15,321.23
Net cash increase for period	69,770.54
Cash at beginning of period	5569704.56
Cash at end of period	<u><u>5639475.10</u></u>

will

Shepherdstown Waterworks

Capital Capacity Report

As of February 28, 2021

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
Deposit	01/07/2022		474.21 · Capital Capacity Fee Reve...	9,400.00	1,867,018.92
Deposit	01/31/2022		419.5 · Capacity Accounts Interest	2,582.15	1,869,601.07
Deposit	02/24/2022		474.21 · Capital Capacity Fee Reve...	2,400.00	1,872,001.07
Total 133.1 · Checking-Cap.Capacity Acct				46,320.57	1,872,001.07
Total 133 · Other Special Deposits				46,320.57	1,872,001.07
Total RESTRICTED FUNDS BANKING				46,320.57	1,872,001.07
TOTAL				46,320.57	1,872,001.07

W12

03/11/21

Shepherdstown Waterworks

Fixed Asset Purchases-This Fiscal Year

As of February 28, 2021

Type	Date	Num	Memo	Amount	Balance
Fixed Assets (All Funds)					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
TOTAL					10,232,895.83

w13

03/11/21

Shepherdstown Waterworks

Fixed Asset Purchases (CIP) -This Fiscal Year

As of February 28, 2021

Type	Date	Num	Name	Memo	Amount	Balance
105 · Fixed Asset-Constr. In Progress						3,346,716.48
105.4 · Automatic Meter Reading						676,421.38
Total 105.4 · Automatic Meter Reading						676,421.38
105.7 · Water Impr-Revised Project #2 (Changed to water line/water treatment)						380,110.00
Engineering Costs-Initial proj.						360,290.00
Total Engineering Costs-Initial proj.						360,290.00
Engineering Costs-Final Project						1,480.00
Total Engineering Costs-Final Project						1,480.00
Other Project Costs						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
105.73 · CIP-High Service Expenses						17,550.00
Total 105.73 · CIP-High Service Expenses						17,550.00
105.74 · CIP-Turbidity Meter/Accessories						12,855.26
Total 105.74 · CIP-Turbidity Meter/Accessories						12,855.26
105.11 · Air Mixing System						3,073.20
Total 105.11 · Air Mixing System						3,073.20
105.12 · Water Line Replacement						2,112,273.30
Total 105.12 · Water Line Replacement						2,112,273.30
105.13 · Raw Water Intake						23,433.34
Total 105.13 · Raw Water Intake						23,433.34
105.14 · Water Plant Upgrade						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 Ebngineers, 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
TOTAL					17,160.00	3,363,876.48

w14

Corporation of Shepherdstown
 Water Revenue and Expenses Compared to Last FY
 FY 2021

	Water FY21		Water FY20	
	Revenue	Expenses	Revenue	Expenses
July	144,085.39	(112,539.19)	150,698.85	(132,234.01)
August	154,116.76	(102,847.03)	156,380.92	(118,875.41)
September	162,012.62	(88,759.27)	160,848.90	(70,910.34)
October	143,902.57	(110,129.69)	161,402.31	(124,137.54)
November	146,478.02	(108,436.39)	153,765.81	(123,128.08)
December	125,368.16	(102,913.80)	187,821.62	(113,452.28)
January	137,508.31	(94,254.28)	103,886.46	(120,011.07)
February	133,283.01	(70,773.01)	138,972.49	(95,490.89)
March			147,483.29	(115,688.58)
April			130,804.01	(116,826.08)
May			126,570.75	(111,916.68)
June			157,186.85	(223,685.10)
Totals	1,146,754.84	(790,652.66)	1,775,822.26	(1,466,356.06)

2015

ANALYTICAL RESULTS

Project: 1Q 2021 WV3301933

Pace Project No.: 7359803

Sample: CRESS CREEK		Lab ID: 7359803001		Collected: 02/09/21 08:30		Received: 02/09/21 17:35		Matrix: Drinking Water	
Parameters	Results	Units	Report Limit	MDL	DF	Prepared	Analyzed	CAS No.	Qual
5522 Haloacetic Acids									
Analytical Method: EPA 552.2 Preparation Method: EPA 552.2									
Pace Analytical Services - WestVirginia									
Dibromoacetic acid	1.8	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:04	631-64-1	
Dichloroacetic acid	3.6	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:04	79-43-6	
Haloacetic Acids (Total)	11.6	ug/L	1.0	1.0	1	02/11/21 06:14	02/13/21 11:04		
Monobromoacetic Acid	3.3	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:04	79-08-3	
Monochloroacetic acid	ND	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:04	79-11-8	M1
Trichloroacetic Acid	2.9	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:04	76-03-9	
Surrogates									
2,3-Dibromopropanoic Acid (S)	122	%	70-130		1	02/11/21 06:14	02/13/21 11:04	600-05-5	
524.2 THM									
Analytical Method: EPA 524.2									
Pace Analytical Services - Ormond Beach									
Bromodichloromethane	5.0	ug/L	1.0	0.37	1		02/17/21 03:01	75-27-4	
Bromoform	0.67J	ug/L	1.0	0.35	1		02/17/21 03:01	75-25-2	
Chloroform	3.1	ug/L	1.0	0.37	1		02/17/21 03:01	67-66-3	
Dibromochloromethane	4.8	ug/L	1.0	0.47	1		02/17/21 03:01	124-48-1	
Total Trihalomethanes (Calc.)	13.5	ug/L	1.0	0.47	1		02/17/21 03:01		
Surrogates									
4-Bromofluorobenzene (S)	96	%	70-130		1		02/17/21 03:01	460-00-4	
Toluene-d8 (S)	91	%	70-130		1		02/17/21 03:01	2037-26-5	
1,2-Dichlorobenzene-d4 (S)	105	%	70-130		1		02/17/21 03:01	2199-69-1	

REPORT OF LABORATORY ANALYSIS

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ANALYTICAL RESULTS

Project: 1Q 2021 WV3301933
Pace Project No.: 7359803

Sample: SHEETZ		Lab ID: 7359803002		Collected: 02/09/21 09:00		Received: 02/09/21 17:35		Matrix: Drinking Water	
Parameters	Results	Units	Report Limit	MDL	DF	Prepared	Analyzed	CAS No.	Qual
5522 Haloacetic Acids									
Analytical Method: EPA 552.2 Preparation Method: EPA 552.2									
Pace Analytical Services - WestVirginia									
Dibromoacetic acid	1.8	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:31	631-64-1	
Dichloroacetic acid	3.8	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:31	79-43-6	
Haloacetic Acids (Total)	11.6	ug/L	1.0	1.0	1	02/11/21 06:14	02/13/21 11:31		
Monobromoacetic Acid	3.4	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:31	79-08-3	
Monochloroacetic acid	ND	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:31	79-11-8	
Trichloroacetic Acid	2.6	ug/L	1.0	0.50	1	02/11/21 06:14	02/13/21 11:31	76-03-9	
Surrogates									
2,3-Dibromopropanoic Acid (S)	118	%	70-130		1	02/11/21 06:14	02/13/21 11:31	600-05-5	
524.2 THM									
Analytical Method: EPA 524.2									
Pace Analytical Services - Ormond Beach									
Bromodichloromethane	5.5	ug/L	1.0	0.37	1		02/17/21 03:29	75-27-4	
Bromoform	0.61J	ug/L	1.0	0.35	1		02/17/21 03:29	75-25-2	
Chloroform	4.1	ug/L	1.0	0.37	1		02/17/21 03:29	67-66-3	
Dibromochloromethane	4.9	ug/L	1.0	0.47	1		02/17/21 03:29	124-48-1	
Total Trihalomethanes (Calc.)	15.2	ug/L	1.0	0.47	1		02/17/21 03:29		
Surrogates									
4-Bromofluorobenzene (S)	98	%	70-130		1		02/17/21 03:29	460-00-4	
Toluene-d8 (S)	95	%	70-130		1		02/17/21 03:29	2037-26-5	
1,2-Dichlorobenzene-d4 (S)	104	%	70-130		1		02/17/21 03:29	2199-69-1	

REPORT OF LABORATORY ANALYSIS

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MONTHLY OPERATIONAL REPORT

Required Surface/(GWUDI)

PWSID NUMBER: WV 3301933

MONTH/YEAR: February 2021

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)	delpack		fluoride								potassium permanganate		Pre Chlorine		Post Chlorine		Number of Filters Washed	Wash Water (GALS)						
				lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm								
1	8	340,800	710	154	54.2		0.0	7	2.5					4	0.3		0.0	5	1.8	2	10,500						
2	15	721,700	802	326	54.2		0.0	12	2.0					6	1.0		0.0	9	1.5	2	10,840						
3	10	502,400	837	227	54.2		0.0	10	2.4					7	1.7		0.0	7	1.7	2	10,356						
4	12	600,500	834	271	54.1		0.0	13	2.6					10	2.0		0.0	8	1.6	2	10,970						
5	11	528,100	800	239	54.3		0.0	11	2.5					9	2.0		0.0	8	1.8	2	11,087						
6	12	564,400	784	255	54.2		0.0	12	2.5					8	1.7		0.0	8	1.7	2	11,469						
7	6	311,200	864	141	54.3		0.0	6	2.3					6	2.3		0.0	4	1.5	2	10,590						
8	16	774,200	806	350	54.2		0.0	16	2.5					9	1.4		0.0	13	2.0	2	12,671						
9	12	596,000	828	269	54.1		0.0	11	2.2					7	1.4		0.0	8	1.6	2	13,116						
10	11	518,500	786	234	54.1		0.0	10	2.3					6	1.4		0.0	9	2.1	2	11,388						
11	11	527,200	799	238	54.1		0.0	10	2.3					9	2.0		0.0	10	2.3	2	13,458						
12	11	518,200	785	234	54.1		0.0	10	2.3					6	1.4		0.0	8	1.9	2	12,364						
13	13	651,200	835	294	54.1		0.0	12	2.2					8	1.5		0.0	10	1.8	2	12,075						
14	6	307,500	854	139	54.2		0.0	6	2.3					4	1.6		0.0	4	1.6	2	11,450						
15	9	450,100	834	203	54.1		0.0	8	2.1					5	1.3		0.0	8	2.1	2	13,627						
16	15	731,400	813	330	54.1		0.0	15	2.5					9	1.5		0.0	12	2.0	2	9,873						
17	14	674,800	803	305	54.2		0.0	12	2.1					10	1.8		0.0	11	2.0	2	11,925						
18	11	523,400	793	237	54.3		0.0	11	2.5					9	2.1		0.0	9	2.1	2	13,000						
19	11	530,500	804	240	54.2		0.0	10	2.3					9	2.0		0.0	8	1.8	2	14,036						
20	11	536,800	813	243	54.3		0.0	11	2.5					9	2.0		0.0	8	1.8	2	12,886						
21	7	323,400	770	146	54.1		0.0	5	1.9					5	1.9		0.0	5	1.9	2	10,832						
22	17	794,400	779	359	54.2		0.0	14	2.1					14	2.1		0.0	12	1.8	2	11,731						
23	11	538,800	816	244	54.3		0.0	12	2.7					10	2.2		0.0	5	1.1	2	12,148						
24	13	609,600	782	276	54.3		0.0	11	2.2					11	2.2		0.0	10	2.0	2	12,070						
25	11	520,300	788	235	54.2		0.0	12	2.8					11	2.5		0.0	7	1.6	2	11,406						
26	15	685,400	762	310	54.2		0.0	15	2.6					14	2.4		0.0	12	2.1	2	12,938						
27	12	595,300	827	330	66.5		0.0	11	2.2					10	2.0		0.0	8	1.6	2	13,746						
28	6	315,800	877	254	96.4		0.0	6	2.3					6	2.3		0.0	4	1.5	2	12,243						
29																											
30																											
31																											
TOTAL	317	15,291,900	22,585	7,083.0	1,571.8			299.0	65.6					231.0	50.0			230.0	50.1	56.0	334,795						
AVG	11	546,139	807	253.0	56.1			10.7	2.3					8.3	1.8			8.2	1.8	2	11,957						

PWSID NUMBER: WV 3301933

MONTH/YEAR: February 2021

ANALYTICAL RESULTS

Date	Plant (Free)	System (Total)	Chlorine Residual (mg/L)	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	1.5	1.0	196	college street	igd	5.6	0.7	0.03	7.4	7.3	7.10	
2	1.4	1.2	swmp		ppd	6.3	0.7	0.04	7.4	7.3	7.10	
3	1.4	1.1	h mart		ppd	6.3	0.7	0.04	7.3	7.2	7.00	
4	1.4	1.1	ncic		dcg	5.6	0.7	0.04	7.4	7.3	7.20	
5	1.3	1.4	dollar general		ppd	5.6	0.7	0.04	7.3	7.2	7.10	
6	1.5	1.2	kings		ddg	7.8	0.7	0.04	7.3	7.2	7.10	
7	1.5	1.1	pivot		deg	6.8	0.7	0.04	7.5	7.4	7.20	
8	1.4	1.0	subway		dcg	7.3	0.8	0.05	7.5	7.3	7.30	
9	1.4	1.5	seven eleven		igd	7.5	0.7	0.05	7.6	7.3	7.20	
10	1.4	1.2	Edward Jones		ppd	7.5	0.7	0.04	7.3	7.2	7.00	
11	1.5	1.1	christian bldg		ppd	8.2	0.7	0.04	7.3	7.2	7.10	
12	1.5	1.1	sheez		ppd	3.2	0.7	0.04	7.3	7.2	7.10	
13	1.5	1.6	water tanks		deg	3.4	0.7	0.04	7.3	7.2	7.10	
14	1.6	1.0	mcDonalds		deg	2.9	0.7	0.03	7.5	7.4	7.40	
15	1.4	1.0	dairy queen		dcg	2.9	0.7	0.03	7.5	7.4	7.30	
16	1.6	1.0	shep chronicle		dcg	3.2	0.7	0.04	7.4	7.3	7.20	
17	1.4	1.1	town hall		cwc	4.8	0.7	0.04	7.3	7.1	7.00	
18	1.5	1.3	310 N Princess		ppd	6.8	0.7	0.04	7.3	7.2	7.10	
19	1.4	1.1	shepherdstown pharmacy		ppd	9.5	0.7	0.03	7.3	7.2	7.10	
20	1.4	1.2	dominos		deg	9.0	0.7	0.04	7.3	7.1	7.00	
21	1.5	1.0	h mart		deg	9.0	0.7	0.06	7.4	7.3	7.20	
22	1.3	1.2	Public Works		deg	7.8	0.7	0.03	7.5	7.4	7.20	
23	1.5	1.2	marias		deg	5.9	0.7	0.04	7.5	7.3	7.30	
24	1.4	1.2	food lion		ppd	8.2	0.7	0.03	7.4	7.3	7.20	
25	1.5	1.0	528 sandpiper lane		alw	16.1	0.7	0.04	7.2	7.1	6.90	
26	1.4	1.0	union alley		dcg	52.2	0.7	0.03	7.3	7.2	7.10	
27	1.4	1.2	goodwill		deg	42.2	0.7	0.04	7.4	7.3	7.20	
28	1.3	1.3	sheez		deg	32.7	0.7	0.04	7.3	7.3	7.10	
29												
30												
31												
TOTAL	40.3	32.4				294.3	20.2	1.09	206.50	203.10	199.80	
AVG	1.4	1.2				10.5	0.7	0.04	7.38	7.25	7.14	

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)

Date:

(Certified Operator Signature Required)

Certification #:

WVOP01358

Exp. Date: 3/31/2022

Certification Class

III

Number of Filters Used
Total Filter Surface Area
Average Filter Run/Each Filter
% Backwash Water

(filters)
(sq. ft.)
(hrs.)
(%)

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: February 2021

ANALYTICAL RESULTS (mg/L)

DATE	Iron		Manganese		Phenolphthalein Alkalinity		Total Alkalinity		Calcium Hardness		Total Dissolved Solids (TDS) (Finished)	TEMP °F or C° (Finished)	Langelier Saturation Index (Finished)
	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished			
1						94				152		3.4	
2						90				155		4.9	
3						94				160		6.7	
4						95				155		5.9	
5						88				119		6.1	
6						93				214		5.8	
7						90				143		7.5	
8						92				145		5.1	
9						100				150		6.4	
10						89				155		5.3	
11						57				138		6	
12						80				139		4.4	
13						85				144		5.6	
14						82				132		5.2	
15						77				138		5.1	
16						77				137		4.5	
17						88				143		4.7	
18						75				131		4.2	
19						63				133		4.1	
20						54				99		6.3	
21						81				104		5.7	
22						67				101		5.5	
23						58				107		5.5	
24						68				112		5.9	
25						61				117		7.9	
26						39				84		7	
27						31				74		8.1	
28						34				69		8.9	
29													
30													
31													
TOTAL						2102				3650		161.7	
AVG						75				130		6	

MONTHLY COMBINED FILTER EFFLUENT TURBIDITY REPORT

Required for Surface/GWUDI Systems

PWSID NUMBER: WV

3301933

MONTH/YEAR: February 2021

SYSTEM TYPE:(Check One)

☒ X Surface

GWUDI

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	0.030	10am	0.030	2pm	0.040	6pm	0.040			2		
2	6am	0.060	10am	0.060	2pm						4		
3	6am	0.060	10am	0.040	2pm	0.040					3		
4	6am	0.040	10am	0.030	2pm	0.030					3		
5	6am	0.040	10am	0.030	2pm	0.040					3		
6	6am	0.070	10am	0.040	2pm	0.030					3		
7	6am	0.040	10am	0.040	2pm						2		
8	6am	0.050	10am	0.040	2pm	0.040	6pm	0.060			4		
9	6am	0.040	10am	0.040	2pm	0.040					3		
10	6am	0.040	10am	0.040	2pm	0.040					3		
11	6am	0.040	10am	0.040	2pm	0.040					3		
12	6am	0.040	10am	0.030	2pm	0.040					3		
13	6am	0.050	10am	0.040	2pm	0.030	6pm	0.030			4		
14	6am	0.030	10am	0.030	2pm						2		
15	6am	0.040	10am	0.030	2pm	0.030					3		
16	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			4		
17	6am	0.040	10am	0.030	2pm	0.030	6pm	0.040			4		
18	6am	0.040	10am	0.040	2pm	0.030					3		
19	6am	0.040	10am	0.030	2pm	0.030					3		
20	6am	0.040	10am	0.040	2pm	0.030					2		
21	6am	0.060	10am	0.040	2pm	0.050					5		
22	6am	0.040	10am	0.030	2pm	0.030	6pm	0.040	10pm	0.030	3		
23	6am	0.030	10am	0.040	2pm	0.030	6pm	0.040			4		
24	6am	0.070	10am	0.030	2pm	0.030	6pm	0.040			3		
25	6am	0.040	10am	0.030	2pm	0.030	6pm	0.040			4		
26	6am	0.040	10am	0.030	2pm	0.030	6pm	0.040			3		
27	6am	0.050	10am	0.050	2pm	0.040					2		
28	6am	0.050	10am	0.050									
29													
30													
31													

*Slow sand: use 1 NTU in lieu of 0.3 NTU & 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

Total # of Samples

88 88

% <= 0.3 NTU x 100*

100%

Readings over 1 NTU**

0

Highest single turbidity reading 0.070

Lowest single turbidity reading 0.030

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

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

CONTINUOUS MONITORING

MONTHLY CHLORINE RESIDUAL REPORT - Required Surface and GUDI Sources

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933MONTH/YEAR: February 2021SYSTEM TYPE:(Check One) X Surface GWUDISYSTEM NAME Shepherdstown Water PHONE NUMBER (304) 876-2394 COUNTY jefferson****Please report Chlorine Residual values to one decimal places (0.0)****

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> </u>													Total # of Samples Taken <u> </u>

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

QUARTER/YEAR	2021
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County Jefferson

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)					
Total							
Annual Average							

(Certified Operator's Printed Name Required)

(Certified Operator's Signature Required)

(Certified Operator's Signature Required)

Exp. Date _____

Telephone Number

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

FLUORIDATION REPORT
MONTHLY SUMMARY OF OPERATION

PWSID NUMBER: WV

3301933

(Required)

MONTH/YEAR: February 2021

SYSTEM TYPE:(Mark One)

Ground

☒

Surface

Ground Water Under the Influence of Surface Water

SYSTEM NAME Shepherdstown Water

PHONE NUMBER 876-2394

COUNTY Jefferson

FLUORIDE CHEMICAL USED: HYDROFLUOSILICIC ACID

PURITY: 23.5%

DATE	GALLONS OF WATER TREATED*	POUNDS/GAL OF CHEMICALS USED	ANALYTICAL RESULTS (mg/L)	
			PLANT EFFLUENT	DISTRIBUTION SYSTEM
1	340800.00	7.00	0.85	0.74
2	721700.00	12.00	0.84	0.68
3	502400.00	10.00	0.84	0.59
4	600500.00	13.00	0.98	0.61
5	528100.00	11.00	0.88	0.82
6	564400.00	12.00	0.77	0.71
7	311200.00	6.00	0.91	0.78
8	774200.00	16.00	1.10	0.85
9	596000.00	11.00	1.10	0.66
10	518500.00	10.00	0.85	0.66
11	527200.00	10.00	0.81	0.67
12	518200.00	10.00	0.74	0.78
13	651200.00	12.00	0.84	0.84
14	307500.00	6.00	0.50	0.77
15	450100.00	8.00	0.86	0.80
16	731400.00	15.00	0.76	0.73
17	674800.00	12.00	0.82	0.77
18	523400.00	11.00	0.80	0.71
19	530500.00	10.00	0.81	0.79
20	536800.00	11.00	0.71	0.63
21	323400.00	5.00	1.10	0.81
22	794400.00	14.00	0.65	0.73
23	538800.00	12.00	0.69	0.77
24	609600.00	11.00	0.70	0.63
25	520300.00	12.00	0.72	0.65
26	685400.00	15.00	0.70	0.68
27	595300.00	11.00	0.70	0.65
28	315800.00	6.00	0.98	0.79
29				
30				
31				
TOTAL	15,291,900.00	299.00	23.01	20.30
AVERAGE	546,139.29	10.68	0.82	0.73
HIGHEST READING			1.10	0.85
LOWEST READING			0.50	0.59

*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: _____

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
 Capitol and Washington Streets, 1 Davis Square, Suite 200, Charleston, WV 25301-1798
 Phone: (304) 558-2981 FAX: (304) 558-0139



ARTHUR AUXER
MAYOR
CORP OF SHEPHERDSTOWN-WV
PO BOX 248
SHEPHERDSTOWN, WV 25443-0248

February 26, 2021

Dear Arthur:

With the current challenges we are facing, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses. The West Virginia Municipal League (WVML) is pleased to, once again, endorse the National League of Cities (NLC) Service Line Warranty Program as a preferred program partner this year, providing this protection to homeowners.

Offered at no cost to League members, the NLC Service Line Warranty Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$8,500 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for West Virginia cities to participate
- Revenue share component to help drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Twenty-four West Virginia municipalities currently offer the program, which has saved West Virginia homeowners over \$1 million in repair costs over the past three years. This is the only program of its kind endorsed by the National League of Cities and multiple state leagues.

The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding national reputation. We encourage you to consider joining over 850 U.S. municipalities in adopting the NLC Service Line Warranty Program for your citizens.

For more information, please contact Christopher Rebar of HomeServe. Christopher Rebar can be reached at (412) 215-7331 or Christopher.Rebar@HomeServeUSA.com. Their website is www.servicelinepartner.com.

Sincerely,

Travis L. Blosser
Executive Director

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



March 5, 2021

Amy L. Boyd, Town Clerk
Mr. Hoy G. Shingleton, Esq.
Corporation of Shepherdstown
104 North King Street
Post Office Box 248
Shepherdstown, WV 25443-0248

10:44 AM MAR 05 2021 EXEC SEC DIV

RE: ORDW- Shepherdstown 21A
Review of Corporation of Shepherdstown's Water Rate Ordinance

Dear Ms. Boyd and Mr. Shingleton:

Thank you for taking time out from your busy schedules to speak with me about the review of the Corporation of Shepherdstown's Water Rate Ordinance adopted on January 12, 2021. Also, I wish to thank you for your prompt responses in supplying the missing information.

As you promised, the needed information to complete my review of the subject Ordinance was filed by facsimile transmission on February 22 and March 4, 2021, respectfully. With the receipt of the post-adoption Affidavit on March 4, 2021, I am pleased to advise that the Commission has received all necessary information, confirming that the January 12, 2021 Ordinance was properly adopted and all required Notices were given. Further, since there has been no protest filed to the adopted Ordinance with the Commission, the Ordinance may be placed into effect by the Corporation. The 45-day protest period after adoption expired on February 26, 2021.

By copy of this letter, the Commission's Executive Secretary and Tariff Officer will be advised that, having satisfied all adoption requirements, the Corporation's tariff should be accepted by the Commission for filing.

ORDW Shepherdstown 21A

March 5, 2021

Page 2

If I may be of further assistance, please do not hesitate to email me or call. I have listed my contact information below.

Sincerely,

/s/ Meyishi Pearl Blair

MEYISHI PEARL BLAIR, ESQ.
Staff Attorney, WV State Bar No. 360
mblair@psc.state.wv.us
(304) 340-0487

MPB/cs

cc: Connie Graley, Executive Secretary
Amber Cross, Tariff Officer

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10:46 AM MAR 05 2021 EXEC SEC DIV