

Water & Sanitary Board Agenda
Wednesday, February 23, 2022
12:30 p.m.
Shepherdstown Community Club
102 East German Street
Masks Required

1. Call to Order
2. Review and approval of Draft Water and Sanitary Board Minutes of January 25, 2022
3. Visitors
4. Finances
 - a. Financial Statements – Not available
5. Flow and Quality Reports
 - a. (1) Water – Reports – information item
 - b. (2) Sewer – Reports - information item
6. Unfinished Business
 - a. Sewer Use Ordinance – Revision and comments – Spring, 2022
 - b. Water Plant Improvement Project – Jeff Ekstrom to report
 - c. Boggus water adjustment – Report by Crystal Painter
7. New Business
 - a. Explanation of new Lead and Copper rule – 120 Water Representative –(1) Chazz Printz letter enclosed –(2) Mayor's letter enclosed – (3) Response from Joe Ritano
 - b. Sanitary Survey – Woody Coe Report
8. Mayor's Report
9. Next meeting date – March, 2022
10. Summarize Action Items from this meeting
11. Draft Agenda for next meeting
12. Adjournment

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 25, 2022

ATTENDEES: Water Board- J. Auxer, J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), A. Slater, and C. Stroeck

Sanitary Board- J. Auxer (Chair), and R. Keller

Town Staff- C. Coe, C. Painter, K. Shipley, and F. Welch

Visitors- J. Ekstrom, Ghosh Engineering
E. Boggess, Customer/Complainant
J. Riitano, 120 Water Corporation/Representative
E. Lewis, Developer/Applicant

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:31 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the December 2, 2021, regular meeting were reviewed and approved as submitted.

3. VISITORS.

J. Ekstrom attended the meeting to provide an update, agenda item 6.c.

J. Riitano attended the meeting to provide details regarding a drinking water service line inspection program, agenda item 7.b.

E. Boggess attended the meeting to appeal a decision concerning a billing error, agenda item 7.d.

E. Lewis attended the meeting to answer questions regarding his application, agenda item 7.e.

4. FINANCES.

J. Auxer advised that there were no financial reports this month due to the resignation of the town bookkeeper.

5. FLOW AND QUALITY REPORTS.

5.a WATER - NO VIOLATIONS.

C. Coe reported that water produced adhered to all applicable regulations and requirements and that there were no violations during the month.

5.b. SANITARY REPORTS – NO VIOLATIONS.

K. Shipley reported that treated sewage water discharged adhered to all applicable regulations and requirements and that there were no violations during the month.

6. UNFINISHED BUSINESS.

6.a FIRE HYDRANTS- STATUS REPORT.

K. Shipley reported that all repairs have been completed except for two hydrants (Duke Street and Stutzman-Slonaker Hall), the former of which was a later addition to the project and the latter is in service but has a drainage problem; both are slated for work this spring.

J. Auxer referred to a new report included in the monthly package that lists hydrants that are not in service.

6.b SEWER USE ORDINANCE – REVISION AND COMMENTS.

J. Auxer reported that no additional progress has been made on this effort. A meeting will be scheduled in the spring of 2022.

6.c WATER PLANT IMPROVEMENT PROJECT-UPDATE.

J. Ekstrom reported that work is underway on the alternate source (Town Run) piping just below the water plant. He also provided a report on equipment orders and shop drawings for the main plant improvements. He advised that the expected completion date remains the end of October.

6.d STEP II APPROVAL- SHEPHERDSTOWN PROFESSIONAL CENTER- WATER AND SEWER.

F. Welch reported that the Shepherdstown Professional Center, located at the stoplight on route 480 adjacent to Morgan Grove Park, has made progress requisite to move to Step II.

ACTION ITEM: A. SLATER MOVED AND M. GODFREY SECONDED THAT THE WATER BOARD AUTHORIZE STEP II FOR SHEPHERDSTOWN PROFESSIONAL CENTER; UNANIMOUSLY ADOPTED BY THE WATER BOARD.

ACTION ITEM: R. KELLER MOVED THAT THE SEWER BOARD AUTHORIZE STEP II FOR THE SHEPHERDSTOWN PROFESSIONAL CENTER; UNANIMOUSLY ADOPTED BY THE SEWER BOARD.

6.e BILLING QUESTIONS.

A. Slater reported that the transition from the postcard bills to statement billing has gone extremely well and complimented C. Painter and A. Boyd for their skillful management of the process. He noted that some customers have reported some frustration with registering, paying bills, linking accounts, and signing up for electronic bill presentation, but that is to be expected with any new automated platform. He stated that there were several customers upset with having to now pay a fee for electronic check payment and credit card payment. C. Painter advised that 829 customers have successfully registered, 48 have enrolled in autopay, and 40 customers are now enrolled in electronic billing. She advised that in two weeks customers may pay on-line without registering.

J. Auxer observed that with the completion of this project this agenda item may now be removed.

6.f. WATER DEPARTMENT- SOURCE WATER GRANT.

F. Welch reminded the board that the Water Department is the recipient of a \$50,000 source water sampling grant. The testing equipment will be deployed at two locations: the Potomac River near the intake, and the Town Run at the new intake structure. This new equipment will provide ongoing monitoring of five different parameters. M. Godfrey inquired of the previous sampling effort by the University's Dr. Peter nmVila. C. Coe advised basic monitoring equipment has been installed, noting the project was largely for the benefit of the students. M. Godfrey then inquired of the recent alleged contamination by Rockwool affecting the Elk Run and Elk Creek sources that primarily impact the Town of Harper's Ferry. C. Coe advised that he contacted Alan Marchun the West Virginia Bureau of Public Health District Engineer at Kearneysville who advised we do not have any immediate concerns or issues. Finally, M. Godfrey relayed reports of Dioxin and Styrene contaminants in some water supplies. C. Coe advised that we are monitoring as required by the State and will continue to monitor changes to compliance sampling.

7. NEW BUSINESS.

7.a. VIOLATIONS AT WATER PLANT.

C. Coe reported that two water monitoring reports sent to the State received violations due to minor changes in the source description. The laboratory normally performing the tests was impacted by COVID outbreak, consequently the samples were forwarded to another laboratory where the source descriptions were amended to avoid duplication, which gave cause to the violation. C.Stroeck inquired of an appeal

process. C. Coe advised that he did appeal which did allow for the results to be accepted, but not the reporting citation. C. Coe concluded by advising the Water Board that this will require a formal public notification which will be issued in May when the Consumer Confidence Report is issued. A. Slater inquired if we were subject to any financial penalties. C. Coe advised we are not.

7.b. EXPLANATION OF NEW LEAD AND COPPER RULE.

J. Auxer invited C. Coe to present his recommendation. C. Coe advised that a new lead and copper rule went into effect last December that will have a significant impact on our compliance plans. C. Coe advised that all water service lines must be inspected for lead fittings by October 16, 2024. He then introduced J. Riitano of 120 Water Corporation who discussed his firm's compliance proposal. The cost of inspecting all the Water Department's service lines is estimated to be approximately \$15,000 per year for two years to complete. Using a variety of EPA approved inspection techniques, all service lines will be inspected and proofed for lead, with approximately 90% of the lines not requiring digging. J. Riitano advised that 120 Water is providing this service for over 200 water systems of various sizes across the country including, in West Virginia, Charles Town, Wheeling and Wellsburg.

To A. Slater's question, J. Riitano advised that a part of their deliverable is the provision of ESRI based digital maps of all the service lines including, in some instances, photographs. M. Godfrey inquired about examining the Master Services Agreement. J. Riitano offered to provide a MSWord.doc file to the Town, J. Auxer will send to legal counsel for review. After further discussion action was taken on the proposal.

ACTION ITEM: M. GODFREY MOVED AND C. STROECHT SECONDED THAT THE WATER BOARD ACCEPT THE PROPOSAL BY 120 WATER CORPORATION FOR INSPECTING WATER SERVICE LINES TO COMPLY WITH NEW LEAD AND COPPER RULES; UNANIMOUSLY ADOPTED BY THE WATER BOARD.

7.c. EMERGENCY PURCHASE OF COMPOSITE SAMPLER.

F. Welch advised that the composite sampler at the waste-water plant is out of service with issues in the electronic gear rendering it beyond repair. Consequently F. Welch is requesting an emergency expenditure of \$10,715 to purchase a replacement unit. Following discussion action was taken.

ACTION ITEM: R. KELLER MOVED THAT THE SEWER BOARD AUTHORIZE THE PURCHASE OF A COMPOSITE SAMPLER TO BE PAID FROM EMERGENCY FUNDS; UNANIMOUSLY ADOPTED BY THE SEWER BOARD.

7.d. MISTAKE IN TWO CUSTOMERS BILLS DUE TO CROSSED METERS.

C. Painter reported that a billing error was recently discovered affecting two customers because the meters were crossed, totaling \$2,297.85, representing a credit to one customer and a corresponding additional balance due to E. Boggess. C. Painter advised that this error occurred when the system-wide automated metering system was deployed by a contractor in 2007. She advised that a two-year deferred payment plan was offered to E. Boggess to accommodate the financial impact.

J. Auxer then invited E. Boggess to make comments. E. Boggess noted that he did not dispute the facts, although he has requested additional documentation. He suggested that since the error has developed over a five-year period, he should be allowed to repay the \$2,297.85 adjustment over a five-year period. He advised that he contacted the West Virginia Public Service Commission on two occasions who

advised him the retrospective billing should be for three or four months. He also noted that there was a water disconnect in the recent past where the error should have been discovered.

S. Kemnitzer requested staff's recommendation on the matter. C. Painter recommended that the entire error be repaid over a two-year deferral period. Discussion ensued over West Virginia Public Service Commission regulations, C. Painter advised she has contacted the Commission and is expecting guidance shortly. R. Keller inquired if this service included sewer too, C. Painter advised it does include sewer service. R. Keller recommended making every accommodation to this customer as the problem was one that originated at the Water Department. After further discussion action was taken.

ACTION ITEM: S. KEMNITZER MOVED AND C. STROECHT SECONDED THAT THE WATER BOARD TABLE THE MATTER FOR THE NEXT BOARD MEETING, REQUEST STAFF PROVIDE A SPREADSHEET SHOWING THE TWO CUSTOMER'S BILLINGS GOING BACK TO THE DATE OF THE ERROR AND CONSIDER PENDING WEST VIRGINIA PUBLIC SERVICE COMMISSION GUIDANCE AT THAT TIME; UNANIMOUSLY ADOPTED BY THE WATER BOARD.

7.e. SHEPHERD VIEW APARTMENTS- CAPACITY LETTER.

F. Welch presented the request of Shepherd View Apartments for a water and sewer capacity letter based on plans and specifications presented by the developers. F. Welch advised that this five-building, 40 apartment complex will be located on Route 45 adjacent to the Domino's Pizza restaurant. F. Welch advised that J. Ekstrom had completed the engineering analysis and filed reports representing that adequate capacity exists for both water and sewer for this applicant. F. Welch advised that metering has not been resolved as the developer is looking at multiple options.

J. Auxer then recognized E. Lewis, the developer/applicant. E. Lewis discussed the project and stated that he is considering one water meter for the entire project, five meters for each building, or 40 meters, one for each apartment. He advised that he is modeling the cost of each option based on the minimum bill but expressed a preference for individual apartment metering to encourage conservation of water.

R. Keller suggested a review of Commission regulations as they relate to the resale of water. After further discussion action was taken.

ACTION ITEM: A. SLATER MOVED AND S. KEMNITZER SECONDED THAT THE WATER BOARD AUTHORIZE THE ISSUANCE OF AN ADEQUATE WATER CAPACITY LETTER FOR SHEPHERD VIEW APARTMENTS; UNANIMOUSLY ADOPTED BY THE WATER BOARD.

ACTION ITEM: R. KELLER MOVED THAT THE SEWER BOARD AUTHORIZE THE ISSUANCE OF AN ADEQUATE SEWER CAPACITY LETTER FOR SHEPHERD VIEW APARTMENTS; UNANIMOUSLY ADOPTED BY THE SEWER BOARD.

8. MAYOR'S REPORT.

J. Auxer opened the floor for comments.

K. Shipley advised that the sewer rates have not been adjusted since 2012 and that a rate increase is warranted. J. Ekstrom stated that preliminary analysis by David Decker shows a 19.5% rate increase can be justified. J. Auxer took this under advisement.

Before the meeting was to adjourn, Mrs. Kemnitzer, the Chair of the Water Board, asked for an additional topic to be addressed. She asked the Mayor why the Board had not received financial statement for the Water Department for several months. The last financial information sent to the Water and Sanitary Boards covers July 1 to September 30, 2021. She went on to say that she takes her fiduciary responsibility to our water customers very seriously. She expressed that having no financial reports for this long is completely unacceptable. She acknowledged that the staffing for financial management is controlled by the Town Council so asked the Mayor and the Town Council and especially the Town Finance Committee to solve this problem as soon as possible. The Mayor replied that Jim Ford, who was present for the meeting and is the Chair of the Town Finance Committee is working on the problem.

S. Kemnitzer asked for an update on providing water and sewer services to the newly proposed elementary and middle schools on Flowing Springs Road. F. Welch advised that there has been no change in status, he believes they remain interested, but no application has been made.

9. **NEXT MEETING DATE.**
Wednesday, February 23, 2022, at 12:30PM, venue to be determined.
10. **CONSENT.**
No action.
11. **SUMMARIZE ACTION ITEMS FROM THIS MEETING.**
See above.
12. **DRAFT AGENDA FOR NEXT MEETING.**
No action.
13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:04PM.

Respectfully Submitted: A. Slater

December 2021 Monthly Reports

	Avg.		Max		Avg.	Max		Avg.	Max		Avg. Lbs.	Max Lbs.		Yearly Lbs.	Yearly Lbs.
Flow	0.2580	Mgd	0.3311	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A	N/A			
BOD	<2.0	Mg/l	<2.0	Mg/l	30	60		4.90	4.90	167	167	334			
TSS	2.5	Mg/l	2.5	Mg/l	30	60		6.12	6.12	167	167	334			
TKN	1.21	Mg/l	2.60	Mg/l	3	6		2.63	4.75	17	17	33			
Fecal	<10	Cnts/100 MI	<10	Cnts/100 MI	200	400		N/A	N/A	N/A	N/A	N/A			
Total N	1.44	Mg/l	2.60	Mg/l	Rpt Only	Rpt Only		N/A	96.04	N/A	N/A	507		169.5	6091
Total P	<0.01	Mg/l	<0.01	Mg/l	Rpt Only	Rpt Only		N/A	0.67	N/A	N/A	50.7		4.68	609
Copper	0.0037	Mg/l	0.0037	Mg/l	0.0094	0.0212		N/A	N/A	N/A	N/A	N/A			
Zinc	0.0342	Mg/l	0.0342	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A	N/A			
Lead	<0.0025	Mg/l	<0.0025	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A	N/A			
Aluminum	0.0642	Mg/l	0.0642	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A	N/A			
Chloride	70	Mg/l	70	Mg/l	Rpt Only	Rpt Only		N/A	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	N/A			
PH	7.1	S.U.	7.1	S.U.	Min Allowed	Max Allowed		N/A	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	15.9715	Tons	145.1854	Tons	13	22.4		
Olcott Field 2		Tons		Tons				
Olcott Field 3		Tons	2.664	Tons				
Olcott Field 4		Tons		Tons				
Olcott Field 6		Tons	2.772	Tons				
Blair-Carter Field 1		Tons	2.436	Tons				
Blair-Carter Field 3		Tons		Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1		Tons		Tons				
Willard Field 3		Tons		Tons				
Willard Field 4		Tons		Tons				
Colbert Field 3		Tons		Tons				
Colbert Field 4		Tons		Tons				
Oakley Field 2		Tons		Tons				
Putz Field 2		Tons		Tons				

Month DecemberYear 2021Plant Shepherdstown W.W.T.P.City Shepherdstown

Operator

Kenneth Shipley

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

INFLUENT WASTEWATER																				DIGESTERS		ACTIVATED SLUDGE		EFFLUENT TEMP.		PLANT EFFLUENT					
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/l)												
1	0.02			0.3311				36000	16152																						
2				0.2999				36000	16152																						
3				0.2889				24000	16152																						
4				0.2611				24000																							
5				0.2865				20000																							
6		342	149	0.2935				20000	16152			2.5	<2	<10		7.1	0.40	0.63	<0.01												
7				0.2882				36000	16152																						
8				0.2925			8	36000	16152																						
9				0.2882				36000	16152																						
10				0.3210				36000	16152																						
11	0.01			0.2564				36000																							
12				0.2424				16000																							
13				0.2706				36000	16152								0.63	1.10	<0.01												
14				0.2562				36000	16152	8544																					
15				0.2286				36000	16152																						
16				0.2639				36000	16152																						
17				0.2650			8	24000	16152																						
18	0.09			0.2518				24000																							
19				0.2111				24000																							
20				0.2492				24000	16152																						
21				0.2529				36000	16152																						
22				0.2509				45000	16152																						
23				0.2540				45000																							
24				0.2365				20000																							
25	0.29			0.1976				20000																							
26				0.1914				20000																							
27	0.02			0.2270				45000	16152																						
28				0.2160			7	45000	16152	8331																					
29	0.08			0.2191				45000	16152									2.60	2.60	<0.01											
30	0.28			0.2450				45000																							
31				0.2607				20000																							
Total	0.79	342	149	7.9972			23	982000	306888	25787		2.5	<2	<10		7.1	3.63	4.33	<0.01												
Average	0.11	342	149	0.2580			7.7	31677	16152	8596		2.5	<2	<10		7.1	1.21	1.44	<0.01												
Minimum	0.01	342	149	0.1914			7	16000	16152	8331		2.5	<2	<10		7.1	0.40	0.63	<0.01												
Maximum	0.29	342	149	0.3311			8	45000	16152	8912		2.5	<2	<10		7.1	2.60	2.60	<0.01												

City

Shenandoah

Operator

Kenny Shipley

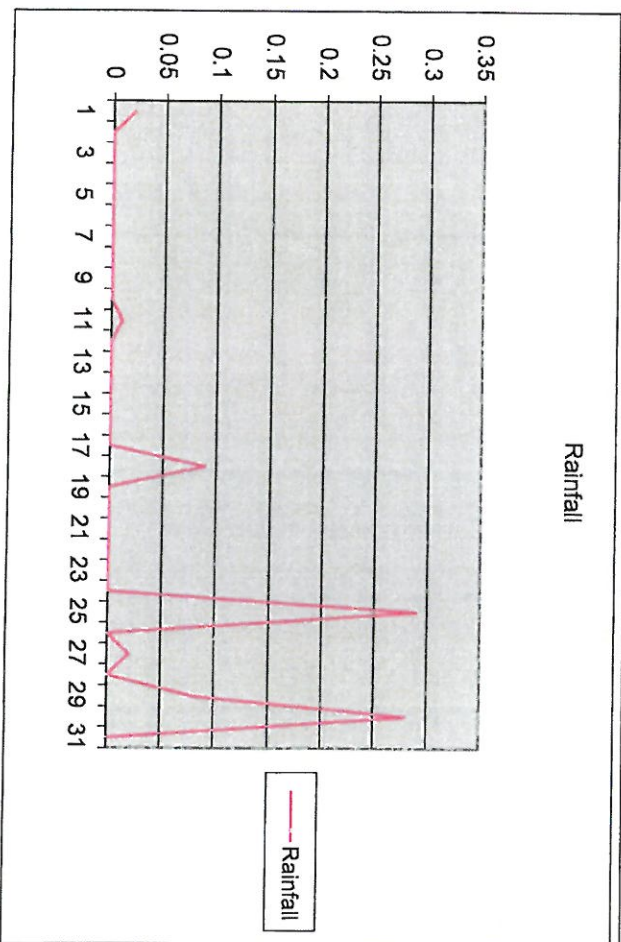
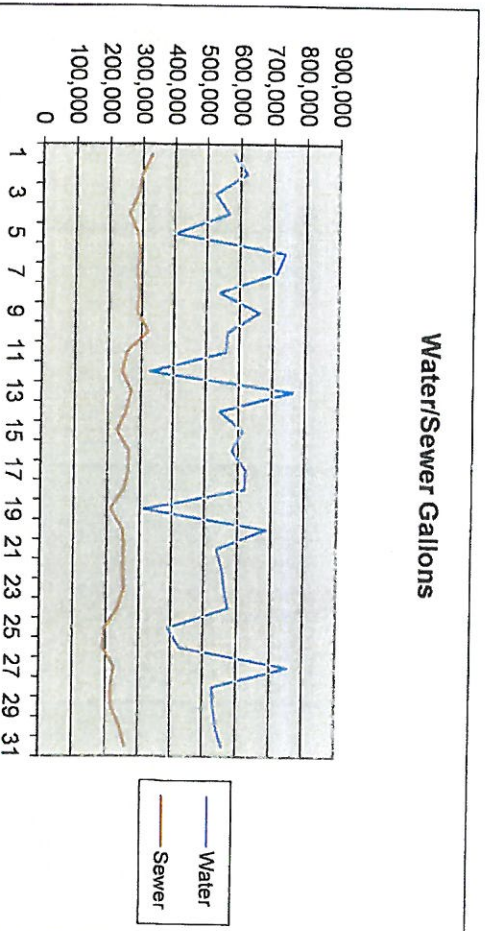
MAIL ONE COPY EACH TO:

Office of Environmental Health Services
 Certification & Training Program
 350 Capitol Street, Room 313
 Charleston WV 25301-1798

Division of Environmental Protection
 ATTN: Municipal Branch
 601- 57th Street
 Charleston, WV 25304

Water/Sewer Flows December 2021

Date	Water	Sewer	RainFall
1	581,900	331,100	0.02
2	620,500	299,900	0.00
3	525,800	288,900	0.00
4	567,300	261,100	0.00
5	402,200	286,500	0.00
6	737,900	293,500	0.00
7	713,300	288,200	0.00
8	540,100	292,500	0.00
9	662,500	288,200	0.00
10	566,900	321,000	0.00
11	561,400	256,400	0.01
12	328,000	242,400	0.00
13	766,000	270,600	0.00
14	544,400	256,200	0.00
15	613,700	228,600	0.00
16	581,900	263,900	0.00
17	623,900	265,000	0.00
18	621,800	251,800	0.09
19	315,600	211,100	0.00
20	686,900	249,200	0.00
21	539,400	252,900	0.00
22	555,000	250,900	0.00
23	564,000	254,000	0.00
24	574,900	236,500	0.00
25	393,000	197,600	0.29
26	429,500	191,400	0.00
27	755,900	227,000	0.02
28	529,500	216,000	0.00
29	533,600	219,100	0.08
30	541,400	245,000	0.28
31	560,100	260,700	0.00
Avg.	565,752	257,974	0.03



MONTHLY OPERATIONAL REPORT

Required Surface/(GWUDI)

MONTH/YEAR: January 2022
SYSTEM NAME Shepherdstown Water

PWSID NUMBER: WV 3301933

PHONE NUMBER 304-876-2394

COUNTY

Jefferson

PLANT FLOW				CHEMICALS USED																Indicate chemicals used in blocks below				FILTER BACKWASH			
DATE	Plant Oper Time (HRS)	Filtered Water (GALS)	Flow Rate (GPM)	del pac		fluoride		potassium permanganate		Ple Chlorine		Post Chlorine		Number of Filters Washed	Wash Water (GALS)												
1	11	550,400	812	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	2	14,000												
2	7	315,300	796	143	54.2		0.0	7	2.7		0.0	4	1.5		17,893												
3	16	762,300	820	345	54.2		0.0	16	2.5		0.0	9	1.4		20,847												
4	10	472,300	787	213	54.1		0.0	9	2.3		0.0	5	1.3		15,500												
5	11	530,400	804	240	54.3		0.0	11	2.4		0.0	6	1.4		16,676												
6	13	631,600	810	286	54.3		0.0	13	2.5		0.0	8	1.5		15,000												
7	15	727,200	808	329	54.2		0.0	16	2.6		0.0	9	1.5		29,758												
8	13	605,300	807	274	54.2		0.0	13	2.6		0.0	7	1.4		27,652												
9	7	314,200	806	142	54.2		0.0	7	2.7		0.0	4	1.5		16,285												
10	16	786,200	814	355	54.2		0.0	16	2.4		0.0	9	1.4		16,362												
11	10	481,900	803	218	54.2		0.0	10	2.5		0.0	7	1.7		17,206												
12	15	754,900	839	341	54.2		0.0	12	1.9		0.0	8	1.3		14,631												
13	13	622,800	798	281	54.1		0.0	13	2.5		0.0	6	1.2		14,236												
14	14	663,400	790	300	54.2		0.0	15	2.7		0.0	4	0.7		14,238												
15	14	695,800	817	315	54.2		0.0	14	2.4		0.0	4	0.7		14,180												
16	8	371,500	804	168	54.2		0.0	8	2.6		0.0	2	0.6		15,147												
17	12	598,200	831	270	54.1		0.0	12	2.4		0.0	4	0.8		14,119												
18	15	727,900	809	329	54.2		0.0	15	2.5		0.0	4	0.7		13,000												
19	12	576,500	801	261	54.3		0.0	13	2.7		0.0	4	0.8		13,486												
20	14	686,900	818	310	54.1		0.0	12	2.1		0.0	3	0.5		14,119												
21	12	604,100	839	273	54.2		0.0	15	3.0		0.0	4	0.8		13,615												
22	13	627,000	804	283	54.1		0.0	14	2.7		0.0	4	0.8		14,215												
23	7	339,500	808	153	54.0		0.0	7	2.5		0.0	2	0.7		16,878												
24	16	772,500	805	349	54.2		0.0	16	2.5		0.0	5	0.8		17,124												
25	16	791,100	824	358	54.3		0.0	16	2.4		0.0	5	0.8		16,500												
26	13	654,100	839	296	54.3		0.0	14	2.6		0.0	3	0.5		25,000												
27	14	672,600	801	304	54.2		0.0	15	2.7		0.0	4	0.7		13,240												
28	13	632,100	810	286	54.3		0.0	13	2.5		0.0	4	0.8		13,646												
29	13	628,200	818	284	54.2		0.0	13	2.5		0.0	4	0.8		14,000												
30	8	409,000	821	185	54.2		0.0	9	2.6		0.0	2	0.6		18,148												
31	14	717,600	831	324	54.2		0.0	15	2.5		0.0	4	0.7		511,612												
TOTAL	384	18,722,800	25,171	8,462.3	1,679.9			391.0	77.9			156.0	30.0		16,504												
AVG	12	603,961	812	273.0	54.2			12.6	2.5			5.0	1.0														

PWSID NUMBER: WV 3301933

ANALYTICAL RESULTS

MONTH/YEAR:

January

2022

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	1.5	1.0	kwik check	dag	6.1	0.7	0.08	7.4	7.2	7.40	
2	1.5	1.1	sheeiz	dag	5.6	0.7	0.08	7.4	7.3	7.30	
3	1.5	1.0	subway	dcx	21.2	0.7	0.08	7.4	7.3	7.40	
4	1.4	0.8	shep chronicle	dcx	25.6	0.7	0.08	7.4	7.2	7.30	
5	1.5	1.3	spwd	ppd	23.6	0.7	0.10	7.2	7.1	7.00	
6	1.6	1.1	106 college street	alw	15.3	0.7	0.08	7.1	6.9	7.00	
7	1.7	1.2	dollar general	ppd	12.9	0.7	0.09	7.1	6.9	7.00	
8	1.7	1.1	528 sandpiper lane	alw	11.4	0.7	0.10	7.2	7.1	7.00	
9	1.8	0.8	dairy queen	dag	10.9	0.7	0.09	7.1	7.2	7.10	
10	1.7	1.0	dominos	dag	10.2	0.7	0.10	7.2	6.9	7.30	
11	1.7	0.9	frocs	dcx	10.2	0.7	0.08	7.2	7.1	7.40	
12	1.8	0.5	nctc hydrant	ppd	10.0	0.7	0.09	7.2	7.1	7.00	
13	1.7	1.2	shep sweet shop	rdj	11.0	0.7	0.10	7.3	7.2	7.10	
14	1.7	1.2	h mart	ppd	10.5	0.7	0.10	7.3	7.2	7.00	
15	1.8	1.1	maiden lane	alw	10.2	0.7	0.12	7.3	7.2	7.10	
16	1.8	1.3	food lion	dag	12.5	0.7	0.08	7.2	7.1	7.00	
17	1.8	1.4	rocs	rdj	10.9	0.7	0.08	7.0	6.7	7.10	
18	1.8	1.0	chrisman bldg	dcx	9.5	0.7	0.08	7.3	7.1	7.20	
19	1.7	0.5	churleys	ppd	6.6	0.7	0.09	7.2	7.1	7.00	
20	1.8	1.6	brown auto	rdj	7.0	0.7	0.08	7.1	7.0	7.00	
21	1.4	1.4	betlys	rdj	7.3	0.7	0.05	7.3	7.2	7.00	
22	1.5	1.1	ray street	alw	8.0	0.7	0.04	7.3	7.2	7.40	
23	1.5	1.2	sheeiz	dcx	8.1	0.7	0.04	7.2	7.3	7.40	
24	1.5	1.1	maria's	dcx	9.0	0.7	0.03	7.2	7.3	7.40	
25	1.5	1.1	king's	dcx	8.2	0.7	0.04	7.1	7.0	7.00	
26	1.6	1.3	kumo	ppd	6.1	0.7	0.03	6.9	6.8	6.70	
27	1.5	1.1	322 w. german street	ppd	6.6	0.7	0.03	7.0	6.9	7.00	
28	1.6	0.9	green pineapple	dag	6.6	0.7	0.04	7.2	7.1	7.10	
29	1.4	1.1	dominos	dag	6.6	0.7	0.03	7.3	7.2	7.20	
30	1.5	1.1	goodwill	rdj	7.0	0.7	0.03	7.3	7.2	7.20	
31	1.5	1.1	goodwill	rdj	321.3	22.3	2.16	223.70	219.70	220.90	
TOTAL	49.9	34.1			10.4	0.7	0.07	7.22	7.09	7.13	
AVG	1.6	1.1									

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

Number of Filters Used:

Total Filter Surface Area:

Average Filter Run/Each Filter:

% Backwash Water:

(filters)

(sq. ft.)

(hrs.)

%

0

2.73%

MONTHLY COMBINED FILTER EFFLUENT TURBIDITY REPORT

Required for Surface/GWUDI Systems

 PWSID NUMBER: WV 3301933
 SYSTEM TYPE:(Check One) ☒ Surface
 SYSTEM NAME: Shepherdstown Water

 PHONE NUMBER
 GWUDI

 MONTH/YEAR: January 2022
 COUNTY Jefferson
 304-876-2394

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	0.090	10am	0.080	2pm	0.080					3		
2	6am	0.090	10am	0.080	2pm	0.080					2		
3	6am	0.080	10am	0.080	2pm	0.080					4		
4	6am	0.080	10am	0.080	2pm	0.080					4		
5	6am	0.090	10am	0.080	2pm	0.090					3		
6	6am	0.080	10am	0.070	2pm	0.070					3		
7	6am	0.080	10am	0.080	2pm	0.100					4		
8	6am	0.140	10am	0.080	2pm	0.100					4		
9	6am	0.090	10am	0.080	2pm	0.100					4		
10	6am	0.080	10am	0.100	2pm	0.090					2		
11	6am	0.080	10am	0.080	2pm	0.080					4		
12	6am	0.070	10am	0.080	2pm	0.090					3		
13	6am	0.070	10am	0.090	2pm	0.120					4		
14	6am	0.080	10am	0.090	2pm	0.100					4		
15	6am	0.100	10am	0.100	2pm	0.140					4		
16	6am	0.080	10am	0.080	2pm	0.080					2		
17	6am	0.080	10am	0.080	2pm	0.080					3		
18	6am	0.080	10am	0.080	2pm	0.130					4		
19	6am	0.090	10am	0.100	2pm	0.040					4		
20	6am	0.050	10am	0.030	2pm	0.030					3		
21	6am	0.040	10am	0.040	2pm	0.030					4		
22	6am	0.040	10am	0.040	2pm	0.030					4		
23	6am	0.040	10am	0.040	2pm	0.030					4		
24	6am	0.030	10am	0.030	2pm	0.030					4		
25	6am	0.030	10am	0.030	2pm	0.030					4		
26	6am	0.030	10am	0.030	2pm	0.030					4		
27	6am	0.030	10am	0.030	2pm	0.030					4		
28	6am	0.030	10am	0.030	2pm	0.030					4		
29	6am	0.030	10am	0.030	2pm	0.030					4		
30	6am	0.040	10am	0.030	2pm	0.070					4		
31	6am	0.030	10am	0.020	2pm	0.020					4		

 *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

107

% <= 0.3 NTU x 100*

100%

Readings over 1 NTU** 0

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

Highest single turbidity reading 0.140

Lowest single turbidity reading 0.020

CERTIFIED BY: Charles Coe

(Certified Operator Printed Name Required)

Certification #: WVOP01358

(Certified Operator Signature Required)

Exp. Date

3/31/2022

Date: _____

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

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

ertification # 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: January 2022SYSTEM 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) 0Total # 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)

(Certified Operator Signature required)

Date: 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

FLUORIDATION REPORT
MONTHLY SUMMARY OF OPERATION

PWSID NUMBER: WV

3301933

(Required)

MONTH/YEAR: January 2022

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	550400.00	12.00	0.80	0.77
2	315300.00	7.00	0.94	0.82
3	762300.00	16.00	0.76	0.81
4	472300.00	9.00	0.75	0.72
5	530400.00	11.00	0.68	0.74
6	631600.00	13.00	0.71	0.68
7	727200.00	16.00	0.78	0.65
8	605300.00	13.00	0.78	0.70
9	314200.00	7.00	0.69	0.63
10	786200.00	16.00	0.75	0.68
11	481900.00	10.00	0.87	0.71
12	754900.00	12.00	0.87	0.73
13	622800.00	13.00	0.89	0.61
14	663400.00	15.00	0.85	0.68
15	695800.00	14.00	0.85	0.69
16	371500.00	8.00	0.72	0.70
17	598200.00	12.00	0.78	0.71
18	727900.00	15.00	0.76	0.73
19	576500.00	13.00	0.86	0.68
20	686900.00	12.00	0.80	0.83
21	604100.00	15.00	0.75	0.72
22	627000.00	14.00	0.56	0.60
23	339500.00	7.00	0.56	0.60
24	772500.00	16.00	0.72	0.63
25	791100.00	16.00	0.91	0.76
26	654100.00	14.00	0.85	0.65
27	672600.00	15.00	0.85	0.72
28	632100.00	13.00	0.88	0.77
29	628200.00	13.00	0.93	0.81
30	409000.00	9.00	0.86	0.77
31	717600.00	15.00	0.97	0.73
TOTAL	18,722,800.00	391.00	24.73	22.03
AVERAGE	603,961.29	12.61	0.80	0.71
HIGHEST READING			0.97	0.83
LOWEST READING			0.56	0.60

*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#: 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



CORPORATION OF SHEPHERDSTOWN

104 NORTH KING STREET
P.O. Box 248
SHEPHERDSTOWN, WEST VIRGINIA 25443-0248
TEL: (304) 876-2312
FAX: (304) 876-1473

February 14, 2022

Dear Chairman Kemnitzer, Water and Sanitary Board Members,

At the last Board meeting, Chairman Kemnitzer suggested that a spread sheet be done showing the five-year adjustment that was made to Mr. Evan Boggess and Ms. Dawn Jones accounts. I spoke to Chairman Kemnitzer stating that this would be impossible to do, but I could print out their history showing the adjustments upon your request.

The total Ms. Jones paid for the five years is \$6,494.35. Mr. Boggess paid a total of \$3,879.13. Ms. Jones was paying for Mr. Boggess's bill and Mr. Boggess was paying Ms. Jones bill.

Originally, Mr. Boggess wanted to pay his bill over a five-year period. We spoke to our Water and Sewer Attorney, Mr. Hoy Shingleton and he agreed.

Per the Boards request, I also spoke to Mr. Robert Cramer with the West Virginia Public Service Commission and his opinion was, that we should only bill Mr. Boggess for three months and not five years. If you have any questions before the meeting, please feel free to contact me at 304-876-2574.

Respectfully,

Crystal Painter
Crystal Painter
Billing Clerk

Frank Welch

From: Arthur Auxer III <jimauxer@yahoo.com>
Sent: Wednesday, February 16, 2022 10:48 AM
To: Frank Welch; Charles Coe; Chazz Printz
Subject: Fw: Master Agreement

----- Forwarded Message -----

From: Joe Riitano <joe@120water.com>
To: Arthur Auxer III <jimauxer@yahoo.com>
Sent: Wednesday, February 16, 2022, 10:46:50 AM EST
Subject: Re: Master Agreement

Hi Arthur,

Thank you for the note. I wanted to address everything you've outlined.

- 1.) I think the link you are trying to access might not work. Here is the link to the Terms of Sale: <https://120water.com/terms-of-sale/> (Charles Coe has a copy of the Proposal/Order Form that he mentioned he was going to share with you. If you do not have it I will provide a copy)
- 2.) Customer Data is any data that you provide to us. If you send us customer addresses, we are under the assumption that the address is real and valid.
- 3.) We can accept that change and adjust it as requested

On Wed, Feb 16, 2022 at 10:05 AM Arthur Auxer III <jimauxer@yahoo.com> wrote:

—
[Schedule Time with Me Here](#)

Joe Riitano
Regional Sales Manager | [120Water](#)
518-361-0838

1

Mayor-

I have completed a review of 120Water's master services agreement and have a number of comments, observations, and recommendations which I set forth in bullet point form below:

- The agreement I received is a general framework of the contractual relationship between 120Water and the Town. As you have no doubt noticed, 120Water's scope of work, the cost of those services, and the time period for completion are not part of the agreement. According to page 1, the Town will access an "Order" through 120Water's website which should or would contain that information. The agreement, page 1, also references the "Terms of Sale", found at <https://120water.com/termsofsale>. However, if there are standard "Terms of Sale", they are not generally available on the website. More likely, a customer will have to set up an account with a log/in and password to review this information. It is obviously important that the Town have and review the standard terms of sale, the scope of work, payment terms, and the "subscription period" in advance of the Town's approval of the contract. I recommend that this information be requested from 120Water for review.
- Section 2.2 at page 2 of the agreement allows for the access of "customer data". I do not know whether the scope of work here contemplates the use of "customer data", but if it does we need to know what "customer data" 120Water will need to review. There may be privacy concerns.
- Section 3, page 4, references service fees and taxes. It obligates the Town to pay any taxes chargeable to 120Water, except for taxes on 120Water's income. Since the agreement contemplates the purchase of services and not goods, sales and use taxes should not apply, but this should be checked. Note also that this paragraph states that payment obligations cannot be cancelled, fees paid are not refundable, and services by 120Water cannot be decreased. Accordingly, I recommend that the Town not pre-pay for any services and not pay a retainer or deposit against services to be performed. The Town should only pay for services as rendered. (There is a cancellation provision at § 9.)
- Section 6, pages 7-8, declares that unless otherwise stated, the services are provided "as is", without warranty.
- I draw your attention to §§ 6.7, 7.1, 7.2, 8.1, 8.2, and 10.6. Taken together, they provide further protection to 120Water from liability, damages, and jury trials. The Town grants a release of liability to 120Water at § 6.7, and there are mutual limited indemnity provisions at §§ 7.1 and 7.2. In the event there is a viable, potential claim against 120Water by the Town, damages are limited strictly to the amounts paid or to be paid under the agreement; see §§ 8.1 and 8.2. Further, per § 10.6, any dispute that has not been resolved is subject only to binding arbitration administered by the American Arbitration Association.

- Note that if the Town is not satisfied with 120Water's services per § 9, it has the right to terminate the services but only if a notice of intent not to renew is given at least 30 days in advance of the current subscription term. Otherwise, a subscription term automatically renews for successive one year terms.
- The law governing the agreement, at § 10.3, is stated to be Indiana law. That must be changed to West Virginia law.

In our call last week, I recommended that the Town receive from 120Water several municipal, water district or county previous customers so that the Town can gauge the quality of the work product (especially if it is for similar type services) and the costs of the project.

Let me know if you have questions or other concerns.

Chazz

To: Joe Riitano joe@120water.com

From: Arthur Auxer III jimauxer@yahoo.com

Please provide the information requested for further review by the Shepherdstown Water Board

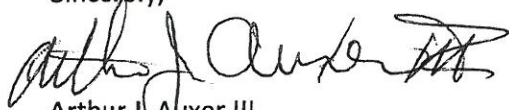
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The Shepherdstown Water Board has several concerns regarding the Master service agreement. In Section 2.2 page 2 please define the definition of customer data.

The law governing agreement at S10.3 is stated Indiana Law. That must be changed to West Virginia Law.

Thank you for your cooperation in providing the requested information. This will allow the Shepherdstown Water Board to move forward with the agreement.

Sincerely,



Arthur J. Auxer III

Frank Welch

From: Arthur Auxer III <jimauxer@yahoo.com>
Sent: Wednesday, February 16, 2022 10:48 AM
To: Frank Welch; Charles Coe; Chazz Printz
Subject: Fw: Master Agreement

----- Forwarded Message -----

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To: Arthur Auxer III <jimauxer@yahoo.com>
Sent: Wednesday, February 16, 2022, 10:46:50 AM EST
Subject: Re: Master Agreement

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On Wed, Feb 16, 2022 at 10:05 AM Arthur Auxer III <jimauxer@yahoo.com> wrote:

--
[Schedule Time with Me Here](#)

Joe Riitano
Regional Sales Manager | [120Water](#)
518-361-0838

Dear, Water board members

Below is a list of the 2022 Sanitary Survey Recommendations

- Lab checks for sample ID before submitting
- Get KDO to approve all sample plans
- Ensure all operators are familiar with "Boil water notice"
- Notify KDO on any chemical changes
- Notify KDO once the UV unit is placed in service to comply with LT2
- Hire OIT due to age of operators and retirement of Pat Dorsey (July 2022)
- Begin efforts to develop inventory of all service lines (120 water)
- Develop asset management program
- Continue leak detection to get water loss under 15% (GSI)
- Notify KDO before putting town run in service/update source water plan with Monica Whyte

KDO = Kearneysville District Office

Every 3 years the Health Department conducts a Sanitary Survey. They give out Significant Deficiencies, Minor Deficiencies, and Recommendations. No deficiencies were observed. When deficiencies are found we must fix immediately. Recommendations should be met by the next survey. In the past the board has always been proactive and worked with staff to meet the recommendations promptly.

Sincerely



Charles "Woody" Coe III

Chief operator

Shepherdstown Water Dept.

PWSID# 3301933

Hydrant update

- All hydrants are "in service" as of 1/2022
- Slutzman Hydrant needs contracting but currently still "in service"
- Adding a Hydrant at Tac and Jak apartment

Contracting is on hold until warmer weather.

Thanks

A handwritten signature in black ink, appearing to read 'Charles Coe', with a stylized flourish at the end.

Charles Coe

Chief Operator