

Water & Sanitary Board Agenda
Wednesday, Oct. 5, 2022
12:30 p.m.
Town Hall
104 N. King St.
Shepherdstown, WV 25443
Masks - Optional

1. Call to Order
2. Review and approval of Draft Water and Sanitary Board Minutes of Sept. 1, 2022
3. Visitors – David Decker
4. Finances
 - a. Financial Statements
 - b. Water/Sewer Budgets – Approval
5. Flow and Quality Reports
 - a. (1) Water – Reports – information item
 - b. (2) Sewer – Reports - information item
6. Unfinished Business
 - a. Water Plant Improvement Project - report
 - b. Update on Water Distribution Project
 - c. Sludge Press – ordered
7. New Business
 - a. Hydrant Report – Woody Coe to report
 - b. PFAS - Testing
 - c. Commercial Center – Lowe Bypass – Approval of Step II – Alternate Mainline Extension Agreement has been approved by PSC
 - d. Rotary Fan Press – Report by Kenny Shipley
 - e. Reduction of Water Meter size (Form) – Vote on acceptance
8. Mayor's Report
9. Next meeting date – October 27, 2002
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

September 1, 2022

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), S. Knuppel (phone), C. Stroech
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, D. Decker, K. Shipley, F. Welch
Visitors: S. Pearson

1. CALL TO ORDER.

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

S. Kemnitzer thanked the staff for their dedication and good work in running the water and sanitary operations, especially in light of all the difficulties being experienced by the community of Jackson, MS due to the failure of their water systems. There was general agreement with that statement.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the July 28, 2022, regular meeting were reviewed and approved as submitted.

3. VISITORS. - No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS.

There was no specific discussion of the monthly statements. The focus was on the budgets.

4.b WATER/SEWER BUDGETS.

S. Kemnitzer asked why, in light of the recent 2% salary increase for Town employees, the budgeted salaries of Water employees was lower than last year's actuals. C. Coe explained that an employee who was paid significantly above average had retired and been replaced by a lower-paid employee.

M. Godfrey asked why the budgeted water revenue had not been increased. C. Coe stated that the staff considered the budgeted number to be reasonable and a conservative estimate; i.e. if the revenues do increase that will not cause any budget issues.

D. Decker was asked to explain the thinking behind the proposed Sewer rate increase.

The initial estimate was based on the actual Sewer income and expense numbers as of 6/21, which were the latest available at the time. Based on those numbers, a rate increase of 12.7% was indicated. Since that time, numbers as of 6/22 have become available. Those numbers indicate a significant increase in expenses (\$155K) due, in large part, to increased costs of chemicals and membranes. In addition, a recent PSC rule change requires a cash reserve fund equal to 1/8 of operating expenses to be funded as a monthly expense. This adds an additional \$127K to our annual expenses. When these factors were taken into account the required rate increase changed to 27%.

D. Decker also noted that, as of 6/22, the Sewer YTD budget vs. actual revenues are down \$137K while that same number for Water is up \$224K. Since Sewer revenue is charged based on water usage it would be expected that both numbers should go up or down together. Why are they opposite?

J. Auxer asked B. Bennett to work with Crystal to review last year's revenue recording in an attempt to explain this apparent discrepancy.

D. Decker suggested that we defer approving the budgets until we get a better understanding of our revenues. There was general agreement.

There was a discussion of how Water and Sewer cross-pays (Water paying Sewer for sewage input that it produces and Sewer paying Water for water that it uses) are generated and accounted for.

M. Godfrey asked if we take into account expected new customers when creating the budgets? J. Auxer stated that it was considered but the decision was to not include new-customer revenue. D. Decker stated that the PSC generally advises to rely on the previous year's actuals without considering possible new customers.

H. Heyser asked if membrane costs could be budgeted for the months when they will occur rather than being spread across each month equally. F. Welch explained that it was difficult to know in which month the membrane costs will be incurred, so the costs are spread evenly over the year.

J. Bresland stated that it would be helpful if the budget report included a column for last year's actuals.

J. Auxer discussed when our next meeting should be scheduled in order to provide B. Bennett and D. Decker time to resolve the apparent revenue discrepancy and update the Sewer rate increase proposal. It was decided to meet on September 29.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported that everything is in good order.

S. Kemnitzer asked if we know the location of the PFAS tests that were recently executed by the USGS. C. Coe stated that he has been in contact with someone from the State but that they did not have that information. They did tell him that they could do tests upon request for \$2500 each. Two such sampling tests have been ordered.

5.b. SEWER REPORTS.

K. Shipley reported that everything is in good order.

H. Heyser remarked that he was glad to see that we had resumed the sludge spreading operation.

6. UNFINISHED BUSINESS.

6.a SEWER USE ORDINANCE – REVISION AND COMMENTS - SUMMER 2022.
No action to report.

6.b WATER PLANT IMPROVEMENT PROJECT.

F. Welch stated that the sludge basin has been installed.

6.c UPDATE ON WATER DISTRIBUTION PROJECT - (REGION 9 - CORPS OF ENGINEERS).

F. Welch reported that the project kickoff meeting with the Army Corps of Engineers has been scheduled for September 9. H. Heyser asked if the meeting was open to the public. F. Welch explained that it was a working meeting and not open to the public.

S. Knuppel stated that the Water expenditure for this project should be clearly noted in the budget and asked what exactly was meant by the ACE statement that the project is a reimbursable rather than a grant type project? F. Welch said that we would find out at the kickoff meeting.

6.d SLUDGE PRESS - Ordered.

F. Welch stated that the press has been ordered but that the lead time is currently unknown.

7. NEW BUSINESS.

- 7.a **HYDRANT REPORT.**
C. Coe stated that the status had not changed in the last month - we are still waiting on contractors to do repair/replacement of a number of hydrants.
- 7.b **TOLHOUSE WOODS - HORTON BUILDERS.**
F. Welch reported that the new owners had acceded to all our demands, including ordering the pump station that we requested. He also stated that it was expected they would build approximately 20 houses during the next year.
- 7.c **COMMERCIAL CENTER - LOWE BYPASS - APPROVAL STEP II - ALTERNATE MAINLINE EXTENSION AGREEMENT - SENT TO PSC.**
F. Welch reported that the original Mainline Extension Agreement sent to the PSC was incorrect and that he had corrected and resubmitted it.
- 7.d **FIRST ENERGY INFORMATION.**
F. Welch reported that First Energy has completed the clean-up and closure of their ash landfill in Berkeley County.
8. **MAYOR'S REPORT.**
Nothing to report.
9. **NEXT MEETING DATE.**
Next meeting is scheduled for September 29 12:30 p.m. at Town Hall.
R. Keller stated that changing meeting dates often caused scheduling issues for him and that keeping to the standardized 4th Thursday of every month (or last Thursday of every month?) would be helpful for him. J. Auxer reviewed the scheduled dates for the remainder of the calendar year: 9/29 (see above), 10/27 (4th and last Thursday), 12/1 (combined Nov/Dec meeting),
10. **SUMMARIZE ACTION ITEMS FROM THIS MEETING.**
11. **DRAFT AGENDA FOR NEXT MEETING.**
12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:48 p.m.

Respectfully Submitted: J. Ford

Shepherdstown Sewer

Balance Sheet

As of June 30, 2022

	TOTAL	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
ASSETS			
Current Assets			
Bank Accounts			
Customer Deposit Funds (deleted)	0.00	28,655.41	
Customer Deposit Interest (deleted)	0.00	8,586.80	
RESERVED FUNDS BANKING			
132 Special Deposits (Reserved)			
132.1 Capital Reserve Fund	0.00	0.00	
132.11 Capital I & R Reserve Funds Use 8626	488,005.92	498,005.92	
132.12 I&R -Working Capital Reserve 8626	160,000.00	160,000.00	
Total 132.1 Capital Reserve Fund	648,005.92	658,005.92	
Total 132 Special Deposits (Reserved)	648,005.92	658,005.92	
Sewer Working Capital Reserve 5846	694.48		
Total RESERVED FUNDS BANKING	648,700.40		658,005.92

Shepherdstown Sewer

Balance Sheet

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
RESTRICTED FUNDS BANKING		
133 Other Special Dep. (Restricted)		
133.1 Checking-Sewer Cap. Capacity 5993	630,617.63	611,461.76
133.5 Engineering Review Fees 8626		
C Caine	0.00	1,409.25
Dan Ryan Builders	1,561.13	1,561.13
K E Colonial, LLC	3,830.00	3,830.00
Kensington Townhouse Sub-Step#1	892.88	892.88
Kensington Townhouse Sub-Step#2	1,456.88	1,456.88
Mark Col Hills 480/PH#1-Step#1	639.00	639.00
Mark Col Hills 480/PH#2-Step #2	847.23	847.23
Mark Col Hills 480/PH#3-Step #2	109.04	109.04
Rankin Properties, Christopher	500.00	500.00
Roc's	-1,679.00	-1,679.00
Seneca Crossing LLC Phase I	661.88	661.88
Seneca Crossing LLC Phase II	781.88	781.88
Seneca Crossing-RE 45-step #1	134.62	134.62
Seneca Crossing-RT 45-Step#2	-29.63	-29.63
Sheetz 1&2	1,923.50	1,923.50
Shep East Dev LLC-Step #1	756.25	756.25
Shep East Dev LLC-Step #2	1,780.75	1,780.75
Shepherdstown Public Library	500.00	500.00
Tollhouse (was Banbury)-Step #1	264.33	264.33
Tollhouse Woods (Derr)-Step #2	1,646.88	1,646.88
Twin Oaks Subdivision-Step #1	206.81	206.81
Total 133.5 Engineering Review Fees 8626	16,784.43	18,193.68
Restricted Funds at Local Bank		
133.43 Sewer Membrane Repl. Fund Ckg. 7180	763,847.41	511,421.98
133.44 Sewer Bond Depr. Reserve Ckg. 1179	430,218.94	414,906.82
Total Restricted Funds at Local Bank	1,194,066.35	926,328.80
WV Municipal Bond Funds		
WV Mun Bond 2010A Fund		
126.1 2010-A Rev. #SHE-S-1-10-A-JE-12	20,351.48	20,305.58
127.1 2010-A Res. #SHE-S-2-10-A-JE-12	209,976.50	209,769.69
Total WV Mun Bond 2010A Fund	230,327.98	230,075.27
Total WV Municipal Bond Funds	230,327.98	230,075.27
Total 133 Other Special Dep. (Restricted)	2,071,796.39	1,786,059.51
Total RESTRICTED FUNDS BANKING	2,071,796.39	1,786,059.51

Shepherdstown Sewer

Balance Sheet
As of June 30, 2022

	TOTAL	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
UNRESTRICTED FUNDS BANKING			
131.2 Cash at Bank			
131.21 Sewer Operating Account 8626	200,853.28	-89,646.68	
Reserved Portion 8626	-648,005.92		
Restricted Portion 8626	-16,784.43		
Total 131.21 Sewer Operating Account 8626	-463,937.07	-89,646.68	
131.22 Global (was WSG) (deleted)	0.00	198,729.59	
131.23 DR/CR Revenue Account-All Funds (deleted)	0.00	80,039.09	
DR/CR-All Funds-Cust Dep Fund (deleted)			
Customer Deposit Funds (deleted)	0.00	23,587.45	
Total DR/CR-All Funds-Cust Dep Fund (deleted)	0.00	23,587.45	
DR/CR-All Funds-Operating Funds (deleted)	0.00	103,626.54	
Total 131.23 DR/CR Revenue Account-All Funds (deleted)	0.00	103,626.54	
Total 131.2 Cash at Bank	-463,937.07	212,709.45	
Total UNRESTRICTED FUNDS BANKING	-463,937.07	212,709.45	
Total Bank Accounts	\$2,256,559.72	\$2,694,017.09	
Accounts Receivable			
Accounts Receivable			
141 A/R Sewer Customer Billing	115,967.10	110,023.88	
142 Other Receivables			
142.3 Due from General Fund(P/R Acct) (deleted)	0.00	-25,392.27	
Total 142 Other Receivables	0.00	-25,392.27	
143 Allow. for Doubtful Accts-All	-5,000.00	-5,000.00	
Total Accounts Receivable	110,967.10	79,631.61	
Total Accounts Receivable	\$110,967.10	\$79,631.61	
Other Current Assets			
253.20 Deferred Inflows	-88,136.63	-88,136.63	
Due To/From Govt	501,979.95		
Customer Deposit Funds (deleted)	52,909.93		
Customer Deposit Interest	8,634.56		
Total Due To/From Govt	563,524.44		
Due To/From Water	106.36		
Other Current Assets			
162 Prepaid Expenses			
162.4 Other Prepaid Expenses	327.92	0.00	
Total 162 Prepaid Expenses	327.92	0.00	
Total Other Current Assets	327.92	0.00	
Total Other Current Assets	\$475,822.09	\$ -88,136.63	

Shepherdstown Sewer

Balance Sheet

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
Total Current Assets	\$2,843,348.91	\$2,685,512.07
Fixed Assets		
105 Construction in Progress		
105.10 Rehab/Repl. Sewer Mains	13,472.37	13,472.37
105.11 Replace Cress Creek Station	603.75	603.75
105.15 WWTP Impr. Project #2		
WWTP #2-Engineering Fees	630.09	630.09
WWTP #2-Other Costs	38,327.51	38,327.51
WWTP #2-Scum Pit Project	9,330.98	9,330.98
Total 105.15 WWTP Impr. Project #2	48,288.58	48,288.58
105.16 Sewer Gravity Line Extension	3,910.00	3,910.00
105.17 Rt 45 Sewer	5,212.50	5,212.50
105.18 Membrane Replacement	11,262.50	
105.2 Sewer Plant Improv. Project #1		
105.21 Main Improvement Project		
Engineering Costs-Sewer Plant	10,000.00	
Total 105.21 Main Improvement Project	10,000.00	
Total 105.2 Sewer Plant Improv. Project #1	10,000.00	
Total 105 Construction in Progress	92,749.70	71,487.20
Fixed Asset Adjustment		
108 Accumulated Depreciation	-6,480,661.95	-6,080,635.23
Total Fixed Asset Adjustment	-6,480,661.95	-6,080,635.23
Fixed Assets		
353.1 Land-Collecting System	1,099.00	1,099.00
353.2 Land-Treatment Plant	63,400.00	63,400.00
354.2 Pumping Systems-S & I	1,120,529.62	1,120,529.62
354.3 Treatment Systems-S & I	3,267,949.81	3,267,949.81
354.4 Miscellaneous-S & I	1,041,002.64	1,041,002.64
364 Meter	8,764.70	8,764.70
371 Pumping System-E & I	552,122.19	552,122.19
380 Treatment Systems-E & I	8,316,542.16	8,316,542.16
389.1 General Plant-E & I	161,749.65	161,749.65
389.2 Collecting System-E & I	1,577,792.88	1,577,792.88
390 Office Furn/Fixtures/Equip	12,713.16	12,713.16
391 Transportation Equip.	125,789.85	125,789.85
393.3 Computer Software	6,081.74	5,762.84
Total Fixed Assets	16,255,537.40	16,255,218.50
Total Fixed Assets	\$9,867,625.15	\$10,246,070.47
TOTAL ASSETS	\$12,710,974.06	\$12,931,582.54

Shepherdstown Sewer

Balance Sheet

As of June 30, 2022

	TOTAL	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
231 Accounts Payable			
231.1 Accounts Payable, Vendor - Cash	2,139.66	0.00	0.00
Total 231 Accounts Payable	2,139.66	0.00	0.00
Total Accounts Payable	\$2,139.66		\$0.00
Credit Cards			
232 Purchase Card Payable			
232.1 Purchase Card -Sewer Operating	0.00	-318.90	-318.90
Total 232 Purchase Card Payable	0.00	-318.90	-318.90
Total Credit Cards	\$0.00		\$ -318.90
Other Current Liabilities			
186.20 Deferred Outflows	-19,043.35		-19,043.35
221 Bonds Payable-Current			
221.1 2010-A Bond Payable-Current	0.00	207,139.52	207,139.52
Total 221 Bonds Payable-Current	0.00	207,139.52	207,139.52
235 Cust. Dep/Int. Pay-Cash Acct	0.00	0.00	0.00
Cust Dep/Int Payable-DR/CR (deleted)	0.00		
Customer Deposit Funds Payable (deleted)	0.00	23,587.45	23,587.45
Total Cust Dep/Int Payable-DR/CR (deleted)	0.00	23,587.45	23,587.45
Customer Dep Funds Payable	54,577.05		28,651.12
Customer Dep Interest Payable	8,541.83		8,547.75
Total 235 Cust. Dep/Int. Pay-Cash Acct	63,118.88		60,786.32
Current Liabilities			
241.1 A/P, Compensated Absences	58,532.88	42,581.56	42,581.56
241.11 Engineering Review Fees	16,784.43		18,193.68
241.2 Accrued Wages/ER Taxes Payable	1,044.75		4,482.95
241.5 PEIA OPEB ARC Accrued Liability	28,670.39		28,670.39
Total Current Liabilities	105,032.45		93,928.58
Total Other Current Liabilities	\$149,107.98		\$342,811.07
Total Current Liabilities	\$151,247.84		\$342,492.17

Shepherdstown Sewer

Balance Sheet

As of June 30, 2022

	TOTAL	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
Long-Term Liabilities			
221. Bonds Payable-Long Term			
221.11 2010-A Sewer Bond	4,142,790.24	4,142,789.48	4,142,789.48
Total 221. Bonds Payable-Long Term	4,142,790.24	4,142,789.48	4,142,789.48
Total Long-Term Liabilities	\$4,142,790.24	\$4,142,789.48	\$4,142,789.48
Total Liabilities	\$4,294,037.88	\$4,485,281.65	
Equity			
214 Retained Earnings	5,951,271.03	6,078,887.11	
271 Contrib. in Aid of Construction	2,495,029.86	2,495,029.86	
Membrane Transfer Equity Budget Only	290,004.00		
Net Income	-319,368.71		-127,616.08
Total Equity	\$8,416,936.18	\$8,446,300.89	
TOTAL LIABILITIES AND EQUITY	\$12,710,974.06	\$12,931,582.54	

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Shepherdstown Sewer

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July 2021 - June 2022

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
419 Sewer Interest Income	27,581.84	50,000.00	-22,418.16	55.16 %
522 Metered Sewer Revenue	1,248,257.45	1,320,000.00	-71,742.55	94.56 %
536 Other Wastewater Revenues	275.00	2,060.00	-1,785.00	13.35 %
Uncategorized Income	4,483.95		4,483.95	
Total Income	\$1,280,598.24	\$1,372,060.00	\$ -91,461.76	93.33 %
GROSS PROFIT	\$1,280,598.24	\$1,372,060.00	\$ -91,461.76	93.33 %
Expenses				
401.1 Sewer Billing Expenses	11,079.84	8,605.00	2,474.84	128.76 %
401.2 Sewer Administration	47,595.60	51,300.00	-3,704.40	92.78 %
401.3 Sewer Utility Billing	73,784.96	36,000.00	37,784.96	204.96 %
401.4 Sewer Plant Maintenance	89,557.35	168,970.00	-79,412.65	53.00 %
403 Depreciation Expense	400,026.72	400,000.00	26.72	100.01 %
408 Taxes Other than Income	28,700.87	41,055.00	-12,354.13	69.91 %
701 Salaries & Wages	333,647.93	322,290.00	11,357.93	103.52 %
704 Employee Pensions & Benefits	74,750.95	62,040.00	12,710.95	120.49 %
711 Sludge Removal	14,130.38	17,000.00	-2,869.62	83.12 %
715 Purchased Power	124,640.18	141,000.00	-16,359.82	88.40 %
718 Chemicals	125,500.94	80,000.00	45,500.94	156.88 %
731 Contractual Svc-Engineering	11,405.13	5,000.00	6,405.13	228.10 %
732 Contractual Svc-Accounting	11,978.09	16,500.00	-4,521.91	72.59 %
733 Contractual Svc-legal	540.00	300.00	240.00	180.00 %
735 Contractual Svc-testing	7,359.75	9,000.00	-1,640.25	81.78 %
736 Contracted Services-Other	10,060.26	18,000.00	-7,939.74	55.89 %
750 Transportation Expenses	13,710.12	10,000.00	3,710.12	137.10 %
757 Insurance-General Liability	44,069.59	42,000.00	2,069.59	104.93 %
760 Advertising		2,000.00	-2,000.00	
775 Sewer Admin. Lending Fees	3,592.58		3,592.58	
775.10 2010-A Bond Admin Fee	3,592.58		3,592.58	
Total Expenses	\$1,429,723.82	\$1,431,060.00	\$ -1,336.18	99.91 %
NET OPERATING INCOME	\$ -149,125.58	\$ -59,000.00	\$ -90,125.58	252.76 %
Other Income				
419.5 Capacity Accounts Interest	10,731.87	8,000.00	2,731.87	134.15 %
426 Misc. Non-Utility Revenue		1,000.00	-1,000.00	
536. Other Wastewater Revenue	109,029.00	50,000.00	59,029.00	218.06 %
Total Other Income	\$119,760.87	\$59,000.00	\$60,760.87	202.98 %
Other Expenses				
Membrane Transfer Reserve Budget Only	290,004.00	290,004.00	0.00	100.00 %
Total Other Expenses	\$290,004.00	\$290,004.00	\$0.00	100.00 %
NET OTHER INCOME	\$ -170,243.13	\$ -231,004.00	\$ 60,760.87	73.70 %
NET INCOME	\$ -319,368.71	\$ -290,004.00	\$ -29,364.71	110.13 %

Shepherdstown Sewer

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July 2021 - June 2022

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Shepherdstown Sewer

Profit and Loss

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
Income		
419 Sewer Interest Income	778.70	
419.1 General Fund Bank Acct Interest	14,866.00	17,051.13
419.2 Sewer Bond Funds Interest	793.53	6,355.49
2010-A Bond Reserve Fund (deleted)	0.00	
Total 419.2 Sewer Bond Funds Interest	793.53	6,355.49
419.3 Membrane Repl. Fund Interest	11,143.61	8,833.37
Total 419 Sewer Interest Income	27,581.84	32,239.99
522 Metered Sewer Revenue	1,248,257.45	1,181,930.56
536 Other Wastewater Revenues		
536.1 Reconnect Fees	275.00	1,325.00
536.2 Tap Fees		
536.4 Storage Unit Rental Income		1,000.00
536.9 Misc Income	0.00	960.00
Total 536 Other Wastewater Revenues	275.00	3,285.00
Uncategorized Income	4,483.95	
Total Income	\$1,280,598.24	\$1,217,455.55
GROSS PROFIT	\$1,280,598.24	\$1,217,455.55
Expenses		
401.1 Sewer Billing Expenses		
401.11 Billing Software Support	3,080.49	184.41
401.12 Message 911 System	677.28	403.96
401.13 Billing Postage Expense	1,675.58	2,879.28
401.14 Billing Supplies & Expense	5,439.95	3,612.65
401.15 Billing Court/Collection Fees	206.54	2,209.09
Total 401.1 Sewer Billing Expenses	11,079.84	9,289.39
401.2 Sewer Administration	0.00	
401.21 Safety Equipment/Expense	1,841.69	1,421.34
401.211 Memberships/Dues/Subscriptions	1,608.98	-39.72
401.22 Admin. Communications Expense	14,863.98	14,631.00
401.23 Regulatory Comm. Fees(Yrly Fee)	200.00	6,499.45
401.24 Admin. Supplies/Expenses	1,186.41	2,058.42
401.25 Admin. Cross-Charge	21,600.00	21,600.00
401.26 Admin. Postage	277.19	0.00
401.27 Bond Service Fees	221.50	
401.28 Permits & Fees	1,941.05	2,489.46

Shepherdstown Sewer

Profit and Loss

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
401.29 Adjustment Account	3,854.80	0.00
Total 401.2 Sewer Administration	47,595.60	48,659.95
401.3 Sewer Utility Billing	0.00	
401.31 Water Billing-Plant	73,423.56	34,833.39
401.32 Water Billing-Pump Stations	361.40	985.74
Total 401.3 Sewer Utility Billing	73,784.96	35,819.13
401.4 Sewer Plant Maintenance		
401.41 Sewer Uniforms	4,586.35	3,204.26
401.42 Maintenance of Collection Plant	13,379.59	4,196.18
401.43 Pumping Repairs & Maintenance	18,204.78	26,226.96
401.44 Pumping Maintenance of Structur	9,540.60	
401.45 Treatment Purification Supl/Exp	16,783.89	15,507.04
401.46 Treatment Maintenance of Struct	6,938.48	6,263.38
401.47 Treatment Maintenance of Equip	14,839.87	22,375.99
401.48 Plant Fines & Penalties		7,178.00
404.48 Membrane Replacement		
404.481 actual membrane replacements		216,910.00
Total 404.48 Membrane Replacement		216,910.00
404.49 Sewer System Emergency Maint.	5,283.79	20,204.31
Total 401.4 Sewer Plant Maintenance	89,557.35	322,066.12
403 Depreciation Expense	400,026.72	376,027.78
408 Taxes Other than Income		
408.121 ER FICA	25,106.90	23,538.34
408.122 Work Comp	3,593.97	7,822.92
408.123 Sewer Unemployment Tax Exp		401.02
Total 408 Taxes Other than Income	28,700.87	31,762.28
701 Salaries & Wages	16,816.36	
701.1 Gross Payroll	316,389.82	302,701.53
701.2 Personnel Training	300.00	1,864.00
701.3 Payroll Direct Deposit fees	141.75	395.50
Total 701 Salaries & Wages	333,647.93	304,961.03
704 Employee Pensions & Benefits		
704.1 PEIA Health/Life	50,672.65	33,806.47
704.2 PEIA Current OPEB/RHBT	3,335.00	-22,893.13
704.3 PEIA ARC OPEB/RHBT	667.00	
704.4 ER Annuity Contrib.	20,076.30	21,480.29
Total 704 Employee Pensions & Benefits	74,750.95	32,393.63
711 Sludge Removal	14,130.38	19,367.51

Shepherdstown Sewer

Profit and Loss

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
715 Purchased Power	-20,516.97	
715.1 Diesel Fuel	1,249.48	1,108.98
715.2 Electric Power	143,907.67	117,238.60
Total 715 Purchased Power	124,640.18	118,347.58
718 Chemicals	125,500.94	59,909.17
731 Contractual Svc-Engineering		
731.1 General Engineering Svc	11,405.13	
Total 731 Contractual Svc-Engineering	11,405.13	
732 Contractual Svc-Accounting	4,162.91	
732.1 General Accounting	7,815.18	
732.3 P.S.C. Annual Report *		3,000.00
Total 732 Contractual Svc-Accounting	11,978.09	3,000.00
733 Contractual Svc-legal		
733.1 General Legal	540.00	300.00
Total 733 Contractual Svc-legal	540.00	300.00
735 Contractual Svc-testing		
735.1 Laboratory Testing	7,359.75	5,894.04
Total 735 Contractual Svc-testing	7,359.75	5,894.04
736 Contracted Services-Other	2,821.13	
736.1 IT Services	2,466.14	7,206.28
736.2 Contracted Services-Misc.	4,772.99	11,109.20
Total 736 Contracted Services-Other	10,060.26	18,315.48
750 Transportation Expenses		
750.1 Gas & Oil	11,147.11	5,552.61
750.2 Vehicle Repairs/Maintance	2,563.01	2,140.10
Total 750 Transportation Expenses	13,710.12	7,692.71
757 Insurance-General Liability	44,069.59	40,601.42
759 Insurance-Other		
759.1 Surety Bonds		125.00
Total 759 Insurance-Other		125.00
775 Sewer Admin. Lending Fees	3,592.58	
775.10 2010-A Bond Admin Fee	3,592.58	14,813.32
Uncategorized Expense	0.00	10.04
Total Expenses	\$1,429,723.82	\$1,449,355.58
NET OPERATING INCOME	\$ -149,125.58	\$ -231,900.03
Other Income		
419.5 Capacity Accounts Interest	10,731.87	8,868.17
426 Misc. Non-Utility Revenue		-0.06

Shepherdstown Sewer

Profit and Loss

July 2021 - June 2022

	TOTAL	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
536. Other Wastewater Revenue			
536.21 Capital Capacity Fees		109,029.00	95,415.84
Total 536. Other Wastewater Revenue		109,029.00	95,415.84
Total Other Income		\$119,760.87	\$104,283.95
Other Expenses			
401.61 Sewer Capacity Cash Expenses			
Engineering Services			0.00
Total 401.61 Sewer Capacity Cash Expenses			0.00
Membrane Transfer Reserve Budget Only		290,004.00	
Reconciliation Discrepancies		0.00	
Total Other Expenses		\$290,004.00	\$0.00
NET OTHER INCOME		\$ -170,243.13	\$104,283.95
NET INCOME		\$ -319,368.71	\$ -127,616.08

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Shepherdstown Waterworks

Balance Sheet

As of June 30, 2022

	TOTAL	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
ASSETS			
Current Assets			
Bank Accounts			
RESERVED FUNDS BANKING			
131.25 JSB Water Bond Depreciation 5234	552,364.97	47,245.10	
131.26 JSB Working Capital Reserve 2736	885.49	100.27	
132.1 Capital I&R Fund 6217			
132.11 Cap. I & R Reserve Funds - Use	684,056.58	678,413.26	
132.12 I&R -Working Capital Reserve	370,000.00	370,000.00	
Total 132.1 Capital I&R Fund 6217	1,054,056.58	1,048,413.26	
Total RESERVED FUNDS BANKING	1,607,307.04	1,095,758.63	
RESTRICTED FUNDS BANKING			
133 Other Special Deposits			
133.1 JSB Cap.Capacity Acct 6082	1,764,291.59	1,942,754.26	
133.2 Checking-Cust Deposit Funds/Int (deleted)	0.00	0.00	
Customer Deposit Funds44 (deleted)	0.00	39,343.34	
Customer Deposit Interest44 (deleted)	0.00	16,168.43	

Shepherdstown Waterworks

Balance Sheet

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
Total 133.2 Checking-Cust Deposit Funds/Int (deleted)	0.00	55,511.77
133.5 Water Engineering Fees 6217	0.00	0.00
Christian Caine Jewelers Inc	1,409.25	1,409.25
Dan Ryan Builders	1,561.12	1,561.12
K E Colonial, LLC	3,830.00	3,830.00
Kensington Townhouse Sub-STEP#1	892.87	892.87
Kensington Townhouse Sub-STEP#2	1,456.87	1,456.87
Mark Col Hills 480/PH#1-STEP #1	639.00	639.00
Mark Col Hills 480/PH#2-STEP #2	848.02	848.02
Mark Col Hills 480/PH#3-STEP #2	109.04	109.04
Rankin Properties, Christian Ca	552.00	552.00
Roc's	-1,679.00	-1,679.00
Seneca Crossing LLC Phase I	661.87	661.87
Seneca Crossing LLC Phase II	781.87	781.87
Seneca Crossing-Rt 45-STEP #1	134.62	134.62
Seneca Crossing-Rt 45-STEP #2	-29.62	-29.62
Sheetz - 1&2	1,730.50	
Shep East Dev LLC-STEP #2	1,780.75	1,780.75
Shep. East Dev. LLC-STEP #1	756.25	756.25
Shepherdstown Public Library	500.00	500.00
Tollhouse (was Banbury)-STEP #1	264.32	264.32
Tollhouse Woods (Derr)-STEP #2	1,646.87	1,646.87
Twin Oaks Subdivision-STEP #1	206.81	206.81
Total 133.5 Water Engineering Fees 6217	18,053.41	16,322.91
Total 133 Other Special Deposits	1,782,345.00	2,014,588.94
JSB Water Plant Upgrade 8238	1,239,651.13	
WV Municipal Bond Funds		
WV Mun Bond-2003 Series A Bond		
126.1 Cash-Revenue#SHE-W-1-03-A-JE-12	5,858.46	5,849.57
127.1 Cash-Reserve#SHE-W-2-03-A-JE-12	24,709.70	24,685.36
127.1a Cash-Depr. #SHE-W-3-03-A-JE-12	488,908.49	488,426.94
Total WV Mun Bond-2003 Series A Bond	519,476.65	518,961.87
WV Mun Bond-2003 Series B Bond		
126.2 Cash-Revenue#SHE-W-1-03-B-JE-12	18,472.35	18,442.75
127.2 Cash-Reserve#SHE-W-2-03-B-JE-12	79,145.25	79,067.29

Shepherdstown Waterworks

Balance Sheet

As of June 30, 2022

	TOTAL	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
Total WV Mun Bond-2003 Series B Bond		97,617.60	97,510.04
WV Mun Bond-2012 Series Bond			
126.3 Cash-Revenue#SHE-W-1-12-X-JE-12		13,967.31	13,938.96
127.3 Cash-Reserve#SHE-W-2-12-X-JE-12		125,420.43	125,339.91
Total WV Mun Bond-2012 Series Bond		139,387.74	139,278.87
WV Municipal 2017 Bond			
126.4 JSB WV Mun Bond-2017 \$ 8085		341,507.79	335,687.57
126.5 Cash Revenue #SHE-W-1-17-X-JE-1		52,998.47	53,408.59
127.4 17 Reserve SHE-W-2-17-X-JE-12		161,337.74	161,178.83
Total WV Municipal 2017 Bond		555,844.00	550,274.99
WV Municipal 2021 Bond			
126.7 SHE-W-1-21-X-JE-12 - 21 Water Revenue		8,299.80	
127.7 SHE-W-2-21-X-JE-12		7,453.72	
Total WV Municipal 2021 Bond		15,753.52	
Total WV Municipal Bond Funds		1,328,079.51	1,306,025.77
Total RESTRICTED FUNDS BANKING		4,350,075.64	3,320,614.71
UNRESTRICTED FUNDS BANKING			
131.2 Cash at Bank			
131.22 Global (was WSG) (deleted)		0.00	264,481.62
131.23 DR/CR Revenue Account-All Funds		-184.00	
DR/CR-All Funds-Cust Dep Fund		2,538.00	
Customer Deposit Funds		138.00	29,154.11
Total DR/CR-All Funds-Cust Dep Fund		2,676.00	29,154.11
DR/CR-All Funds-Operating Funds		0.00	63,897.81
Total 131.23 DR/CR Revenue Account-All Funds		2,492.00	93,051.92
Total 131.2 Cash at Bank		2,492.00	357,533.54
131.21 JSB Water Operating General Funds 6217		398,840.90	662,048.13
Reserved Funds 6217		-1,054,056.58	
Restricted Portion 6217		-18,053.41	
Total 131.21 JSB Water Operating General Funds 6217		-673,269.09	662,048.13
Total UNRESTRICTED FUNDS BANKING		-670,777.09	1,019,581.67
Total Bank Accounts		\$5,286,605.59	\$5,435,955.01
Accounts Receivable			
141 A/R, Water Customer Billing		177,088.70	158,252.10
143 Allow. for Doubtful Accounts		-5,000.00	-5,000.00
Total Accounts Receivable		\$172,088.70	\$153,252.10

Shepherdstown Waterworks

Balance Sheet

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
Other Current Assets		
162 Prepaid Expenses	4,881.65	0.00
162.4 Other Prepads	4,881.65	0.00
Total 162 Prepaid Expenses	4,881.65	0.00
253.20 Deferred Inflows	-127,701.72	-127,701.72
Due to/From Govt Funds	-104,456.40	-84,251.69
Customer Deposit Funds	38,525.37	38,525.37
Customer Deposit Interest	16,291.15	16,291.15
DR/CR Customer Deposits	37,220.46	37,220.46
Total Due to/From Govt Funds	-12,419.42	-84,251.69
Due to/from Sewer	-2,808.00	
Total Other Current Assets	\$ -138,047.49	\$ -211,953.41
Total Current Assets	\$5,320,646.80	\$5,377,253.70
Fixed Assets		
105 Fixed Asset-Constr. In Progress		
105.11 Air Mixing System	3,073.20	3,073.20
105.12 Water Line Replacement	2,112,273.30	2,112,273.30
105.13 Raw Water Intake	34,933.34	34,933.34
105.14 Water Plant Upgrade	1,790,630.75	140,720.00
105.15 Upgrade Mecklenburg	1,280.00	1,280.00
105.4 Automatic Meter Reading	676,421.38	676,421.38
105.7 Water Impr-Revised Project #2		
Engineering Costs-Final Project	1,480.00	1,480.00
Engineering Costs-Initial proj.	381,174.74	381,174.74
Other Project Costs	18,340.00	18,340.00
Total 105.7 Water Impr-Revised Project #2	400,994.74	400,994.74
105.73 CIP-High Service Expenses	17,550.00	17,550.00
105.74 CIP-Turbidity Meter/Accessories	12,855.26	12,855.26
Total 105 Fixed Asset-Constr. In Progress	5,050,011.97	3,400,101.22
Fixed Asset Adjustments		
108 Accum. Depr., Utility Plant	-4,463,323.56	-4,286,197.80
Total Fixed Asset Adjustments	-4,463,323.56	-4,286,197.80
Fixed Assets (All Funds)		
301.1 Intangible Plant	1,536.84	1,536.84
303 Land & land Rights-Pump	17,863.09	17,863.09
304.2 Structures & Impr-Source	47,973.47	47,973.47
304.3 Structures & Impr.-Pump	1,041,677.84	1,041,677.84
311 Electric Pumping Equip.	409,032.41	409,032.41
320 Purification System	1,480,128.70	1,480,128.70

Shepherdstown Waterworks

Balance Sheet

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
330 Distribution Reservoirs	4,012,501.14	4,012,501.14
331 Distribution Mains	2,639,512.70	2,639,512.70
334 Meters	364,873.36	364,873.36
335 Hydrants	21,543.56	21,543.56
340 Office Furn/Fixtures/Equip	19,245.46	19,245.46
341 Transporation Equip.	95,810.33	95,810.33
343.1 Shop Equipment	42,108.85	42,108.85
343.2 Tools & Work Equipment	46,964.64	46,964.64
343.3 Computer Software	5,763.00	5,763.00
Total Fixed Assets (All Funds)	10,246,535.39	10,246,535.39
Total Fixed Assets	\$10,833,223.80	\$9,360,438.81
TOTAL ASSETS	\$16,153,870.60	\$14,737,692.51
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
231 Accounts Payable-General	229.89	-47,245.10
231.1 Accounts Payable, Vendor	229.89	-47,245.10
Total 231 Accounts Payable-General	\$229.89	\$ -47,245.10
Total Accounts Payable	\$229.89	\$ -47,245.10
Other Current Liabilities		
221 Bond Payable-Current		
221.1 WV DWTRF Series A Bond (2003)	0.00	23,316.00
221.2 WV DWTRF Series B Bond (2003)	0.00	75,025.75
221.3 WVIJDC Bond for Tanks (2012)	0.00	92,285.00
221.4 17 Water Revenue/Reserve	0.00	60,000.00
Total 221 Bond Payable-Current	0.00	250,626.75
235 Customer Dep/Int Pay.-Cash Acct	0.00	0.00
Cust Dep/Int Pay-DR/CR Acct (deleted)	0.00	
Customer Deposit Payable (deleted)	0.00	29,154.11
Total Cust Dep/Int Pay-DR/CR Acct (deleted)	0.00	29,154.11
Customer Dep. Interest Payable	16,181.69	16,189.72
Customer Deposit Funds Payable	71,094.73	39,272.62
Total 235 Customer Dep/Int Pay.-Cash Acct	87,276.42	84,616.45
238 Accrued Interest Payable		
238.1 Accrued Interest-Bonds Payable		
238.11 Accrued Interest 2003-B Bond	0.00	382.72
238.12 Accrued Int.-Water Tanks Bond	0.00	2,780.40
238.13 Accrued Interest 2017 Bond	0.00	30,308.68

Shepherdstown Waterworks

Balance Sheet

As of June 30, 2022

	TOTAL	
	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
Total 238.1 Accrued Interest-Bonds Payable	0.00	33,471.80
Total 238 Accrued Interest Payable	0.00	33,471.80
241 Misc. Current/Accrued Liab.		
241.1 A/P, Compensated Absences	34,709.94	23,400.76
241.11 Engineering Review Fees	-420.00	-420.00
Christian Caine Jewelers Inc	1,409.25	1,409.25
Dan Ryan Builders	1,561.12	1,561.12
Elliott Mason Estates-STEP #1	7.00	7.00
Elliott Mason Estates-STEP #2	413.00	413.00
K E Colonial, LLC	3,830.00	3,830.00
Kensington Townhouse Sub-STEP#1	892.87	892.87
Kensington Townhouse Sub-STEP#2	1,456.87	1,456.87
Mark Col Hills 480/PH#1-STEP #1	639.00	639.00
Mark Col Hills 480/PH#2-STEP #2	848.02	848.02
Mark Col Hills-480/PH#3-STEP #2	109.04	109.04
North Hills(Cress Creek)STEP #2	699.25	699.25
Potomac Crossing-STEP #1	-699.25	-699.25
Rankin Properties, Christopher	552.00	552.00
Roc's	-1,679.00	-1,679.00
Seneca Crossing LLC Phase I	661.87	661.87
Seneca Crossing LLC Phase II	781.87	781.87
Seneca Crossing-Rt 45-STEP #1	134.62	134.62
Seneca Crossing-Rt 45-STEP #2	-1,810.37	-1,810.37
Sheetz - 1&2	1,730.50	
Shep East Dev LLC-STEP #2	3,561.50	3,561.50
Shep. East Dev. LLC-STEP #1	756.25	756.25
Shepherdstown Public Library	500.00	500.00
Tollhouse (was Banbury) Step #1	264.32	264.32
Tollhouse Woods (Derr)-STEP #2	1,646.87	1,646.87
Twin Oaks Subdivision-STEP #1	206.81	206.81
Total 241.11 Engineering Review Fees	18,053.41	16,322.91
241.2 Accrued Wages/ER Taxes Payable	1,613.69	7,295.09
241.5 PEIA OPEB ARC Accrued Liability	41,540.70	41,540.70
Total 241 Misc. Current/Accrued Liab.	95,917.74	88,559.46
Total Other Current Liabilities	\$183,194.16	\$457,274.46
Total Current Liabilities	\$183,424.05	\$410,029.36

Shepherdstown Waterworks

Balance Sheet
As of June 30, 2022

	TOTAL	AS OF JUN 30, 2022	AS OF JUN 30, 2021 (PY)
Long-Term Liabilities			
186.20 Deferred Outflows		-32,331.75	-32,331.75
221. Bond Payable-Long term			
221.11 WV DWTRF Series A Bond (2003)		249,226.00	268,113.00
221.12 WV DWTRF Series B Bond (2003)		173,513.00	154,615.25
221.13 WVIJDC Bond for Tanks (2012)		3,244,191.00	3,244,191.00
221.14 17 Water Revenue/Reserve		2,375,000.00	2,375,000.00
221.15 JSB Water Plant Upgrade Bond Loan 1251		1,204,625.78	
Total 221. Bond Payable-Long term		7,246,555.78	6,041,919.25
Total Long-Term Liabilities		\$7,214,224.03	\$6,009,587.50
Total Liabilities		\$7,397,648.08	\$6,419,616.86
Equity			
215 Retained Earnings		7,248,949.74	6,851,379.09
271 Contrib. in aid of Construction		1,069,125.91	1,069,125.91
Net Income		438,146.87	397,570.65
Total Equity		\$8,756,222.52	\$8,318,075.65
TOTAL LIABILITIES AND EQUITY		\$16,153,870.60	\$14,737,692.51

Note

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Shepherdstown Waterworks

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
419 Water Interest Income	56,190.92	36,000.00	20,190.92	156.09 %
461 Water Metered Revenue	1,846,691.74	1,680,000.00	166,691.74	109.92 %
474 Other Water Revenues	1,300.00	3,025.00	-1,725.00	42.98 %
Uncategorized Income	7,295.09		7,295.09	
Total Income	\$1,911,477.75	\$1,719,025.00	\$192,452.75	111.20 %
GROSS PROFIT	\$1,911,477.75	\$1,719,025.00	\$192,452.75	111.20 %
Expenses				
401.1 Water Billing Expenses	12,719.81	15,650.00	-2,930.19	81.28 %
401.2 Water Administration	45,088.03	51,080.00	-5,991.97	88.27 %
401.3 Water Utility Billing	214,752.22	181,000.00	33,752.22	118.65 %
401.4 Water Plant Expenses	167,444.76	244,000.00	-76,555.24	68.62 %
403 Water Depreciation Expense	177,125.76	190,000.00	-12,874.24	93.22 %
408 Taxes-Other than Income	37,265.34	70,750.00	-33,484.66	52.67 %
427 Interest Expense	130,731.12	51,000.00	79,731.12	256.34 %
521 Employee Screening		250.00	-250.00	
601 Water Salaries & Wages	475,489.00	471,650.00	3,839.00	100.81 %
604 Employee Pensions & Benefits	114,418.89	79,000.00	35,418.89	144.83 %
615 Purchased Power	45,027.28	55,000.00	-9,972.72	81.87 %
618 Chemicals	60,088.44	70,000.00	-9,911.56	85.84 %
631 Contractual Svc-Engineering	4,570.13	105,000.00	-100,429.87	4.35 %
632 Contractual Svc-Accounting	15,103.89	4,700.00	10,403.89	321.36 %
633 Contractual Svc-Legal	8,045.50	5,000.00	3,045.50	160.91 %
635 Contractual Svc-Testing	21,773.50	51,745.00	-29,971.50	42.08 %
636 Contractual Svc-Other	6,311.51	25,000.00	-18,688.49	25.25 %
650 Transportation Expenses	20,943.68	46,200.00	-25,256.32	45.33 %
657 Insurance-General Liability	63,685.90	35,000.00	28,685.90	181.96 %
659 Insurance-Other	8,158.00	7,000.00	1,158.00	116.54 %
660 Advertising Expense	186.88	2,500.00	-2,313.12	7.48 %
675 Administrative Lending Fees	5,362.48	8,500.00	-3,137.52	63.09 %
676 Bond Issuance Expense	43.00		43.00	
Total Expenses	\$1,634,335.12	\$1,770,025.00	\$ -135,689.88	92.33 %
NET OPERATING INCOME	\$277,142.63	\$ -51,000.00	\$328,142.63	-543.42 %
Other Income				
419.5 Capacity Accounts Interest	30,742.92	35,000.00	-4,257.08	87.84 %
474. Other Water Revenue	130,260.88	20,000.00	110,260.88	651.30 %
Total Other Income	\$161,003.80	\$55,000.00	\$106,003.80	292.73 %
Other Expenses				
Reconciliation Discrepancies	-0.44		-0.44	
Total Other Expenses	\$ -0.44	\$0.00	\$ -0.44	0.00%
NET OTHER INCOME	\$161,004.24	\$55,000.00	\$106,004.24	292.73 %

Shepherdstown Waterworks

Budget vs. Actuals: FY_2021_2022 - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$438,146.87	\$4,000.00	\$434,146.87	10,953.67 %

Note

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Shepherdstown Waterworks

Profit and Loss

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
Income		
419 Water Interest Income	3,639.63	
419.1 General Fund Bank Acct Interest	38,614.96	33,274.02
419.2 Municipal Bond Fund Interest	5,818.28	6,283.96
419.4 Bond Draw Fund Interest	8,118.05	
Total 419 Water Interest Income	56,190.92	39,557.98
461 Water Metered Revenue	1,846,691.74	1,590,856.26
474 Other Water Revenues		
474.1 Reconnection Fees	750.00	1,800.00
474.2 Tap Fees	500.00	2,000.00
474.6 Insurance Settlements		
474.9 Misc. Revenues	50.00	2,887.03
Total 474 Other Water Revenues	1,300.00	144.86
Total Income	\$1,911,477.75	\$1,637,246.13
GROSS PROFIT	\$1,911,477.75	\$1,637,246.13
Expenses		
401.1 Water Billing Expenses	0.00	
401.11 Billing Software Sup.(yearly)	3,080.50	3,380.00
401.12 Public Notice	540.66	404.00
401.13 Billing Postage (Yearly) *	1,952.80	2,879.30
401.14 Billing Office Supplies & Exp.	6,998.32	3,545.41
401.15 Billing Court/Collection Fees	147.53	2,123.03
Total 401.1 Water Billing Expenses	12,719.81	12,331.74
401.2 Water Administration		
401.21 Safety Equipment/Expense	879.98	2,269.27
401.211 Memberships/Dues/Subscriptions	234.75	50.28
401.22 Communications Expense	16,540.26	12,590.04
401.23 Regulatory Comm Fees (Yrly) *		
401.24 Admin Supplies and Expense	5,267.52	8,402.48
401.25 Admin. Cross-Charge	21,600.00	6,709.31
401.26 Admin-Postage		
401.27 Bond Service Fees	549.20	422.76
401.28 Permits and Fees	249.39	79.24

Shepherdstown Waterworks

Profit and Loss

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
401.29 Adjustment Account	-233.07	
Total 401.2 Water Administration	45,088.03	53,126.09
401.3 Water Utility Billing	0.00	
401.31 Sewer Billing-Plant	213,853.25	146,699.70
401.32 Sewer Billing-Pump Stations	898.97	2,289.30
Total 401.3 Water Utility Billing	214,752.22	148,989.00
401.4 Water Plant Expenses	6,750.00	1,562.76
401.41 Water Uniforms	8,809.02	7,159.16
401.42 Plant Maintenance	36,458.35	22,954.73
401.43 Pumping Repairs & Maintenance	17,253.43	3,463.05
401.45 Treatment Main & Hydrant Exp.	47,358.12	6,400.55
401.46 Treatment Distr. & Svc. Maint.	19,497.01	13,621.38
401.47 Treatment Meter Maintenance	27,590.63	12,340.08
401.49 Water System Emergency Maint.	3,728.20	26,143.37
Total 401.4 Water Plant Expenses	167,444.76	93,645.08
403 Water Depreciation Expense	177,125.76	184,539.76
408 Taxes-Other than Income		
408.121 ER FICA	37,265.34	34,533.53
408.122 Work Comp		11,485.44
408.123 Water Unemployment Tax Exp		282.65
Total 408 Taxes-Other than Income	37,265.34	46,301.62
427 Interest Expense	84,892.37	
427.3 Interest on Long-Term Debt		
427.32 2003 Bond (Series B) Main Plant		6,844.31
427.33 2012 WVIJDC Bond for Tanks		33,860.39
427.34 2017 Water Bond	45,838.75	93,027.50
Total 427.3 Interest on Long-Term Debt	45,838.75	133,732.20
Total 427 Interest Expense	130,731.12	133,732.20
601 Water Salaries & Wages	203,522.62	
601.1 Gross Payroll	271,861.38	438,586.13
601.2 Personnel Training		1,037.62
601.3 Payroll Direct Deposit fees	105.00	197.75
Total 601 Water Salaries & Wages	475,489.00	439,821.50
604 Employee Pensions & Benefits		
604.1 PEIA Hlth/Life	70,380.04	58,465.29
604.2 PEIA Current OPEB/RHBT	6,305.76	15,128.00
604.3 PEIA ARC OPEB/RHBT		-58,073.48
604.4 ER Annuity Contrib.	37,733.09	20,831.65
Total 604 Employee Pensions & Benefits	114,418.89	36,351.46

Shepherdstown Waterworks

Profit and Loss

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
615 Purchased Power	45,027.28	44,719.84
618 Chemicals	60,088.44	48,332.20
631 Contractual Svc-Engineering	0.00	
631.1 General Engineering Svc	1,725.13	0.00
631.2 Special Projects	2,845.00	
Total 631 Contractual Svc-Engineering	4,570.13	0.00
632 Contractual Svc-Accounting	3,072.64	
632.1 General Accounting Services	12,031.25	12,125.00
632.3 P.S.C. Annual Report	3,000.00	
Total 632 Contractual Svc-Accounting	15,103.89	15,125.00
633 Contractual Svc-Legal		
633.1 Legal Services-General	8,045.50	6,565.28
Total 633 Contractual Svc-Legal	8,045.50	6,565.28
635 Contractual Svc-Testing	404.00	
635.11 Water Lab Treatment-Gen	21,369.50	13,277.62
635.13 Water Lab Calib Certif	8,641.52	
Total 635 Contractual Svc-Testing	21,773.50	21,919.14
636 Contractual Svc-Other	1,246.13	
636.11 IT Services	3,909.48	7,219.34
636.12 Contractual Services-Misc.	1,155.90	12,286.38
Total 636 Contractual Svc-Other	6,311.51	19,505.72
650 Transportation Expenses		
650.1 Gas & Oil	9,198.87	5,167.89
650.2 Vehicle Repair/Maintenance	11,744.81	720.52
Total 650 Transportation Expenses	20,943.68	5,888.41
657 Insurance-General Liability		
757.1 Commercial & Umbrella Policy	63,685.90	30,863.21
Total 657 Insurance-General Liability	63,685.90	30,863.21
659 Insurance-Other		
659.1 Surety Bonds	250.00	
659.2 Flood Insurance	7,908.00	6,941.00
Total 659 Insurance-Other	8,158.00	6,941.00
660 Advertising Expense	186.88	735.79
675 Administrative Lending Fees	5,270.80	
675.2 2003 Bond Series B (Main Plant)		7,015.20
675.3 2017 Bond	91.68	300.00
Total 675 Administrative Lending Fees	5,362.48	7,315.20

Shepherdstown Waterworks

Profit and Loss

July 2021 - June 2022

	TOTAL	
	JUL 2021 - JUN 2022	JUL 2020 - JUN 2021 (PY)
676 Bond Issuance Expense	43.00	
Total Expenses	\$1,634,335.12	\$1,356,749.24
NET OPERATING INCOME	\$277,142.63	\$280,496.89
Other Income		
419.5 Capacity Accounts Interest	30,742.92	30,421.76
474. Other Water Revenue		
474.21 Capital Capacity Fee Revenue	92,760.00	86,652.00
474.22 Grant Revenue	37,500.88	
Total 474. Other Water Revenue	130,260.88	86,652.00
Total Other Income	\$161,003.80	\$117,073.76
Other Expenses		
Reconciliation Discrepancies	-0.44	
Total Other Expenses	\$ -0.44	\$ 0.00
NET OTHER INCOME	\$161,004.24	\$117,073.76
NET INCOME	\$438,146.87	\$397,570.65

Note

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Shepherdstown Waterworks

Budget Overview: FY_2022_2023 (Copy) - FY23 P&L

July 2022 - June 2023

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	TOTAL
Income													
419 Water Interest Income	33,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$33,000.00
461 Water Metered Revenue	1,900,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,900,000.00
474 Other Water Revenues	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,000.00
Total Income	\$1,934,000.00	\$0.00	\$1,934,000.00										
GROSS PROFIT	\$1,934,000.00	\$0.00	\$1,934,000.00										
Expenses													
401.1 Water Billing Expenses	14,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$14,500.00
401.2 Water Administration	47,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$47,000.00
401.3 Water Utility Billing	233,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$233,500.00
401.4 Water Plant Expenses	220,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$220,000.00
401.49 Water System Emergency Maint.	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$150,000.00
Total 401.4 Water Plant Expenses	370,000.00	0.00	\$370,000.00										
403 Water Depreciation Expense	175,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$175,000.00
408 Taxes-Other than Income	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$65,000.00
427 Interest Expense	120,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$120,000.00
521 Employee Screening	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$300.00
601 Water Salaries & Wages	440,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$440,000.00
604 Employee Pensions & Benefits	110,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$110,000.00
615 Purchased Power	60,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$60,000.00
618 Chemicals	65,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$65,000.00
631 Contractual Svc-Engineering	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$50,000.00
632 Contractual Svc-Accounting	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$15,000.00
633 Contractual Svc-Legal	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$10,000.00
635 Contractual Svc-Testing	45,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$45,000.00
636 Contractual Svc-Other	22,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$22,000.00
650 Transportation Expenses	45,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$45,000.00
657 Insurance-General Liability	33,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$33,000.00
659 Insurance-Other	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$9,000.00
660 Advertising Expense	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$500.00
675 Administrative Lending Fees	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$4,000.00
676 Bond Issuance Expense	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$200.00
Total Expenses	\$1,934,000.00	\$0.00	\$1,934,000.00										
NET OPERATING INCOME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Income													
419.5 Capacity Accounts Interest	30,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$30,000.00
474. Other Water Revenue	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$100,000.00
Total Other Income	\$130,000.00	\$0.00	\$130,000.00										
NET OTHER INCOME	\$130,000.00	\$0.00	\$130,000.00										
NET INCOME	\$130,000.00	\$0.00	\$130,000.00										

Shepherdstown Sewer

Budget Overview: FY2023 (July 2022 - June 2023) - FY23 P&L
July 2022 - June 2023

Income	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	TOTAL
419 Sewer Interest Income													\$0.00
419.1 General Fund Bank Acct Interest	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	\$21,000.00
419.2 Sewer Bond Funds Interest	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	666.67	\$8,000.00
419.3 Membrane Repl. Fund Interest	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	\$9,000.00
Total 419 Sewer Interest Income	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	3,168.67	\$38,000.00
522 Meterread Sewer Revenue	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00	\$1,320,000.00
536 Other Wastewater Revenues													
536.1 Recovery Fees													
536.4 Storage Unit Rental Income	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	\$1,100.00
536.9 Misc Income	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	\$960.00
Total 536 Other Wastewater Revenues	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	1,421.67	\$15,000.00
Total Income	\$114,588.34	\$114,588.34	\$114,588.32	\$114,588.32	\$114,588.34	\$114,588.34	\$114,588.32	\$114,588.32	\$114,588.34	\$114,588.34	\$114,588.34	\$114,588.34	\$17,760.00
GROSS PROFIT													
Expenses													
401.1 Sewer Billing Expenses													
401.11 Billing Software Support	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	\$0.00
401.12 Message 911 System	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	16.67	16.67	16.66	\$2,000.00
401.13 Billing Postage Expense	283.75	283.75	283.75	283.75	283.75	283.75	283.75	283.75	283.75	283.75	283.75	283.75	\$200.00
401.14 Billing Supplies & Expense	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	\$3,400.00
Total 401.1 Sewer Billing Expenses	717.08	717.08	717.07	717.08	717.07	717.08	717.07	717.08	717.07	717.07	717.08	717.07	\$8,600.00
401.2 Sewer Administration													
401.21 Safety Equipment/Expense	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	166.67	166.67	166.66	\$0.00
401.22 Admin. Communications Expenses	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	\$2,000.00
401.23 Regulatory Comm. Fees(Yrly Fee)	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$200.00
401.24 Admin. Supplies/Expenses	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	\$3,500.00
401.25 Admin. Cross-Charge	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	\$2,160.00
401.28 Permits & Fees	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	\$1,300.00
Total 401.2 Sewer Administration	7,483.34	7,483.34	7,483.32	7,483.34	7,483.34	7,483.32	7,483.34	7,483.32	7,483.34	7,483.34	7,483.34	7,483.34	\$51,300.00
401.3 Sewer Utility Billing													
401.31 Water Billing-Plant	2,916.67	2,916.66	2,916.67	2,916.67	2,916.67	2,916.66	2,916.67	2,916.67	2,916.66	2,916.67	2,916.67	2,916.66	\$0.00
401.32 Water Billing-Pump Stations	83.33	83.33	83.34	83.33	83.33	83.33	83.34	83.33	83.33	83.34	83.33	83.33	\$35,000.00
Total 401.3 Sewer Utility Billing	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	\$36,000.00
401.4 Sewer Plant Maintenance													
401.41 Sewer Uniforms	226.00	226.00	226.00	226.00	226.00	226.00	226.00	226.00	226.00	226.00	226.00	226.00	\$0.00
401.42 Maintenance of Collection Plant	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	\$2,703.00
401.43 Pumping Repairs & Maintenance	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	\$5,000.00
401.44 Pumping Maintenance of Structur	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	\$30,000.00
401.45 Treatment Maintenance of Equip	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	\$6,000.00
401.46 Treatment Maintenance of Struct	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	\$30,000.00
401.47 Treatment Maintenance of Equip	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	\$18,000.00
401.48 Sewer System Emergency Maint.	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	7,247.00	\$25,000.00
Total 401.4 Sewer Plant Maintenance	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	15,489.67	\$185,867.00
403 Depreciation Expense													
408 Taxes Other than Income	33,333.33	33,333.34	33,333.33	33,333.33	33,333.34	33,333.33	33,333.34	33,333.33	33,333.34	33,333.34	33,333.33	33,333.34	\$40,000.00
408.121 IFRICA	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.34	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	2,083.33	\$0.00
408.122 Work Comp	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	1,171.25	\$1,171.25
408.123 Sewer Unemployment Tax Exp	166.67	166.66	166.67	166.67	166.67	166.66	166.67	166.67	166.67	166.67	166.67	166.67	\$14,055.00
Total 408 Taxes Other than Income	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	3,421.25	\$41,055.00
701.1 Gross Payroll													
701.2 Personnel Training	58.33	58.33	58.34	58.33	58.33	58.34	58.33	58.33	58.33	58.34	58.33	58.34	\$0.00
701.3 Payroll Direct Deposit fees	32.50	32.50	32.50	32.50	32.50	32.50	32.50	32.50	32.50	32.50	32.50	32.50	\$390.00

Shepherdstown Sewer

Budget Overview: FY2023 (July 2022 - June 2023) - FY23 P&L

July 2022 - June 2023

	JUL 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	TOTAL
Total 701 Salaries & Wages	27,485.83	27,485.84	27,485.83	27,485.83	27,485.83	27,485.84	27,485.83	27,485.83	27,485.83	27,485.83	27,485.83	27,485.83	\$328,753.50
704 Employee Pensions & Benefits	2,333.33	2,333.33	2,333.34	2,333.33	2,333.33	2,333.34	2,333.33	2,333.33	2,333.34	2,333.33	2,333.33	2,333.34	\$29,280.00
704.1 PEIA Health/Life	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	920.00	\$0.00
704.2 PEIA Current OPEB/RHBT	1,916.67	1,916.67	1,916.66	1,916.67	1,916.67	1,916.67	1,916.67	1,916.67	1,916.67	1,916.67	1,916.67	1,916.67	\$21,100.00
Total 704 Employee Pensions & Benefits	5,170.00	\$11,000.00											
711 Sludge Removal	1,416.67	1,416.67	1,416.66	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	1,416.67	\$23,000.00
715 Purchased Power	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	167.00	\$63,280.00
715.1 Diesel/Fuel	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	12,167.00	\$17,000.00
Total 715 Purchased Power	12,334.00	\$22,000.00											
718 Chemicals	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	11,667.00	\$146,000.00
731 Contractual Svc-Engineering	416.67	416.67	416.66	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	\$148,000.00
Total 731 Contractual Svc-Engineering	416.67	416.67	416.66	416.67	\$140,000.00								
732 Contractual Svc-Accounting	1,083.33	1,083.33	1,083.34	1,083.34	1,083.33	1,083.33	1,083.34	1,083.33	1,083.34	1,083.33	1,083.33	1,083.34	\$60.00
732.1 General Accounting	291.67	291.67	291.66	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	291.67	\$5,000.00
732.3 P.S.C. Annual Report*	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	\$5,000.00
Total 732 Contractual Svc-Accounting	1,375.00	\$5,000.00											
733 Contractual Svc-Legal	417.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	417.00	\$0.00
Total 733 Contractual Svc-Legal	417.00	\$0.00											
735.1 Laboratory Testing	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	\$5,000.00
Total 735 Contractual Svc-Testing	1,000.00	\$5,000.00											
736 Contracted Services-Other													
736.1 IT Services													
736.2 Contracted Services-Misc.													
Total 736 Contracted Services-Other		\$0.00											
750 Transportation Expenses	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	\$7,500.00
750.1 Gas & Oil	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	\$7,500.00
Total 750 Transportation Expenses	625.00	\$7,500.00											
757 Insurance-General Liability	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	\$15,000.00
760 Advertising	166.67	166.67	166.66	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	\$12,000.00
Total Expenses	\$131,143.32	\$127,643.52	\$127,643.47	\$127,643.52	\$1,585,342.00								
NET OPERATING INCOME	\$-16,555.18	\$-13,055.18	\$-13,055.15	\$-13,055.18	\$-13,055.15	\$-16,535.11							
Other Income	666.67	666.67	666.66	666.67	666.67	666.66	666.67	666.67	666.67	666.67	666.67	666.67	\$160,282.00
419.5 Capacity Accounts Interest													
426 Misc. Non-Utility Revenue													
536. Other Wastewater Revenue													
536.21 Capital Capacity Fees													
Total 536. Other Wastewater Revenue		\$0.00											
Other Expenses													
Membrane Transfer Reserve Budget Only													
Total Other Expenses		\$59,000.00											
NET OTHER INCOME	\$-8,193.33	\$-8,183.34	\$-8,183.33	\$-8,183.34	\$157,200.00								
NET INCOME	\$-24,738.51	\$-21,238.51	\$-21,238.49	\$-21,238.51	\$-258,482.00								

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month August

Year 2022

Plant Shepherdstown W.W.T.P.

City Shepherdstown

Operator Kenny Shirley

Date	INFLUENT WASTEWATER						ACTIVATED SLUDGE						EFFLUENT TEMP.						PLANT EFFLUENT					
	Rainfall (inches)	TSS (mg/l)	BOD's (mg/l)	Flow (mgd)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TN (mg/l)	Total P (mg/l)	Total N (mg/l)	Total P (mg/l)	Total N (mg/l)				
1	0.03	161	145	0.2953	7.5			16000	7407		<1	<2	<10		7.2	0.48	1.10	<0.01						
2			0.2735					40000	7407	5541														
3			0.2624					40000	7407															
4	0.03		0.3296					40000	7407															
5	0.61		0.2823				7	40000	7407															
6			0.2934					40000	7407															
7	0.24		0.3353					20000	7407															
8			0.2712					20000	7407															
9	0.06		0.2629					20000	7407															
10	1.27		0.2481					20000	7407															
11	0.11		0.2811					20000	7407															
12			0.2665					16000	7407															
13			0.2557					16000	7407															
14	0.09		0.2700					16000	7407															
15	0.14		0.2373					16000	7407															
16			0.2660					40000	7407	6021														
17			0.2169					40000	7407															
18			0.2870					40000	7407															
19			0.2786				8	40000	7407															
20			0.2931					40000	7407															
21			0.2880					40000	7407															
22	0.04		0.2867					40000	7407															
23			0.3088					40000	7407															
24			0.2718					40000	7407															
25			0.3177					40000	7407															
26	0.05		0.3127					40000	7407															
27			0.2899					16000	7407															
28			0.3125					16000	7407															
29			0.3373					40000	7407															
30	0.89		0.3379					40000	7407															
31			0.2765					40000	7407															
Total	3.56	161	145	8.849	15			948000	176359	1860	<1	<2	<10		7.2	0.36	0.57	<0.01						
Average	0.30	161	145	0.2855	7.5			30591	7407	6200	<1	<2	<10		7.2	1.96	4.86	0.05						
Minimum	0.03	161	145	0.2169	7			16000	7406	5541	<1	<2	<10		7.2	0.39	0.97	<0.01						
Maximum	1.27	161	145	0.3379	8			40000	7407	7038	<1	<2	<10		7.2	0.32	0.57	<0.01						

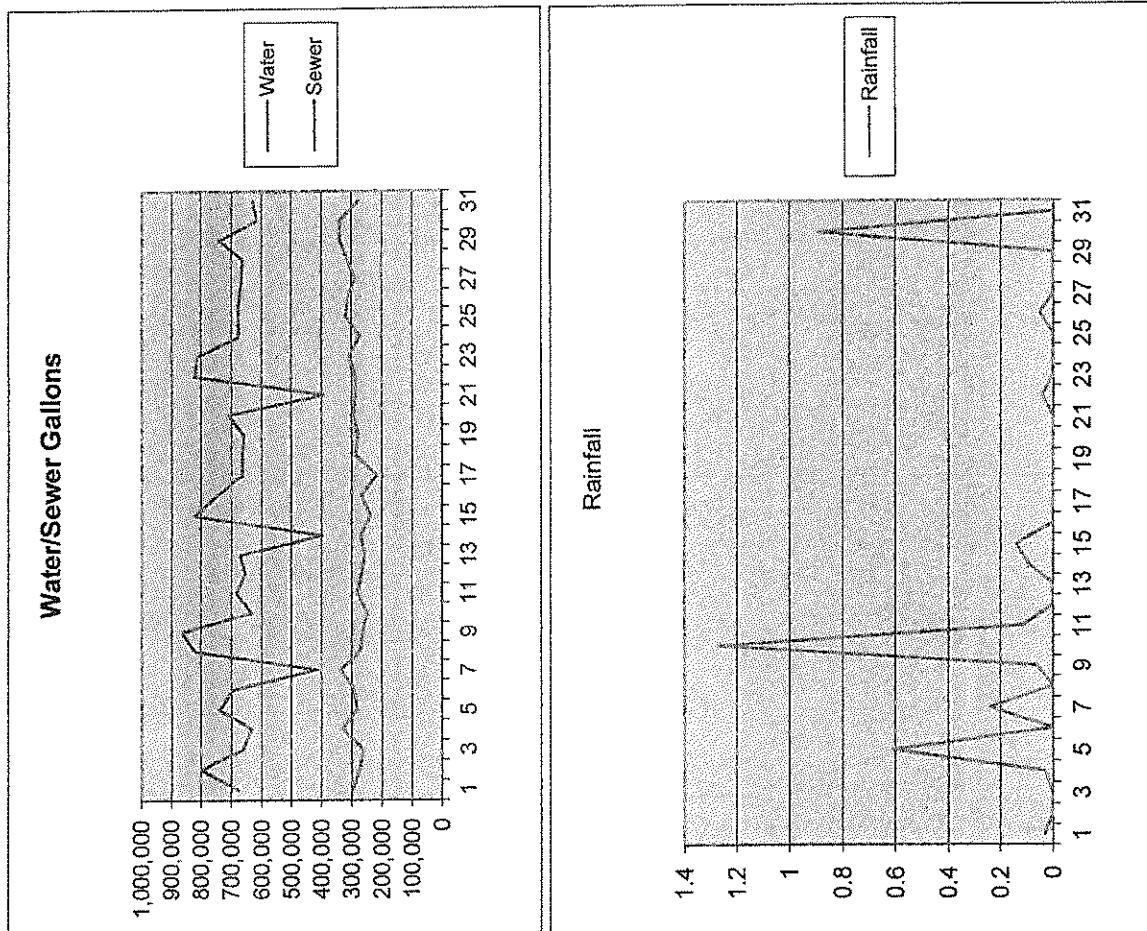
MAIL ONE COPY EACH TO:

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 August 2022

Date	Water	Sewer	RainFall
1	678,100	295,300	0.03
2	798,600	273,500	0
3	662,400	262,400	0
4	633,400	329,600	0.03
5	736,700	282,300	0.61
6	696,900	293,400	0
7	414,100	335,300	0.24
8	822,000	271,200	0
9	864,400	262,900	0.06
10	633,800	248,100	1.27
11	683,000	281,100	0.11
12	654,200	266,500	0
13	670,100	255,700	0
14	397,700	270,000	0.09
15	822,700	237,300	0.14
16	746,500	266,000	0.00
17	663,200	216,900	0
18	664,300	287,000	0
19	658,200	279,600	0
20	708,900	293,100	0
21	393,000	288,000	0
22	822,000	286,700	0.04
23	812,800	308,800	0
24	675,300	271,800	0
25	677,000	317,700	0
26	673,700	312,700	0.05
27	665,400	289,900	0
28	662,800	312,500	0
29	739,400	337,300	0
30	616,200	337,900	0.89
31	628,000	278,500	0
Avg.	676,606	285,452	0.11



August 2022 Monthly Reports

	Avg.		Max		Avg.	Max		Avg.	Max	Avg. Lbs.	Max Lbs.	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2855	Mgd	0.3379	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	Mg/l	<2	Mg/l	30	60		4.93	4.93	167	334		
TSS	<1	Mg/l	<1	Mg/l	30	60		2.46	2.46	167	334		
TKN	0.39	Mg/l	0.48	Mg/l	3	6		0.89	1.18	17	33		
Fecal Coli	<10	Ml	<10	Ml	200	400		N/A	N/A	N/A	N/A		
Total N	0.97	Mg/l	1.72	Mg/l	Rpt Only	Rpt Only		N/A	71.59	N/A	507	948.06	6091
Total P	<0.01	Mg/l	<0.01	Mg/l	Rpt Only	Rpt Only		N/A	0.74	N/A	50.7	13.30	609
Copper	<0.0037	Mg/l	<0.0037	Mg/l	0.0094	0.0212		N/A	N/A	N/A	N/A		
Zinc		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.2	S.U.	7.2	S.U.	6.5	8.5		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	3.505	Tons 56.6214	Tons 3	22.7		
Olcott Field 2		Tons	Tons			
Olcott Field 3		Tons	Tons			
Olcott Field 4	1.5925	Tons 1.5925	Tons 1	24.5	12.54	12.17
Olcott Field 6		Tons	Tons			
Blair-Carter Field 1		Tons	Tons			
Blair-Carter Field 3		Tons	Tons			
Blair-Carter Field 4		Tons	Tons			
Willard Field 1		Tons 4.992	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			

MONTHLY OPERATIONAL REPORT

Required Surface/(GWUDI)

MONTH/YEAR: August 2022

PWSID NUMBER: WV 3301933

SYSTEM NAME Shepherdstown Water

PHONE NUMBER 304-876-2394

COUNTY Jefferson

DATE	PLANT FLOW			CHEMICALS USED												FILTER BACKWASH											
	Plant Oper Time (hrs)	Filtered Water (GALS)	Flow Rate (GPM)	del pack			fluoride			potassium permanganate			Pre Chlorine			Post Chlorine			Wash Water (GAL/S)								
				lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm								
1	14	678,180	796	308	54.5	0.0	20	3.5	0.0	13	0.3	0.0	0.0	0.0	19	3.4	2	16,873									
2	17	798,600	783	361	54.2	0.0	16	2.4	0.0	5	0.8	0.0	0.0	0.0	20	3.0	2	18,000									
3	14	622,400	741	281	54.1	0.0	16	3.1	0.0	1	0.2	0.0	0.0	0.0	18	3.5	2	21,828									
4	13	633,400	812	286	54.1	0.0	17	3.2	0.0	9	1.7	0.0	0.0	0.0	11	2.1	2	20,504									
5	15	736,700	818	333	54.2	0.0	19	3.1	0.0	15	2.4	0.0	0.0	0.0	17	2.8	2	21,028									
6	14	696,900	807	315	54.2	0.0	18	2.8	0.0	12	2.1	0.0	0.0	0.0	14	2.4	2	19,462									
7	8	414,100	822	187	54.2	0.0	11	3.2	0.0	9	2.6	0.0	0.0	0.0	10	2.9	2	22,633									
8	17	822,000	806	372	54.3	0.0	21	3.1	0.0	16	2.3	0.0	0.0	0.0	17	2.5	2	22,135									
9	17	864,400	847	391	54.2	0.0	19	2.6	0.0	14	1.9	0.0	0.0	0.0	20	2.8	2	21,876									
10	13	833,800	813	286	54.1	0.0	15	2.8	0.0	11	2.1	0.0	0.0	0.0	15	2.8	2	21,904									
11	15	683,000	759	309	54.2	0.0	16	2.6	0.0	12	2.1	0.0	0.0	0.0	15	2.6	2	19,860									
12	14	654,200	779	296	54.3	0.0	17	3.1	0.0	14	2.6	0.0	0.0	0.0	18	3.3	2	19,504									
13	14	670,100	809	303	54.2	0.0	16	2.9	0.0	13	2.3	0.0	0.0	0.0	15	2.7	2	19,454									
14	8	397,700	818	180	54.2	0.0	11	3.3	0.0	8	2.4	0.0	0.0	0.0	10	3.0	2	20,883									
15	17	822,700	821	372	54.2	0.0	20	2.9	0.0	15	2.2	0.0	0.0	0.0	19	2.8	2	26,674									
16	15	746,500	829	337	54.1	0.0	16	2.6	0.0	13	2.1	0.0	0.0	0.0	18	2.9	2	21,300									
17	14	663,200	789	300	54.2	0.0	15	2.7	0.0	12	2.2	0.0	0.0	0.0	17	3.1	2	17,774									
18	14	664,300	791	300	54.1	0.0	16	2.9	0.0	12	2.2	0.0	0.0	0.0	15	2.7	2	19,609									
19	14	658,200	784	297	54.1	0.0	18	3.3	0.0	14	2.6	0.0	0.0	0.0	13	2.4	2	20,523									
20	15	708,900	758	320	54.2	0.0	18	3.0	0.0	13	2.2	0.0	0.0	0.0	17	2.9	2	19,535									
21	8	398,000	799	178	54.2	0.0	10	3.1	0.0	8	2.4	0.0	0.0	0.0	10	3.1	2	19,361									
22	17	822,000	825	372	54.2	0.0	20	2.9	0.0	16	2.3	0.0	0.0	0.0	23	3.4	2	19,819									
23	17	812,800	797	369	54.4	0.0	18	2.7	0.0	14	2.1	0.0	0.0	0.0	20	3.0	2	23,608									
24	14	675,300	804	305	54.2	0.0	15	2.7	0.0	11	2.0	0.0	0.0	0.0	17	3.0	2	19,837									
25	14	677,000	806	306	54.2	0.0	19	3.4	0.0	14	2.5	0.0	0.0	0.0	19	3.4	2	20,692									
26	14	673,700	802	304	54.1	0.0	16	2.8	0.0	12	2.1	0.0	0.0	0.0	17	3.0	2	19,634									
27	14	665,400	782	301	54.2	0.0	15	2.7	0.0	12	2.2	0.0	0.0	0.0	15	2.7	2	20,524									
28	14	662,800	795	365	64.2	0.0	18	3.3	0.0	14	2.5	0.0	0.0	0.0	19	3.4	2	19,799									
29	15	738,400	800	334	54.2	0.0	19	3.1	0.0	15	2.4	0.0	0.0	0.0	20	3.2	2	21,892									
30	14	616,200	734	279	54.3	0.0	15	2.9	0.0	12	2.3	0.0	0.0	0.0	17	3.3	2	20,524									
31	15	628,000	698	284	54.2	0.0	14	2.7	0.0	11	2.1	0.0	0.0	0.0	16	3.1	2	20,153									
TOTAL	439	20,934,800	24,663	9,520,5	1,890,6	512,0	91,5		370,0	64,2		511,0	90,9		62,0	637,238											
Avg	14	675,316	796	307,1	54,5					11,9	2,1				16,5	2,9	2	20,556									

Indicate chemicals used in blocks below

PWSID NUMBER: WV 3301933

MONTH/YEAR: August 2022

ANALYTICAL RESULTS

	Plant Date	System (Free) (Total)	Sampling Location of Chlorine Residual	Sampler Initials	Turbidity (NTU)		pH (S.U.)	MONTHLY OPERATIONAL REPORT	
					Raw	Settled		Settled	Finished
1	7/21	2.1	1.0 shop sweet shop	rgd	9.9	0.7	0.10	7.4	7.2
2	7/18	1.8	1.0 sheetz	rgd	12.1	0.7	0.10	7.2	6.8
3	7/19	1.9	1.2 kome	rdj	10.7	0.7	0.13	6.9	7.1
4	7/16	1.6	1.0 wwp	rdj	9.9	0.7	0.12	6.9	7.0
5	7/16	1.6	1.0 howard farm hydrant	dcs	10.9	0.7	0.11	7.1	7.0
6	7/16	1.6	0.7 ray street	alw	11.9	0.7	0.11	7.1	6.80
7	7/16	1.6	1.1 kings	dag	12.1	0.7	0.11	7.0	6.9
8	7/17	1.7	0.9 rocs	dcs	11.1	0.7	0.10	7.1	7.0
9	7/17	1.7	0.8 TOWN HALL	dcs	11.1	0.7	0.12	6.9	7.0
10	7/15	1.5	1.3 subway	rdj	10.9	0.7	0.13	7.2	7.0
11	7/16	1.6	1.0 walgreens	alw	11.1	0.7	0.10	7.3	7.0
12	7/18	1.8	1.5 dollar general	dcs	10.9	0.7	0.09	7.2	7.1
13	7/17	1.7	1.1 seven eleven	alw	12.3	0.7	0.09	7.1	7.0
14	7/17	1.7	0.9 dominos	dag	12.6	0.7	0.10	6.9	6.80
15	7/17	1.7	1.4 browns garage	rdj	11.1	0.7	0.08	6.7	6.9
16	7/17	1.7	0.8 shop police dept	rdj	11.6	0.7	0.08	6.8	7.0
17	7/18	1.8	0.9 chrisman bids	dcs	11.1	0.7	0.07	7.2	7.1
18	7/16	1.6	0.9 betty's	rdj	10.6	0.7	0.08	7.1	7.0
19	7/18	1.8	0.9 marias	rdj	11.9	0.7	0.11	7.2	7.1
20	7/16	1.6	1.0 528 sandpiper lane	alw	11.1	0.7	0.11	7.1	6.90
21	7/18	1.8	0.8 daily queen	dag	11.9	0.7	0.12	7.0	6.90
22	7/18	1.8	0.4 300 duke st	dcs	11.4	0.7	0.12	6.8	6.60
23	7/22	2.2	1.0 412 e high st	rdj	11.9	0.7	0.10	7.3	7.1
24	7/19	1.9	1.0 maiden lane	alw	11.1	0.7	0.11	7.5	7.4
25	7/22	2.2	1.0 food lion	rdj	12.1	0.7	0.14	7.3	7.2
26	7/19	1.9	0.6 incic	rdj	11.1	0.7	0.13	7.1	7.1
27	7/22	2.2	1.0 106 college street	alw	11.9	0.7	0.15	7.2	7.1
28	7/21	2.1	0.9 mcdonalds	dag	11.6	0.7	0.13	7.1	7.00
29	7/20	2.0	0.9 shepherdstown pharmacy	dcs	12.6	0.7	0.14	6.7	6.70
30	7/17	1.7	0.9 water tanks	dcs	12.1	0.7	0.16	6.6	6.80
31	7/20	2.0	1.8 dollar general	rdj	11.6	0.7	0.12	7.1	6.9
TOTAL		55.9			354.2	22.1	3.46	219.10	216.50
Avg		1.8			11.4	0.7	0.11	7.07	6.98

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)

Certification #:

WVOP01358
Exp. Date: 3/31/2024
Certification Class: III

Date:

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

PWSID NUMBER: WV 3301933

MONTH/YEAR: August 2022

ANALYTICAL RESULTS (mg/L)														
DATE	Iron			Manganese			Phenolphthalein Alkalinity			Calcium Hardness		(TDS) (Finished)	TEMP °F or C (Finished)	Langlier Saturation Index (LSI) (Finished)
	Raw	Finished	Raw	Raw	Finished	Raw	Raw	Finished	Raw	Finished				
1						108				173		27.8		
2						113				184		28.5		
3						103				177		28.6		
4						105				171		27.3		
5						103				169		27.6		
6						107				176		27.3		
7						113				179		28		
8						112				181		27.5		
9						103				173		28.1		
10						99				163		27.5		
11						94				161		27.1		
12						92				142		26.7		
13						98				166		27.4		
14						84				146		26.1		
15						86				143		25.4		
16						94				146		24.6		
17						99				147		25.4		
18						104				159		24.9		
19						100				182		25.6		
20						99				159		26		
21						100				155		26.4		
22						99				185		26.3		
23						103				165		24.6		
24						102				160		28.7		
25						90				174		28.7		
26						102				154		27.3		
27						99				167		27.3		
28						100				206		27		
29						102				152		27.6		
30						102				153		27.8		
31						107				174		27.1		
TOTAL						3122				5142		836.2		
Avg						101				166		27		

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 3/31/2024 Certification Class III

CONTINUOUS MONITORING
MONTHLY CHLORINE RESIDUAL REPORT - Required Surface and GWUDI Sources

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933MONTH/YEAR: August 2022

SYSTEM TYPE:(Check One) Surface GWUDI
 SYSTEM 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.	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) 0

Total # of Samples Taken

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

CERTIFIED BY: Charles Coe

(Certified Operator Signature required)

Date: _____

(Certified Operator Signature required)

Certification #: WVOP01358Exp. Date March 31, 2024Certification Class III

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

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

PWSID NUMBER: WV 3301933

(Required)

QUARTER/YEAR

2022

System Name

Shepherdstown WaterCounty Jefferson

Treatment Plant Name

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 BY: _____

(Certified Operator's Printed Name Required)

Date: _____

(Certified Operator's Signature Required)

Certification # _____

Exp. Date _____

Certification Class _____

Telephone Number _____

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

WV Office of Environmental Health Services RD&C Unit
 360 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

MONTH/YEAR: August 2022

(Required)

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	678100.00	20.00	0.70	0.72
2	798600.00	16.00	0.68	0.75
3	622800.00	16.00	0.65	0.75
4	633400.00	17.00	0.70	0.65
5	736700.00	19.00	0.71	0.73
6	696900.00	16.00	0.59	0.70
7	414100.00	11.00	0.63	0.60
8	822600.00	21.00	0.59	0.52
9	864400.00	19.00	0.60	0.51
10	633800.00	15.00	0.59	0.63
11	683000.00	16.00	0.65	0.60
12	654200.00	17.00	0.71	0.73
13	670100.00	16.00	0.52	0.50
14	397700.00	11.00	0.49	0.51
15	822700.00	20.00	0.64	0.60
16	746500.00	16.00	0.59	0.39
17	663200.00	15.00	0.62	0.56
18	664300.00	16.00	0.59	0.45
19	658200.00	18.00	0.70	0.51
20	708900.00	18.00	0.60	0.52
21	393000.00	10.00	0.53	0.55
22	822000.00	20.00	0.64	0.82
23	812800.00	18.00	0.75	0.67
24	675300.00	15.00	0.53	0.50
25	677000.00	19.00	0.67	0.63
26	673700.00	16.00	0.74	0.75
27	668400.00	15.00	0.71	0.68
28	662800.00	18.00	0.64	0.61
29	739400.00	19.00	0.73	0.69
30	626100.00	15.00	0.70	0.68
31	628000.00	14.00	0.65	0.77
TOTAL	20,948,700.00	512.00	19.84	19.28
AVERAGE	675,764.52	16.52	0.64	0.62
HIGHEST READING			0.75	0.82
LOWEST READING			0.49	0.39

*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)

DATE: _____

(Certified Operator Signature Required)

Certification#: WVOP01358

Exp. Date 3/31/2024 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

Principles of Meter Reduction

For residential and commercial properties:

- All plumbing work necessary must be completed by a licensed, bonded, certified plumber.
- Work must be completed within 1 year of date of request or a new request must be submitted.
- All costs for the meter reduction are the responsibility of the owner.
- The size of the meter is determined by your engineer or developer. Fire protection included.
- The meter setting must conform to the standards that are in effect at the time of the work. This includes the installation of approved No Lead meter valves, setter and the type of meter enclosure/vault/crock.
- All charges will be determined by the larger meter size until the old meter has been returned to the Corporation of Shepherdstown and the smaller setting has been inspected, programmed and approved.
- If the smaller meter size is found to provide an inadequate flow of water, the property owner must increase to a larger meter at the prevailing cost. All costs will be the responsibility of the owner.
- All liabilities of the reduced flow will be owner responsibility.
- Corporation of Shepherdstown will only cover meter cost.

Request for Meter Downgrade

Owner/Name-

Service Address-

Original meter size-

Size of meter your requesting-

Being the property owner or authorized agent of the owner of the above address have read the Principles of Meter Reduction. I am now requesting a representative of Corporation of Shepherdstown to review my request. I understand that all work must be performed by a certified person and that all costs are my responsibility.

Requestor-

Sign _____

Print _____

Date: