

**Water & Sanitary Board Agenda**  
**Thursday, Jan. 26, 2023**  
**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 Dec.1, 2022 + Dec. 8, 2022
3. Visitors – Stephanie Reel (Jefferson Utilities) and Rachael Lancaster (American Water)  
Greg Welter – Comprehensive Plan (enclosure)
4. Finances
  - a. Financial Statements
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 by Jeff Ekstrom
  - b. Update on Water Distribution Project – Phone Conference with Army Corp of Engineers – report by Jeff Ekstrom
  - c. Jefferson County Board of Education - Project report
  - d. American Water Works – representative
  - e. Inaccessible Water Meters
  - f. Bond information from David Decker
  - g. GIS information – James Mitchell (Ghosh Engineering)
7. Old Business
  - a. Hydrant Report – enclosure in packet – same as last month
  - b. PFAS – Testing– Charles Coe to report
  - c. Action Items: John Bresland and Mike Godfrey to Report on PFAS
8. Mayor's Report
9. Next meeting date – Feb. 24, 2023
10. Summarize Action Items from this meeting
11. Draft Agenda for next meeting
12. Adjournment

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**

December 1, 2022

**Attendees:**   **Water Board** – J. Auxer (Mayor), J. Bresland, S. Kemnitzer (Chair), M. Godfrey, S. Knuppel  
                  **Sanitary Board** – J. Auxer (Chair), H. Heyser, B. Keller  
                  **Town Staff** – C. Coe, K. Shipley, F. Welch, C. Painter, R. Oviatt, B. Bennett  
                  **Engineer** – J. Ekstrom  
                  **Town Council**- C. Stroeck (Water Board)

**1.     CALL TO ORDER.**

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

**2.     MINUTES FROM PRIOR MEETING.**

The proposed minutes of the October 27, 2022 were cited; H. Heyser motioned to approve, seconded by B. Keller and unanimously approved.

**3.     VISITORS-Clean Water West Virginia**

J. Auxer introduced the representatives of the WV American Water: B. Crislip and R. Lancaster. This was a follow up visit to the Shepherdstown Board(s) after presentations in April 2021 to enter into agreement with the Town for the purposes of using its utility mailing list to market its homeowner water connection insurance. This was subsequently agreed to. This meeting was to explain its continued commercial interest to invest in water utilities and described its on-going purchase of Jefferson County Utilities. This will add an additional 4,000 customers to its existing 500,000 client base across WV. There was no action generated as a result of their comments made to the Board(s).

**VISITORS-Jefferson County Board of Education Project Report**

J. Auxer introduced the representative of JeffCo Board of Education (BoE): Dr. D. Joy. She proceeded to clarify that the Board of Education will be submitting an application for a water and sewer connection for the eventual new school being built just outside of Shepherdstown. She also clarified some confusion within their Board about both their process and the Town's requirements. There was a subsequent discussion on how to make the requisite application(s) and a reiteration by the Water and Sewer Boards to move expeditiously on the school system's behalf but that a complete application was needed. It was noted that obtaining the necessary easements (for the water and sewer lines) was a complicating factor for the BoE, potentially slowing the process. Members of both Water and Sewer boards offered more detailed information and it was concluded that the Town will provide further helpful information regarding easements and any reassurances to landowners about the value of granting these. Dr. Joy was clear in stating that the intention of the School Board was to cede full authority of operating/maintaining the completed lines to the Corporation of Shepherdstown.

## VISITORS- Jefferson County Health Department COVID Testing in Wastewater

J. Bresland introduced Dr. T. Reidy from the Jeff Co Health Dept. to discuss the general subject of testing wastewater sources for COVID (and other diseases). The State of WV has been using new technology to test for the SARS-CoV-2 corona virus using a federal grant to WVU. The testing is now being conducted in approximately 20 towns/cities in WV, including Charles Town. F. Welch was quite familiar with the program having participated in a Statewide ZOOM conference call. Dr. Reidy recommended that Shepherdstown avail itself of the grant funding to test the wastewater plant influent for the virus. At the suggestion of the Mayor, this matter was forwarded to the already scheduled (Dec 8, 2022) special Sewer Board meeting for a decision.

### **4. Financial Statements**

The financial statements were reviewed and generated the following comments from across both boards:

- The new statements represent a very clear step forward in the financial reporting,
- Some of the column headings need to be clarified as to Year or YTD, etc.,
- Regarding questions posed (S. Knuppel and S. Kemnitzer) regarding the water and sewer bonds, it was noted that a fact sheet on all outstanding bonds was in preparation and would be made available soon. The intention will be to update these sheets quarterly or semiannually.
- Financial statements will get more timely as staff become more experienced and the backlog of reporting is worked through
- The Mayor and J. Bresland noted the need to further train Board members themselves on reading/interpreting financial statements. **This was made an action item for J. Auxer.**

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

#### **5.a WATER**

C. Coe reported that all tests were nominal and within expected ranges, all systems were operating normally. He further noted that he was leading the effort to test a complete set of 1,000 from Town Run as a prelude to full approval from the State for use of the secondary source. J. Ekstrom noted that the water plant improvements are nearing completion; contractors completed wiring and panels for the return sludge pump controls and that sediment tank sludge will now be handled far more efficiently. However, completion still awaits ordered parts, a considerable supply chain issue that is affecting all projects.

#### **5.b. SANITARY**

K. Shipley noted that likewise, all wastewater tests and systems were well within compliance. F. Welch indicated that nitrogen discharge to the Potomac River post-treatment was practically zero, a real testament to the efficiency of the system. Progress continues with the purchase/installation of a new sludge press. Both staff noted that there will be significant savings as they start implementation of the new wastewater sludge dewatering and disposal arrangements. K Shipley will prepare a full calculation to share as he gets more direct data.

### **6. UNFINISHED BUSINESS.**

#### **6.a FIRE HYDRANTS**

The Hydrant at Cress Creek has been repaired; a further seven hydrants are awaiting contracting to complete repairs.

6.b. **WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECT**

J. Ekstrom reported that he was impressed and enthusiastic about the quality of the Army Corps of Engineers' collaboration stating further "things seemed to be moving quickly for this kind of project overall". The Corps has already engaged an environmental firm that will ensure project compliance. Asked about how the Town or the Corps will handle cash flow for work, he indicated that the next step of the process was to sign a PMP (Project Management Plan) agreement with the Corps, and until those details are spelled out, he cannot answer that specific question.

6.c. **PFAS**

There was a quick review of new limits for PFAS being proposed by the EPA. Considerable concern was raised about the benefits/costs of such low limits as well as the inability of commercial labs to reliably complete such tests. Only one licensed testing facility exists in the US (in St. Louis). S.Kemnitzer raised the question of engaging the public on this topic. **Action Item: S.Kemnitzer will research public engagement and report back.** **Action Item: J. Bresland and M. Godfrey will do further research on PFAS and report back.**

6.d. **Previous Action Items:**

- Staff are still working on the purchase of a new vehicle for operations. **(pending)**
- Research concluded that the charges(costs) to the water treatment plant for backwash paid to the wastewater treatment plant are correct. **(done)**
- A review of past sewer services payments received were correctly coded **(done)**
- D.Decker response was prepared and sent re subject of State rules for maintaining and funding distinct reserve accounts for public utilities. **(done)**
- A distinct Water Balance Sheet was prepared and well accepted **(done)**

7 **MAYOR'S REPORT.**

Mayor Auxer directed that a special Sanitary Board meeting be held December 8 at 1:00 pm

8. **NEXT MEETING DATE.**

January 26, 2023, at 12:30PM. (at Town Hall)

9 **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:05 PM.

Respectfully Submitted: M.Godfrey



**DRAFT MINUTES**  
**CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA**  
**SANITARY BOARD**

December 8, 2022

**ATTENDEES:** Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller  
Town Staff – K. Shipley, F. Welch  
Visitors: D. Decker (CPA), J. Ford, S. Pearson, L. Rampey

1. **CALL TO ORDER.**

The Sanitary Board meeting was called to order by J. Auxer at 1:03 p.m.

2. **VISITORS.** - No visitor comments.

3. **AGENDA ITEMS.**

3.a **SEWER RATE INCREASE.**

J. Auxer asked the board members if they had any questions about the proposed rate increase.

R. Keller stated that he thought the information presented by D. Decker was clear. (See attached letter from Decker & Company PLLC).

H. Heyser asked for clarification as to which costs would qualify to be paid from the Cash Working Capital Reserve (CWCR) fund.

D. Decker that when he asked the PSC staff that question they just pointed to the wording of the order (General Order 183.08):

- Can only be used for extraordinary and non-recurring items.

He stated that membrane costs do not qualify since they are recurring and are not extraordinary. He further explained that, in general, costs included in the budget would not be considered 'extraordinary'.

R. Keller asked if the recent expenditures to replace the fan press, which were not expected or budgeted, would qualify. D. Decker responded that he thought they would qualify, although the PSC might expect that R&R funds would also apply, in which case the CWCR funds might not be allowed to be used until the R&R funds had been fully expended.

R. Keller asked what the effective date of General Order 183.08 was. D. Decker said that it was sometime in 2019 but that it only comes into play when a request is made to change rates.

R. Keller stated that he thought the board should proceed with the rate increase but that he objected strenuously to the requirements of General Order 183.08. He read a statement to that effect and suggested that it be communicated to the customers. There was general agreement to that and some minor rewording suggestions. (See attached statement).

**ACTION ITEM: H. HEYSER MOVED, R. KELLER SECONDED, THAT A RECOMMENDATION BE SENT TO TOWN COUNCIL TO APPROVE THE PROPOSED 19% SEWER RATE INCREASE. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

**ACTION ITEM: R. KELLER MOVED, H. HEYSER SECONDED, THAT THE BOARD ACCEPT THE LETTER OF ENGAGEMENT FROM DECKER & COMPANY PLLC TO PREPARE THE RULE 42 EXHIBIT. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

3.b. **TESTING OF INFLUENT AT WASTEWATER PLANT.**

K. Shipley presented the details of a testing request.

WVU has received a grant to test the influents of wastewater treatment plants in WV for the presence of the virus that causes COVID. They have requested that Shepherdstown (along with other locations) test their influent 5 days per week and forward the results. In general, the staff has no problem with complying with the request with 2 caveats: 1) some weeks it might be difficult to do the tests 5 times per week, due to workload; 2) we are entering the time of year when we clean the filters, so we will be particularly busy for much of the next 3 months.

**ACTION ITEM: H. HEYSER MOVED, R. KELLER SECONDED, THAT THE TESTING REQUESTED BY WVU BE PERFORMED WITH THE PROTOCOL (I.E. WHEN TO BEGIN THE TESTING AND HOW OFTEN TO PERFORM THE TESTS) AT THE DISCRETION OF THE STAFF. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

4. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:38 p.m.

**Respectfully Submitted:** J. Ford

Hello Mayor Auxer and Ms. Kemnitzer,

I am writing as a representative of a subgroup of the Shepherdstown Comprehensive Plan review steering committee. This particular subgroup is focused on the Public Services and Infrastructure elements of the 2014 plan. Other members of subgroup are Mike Athey and Leah Rampy. My intention is to attend the next meeting of the Boards to identify contacts to characterize current status for certain water/sanitary related subgoals in the plan. If you think appropriate, we could be placed on the agenda to briefly outline the objectives of our comprehensive plan effort; however, we would not expect that we'd be getting the information sought in the course of the meeting.

Questions that we'd like to pursue are drawn subgoals that were listed in the comprehensive plan as higher priorities::

**(PSI-1.1, PSI-3.5, LU-4.2 and LU-7.4)** – The comprehensive plan makes reference to the "Growth Management Boundary" (GMB). The GMB is also referenced in the County "Envision 2035" plan. We've been told that this boundary area had been defined by Shepherdstown at the start of the Comprehensive Plan development as the limits to which it was thought practical to extend water and sewer services. Our question is whether the comprehensive plan GMB does indeed have a defined role in water and sewer planning for the town?

**(PSI-3.1)** – Utility capital improvement plans. Such plans are typically termed utility master plans or facility plans, and are typically the basis for capital improvement projects. Typically, they include projections of future demand for additional capacity, and necessary improvements to meet treatment objectives. We were advised that the town's consultant, Mr. Jeff Ekstrom, would be the best source of information on this. We request authorization to contact Mr. Ekstrom to request copies of such planning documents.

**(NER-1.9)** – The comprehensive plan recommended that a watershed management plan be developed for Town Run, for flood minimization and water quality. The ongoing capital project for permanent intake facilities for water supply from Town Run as an upgrade from purely emergency backup to an active secondary source would make this particularly relevant. What is the status of development of such a plan?

In a related question, what is the status for extension of water and sewer service to the Toll Wood Subdivision, near the upper reaches of Town Run?

**(PSI-3.2)** – Comprehensive plan recommended enhanced efforts at public information outreach. Suggested areas of discussion would be the annual Consumer Confidence Report, and the periodically updated Source Water Protection Plan.

Best regards, Greg Welter

Greg Welter, PE BCEE  
Board Certified Environmental Engineer  
301-275-3084

# Shepherdstown Waterworks

Balance Sheet  
As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
RESERVED FUNDS BANKING		
131.25 JSB Water Bond Depreciation 5234	873,984.64	544,246.92
131.26 JSB Working Capital Reserve 2736	177,811.44	876.37
132.1 Capital I&R Fund 6217		
132.11 Cap. I & R Reserve Funds - Use	684,056.58	684,056.58
132.12 I&R -Working Capital Reserve	370,000.00	370,000.00
<b>Total 132.1 Capital I&amp;R Fund 6217</b>	<b>1,054,056.58</b>	<b>1,054,056.58</b>
<b>Total RESERVED FUNDS BANKING</b>	<b>2,105,852.66</b>	<b>1,599,179.87</b>
RESTRICTED FUNDS BANKING		
133 Other Special Deposits		
133.1 JSB Cap.Capacity Acct 6082	1,779,406.40	1,772,871.05
133.2 Checking-Cust Deposit Funds/Int (deleted)	0.00	0.00
Customer Deposit Funds44 (deleted)	0.00	38,525.37
Customer Deposit Interest44 (deleted)	0.00	16,236.44

# Shepherdstown Waterworks

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>Total 133.2 Checking-Cust Deposit Funds/Int (deleted)</b>	<b>0.00</b>	<b>54,761.81</b>
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	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
<b>Total 133.5 Water Engineering Fees 6217</b>	<b>18,053.41</b>	<b>18,053.41</b>
<b>Total 133 Other Special Deposits</b>	<b>1,797,459.81</b>	<b>1,845,686.27</b>
JSB Water Plant Upgrade 8238	1,252,183.46	1,223,587.95
WV Municipal Bond Funds		
WV Mun Bond-2003 Series A Bond		
126.1 Cash-Revenue#SHE-W-1-03-A-JE-12	10,405.62	17,056.27
127.1 Cash-Reserve#SHE-W-2-03-A-JE-12	24,914.10	25,212.69
127.1a Cash-Depr. #SHE-W-3-03-A-JE-12	0.00	498,860.37
<b>Total WV Mun Bond-2003 Series A Bond</b>	<b>35,319.72</b>	<b>541,129.33</b>
WV Mun Bond-2003 Series B Bond		
126.2 Cash-Revenue#SHE-W-1-03-B-JE-12	32,986.72	54,750.01
127.2 Cash-Reserve#SHE-W-2-03-B-JE-12	79,799.91	78,254.98
127.2a Refund (deleted)	0.00	2,079.00

# Shepherdstown Waterworks

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>Total WV Mun Bond-2003 Series B Bond</b>	<b>112,786.63</b>	<b>135,083.99</b>
WV Mun Bond-2012 Series Bond		
126.3 Cash-Revenue#SHE-W-1-12-X-JE-12	35,083.11	66,519.76
127.3 Cash-Reserve#SHE-W-2-12-X-JE-12	126,457.84	127,547.17
<b>Total WV Mun Bond-2012 Series Bond</b>	<b>161,540.95</b>	<b>194,066.93</b>
WV Municipal 2017 Bond		
126.4 JSB WV Mun Bond-2017 \$ 8085	344,960.28	337,987.43
126.5 Cash Revenue #SHE-W-1-17-X-JE-1	70,999.55	70,804.74
127.4 17 Reserve SHE-W-2-17-X-JE-12	162,672.25	161,179.35
<b>Total WV Municipal 2017 Bond</b>	<b>578,632.08</b>	<b>569,971.52</b>
WV Municipal 2021 Bond		
126.7 SHE-W-1-21-X-JE-12 - 21 Water Revenue	8,367.16	16,584.04
127.7 SHE-W-2-21-X-JE-12	11,670.35	1,655.10
<b>Total WV Municipal 2021 Bond</b>	<b>20,037.51</b>	<b>18,239.14</b>
<b>Total WV Municipal Bond Funds</b>	<b>908,316.89</b>	<b>1,458,490.91</b>
<b>Total RESTRICTED FUNDS BANKING</b>	<b>3,957,960.16</b>	<b>4,527,765.13</b>
UNRESTRICTED FUNDS BANKING		
131.1 Cash on Hand		
131.12 Cash in Transit (outside Fund) (deleted)	0.00	36,318.49
<b>Total 131.1 Cash on Hand</b>	<b>0.00</b>	<b>36,318.49</b>
131.2 Cash at Bank		
131.22 Global (was WSG) (deleted)	0.00	118,593.28
131.221 Global Customer Deposit Funds (deleted)	0.00	46.00
131.23 DR/CR Revenue Account-All Funds (deleted)	0.00	
DR/CR-All Funds-Cust Dep Fund (deleted)	0.00	
Customer Deposit Funds (deleted)	0.00	184.00
<b>Total DR/CR-All Funds-Cust Dep Fund (deleted)</b>	<b>0.00</b>	<b>184.00</b>
DR/CR-All Funds-Operating Funds (deleted)	0.00	7,468.35
<b>Total 131.23 DR/CR Revenue Account-All Funds (deleted)</b>	<b>0.00</b>	<b>7,652.35</b>
<b>Total 131.2 Cash at Bank</b>	<b>0.00</b>	<b>126,291.63</b>
131.21 JSB Water Operating General Funds 6217	56,409.42	1,461,398.97
Reserved Funds 6217	-1,054,056.58	-1,054,056.58
Restricted Portion 6217	-18,053.41	-18,053.41
<b>Total 131.21 JSB Water Operating General Funds 6217</b>	<b>-1,015,700.57</b>	<b>389,288.98</b>
<b>Total UNRESTRICTED FUNDS BANKING</b>	<b>-1,015,700.57</b>	<b>551,899.10</b>
<b>Total Bank Accounts</b>	<b>\$5,048,112.25</b>	<b>\$6,678,844.10</b>



# Shepherdstown Waterworks

Balance Sheet  
As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
Accounts Receivable		
141 A/R, Water Customer Billing	167,547.40	285,980.94
142 Other Receivables		
142.3 Due From General Fund, P/R Acct (deleted)	0.00	-106.25
<b>Total 142 Other Receivables</b>	<b>0.00</b>	<b>-106.25</b>
143 Allow. for Doubtful Accounts	-5,000.00	-5,000.00
<b>Total Accounts Receivable</b>	<b>\$162,547.40</b>	<b>\$280,874.69</b>
Other Current Assets		
142.71 Due to/From Govt Funds	-193,126.19	80,743.37
142.20 Customer Deposit Interest	16,181.69	
142.3 Customer Deposit Funds	72,014.73	
142.30 DR/CR Customer Deposits (deleted)	0.00	29,752.11
<b>Total 142.71 Due to/From Govt Funds</b>	<b>-104,929.77</b>	<b>110,495.48</b>
162 Prepaid Expenses		
162.1 Commercial Ins	0.00	19,476.44
162.4 Other Prepays	0.00	4,881.65
<b>Total 162 Prepaid Expenses</b>	<b>0.00</b>	<b>24,358.09</b>
253.20 Deferred Inflows	-98,740.50	-127,701.72
Due to/from Sewer	-5,722.36	
<b>Total Other Current Assets</b>	<b>\$ -209,392.63</b>	<b>\$7,151.85</b>
<b>Total Current Assets</b>	<b>\$5,001,267.02</b>	<b>\$6,966,870.64</b>
Fixed Assets		
105 Fixed Asset-Constr. In Progress		
105.11 Air Mixing System	0.00	3,073.20
105.12 Water Line Replacement	0.00	2,112,273.30
105.13 Raw Water Intake	0.00	34,933.34
105.14 Water Plant Upgrade	2,214,933.54	178,624.56
105.15 Upgrade Mecklenburg	7,280.00	1,280.00
105.4 Automatic Meter Reading	0.00	676,421.38
105.7 Water Impr-Revised Project #2		
Engineering Costs-Final Project	0.00	1,480.00
Engineering Costs-Initial proj.	0.00	381,174.74
Other Project Costs	0.00	18,340.00
<b>Total 105.7 Water Impr-Revised Project #2</b>	<b>0.00</b>	<b>400,994.74</b>
105.73 CIP-High Service Expenses	0.00	17,550.00
105.74 CIP-Turbidity Meter/Accessories	0.00	12,855.26
<b>Total 105 Fixed Asset-Constr. In Progress</b>	<b>2,222,213.54</b>	<b>3,438,005.78</b>

# Shepherdstown Waterworks

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
Fixed Asset Adjustments		
108 Accum. Depr., Utility Plant	-3,911,638.75	-4,360,000.20
<b>Total Fixed Asset Adjustments</b>	<b>-3,911,638.75</b>	<b>-4,360,000.20</b>
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	10,935.00	47,973.47
304.3 Structures & Impr.-Pump	969,411.62	1,041,677.84
311 Electric Pumping Equip.	409,933.06	409,032.41
320 Purification System	1,349,209.72	1,480,128.70
330 Distribution Reservoirs	4,012,501.14	4,012,501.14
331 Distribution Mains	5,152,779.74	2,639,512.70
334 Meters	704,012.01	364,873.36
335 Hydrants	65,347.80	21,543.56
340 Office Furn/Fixtures/Equip	0.00	19,245.46
341 Transportation Equip.	58,001.90	95,810.33
343.1 Shop Equipment	13,639.56	42,108.85
343.2 Tools & Work Equipment	0.00	46,964.64
343.3 Computer Software	1,973.00	5,763.00
<b>Total Fixed Assets (All Funds)</b>	<b>12,767,144.48</b>	<b>10,246,535.39</b>
<b>Total Fixed Assets</b>	<b>\$11,077,719.27</b>	<b>\$9,324,540.97</b>
<b>TOTAL ASSETS</b>	<b>\$16,078,986.29</b>	<b>\$16,291,411.61</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	9,022.86	2,175.00
<b>Total Accounts Payable</b>	<b>\$9,022.86</b>	<b>\$2,175.00</b>
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
<b>Total 221 Bond Payable-Current</b>	<b>0.00</b>	<b>250,626.75</b>
235 Customer Dep/Int Pay.-Cash Acct	0.00	0.00
235.00 Customer Dep. Interest Payable	16,181.69	16,257.73
235.01 Customer Deposit Funds Payable	72,014.73	38,454.65
Cust Dep/Int Pay-DR/CR Acct (deleted)	0.00	
Customer Deposit Payable (deleted)	0.00	30,718.11

# Shepherdstown Waterworks

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>Total Cust Dep/Int Pay-DR/CR Acct (deleted)</b>	<b>0.00</b>	<b>30,718.11</b>
<b>Total 235 Customer Dep/Int Pay.-Cash Acct</b>	<b>88,196.42</b>	<b>85,430.49</b>
238 Accrued Interest Payable		
238.1 Accrued Interest-Bonds Payable		
238.11 Accrued Interest 2003-B Bond	257.67	382.72
238.12 Accrued Int.-Water Tanks Bond	2,703.49	2,780.40
238.13 Accrued Interest 2017 Bond	29,862.37	30,308.68
238.14 Accrued Interest 2021 Bond	2,359.06	
<b>Total 238.1 Accrued Interest-Bonds Payable</b>	<b>35,182.59</b>	<b>33,471.80</b>
<b>Total 238 Accrued Interest Payable</b>	<b>35,182.59</b>	<b>33,471.80</b>
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	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

# Shepherdstown Waterworks

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>Total 241.11 Engineering Review Fees</b>	<b>18,053.41</b>	<b>18,053.41</b>
241.2 Accrued Wages/ER Taxes Payable	1,613.69	7,295.09
241.5 PEIA OPEB ARC Accrued Liability	-2,796.43	41,540.70
<b>Total 241 Misc. Current/Accrued Liab.</b>	<b>51,580.61</b>	<b>90,289.96</b>
<b>Total Other Current Liabilities</b>	<b>\$174,959.62</b>	<b>\$459,819.00</b>
<b>Total Current Liabilities</b>	<b>\$183,982.48</b>	<b>\$461,994.00</b>
Long-Term Liabilities		
186.20 Deferred Outflows	-32,069.19	-32,331.75
221. Bond Payable-Long term		
221.11 WV DWTRF Series A Bond (2003)	262,284.00	268,113.00
221.12 WV DWTRF Series B Bond (2003)	135,625.00	154,615.25
221.13 WVIJDC Bond for Tanks (2012)	3,220,975.00	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	1,175,161.61	1,245,641.19
<b>Total 221. Bond Payable-Long term</b>	<b>7,169,045.61</b>	<b>7,287,560.44</b>
<b>Total Long-Term Liabilities</b>	<b>\$7,136,976.42</b>	<b>\$7,255,228.69</b>
<b>Total Liabilities</b>	<b>\$7,320,958.90</b>	<b>\$7,717,222.69</b>
Equity		
215 Retained Earnings	7,621,067.36	7,248,949.74
271 Contrib. in aid of Construction	1,069,125.91	1,069,125.91
Net Income	67,834.12	256,113.27
<b>Total Equity</b>	<b>\$8,758,027.39</b>	<b>\$8,574,188.92</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$16,078,986.29</b>	<b>\$16,291,411.61</b>

### Note

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# Shepherdstown Waterworks

Budget vs. Actuals: FY\_2022\_2023 - FY23 P&L

July - November, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
419 Water Interest Income	31,451.26	13,750.00	17,701.26	228.74 %
461 Water Metered Revenue	789,616.37	791,665.00	-2,048.63	99.74 %
474 Other Water Revenues	-1,438.30	416.65	-1,854.95	-345.21 %
<b>Total Income</b>	<b>\$819,629.33</b>	<b>\$805,831.65</b>	<b>\$13,797.68</b>	<b>101.71 %</b>
<b>GROSS PROFIT</b>	<b>\$819,629.33</b>	<b>\$805,831.65</b>	<b>\$13,797.68</b>	<b>101.71 %</b>
<b>Expenses</b>				
401.1 Water Billing Expenses	6,342.57	6,040.00	302.57	105.01 %
401.2 Water Administration	18,371.87	19,580.00	-1,208.13	93.83 %
401.3 Water Utility Billing	60,427.97	97,290.00	-36,862.03	62.11 %
401.4 Water Plant Expenses	62,897.90	154,165.00	-91,267.10	40.80 %
403 Water Depreciation Expense	118,507.32	72,915.00	45,592.32	162.53 %
408 Taxes-Other than Income	17,499.85	27,080.00	-9,580.15	64.62 %
427 Interest Expense	65,960.49	50,000.00	15,960.49	131.92 %
521 Employee Screening		125.00	-125.00	
601 Water Salaries & Wages	219,445.59	183,330.00	36,115.59	119.70 %
604 Employee Pensions & Benefits	45,229.00	45,830.00	-601.00	98.69 %
615 Purchased Power	20,095.50	25,000.00	-4,904.50	80.38 %
618 Chemicals	24,705.78	27,080.00	-2,374.22	91.23 %
631 Contractual Svc-Engineering	36,060.00	20,830.00	15,230.00	173.12 %
632 Contractual Svc-Accounting	10,279.17	6,250.00	4,029.17	164.47 %
633 Contractual Svc-Legal	1,692.35	4,166.65	-2,474.30	40.62 %
635 Contractual Svc-Testing	6,390.75	18,750.00	-12,359.25	34.08 %
636 Contractual Svc-Other	16,267.29	9,165.00	7,102.29	177.49 %
650 Transportation Expenses	23,138.99	18,750.00	4,388.99	123.41 %
657 Insurance-General Liability	31,264.90	13,750.00	17,514.90	227.38 %
659 Insurance-Other	83.33	3,750.00	-3,666.67	2.22 %
660 Advertising Expense	723.67	208.30	515.37	347.42 %
675 Administrative Lending Fees	2,725.73	1,666.65	1,059.08	163.55 %
676 Bond Issuance Expense		83.30	-83.30	
<b>Total Expenses</b>	<b>\$788,110.02</b>	<b>\$805,804.90</b>	<b>\$ -17,694.88</b>	<b>97.80 %</b>
<b>NET OPERATING INCOME</b>	<b>\$31,519.31</b>	<b>\$26.75</b>	<b>\$31,492.56</b>	<b>117,829.20 %</b>
<b>Other Income</b>				
419.5 Capacity Accounts Interest	17,834.81	12,500.00	5,334.81	142.68 %
474. Other Water Revenue	18,480.00	41,665.00	-23,185.00	44.35 %
<b>Total Other Income</b>	<b>\$36,314.81</b>	<b>\$54,165.00</b>	<b>\$ -17,850.19</b>	<b>67.04 %</b>
<b>NET OTHER INCOME</b>	<b>\$36,314.81</b>	<b>\$54,165.00</b>	<b>\$ -17,850.19</b>	<b>67.04 %</b>
<b>NET INCOME</b>	<b>\$67,834.12</b>	<b>\$54,191.75</b>	<b>\$13,642.37</b>	<b>125.17 %</b>

## Note

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# Shepherdstown Waterworks

Profit and Loss  
July - November, 2022

	TOTAL	
	JUL - NOV, 2022	JUL - NOV, 2021 (PY)
Income		
419 Water Interest Income	14,669.15	987.95
419.1 General Fund Bank Acct Interest	8.95	11,772.01
419.2 Municipal Bond Fund Interest	11,188.99	2,299.86
419.4 Bond Draw Fund Interest	5,584.17	
<b>Total 419 Water Interest Income</b>	<b>31,451.26</b>	<b>15,059.82</b>
461 Water Metered Revenue	789,616.37	788,163.73
474 Other Water Revenues	-121.99	
474.1 Reconnection Fees		275.00
474.2 Tap Fees	1,000.00	
474.5 Refunds & Reimbursements	-2,316.31	
474.9 Misc. Revenues		50.00
<b>Total 474 Other Water Revenues</b>	<b>-1,438.30</b>	<b>325.00</b>
Uncategorized Income		-6,000.00
<b>Total Income</b>	<b>\$819,629.33</b>	<b>\$797,548.55</b>
GROSS PROFIT	<b>\$819,629.33</b>	<b>\$797,548.55</b>
Expenses		
401.1 Water Billing Expenses		1,576.67
401.11 Billing Software Sup.(yearly)	3,500.00	3,080.50
401.12 Public Notice	273.32	404.00
401.13 Billing Postage (Yearly) *	1,332.20	975.15
401.14 Billing Office Supplies & Exp.	1,237.05	2,616.73
401.15 Billing Court/Collection Fees		147.53
<b>Total 401.1 Water Billing Expenses</b>	<b>6,342.57</b>	<b>8,800.58</b>
401.2 Water Administration		
401.21 Safety Equipment/Expense		85.00
401.211 Memberships/Dues/Subscriptions	625.23	
401.22 Communications Expense	7,072.30	6,833.44
401.24 Admin Supplies and Expense	1,472.48	2,351.05
401.25 Admin. Cross-Charge	9,000.00	9,000.00
401.27 Bond Service Fees	201.86	
401.28 Permits and Fees		50.00
401.29 Adjustment Account		-233.07
<b>Total 401.2 Water Administration</b>	<b>18,371.87</b>	<b>18,086.42</b>
401.3 Water Utility Billing		
401.31 Sewer Billing-Plant	59,886.17	60,936.83



# Shepherdstown Waterworks

## Profit and Loss

July - November, 2022

	TOTAL	
	JUL - NOV, 2022	JUL - NOV, 2021 (PY)
401.32 Sewer Billing-Pump Stations	541.80	898.97
<b>Total 401.3 Water Utility Billing</b>	<b>60,427.97</b>	<b>61,835.80</b>
401.4 Water Plant Expenses		167.02
401.41 Water Uniforms	1,871.50	3,751.53
401.42 Plant Maintenance	2,769.20	5,717.24
401.43 Pumping Repairs & Maintenance	1,557.77	1,451.80
401.45 Treatment Main & Hydrant Exp.	3,069.32	46,803.71
401.46 Treatment Distr. & Svc. Maint.	8,387.34	6,057.30
401.47 Treatment Meter Maintenance	41,106.42	1,563.76
401.48 Water Tank Assessment	4,136.35	
401.49 Water System Emergency Maint.		3,728.20
<b>Total 401.4 Water Plant Expenses</b>	<b>62,897.90</b>	<b>69,240.56</b>
403 Water Depreciation Expense	118,507.32	73,802.40
408 Taxes-Other than Income		
408.121 ER FICA	16,637.65	14,754.99
408.123 Water Unemployment Tax Exp	862.20	
<b>Total 408 Taxes-Other than Income</b>	<b>17,499.85</b>	<b>14,754.99</b>
427 Interest Expense	65,960.49	3,916.66
427.3 Interest on Long-Term Debt (deleted)		
427.34 2017 Water Bond (deleted)		45,838.75
<b>Total 427.3 Interest on Long-Term Debt (deleted)</b>		<b>45,838.75</b>
<b>Total 427 Interest Expense</b>	<b>65,960.49</b>	<b>49,755.41</b>
601 Water Salaries & Wages		
601.1 Gross Payroll	219,445.59	183,442.30
601.3 Payroll Direct Deposit fees		105.00
<b>Total 601 Water Salaries &amp; Wages</b>	<b>219,445.59</b>	<b>183,547.30</b>
604 Employee Pensions & Benefits		
604.1 PEIA Hlth/Life	27,240.00	24,763.50
604.2 PEIA Current OPEB/RHBT		5,266.40
604.4 ER Annuity Contrib.	17,989.00	13,002.38
<b>Total 604 Employee Pensions &amp; Benefits</b>	<b>45,229.00</b>	<b>43,032.28</b>
615 Purchased Power	20,095.50	17,562.92
618 Chemicals	24,705.78	27,178.70
631 Contractual Svc-Engineering	22,500.00	
631.1 General Engineering Svc	13,560.00	950.13
<b>Total 631 Contractual Svc-Engineering</b>	<b>36,060.00</b>	<b>950.13</b>
632 Contractual Svc-Accounting	2,218.74	6,035.00
632.1 General Accounting Services	8,060.43	925.00
<b>Total 632 Contractual Svc-Accounting</b>	<b>10,279.17</b>	<b>6,960.00</b>

# Shepherdstown Waterworks

## Profit and Loss

July - November, 2022

	TOTAL	
	JUL - NOV, 2022	JUL - NOV, 2021 (PY)
633 Contractual Svc-Legal		
633.1 Legal Services-General	1,692.35	1,310.00
<b>Total 633 Contractual Svc-Legal</b>	<b>1,692.35</b>	<b>1,310.00</b>
635 Contractual Svc-Testing	14.46	638.34
635.11 Water Lab Treatment-Gen	6,376.29	3,342.70
<b>Total 635 Contractual Svc-Testing</b>	<b>6,390.75</b>	<b>3,981.04</b>
636 Contractual Svc-Other	12,460.00	
636.11 IT Services	3,807.29	2,428.59
636.12 Contractual Services-Misc.		1,155.90
<b>Total 636 Contractual Svc-Other</b>	<b>16,267.29</b>	<b>3,584.49</b>
650 Transportation Expenses		
650.1 Gas & Oil	334.85	2,751.84
650.2 Vehicle Repair/Maintenance	22,804.14	512.26
<b>Total 650 Transportation Expenses</b>	<b>23,138.99</b>	<b>3,264.10</b>
657 Insurance-General Liability	31,264.90	
757.1 Commercial & Umbrella Policy		13,911.75
<b>Total 657 Insurance-General Liability</b>	<b>31,264.90</b>	<b>13,911.75</b>
659 Insurance-Other		
659.1 Surety Bonds	83.33	250.00
<b>Total 659 Insurance-Other</b>	<b>83.33</b>	<b>250.00</b>
660 Advertising Expense	723.67	117.38
675 Administrative Lending Fees	2,635.40	
675.3 2017 Bond	90.33	91.68
<b>Total 675 Administrative Lending Fees</b>	<b>2,725.73</b>	<b>91.68</b>
<b>Total Expenses</b>	<b>\$788,110.02</b>	<b>\$602,017.93</b>
<b>NET OPERATING INCOME</b>	<b>\$31,519.31</b>	<b>\$195,530.62</b>
Other Income		
419.5 Capacity Accounts Interest	17,834.81	12,586.48
474. Other Water Revenue		
474.21 Capital Capacity Fee Revenue	18,480.00	2,900.00
<b>Total 474. Other Water Revenue</b>	<b>18,480.00</b>	<b>2,900.00</b>
<b>Total Other Income</b>	<b>\$36,314.81</b>	<b>\$15,486.48</b>
Other Expenses		
Reconciliation Discrepancies		-45,096.17
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$ -45,096.17</b>
<b>NET OTHER INCOME</b>	<b>\$36,314.81</b>	<b>\$60,582.65</b>
<b>NET INCOME</b>	<b>\$67,834.12</b>	<b>\$256,113.27</b>

# Shepherdstown Waterworks

## Profit and Loss

July - November, 2022

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**Note**

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

# Shepherdstown Sewer

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
Customer Deposit Funds (deleted)	0.00	27,872.61
Customer Deposit Interest (deleted)	0.00	8,634.56
<b>RESERVED FUNDS BANKING</b>		
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	488,005.92
132.12 I&R -Working Capital Reserve 8626	198,956.00	160,000.00
<b>Total 132.1 Capital Reserve Fund</b>	<b>686,961.92</b>	<b>648,005.92</b>
<b>Total 132 Special Deposits (Reserved)</b>	<b>686,961.92</b>	<b>648,005.92</b>
Sewer Working Capital Reserve 5846	701.51	687.33
<b>Total RESERVED FUNDS BANKING</b>	<b>687,663.43</b>	<b>648,693.25</b>
<b>RESTRICTED FUNDS BANKING</b>		
133 Other Special Dep. (Restricted)		
133.1 Checking-Sewer Cap. Capacity 5993	647,913.70	624,117.04
133.5 Engineering Review Fees 8626		
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

# Shepherdstown Sewer

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>Total 133.5 Engineering Review Fees 8626</b>	<b>16,784.43</b>	<b>16,784.43</b>
Restricted Funds at Local Bank		
133.43 Sewer Membrane Repl. Fund Ckg. 7180	771,569.57	587,504.20
133.44 Sewer Bond Depr. Reserve Ckg. 1179	434,568.27	406,962.29
<b>Total Restricted Funds at Local Bank</b>	<b>1,206,137.84</b>	<b>994,466.49</b>
WV Municipal Bond Funds		
WV Mun Bond 2010A Fund		
126.1 2010-A Rev. #SHE-S-1-10-A-JE-12	57,644.27	57,298.55
127.1 2010-A Res. #SHE-S-2-10-A-JE-12	211,713.32	209,773.39
<b>Total WV Mun Bond 2010A Fund</b>	<b>269,357.59</b>	<b>267,071.94</b>
<b>Total WV Municipal Bond Funds</b>	<b>269,357.59</b>	<b>267,071.94</b>
<b>Total 133 Other Special Dep. (Restricted)</b>	<b>2,140,193.56</b>	<b>1,902,439.90</b>
<b>Total RESTRICTED FUNDS BANKING</b>	<b>2,140,193.56</b>	<b>1,902,439.90</b>
UNRESTRICTED FUNDS BANKING		
131.1 Cash on Hand (deleted)		
131.12 Cash in Transit (outside Fund) (deleted)	0.00	-172,134.48
<b>Total 131.1 Cash on Hand (deleted)</b>	<b>0.00</b>	<b>-172,134.48</b>
131.2 Cash at Bank		
131.21 Sewer Operating Account 8626	731,744.24	465,659.25
Reserved Portion 8626	-686,961.92	-648,005.92
Restricted Portion 8626	-16,784.43	-16,784.43
<b>Total 131.21 Sewer Operating Account 8626</b>	<b>27,997.89</b>	<b>-199,131.10</b>
131.22 Global (was WSG) (deleted)	0.00	164,059.98
131.221 Global Customer Deposit (deleted)	0.00	46.77
131.23 DR/CR Revenue Account-All Funds (deleted)		
DR/CR-All Funds-Cust Dep Fund (deleted)		
Customer Deposit Funds (deleted)	0.00	25,037.32
<b>Total DR/CR-All Funds-Cust Dep Fund (deleted)</b>	<b>0.00</b>	<b>25,037.32</b>
DR/CR-All Funds-Operating Funds (deleted)	0.00	10,782.72
<b>Total 131.23 DR/CR Revenue Account-All Funds (deleted)</b>	<b>0.00</b>	<b>35,820.04</b>
<b>Total 131.2 Cash at Bank</b>	<b>27,997.89</b>	<b>795.69</b>
<b>Total UNRESTRICTED FUNDS BANKING</b>	<b>27,997.89</b>	<b>-171,338.79</b>
<b>Total Bank Accounts</b>	<b>\$2,855,854.88</b>	<b>\$2,416,301.53</b>
Accounts Receivable		
Accounts Receivable		
141 A/R Sewer Customer Billing	118,790.33	202,333.30
142 Other Receivables		
142.3 Due from General Fund(P/R Acct) (deleted)	0.00	-25,392.27

# Shepherdstown Sewer

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>Total 142 Other Receivables</b>	<b>0.00</b>	<b>-25,392.27</b>
143 Allow. for Doubtful Accts-All	-5,000.00	-5,000.00
<b>Total Accounts Receivable</b>	<b>113,790.33</b>	<b>171,941.03</b>
<b>Total Accounts Receivable</b>	<b>\$113,790.33</b>	<b>\$171,941.03</b>
Other Current Assets		
253.20 Deferred Inflows	-69,209.19	-88,136.63
Due To/From Govt	-319,272.93	88,213.56
142.2 Customer Deposit Funds	55,325.06	
142.3 Customer Deposit Interest	8,541.83	
<b>Total Due To/From Govt</b>	<b>-255,406.04</b>	<b>88,213.56</b>
Due To/From Water	5,722.36	
Other Current Assets		
162 Prepaid Expenses		
162.1 Prepaid Commercial Insurance	0.00	25,319.85
162.4 Other Prepaid Expenses	327.92	327.92
<b>Total 162 Prepaid Expenses</b>	<b>327.92</b>	<b>25,647.77</b>
<b>Total Other Current Assets</b>	<b>327.92</b>	<b>25,647.77</b>
<b>Total Other Current Assets</b>	<b>\$ -318,564.95</b>	<b>\$25,724.70</b>
<b>Total Current Assets</b>	<b>\$2,651,080.26</b>	<b>\$2,613,967.26</b>
Fixed Assets		
105 Construction in Progress		
105.10 Rehab/Repl. Sewer Mains	0.00	13,472.37
105.11 Replace Cress Creek Station	0.00	603.75
105.15 WWTP Impr. Project #2		
WWTP #2-Engineering Fees	0.00	630.09
WWTP #2-Other Costs	0.00	38,327.51
WWTP #2-Scum Pit Project	0.00	9,330.98
<b>Total 105.15 WWTP Impr. Project #2</b>	<b>0.00</b>	<b>48,288.58</b>
105.16 Sewer Gravity Line Extension	0.00	3,910.00
105.17 Rt 45 Sewer	0.00	5,212.50
105.2 Sewer Plant Improv. Project #1		
105.21 Main Improvement Project		
Engineering Costs-Sewer Plant	0.00	10,000.00
<b>Total 105.21 Main Improvement Project</b>	<b>0.00</b>	<b>10,000.00</b>
<b>Total 105.2 Sewer Plant Improv. Project #1</b>	<b>0.00</b>	<b>10,000.00</b>
<b>Total 105 Construction in Progress</b>	<b>0.00</b>	<b>81,487.20</b>



# Shepherdstown Sewer

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
Fixed Asset Adjustment		
108 Accumulated Depreciation	-4,091,126.32	-6,247,313.03
<b>Total Fixed Asset Adjustment</b>	<b>-4,091,126.32</b>	<b>-6,247,313.03</b>
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	424,410.21	1,120,529.62
354.3 Treatment Systems-S & I	3,023,458.89	3,267,949.81
354.4 Miscellaneous-S & I	914,585.20	1,041,002.64
364 Meter	44,422.27	8,764.70
371 Pumping System-E & I	402,952.28	552,122.19
380 Treatment Systems-E & I	6,876,655.82	8,316,542.16
389.1 General Plant-E & I	0.00	161,749.65
389.2 Collecting System-E & I	1,601,279.00	1,577,792.88
390 Office Furn/Fixtures/Equip	2,326.45	12,713.16
391 Transportation Equip.	125,789.85	125,789.85
393.3 Computer Software	1,973.00	5,762.84
<b>Total Fixed Assets</b>	<b>13,482,351.97</b>	<b>16,255,218.50</b>
<b>Total Fixed Assets</b>	<b>\$9,391,225.65</b>	<b>\$10,089,392.67</b>
<b>TOTAL ASSETS</b>	<b>\$12,042,305.91</b>	<b>\$12,703,359.93</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	9,000.00	11,286.37
<b>Total Accounts Payable</b>	<b>\$9,000.00</b>	<b>\$11,286.37</b>
Credit Cards		
232 Purchase Card Payable (deleted)		
232.1 Purchase Card -Sewer Operating (deleted)	0.00	-318.90
<b>Total 232 Purchase Card Payable (deleted)</b>	<b>0.00</b>	<b>-318.90</b>
<b>Total Credit Cards</b>	<b>\$0.00</b>	<b>\$ -318.90</b>
Other Current Liabilities		
186.20 Deferred Outflows	-12,930.58	-19,043.35
235 Cust. Dep/Int. Pay-Cash Acct	0.00	0.00
235.00 Customer Dep Funds Payable	55,325.06	27,868.32
235.01 Customer Dep Interest Payable	8,541.83	8,595.51
Cust Dep/Int Payable-DR/CR (deleted)	0.00	46.77
Customer Deposit Funds Payable (deleted)	0.00	25,037.32
<b>Total Cust Dep/Int Payable-DR/CR (deleted)</b>	<b>0.00</b>	<b>25,084.09</b>

# Shepherdstown Sewer

## Balance Sheet

As of November 30, 2022

	TOTAL	
	AS OF NOV 30, 2022	AS OF NOV 30, 2021 (PY)
<b>Total 235 Cust. Dep/Int. Pay-Cash Acct</b>	<b>63,866.89</b>	<b>61,547.92</b>
Current Liabilities		
241.1 A/P, Compensated Absences	58,532.88	42,581.56
241.11 Engineering Review Fees	16,784.43	16,784.43
241.2 Accrued Wages/ER Taxes Payable	1,044.75	4,482.95
241.5 PEIA OPEB ARC Accrued Liability	-1,960.07	28,670.39
<b>Total Current Liabilities</b>	<b>74,401.99</b>	<b>92,519.33</b>
<b>Total Other Current Liabilities</b>	<b>\$125,338.30</b>	<b>\$135,023.90</b>
<b>Total Current Liabilities</b>	<b>\$134,338.30</b>	<b>\$145,991.37</b>
Long-Term Liabilities		
221. Bonds Payable-Long Term		
221.11 2010-A Sewer Bond	4,091,005.00	4,298,145.00
<b>Total 221. Bonds Payable-Long Term</b>	<b>4,091,005.00</b>	<b>4,298,145.00</b>
<b>Total Long-Term Liabilities</b>	<b>\$4,091,005.00</b>	<b>\$4,298,145.00</b>
<b>Total Liabilities</b>	<b>\$4,225,343.30</b>	<b>\$4,444,136.37</b>
Equity		
214 Retained Earnings	5,079,305.54	5,951,271.03
271 Contrib. in Aid of Construction	2,495,029.86	2,495,029.86
Membrane Transfer Equity Budget Only	410,839.00	120,835.00
Net Income	-168,211.79	-307,912.33
<b>Total Equity</b>	<b>\$7,816,962.61</b>	<b>\$8,259,223.56</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$12,042,305.91</b>	<b>\$12,703,359.93</b>

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

July - November, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
419 Sewer Interest Income	16,166.50	15,833.34	333.16	102.10 %
522 Metered Sewer Revenue	520,354.26	550,000.00	-29,645.74	94.61 %
536 Other Wastewater Revenues	500.00	7,108.34	-6,608.34	7.03 %
<b>Total Income</b>	<b>\$537,020.76</b>	<b>\$572,941.68</b>	<b>\$ -35,920.92</b>	<b>93.73 %</b>
GROSS PROFIT	<b>\$537,020.76</b>	<b>\$572,941.68</b>	<b>\$ -35,920.92</b>	<b>93.73 %</b>
Expenses				
401.1 Sewer Billing Expenses	3,026.87	3,585.43	-558.56	84.42 %
401.2 Sewer Administration	26,297.44	23,416.68	2,880.76	112.30 %
401.3 Sewer Utility Billing	78,024.10	15,000.00	63,024.10	520.16 %
401.4 Sewer Plant Maintenance	40,961.15	77,448.35	-36,487.20	52.89 %
403 Depreciation Expense	118,304.20	166,666.66	-48,362.46	70.98 %
408 Taxes Other than Income	12,120.27	17,106.25	-4,985.98	70.85 %
701 Salaries & Wages	140,920.14	137,429.16	3,490.98	102.54 %
704 Employee Pensions & Benefits	27,239.30	25,850.00	1,389.30	105.37 %
711 Sludge Removal	20,968.24	7,083.34	13,884.90	296.02 %
715 Purchased Power	48,666.61	61,670.00	-13,003.39	78.91 %
718 Chemicals	46,311.90	58,335.00	-12,023.10	79.39 %
731 Contractual Svc-Engineering		2,083.34	-2,083.34	
732 Contractual Svc-Accounting	10,279.17	6,875.00	3,404.17	149.52 %
733 Contractual Svc-legal	1,951.85	2,085.00	-133.15	93.61 %
735 Contractual Svc-testing	2,312.00	5,000.00	-2,688.00	46.24 %
736 Contracted Services-Other	5,807.65	7,500.00	-1,692.35	77.44 %
750 Transportation Expenses	2,919.18	6,250.00	-3,330.82	46.71 %
757 Insurance-General Liability	20,584.07	17,500.00	3,084.07	117.62 %
759 Insurance-Other	83.33		83.33	
760 Advertising	627.61	833.34	-205.73	75.31 %
775 Sewer Admin. Lending Fees	3,592.58		3,592.58	
<b>Total Expenses</b>	<b>\$610,997.66</b>	<b>\$641,717.55</b>	<b>\$ -30,719.89</b>	<b>95.21 %</b>
NET OPERATING INCOME	<b>\$ -73,976.90</b>	<b>\$ -68,775.87</b>	<b>\$ -5,201.03</b>	<b>107.56 %</b>
Other Income				
419.5 Capacity Accounts Interest	7,786.15	3,333.34	4,452.81	233.58 %
426 Misc. Non-Utility Revenue		416.66	-416.66	
536. Other Wastewater Revenue	18,813.60	20,833.34	-2,019.74	90.31 %
<b>Total Other Income</b>	<b>\$26,599.75</b>	<b>\$24,583.34</b>	<b>\$2,016.41</b>	<b>108.20 %</b>
Other Expenses				
Membrane Transfer Reserve Budget Only	120,835.00	65,500.00	55,335.00	184.48 %
Reconciliation Discrepancies	-0.36		-0.36	
<b>Total Other Expenses</b>	<b>\$120,834.64</b>	<b>\$65,500.00</b>	<b>\$55,334.64</b>	<b>184.48 %</b>
NET OTHER INCOME	<b>\$ -94,234.89</b>	<b>\$ -40,916.66</b>	<b>\$ -53,318.23</b>	<b>230.31 %</b>
NET INCOME	<b>\$ -168,211.79</b>	<b>\$ -109,692.53</b>	<b>\$ -58,519.26</b>	<b>153.35 %</b>

# Shepherdstown Sewer

## Profit and Loss

July - November, 2022

	TOTAL	
	JUL - NOV, 2022	JUL - NOV, 2021 (PY)
Income		
419 Sewer Interest Income	6,406.92	6,449.25
419.1 General Fund Bank Acct Interest		1,343.29
419.2 Sewer Bond Funds Interest	2,037.42	541.72
2010-A Bond Reserve Fund (deleted)		3.70
<b>Total 419.2 Sewer Bond Funds Interest</b>	<b>2,037.42</b>	<b>545.42</b>
419.3 Membrane Repl. Fund Interest	7,722.16	3,581.22
<b>Total 419 Sewer Interest Income</b>	<b>16,166.50</b>	<b>11,919.18</b>
522 Metered Sewer Revenue	520,354.26	546,153.64
536 Other Wastewater Revenues		
536.1 Reconnect Fees		175.00
536.2 Tap Fees	500.00	
<b>Total 536 Other Wastewater Revenues</b>	<b>500.00</b>	<b>175.00</b>
<b>Total Income</b>	<b>\$537,020.76</b>	<b>\$558,247.82</b>
GROSS PROFIT	<b>\$537,020.76</b>	<b>\$558,247.82</b>
Expenses		
401.1 Sewer Billing Expenses		
401.11 Billing Software Support		3,080.49
401.12 Message 911 System	273.32	403.96
401.13 Billing Postage Expense	1,332.56	697.94
401.14 Billing Supplies & Expense	1,420.99	2,881.31
401.15 Billing Court/Collection Fees		206.54
<b>Total 401.1 Sewer Billing Expenses</b>	<b>3,026.87</b>	<b>7,270.24</b>
401.2 Sewer Administration		
401.21 Safety Equipment/Expense	712.31	252.45
401.211 Memberships/Dues/Subscriptions	898.42	
401.22 Admin. Communications Expense	11,579.51	8,738.23
401.23 Regulatory Comm. Fees(Yrly Fee)	200.00	200.00
401.24 Admin. Supplies/Expenses	2,529.47	310.75
401.25 Admin. Cross-Charge	9,000.00	9,000.00
401.26 Admin. Postage		277.19
401.27 Bond Service Fees	110.75	
401.28 Permits & Fees	1,266.98	1,230.66
401.29 Adjustment Account		3,854.80
<b>Total 401.2 Sewer Administration</b>	<b>26,297.44</b>	<b>23,864.08</b>

# Shepherdstown Sewer

## Profit and Loss

July - November, 2022

	TOTAL	
	JUL - NOV, 2022	JUL - NOV, 2021 (PY)
401.3 Sewer Utility Billing	10,379.53	
401.31 Water Billing-Plant	67,644.57	55,225.23
401.32 Water Billing-Pump Stations		361.40
<b>Total 401.3 Sewer Utility Billing</b>	<b>78,024.10</b>	<b>55,586.63</b>
401.4 Sewer Plant Maintenance	428.45	
401.41 Sewer Uniforms	1,423.48	1,310.34
401.42 Maintenance of Collection Plant	3,863.85	
401.43 Pumping Repairs & Maintenance	1,559.58	15,511.56
401.44 Pumping Maintenance of Structur		655.00
401.45 Treatment Purification Supl/Exp	12,272.72	3,840.80
401.46 Treatment Maintenance of Struct	1,940.82	3,355.47
401.47 Treatment Maintenance of Equip	4,596.72	10,434.36
404.49 Sewer System Emergency Maint.	14,875.53	
<b>Total 401.4 Sewer Plant Maintenance</b>	<b>40,961.15</b>	<b>35,107.53</b>
403 Depreciation Expense	118,304.20	166,677.80
408 Taxes Other than Income		
408.121 ER FICA	10,755.10	9,872.29
408.122 Work Comp		3,262.82
408.123 Sewer Unemployment Tax Exp	1,365.17	
<b>Total 408 Taxes Other than Income</b>	<b>12,120.27</b>	<b>13,135.11</b>
701 Salaries & Wages		
701.1 Gross Payroll	140,920.14	124,217.72
701.2 Personnel Training		300.00
701.3 Payroll Direct Deposit fees		141.75
<b>Total 701 Salaries &amp; Wages</b>	<b>140,920.14</b>	<b>124,659.47</b>
704 Employee Pensions & Benefits		
704.1 PEIA Health/Life	17,334.56	19,918.70
704.2 PEIA Current OPEB/RHBT		2,668.00
704.3 PEIA ARC OPEB/RHBT		667.00
704.4 ER Annuity Contrib.	9,904.74	6,972.38
<b>Total 704 Employee Pensions &amp; Benefits</b>	<b>27,239.30</b>	<b>30,226.08</b>
711 Sludge Removal	20,968.24	12,778.28
715 Purchased Power	0.00	
715.1 Diesel Fuel	531.16	696.67
715.2 Electric Power	48,135.45	43,593.11
<b>Total 715 Purchased Power</b>	<b>48,666.61</b>	<b>44,289.78</b>
718 Chemicals	46,311.90	49,884.97

# Shepherdstown Sewer

## Profit and Loss

July - November, 2022

	TOTAL	
	JUL - NOV, 2022	JUL - NOV, 2021 (PY)
731 Contractual Svc-Engineering		
731.1 General Engineering Svc		950.13
<b>Total 731 Contractual Svc-Engineering</b>		<b>950.13</b>
732 Contractual Svc-Accounting		
732.1 General Accounting	10,279.17	
<b>Total 732 Contractual Svc-Accounting</b>	<b>10,279.17</b>	
733 Contractual Svc-legal		
733.1 General Legal	1,951.85	
<b>Total 733 Contractual Svc-legal</b>	<b>1,951.85</b>	
735 Contractual Svc-testing		
735.1 Laboratory Testing	2,312.00	2,986.45
<b>Total 735 Contractual Svc-testing</b>	<b>2,312.00</b>	<b>2,986.45</b>
736 Contracted Services-Other	1,033.26	
736.1 IT Services	2,774.39	1,678.88
736.2 Contracted Services-Misc.	2,000.00	683.40
<b>Total 736 Contracted Services-Other</b>	<b>5,807.65</b>	<b>2,362.28</b>
750 Transportation Expenses		
750.1 Gas & Oil	502.79	2,751.84
750.2 Vehicle Repairs/Maintance	2,416.39	614.16
<b>Total 750 Transportation Expenses</b>	<b>2,919.18</b>	<b>3,366.00</b>
757 Insurance-General Liability	20,584.07	18,749.74
759 Insurance-Other		
759.1 Surety Bonds	83.33	
<b>Total 759 Insurance-Other</b>	<b>83.33</b>	
760 Advertising	627.61	
775 Sewer Admin. Lending Fees	3,592.58	
<b>Total Expenses</b>	<b>\$610,997.66</b>	<b>\$591,894.57</b>
<b>NET OPERATING INCOME</b>	<b>\$ -73,976.90</b>	<b>\$ -33,646.75</b>
Other Income		
419.5 Capacity Accounts Interest	7,786.15	4,231.28
536. Other Wastewater Revenue		
536.21 Capital Capacity Fees	18,813.60	8,424.00
<b>Total 536. Other Wastewater Revenue</b>	<b>18,813.60</b>	<b>8,424.00</b>
<b>Total Other Income</b>	<b>\$26,599.75</b>	<b>\$12,655.28</b>
Other Expenses		
Membrane Transfer Reserve Budget Only	120,835.00	120,835.00



# Shepherdstown Sewer

## Profit and Loss

July - November, 2022

	TOTAL	
	JUL - NOV, 2022	JUL - NOV, 2021 (PY)
Reconciliation Discrepancies	-0.36	166,085.86
<b>Total Other Expenses</b>	<b>\$120,834.64</b>	<b>\$286,920.86</b>
NET OTHER INCOME	<b>\$ -94,234.89</b>	<b>\$ -274,265.58</b>
NET INCOME	<b>\$ -168,211.79</b>	<b>\$ -307,912.33</b>

### Note

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**MONTHLY OPERATIONAL REPORT**

Required Surface/(GWUDI)

PWSID NUMBER: WV 3301933

MONTH/YEAR: December 2022

SYSTEM NAME Shepherdstown Water

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 pack lbs	ppm	lbs	ppm	fluoride lbs	ppm	lbs	ppm	potassium permanganate lbs	ppm	lbs	ppm	Pre Chlorine lbs	ppm	Post Chlorine lbs	ppm	Number of Filters Washed	Wash Water (GALS)
1	13	599,900	769	271	54.2		0.0	12	2.7		0.0	7	18.0		0.0	11	2.2			2	20,417
2	13	611,900	748	277	54.2		0.0	15	2.9		0.0	9	1.8		0.0	11	2.2		0.0	2	18,798
3	12	591,200	795	267	54.2		0.0	10	2.0		0.0	6	1.2		0.0	10	2.0		0.0	2	17,687
4	9	410,000	795	185	54.2		0.0	10	2.9		0.0	6	1.8		0.0	9	2.6		0.0	2	20,848
5	15	738,400	820	334	54.2		0.0	16	2.6		0.0	9	1.5		0.0	13	2.1		0.0	2	23,610
6	15	709,300	788	321	54.3		0.0	12	2.0		0.0	8	1.4		0.0	11	1.9		0.0	2	22,601
7	12	588,800	818	266	54.2		0.0	10	2.0		0.0	7	1.4		0.0	11	2.2		0.0	2	18,066
8	13	604,700	775	273	54.1		0.0	12	2.4		0.0	8	1.6		0.0	11	2.2		0.0	2	18,411
9	12	581,300	807	263	54.2		0.0	9	1.9		0.0	7	1.4		0.0	10	2.1		0.0	2	18,369
10	12	581,600	788	263	54.2		0.0	11	2.3		0.0	7	1.4		0.0	11	2.3		0.0	2	18,057
11	8	393,400	790	178	54.2		0.0	10	3.0		0.0	6	1.8		0.0	9	2.7		0.0	2	20,643
12	15	731,000	793	330	54.1		0.0	12	2.0		0.0	7	1.1		0.0	15	2.5		0.0	2	20,371
13	13	621,000	796	281	54.3		0.0	10	1.9		0.0	4	0.8		0.0	11	2.1		0.0	2	22,806
14	12	587,700	816	266	54.3		0.0	13	2.7		0.0	5	1.0		0.0	13	2.7		0.0	2	21,784
15	12	563,400	783	255	54.3		0.0	9	1.9		0.0	4	0.9		0.0	10	2.1		0.0	2	22,681
16	12	577,700	802	261	54.2		0.0	10	2.1		0.0	4	0.8		0.0	11	2.3		0.0	2	29,154
17	13	602,900	773	273	54.3		0.0	10	2.0		0.0	7	1.4		0.0	10	2.0		0.0	2	23,458
18	13	625,300	802	283	54.3		0.0	11	2.1		0.0	8	1.5		0.0	14	2.7		0.0	2	20,899
19	6	261,500	726	118	54.1		0.0	6	2.8		0.0	4	1.8		0.0	8	3.7		0.0	2	17,948
20	16	769,100	801	348	54.3		0.0	11	1.7		0.0	8	1.2		0.0	12	1.9		0.0	2	28,711
21	13	621,600	797	281	54.2		0.0	12	2.3		0.0	8	1.5		0.0	11	2.1		0.0	2	22,650
22	12	540,900	751	245	54.3		0.0	10	2.2		0.0	6	1.3		0.0	7	1.6		0.0	2	20,796
23	13	582,000	746	263	54.2		0.0	7	1.4		0.0	7	1.4		0.0	12	2.5		0.0	2	20,826
24	14	662,000	788	299	54.2		0.0	14	2.5		0.0	6	1.1		0.0	12	2.2		0.0	2	22,677
25	8	366,400	763	166	54.3		0.0	8	2.6		0.0	7	2.3		0.0	6	2.0		0.0	2	23,072
26	15	733,400	815	332	54.3		0.0	9	1.5		0.0	10	1.6		0.0	16	2.6		0.0	2	18,508
27	14	629,800	750	285	54.3		0.0	9	1.7		0.0	8	1.5		0.0	11	2.1		0.0	2	25,400
28	15	726,400	807	328	54.1		0.0	11	1.8		0.0	10	1.7		0.0	16	2.6		0.0	2	40,817
29	18	818,400	758	370	54.2		0.0	12	1.8		0.0	10	1.5		0.0	14	2.1		0.0	2	20,825
30	14	660,200	786	298	54.1		0.0	11	2.0		0.0	8	1.5		0.0	12	2.2		0.0	2	40,072
31	16	755,800	787	341	54.1		0.0	12	1.9		0.0	10	1.6		0.0	10	1.6		0.0	2	20,095
TOTAL	398	18,847,000	24,334	8,521.0	1,680.5			334.0	67.7			221.0	60.9			348.0	69.8			62.0	700,857
AVG	13	607,968	785	274.9	54.2			10.8	2.2			7.1	2.0			11.2	2.3			2	22,608

PWSID NUMBER: WV 3301933

MONTH/YEAR: December 2022

ANALYTICAL RESULTS										MONTHLY OPERATIONAL REPORT REMARKS		
Date	Plant (Free)	System (Total)	Chlorine Residual (mg/L)		Sampler Initials	Turbidity (NTU)			pH (S.U.)			
			System Total	Location of Residual		Raw	Settled	Finished	Raw	Settled	Finished	
1	1.7	1.4	106 college street		alw	15.8	0.7	0.04	7.6	7.6	7.50	
2	1.6	1.3	subway		rdjr	16.7	0.7	0.03	7.5	7.6	7.40	
3	1.6	1.2	water tanks		dag	17.2	0.7	0.04	7.4	7.4	7.50	
4	1.5	0.9	sheetz		dag	17.5	0.7	0.04	7.5	7.4	7.40	
5	1.5	1.1	209 rocky st		rdjr	17.2	0.7	0.03	7.2	7.6	7.10	
6	1.6	1.4	town hall		dc	16.7	0.7	0.04	7.2	7.3	7.30	
7	1.6	1.3	Bettys		rdjr	16.5	0.7	0.03	7.0	7.7	7.10	
8	1.7	1.4	klings		rdjr	16.7	0.7	0.04	7.2	7.3	7.40	
9	1.6	1.2	maria's taqueria		rdjr	16.7	0.7	0.03	7.3	7.7	7.30	
10	1.6	1.3	food lion		alw	17.2	0.7	0.03	7.5	7.4	7.40	
11	1.7	1.0	dairy queen		dag	16.2	0.7	0.03	7.5	7.4	7.30	
12	1.8	1.6	shepherdstown pharmacy		rdjr	17.0	0.7	0.03	7.1	7.2	7.40	
13	1.7	1.1	waste water plant		dc	16.7	0.7	0.05	7.0	7.4	7.00	
14	1.7	0.8	shep chronicle		dc	16.0	0.7	0.03	7.5	7.7	7.30	
15	1.7	1.2	sweet shop		dc	18.2	0.7	0.05	7.3	7.2	7.10	
16	1.6	1.3	kwik check		rdjr	20.6	0.7	0.06	7.4	7.2	7.20	
17	1.5	1.0	rocs		dc	65.9	0.7	0.04	7.5	7.5	7.40	
18	1.6	1.2	awok		dc	36.5	0.7	0.03	7.4	7.4	7.30	
19	1.8	1.2	community garden		rdjr	29.4	0.7	0.04	7.4	7.4	7.20	
20	1.7	1.6	dominos		rdjr	25.3	0.7	0.04	7.2	7.5	7.10	
21	1.4	1.0	shep. Fire dept.		rdjr	24.6	0.7	0.07	7.2	7.6	7.10	
22	1.5	0.8	mcDonalds		rdjr	22.6	0.7	0.04	7.4	7.6	7.50	
23	1.5	1.0	207 rocky street		rdjr	25.0	0.7	0.03	7.3	7.4	7.10	
24	1.4	1.0	528 sandpiper lane		alw	83.4	0.7	0.05	7.5	7.5	7.60	
25	1.6	1.2	sheetz		dag	64.8	0.7	0.04	7.5	7.5	7.40	
26	1.6	1.1	german deli		rdjr	47.0	0.7	0.07	7.6	7.5	7.50	
27	1.6	1.0	tek advisors		dc	24.8	0.7	0.06	7.3	7.4	7.50	
28	1.6	1.4	police dept.		rdjr	8.2	0.7	0.05	7.3	7.4	7.60	
29	1.6	0.7	7=11		rdjr	7.2	0.7	0.05	7.4	7.5	7.60	
30	1.7	1.5	public works		dc	7.0	0.7	0.04	7.3	7.4	7.50	
31	1.6	1.0	walgreens		alw	5.7	0.7	0.04	7.5	7.5	7.40	
TOTAL	49.9	36.2				750.3	22.2	1.29	228.00	231.20	227.50	
AVG	1.6	1.2				24.2	0.7	0.04	7.35	7.46	7.34	

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:

3/31/2024

Number of Filters Used:

(filters)

Total Filter Surface Area:

(sq. ft.)

Average Filter Run/Each Filter:

(hrs.)

% Backwash Water:

(%)

Certification #:

WVOP01358

(Certified Operator Signature Required)

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

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

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

PWSID NUMBER: WV 3301933

MONTH/YEAR: December 2022

ANALYTICAL RESULTS (mg/L)															
DATE	Iron			Manganese		Phenolphthalein Alkalinity		Total Alkalinity		Calcium Hardness		(TDS) Total Dissolved Solids (Finished)	TEMP °F or C° (Finished)	Langelier Saturation Index (Finished)	(LSI)
	Raw	Finished		Raw	Finished	Raw	Finished	Raw	Finished						
1						83					162		8.5		
2						91					163		5.7		
3						92					172		8.6		
4						86					167		8.3		
5						93					177		7.2		
6						88					171		6.3		
7						88					167		7.4		
8						93					173		9.3		
9						88					166		8.5		
10						85					152		8.1		
11						81					153		8.8		
12						78					160		7.7		
13						83					155		7.6		
14						80					160		8.1		
15						81					153		7.5		
16						81					152		8.4		
17						58					113		7.2		
18						37					91		7.6		
19						40					88		7.3		
20						44					90		7.1		
21						49					91		7.8		
22						51					94		6.1		
23						58					102		4.8		
24						20					100		4.6		
25						35					71		3.9		
26						47					94		4.9		
27						52					113		4.3		
28						56					110		5.9		
29						66					113		7.2		
30						65					92		7.8		
31						68					98		4.8		
TOTAL						2117					4063		217.3		
AVG						68					131		7		

# MONTHLY COMBINED FILTER EFFLUENT TURBIDITY REPORT

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933 MONTH/YEAR: December 2022  
 SYSTEM TYPE: (Check One) ☒ Surface ☐ GWUDI  
 SYSTEM NAME: Shepherdstown Water PHONE NUMBER 304-876-2394 COUNTY Jefferson

DATE	TIME		NTU		TIME		NTU		TIME		NTU		REMARKS
	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	
1	6am	0.030	10am	0.020	2pm	0.030	6pm	0.040					
2	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040					
3	6am	0.030	10am	0.030	2pm	0.040							
4	6am	0.040	10am	0.030	2pm	0.040							
5	6am	0.030	10am	0.030	2pm	0.040	6pm	0.040					
6	6am	0.030	10am	0.030	10pm	0.040	6pm	0.080					
7	6am	0.030	10am	0.030	2pm	0.050							
8	6am	0.030	10am	0.030	9pm	0.030	6pm	0.040					
9	6am	0.030	10am	0.030	2pm	0.030							
10	6am	0.030	10am	0.030	2pm	0.030							
11	6am	0.050	10am	0.030									
12	6am	0.030	10am	0.030	2pm	0.030	6pm	0.080					
13	6am	0.050	10am	0.050	2pm	0.070	6pm	0.110					
14	6am	0.030	10am	0.030	2pm	0.040							
15	6am	0.030	10am	0.030	2pm	0.050							
16	6am	0.060	10am	0.030	2pm	0.050							
17	6am	0.040	10am	0.080	2pm	0.110	6pm	0.030					
18	6am	0.050	10am	0.030	2pm	0.070	6pm	0.100					
19	6am	0.030	10am	0.030									
20	6am	0.030	10am	0.030	2pm	0.040	6pm	0.060					
21	6am	0.020	10am	0.030	2pm	0.070	6pm	0.070					
22	6am	0.020	10am	0.020	2pm	0.030							
23	6am	0.030	10am	0.020	2pm	0.030	6pm	0.040					
24	6am	0.070	10am	0.030	2pm	0.030	6pm	0.040					
25	6am	0.040	10am	0.040									
26	6am	0.040	10am	0.040	2pm	0.070	6pm	0.090					
27	6am	0.040	10am	0.090	2pm	0.100	6pm	0.060					
28	6am	0.120	10am	0.150	2pm	0.050	6pm	0.060					
29	6am	0.060	10am	0.030	2pm	0.040	6pm	0.060	10pm	0.030			
30	6am	0.060	10am	0.090	2pm	0.012	6pm	0.040					
31	6am	0.110	10am	0.030	2pm	0.030	6pm	0.040					
Total # of Samples													110
													110

\*Slow sand: use 1 NTU in lieu of 0.3 NTU & diatomaceous earth; use 5 NTU in lieu of 1 NTU; 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

% < = 0.3 NTU x 100\* = **100%** Readings over 1 NTU\*\* 0  
 GRAND TOTAL Highest single turbidity reading 0.150 Lowest single turbidity reading 0.012

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: \_\_\_\_\_  
 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  
 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	_____
TURBIDITY MEASUREMENTS	_____
DATE(S) AND TIME(S)	_____

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: \_\_\_\_\_

Operator Signature Required

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

Certification # WWOP01358

Exp. Date 3/31/2024

Certification Class III





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

PWSID NUMBER: **WV 3301933**

(Required)

QUARTER/YEAR **4th 2022**System Name **Shepherdstown Water**County **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)					
DEC	113.0	2.0	1.4	30%	25%	1.2	
NOV	139.0	3.1	1.9	39%	15%	2.6	
OCT	116.0	2.9	2.4	17%	25%	0.7	
SEP	115.0	2.6	2.2	15%	25%	0.6	
AUG	136	1.9	1.5	21%		1.0	
JUL	110.0	2.3	1.5	35%	25%	1.4	
JUN	126.0	1.9	1.2	37%		1.0	
MAY	80.0	2.0	1.2	40%	25%	1.6	
APR	47.0	2.5	1.5	40%	35%	1.1	
MAR	52.0	1.6	0.9	44%		1.0	
FEB	69.0	2.3	1.0	57%	25%	2.3	
JAN	60.0	2.4	1.4	42%	35%	1.2	
Total	1163.0	27.5	18.1	4.2	2.4	15.7	
Annual Average	96.9	2.3	1.5	0.3	0.3	1.3	

CERTIFIED BY: Charles Coe

(Certified Operator's Printed Name Required)

(Certified Operator's Signature Required)

Date: 1/4/2023Certification # WVOP01358Exp. Date March 31, 2024Certification Class IIITelephone Number 304-876-2394

Complete and return within 10 days after the end of the quarter to:  
**WV Office of Environmental Health Services RD&C Unit**  
**350 Capitol Street, Room 313, Charleston, WV 25301-3713**  
**Phone: (304) 558-2981 FAX: (304) 558-0139**



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

PWSID NUMBER: WV

3301933

(Required)

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

## SYSTEM TYPE:(Mark One)

\_\_\_\_\_ Ground

☒

\_\_\_\_\_ Surface

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

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

DATE	GALLONS OF WATER TREATED*	POUNDS/GAL OF CHEMICALS USED	ANALYTICAL RESULTS (mg/L)	
			PLANT EFFLUENT	DISTRIBUTION SYSTEM
1	599900.00	12.00	0.83	0.80
2	611900.00	15.00	0.73	0.86
3	591200.00	10.00	0.65	0.73
4	410000.00	10.00	0.72	0.70
5	738400.00	16.00	0.83	0.83
6	709300.00	12.00	0.65	0.81
7	588800.00	10.00	0.59	0.76
8	604700.00	12.00	0.53	0.71
9	581300.00	9.00	0.74	0.71
10	581600.00	11.00	0.88	0.74
11	393400.00	10.00	0.77	0.70
12	731000.00	12.00	0.73	0.59
13	621000.00	10.00	0.70	0.68
14	587700.00	13.00	0.70	0.65
15	563400.00	9.00	0.72	0.73
16	577700.00	10.00	0.70	0.69
17	602900.00	10.00	0.72	0.71
18	625300.00	11.00	0.73	0.63
19	261500.00	6.00	0.67	0.64
20	769100.00	11.00	0.77	0.75
21	621600.00	12.00	0.73	0.73
22	540900.00	10.00	0.76	0.57
23	582000.00	7.00	0.82	0.59
24	622000.00	14.00	0.61	0.54
25	366400.00	8.00	0.53	0.50
26	733400.00	9.00	0.62	0.61
27	629800.00	9.00	0.57	0.63
28	726400.00	11.00	0.75	0.66
29	818400.00	12.00	0.68	0.65
30	660200.00	11.00	0.63	0.64
31	755800.00	12.00	0.69	0.58
TOTAL	18,807,000.00	334.00	21.75	21.12
AVERAGE	606,677.42	10.77	0.70	0.68
HIGHEST READING			0.88	0.86
LOWEST READING			0.53	0.50

\*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 3/31/2024 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

# December 2022 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.		Yearly Lbs. Allowed
Flow	0.2695	Mgd	0.4070	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	
BOD	3.0	Mg/l	3.0	Mg/l	30	60		6.49	6.49	167	334
TSS	1.5	Mg/l	1.5	Mg/l	30	60		3.24	3.24	167	334
TKN	0.42	Mg/l	0.51	Mg/l	3	6		0.91	1.02	17	33
Fecal	<10	Cnts/100 MI	<10	Cnts/100 MI	200	400		N/A	N/A	N/A	
Total N	0.88	Mg/l	1.03	Mg/l	Rpt Only	Rpt Only		N/A	62.33	N/A	507
Total P	0.008	Mg/l	0.029	Mg/l	Rpt Only	Rpt Only		N/A	0.56	N/A	50.7
Copper	<0.0037	Mg/l	<0.0037	Mg/l	0.0094	0.0212		N/A	N/A	N/A	2.78
Zinc	0.0191	Mg/l	0.0191	Mg/l	Rpt Only	Rpt Only		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	
Aluminum	0.0349	Mg/l	0.0349	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	
Chloride	105	Mg/l	105	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	
PH	7.0	S.U.	7.0	S.U.	Min Allowed	Max Allowed		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		Tons	56.6214	Tons				
Olcott Field 2		Tons		Tons				
Olcott Field 3		Tons	3.9975	Tons				
Olcott Field 4		Tons	1.5925	Tons				
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				

## SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month December

Year 2022

Plant Shepherdstown W.V.T.P.

City Shepherdstown

Operator Kenny Shipley

INFLUENT WASTEWATER					DIGESTERS		ACTIVATED SLUDGE	EFFLUENT TEMP.		PLANT EFFLUENT										
Date	Rainfall (inches)	TSS (mg/l)	BOD <sub>5</sub> (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 <sub>5</sub> (mg/l)	Fecal Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)	
1				0.2554			7	32000												
2				0.2810				16000	10000											
3	0.26			0.2581				16000												
4				0.2371				16000												
5				0.2339				28000	20000											
6	0.09	97	125	0.2592				28000				1.5	3.0		<10		7.0	0.36	0.54	<0.01
7	0.09			0.2578				28000												
8				0.2470				32000												
9				0.2642				16000												
10				0.2283				16000												
11				0.2108				12000												
12				0.2233				28000	20000											
13				0.2046				36000									0.48	1.03	0.029	
14				0.2007				36000												
15	1.64			0.3319				36000												
16	0.02			0.3174				16000												
17				0.2864				16000												
18				0.2343				16000												
19				0.2223				16000	25000											
20				0.2398				16000									0.51	0.96	<0.01	
21				0.2678				16000												
22	1.46			0.3608				12000												
23	0.02			0.3188				12000	20000											
24				0.4070			8	12000												
25				0.2740				12000												
26				0.2600				12000												
27				0.3360				16000	15000								<0.32	0.98	<0.01	
28				0.3207				16000												
29				0.2940				16000												
30				0.2450				12000	15000											
31	0.33			0.2784				12000												
Total	3.91	97	125	8.3560			15	604000	125000			1.5	3.0	<10		7.0	1.67	3.51	0.032	
Average	0.49	97	125	0.2695			7.5	19484	17857			1.5	3.0	<10		7.0	0.42	0.88	0.008	
Minimum	0.02	97	125	0.2007			7	12000	10000			1.5	3.0	<10		7.0	<0.32	0.54	<0.01	
Maximum	1.64	97	125	0.4070			8	36000	25000			1.5	3.0	<10		7.0	0.51	1.03	0.029	

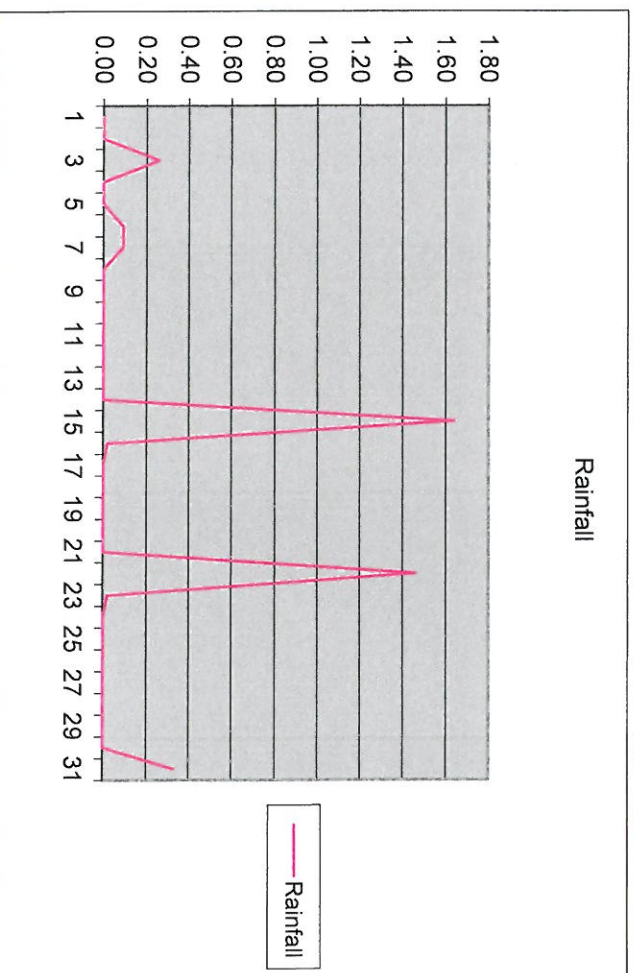
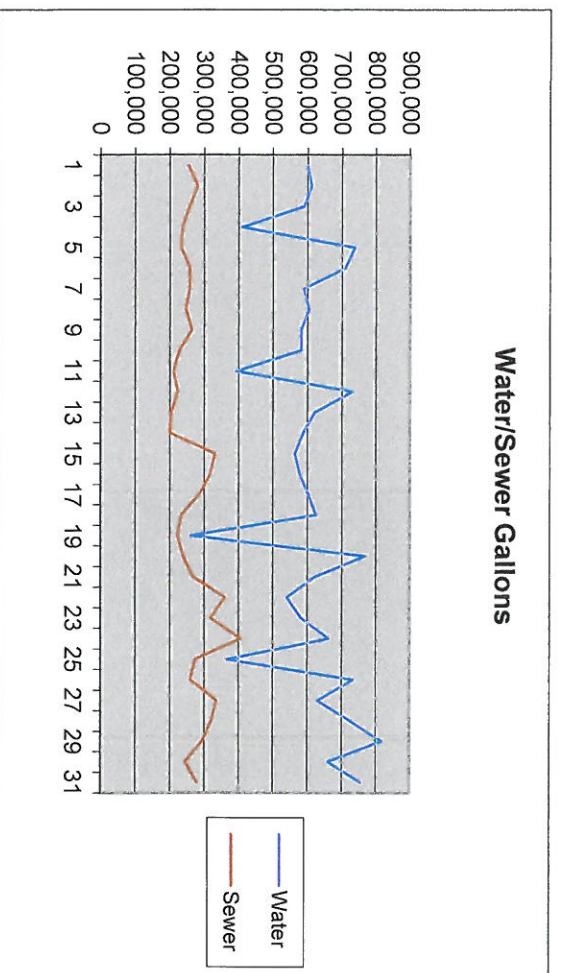
MAIL ONE COPY EACH TO:

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 2022

Date	Water	Sewer	RainFall
1	599,900	255,400	0.00
2	611,900	281,000	0.00
3	591,200	258,100	0.26
4	410,000	237,100	0.00
5	738,400	233,900	0.00
6	709,300	259,200	0.09
7	588,800	257,800	0.09
8	604,700	247,000	0.00
9	581,300	264,200	0.00
10	581,600	228,300	0.00
11	393,400	210,800	0.00
12	731,000	223,300	0.00
13	621,000	204,600	0.00
14	587,700	200,700	0.00
15	563,400	331,900	1.64
16	577,700	317,400	0.02
17	602,900	286,400	0.00
18	625,300	234,300	0.00
19	261,500	222,300	0.00
20	769,100	239,800	0.00
21	621,600	267,800	0.00
22	540,900	360,800	1.46
23	582,000	318,800	0.02
24	662,000	407,000	0.00
25	366,400	274,000	0.00
26	733,400	260,000	0.00
27	629,800	336,000	0.00
28	726,400	320,700	0.00
29	818,400	294,000	0.00
30	660,200	245,000	0.00
31	755,800	278,400	0.33
Avg.	607,968	269,548	0.13





Corporation of Shepherdstown  
Bonds Summary

	Sewer 2010A	Water 2003A	Water 2003B	Water 2012	Water 2017	Water 2021
Date Issued	11/22/2010	3/1/2004	9/1/2004	7/19/2012	6/15/2017	2021
Purpose	Construction Project	Construction Project ??	Construction Project ??	Construction Project	Construction Project	Construction Project
Beginning Amount	\$ 9,172,697	\$ 699,459	\$ 1,300,541	\$ 4,000,000	\$ 2,650,000	\$ 1,250,000
Interest Rate	0.0%	0.0%	2.0%	1.0%	4.0%	3.5%
Balance Remaining (at 6/30/21)	\$ 4,349,929	\$ 291,429	\$ 229,641	\$ 3,336,476	\$ 2,435,000	
When will it be paid off	6/1/2042	12/1/2033	6/1/2024	6/1/2025	3/1/2047	2036
Any special provisions	A	A	A	A	A	A
Any special accounting or reporting requirements	B	B	B	B	B	B
Who Issued	Corp of Shepherdstown	Corp of Shepherdstown	Corp of Shepherdstown	Corp of Shepherdstown	Corp of Shepherdstown	Corp of Shepherdstown

A - each bond must maintain its own debt service and debt service reserve accounts with the WV Municipal Bond Commission, fund 2 and 1/2% of gross revenues to a Renewal and Replacement Account, maintain a minimum debt service coverage requirement, and is subject to a host of special provisions found in each of their respective Bond Documents.

B - must follow rules for Sewer and Water Utilities by the WV Public Service Commission, must complete WV Public Service Commission's Annual Report for each utility

C - We were not provided the final documents with date of issue, amount or interest rate

HYDRANT PROJECT WORK LIST						
<u>LOCATION</u>	<u>VALVE</u>	<u>ISSUE WITH HYDRANT</u>	<u>PROPOSED WORK PLAN</u>	<u>STATUS</u>	<u>REPORT</u>	<u>DATE</u>
	<u>Y/N?</u> In Service?					

