

Water & Sanitary Board Agenda
Thursday, Feb. 23, 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 Jan. 26, 2023 - Enclosure
3. Visitors
4. Finances
 - a. Financial Statements - Enclosure
5. Flow and Quality Reports
 - a. (1) Water – Reports – Information item – Enclosure
 - b. (2) Sewer – Reports - information item - Enclosure
6. Unfinished Business
 - a. Water Plant Improvement Project – report by Jeff Ekstrom
 - b. Update on Water Distribution Project - report by Jeff Ekstrom
 - c. GIS Information - Contract - Enclosure
7. New Business
 - a. Water Tank Cleaning and Anode Replacement
8. Old Business
 - a. Hydrant Report – enclosure in packet – same as last month
 - b. Action Items : Sue Kimnitzer – Bond Formatting
 - c. PFAS Testing - enclosure
9. Mayor's Report
10. Next meeting date – Mar. 31, 2023 ?
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
12. Adjournment

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 26, 2023

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 to J. Auxer at 12:35 pm.

2. MINUTES FROM PRIOR MEETING

The prior minutes from December 1, 2022 meeting were cited; H. Heyser motioned to approve for sewer, B. Keller seconded, J. Bresland motioned to approve for water and M. Godfrey seconded. Unanimously approved.

The prior minutes from the special Sanitary Board December 8, 2022 meeting were cited; B. Keller motioned to approved for sewer, H. Heyser seconded, unanimously approved.

3. VISITORS

J. Auxer noted that Stephanie Reel (Jefferson Utilities) and Rachel Lancaster (West Virginia American Water) were originally planning to attend today's meeting to inform the Boards that Jefferson Utilities is being purchased by West Virginia American Water. There is an article included in the Board package. They were not able to attend but did speak with J. Auxer. He noted that they also discussed the upcoming School Board site and service for it. J. Bresland informed the Boards that the School Board had just voted to proceed with onsite well and septic.

Greg Welter was in attendance and informed the Boards that he and others have been appointed to a committee to review the Shepherdstown comprehensive plan as a first step to updating the plan. Their scope of work is to review the existing goals of the plan and to report on the status of implementation and what goals in the plan remain to be done. HE also mentioned that he is a relatively new resident to Shepherdstown as of 2 years ago, and lives in Shepherd's Village. He is a professional engineer. He has worked in environmental engineering and has worked with clients including DC Water and WSSC.

B. Keller provided some historical background regarding service for communities near the edges of town and prior discussions on connecting those communities to the town system. He noted that the town is

open and encouraging new customers. B. Keller reiterated the Water and Sewer Boards role is strictly public service and does not get involved in the political side.

J. Auxler noted that the town demanded that we be able to install a 12" watermain to serve some of the communities. However, the Board can not compel individual homeowners to connect to the town system.

S. Kemnitzer and H. Heyser provided overview of the evolution of the comprehensive plan and its boundary. S. Kemnitzer mentioned service extensions are driven by applications to connect to the town system, the Board does not typically propose extensions to the town system. H. Heyser noted the Sewer Board has priorly recommended extension of service to Mecklenburg and ??.

Greg Welter noted he will be following up with folks to discuss the committee's work.

4. FINANCIAL STATEMENTS

H. Heyser asked a question regarding 401 Maintenance and 403 Depreciation. He's especially questioning how actual Depreciation is significantly lower than Budget and how that is possible. S. Kemnitzer noted she had the same question for the Water statements. J. Auxler noted that we need to understand those line items and that putting off Maintenance is not preferable.

J. Auxler noted that the Sewer Board has some critical budget considerations right now, especially with respect to the press. The town has identified funding to pay for the press.

M. Godfrey asked a question regarding the status of confirming permission to use the reserve account for certain expenditures. J. Auxler informed the Board that an answer is pending from the Public Service Commission on what expenditures the new reserve account can be utilized for.

S Kemnitzer noted that bond statements were the same and that she volunteered to follow-up with Staff on updating the formatting of these.

5. FLOW AND QUALITY REPORTS

Water

C. Coe reported that all tests were within expected ranges and operating normally. He asked if there were any questions- none were raised.

Sewer

K. Shipley provided overview on current hauling status which is a total of \$20,000 currently, and that there will be a significant savings when they change hauling to ** plant. The current fees are averaging \$4,480 per week and new fee will be \$1,450 per week. This expense will continue until the new press is installed (estimated for April 2023). H. Heyser thanked Staff for finding a solution to hauling and reducing costs.

6. UNFINISHED BUSINESS

Jeff Ekstrom provided overview of the Water Plant Improvement Project. They have some of the equipment up and running. Just waiting on control panels for water treatment filtration, expected in

February, which will control the filters and the remainder of the plant including the UV. Cannot bring online until those panels are in-place. Also waiting on raw water pumps.

Water Distribution Project by Jeff E. First hurdle was Environmental Assessment and Archeological study. Those are completed and there were no issues found. That is under review by USACOE. When that review is complete, then the USACOE will review proposed project plans. They are on schedule to bid in May and expect to go to construction later this year.

M. Godfrey asked if Staff has acted to keep Mecklenburg HOA informed. Frank mentioned Mecklenburg HOA rep reaches out to him regularly for updates.

J. Auxler and J. Bresland noted the Jefferson County School Board voted 3-2 to move forward with well and septic for the new school sites, versus public system connections.

J. Auxler noted the American Water representative was not in attendance today.

Inaccessible Water Meters – C. Coe noted there are approx. 11 meters in town, 7 inside and remaining 5 are outside that have accessibility issues. He wanted to make Board aware they need to be moved outside and they currently do not have access into homes to get to the interior meters. They would have to shut down water to entire sections of town to replace meters which they have been reluctant to do. B. Keller asked if a freezing company had been considered. C. Coe noted that for the inside meters they have not pursued that for the inside meters. For the inside meters they do not have access- vary from a 2", 3", and (2) -4" valves. They do not have a valve so water cannot be shutdown. Outdoor meters will need to have a valve installed (currently don't have one) and need to be updated.

Bond information from David Decker – Sue K mentioned it's the same summary sheet as before. She volunteered to follow-up and get the bond information updated.

GIS information – James Mitchell with Ghosh attended the meeting and provided an overview for the Boards and what they are proposing to provide. Offering to set-up a display that can track assets and inventory and the ability to view all the assets. Can track addresses, type of meter, product number of meter, serial number of meter, photo of meter, etc. It can be expanded with growth of customer base. Jeff E mentioned they are going to show Charlie a sample of the system since they have already input water information. They are engaging this since they are currently doing some Health Department work for C. Coe. Sue K asked for a demonstration of the system. B. Keller mentioned older systems that were installed that they don't have locations for so this would be useful for historical data. M. Godfrey asked about a completion date. J. Eckstrom and J. Mitchell mentioned completion would take approximately a month. James has base GIS setup after about 10 hours of effort and just needs to add information. Involves about a week of collection and then inputting all that information into the system.

S. Kemnitzer asked C. Coe for an update on the status of the system lead study. Data has been collected and they are currently reviewing the trouble spots and identifying what needs to be done for those connections. J Eckstrom said that could be integrated into the GIS database. This will be added to the Old Business agenda for next meeting.

7. OLD BUSINESS ITEMS-

HYDRANT REPORT

Charlie noted they are estimating March for repair on three hydrants that Staff cannot fix.

PFAS

M Godfrey mentioned that three water members attended the forum last night that was moderated by John Doyle, and included a representative from the Potomac Riverkeeper. Presentation was on PFAS substances and testing attended by a representative from WV Rivers, and Senior Advisor to the EPA Administrator, Ron Snyder. It was a very comprehensive overview of a complex and evolving issue.

M. Godfrey noted that he has been tasked with researching and understanding this issue. Currently there are no Federal or West Virginia State regulations on PFAs. EPA has issued Health Advisory Limits (HAL's) in September 2022 which does propose a limit of 4 part per quadrillion. Another agency ***, proposed a standard of 1 part per trillion. These limits are below any current testing technology detectability limits. There is one lab in the Midwest tasked with developing a protocol for PFAS testing that is currently being peer-reviewed by other labs. There are other labs, including PACE that claim they can test to this standard. This is an issue that is evolving and garnering attention. M Godfrey recommended to the Water Board that as a utility, we take a position of transparency.

Current understanding is the best way to address these issues are at the source or point of use.

J. Bresland noted there was also a state legislator, Evan Hanson, that discussed a new proposed bill, SB 485 and asked for residents to submit written support for this legislation. S. Kemnitzer mentioned the bills have to be submitted and accepted by March 2, 2023 to be considered in this session. It is unclear as to the details of what the bill proposes to do.

M Godfrey noted that only 13 states have promulgated their own guidelines regarding PFA's in absence of Federal guidelines. Based on his understanding, reverse osmosis is one technology and potentially activated carbon that are applied at point of use. This would be economically infeasible at the plant.

Per visitor Greg Welter, Martinsburg has installed activated carbon at the Martinsburg airfield. He discussed notes he had taken from last night's forum as well.

J Bresland informed the Boards that Ron Snyder stated the EPA has developed a drinking water facility standard for PFAs and it was sent to OMB and it is currently being discussed by interagency groups.

C. Coe mentioned the Emerging Contaminants course that he and Frank took explained the WV is shooting for a standard of 4 parts per trillion. The best test that he can find only tests to a level of 10 ppm.

S. Kemnitzer noted that on Monday, USGS nearby and Staff will be having further discussions on how to collaborate on this testing issue in an information session. The Board intends to continue to monitor how this issue evolves and stay informed.

S. Kemnitzer noted a report that had been completed by *** that

MAYOR'S REPORT

J. Auxler noted Council approved the recommended 19% rate increase and estimates by June the new rate is expected to go into effect.

Sue K asked about the new job posting for a new Town Administrator and how that person will be interacting with the Boards. J. Auxler will bring in candidates for interviews that will be revised by a group of people to decide who will be interviewed. She expressed her recommendation that they have financial management skills.

S. Kemnitzer held training on January 19th training. J Auxler confirmed the training was recorded and noted we can go through Amy at the University to make that training available for the Board members.

ACTION ITEMS

S. Kemnitzer will be working on bond formatting post meeting.

ADJOURNMENT

J. Auxler adjourned the meeting. Motion to adjourn- B. Keller motioned, M. Godfrey seconded the motion, unanimous approval.

Shepherdstown Waterworks

Profit and Loss

December 2022

	TOTAL	
	DEC 2022	DEC 2021 (PY)
Income		
419 Water Interest Income	3,067.99	4,982.94
419.1 General Fund Bank Acct Interest	420.07	1,967.89
419.2 Municipal Bond Fund Interest	3,025.87	473.67
419.4 Bond Draw Fund Interest	1,917.63	3,180.90
Total 419 Water Interest Income	8,431.56	10,605.40
461 Water Metered Revenue	179,102.00	168,208.63
Uncategorized Income		6,000.00
Total Income	\$187,533.56	\$184,814.03
GROSS PROFIT	\$187,533.56	\$184,814.03
Expenses		
401.1 Water Billing Expenses		
401.12 Public Notice	330.50	
401.13 Billing Postage (Yearly) *	0.00	246.46
401.14 Billing Office Supplies & Exp.	176.21	1,211.51
Total 401.1 Water Billing Expenses	506.71	1,457.97
401.2 Water Administration		169.59
401.21 Safety Equipment/Expense		
401.211 Memberships/Dues/Subscriptions	116.48	
401.22 Communications Expense	1,617.51	327.07
401.24 Admin Supplies and Expense	224.42	29.50
401.25 Admin. Cross-Charge	1,800.00	1,800.00
401.27 Bond Service Fees	135.66	
Total 401.2 Water Administration	3,894.07	2,326.16
401.3 Water Utility Billing		
401.31 Sewer Billing-Plant	14,389.10	46,984.68
Total 401.3 Water Utility Billing	14,389.10	46,984.68
401.4 Water Plant Expenses		
401.41 Water Uniforms	480.30	296.75
401.42 Plant Maintenance	835.25	11,154.21
401.43 Pumping Repairs & Maintenance	657.50	877.64
401.45 Treatment Main & Hydrant Exp.	386.72	
401.46 Treatment Distr. & Svc. Maint.	6,759.06	2,670.11
401.47 Treatment Meter Maintenance	10,162.31	
Total 401.4 Water Plant Expenses	19,281.14	14,998.71
403 Water Depreciation Expense	29,626.83	14,760.48

Shepherdstown Waterworks

Profit and Loss

December 2022

	TOTAL	
	DEC 2022	DEC 2021 (PY)
408 Taxes-Other than Income		
408.121 ER FICA	3,400.00	4,725.00
408.122 Work Comp	1,047.26	
408.123 Water Unemployment Tax Exp	0.00	
Total 408 Taxes-Other than Income	4,447.26	4,725.00
427 Interest Expense	11,031.93	2,358.07
601 Water Salaries & Wages		
601.1 Gross Payroll	44,816.00	52,249.00
Total 601 Water Salaries & Wages	44,816.00	52,249.00
604 Employee Pensions & Benefits		
604.1 PEIA Hlth/Life	7,138.00	4,769.90
604.2 PEIA Current OPEB/RHBT		1,039.36
604.4 ER Annuity Contrib.	3,202.00	4,737.00
Total 604 Employee Pensions & Benefits	10,340.00	10,546.26
615 Purchased Power	4,545.54	
618 Chemicals	5,528.10	
631 Contractual Svc-Engineering		775.00
632 Contractual Svc-Accounting		793.33
632.1 General Accounting Services	0.00	65.00
Total 632 Contractual Svc-Accounting	0.00	858.33
635 Contractual Svc-Testing		947.13
635.11 Water Lab Treatment-Gen	2,872.31	686.36
Total 635 Contractual Svc-Testing	2,872.31	1,633.49
636 Contractual Svc-Other		
636.11 IT Services	1,921.09	693.63
Total 636 Contractual Svc-Other	1,921.09	693.63
650 Transportation Expenses		
650.1 Gas & Oil	70.87	329.95
Total 650 Transportation Expenses	70.87	329.95
657 Insurance-General Liability	5,395.21	
757.1 Commercial & Umbrella Policy		2,782.35
Total 657 Insurance-General Liability	5,395.21	2,782.35
675 Administrative Lending Fees	2,635.40	
Total Expenses	\$161,301.56	\$157,479.08
NET OPERATING INCOME	\$26,232.00	\$27,334.95
Other Income		
419.5 Capacity Accounts Interest	3,957.59	2,418.42
Total Other Income	\$3,957.59	\$2,418.42

Shepherdstown Waterworks

Profit and Loss

December 2022

	TOTAL	
	DEC 2022	DEC 2021 (PY)
Other Expenses		
Reconciliation Discrepancies	-0.50	45,095.73
Total Other Expenses	\$ -0.50	\$45,095.73
NET OTHER INCOME	\$3,958.09	\$ -42,677.31
NET INCOME	\$30,190.09	\$ -15,342.36

Note

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

Shepherdstown Waterworks

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July - December, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
419 Water Interest Income	39,882.82	16,500.00	23,382.82	241.71 %
461 Water Metered Revenue	968,718.37	949,998.00	18,720.37	101.97 %
474 Other Water Revenues	-1,438.30	499.98	-1,938.28	-287.67 %
Total Income	\$1,007,162.89	\$966,997.98	\$40,164.91	104.15 %
GROSS PROFIT	\$1,007,162.89	\$966,997.98	\$40,164.91	104.15 %
Expenses				
401.1 Water Billing Expenses	6,849.28	7,248.00	-398.72	94.50 %
401.2 Water Administration	22,265.94	23,496.00	-1,230.06	94.76 %
401.3 Water Utility Billing	74,817.07	116,748.00	-41,930.93	64.08 %
401.4 Water Plant Expenses	82,179.04	184,998.00	-102,818.96	44.42 %
403 Water Depreciation Expense	148,134.15	87,498.00	60,636.15	169.30 %
408 Taxes-Other than Income	27,183.41	32,496.00	-5,312.59	83.65 %
427 Interest Expense	76,992.42	60,000.00	16,992.42	128.32 %
521 Employee Screening		150.00	-150.00	
601 Water Salaries & Wages	264,261.59	219,996.00	44,265.59	120.12 %
604 Employee Pensions & Benefits	62,900.55	54,996.00	7,904.55	114.37 %
615 Purchased Power	24,641.04	30,000.00	-5,358.96	82.14 %
618 Chemicals	30,233.88	32,496.00	-2,262.12	93.04 %
631 Contractual Svc-Engineering	36,060.00	24,996.00	11,064.00	144.26 %
632 Contractual Svc-Accounting	10,279.17	7,500.00	2,779.17	137.06 %
633 Contractual Svc-Legal	1,692.35	4,999.98	-3,307.63	33.85 %
635 Contractual Svc-Testing	9,263.06	22,500.00	-13,236.94	41.17 %
636 Contractual Svc-Other	18,188.38	10,998.00	7,190.38	165.38 %
650 Transportation Expenses	23,209.86	22,500.00	709.86	103.15 %
657 Insurance-General Liability	32,371.26	16,500.00	15,871.26	196.19 %
659 Insurance-Other	83.33	4,500.00	-4,416.67	1.85 %
660 Advertising Expense	723.67	249.96	473.71	289.51 %
675 Administrative Lending Fees	5,361.13	1,999.98	3,361.15	268.06 %
676 Bond Issuance Expense		99.96	-99.96	
Total Expenses	\$957,690.58	\$966,965.88	\$ -9,275.30	99.04 %
NET OPERATING INCOME	\$49,472.31	\$32.10	\$49,440.21	154,119.35 %
Other Income				
419.5 Capacity Accounts Interest	21,792.40	15,000.00	6,792.40	145.28 %
474. Other Water Revenue	18,480.00	49,998.00	-31,518.00	36.96 %
Total Other Income	\$40,272.40	\$64,998.00	\$ -24,725.60	61.96 %
Other Expenses				
Reconciliation Discrepancies	-0.50		-0.50	
Total Other Expenses	\$ -0.50	\$0.00	\$ -0.50	0.00%
NET OTHER INCOME	\$40,272.90	\$64,998.00	\$ -24,725.10	61.96 %
NET INCOME	\$89,745.21	\$65,030.10	\$24,715.11	138.01 %

Shepherdstown Waterworks

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July - December, 2022

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 December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
RESERVED FUNDS BANKING		
131.25 JSB Water Bond Depreciation 5234	879,422.27	547,427.82
131.26 JSB Working Capital Reserve 2736	189,289.51	877.58
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	410,215.00	370,000.00
Total 132.1 Capital I&R Fund 6217	1,094,271.58	1,054,056.58
Total RESERVED FUNDS BANKING	2,162,983.36	1,602,361.98
RESTRICTED FUNDS BANKING		
133 Other Special Deposits		
133.1 JSB Cap.Capacity Acct 6082	1,783,363.99	1,749,345.57
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
Total 133.5 Water Engineering Fees 6217	18,053.41	18,053.41

Shepherdstown Waterworks

Balance Sheet

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Total 133 Other Special Deposits	1,801,417.40	1,767,398.98
JSB Water Plant Upgrade 8238	1,254,968.46	1,228,570.89
WV Municipal Bond Funds		
WV Mun Bond-2003 Series A Bond		
126.1 Cash-Revenue#SHE-W-1-03-A-JE-12	5,952.97	5,850.02
127.1 Cash-Reserve#SHE-W-2-03-A-JE-12	24,986.01	24,686.68
127.1a Cash-Depr. #SHE-W-3-03-A-JE-12	806.23	488,453.05
Total WV Mun Bond-2003 Series A Bond	31,745.21	518,989.75
WV Mun Bond-2003 Series B Bond		
126.2 Cash-Revenue#SHE-W-1-03-B-JE-12	18,773.17	18,445.27
127.2 Cash-Reserve#SHE-W-2-03-B-JE-12	80,030.23	79,071.52
Total WV Mun Bond-2003 Series B Bond	98,803.40	97,516.79
WV Mun Bond-2012 Series Bond		
126.3 Cash-Revenue#SHE-W-1-12-X-JE-12	14,258.20	13,940.64
127.3 Cash-Reserve#SHE-W-2-12-X-JE-12	126,822.82	125,346.61
Total WV Mun Bond-2012 Series Bond	141,081.02	139,287.25
WV Municipal 2017 Bond		
126.4 JSB WV Mun Bond-2017 \$ 8085	345,727.51	338,455.33
126.5 Cash Revenue #SHE-W-1-17-X-JE-1	83,756.81	83,471.92
127.4 17 Reserve SHE-W-2-17-X-JE-12	163,141.76	161,187.44
Total WV Municipal 2017 Bond	592,626.08	583,114.69
WV Municipal 2021 Bond		
126.7 SHE-W-1-21-X-JE-12 - 21 Water Revenue	8,391.33	8,292.21
127.7 SHE-W-2-21-X-JE-12	12,531.58	2,482.88
Total WV Municipal 2021 Bond	20,922.91	10,775.09
Total WV Municipal Bond Funds	885,178.62	1,349,683.57
Total RESTRICTED FUNDS BANKING	3,941,564.48	4,345,653.44
UNRESTRICTED FUNDS BANKING		
131.2 Cash at Bank		
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	-46.00
Total DR/CR-All Funds-Cust Dep Fund (deleted)	0.00	-46.00
Total 131.23 DR/CR Revenue Account-All Funds (deleted)	0.00	-46.00
Total 131.2 Cash at Bank	0.00	-46.00
131.21 JSB Water Operating General Funds 6217	13,515.18	1,419,889.56
Reserved Funds 6217	-1,054,056.58	-1,054,056.58
Restricted Portion 6217	-18,053.41	-18,053.41

Shepherdstown Waterworks

Balance Sheet

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Total 131.21 JSB Water Operating General Funds 6217	-1,058,594.81	347,779.57
Total UNRESTRICTED FUNDS BANKING	-1,058,594.81	347,733.57
Total Bank Accounts	\$5,045,953.03	\$6,295,748.99
Accounts Receivable		
141 A/R, Water Customer Billing	204,349.37	170,577.00
143 Allow. for Doubtful Accounts	-5,000.00	-5,000.00
Total Accounts Receivable	\$199,349.37	\$165,577.00
Other Current Assets		
142.71 Due to/From Govt Funds	-239,164.63	392,222.17
142.20 Customer Deposit Interest	16,181.69	16,236.44
142.3 Customer Deposit Funds	72,014.73	38,525.37
142.30 DR/CR Customer Deposits (deleted)	0.00	37,220.46
Total 142.71 Due to/From Govt Funds	-150,968.21	484,204.44
162 Prepaid Expenses		
162.1 Commercial Ins	0.00	16,694.09
162.4 Other Prepays	0.00	4,881.65
Total 162 Prepaid Expenses	0.00	21,575.74
253.20 Deferred Inflows	-98,740.50	-127,701.72
Due to/from Sewer	-5,722.36	
Total Other Current Assets	\$ -255,431.07	\$378,078.46
Total Current Assets	\$4,989,871.33	\$6,839,404.45
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	184,624.56
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
Total 105.7 Water Impr-Revised Project #2	0.00	400,994.74
105.73 CIP-High Service Expenses	0.00	17,550.00
105.74 CIP-Turbidity Meter/Accessories	0.00	12,855.26
Total 105 Fixed Asset-Constr. In Progress	2,222,213.54	3,444,005.78
Fixed Asset Adjustments		
108 Accum. Depr., Utility Plant	-3,941,265.58	-4,374,760.68

Shepherdstown Waterworks

Balance Sheet
As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Total Fixed Asset Adjustments	-3,941,265.58	-4,374,760.68
Fixed Assets (All Funds)	1,536.84	1,536.84
301.1 Intangible Plant	17,863.09	17,863.09
303 Land & land Rights-Pump	10,935.00	47,973.47
304.2 Structures & Impr-Source	969,411.62	1,041,677.84
304.3 Structures & Impr.-Pump	409,933.06	409,032.41
311 Electric Pumping Equip.	1,349,209.72	1,480,128.70
320 Purification System	4,012,501.14	4,012,501.14
330 Distribution Reservoirs	5,152,779.74	2,639,512.70
331 Distribution Mains	704,012.01	364,873.36
334 Meters	65,347.80	21,543.56
335 Hydrants	0.00	19,245.46
340 Office Furn/Fixtures/Equip	58,001.90	95,810.33
341 Transportation Equip.	13,639.56	42,108.85
343.1 Shop Equipment	0.00	46,964.64
343.2 Tools & Work Equipment	1,973.00	5,763.00
343.3 Computer Software	12,767,144.48	10,246,535.39
Total Fixed Assets (All Funds)	\$11,048,092.44	\$9,315,780.49
Total Fixed Assets	\$16,037,963.77	\$16,155,184.94
TOTAL ASSETS		
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	22.86	9,174.59
Accounts Payable	\$22.86	\$9,174.59
Total Accounts Payable		
Other Current Liabilities	0.00	0.00
235 Customer Dep/Int Pay.-Cash Acct	16,181.69	16,236.40
235.00 Customer Dep. Interest Payable	72,244.73	38,525.37
235.01 Customer Deposit Funds Payable	0.00	37,220.46
Cust Dep/Int Pay-DR/CR Acct (deleted)	0.00	-46.00
Customer Deposit Payable (deleted)	0.00	37,174.46
Total Cust Dep/Int Pay-DR/CR Acct (deleted)	88,426.42	91,936.23
Total 235 Customer Dep/Int Pay.-Cash Acct		
238 Accrued Interest Payable		
238.1 Accrued Interest-Bonds Payable	257.67	0.00
238.11 Accrued Interest 2003-B Bond	2,703.49	0.00
238.12 Accrued Int.-Water Tanks Bond	29,862.37	0.00
238.13 Accrued Interest 2017 Bond	2,359.06	
238.14 Accrued Interest 2021 Bond		

Shepherdstown Waterworks

Balance Sheet As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Total 238.1 Accrued Interest-Bonds Payable	35,182.59	0.00
Total 238 Accrued Interest Payable	35,182.59	0.00
241 Misc. Current/Accrued Liab.		23,400.76
241.1 A/P, Compensated Absences	34,709.94	-420.00
241.11 Engineering Review Fees	-420.00	1,409.25
Christian Caine Jewelers Inc	1,409.25	1,561.12
Dan Ryan Builders	1,561.12	7.00
Elliott Mason Estates-STEP #1	7.00	413.00
Elliott Mason Estates-STEP #2	413.00	3,830.00
K E Colonial, LLC	3,830.00	892.87
Kensington Townhouse Sub-STEP#1	892.87	1,456.87
Kensington Townhouse Sub-STEP#2	1,456.87	639.00
Mark Col Hills 480/PH#1-STEP #1	639.00	848.02
Mark Col Hills 480/PH#2-STEP #2	848.02	109.04
Mark Col Hills-480/PH#3-STEP #2	109.04	699.25
North Hills(Cress Creek)STEP #2	699.25	-699.25
Potomac Crossing-STEP #1	-699.25	552.00
Rankin Properties, Christopher	552.00	-1,679.00
Roc's	-1,679.00	661.87
Seneca Crossing LLC Phase I	661.87	781.87
Seneca Crossing LLC Phase II	781.87	134.62
Seneca Crossing-Rt 45-STEP #1	134.62	-1,810.37
Seneca Crossing-Rt 45-STEP #2	-1,810.37	1,730.50
Sheetz - 1&2	1,730.50	3,561.50
Shep East Dev LLC-STEP #2	3,561.50	756.25
Shep. East Dev. LLC-STEP #1	756.25	500.00
Shepherdstown Public Library	500.00	264.32
Tollhouse (was Banbury) Step #1	264.32	1,646.87
Tollhouse Woods (Derr)-STEP #2	1,646.87	206.81
Twin Oaks Subdivision-STEP #1	206.81	18,053.41
Total 241.11 Engineering Review Fees	18,053.41	18,053.41
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
Total 241 Misc. Current/Accrued Liab.	51,580.61	90,289.96
Total Other Current Liabilities	\$175,189.62	\$182,226.19
Total Current Liabilities	\$175,212.48	\$191,400.78

Shepherdstown Waterworks

Balance Sheet As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
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)	256,455.00	279,781.00
221.12 WV DWTRF Series B Bond (2003)	116,539.00	192,316.00
221.13 WVIJDC Bond for Tanks (2012)	3,197,701.00	3,290,449.00
221.14 17 Water Revenue/Reserve	2,375,000.00	2,435,000.00
221.15 JSB Water Plant Upgrade Bond Loan 1251	1,169,187.00	1,239,723.35
Total 221. Bond Payable-Long term	7,114,882.00	7,437,269.35
Total Long-Term Liabilities	\$7,082,812.81	\$7,404,937.60
Total Liabilities	\$7,258,025.29	\$7,596,338.38
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	89,745.21	240,770.91
Total Equity	\$8,779,938.48	\$8,558,846.56
TOTAL LIABILITIES AND EQUITY	\$16,037,963.77	\$16,155,184.94

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

December 2022

	TOTAL
Income	968.09
419 Sewer Interest Income	777.42
419.2 Sewer Bond Funds Interest	1,716.06
419.3 Membrane Repl. Fund Interest	3,461.57
Total 419 Sewer Interest Income	142,194.00
522 Metered Sewer Revenue	\$145,655.57
Total Income	\$145,655.57
GROSS PROFIT	
Expenses	
401.1 Sewer Billing Expenses	330.49
401.12 Message 911 System	0.00
401.13 Billing Postage Expense	176.21
401.14 Billing Supplies & Expense	506.70
Total 401.1 Sewer Billing Expenses	
401.2 Sewer Administration	116.48
401.211 Memberships/Dues/Subscriptions	231.70
401.22 Admin. Communications Expense	167.04
401.24 Admin. Supplies/Expenses	1,800.00
401.25 Admin. Cross-Charge	110.75
401.27 Bond Service Fees	2,425.97
Total 401.2 Sewer Administration	639.19
401.3 Sewer Utility Billing	
401.4 Sewer Plant Maintenance	324.55
401.41 Sewer Uniforms	726.83
401.47 Treatment Maintenance of Equip	1,051.38
Total 401.4 Sewer Plant Maintenance	29,576.05
403 Depreciation Expense	
408 Taxes Other than Income	2,102.00
408.121 ER FICA	3,973.44
408.122 Work Comp	0.00
408.123 Sewer Unemployment Tax Exp	6,075.44
Total 408 Taxes Other than Income	
701 Salaries & Wages	27,563.00
701.1 Gross Payroll	27,563.00
Total 701 Salaries & Wages	

Shepherdstown Sewer

Profit and Loss

December 2022

	TOTAL
704 Employee Pensions & Benefits	4,513.91
704.1 PEIA Health/Life	1,914.00
704.4 ER Annuity Contrib.	6,427.91
Total 704 Employee Pensions & Benefits	
715 Purchased Power	11,241.47
715.2 Electric Power	11,241.47
Total 715 Purchased Power	5,785.38
718 Chemicals	
732 Contractual Svc-Accounting	2,490.00
732.1 General Accounting	2,490.00
Total 732 Contractual Svc-Accounting	
735 Contractual Svc-testing	640.74
735.1 Laboratory Testing	640.74
Total 735 Contractual Svc-testing	
736 Contracted Services-Other	1,921.09
736.1 IT Services	1,921.09
Total 736 Contracted Services-Other	
750 Transportation Expenses	70.85
750.1 Gas & Oil	209.95
750.2 Vehicle Repairs/Maintance	280.80
Total 750 Transportation Expenses	3,411.68
757 Insurance-General Liability	3,592.58
775 Sewer Admin. Lending Fees	\$103,629.38
Total Expenses	\$42,026.19
NET OPERATING INCOME	
Other Income	2,971.29
419.5 Capacity Accounts Interest	\$2,971.29
Total Other Income	
Other Expenses	24,167.00
Membrane Transfer Reserve Budget Only	-0.12
Reconciliation Discrepancies	\$24,166.88
Total Other Expenses	\$ -21,195.59
NET OTHER INCOME	
NET INCOME	\$20,830.60

Note

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Shepherdstown Sewer

Budget vs. Actuals: FY2023 (July 2022 - June 2023) - FY23 P&L

July - December, 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
419 Sewer Interest Income	19,628.07	19,000.00	628.07	103.31 %
522 Metered Sewer Revenue	662,548.26	660,000.00	2,548.26	100.39 %
536 Other Wastewater Revenues	500.00	8,530.00	-8,030.00	5.86 %
Total Income	\$682,676.33	\$687,530.00	\$ -4,853.67	99.29 %
GROSS PROFIT	\$682,676.33	\$687,530.00	\$ -4,853.67	99.29 %
Expenses				
401.1 Sewer Billing Expenses	3,533.57	4,302.50	-768.93	82.13 %
401.2 Sewer Administration	28,723.41	27,400.00	1,323.41	104.83 %
401.3 Sewer Utility Billing	78,663.29	18,000.00	60,663.29	437.02 %
401.4 Sewer Plant Maintenance	42,012.53	92,938.02	-50,925.49	45.20 %
403 Depreciation Expense	147,880.25	200,000.00	-52,119.75	73.94 %
408 Taxes Other than Income	18,195.71	20,527.50	-2,331.79	88.64 %
701 Salaries & Wages	168,483.14	164,915.00	3,568.14	102.16 %
704 Employee Pensions & Benefits	33,667.21	31,020.00	2,647.21	108.53 %
711 Sludge Removal	20,968.24	8,500.00	12,468.24	246.69 %
715 Purchased Power	59,908.08	74,004.00	-14,095.92	80.95 %
718 Chemicals	52,097.28	70,002.00	-17,904.72	74.42 %
731 Contractual Svc-Engineering		2,500.00	-2,500.00	
732 Contractual Svc-Accounting	12,769.17	8,250.00	4,519.17	154.78 %
733 Contractual Svc-legal	1,951.85	2,502.00	-550.15	78.01 %
735 Contractual Svc-testing	2,952.74	6,000.00	-3,047.26	49.21 %
736 Contracted Services-Other	7,728.74	9,000.00	-1,271.26	85.87 %
750 Transportation Expenses	3,199.98	7,500.00	-4,300.02	42.67 %
757 Insurance-General Liability	21,158.30	21,000.00	158.30	100.75 %
759 Insurance-Other	83.33		83.33	
760 Advertising	627.61	1,000.00	-372.39	62.76 %
775 Sewer Admin. Lending Fees	7,185.16		7,185.16	
Total Expenses	\$711,789.59	\$769,361.02	\$ -57,571.43	92.52 %
NET OPERATING INCOME	\$ -29,113.26	\$ -81,831.02	\$52,717.76	35.58 %
Other Income				
419.5 Capacity Accounts Interest	10,757.44	4,000.00	6,757.44	268.94 %
426 Misc. Non-Utility Revenue		500.00	-500.00	
536. Other Wastewater Revenue	18,813.60	25,000.00	-6,186.40	75.25 %
Total Other Income	\$29,571.04	\$29,500.00	\$71.04	100.24 %
Other Expenses				
Membrane Transfer Reserve Budget Only	145,002.00	78,600.00	66,402.00	184.48 %
Reconciliation Discrepancies	-0.48		-0.48	
Total Other Expenses	\$145,001.52	\$78,600.00	\$66,401.52	184.48 %
NET OTHER INCOME	\$ -115,430.48	\$ -49,100.00	\$ -66,330.48	235.09 %
NET INCOME	\$ -144,543.74	\$ -130,931.02	\$ -13,612.72	110.40 %

Shepherdstown Sewer

Budget vs. Actuals: FY2023 (July 2022 - June 2023) - FY23 P&L
July - December, 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

Balance Sheet

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
ASSETS		
Current Assets		
Bank Accounts		
RESERVED FUNDS BANKING		
132 Special Deposits (Reserved)	0.00	0.00
132.1 Capital Reserve Fund		
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
Total 132.1 Capital Reserve Fund	686,961.92	648,005.92
Total 132 Special Deposits (Reserved)	686,961.92	648,005.92
Sewer Working Capital Reserve 5846	703.07	688.28
Total RESERVED FUNDS BANKING	687,664.99	648,694.20
RESTRICTED FUNDS BANKING		
133 Other Special Dep. (Restricted)		
133.1 Checking-Sewer Cap. Capacity 5993	649,354.73	624,981.05
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 December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Total 133.5 Engineering Review Fees 8626	16,784.43	16,784.43
Restricted Funds at Local Bank		
133.43 Sewer Membrane Repl. Fund Ckg. 7180	773,285.63	612,517.98
133.44 Sewer Bond Depr. Reserve Ckg. 1179	435,534.80	410,229.42
Total Restricted Funds at Local Bank	1,208,820.43	1,022,747.40
WV Municipal Bond Funds		
WV Mun Bond 2010A Fund		
126.1 2010-A Rev. #SHE-S-1-10-A-JE-12	20,818.51	20,307.84
127.1 2010-A Res. #SHE-S-2-10-A-JE-12	212,324.37	209,780.90
Total WV Mun Bond 2010A Fund	233,142.88	230,088.74
Total WV Municipal Bond Funds	233,142.88	230,088.74
Total 133 Other Special Dep. (Restricted)	2,108,102.47	1,894,601.62
Total RESTRICTED FUNDS BANKING	2,108,102.47	1,894,601.62
UNRESTRICTED FUNDS BANKING		
131.2 Cash at Bank		
131.21 Sewer Operating Account 8626	743,933.20	555,381.42
Reserved Portion 8626	-686,961.92	-648,005.92
Restricted Portion 8626	-16,784.43	-16,784.43
Total 131.21 Sewer Operating Account 8626	40,186.85	-109,408.93
Total 131.2 Cash at Bank	40,186.85	-109,408.93
Total UNRESTRICTED FUNDS BANKING	40,186.85	-109,408.93
Total Bank Accounts	\$2,835,954.31	\$2,433,886.89
Accounts Receivable		
Accounts Receivable		
141 A/R Sewer Customer Billing	151,818.34	115,003.48
143 Allow. for Doubtful Accts-All	-5,000.00	-5,000.00
Total Accounts Receivable	146,818.34	110,003.48
Total Accounts Receivable	\$146,818.34	\$110,003.48

Shepherdstown Sewer

Balance Sheet

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Other Current Assets		
253.20 Deferred Inflows	-69,209.19	-88,136.63
Due To/From Govt	-315,774.27	242,733.06
142.2 Customer Deposit Funds	55,512.06	27,872.61
142.3 Customer Deposit Interest	8,541.83	8,634.56
Customer Deposits. DR/CR	0.00	25,037.32
Total Due To/From Govt	-251,720.38	304,277.55
Due To/From Water	5,722.36	
Other Current Assets		
162 Prepaid Expenses		
162.1 Prepaid Commercial Insurance	0.00	21,702.72
162.4 Other Prepaid Expenses	327.92	327.92
Total 162 Prepaid Expenses	327.92	22,030.64
Total Other Current Assets	327.92	22,030.64
Total Other Current Assets	\$ -314,879.29	\$238,171.56
Total Current Assets	\$2,667,893.36	\$2,782,061.93
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
Total 105.15 WWTP Impr. Project #2	0.00	48,288.58
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
Total 105.21 Main Improvement Project	0.00	10,000.00
Total 105.2 Sewer Plant Improv. Project #1	0.00	10,000.00
Total 105 Construction in Progress	0.00	81,487.20
Fixed Asset Adjustment		
108 Accumulated Depreciation	-4,120,702.37	-6,280,648.59
Total Fixed Asset Adjustment	-4,120,702.37	-6,280,648.59

Shepherdstown Sewer

Balance Sheet

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
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
Total Fixed Assets	13,482,351.97	16,255,218.50
Total Fixed Assets	\$9,361,649.60	\$10,056,057.11
TOTAL ASSETS	\$12,029,542.96	\$12,838,119.04
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	0.00	14,720.87
Total Accounts Payable	\$0.00	\$14,720.87
Credit Cards		
232 Purchase Card Payable (deleted)		
232.1 Purchase Card -Sewer Operating (deleted)	0.00	-318.90
Total 232 Purchase Card Payable (deleted)	0.00	-318.90
Total Credit Cards	\$0.00	\$ -318.90
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	55,512.06	27,872.61
235.01 Customer Dep Interest Payable	8,541.83	8,634.56
Cust Dep/Int Payable-DR/CR (deleted)	0.00	25,037.32
Total 235 Cust. Dep/Int. Pay-Cash Acct	64,053.89	61,544.49
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

Shepherdstown Sewer

Balance Sheet

As of December 31, 2022

	TOTAL	
	AS OF DEC 31, 2022	AS OF DEC 31, 2021 (PY)
Total Current Liabilities	74,401.99	92,519.33
Total Other Current Liabilities	\$125,525.30	\$135,020.47
Total Current Liabilities	\$125,525.30	\$149,422.44
Long-Term Liabilities		
221. Bonds Payable-Long Term		
221.11 2010-A Sewer Bond	4,039,220.00	4,246,360.00
Total 221. Bonds Payable-Long Term	4,039,220.00	4,246,360.00
Total Long-Term Liabilities	\$4,039,220.00	\$4,246,360.00
Total Liabilities	\$4,164,745.30	\$4,395,782.44
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	435,006.00	145,002.00
Net Income	-144,543.74	-148,966.29
Total Equity	\$7,864,797.66	\$8,442,336.60
TOTAL LIABILITIES AND EQUITY	\$12,029,542.96	\$12,838,119.04

Note

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PWSID NUMBER: WV 3301933

MONTH/YEAR: January 2023

ANALYTICAL RESULTS

Date	Plant (Free)	System (Total)	Sampling Location of System Total Chlorine Residual	Sampler Initials	Turbidity (NTU)			pH (S.U.)			MONTHLY OPERATIONAL REPORT REMARKS
					Raw	Settled	Finished	Raw	Settled	Finished	
1	1.5	1.0	106 college st	alw	5.5	0.7	0.04	7.3	7.4	7.40	
2	1.7	1.4	kings	rdjr	6.2	0.7	0.03	7.0	7.3	7.50	
3	1.5	1.5	209 rocky st	rdjr	6.7	0.7	0.06	7.3	7.7	7.10	
4	1.5	1.4	chrissman building	rdjr	7.9	0.7	3.00	7.2	7.4	7.20	
5	1.6	1.2	marias taqueria	rdjr	9.4	0.7	0.05	7.1	7.5	7.20	
6	1.6	1.0	subway	rdjr	9.7	0.7	0.04	7.2	7.5	7.20	
7	1.6	1.2	105 maiden lane	alw	8.2	0.7	0.04	7.6	7.6	7.50	
8	1.6	1.2	sheetz	dag	8.2	0.7	0.03	7.5	7.5	7.50	
9	1.6	1.3	town hall	rdjr	7.0	0.7	0.03	7.2	7.7	7.20	
10	1.6	1.1	shep chronicle	dcx	6.7	0.7	0.03	7.3	7.5	7.40	
11	1.5	1.2	public works	rdjr	6.0	0.7	0.03	7.2	7.6	7.20	
12	1.5	1.3	kwik check	rdjr	6.0	0.7	0.03	7.0	7.6	7.30	
13	1.5	1.7	7=11	rdjr	6.0	0.7	0.03	7.3	7.5	7.40	
14	1.5	1.1	green pineapple	dag	6.5	0.7	0.04	7.3	7.4	7.40	
15	1.5	1.2	dominos	dag	7.5	0.7	0.03	7.3	7.4	7.40	
16	1.5	1.4	rocs	rdjr	6.0	0.7	0.03	7.4	7.3	7.40	
17	1.5	1.3	shep police dept	cwc	7.0	0.7	0.03	7.0	7.4	7.30	
18	1.5	1.4	shep. Fire dept.	rdjr	5.7	0.7	0.03	7.4	7.2	7.30	
19	1.5	1.4	Beth's	rdjr	5.7	0.7	0.04	7.3	7.4	7.40	
20	1.5	1.6	rocky street	rdjr	7.5	0.7	0.04	7.2	7.3	7.60	
21	1.6	1.0	dairy queen	dag	6.1	0.7	0.03	7.2	7.3	7.40	
22	1.6	1.3	community garden	dag	8.2	0.7	0.03	7.2	7.3	7.30	
23	1.6	1.2	sweet shoppe	cwc	6.5	0.7	0.03	7.0	7.3	7.00	
24	1.5	1.4	waste water	dcx	7.0	0.7	0.06	7.3	7.5	7.50	
25	1.5	1.3	german deli	rdjr	8.2	0.7	0.04	7.5	7.5	7.30	
26	1.6	1.3	food lion	rdjr	9.2	0.7	0.03	7.6	7.6	7.40	
27	1.4	0.8	ntc	rdjr	8.4	0.7	0.03	7.3	7.5	7.20	
28	1.5	1.2	sheetz	dag	7.9	0.7	0.03	7.3	7.5	7.40	
29	1.7	0.6	awok	dag	8.7	0.7	0.04	7.2	7.4	7.30	
30	1.6	1.6	river side market	rdjr	8.2	0.7	0.04	7.1	7.5	7.00	
31	1.7	1.4	specialty	rdjr	8.7	0.7	0.03	7.2	7.5	7.30	
TOTAL	48.1	38.9			226.5	22.0	4.07	226.00	231.20	227.00	
AVG	1.6	1.3			7.3	0.7	0.13	7.26	7.46	7.32	

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

Certified by:

Charles Coe
(Certified Operator Printed Name Required)

(Certified Operator Signature Required)

Certification #:

WVOP01358

Exp. Date: 3/31/2022

Date:

III

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

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

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

*THIS PAGE IS OPTIONAL *

PWSID NUMBER: WV 3301933MONTH/YEAR: January 2023

ANALYTICAL RESULTS (mg/L)

DATE	Iron		Manganese		Phenolphthalein Alkalinity		Total Alkalinity		Calcium Hardness		Total Dissolved Solids (Finished)	TEMP °F or C° (Finished)	Langelier Saturation Index (Finished)
	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished			
1						70				100		6.1	
2						69				98		7.2	
3						68				115		7.5	
4						55				88		7.8	
5						53				105		8.2	
6						56				97		8	
7						57				99		9.4	
8						64				92		9.5	
9						56				98		9.1	
10						58				103		8.5	
11						63				105		7.8	
12						66				108		8.1	
13						69				111		8.3	
14						57				99		9.4	
15						74				100		6.4	
16						79				115		6.8	
17						71				105		6	
18						75				99		8.7	
19						86				114		8.5	
20						71				110		8.9	
21						77				111		7.1	
22						80				104		7	
23						75				107		7.2	
24						69				105		7.7	
25						70				101		7.1	
26						66				98		7.5	
27						72				82		7.7	
28						63				106		6.1	
29						60				103		6.2	
30						59				77		6.6	
31						57				99			
TOTAL						2065				3154		230.4	
AVG						67				102		8	

MONTHLY COMBINED FILTER EFFLUENT TURBIDITY REPORT

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933 MONTH/YEAR: January 2023
 SYSTEM TYPE:(Check One) X Surface GWUDI
 SYSTEM NAME: Shepherdstown Water PHONE NUMBER 304-876-2394 COUNTY Jefferson

Please report NTU values to two decimal places (0.00)

DATE	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	#<=0.3	#>0.3	REMARKS
1	6am	0.030	10am	0.040	2pm	0.060	6pm	0.060			4		
2	6am	0.030	10am	0.030	2pm	0.020	6pm	0.020			4		
3	6am	0.060	10am	0.020	2pm	0.020	6pm	0.060			4		
4	6am	0.020	10am	0.030	2pm	0.090	6pm	0.070			4		
5	6am	0.020	10am	0.050	2pm	0.040	6pm	0.040	10pm	0.030	5		
6	6am	0.030	10am	0.030	2pm	0.040	6pm	0.050			5		
7	6am	0.030	10am	0.030	2pm	0.030					4		
8	6am	0.040	10am	0.030							3		
9	6am	0.020	10am	0.020	2pm	0.020	6pm	0.030			2		
10	6am	0.020	10am	0.020	2pm	0.030					4		
11	6am	0.020	10am	0.020	2pm	0.030	6pm	0.040			3		
12	6am	0.030	10am	0.020	2pm	0.020	6pm	0.040			4		
13	6am	0.020	10am	0.020	2pm	0.030	6pm	0.040			4		
14	6am	0.030	10am	0.020	2pm	0.030	6pm	0.040			4		
15	6am	0.030	10am	0.030							4		
16	6am	0.030	10am	0.030	2pm	0.020	6pm	0.030			2		
17	6am	0.020	10am	0.020	2pm	0.030	6pm	0.040			4		
18	6am	0.030	10am	0.030	2pm	0.030					4		
19	6am	0.030	10am	0.020	2pm	0.030	6pm	0.040			3		
20	6am	0.020	10am	0.020	2pm	0.030					4		
21	6am	0.040	10am	0.030	2pm	0.030	6pm	0.040			3		
22	6am	0.040	10am	0.030							4		
23	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			2		
24	6am	0.030	10am	0.030	2pm	0.030	6pm	0.060			4		
25	6am	0.030	10am	0.030	2pm	0.030					4		
26	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			3		
27	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			4		
28	6am	0.040	10am	0.030	2pm	0.030	6pm	0.040			4		
29	6am	0.030	10am	0.040	2pm	0.030	6pm	0.040			4		
30	6am	0.030	10am	0.030	2pm	0.040					2		
31	6am	0.030	10am	0.030	2pm	0.040	6pm	0.110	10pm	0.030	5		

*Slow sand, use 1 NTU in lieu of 0.3 NTU & diatomaceous earth; other filtration technologies as directed by agency
 **Slow sand and diatomaceous earth; use 5 NTU in lieu of 1 NTU; other filtration technologies as directed

Total # of Samples

113	113
-----	-----

% <= 0.3 NTU x 100*

100%

Readings over 1 NTU** 0

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

Highest single turbidity reading 0.110

Lowest single turbidity reading 0.020

CERTIFIED BY: Charles Coe

(Certified Operator Printed Name Required)

Certification # WVOP01358

(Certified Operator Signature Required)

Exp. Date

3/31/2022

Certification Class III

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

INDIVIDUAL FILTERS

If filter method is other than direct or conventional, please specify

(Please note, direct or conventional methods are required to complete the form below)

(diatomaceous earth, slow sand, other)

1. Was each filter monitored continuously?

☒ Yes

☐ No

2. Were measurements recorded every 15 minutes?

☒ Yes

☐ No

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

☐ Yes

☒ No

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

☐ Yes

☒ No

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

☐ Yes

☒ No

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

☐ Yes

☒ No

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

☐ Yes

☒ No

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

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

CERTIFIED BY: Charles Coe
Operator Printed Name Required

CERTIFIED BY: _____
Operator Signature Required

Date: _____

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

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month		January		Year		2023		Plant		Shepherdstown W.W.T.P.		City		Shepherdstown		Operator		Kenny Shipley					
		INFLUENT WASTEWATER										DIGESTERS		ACTIVATED SLUDGE		EFFLUENT TEMP.		PLANT EFFLUENT					
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)				
1				0.2505				12000															
2				0.2680			7	12000															
3	0.06	126	149	0.2781				24000	15000														
4				0.2613				24000															
5				0.3098				24000															
6				0.2880				24000															
7				0.2450				12000															
8				0.2515				12000															
9				0.2623				24000	20000														
10				0.2518				24000															
11	0.03			0.2735				24000										1.20	2.5	<0.01			
12	0.02			0.2782				24000															
13	0.05			0.3073			7	24000															
14				0.2989				24000															
15				0.2805				12000															
16				0.2518				24000															
17	0.11			0.2843				24000	20000														
18				0.2975				24000										<0.74	0.89	0.37			
19	0.3			0.3163				24000															
20				0.2997				20000	10000														
21				0.2666				20000															
22	0.26			0.2678				16000															
23	0.16			0.2833			8	24000	20000														
24				0.2850				24000															
25	0.18			0.2925				24000										0.58	1.01	<0.01			
26				0.2747				24000															
27				0.2718				12000															
28				0.2859				12000	10000														
29				0.2650				12000															
30				0.2508				24000	20000														
31				0.2475				24000															
Total	1.17	126	149	8.5252			22	632000	115000														
Average	0.13	126	149	0.2750			7.3	20387	16429				2.5	2.0				2.97	5.14	0.50			
Minimum	0.02	126	149	0.2450			7	12000	10000				2.5	2.0				0.74	1.29	0.125			
Maximum	0.30	126	149	0.3163			8	24000	20000				2.5	2.0				<0.74	0.74	<0.01			
													2.5	2.0				1.20	2.50	0.37			

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

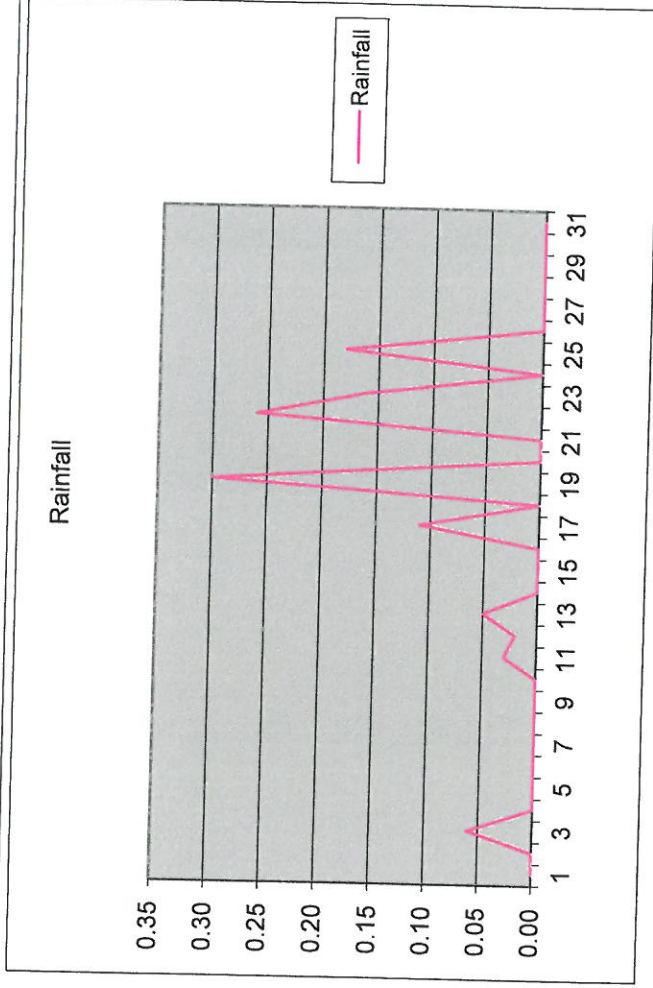
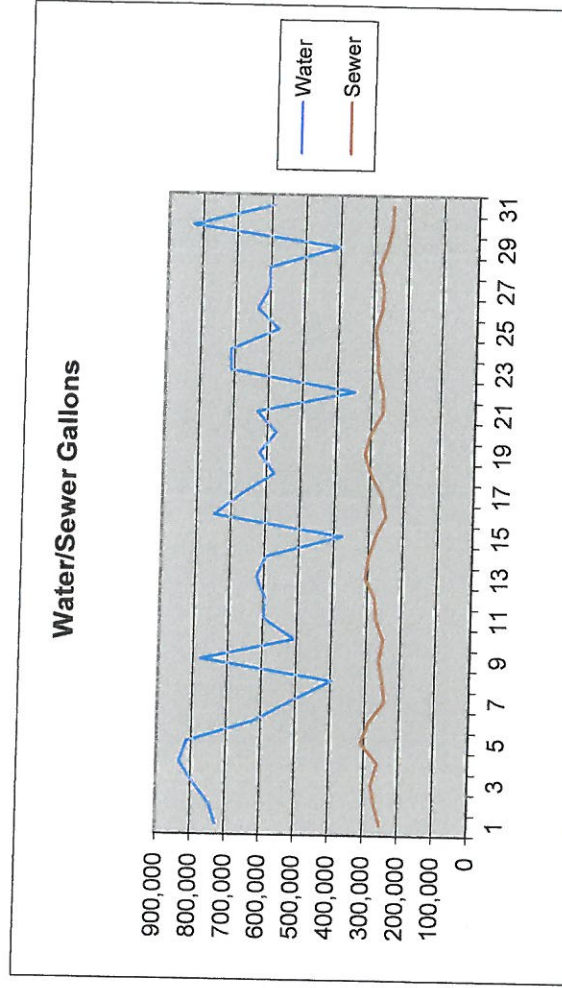
January 2023 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs. Allowed	Yearly Lbs. Allowed
Flow	0.2750	Mgd	0.3163	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	2.0	Mg/l	2.0	Mg/l	30	60		4.64	4.64	167	334		
TSS	2.5	Mg/l	2.5	Mg/l	30	60		5.80	5.80	167	334		
TKN	0.74	Mg/l	1.20	Mg/l	3	6		1.67	2.52	17	33		
Fecal	<10	Cnts/100											
Total N	1.29	MI	<10	MI	200	400		N/A	N/A	N/A	N/A		
Total P	0.125	Mg/l	2.50	Mg/l	Rpt Only	Rpt Only		N/A	91.72	N/A	507	216.66	6091
Copper	<0.0037	Mg/l	0.370	Mg/l	Rpt Only	Rpt Only		N/A	8.89	N/A	50.7	11.67	609
Zinc		Mg/l	<0.0037	Mg/l	0.0094	0.0212		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	7.0	S.U.	7.0	S.U.	Min Allowed	Max Allowed		N/A	N/A	N/A	N/A		
					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						
Olcott Field 2	Tons		Tons			
Olcott Field 3	Tons		Tons			
Olcott Field 4	Tons		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		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			

Water/Sewer Flows January 2023

Date	Water	Sewer	RainFall
1	727,800	250,500	0.00
2	746,700	268,000	0.00
3	794,500	278,100	0.06
4	835,000	261,300	0.00
5	813,400	309,800	0.00
6	621,200	288,000	0.00
7	511,900	245,000	0.00
8	396,100	251,500	0.00
9	778,400	262,300	0.00
10	507,100	251,800	0.00
11	598,500	273,500	0.03
12	595,700	278,200	0.02
13	621,800	307,300	0.05
14	595,200	298,900	0.00
15	375,800	280,500	0.00
16	749,800	251,800	0.00
17	671,100	264,300	0.11
18	577,200	297,500	0.00
19	621,600	316,300	0.30
20	573,300	299,700	0.00
21	630,600	266,600	0.00
22	349,100	267,800	0.26
23	710,100	283,300	0.16
24	711,700	285,000	0.00
25	573,200	292,500	0.18
26	635,000	274,700	0.00
27	600,600	271,800	0.00
28	602,600	285,900	0.00
29	398,600	265,000	0.00
30	827,300	250,800	0.00
31	592,600	247,500	0.00
Avg.	623,984	275,006	0.04





Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 2/6/2023 To: 5/7/2023*

Quotation # Q-489810

Date: February 8, 2023

Customer # 721643 Contract #

Ghosh Engineers LLC
4710 Chimney Dr
Charleston, WV 25302-4843

ATTENTION: James Mitchell
PHONE: 304-343-5300
EMAIL: james@ghosheng.com

Material	Qty	Unit Price	Total
155001	1	\$1,200.00	\$1,200.00
Architecture, Engineering, and Construction (AEC) Project Delivery ArcGIS Online Annual Subscription			
153147	3	\$110.00	\$330.00
ArcGIS Online Viewer Annual Subscription			
165533	1	\$385.00	\$385.00
ArcGIS Online Mobile Worker Annual Subscription			

Subtotal:	\$1,915.00
Sales Tax:	\$134.05
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$2,049.05

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:
Andrew Knapp

Email:
andrewknapp@esri.com

Phone:
(909) 793-2853 x6264

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

KNAPPA

This offer is limited to the terms and conditions incorporated and attached herein.



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

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Quotation # Q-489810

Date: February 8, 2023

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Ghosh Engineers LLC
4710 Chimney Dr
Charleston, WV 25302-4843

ATTENTION: James Mitchell
PHONE: 304-343-5300
EMAIL: james@ghosheng.com

If you have made ANY alterations to the line items included in this quote and have chosen to sign the quote to indicate your acceptance, you must fax Esri the signed quote in its entirety in order for the quote to be accepted. You will be contacted by your Customer Service Representative if additional information is required to complete your request.

If your organization is a US Federal, state, or local government agency; an educational facility; or a company that will not pay an invoice without having issued a formal purchase order, a signed quotation will not be accepted unless it is accompanied by your purchase order.

In order to expedite processing, please reference the quotation number and any/all applicable Esri contract number(s) (e.g. MPA, ELA, SmartBuy, GSA, BPA) on your ordering document.

BY SIGNING BELOW, YOU CONFIRM THAT YOU ARE AUTHORIZED TO OBLIGATE FUNDS FOR YOUR ORGANIZATION, AND YOU ARE AUTHORIZING ESRI TO ISSUE AN INVOICE FOR THE ITEMS INCLUDED IN THE ABOVE QUOTE IN THE AMOUNT OF \$_____, PLUS SALES TAXES IF APPLICABLE. DO NOT USE THIS FORM IF YOUR ORGANIZATION WILL NOT HONOR AND PAY ESRI'S INVOICE WITHOUT ADDITIONAL AUTHORIZING PAPERWORK.

Please check one of the following:

☐ I agree to pay any applicable sales tax.

☐ I am tax exempt, please contact me if exempt information is not currently on file with Esri.

Signature of Authorized Representative

Date

Name (Please Print)

Title

The quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase/license. This information may not be given to outside parties or used for any other purpose without consent from Environmental Systems Research Institute, Inc. (Esri).

Any estimated sales and/or use tax reflected on this quote has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state tax directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:

Andrew Knapp

Email:

andrewknapp@esri.com

Phone:

(909) 793-2853 x6264

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

KNAPPA

This offer is limited to the terms and conditions incorporated and attached herein.

HYDRANT PROJECT WORK LIST						
LOCATION	Y/N?	VALVE In Service?	ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS	REPORT
HYDRANTS OUT OF SERVICE/NEED REPAIRS						
388 Starkeys Landing Green Pineapple	Yes Yes	No No	Hit by vehicle Broke off stem/Loading Zone	Repair in place, move hydrant Replace Hydrant/ install bollards	<div></div>	
HYDRANTS TO BE REMOVED AND RETIRED						
Corner King & New Streets Corner Church & New Street East High Street (Tommy's Pizza)			4" main, inadequate supply 4" main, inadequate supply 4" main, inadequate supply	Retire hydrant, covered by other hydrants Retire hydrant, covered by other hydrants Retire hydrant, covered by other hydrants	<div></div>	
HYDRANTS IN SERVICE/NEED REPAIRS						
Bon Aire Cul de sac High Street at Stutzman-Stonaker Hall W. High st/ N. Duke st. 426 Willowdale Dr 318 Shepherd Ln Jala Yoga	Yes Yes ? ? ? Yes	Yes Yes Yes Yes Yes Yes	No Drain/Hard to operate Hydrant won't drain Hard to operate too low Leaking at base Leaking from top/Vibrating bad	Replace hydrant Repair in place Replace hydrant Needs Riser Repair in place Repair in place	<div></div>	
NEW HYDRANTS						
Library Library Entrance Tack & Jack's Apartments, Duke St.	 ?	 ?	In service In service Taken out by drunk driver	Replace	<div></div>	
HYDRANTS WITH PROPERTY ISSUES						
DEDICATED HYDRANTS						
SU Baseball field end of High Street SFD Fire Hall Mecklenburg Heights			Open only w/permission of Water Dept. Open only w/permission of Water Dept. Open only w/permission of Water Dept.	Special tag, alert firefighters Special tag, alert firefighters Special tag, alert firefighters	<div></div>	
NOTES						
Minimum clearance for bollards: 36"				36'		
Total gallons flushed				378,900		
Loop behind Roc's- distribution project						

Corporation of Shepherdstown
Bonds Summary

	Sewer Plant 2010A	Distribution System Water 2003A	Water Plant upgrade Water 2003B	New Water tanks Water 2012	Dedicated Water line Water 2017	Water Plant Upgrade Water 2021
Date Issued	11/22/2010	3/1/2004	9/1/2004	7/19/2012	6/15/2017	2021 C
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 C
Interest Rate	0.0%	0.0%	2.0%	1.0%	4.0%	3.5% C
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 C
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



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Quote Prepared for:

SHEPHERDSTOWN WATER DEPT
P O BOX 248
SHEPHERDSTOWN, WV 25443

Charles Coe
(304) 876-2394
ccoe@shepherdstown.us

Pace® Contact Information

Account Executive

John McGee

john.mcgee@pacelabs.com

(304) 573-0394

Project Manager

Project Information

Quote Name	00131478 - Shepherdstown Water - DW PFAS - 1/30/23	Created Date	1/31/2023
Quote Number	00131478	Expiration Date	6/30/2023
Standard TAT:	Non-Standard Turn Around Time	Shipping Information	Container shipment provided by Pace via FedEx Ground. Return sample shipping provided by Client. Return shipping by Pace via FedEx Standard Overnight for weekday delivery is an additional \$75.00.
Project Location	WV	Report Level	Level II
Special Instructions	PFAS testing provided by Pace FL. Any required field QC samples are billable. Standard Turnaround is 20-25 business days. Site specific info: Samples are raw and finished drinking water. Required PFAS compound list: UCMR5 list of 29 by EPA 537.1 (4) and 533 (25).	Certification	WV
		Requirements	

Minimum Laboratory Fee

\$250

Quote Details

Quantity	Method	Product	Line Item Description	Sales Price	Sub-Total	Total-Price
2.00	EPA 533	PFAS (drinking water or DW source water only) (Pace FL)	1 Raw and 1 Finished	\$508.00	\$1,016.00	\$1,016.00
1.00	EPA 533	PFAS Field Reagent Blank; same compounds required for sample at same Pace lab		\$508.00	\$508.00	\$508.00
2.00	EPA 537.1	PFAS (drinking water or DW source water) (Pace FL)	1 Raw and 1 Finished	\$381.00	\$762.00	\$762.00
1.00	EPA 537.1	PFAS Field Reagent Blank: same compounds required for sample at same Pace lab		\$381.00	\$381.00	\$381.00
6.00	N/A	Sample Disposal	Raw, finished and Field Reagent Blank.	\$3.00	\$18.00	\$18.00



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1.00		Environmental Impact Fee (Per Invoice)		\$25.00	\$25.00	\$25.00
1.00	N/A	Logistical Surcharge-Freight	Overnight sample return.	\$75.00	\$75.00	\$75.00
Grand-Total					\$2,785.00	

Additional Pricing Considerations:

If you have specific questions about any conditions noted below, please contact your Pace Analytical Representative.

- Unless accepted, signed and returned, or unless noted above, proposal expires 60 days from Created Date above.
- Quoted prices include standard Pace Analytical QA/QC, reporting limits, compound lists and standard report format unless noted otherwise.
- If project specific MS/MSD samples are submitted, they may be billable.
- Volatile soils need to be frozen within 48 hours of collection. To facilitate this, they should be submitted to the lab within 40 hours of collection.
- TAT (Turn Around Time) is in working days unless otherwise specified above.
- To ensure requested TAT is available, please coordinate with your Pace Analytical representative at time of sample submittal.
- Any deviation from the above quoted scope of work, including sample arrival date and volume, may result in adjustment of prices.
- Please include Quote Number on Chain-of-custody to ensure proper billing.
- Pricing includes standard delivery of bottle/sample kits and coolers.
- Charges will apply for non-standard shipping and for projects where shipping exceeds 10% of the total analytical costs of the shipment.
- All air and air-related equipment charges (i.e. rental fees for unused, unreturned or damaged equipment, are detailed in the Pace® Canister Use Policy)
- PACE RESERVES THE RIGHT TO SURCHARGE ON CREDIT CARD PAYMENTS BASED ON CARD TYPE AND ZIP CODE.

Pace Analytical Terms and Conditions

These Standard Terms (Terms) govern all services that Pace Analytical _____ ("Lab") will perform on behalf of _____ ("Client"), and supersede any other written provisions (including purchase/work orders) related to the services, as well as all prior discussions, courses of dealing, and/or performance, unless a separate, executed agreement for the same or similar services already exists between the Lab and Client (collectively "the Parties"), or the Parties subsequently agree to terminate or amend these Terms, as allowed in Section 10 and 12, respectively.

1. Definitions:

Chain of Custody (COC): A document evidencing the collection, handling, delivery, etc. of a sample or Sample Delivery Group

Holding Time: The maximum amount of time a sample may be stored before being analyzed.

Sample Delivery Acceptance (SDA): The date and time when Lab officially receives a sample or Sample Delivery Group, as evidenced by either a notation on the Chain of Custody or an entry in the Lab's information management system (LIMS).

Sample Delivery Group (SDG): A set of samples normally shipped and reported to the Lab as a group.

Turnaround Time (TAT): The maximum allowable period within which Lab must report out its analytical testing results to Client, calculated from the date of SDA.

2. Client's Obligations:

a. To initiate Lab's services, Client must reference a quotation number (if applicable) and complete one of the following steps:

- Submit a completed purchase order by:
 - hand (i.e., in person)
 - mail, or
 - e-mail; or
- Place an order by:
 - telephone
 - e-mail, or
 - delivering a sample (or SDG) to Lab and completing the COC

b. Subject to occasional, mutually agreed-upon exceptions, Client must give five (5) days' prior notice for each sample delivery and provide the following information:

- Name of the responsible project manager
- Name of the person submitting the sample
- Name/location of collection site
- Date and time of collection
- Specific testing being requested, and
- Sufficient details about reporting requirement(s).

c. Client shall also:



- i. Remain liable for any loss or damage to sample(s) until SDA (including that which may occur as a result of third-party shipping delays)
- ii. Pay all invoices in full on a net 30 basis or as otherwise agreed in writing
- iii. Notify Lab about any disputed charges or results within 30 days of receiving applicable invoice
- iv. Reimburse Lab for any costs* related to delinquent payments
- v. Demonstrate its (or, if applicable, the Prime Client's) credit worthiness by accessing the following link: <https://www.pacelabs.com/my-account.html> and clicking on "Client Profile Information." (Note: Client must pre-pay for services pending completion of this process and Lab's approval of a credit line.)
- vi. Pay for any services it orders on any already analyzed sample
- vii. Obtain Lab's written consent before assigning billing or payment of Lab services to any third party, (failure to do so shall mean Client remains responsible for the payment of any outstanding balance)
- viii. Refrain from using any of Lab's supplies (e.g., containers) in connection with any non-Lab work
- ix. Ensure that any sample(s) containing any known hazardous substance is (are) labeled, packaged, manifested, transported, and delivered to Lab in accordance with all applicable regulations
- x. Obtain Lab's prior written consent before publishing Lab's name and/or any data
- xi. Reimburse Lab for any out-of-scope services and related expenses (e.g., defending its analytical results or responding to a subpoena for documents and/or expert testimony)
- xii. Excuse Lab for any failure or delay in its performance caused by someone or something outside its control, e.g., a third party or "Force Majeure" event or circumstance, such as natural disasters or government shutdowns; and
- xiii. Accept responsibility for any claims, damages, losses, expenses*, etc. to the extent caused by Client's: breach of these Terms; negligence or willful misconduct (includes Client's use of Lab data for anything other than the specific purpose for which it was intended), or violation of applicable laws.

3. Lab's Obligations:

Lab shall:

- a. Perform its services in accordance with generally accepted analytical and environmental laboratory practices and professionally recognized standards.
- b. Identify on quotation if services will be sent to another Lab location or to a third party.
- c. Promptly notify Client of any:
 - i. Missing sample or otherwise compromised sample(s)
 - ii. Significant delays or other issues affecting Lab's services, or
 - iii. Subpoena or similar demand for Lab compliance
- d. Maintain high-quality services.
- e. Prepare and keep accurate records.
- f. Obtain/maintain any permit(s), license(s), or certification(s).
- g. Charge its fees on a net 30 basis (unless otherwise agreed).
- h. Impose a one and one half percent (1.5%) per month late charge on any unpaid balances.
- i. Assess a two and one half percent (2.5%) surcharge on any payments made by credit card. (Client can avoid this charge by paying with a debit card, an e-check/check by phone, a wire transfer, or an ACH payment.)
- j. Invoice Client for each sample or SDG as reported.
- k. Assume risk of loss or damage to any Client sample(s) upon SDA.
- l. Initiate analysis within established holding times – so long as SDA occurred within 48 hours of collection or the first half of the maximum allowed holding time.
- m. Indemnify Client for any claims, damages, losses, expenses*, etc. to the extent they were caused by Lab's breach of these Terms, negligence or willful misconduct, or the negligence and willful misconduct of persons for whom Lab is legally responsible.
- n. Warrant the results, with the express understanding that this warranty is exclusive and does not extend to any merchantability or fitness for a particular purpose.

4. Lab's Discretionary Actions:

Lab may:

- a. Cease all services, including any release of data, if Client does not pay as agreed
- b. Reject or rescind any SDA if Lab decides sample poses a risk
- c. Charge or bill Client directly for:
 - i. Any supplies (including containers) that are not used or returned
 - ii. Expedited outbound/return shipping for any sample that is not time-sensitive
 - iii. Disposal of any air samples that have not been reclaimed within seven (7) days of Lab's SDA thereof
 - iv. Disposal of any other sample not been reclaimed within 21 days of Lab's SDA thereof, or as otherwise required
 - v. A minimum fee for invoicing and/or handling any sample
 - vi. A sample that underwent SDA, but was not analyzed, at Client's direction
 - vii. Additional shipping and handling as deemed necessary
 - viii. Change in scope and/or rescheduling fees
 - ix. Minimum fees or additional surcharges as necessary
 - x. Reasonable attorneys' fees
 - xi. Project resampling related to missed deliveries, etc.
 - xii. Off cycle pricing increase dictated by the market



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xiii. Any request for re-analysis following release of the report if the results are within the variability of the method (or acceptable parameters)

- d. Return unused portions of samples found or suspected to be hazardous to Client, at Client's cost.
- e. Retain Client's unreleased data and/or cancel Client's web portal access pending payment in full.
- f. Increase prices on an annual basis to support market-driven cost-increases.

5. Multiple Dilutions: Lab will report a single value for each analyte based on the most appropriate analysis or dilution for that analyte. Based on general screening where appropriate, samples will be reported on a dilution-only basis due to concentrations of target analytes present. Lab may attempt a 10-fold more concentrated analysis if practicable. Client may also request and pay for additional dilutions if practicable.

6. Dry Weight Correction / Percent (%) Moisture: Consistent with all applicable reporting methods, Lab will automatically analyze any solid sample (soil) for % moisture to allow for dry weight correction and charge accordingly. If "wet weight" reporting is requested by the client or the regulatory agency, Lab will maintain the charge for dry weight correction even if the results were not corrected for the applicable reporting criteria.

7. Confidentiality: The Parties agree that they will take all reasonable precautions to prevent the unauthorized disclosure of any proprietary or confidential information of each other and that they will not disclose such information except to those employees, subcontractors, or agents who have expressly agreed to maintain confidentiality.

8. Governing Law: These Terms shall be construed and interpreted pursuant to the laws of the State of Minnesota without giving effect to the principles of conflicts of law thereof.

9. Term: The Parties shall perform the services identified in the applicable purchase order or other agreement until completed or terminated in accordance with Section 10 below

10. Termination:

- a. Either party may terminate these Terms upon 30 days' prior written notice.
- b. Lab may immediately terminate for any breach by Client, including its failure to pay within 60 days of Lab's dated invoice.

11. Limitation of Liability:

- a. If a court of competent jurisdiction finds that Lab failed to meet applicable standards and if Client suffers damages as a result, Lab's aggregate liability for its negligence or unintentional breach of contract shall not exceed the total fee paid for its services.
- b. This limitation shall not apply to any Client losses arising from Lab's negligence or willful misconduct, so long as Client:
 - i. Notifies Lab of any issue within thirty (30) days of receiving applicable invoice, and
 - ii. Allows Lab to defend its data, even to a regulatory agency that may have previously rejected same.
- c. Notwithstanding the foregoing, neither Lab nor Client shall be liable to the other for special, incidental, consequential, or punitive damages.

12. Amendment/Change Order: Any attempt to modify, vary, supplement, or clarify any provision of these Terms is of no effect unless reduced to writing and signed by both Parties.

13. Storage of Data: Following final report issuance, Lab will retain back-up data and final test reports for ten (10) years in a format from which the data and/or test report can be reproduced.

14. Intellectual Property: Lab shall retain sole ownership of any new method, procedure, or equipment it develops or discovers while performing services for Client pursuant to these Terms. Lab may, however, grant a license to the Client for its use of same.

15. Non-competition: Client shall not solicit or recruit any Lab personnel for at least 12 months following the termination of the services governed by these Terms.

16. Non-assignment: Neither party may assign or transfer any right or obligation existing under these Terms without prior written notice to the other party, except that Lab may freely transfer the services to another Lab location or, with Client's permission, subcontract the services to a third-party.

17. Insurance: Lab carries insurance with the limits of coverage as indicated below and will, upon Client's request, submit certificates of insurance showing same.

- a. General Liability - \$1,000,000 each occurrence; \$2,000,000 general aggregate;
- b. Personal and Advertising Injury - \$1,000,000;
- c. Automobile Liability - \$1,000,000 combined single limit;
- d. Excess Liability Umbrella - \$5,000,000 aggregate; \$5,000,000 each occurrence;
- e. Worker's Compensation Insurance - statutory limits; and
- f. Professional Liability \$5,000,000 aggregate, \$5,000,000 per claim.

18. Miscellaneous Provisions:

- a. In the absence of an executed agreement between the Parties, the SDA will constitute acceptance of these Terms by Client.



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- b. The Parties may use and rely upon electronic signatures and documents for the execution and delivery of these Terms and any amendments, notices, records, disclosures, or other documents of any type sent or received in accordance with these Terms.
- c. The Parties are at all times acting and performing as independent contractors; neither one shall ever be considered an agent, servant, employee, or partner of the other.
- d. These Terms shall be binding upon, and inure to the benefit of, the Parties and their respective successors and assigns.
- e. Lab's compliance with a subpoena or other order shall not violate any requirement for confidentiality between the Parties.
- f. If any Term herein is invalidated or deemed unenforceable, it shall not affect the validity or enforceability of the other Terms.

IN WITNESS WHEREOF, Client and Lab have executed this Agreement through their duly authorized representatives as of the last date below:

[Client] _____

By: _____

Name: _____

Title: _____

Date: _____

Pace Analytical

By: _____

Name: _____

Title: _____

Date: _____

*May include reasonable attorney's fees

Quote Prepared by:

Prepared By Diane Anderson

Email diane.anderson@pacelabs.com

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Pace Florida - Compound and Detection Limit Lists

		Method	EPA 537.1 (Drinking Water)		EPA 533 (Drinking Water)	
		SOP Reference	ORB1-0080		ORB1-0083	
Target	Acronym	CAS RN	LOQ	MDL	LOQ	MDL
Perfluoroalkyl carboxylic acid (PFCA)			ng/L		ng/L	
Perfluorobutanoic acid	PFBA	375-22-4			2	0.63
Perfluoropentanoic acid	PFPeA	2706-90-3			2	0.32
Perfluorohexanoic acid	PFHxA	307-24-4	2	1.30	2	0.32
Perfluoroheptanoic acid	PFHpA	375-85-9	2	1.03	2	0.45
Perfluorooctanoic acid	PFOA	335-67-1	2	0.89	2	0.32
Perfluorononanoic acid	PFNA	375-95-1	2	2.00	2	0.34
Perfluorodecanoic acid	PFDA	335-76-2	2	0.99	2	0.55
Perfluoroundecanoic acid	PFUnA	2058-94-8	2	0.92	2	0.43
Perfluorododecanoic acid	PFDoA	307-55-1	2	1.49	2	0.55
Perfluorotridecanoic acid	PFTTrDA	72629-94-8	2	1.78		
Perfluorotetradecanoic acid	PFTA	376-06-7	2	1.92		
Perfluorohexadecanoic acid	PFHxDA	67905-19-5				
Perfluorooctadecanoic acid	PFODA	16517-11-6				
Perfluoroalkane sulfonic acid (PFSA)						
Perfluorobutanesulfonic acid	PFBS	375-73-5	2	0.68	2	0.44
Perfluoropentanesulfonic acid	PFPeS	2706-91-4			2	0.36
Perfluorohexanesulfonic acid	PFHxS	355-46-4	2	0.75	2	0.38
Perfluoroheptanesulfonic acid	PFHpS	375-92-8			2	0.4
Perfluorooctanesulfonic acid	PFOS	1763-23-1	2	1.23	2	0.36
Perfluorononesulfonic acid	PFNS	68259-12-1				
Perfluorodecanesulfonic acid	PFDS	335-77-3				
Perfluorododecanesulfonic acid	PFDoS	79780-39-5				
Perfluoroalkane sulfonides (FASA) and derivatives						
Perfluorooctanesulfonamide	PFOSA	754-91-6				
N-ethyl perfluorooctane sulfonamidoethanol	NEtFOSE	1691-99-2				
N-methyl perfluorooctane sulfonamidoethanol	NMeFOSE	24448-09-7				
N-ethyl perfluorooctane sulfonamide	NEtFOSA	4151-50-2				
N-methyl perfluorooctane sulfonamide	NMeFOSA	31506-32-8				
N-ethyl perfluorooctanesulfonamidoacetic acid	NEtFOSAA	2991-50-6	2	0.95		
N-methyl perfluorooctanesulfonamidoacetic acid	NMeFOSAA	2355-31-9	2	1.60		
Fluorotelomer sulfonic acid (FTSA)						
4:2 Fluorotelomer sulfonic acid	4:2 FTS	757124-72-4			2	0.58
6:2 Fluorotelomer sulfonic acid	6:2 FTS	27619-97-2			4	3.60
8:2 Fluorotelomer sulfonic acid	8:2 FTS	39108-34-4			2	0.49
10:2 Fluorotelomer sulfonic acid	10:2 FTS	120226-60-0				
Perfluoroalkyl ether carboxylic acid (PFECA)						
Perfluoro-3-methoxypropanoic acid	PFMPA	377-73-1			2	0.34
Perfluoro-4-methoxybutanoic acid	PFMBA	863090-89-5			2	0.27
Hexafluoropropylene oxide dimer acid	HFPO-DA	13252-13-6	2	1.7	2	0.8
Nofluoro-3,6-dioxahexanoic acid	NFDHA	151772-58-6			2	0.30
4,8-dioxa-3H-perfluorononanoic acid	ADONA	919005-14-4	2	0.74	2	0.44
Polyfluoroalkyl ether sulfonic acid (PFESA)						
Perfluoro(2-ethoxyethane)sulfonic acid	PFEESA	113507-82-7			2	0.36
9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid	9CI-PF3ONS	756426-58-1	2	1.16	2	0.51
11-chloroeicosafluoro-3-oxaundecane-1-sulfonic acid	11CI-PF3OUdS	763051-92-9	2	1.62	2	0.45