

Water & Sanitary Board Agenda
Thursday, Mar. 23, 2023
1:00 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 Feb. 23, 2023 - Enclosure
3. Visitors
4. Finances
 - a. Financial Statements – Enclosure
 - b. PSC Reports – 6-30-2022 – Available at Meeting
 - c. Financial Statements – Decker & Co.
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
 - b. Update on Water Distribution Project - report
7. New Business
 - a. Water Tank Cleaning and Anode Replacement – Proposal
 - b. Financial Training
 - c. EPA Drinking Water Management Branch – Partnering with small water utilities to study lead service line issues.
8. Old Business
 - a. Hydrant Report – enclosure in packet
 - b. Action Items – Mayor Auxer to work with D. Fogel to improve financial statements
 - c. Jeff Ekstrom to provide 1 – page description of GIS Work
 - d. PFAS - Information
9. Mayor's Report
10. Next meeting date – Apr. 27, 2023 (Frank off)
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
12. Adjournment

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

February 23, 2023

ATTENDEES: **Water Board** – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), S. Knuppel (phone), C. Stroeck
Sanitary Board – J. Auxer (Chair), H. Heyser
Town Staff – B. Bennett, C. Coe, J. Ekstrom, K. Shipley, F. Welch
Visitors: R. Burton, B. Crislip, J. Glance, R. Lancaster (all representing WV American Water), S. Reel (representing Jefferson Utilities, Inc.), G. Walter

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:32 p.m.

2. MINUTES FROM PRIOR MEETING.

H. Heyser questioned 2 items and F. Welch stated that he had already updated those.

The proposed minutes of the January 26, 2023, regular meeting were reviewed and approved as submitted with updates.

3. VISITORS.

R. Lancaster introduced herself and the other American Water (AW) representatives.

J. Auxer commented that they should know that the environment is always one of our primary concerns.

M. Godfrey asked if they have done any PFAS testing. R. Burton replied that they had not. S. Reel said that Jefferson Utilities (JUI) has done some PFAS testing.

J. Bresland enquired as to the status of the pending AW purchase of JUI. R. Burton replied that they are waiting for PSC approval.

J. Bresland stated that the Jefferson County school board had voted to use a septic system at the new schools to be built outside Shepherdstown rather than become a Shepherdstown water/sewer customer and that we found that to be disappointing. S. Reel agreed that it was a bad decision.

4. FINANCES.

4.a FINANCIAL STATEMENTS.

H. Heyser noted several entries in the Budget vs. Actual report for Sewer in which there were large discrepancies between the budget and actual values. He thought that those discrepancies should be explained if the numbers are correct and if the budgeted numbers are not correct (e.g. the original budget was in error or circumstances have changed since the budget was prepared) then a budget adjustment should be prepared.

He also noted that the inclusion of the Membrane Transfer Reserve item under Other Expenses skewed the Net Income value unrealistically.

J. Auxer stated that it is possible the budget needs to be adjusted. However, he and the accounting staff are still working with Dana Fogle on the accounting process. He said that he would attempt to have improved reporting for next month's meeting.

ACTION ITEM: J. AUXER TO WORK WITH D. FOGLE AND ACCOUNTING STAFF TO IMPROVE THE REPORTS FOR NEXT MONTH'S MEETING.

5. **FLOW AND QUALITY REPORTS.**

5.a **WATER REPORTS.**

C. Coe reported that everything is in good order.

5.b. **SEWER REPORTS.**

K. Shipley reported that everything is in good order. He specifically noted that the phosphorous and nitrogen test values were below the allowable limits.

K. Shipley reported that the 4 membranes which needed to be replaced have been replaced and that the process of cleaning the membranes is in progress.

J. Bresland asked about the status of Covid testing. K. Shipley replied that it is currently on hold due to the membrane cleaning process and that he is waiting on a reply to some process questions from WVU.

6. **UNFINISHED BUSINESS.**

6.a **WATER PLANT IMPROVEMENT PROJECT.**

J. Ekstrom stated that we are currently waiting on equipment deliveries.

He said that the Filter Control Panels are due to be delivered by the end of March and the Raw Water Pump Discharge Head Assembly is expected in 6 weeks.

6.b **UPDATE ON WATER DISTRIBUTION PROJECT.**

J. Ekstrom stated that the Army Corps of Engineers have reviewed the phase 1 survey and we are waiting for them to inform us to proceed.

S. Kemnitzer asked if we know how the money distribution will work; i.e. will we receive the money and then spend it as we proceed or will we have to provide the money to proceed on the project and then get reimbursed. J. Ekstrom said that he is not sure but that he believes it will be the former.

6.c **GIS INFORMATION CONTRACT.**

F. Welch said that the enclosure was not actually a contract.

J. Ekstrom explained that it was a subscription agreement for 3-user access to the GIS tool.

S. Kemnitzer asked if we could get a short (1 page) description of the project, including who will own the data and how it will be secured

ACTION ITEM: J. EKSTROM TO PROVIDE A 1-PAGE DESCRIPTION FOR NEXT MONTH'S MEETING.

7. **NEW BUSINESS.**

7.a **WATER TANK CLEANING AND ANODE REPLACEMENT.**

F. Welch explained that we have a contract with a company (Liquid Engineering) to clean the tanks and replace the anodes every 5 years. They have done it 3 times and are due to do it again but have informed us that they can no longer fulfill the contract due to labor shortages. F. Welch has emailed them about negotiating a price to perform the cleaning and replacement on a one-time basis but has yet to hear back.

C. Coe said that he did not know of any other companies who could do the job. S. Reel mentioned 2 other companies to contact.

J. Bresland asked how much the service costs. F. Welch said about \$5K.

8. **OLD BUSINESS.**

8.a HYDRANT REPORT - ENCLOSURE IN PACKET - SAME AS LAST MONTH.

C. Coe stated that the status is the same as last month. Two hydrants were fixed - one at the Green Pineapple and one at Cress Creek. The hydrant at the Green Pineapple still needs bollards installed.

8.b ACTION ITEMS: SUE KEMNITZER - BOND FORMATTING.

S. Kemnitzer stated that she and B. Bennett have been making good progress on the task and will continue to work on it.

8.c PFAS - TESTING.

S. Kemnitzer recognized the staff's good work and noted that Potomac River Keepers are planning to start testing in the Potomac.

M. Godfrey stated that C. Coe has received information on how much it will cost to use Pace Labs for the testing.

S. Kemnitzer said that we should not start testing with Pace Labs until we verify what testing we can get done by River Keepers, which we think will be free of charge to us.

9. MAYOR'S REPORT.

C. Coe reported on the lead testing project. The 120 team is still compiling as much of the inventory as they can do and we will have to fill in the gaps. The inventory needs to be delivered to the EPA in October 2024.

J. Auxer stated that he is having a meeting with other local mayors next week to discuss HAZMAT response in general and train safety specifically.

10. NEXT MEETING DATE.

Next meeting is scheduled for March 23 1:00 p.m. at Town Hall.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: J. Auxer to work with D. Fogle and accounting staff to improve the reports for next month's meeting.

6.c: J. Ekstrom to provide a 1-page description for next month's meeting.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 1:30 p.m.

Respectfully Submitted: J. Ford

Shepherdstown Sewer

Profit and Loss

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
Income		
419 Sewer Interest Income	2,582.82	1,270.26
419.2 Sewer Bond Funds Interest	830.25	4.17
419.3 Membrane Repl. Fund Interest	1,773.26	879.26
Total 419 Sewer Interest Income	5,186.33	2,153.69
522 Metered Sewer Revenue	75,074.00	77,180.53
536 Other Wastewater Revenues		
536.3 Recycling Income	1,269.80	
536.9 Misc Income		0.78
Total 536 Other Wastewater Revenues	1,269.80	0.78
Total Income	\$81,530.13	\$79,335.00
GROSS PROFIT	\$81,530.13	\$79,335.00
Expenses		
401.1 Sewer Billing Expenses		
401.13 Billing Postage Expense	1,385.87	243.73
401.14 Billing Supplies & Expense	158.50	333.20
Total 401.1 Sewer Billing Expenses	1,544.37	576.93
401.2 Sewer Administration		29.96
401.21 Safety Equipment/Expense	5,226.00	463.73
401.211 Memberships/Dues/Subscriptions	116.48	
401.22 Admin. Communications Expense	737.99	3,073.15
401.24 Admin. Supplies/Expenses	223.94	78.84
401.25 Admin. Cross-Charge	1,800.00	1,800.00
401.28 Permits & Fees		51.13
Total 401.2 Sewer Administration	8,104.41	5,496.81
401.3 Sewer Utility Billing	3,092.00	2,241.14
401.4 Sewer Plant Maintenance		
401.41 Sewer Uniforms	324.55	479.39
401.45 Treatment Purification Supl/Exp	1,357.30	1,931.14
401.46 Treatment Maintenance of Struct	952.00	
401.47 Treatment Maintenance of Equip	3,487.70	
Total 401.4 Sewer Plant Maintenance	6,121.55	2,410.53
403 Depreciation Expense	29,576.05	33,335.56
408 Taxes Other than Income		
408.121 ER FICA	1,992.00	1,512.00

Shepherdstown Sewer

Profit and Loss

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
408.123 Sewer Unemployment Tax Exp	0.00	
Total 408 Taxes Other than Income	1,992.00	1,512.00
701 Salaries & Wages		
701.1 Gross Payroll	26,093.00	20,216.00
Total 701 Salaries & Wages	26,093.00	20,216.00
704 Employee Pensions & Benefits		
704.1 PEIA Health/Life	4,525.00	3,924.74
704.4 ER Annuity Contrib.	1,785.00	1,037.00
Total 704 Employee Pensions & Benefits	6,310.00	4,961.74
711 Sludge Removal	41,646.00	
715 Purchased Power		
715.1 Diesel Fuel		552.81
715.2 Electric Power	13,304.52	544.88
Total 715 Purchased Power	13,304.52	1,097.69
718 Chemicals	2,270.98	24,589.74
731 Contractual Svc-Engineering		
731.1 General Engineering Svc	1,260.61	
Total 731 Contractual Svc-Engineering	1,260.61	
732 Contractual Svc-Accounting		1,428.75
732.1 General Accounting	17,500.00	1,150.00
Total 732 Contractual Svc-Accounting	17,500.00	2,578.75
733 Contractual Svc-legal		
733.1 General Legal	162.50	
Total 733 Contractual Svc-legal	162.50	
735 Contractual Svc-testing		
735.1 Laboratory Testing	1,042.28	544.00
Total 735 Contractual Svc-testing	1,042.28	544.00
736 Contracted Services-Other		
736.1 IT Services	296.00	355.63
Total 736 Contracted Services-Other	296.00	355.63
750 Transportation Expenses		
750.1 Gas & Oil	67.23	
750.2 Vehicle Repairs/Maintance	14.00	470.56
Total 750 Transportation Expenses	81.23	470.56
757 Insurance-General Liability	3,979.17	3,617.13
Total Expenses	\$164,376.67	\$104,004.21
NET OPERATING INCOME	\$ -82,846.54	\$ -24,669.21

Shepherdstown Sewer

Profit and Loss

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
Other Income		
419.5 Capacity Accounts Interest	1,491.98	865.22
536. Other Wastewater Revenue		
536.21 Capital Capacity Fees	2,808.00	
Total 536. Other Wastewater Revenue	2,808.00	
Total Other Income	\$4,299.98	\$865.22
Other Expenses		
Membrane Transfer Reserve Budget Only	24,167.00	24,167.00
Total Other Expenses	\$24,167.00	\$24,167.00
NET OTHER INCOME	\$ -19,867.02	\$ -23,301.78
NET INCOME	\$ -102,713.56	\$ -47,970.99

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 2022 - January 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
419 Sewer Interest Income	24,814.40	22,166.67	2,647.73	111.94 %
522 Metered Sewer Revenue	737,622.26	770,000.00	-32,377.74	95.80 %
536 Other Wastewater Revenues	1,769.80	9,951.67	-8,181.87	17.78 %
Total Income	\$764,206.46	\$802,118.34	\$ -37,911.88	95.27 %
GROSS PROFIT	\$764,206.46	\$802,118.34	\$ -37,911.88	95.27 %
Expenses				
401.1 Sewer Billing Expenses	5,077.94	5,019.59	58.35	101.16 %
401.2 Sewer Administration	36,827.82	31,383.34	5,444.48	117.35 %
401.3 Sewer Utility Billing	81,755.29	21,000.00	60,755.29	389.31 %
401.4 Sewer Plant Maintenance	48,134.08	108,427.69	-60,293.61	44.39 %
403 Depreciation Expense	177,456.30	233,333.33	-55,877.03	76.05 %
408 Taxes Other than Income	20,187.71	23,948.75	-3,761.04	84.30 %
701 Salaries & Wages	194,576.14	192,400.83	2,175.31	101.13 %
704 Employee Pensions & Benefits	39,977.21	36,190.00	3,787.21	110.46 %
711 Sludge Removal	84,768.24	9,916.67	74,851.57	854.81 %
715 Purchased Power	73,212.60	86,338.00	-13,125.40	84.80 %
718 Chemicals	54,368.26	81,669.00	-27,300.74	66.57 %
731 Contractual Svc-Engineering	1,260.61	2,916.67	-1,656.06	43.22 %
732 Contractual Svc-Accounting	30,269.17	9,625.00	20,644.17	314.48 %
733 Contractual Svc-legal	2,114.35	2,919.00	-804.65	72.43 %
735 Contractual Svc-testing	3,995.02	7,000.00	-3,004.98	57.07 %
736 Contracted Services-Other	8,024.74	10,500.00	-2,475.26	76.43 %
750 Transportation Expenses	3,281.21	8,750.00	-5,468.79	37.50 %
757 Insurance-General Liability	25,137.47	24,500.00	637.47	102.60 %
759 Insurance-Other	83.33		83.33	
760 Advertising	627.61	1,166.67	-539.06	53.79 %
775 Sewer Admin. Lending Fees	7,185.16		7,185.16	
Total Expenses	\$898,320.26	\$897,004.54	\$1,315.72	100.15 %
NET OPERATING INCOME	\$ -134,113.80	\$ -94,886.20	\$ -39,227.60	141.34 %
Other Income				
419.5 Capacity Accounts Interest	12,249.42	4,666.67	7,582.75	262.49 %
426 Misc. Non-Utility Revenue		583.33	-583.33	
536. Other Wastewater Revenue	21,621.60	29,166.67	-7,545.07	74.13 %
Total Other Income	\$33,871.02	\$34,416.67	\$ -545.65	98.41 %
Other Expenses				
Membrane Transfer Reserve Budget Only	169,169.00	91,700.00	77,469.00	184.48 %
Reconciliation Discrepancies	-0.48		-0.48	
Total Other Expenses	\$169,168.52	\$91,700.00	\$77,468.52	184.48 %
NET OTHER INCOME	\$ -135,297.50	\$ -57,283.33	\$ -78,014.17	236.19 %
NET INCOME	\$ -269,411.30	\$ -152,169.53	\$ -117,241.77	177.05 %

Shepherdstown Sewer

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

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 January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
RESERVED FUNDS BANKING		
132 Special Deposits (Reserved)		
132.1 Capital Reserve Fund	0.00	0.00
132.11 Capital I & R Reserve Funds Use 8626	488,005.92	488,005.92
132.12 I&R -Working Capital Reserve 8626	63,998.00	160,000.00
Total 132.1 Capital Reserve Fund	552,003.92	648,005.92
Total 132 Special Deposits (Reserved)	552,003.92	648,005.92
Sewer Working Capital Reserve 5846	704.68	689.24
Total RESERVED FUNDS BANKING	552,708.60	648,695.16
RESTRICTED FUNDS BANKING		
133 Other Special Dep. (Restricted)		
133.1 Checking-Sewer Cap. Capacity 5993	653,654.71	625,846.27
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 January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (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	775,058.89	637,564.24
133.44 Sewer Bond Depr. Reserve Ckg. 1179	436,533.54	413,500.83
Total Restricted Funds at Local Bank	1,211,592.43	1,051,065.07
WV Municipal Bond Funds		
WV Mun Bond 2010A Fund		
126.1 2010-A Rev. #SHE-S-1-10-A-JE-12	39,388.88	38,804.29
127.1 2010-A Res. #SHE-S-2-10-A-JE-12	213,080.33	209,784.70
Total WV Mun Bond 2010A Fund	252,469.21	248,588.99
Total WV Municipal Bond Funds	252,469.21	248,588.99
Total 133 Other Special Dep. (Restricted)	2,134,500.78	1,942,284.76
Total RESTRICTED FUNDS BANKING	2,134,500.78	1,942,284.76
UNRESTRICTED FUNDS BANKING		
131.2 Cash at Bank		
131.21 Sewer Operating Account 8626	653,334.06	495,533.14
Reserved Portion 8626	-552,003.92	-648,005.92
Restricted Portion 8626	-16,784.43	-16,784.43
Total 131.21 Sewer Operating Account 8626	84,545.71	-169,257.21
Total 131.2 Cash at Bank	84,545.71	-169,257.21
Total UNRESTRICTED FUNDS BANKING	84,545.71	-169,257.21
Total Bank Accounts	\$2,771,755.09	\$2,421,722.71
Accounts Receivable		
Accounts Receivable		
141 A/R Sewer Customer Billing	140,714.03	115,003.48
143 Allow. for Doubtful Accts-All	-5,000.00	-5,000.00
Total Accounts Receivable	135,714.03	110,003.48
Total Accounts Receivable	\$135,714.03	\$110,003.48

Shepherdstown Sewer

Balance Sheet

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
Other Current Assets		
253.20 Deferred Inflows	-69,209.19	-88,136.63
Due To/From Govt	-328,397.25	257,487.72
142.2 Customer Deposit Funds	55,699.06	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	-264,156.36	319,032.21
Due To/From Water	5,722.36	
Other Current Assets		
162 Prepaid Expenses		
162.1 Prepaid Commercial Insurance	0.00	18,085.59
162.4 Other Prepaid Expenses	327.92	327.92
Total 162 Prepaid Expenses	327.92	18,413.51
Total Other Current Assets	327.92	18,413.51
Total Other Current Assets	\$ -327,315.27	\$249,309.09
Total Current Assets	\$2,580,153.85	\$2,781,035.28
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	-4,150,278.42	-6,313,984.15
Total Fixed Asset Adjustment	-4,150,278.42	-6,313,984.15

Shepherdstown Sewer

Balance Sheet

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (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	1,618,081.00	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	13,499,153.97	16,255,218.50
Total Fixed Assets	\$9,348,875.55	\$10,022,721.55
TOTAL ASSETS	\$11,929,029.40	\$12,803,756.83
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	0.00	4,115.88
Total Accounts Payable	\$0.00	\$4,115.88
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	55,699.06	27,872.61
235.01 Customer Dep Interest Payable	8,541.83	8,634.56
Cust Dep/Int Payable-DR/CR (deleted)	0.00	25,084.09
Total 235 Cust. Dep/Int. Pay-Cash Acct	64,240.89	61,591.26
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 January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
Total Current Liabilities	74,401.99	92,519.33
Total Other Current Liabilities	\$125,712.30	\$135,067.24
Total Current Liabilities	\$125,712.30	\$138,864.22
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	\$4,164,932.30	\$4,385,224.22
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	459,173.00	169,169.00
Net Income	-269,411.30	-196,937.28
Total Equity	\$7,764,097.10	\$8,418,532.61
TOTAL LIABILITIES AND EQUITY	\$11,929,029.40	\$12,803,756.83

Note

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Shepherdstown Waterworks

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - January 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
419 Water Interest Income	48,187.48	19,250.00	28,937.48	250.32 %
461 Water Metered Revenue	1,077,499.37	1,108,331.00	-30,831.63	97.22 %
474 Other Water Revenues	-1,488.30	583.31	-2,071.61	-255.15 %
Total Income	\$1,124,198.55	\$1,128,164.31	\$ -3,965.76	99.65 %
GROSS PROFIT	\$1,124,198.55	\$1,128,164.31	\$ -3,965.76	99.65 %
Expenses				
401.1 Water Billing Expenses	8,480.04	8,456.00	24.04	100.28 %
401.2 Water Administration	30,731.54	27,412.00	3,319.54	112.11 %
401.3 Water Utility Billing	89,103.07	136,206.00	-47,102.93	65.42 %
401.4 Water Plant Expenses	92,884.35	215,831.00	-122,946.65	43.04 %
403 Water Depreciation Expense	177,760.98	102,081.00	75,679.98	174.14 %
408 Taxes-Other than Income	31,252.67	37,912.00	-6,659.33	82.43 %
427 Interest Expense	79,358.40	70,000.00	9,358.40	113.37 %
521 Employee Screening		175.00	-175.00	
601 Water Salaries & Wages	304,113.59	256,662.00	47,451.59	118.49 %
604 Employee Pensions & Benefits	72,946.55	64,162.00	8,784.55	113.69 %
615 Purchased Power	30,164.86	35,000.00	-4,835.14	86.19 %
618 Chemicals	37,187.13	37,912.00	-724.87	98.09 %
631 Contractual Svc-Engineering	42,310.00	29,162.00	13,148.00	145.09 %
632 Contractual Svc-Accounting	13,279.17	8,750.00	4,529.17	151.76 %
633 Contractual Svc-Legal	1,854.85	5,833.31	-3,978.46	31.80 %
635 Contractual Svc-Testing	11,368.40	26,250.00	-14,881.60	43.31 %
636 Contractual Svc-Other	18,484.38	12,831.00	5,653.38	144.06 %
650 Transportation Expenses	23,277.08	26,250.00	-2,972.92	88.67 %
657 Insurance-General Liability	37,766.47	19,250.00	18,516.47	196.19 %
659 Insurance-Other	83.33	5,250.00	-5,166.67	1.59 %
660 Advertising Expense	723.67	291.62	432.05	248.16 %
675 Administrative Lending Fees	5,361.13	2,333.31	3,027.82	229.77 %
676 Bond Issuance Expense		116.62	-116.62	
Uncategorized Expense	2,491.00		2,491.00	
Total Expenses	\$1,110,982.66	\$1,128,126.86	\$ -17,144.20	98.48 %
NET OPERATING INCOME	\$13,215.89	\$37.45	\$13,178.44	35,289.43 %
Other Income				
419.5 Capacity Accounts Interest	25,881.75	17,500.00	8,381.75	147.90 %
474. Other Water Revenue	20,880.00	58,331.00	-37,451.00	35.80 %
Total Other Income	\$46,761.75	\$75,831.00	\$ -29,069.25	61.67 %
Other Expenses				
Reconciliation Discrepancies	-0.01		-0.01	
Total Other Expenses	\$ -0.01	\$0.00	\$ -0.01	0.00%
NET OTHER INCOME	\$46,761.76	\$75,831.00	\$ -29,069.24	61.67 %

Shepherdstown Waterworks

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

July 2022 - January 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	\$59,977.65	\$75,868.45	\$ -15,890.80	79.05 %

Note

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Shepherdstown Waterworks

Profit and Loss

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
Income		
419 Water Interest Income	3,483.10	3,611.90
419.1 General Fund Bank Acct Interest	434.07	1.22
419.2 Municipal Bond Fund Interest	2,370.84	486.83
419.4 Bond Draw Fund Interest	2,016.65	757.85
Total 419 Water Interest Income	8,304.66	4,857.80
461 Water Metered Revenue	108,781.00	142,973.54
474 Other Water Revenues		
474.5 Refunds & Reimbursements	-50.00	
Total 474 Other Water Revenues	-50.00	
Services		0.86
Total Income	\$117,035.66	\$147,832.20
GROSS PROFIT	\$117,035.66	\$147,832.20
Expenses		
401.1 Water Billing Expenses		
401.13 Billing Postage (Yearly) *	1,385.87	243.73
401.14 Billing Office Supplies & Exp.	244.89	333.20
Total 401.1 Water Billing Expenses	1,630.76	576.93
401.2 Water Administration		
401.21 Safety Equipment/Expense	5,226.00	215.00
401.211 Memberships/Dues/Subscriptions	431.48	
401.22 Communications Expense	991.57	3,610.41
401.24 Admin Supplies and Expense		71.98
401.25 Admin. Cross-Charge	1,800.00	1,800.00
401.27 Bond Service Fees	16.55	16.55
401.28 Permits and Fees		199.39
Total 401.2 Water Administration	8,465.60	5,913.33
401.3 Water Utility Billing		2,241.14
401.31 Sewer Billing-Plant	14,286.00	27,909.97
Total 401.3 Water Utility Billing	14,286.00	30,151.11
401.4 Water Plant Expenses		
401.41 Water Uniforms	480.30	479.39
401.42 Plant Maintenance	152.00	488.27
401.43 Pumping Repairs & Maintenance	8,142.00	
401.46 Treatment Distr. & Svc. Maint.	1,931.01	3,438.23

Shepherdstown Waterworks

Profit and Loss

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
401.47 Treatment Meter Maintenance		4,037.64
Total 401.4 Water Plant Expenses	10,705.31	8,443.53
403 Water Depreciation Expense	29,626.83	14,760.48
408 Taxes-Other than Income		
408.121 ER FICA	3,022.00	2,570.93
408.122 Work Comp	1,047.26	
408.123 Water Unemployment Tax Exp	0.00	
Total 408 Taxes-Other than Income	4,069.26	2,570.93
427 Interest Expense	2,365.98	2,508.72
601 Water Salaries & Wages		33,478.74
601.1 Gross Payroll	39,852.00	
Total 601 Water Salaries & Wages	39,852.00	33,478.74
604 Employee Pensions & Benefits		
604.1 PEIA Hlth/Life	7,155.00	5,865.21
604.4 ER Annuity Contrib.	2,891.00	2,948.28
Total 604 Employee Pensions & Benefits	10,046.00	8,813.49
615 Purchased Power	5,523.82	37.11
618 Chemicals	6,953.25	6,703.66
631 Contractual Svc-Engineering	1,800.00	
631.1 General Engineering Svc	2,450.00	
631.2 Special Projects	2,000.00	
Total 631 Contractual Svc-Engineering	6,250.00	
632 Contractual Svc-Accounting		1,428.75
632.1 General Accounting Services	3,000.00	50.00
Total 632 Contractual Svc-Accounting	3,000.00	1,478.75
633 Contractual Svc-Legal		
633.1 Legal Services-General	162.50	
Total 633 Contractual Svc-Legal	162.50	
635 Contractual Svc-Testing		
635.11 Water Lab Treatment-Gen	2,105.34	135.00
Total 635 Contractual Svc-Testing	2,105.34	135.00
636 Contractual Svc-Other		
636.11 IT Services	296.00	355.63
Total 636 Contractual Svc-Other	296.00	355.63
650 Transportation Expenses		
650.1 Gas & Oil	67.22	
Total 650 Transportation Expenses	67.22	

Shepherdstown Waterworks

Profit and Loss

January 2023

	TOTAL	
	JAN 2023	JAN 2022 (PY)
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	0.00	0.00
676 Bond Issuance Expense		43.00
Uncategorized Expense	2,491.00	
Total Expenses	\$153,292.08	\$118,752.76
NET OPERATING INCOME	\$ -36,256.42	\$29,079.44
Other Income		
419.5 Capacity Accounts Interest	4,089.35	2,421.76
474. Other Water Revenue		
474.21 Capital Capacity Fee Revenue	2,400.00	
Total 474. Other Water Revenue	2,400.00	
Total Other Income	\$6,489.35	\$2,421.76
Other Expenses		
Reconciliation Discrepancies	0.49	
Total Other Expenses	\$0.49	\$0.00
NET OTHER INCOME	\$6,488.86	\$2,421.76
NET INCOME	\$ -29,767.56	\$31,501.20

Note

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Shepherdstown Waterworks

Balance Sheet

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
RESERVED FUNDS BANKING		
131.25 JSB Water Bond Depreciation 5234	896,648.92	548,185.67
131.26 JSB Working Capital Reserve 2736	189,723.58	878.80
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	445,003.00	370,000.00
Total 132.1 Capital I&R Fund 6217	1,129,059.58	1,054,056.58
Total RESERVED FUNDS BANKING	2,215,432.08	1,603,121.05
RESTRICTED FUNDS BANKING		
133 Other Special Deposits		
133.1 JSB Cap.Capacity Acct 6082	1,771,043.34	1,751,767.33
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

Shepherdstown Waterworks

Balance Sheet As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
Total 133.5 Water Engineering Fees 6217	18,053.41	18,053.41
Total 133 Other Special Deposits	1,789,096.75	1,769,820.74
JSB Water Plant Upgrade 8238	1,257,846.29	1,230,271.70
WV Municipal Bond Funds		
WV Mun Bond-2003 Series A Bond		
126.1 Cash-Revenue#SHE-W-1-03-A-JE-12	8,215.52	8,091.47
127.1 Cash-Reserve#SHE-W-2-03-A-JE-12	25,074.97	24,687.13
127.1a Cash-Depr. #SHE-W-3-03-A-JE-12	809.10	488,461.91
Total WV Mun Bond-2003 Series A Bond	34,099.59	521,240.51
WV Mun Bond-2003 Series B Bond		
126.2 Cash-Revenue#SHE-W-1-03-B-JE-12	26,027.26	25,632.79
127.2 Cash-Reserve#SHE-W-2-03-B-JE-12	79,343.17	79,072.95
Total WV Mun Bond-2003 Series B Bond	105,370.43	104,705.74
WV Mun Bond-2012 Series Bond		
126.3 Cash-Revenue#SHE-W-1-12-X-JE-12	24,771.98	24,403.81
127.3 Cash-Reserve#SHE-W-2-12-X-JE-12	125,755.36	125,305.88
Total WV Mun Bond-2012 Series Bond	150,527.34	149,709.69
WV Municipal 2017 Bond		
126.4 JSB WV Mun Bond-2017 \$ 8085	346,520.32	338,923.88
126.5 Cash Revenue #SHE-W-1-17-X-JE-1	96,607.36	96,138.50
127.4 17 Reserve SHE-W-2-17-X-JE-12	163,722.61	161,190.36
Total WV Municipal 2017 Bond	606,850.29	596,252.74
WV Municipal 2021 Bond		
126.7 SHE-W-1-21-X-JE-12 - 21 Water Revenue	8,421.23	8,292.36
127.7 SHE-W-2-21-X-JE-12	13,403.75	3,310.43
Total WV Municipal 2021 Bond	21,824.98	11,602.79
Total WV Municipal Bond Funds	918,672.63	1,383,511.47
Total RESTRICTED FUNDS BANKING	3,965,615.67	4,383,603.91
UNRESTRICTED FUNDS BANKING		
131.21 JSB Water Operating General Funds 6217	176,991.20	1,378,155.83
Reserved Funds 6217	-1,054,056.58	-1,054,056.58
Restricted Portion 6217	-18,053.41	-18,053.41
Total 131.21 JSB Water Operating General Funds 6217	-895,118.79	306,045.84
Total UNRESTRICTED FUNDS BANKING	-895,118.79	306,045.84
Total Bank Accounts	\$5,285,928.96	\$6,292,770.80

Shepherdstown Waterworks

Balance Sheet As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
Accounts Receivable		
141 A/R, Water Customer Billing	192,802.41	170,577.00
143 Allow. for Doubtful Accounts	-5,000.00	-5,000.00
Total Accounts Receivable	\$187,802.41	\$165,577.00
Other Current Assets		
142.71 Due to/From Govt Funds	-475,673.33	438,441.16
142.20 Customer Deposit Interest	16,181.69	16,236.44
142.3 Customer Deposit Funds	72,474.73	38,525.37
142.30 DR/CR Customer Deposits (deleted)	0.00	37,220.46
Total 142.71 Due to/From Govt Funds	-387,016.91	530,423.43
162 Prepaid Expenses		
162.1 Commercial Ins	0.00	13,911.74
162.4 Other Prepaids	0.00	4,881.65
Total 162 Prepaid Expenses	0.00	18,793.39
253.20 Deferred Inflows	-98,740.50	-127,701.72
Due to/from Sewer	-5,722.36	
Total Other Current Assets	\$ -491,479.77	\$421,515.10
Total Current Assets	\$4,982,251.60	\$6,879,862.90
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	2,216,733.54	190,624.56
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	2,224,013.54	3,450,005.78
Fixed Asset Adjustments		
108 Accum. Depr., Utility Plant	-3,970,892.41	-4,389,521.16
Total Fixed Asset Adjustments	-3,970,892.41	-4,389,521.16

Shepherdstown Waterworks

Balance Sheet As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (PY)
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
Total Fixed Assets (All Funds)	12,767,144.48	10,246,535.39
Total Fixed Assets	\$11,020,265.61	\$9,307,020.01
TOTAL ASSETS	\$16,002,517.21	\$16,186,882.91
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	22.86	15,092.11
Total Accounts Payable	\$22.86	\$15,092.11
Other Current Liabilities		
235 Customer Dep/Int Pay.-Cash Acct	0.00	0.00
235.00 Customer Dep. Interest Payable	16,181.69	16,236.40
235.01 Customer Deposit Funds Payable	72,474.73	38,525.37
Cust Dep/Int Pay-DR/CR Acct (deleted)	0.00	37,266.46
Customer Deposit Payable (deleted)	0.00	-46.00
Total Cust Dep/Int Pay-DR/CR Acct (deleted)	0.00	37,220.46
Total 235 Customer Dep/Int Pay.-Cash Acct	88,656.42	91,982.23
238 Accrued Interest Payable		
238.1 Accrued Interest-Bonds Payable		
238.11 Accrued Interest 2003-B Bond	257.67	0.00
238.12 Accrued Int.-Water Tanks Bond	2,703.49	0.00
238.13 Accrued Interest 2017 Bond	29,862.37	0.00
238.14 Accrued Interest 2021 Bond	2,359.06	

Shepherdstown Waterworks

Balance Sheet

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (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.		
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
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	\$175,419.62	\$182,272.19
Total Current Liabilities	\$175,442.48	\$197,364.30

Shepherdstown Waterworks

Balance Sheet

As of January 31, 2023

	TOTAL	
	AS OF JAN 31, 2023	AS OF JAN 31, 2022 (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	1,163,278.00	1,233,956.60
Total 221. Bond Payable-Long term	7,108,973.00	7,431,502.60
Total Long-Term Liabilities	\$7,076,903.81	\$7,399,170.85
Total Liabilities	\$7,252,346.29	\$7,596,535.15
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	59,977.65	272,272.11
Total Equity	\$8,750,170.92	\$8,590,347.76
TOTAL LIABILITIES AND EQUITY	\$16,002,517.21	\$16,186,882.91

Note

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February 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	0.2462	Mgd			0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	2.4	Mg/l	2.4		30	60		4.89	4.89	167	334		
TSS	1.5	Mg/l	1.5		30	60		3.06	3.06	167	334		
TKN	0.92	Mg/l	2.00		3	6		2.07	4.23	17	33		
		Cnts/100											
Fecal	<10	MI	<10		200	400		N/A	N/A	N/A	N/A		
Total N	1.63	Mg/l	3.00		Rpt Only	Rpt Only		N/A	103.77	N/A	507	320.43	6091
Total P	0.004	Mg/l	0.012		Rpt Only	Rpt Only		N/A	0.25	N/A	50.7	11.93	609
Copper	<0.0037	Mg/l	<0.0037		0.0094	0.0212		N/A	N/A	N/A	N/A		
Zinc		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.1	S.U.	7.1		Min Allowed	Max Allowed		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		Tons		Tons			
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			

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month		February		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 Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)	
1				0.2798				24000												
2				0.2826			8	24000												
3				0.2523				24000	5000											
4				0.2449				24000												
5				0.2435				24000												
6				0.2414				24000	20000											
7		134	195	0.2445				24000					1.5	2.4	<10		7.1	0.76	1.23	<0.01
8				0.2763				32000												
9				0.2834				32000												
10				0.2905				16000	10000											
11				0.2930				16000												
12	0.17			0.2618				16000												
13				0.2441				16000	20000	5331										
14				0.2553				32000										0.52	0.98	<0.01
15				0.2809				32000												
16	0.45			0.2857				32000												
17	0.40			0.3003			7	40000	10000											
18				0.2721				40000												
19				0.2362				12000												
20				0.2704				40000												
21	0.04			0.2533				40000	20000	5432								2.0	3.00	<0.01
22	0.24			0.2620				40000												
23				0.3831				16000												
24				0.2893				16000												
25				0.2551				16000												
26				0.2631				16000												
27	0.55			0.2634			7	16000	10000											
28	0.07			0.3250				16000										0.41	1.30	0.012
29																				
30																				
31																				
Total	1.92	134	195	7.6333			22	70000	95000	10763			1.5	2.4	<10		7.1	3.69	6.51	0.015
Average	0.27	134	195	0.2462			7.3	25000	13571	5381.5			1.5	2.4	<10		7.1	0.92	1.63	0.004
Minimum	0.04	134	195	0.2362			7	12000	5000	5331			1.5	2.4	<10		7.1	0.41	0.98	<0.01
Maximum	0.55	134	195	0.3831			8	40000	20000	5432			1.5	2.4	<10		7.1	2.00	3.00	0.012

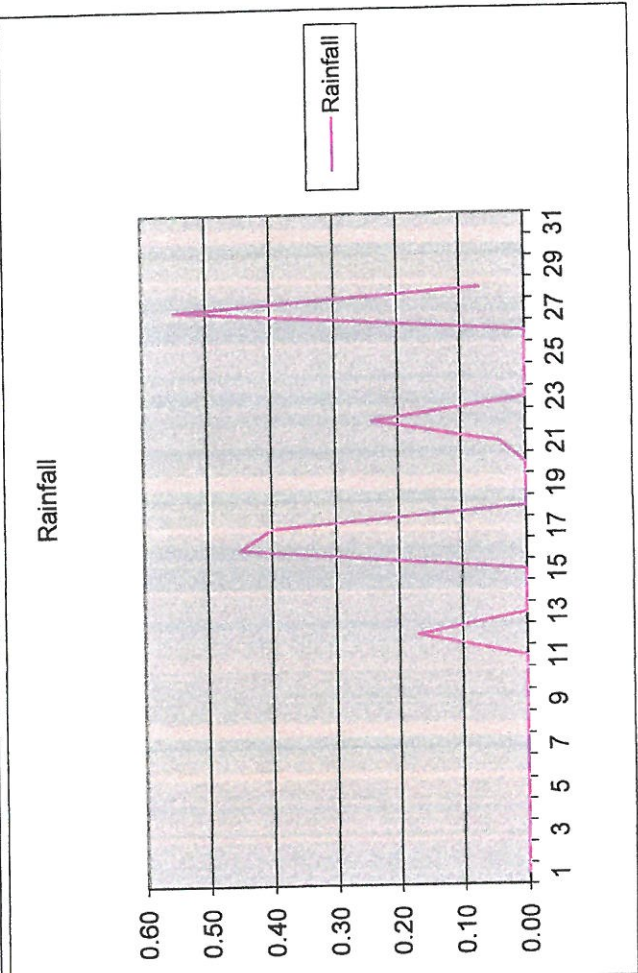
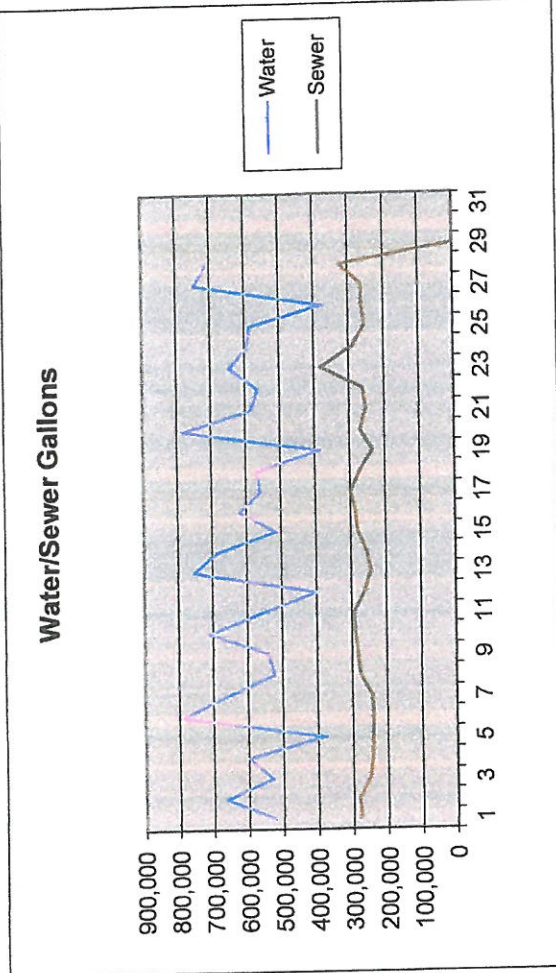
MAIL ONE COPY EACH TO:

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 February 2023

Date	Water	Sewer	RainFall
1	523,400	279,800	0.00
2	665,200	282,600	0.00
3	529,200	252,300	0.00
4	599,800	244,900	0.00
5	377,000	243,500	0.00
6	790,800	241,400	0.00
7	662,500	244,500	0.00
8	523,700	276,300	0.00
9	539,400	283,400	0.00
10	711,400	290,500	0.00
11	556,000	293,000	0.00
12	397,600	261,800	0.17
13	755,100	244,100	0.00
14	683,900	255,300	0.00
15	514,600	280,900	0.00
16	619,200	285,700	0.45
17	560,400	300,300	0.40
18	570,500	272,100	0.00
19	386,500	236,200	0.00
20	786,200	270,400	0.00
21	584,900	253,300	0.04
22	563,700	262,000	0.24
23	645,300	383,100	0.00
24	594,800	289,300	0.00
25	585,800	255,100	0.00
26	375,900	263,100	0.00
27	748,200	263,400	0.55
28	712,900	325,000	0.07
29	-	-	-
30	-	-	-
31	-	-	-
Avg.	591,568	246,235	0.07



MONTHLY OPERATIONAL REPORT

Required Surface/(GWUDI)

PWSID NUMBER: WV 3301933

MONTH/YEAR: february 2023

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		fluoride		potassium permanganate		Pre Chlorine		Post Chlorine		Number of Filters Washed	Wash Water (GALS)												
				lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm	lbs	ppm			lbs	ppm										
1	11	523,400	793	237	54.3	0.0	7	1.6	0.0	5	0.2	0.0	9	2.1	2	19,200											
2	14	665,200	792	301	54.3	0.0	10	1.8	0.0	5	0.9	0.0	12	2.2	2	18,289											
3	11	529,200	802	239	54.2	0.0	8	1.8	0.0	4	0.9	0.0	10	2.3	2	17,977											
4	13	599,800	793	271	54.2	0.0	11	2.2	0.0	5	1.0	0.0	10	2.0	2	19,200											
5	8	377,000	795	170	54.2	0.0	9	2.9	0.0	3	1.0	0.0	6	1.9	2	21,114											
6	17	790,800	799	357	54.2	0.0	7	1.1	0.0	6	0.9	0.0	14	2.1	2	21,810											
7	14	662,500	789	299	54.1	0.0	10	1.8	0.0	5	0.9	0.0	13	2.4	2	21,330											
8	11	523,700	793	237	54.3	0.0	8	1.8	0.0	5	1.1	0.0	9	2.1	2	17,783											
9	11	539,400	817	244	54.3	0.0	10	2.2	0.0	5	1.1	0.0	9	2.0	2	17,993											
10	15	711,400	790	321	54.1	0.0	10	1.7	0.0	6	1.0	0.0	13	2.2	2	18,704											
11	12	556,000	785	251	54.2	0.0	7	1.5	0.0	5	1.1	0.0	9	1.9	2	18,491											
12	8	397,600	789	180	54.2	0.0	12	3.6	0.0	4	1.2	0.0	7	2.1	2	23,311											
13	16	755,100	807	341	54.2	0.0	7	1.1	0.0	6	1.0	0.0	13	2.1	2	20,525											
14	14	683,900	814	309	54.2	0.0	10	1.8	0.0	6	1.1	0.0	11	1.9	2	21,129											
15	11	514,600	780	233	54.3	0.0	7	1.6	0.0	4	0.9	0.0	8	1.9	2	18,314											
16	13	619,200	793	280	54.2	0.0	10	1.9	0.0	5	1.0	0.0	10	1.9	2	18,474											
17	12	566,400	787	256	54.2	0.0	7	1.5	0.0	6	1.3	0.0	10	2.1	2	18,876											
18	12	570,500	786	258	54.2	0.0	10	2.1	0.0	4	0.8	0.0	9	1.9	2	17,202											
19	8	386,500	786	175	54.2	0.0	12	3.7	0.0	5	1.6	0.0	7	2.2	2	26,064											
20	16	786,200	799	355	54.2	0.0	6	0.9	0.0	6	0.9	0.0	13	2.0	2	22,614											
21	12	584,900	812	264	54.1	0.0	8	1.6	0.0	6	1.2	0.0	10	2.0	2	21,054											
22	12	563,700	783	255	54.2	0.0	8	1.7	0.0	5	1.1	0.0	9	1.9	2	19,019											
23	14	645,300	768	292	54.3	0.0	11	2.0	0.0	6	1.1	0.0	10	1.9	2	20,457											
24	13	594,800	763	269	54.2	0.0	9	1.8	0.0	6	1.2	0.0	10	2.0	2	19,248											
25	12	585,800	794	265	54.2	0.0	7	1.4	0.0	3	0.6	0.0	8	1.6	2	19,145											
26	8	375,900	793	170	54.2	0.0	5	1.6	0.0	3	1.0	0.0	7	2.2	2	20,533											
27	15	748,200	810	338	54.2	0.0	8	1.3	0.0	4	0.6	0.0	14	2.2	2	22,513											
28	15	712,900	792	322	54.2	0.0	10	1.7	0.0	6	1.0	0.0	11	1.9	2	22,148											
29																											
30																											
31																											
TOTAL	348	16,569,900	22,204	7,490.2	1,517.7		244.0	51.9		139.0	27.6		281.0	56.9	56.0												
AVG	12	591,782	793	267.5	54.2		8.7	1.9		5.0	1.0		10.0	2.0	2	20,090											

PWSID NUMBER: WV 3301933

MONTH/YEAR: february 2023

ANALYTICAL RESULTS

Date	Plant (Free)	System (Total)	Chlorine Residual (mg/L)		Sampler Initials	Turbidity (NTU)			pH (S.U.)		MONTHLY OPERATIONAL REPORT REMARKS
			System Total	Location of Residual		Raw	Settled	Finished	Raw	Settled	
1	1.5	1.4	kings		rdj	7.9	0.7	0.03	7.4	7.5	7.30
2	1.7	1.4	kwik check		rdj	11.4	0.7	0.04	7.3	7.5	7.20
3	1.5	1.3	chrisman building		rdj	14.8	0.7	0.03	7.3	7.5	7.30
4	1.6	0.9	sheetz		dag	7.9	0.7	0.05	7.5	7.5	7.40
5	1.6	1.4	community garden store		dag	7.7	0.7	0.05	7.4	7.5	7.50
6	1.7	1.4	shep liquor store		rdj	7.7	0.7	0.04	7.3	7.3	7.50
7	1.6	1.4	subway		dcs	7.7	0.7	0.04	7.5	7.6	7.50
8	1.5	1.3	public works		rdj	7.7	0.7	0.04	7.4	7.4	7.30
9	1.6	1.6	209 rocky street		rdj	7.9	0.7	0.04	7.2	7.3	7.10
10	1.6	1.0	nctc		rdj	8.2	0.7	0.04	7.3	7.0	6.90
11	1.7	1.3	food lion		dag	8.2	0.7	0.04	7.3	7.3	7.40
12	1.5	0.7	Rocs		dag	7.7	0.7	0.04	7.3	7.2	7.20
13	1.5	1.2	Town Hall		rdj	8.4	0.7	0.03	7.2	7.2	7.10
14	1.4	1.2	Marias Taqueria		rdj	8.2	0.7	0.03	7.4	7.1	7.20
15	1.8	1.1	shep. Fire dept.		rdj	9.2	0.7	0.04	7.5	7.4	7.20
16	1.4	1.3	sweet shop		rdj	8.7	0.7	0.04	7.4	7.5	7.30
17	1.4	1.5	7=11		rdj	8.7	0.7	0.04	7.4	7.5	7.20
18	1.4	0.9	dairy queen		dag	9.2	0.7	0.05	7.4	7.3	7.20
19	1.5	0.8	walgreens		dag	9.9	0.7	0.04	7.3	7.4	7.10
20	1.5	1.0	Shepherdstown Chronicle		dcs	11.6	0.7	0.04	7.0	7.4	7.30
21	1.5	1.7	Shepherdstown Day Care		dcs	11.4	0.7	0.04	7.4	7.1	7.40
22	1.5	1.5	water tanks		rdj	11.1	0.7	0.05	7.4	7.3	7.10
23	1.4	1.1	german deli		rdj	12.3	0.7	0.05	7.4	7.1	6.90
24	1.4	1.2	207 rocky street		rdj	11.6	0.4	0.05	7.3	7.2	7.10
25	1.5	1.3	106 college street		alw	10.4	0.7	0.05	7.2	7.2	7.00
26	1.5	0.6	sheetz		dag	10.4	0.7	0.04	7.2	7.0	7.00
27	1.5	1.0	shep sewer dept		rdj	10.1	0.7	0.04	7.3	7.0	7.00
28	1.5	1.1	shep police dept		rdj	9.2	0.7	0.04	7.3	7.0	6.80
29											
30											
31											
TOTAL	42.8	33.6				265.2	19.6	1.15	205.30	204.20	201.20
AVG	1.5	1.2				9.5	0.7	0.04	7.33	7.29	7.19

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:

Certification Class

III

Number of Filters Used:

(filters)

(Certified Operator Signature Required)

Average Filter Run/Each Filter:

Total Filter Surface Area

(sq. ft.)

Certification #: WVOP01358

Exp. Date: 3/31/2024

Average Filter Run/Each Filter:

% Backwash Water:

(hrs.)

0

3.39%

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: february 2023

ANALYTICAL RESULTS (mg/L)													
DATE	Iron		Manganese		Phenolphthalein Alkalinity		Total Alkalinity		Calcium Hardness		(TDS) Total Dissolved Solids (Finished)	TEMP °F or C° (Finished)	(LSI) Langelier Saturation Index (Finished)
	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished			
1						66					103	7.1	
2						62					95	9.4	
3						59					101	7.1	
4						91					104	6	
5						53					106	5.5	
6						64					96	4.6	
7						60					112	5.3	
8						64					103	8.4	
9						77					107	8.4	
10						66					104	8.1	
11						64					104	7.1	
12						69					106	7.9	
13						70					103	8.3	
14						72					107	9.3	
15						75					113	10.2	
16						76					116	9.7	
17						82					124	8.5	
18						75					118	8.1	
19						86					122	9.9	
20						59					116	9.7	
21						62					91	9.5	
22						64					98	11.4	
23						61					78	11.6	
24						65					99	11.2	
25						61					91	9.6	
26						60					93	9.6	
27						63					106	9.6	
28						61					95	9.9	
29													
30													
31													
TOTAL						1887					2911	241	
AVG						67					104	9	

MONTHLY COMBINED FILTER EFFLUENT TURBIDITY REPORT

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933 MONTH/YEAR: february 2023

SYSTEM TYPE: (Check One) ☒ Surface ☐ GWUDI

SYSTEM NAME: Shepherdstown Water PHONE NUMBER 304-876-2394 COUNTY Jefferson

****Please report NTU values to two decimal places (0.00)****

DATE	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	TIME	NTU	#<=0.3	#>0.3	REMARKS
1	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			3		
2	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			4		
3	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			3		
4	6am	0.070	10am	0.040	2pm	0.050	6pm	0.040			4		
5	6am	0.040	10am	0.050							2		
6	6am	0.030	10am	0.030	2pm	0.030	6pm	0.080	10pm	0.050	5		
7	6am	0.030	10am	0.030	2pm	0.040	6pm	0.040			4		
8	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			3		
9	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			3		
10	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			4		
11	6am	0.040	10am	0.030	2pm	0.040	6pm				3		
12	6am	0.040	10am	0.030							2		
13	6am	0.030	10am	0.030	2pm	0.030	6pm	0.030			4		
14	6am	0.030	10am	0.030	2pm	0.030	6pm	0.040			4		
15	6am	0.030	10am	0.030	2pm	0.040	6pm	0.040			3		
16	6am	0.030	10am	0.040	2pm	0.040	6pm	0.040			4		
17	6am	0.040	10am	0.040	2pm	0.040	6pm				3		
18	6am	0.050	10am	0.040	2pm	0.040					2		
19	6am	0.050	10am	0.040							4		
20	6am	0.040	10am	0.040	2pm	0.040	6pm	0.040			3		
21	6am	0.040	10am	0.040	2pm	0.040					4		
22	6am	0.040	10am	0.040	2pm	0.040					3		
23	6am	0.050	10am	0.050	2pm	0.050	6pm	0.050			4		
24	6am	0.050	10am	0.050	2pm	0.050	6pm	0.060			3		
25	6am	0.060	10am	0.050	2pm	0.050					2		
26	6am	0.050	10am	0.040							4		
27	6am	0.050	10am	0.040	2pm	0.040	6pm	0.040			4		
28	6am	0.050	10am	0.040	2pm	0.040	6pm	0.050			4		
29													
30													
31													
Total # of Samples											94	94	

% <= 0.3 NTU x 100* = **100%** Readings over 1 NTU** 0

GRAND TOTAL Highest single turbidity reading 0.080 Lowest single turbidity reading 0.030

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

CERTIFIED BY: Charles Coe (Certified Operator Printed Name Required)

Date: _____

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

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

INDIVIDUAL FILTERS

If filter method is other than direct or conventional, please specify _____
(Please note, direct or conventional methods are required to complete the form below) (diatomaceous earth, slow sand, other)

1. Was each filter monitored continuously?

☒ Yes ☐ No

2. Were measurements recorded every 15 minutes?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

☐ Yes ☒ No

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

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

CERTIFIED BY: Charles Coe
Operator Printed Name Required

CERTIFIED BY: _____ Date: _____
Operator Signature Required

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

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

Required for Surface/GWUDI Systems

PWSID NUMBER: WV 3301933

MONTH/YEAR: February 2023

SYSTEM TYPE:(Check One) ☒ Surface ☐ GWUDI

SYSTEM NAME Shepherdstown Water PHONE NUMBER (304) 876-2394 COUNTY jefferson

****Please report Chlorine Residual values to one decimal places (0.0)****

DATE	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TIME	CL. RES.	TOTAL
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													

of Samples under 0.2 mg/l (free chlorine residual)

0

Total # of Samples Taken

# of Samples under 0.2 mg/l(free chlorine residual)	0
--	---

Total # of Samples Taken

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

CERTIFIED BY: Charles Coe

(Certified Operator Signature required)

Date:

(Certified Operator Signature required)

Certification #: WVOP01358

Exp. Date March 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

QUARTER/YEAR 13

County Jefferson

Month	Source Water		Treated Water TOC (mg/L)	(A) Actual % TOC Removal	(B) Required% TOC Removal	(C) Removal Ratio (A) / (B)	Basis for Required % Removal
	ALK (mg/L)	TOC (mg/L)					
Total							
Annual Average							

Certification Class	Telephone Number
---------------------	------------------

Complete and return within 10 days after the end of the quarter to:
WV Office of Environmental Health Services RD&C Unit
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: February 2023

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	523400.00	7.00	0.63	0.63
2	6652000.00	10.00	0.65	0.60
3	529200.00	8.00	0.67	0.66
4	599800.00	11.00	0.62	0.58
5	377000.00	9.00	0.55	0.87
6	790800.00	7.00	0.77	0.59
7	662500.00	10.00	0.68	0.67
8	523700.00	8.00	0.65	0.65
9	539400.00	10.00	0.63	0.67
10	711400.00	10.00	0.65	0.52
11	556000.00	7.00	0.72	0.60
12	397600.00	12.00	0.64	0.65
13	755100.00	7.00	0.73	0.66
14	683900.00	10.00	0.68	0.66
15	514600.00	7.00	0.58	0.56
16	619200.00	10.00	0.66	0.72
17	566400.00	7.00	0.53	0.69
18	570500.00	10.00	0.75	0.76
19	386500.00	12.00	0.67	0.63
20	786200.00	6.00	0.74	0.69
21	584900.00	8.00	0.59	0.71
22	563700.00	8.00	0.61	0.44
23	645300.00	11.00	0.91	0.69
24	594800.00	9.00	0.64	0.67
25	585800.00	7.00	0.50	0.48
26	375900.00	5.00	0.39	0.47
27	748200.00	8.00	0.71	0.70
28	712900.00	10.00	0.69	0.50
29				
30				
31				
TOTAL	22,556,700.00	244.00	18.24	17.72
AVERAGE	805,596.43	8.71	0.65	0.63
HIGHEST READING			0.91	0.87
LOWEST READING			0.39	0.44

*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



Fax – (406) 651-0120

Proposal Number
58165

Please reference the Proposal
Number above on all Purchase
Orders issued.

Scope of Work - In-Service Clean & Inspect

This Potable Water System Proposal is made this date, by and between **Shepherdstown Water Department** of the state of **West Virginia**, (hereinafter "Client") and **Liquid Engineering Corporation, of Billings, MT**, (hereinafter "LEC"). LEC will provide all labor, specialty equipment and insurance to evaluate your facilities.

In-Service Inspection

Interior and exterior inspections will review structural, sanitary, safety, security and any installed coating conditions. Reporting will be provided based on water tank inspection criteria, referencing applicable OSHA, EPA, AWWA and NFPA requirements. Minimum items examined will include ladders, shell, roof, vent, manways, welds, seams, foundation, anchors, safety systems, hatches, external overflow and plumbing.

Underwater interior video documentation will be completed with real-time closed circuit high-resolution color underwater video equipment. All pertinent findings will be recorded on DVD format (including dive maintenance technician's findings and narrative summary).

Services will include detailed interior video documentation of the potable water tank(s) / clearwell(s) as described on page two (2).

Underwater Operations – All Dive Maintenance Technicians and associated in-tank equipment are fully disinfected in accordance with AWWA Standard C652-02. All system entries will be conducted in accordance with applicable OSHA regulations pertaining to Diving and Confined Space; including 1910.401 thru 1910.441. Specialty equipment may include but is not limited to; appropriate OSHA climbing and personal fall protection, AWWA and ADCI approved commercial diving equipment.

In-Service Cleaning

In-service removal of accumulated bottom sediment is accomplished using LEC's proprietary HydroDyne™ cleaning equipment. Normal cleaning prices provided include removal of sediment accumulations up to the first three inches (3") in depth or cubic yards given on reservoir information breakout.¹ Material above the three inches (3") or material that cannot be vacuumed with LEC's HydroDyne™ (e.g., concrete, gravel, misc. materials or compact sediment requiring the use of a hand nozzle), is considered additional work.¹

For normal cleaning operations client shall make available an approved discharge location (sewer, cofferdam, etc.) within 300' of the reservoir access hatch. (Site-specific discharge recommendations can be provided by LEC upon request).

Deliverable – Prioritization Schedule

The deliverable provided on site will consist of the interior video. Owner will receive a detailed written report of findings with photographs, corrective recommendations, and cost estimates at a later date, once a full evaluation of the information has been completed.



Proposal Number
58165

Please reference the Proposal
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Orders issued.

Assumptions - Based upon information obtained via the systems interview conducted for your facility, the following assumptions were made. Should conditions vary from those stated, additional charges could apply.

- Prior to arrival, and during underwater operations, water level in tanks/clearwells to remain full.²
- Client's Point-of-Contact will be available for access, as well as authorization of any additional requested work.
- Facilities are accessible with LEC's standard truck/trailer combo (overall length – Crew Cab = 23' / Trailer = 22').³
- Access into tanks/clearwells are sufficient for man entry (i.e. 24" dia), with no obstructions in the hatchway.
- Exterior inspections will be performed from the ground, installed ladders, and exterior roof while utilizing installed ANSI & OSHA-certified personal fall protection equipment, without additional scaffolding or rigging.
- There are no special discharge requirements (i.e. long distances / permits).

Miscellaneous

All services provided by LEC will be completed in a professional workmanlike manner according to the Terms and Conditions of this Proposal. Any alteration or deviation from the Terms and Conditions of this Proposal, or additional services, involving additional costs, will be completed only upon written authorization by Client or Client's Authorized Representative.

This Proposal is contingent upon weather, delays or other matters beyond LEC's control. Client will carry fire, tornado, and other necessary insurance. LEC will provide all other required insurance coverage, including, but not limited to, General Liability, Employer Liability and Workmen's Compensation Insurance during all operations (certificate of insurance available upon request).

Reservoir Information

<u>Tank</u>	<u>Capacity</u>	<u>Dimensions</u>	<u>Type</u>	<u>Cubic Yards Included</u>
Composite Tank 1	700,000	110' to the top	Steel welded - elevated	39 (3 inches)
Composite Tank 2	700,000	110' to the top	Steel welded - elevated	39 (3 inches)



Proposal Number
58165

Please reference the Proposal
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Costing

Cleaning / Inspection & Reporting

\$ 9,840.00

Pricing above is based on 100% scheduling cooperation.

It is the client's responsibility to ensure all transmitting antenna that create unsafe working conditions for LEC employees are deenergized prior to the start of LEC operations in accordance with OSHA Non-Ionizing Radiation protection guidelines as found in 29 CFR 1910.97.

(Prior written approval will be obtained from Client's Authorized Representative for any additional charges outside the Scope described herein).

1. Additional work will be conducted at a negotiated rate.
2. Unscheduled delays, which are a direct result of the utility's obligations (i.e. access and water level), may incur standby/mobilization charges.
3. Access requiring portable set-up (i.e. truck only), will incur an additional setup/tear-down charge.

Pricing above does not include Local, State or Franchise Taxes - if any.

This Proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of Client and LEC hereby represent and certify that they are fully empowered to bind the respective parties to this Contract. Client acknowledges that payment for onsite work is due and payable **Net 30 upon completion of on site work**. Progress billing will be applied on any contract whose duration is longer than ten (10) days. A finance charge on past-due accounts is computed at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

In the event Liquid Engineering Corporation is required to bring suit to enforce its rights under this Agreement, to collect any and all payments due and owing under this Agreement, or to otherwise determine, protect or enforce its rights and remedies under the Agreement or at law or equity, Liquid Engineering Corporation will be entitled to recover from the client its reasonable attorney's fees, expert fees, costs and expenses incurred in connection therewith.

Shepherdstown Water Department
P. O. Box 248
Shepherdstown, WV 25443

Accepted & Agreed per Costing Breakdown
Attached Hereto and by Reference Included Here Under

LIQUID ENGINEERING CORPORATION
P.O. Box 80230
Billings, MT 59108

(800) 438-2187 Voice / (406) 651-0120 Fax

By: _____

Title: _____

Date: _____

By:  - Chad Campbell

Title: **Vice President**

Date: **February 24, 2023**

Note: This proposal may be withdrawn if not accepted within 90 days from the above LEC signature date.



Proposal Number
58165

Please reference the Proposal
 Number above on all Purchase
 Orders issued.

Billing / Invoice Requirements

Please return Accounting / Billing information to Fax – (406) 651-0120 or web@liquidengineering.com

Customer Name: **Shepherdstown Water Department, WV**

Contact for Accounting/Billing

Name: _____ Title: _____

Phone: _____

Preferred Delivery Method: ☐ Fax, ☐ Email, ☐ Postal Mail ☐ Other _____

Is a Purchase Order required? ☐ Yes, ☐ No (Please forward PO when issued)

Fax: _____

Email: _____

Address _____

City _____ State _____ Zip Code _____

Additional Notes/Instructions:

HYDRANT PROJECT WORK LIST						
LOCATION	Y/N?	VALVE In Service?	ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS	REPORT DATE
HYDRANTS OUT OF SERVICE/NEED REPAIRS						
388 Starkeys Landing SU PD	Yes Yes	No No	Hit by vehicle leaking from top	Remove hydrant install blowoff Repair in place (by Shepherd)	<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-Slonaker Hall W. High st/ N. Duke st. 426 Willowdale Dr 318 Shepherd Ln Green Pineapple	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 gets hit /in loading zone	Replace hydrant Repair in place Replace hydrant Needs Riser Repair in place Install bollards	<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" Total gallons flushed Loop behind Roc'-distribution project						

**Corporation of Shepherdstown
Ghosh GIS Services Work**

I. Scope of Work

Throughout the course of this project, Ghosh Engineers (Ghosh) will work with the Corporation of Shepherdstown (Corporation) to create and maintain a GIS implementation for the water and wastewater utilities. The scope of this project will include the following activities:

- Deployment of ESRI ArcGIS Online.
- Creation and deployment of GIS based data models for both water and wastewater.
- Migration of all existing digital asset data (tanks, hydrants, and meters) into the GIS database
- Creation of a GIS asset inventory of all utility assets, including GPS collection and digitizing water and wastewater mains into the inventory.
- Administration and management of the GIS system and data.
- Configuration and deployment of web-based applications for utility members to view and perform limited updates to system data.
- Provide training and user support and consultation services of the GIS system.

II. Ownership of the GIS System

The GIS system will be built on ESRI's AEC Project Delivery subscription, and the Corporation will have ownership of the GIS system and data.

III. Security of the GIS System

The established GIS system will be hosted in ESRI's ArcGIS Online platform. ArcGIS Online is a focused mapping and location intelligence platform that runs on ESRI-managed cloud infrastructure in a Software as a Service (SaaS) model. ArcGIS Online secures all access to the data stored in the platform. User management is controlled at the site administration level. User identity is established when the user signs in, which always takes place over an encrypted connection (HTTPS). Subsequent transactions require the token acquired at sign in and can take place over encrypted or unencrypted connections. This level of user management allows for the user's ability to interact with data (view, update, create) in a controlled and limited manner.

IV. Editing and updating the GIS System

- System and Application Updates
 - Critical updates will be made by ESRI in regular updates. Ghosh will monitor and communicate if any updates may affect the Corporation's users and provide any training and support as needed.
 - Ghosh will configure and apply updates to the system and applications as needed or as requested by the Corporation.
- Database and Data updates
 - Ghosh will make all requested updates to the GIS database and will also provide update services to add, delete, or modify data in the GIS inventory to ensure accuracy and integrity of the data is maintained.
 - The Corporation will have 2 field users who will be able to update data the from the field or in the office.

V. Users

Below are the user license types deployed initially for the Corporation. Additional licenses can be purchased at ESRI's pricing level and added but must be coordinated through Ghosh.

- Administrators (2)
 - The initial setup of the system allows for two (2) administration users. One (1) for Ghosh GIS manager and one (1) for a Corporation utility user. These users will have full access to the data, applications, and be able to manage all users.
- Editor (1)
 - In addition to the administrator users, the Corporation will have one (1) mobile worker user license. This user will be able to view and make edits to the Corporation's data.
- Viewers (3)
 - The Corporation will have three (3) viewer licenses. These users will be able to view the Corporation's data.