

Water & Sanitary Board Agenda
Thursday, May 25, 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 Mar. 23, 2023, Apr. 25 2023, and May 11, 20023 - Enclosure
3. Visitors - Seth Myers to present the Perkins-Boynton award to Charles Coe..
4. Finances
 - a. Financial Statements – Enclosure
 - b. Water Budget – Vote required for approval
 - c. Sewer Budget -Vote required for approval
5. Flow and Quality Reports
 - a. (1) Water – Reports – Information item – Enclosure and CCR
 - b. (2) Sewer – Reports - information item - Enclosure
6. Unfinished Business
 - a. Water Plant Improvement Project – report
 - b. Update on Water Distribution Project - report – Christine Danaher report enclosed
7. New Business
 - a. Leak adjustment – Shepherd University – letter and history of use enclosed
8. Old Business
 - a. Hydrant Report – enclosure in packet – working on Hydrants now.
 - b. Action Items –
 1. Mayor Auxer to send a copy of the State approval of Town Run as our secondary water source to the Toll House Woods development representative and the County representative.
 2. M. Godfrey – Create an example of a profit and loss trend report.
 3. S. Kemnitzer to continue communication with the EPA on lead service line research project.
9. Mayor's Report
10. Next meeting date – June. 22 or June 29, 2023
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

March 23, 2023

ATTENDEES: Water Board – J. Auxer (Mayor), J. Ford, M. Godfrey, S. Kemnitzer (Chair), S. Knuppel, C.

Stroech

Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller

Town Staff – B. Bennett, C. Coe, K. Shipley, F. Welch

Visitors: G. Welter

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the February 23, 2023, regular meeting were reviewed and approved as submitted.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

S. Kemnitzer submitted questions before the meeting and these were addressed at this time:

Q1 - Explanation of sometimes large discrepancies in the Budget vs Actual report.

F. Welch explained that some items are budgeted on a monthly basis and other items have their entire annual budget value budgeted in only 1 or 2 months. It was suggested that, whenever possible, the items in the 23/24 budget be budgeted in a monthly fashion. B. Bennett agreed.

Q2 - Based on January financial reports: a) variations from budget; b) trends in revenues and expenses; c) should the budget be revised; d) how does this information inform the 23/24 budget?

F. Welch addressed a variation in expenditures for insurance and stated that he would have to research the cause. J. Auxer stated that he thought items a, b and d could be addressed during the upcoming budget process meetings.

Re item c, it was suggested that the process of making formal budget adjustments be understood so that periodic adjustments can be made during the 23/24 fiscal year. B. Bennett agreed.

Q3 - What is the plan for preparing the 23/24 budget?

J. Auxer presented several dates when D. Decker and D. Sweeney would be available to attend budgeting meetings. After some discussion it was decided to hold the Water budget meeting on April 25 at 1PM and the Sewer budget meeting on May 3 at 1PM.

Q4 - Please give us a progress report on the expenditures for the water plant improvement project and the water distribution project.

Progress report for water plant improvement project was prepared but not included in the meeting packet. Copies were made and distributed at the meeting. Progress report for the water distribution project was not yet available.

ACTION ITEM: J. EKSTROM TO PREPARE PROGRESS REPORT FOR WATER DISTRIBUTION PROJECT FOR NEXT MONTH'S MEETING. ✓

4.b PSC REPORTS - 6-30-2022 - AVAILABLE AT MEETING.

No additional information presented.

4.c FINANCIAL STATEMENTS - DECKER & CO.

No additional information presented.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported all readings have been good and that quarterly samples will be done soon.

5.b. SEWER REPORTS.

K. Shipley reported that everything is in good order.

K. Shipley reported that he has received an email that said our new press is scheduled for delivery to the port of Baltimore on 3/27 and hopefully will be delivered to us by the 2nd week of April.

K. Shipley reported on the status of the Toll House Woods development: wet well is set, 16 manholes finished and 2644' of 8" sewer line has been installed. S. Kemnitzer stated that we need to communicate to the County our concerns about preservation of the Town Run water supply. M. Godfrey suggested that we send a copy of the State approval of Town Run as our secondary water source.

ACTION ITEM: J. AUXER TO SEND A COPY OF THE STATE APPROVAL OF TOWN RUN AS OUR SECONDARY WATER SOURCE TO THE COUNTY DEPARTMENT RESPONSIBLE FOR OVERSIGHT OF THE TOLL HOUSE WOODS DEVELOPMENT. ✓

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

F. Welch stated that we are still waiting on drives and that the raw water pumps are still several weeks out. He also reported that there is a problem with a sludge pump and that a vendor representative is scheduled to come and address the problem.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

No report.

7. NEW BUSINESS.

7.a WATER TANK CLEANING AND ANODE REPLACEMENT.

F. Welch presented a proposal from Liquid Engineering to perform the 5-year cleaning of the tanks for \$9840. Anode replacement would also be done at \$475/hour.

ACTION ITEM: S. KNUPPEL MOVED, M. GODFREY SECONDED, THAT THE LIQUID ENGINEERING PROPOSAL BE ACCEPTED. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.

7.b FINANCIAL TRAINING.

J. Auxer stated that this would be done during the budget process meetings.

7.c EPA DRINKING WATER MANAGEMENT BRANCH - PARTNERING WITH SMALL WATER UTILITIES TO STUDY LEAD SERVICE LINE ISSUES.

S. Kemnitzer asked if we want to participate in this study.

C. Coe stated that we need to get our inventory done first. S. Kemnitzer suggested that the research project might help with the inventory. S. Knuppel and M. Godfrey both expressed concerns that the double effort and/or confusion might result.

G. Welter stated that one thing the research project should be used for is to do lab testing on any pipe that is removed during this process.

ACTION ITEM: S. KEMNITZER TO CONTINUE COMMUNICATION WITH THE EPA ABOUT POSSIBLE PARTICIPATION IN THEIR LEAD SERVICE LINE RESEARCH PROJECT.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET.

M. Godfrey asked if moving hydrants affects homeowner insurance. C. Coe stated that we are not moving any hydrants. One is being removed but there is another hydrant quite close.

8.b ACTION ITEMS: MAYOR AUXER TO WORK WITH D. FOGEL TO IMPROVE FINANCIAL STATEMENTS.

J. Auxer stated that this effort is ongoing. M. Godfrey volunteered to try to create an example of a profit and loss trend report.

ACTION ITEM: M., GODFREY TO CREATE AN EXAMPLE OF A PROFIT AND LOSS TREND REPORT.

8.c ACTION ITEMS: J. EKSTROM TO PROVIDE 1-PAGE DESCRIPTION OF GIS WORK.

Report was included in the packet. M. Godfrey asked if the Ghosh costs are already priced into the project. C. Coe verified that they are.

8.d PFAS - TESTING.

Nothing new to report.

9. MAYOR'S REPORT.

Nothing to report.

10. NEXT MEETING DATE.

J. Auxer asked if we should cancel the April meeting since we are having 2 budget meetings (Water and Sewer meeting separately). There was general agreement. M. Godfrey requested that the financial information that would normally be contained in the meeting packet be emailed even though there would be no meeting.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: J. Ekstrom to prepare progress report for water distribution project for next meeting.

5.b: J. Auxer to send a copy of the State approval of Town Run as our secondary water source to the County Department responsible for oversight of the Toll House Woods development.

7.c: S. Kemnitzer to continue communication with the EPA about possible participation in their lead service line research project.

8.b: M. Godfrey to create an example of a profit and loss trend report.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:10 p.m.

Respectfully Submitted: J. Ford

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
SPECIAL WATER BOARD

April 25, 2023

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, S. Knuppel
Town Staff – B. Bennett, C. Coe, S. Grove, D. Sweeney (Decker), F. Welch
Visitors: None

1. CALL TO ORDER.

The Special Water Board meeting was called to order by J. Auxer at 1:02 p.m.

2. REVIEW AND PREPARATION OF THE FY 2023-2024 WATER DEPARTMENT BUDGET.

J. Auxer stated that the purpose of the meeting was to review and update, if required, the budget worksheet with the goal of having it ready to submit for approval at the regular May board meeting.

The staff reviewed each line item of the worksheet, presenting their most up-to-date estimate and providing explanations when asked for them by the board. Some minor adjustments were made during this process.

After all the adjustments the Total Expenses were greater than the Total Income, resulting in a Net Operating Income of approximately -\$450,000.

D. Sweeney explained that the Depreciation Expense, although included as an accounting expense, does not actually affect cash flow and is not normally included in a profit and loss statement. Since the value of the expense was more than \$350,000, excluding it from the calculations left the shortfall at less than \$100,000.

C. Coe and S. Grove explained that they had estimated Water Meter Revenue conservatively (approximately \$80,000 less than what we expect to collect during the current fiscal year). C. Coe further stated that there should be a number of new customers next year - new homes at Toll Woods, new owner of the Quality Inn, Clarion Inn potentially being converted into 84 apartments. With this information, the Water Meter Revenue estimate was increased to balance the budget.

The board agreed that the worksheet estimates, as updated, should be submitted for approval at the May board meeting.

3. ADJOURNMENT. J. Auxer adjourned the meeting at 2:18 p.m.

Respectfully Submitted: J. Ford

Shepherdstown Waterworks: Budget to Actual March 2023

	Month of March			Year to Date			
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget	FY 23 Budget
Income							
419 Water Interest Income	7,559.91	2,750.00	274.91%	62,617.25	24,750.00	253.00%	33,000.00
461 Water Metered Revenue	140,513.69	158,333.00	88.75%	1,354,581.06	1,424,997.00	95.06%	1,900,000.00
474 Other Water Revenues		83.33	0.00%	-1,488.30	749.97	-198.45%	1,000.00
Total Income	\$ 148,073.60	\$ 161,166.33	91.88%	\$ 1,415,710.01	\$ 1,450,496.97	97.60%	\$ 1,934,000.00
Expenses							
401.1 Water Billing Expenses	1,083.38	1,208.00	89.68%	10,327.65	10,872.00	94.99%	14,500.00
401.2 Water Administration	6,054.51	3,916.00	154.61%	39,726.47	35,244.00	112.72%	47,000.00
401.3 Water Utility Billing	14,220.00	19,458.00	73.08%	118,502.07	175,122.00	67.37%	233,500.00
401.4 Water Plant Expenses	617.22	30,833.00	2.00%	104,931.03	277,497.00	37.81%	370,000.00
403 Water Depreciation Expense	29,626.83	14,583.00	203.16%	237,014.64	131,247.00	180.59%	175,000.00
408 Taxes-Other than Income	5,033.26	5,416.00	92.93%	40,194.19	48,744.00	82.46%	65,000.00
527 Interest Expense	55,856.09	10,000.00	558.56%	137,568.51	90,000.00	152.85%	120,000.00
52 Employee Screening		25.00	0.00%		225.00	0.00%	300.00
601 Water Salaries & Wages	52,611.00	36,666.00	143.49%	394,470.59	329,994.00	119.54%	440,000.00
604 Employee Pensions & Benefits	2,796.00	9,166.00	30.50%	85,923.55	82,494.00	104.16%	110,000.00
615 Purchased Power	4,967.27	5,000.00	99.35%	40,583.07	45,000.00	90.18%	60,000.00
618 Chemicals	3,637.36	5,416.00	67.16%	47,231.27	48,744.00	96.90%	65,000.00
631 Contractual Svc-Engineering	4,800.00	4,166.00	115.22%	48,110.00	37,494.00	128.31%	50,000.00
632 Contractual Svc-Accounting	2,000.00	1,250.00	160.00%	15,279.17	11,250.00	135.81%	15,000.00
633 Contractual Svc-Legal		833.33	0.00%	1,854.85	7,499.97	24.73%	10,000.00
635 Contractual Svc-Testing	1,157.86	3,750.00	30.88%	20,251.83	33,750.00	60.01%	45,000.00
636 Contractual Svc-Other	11,348.00	1,833.00	619.09%	30,767.38	16,497.00	186.50%	22,000.00
650 Transportation Expenses	745.18	3,750.00	19.87%	24,934.36	33,750.00	73.88%	45,000.00
657 Insurance-General Liability	5,395.21	2,750.00	196.19%	48,556.89	24,750.00	196.19%	33,000.00
659 Insurance-Other		750.00	0.00%		83.33	6,750.00	1.23%

	Month of March			Year to Date			% of Budget	FY 23 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	Budget		
660 Advertising Expense		41.66	0.00%		723.67	374.94	193.01%	500.00
675 Administrative Lending Fees	2,845.73	333.33	853.73%		8,206.86	2,999.97	273.56%	4,000.00
676 Bond Issuance Expense		16.66	0.00%			149.94	0.00%	200.00
Uncategorized Expense		161,160.98	0.00%		0.00			
Total Expenses	\$ 204,794.90	-\$ 161,160.98	-127.07%	\$ 1,455,241.38	\$ 1,450,448.82		100.33%	\$ 1,934,000.00
Net Operating Income	-\$ 56,721.30			-\$ 39,531.37	\$ 48.15			\$ 0.00

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
ASSETS		
Current Assets		
Bank Accounts		
RESERVED FUNDS BANKING		
131.25 JSB Water Bond Depreciation 5234	430,875.54	549,656.24
131.26 JSB Working Capital Reserve 2736	223,860.99	881.16
132.1 Capital I&R Fund 6217	-3,000.00	
132.11 Cap. I & R Reserve Funds - Use	639,200.54	684,056.58
132.12 I&R -Working Capital Reserve	294,997.00	370,000.00
Total 132.1 Capital I&R Fund 6217	931,197.54	1,654,656.58
Total RESERVED FUNDS BANKING	1,585,934.67	1,604,593.98
RESTRICTED FUNDS BANKING		
133 Other Special Deposits		
133.1 JSB Cap.Capacity Acct 6082	1,788,741.80	1,752,854.57
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

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Total 133.5 Water Engineering Fees 6217	18,053.41	18,053.41
Total 133 Other Special Deposits	1,806,795.21	1,770,907.98
JSB Water Plant Upgrade 8238	35,506.57	1,233,572.04
WV Municipal Bond Funds		
WV Mun Bond-2003 Series A Bond		
126.1 Cash-Revenue#SHE-W-1-03-A-JE-12	6,037.43	5,850.86
127.1 Cash-Reserve#SHE-W-2-03-A-JE-12	25,246.20	24,689.03
127.1a Cash-Depr. #SHE-W-3-03-M-JE-12	814.63	488,499.41
Total WV Mun Bond-2003-Series A Bond	32,098.26	519,039.30
WV Mun Bond-2003 Series B Bond		
126.2 Cash-Revenue#SHE-W-1-03-B-JE-12	19,040.76	18,448.08
127.2 Cash-Reserve#SHE-W-2-03-B-JE-12	79,887.02	79,079.02
Total WV Mun Bond-2003-Series B Bond	98,927.78	97,527.10
WV Mun Bond-2012 Series Bond		
126.3 Cash-Revenue#SHE-W-1-12-X-JE-12	14,511.45	13,943.27
127.3 Cash-Reserve#SHE-W-2-12-X-JE-12	126,617.28	125,315.50
Total WV Mun Bond-2012 Series Bond	141,128.73	139,258.77
WV Municipal 2017 Bond		
126.4 JSB WV Mun Bond-2017 \$ 8085	416,362.37	339,833.08
126.5 Cash Revenue #SHE-W-1-17-X-JE-1	17,304.91	15,313.48
127.4 17 Reserve SHE-W-2-17-X-JE-12	164,840.61	161,202.74
Total WV Municipal 2017 Bond	598,507.89	516,349.30
WV Municipal 2021 Bond		
126.7 SHE-W-1-21-X-JE-12 - 21 Water Revenue	8,476.97	8,292.98
127.7 SHE-W-2-21-X-JE-12	15,153.02	4,966.09
Total WV Municipal 2021 Bond	23,629.99	13,259.07
Total WV Municipal Bond Funds	894,292.65	1,285,433.54
Total RESTRICTED FUNDS BANKING	2,736,594.43	4,289,913.56
UNRESTRICTED FUNDS BANKING		
131.2 Cash at Bank		
131.23 DR/CR Revenue Account-All Funds (deleted)	0.00	-46.00
DR/CR-All Funds-Cust Dep Fund (deleted)	0.00	2,538.00
Total 131.23 DR/CR Revenue Account-All Funds (deleted)	0.00	2,492.00
Total 131.2 Cash at Bank	0.00	2,492.00
131.21 JSB Water Operating General Funds 6217	1,150,520.09	1,275,425.66
Reserved Funds 6217	-931,197.54	-1,054,056.58
Restricted Portion 6217	-18,053.41	-18,053.41

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Total 131.21 JSB Water Operating General Funds 6217	201,269.14	203,315.67
Total UNRESTRICTED FUNDS BANKING	201,269.14	205,807.67
Total Bank Accounts	\$4,523,797.64	\$6,100,315.21
Accounts Receivable		
141 A/R, Water Customer Billing	163,760.33	171,202.90
143 Allow. for Doubtful Accounts	-5,000.00	-5,000.00
Total Accounts Receivable	\$158,760.33	\$166,202.90
Other Current Assets		
142.71 Due to/From Govt Funds	-37,735.91	546,904.49
142.20 Customer Deposit Interest	16,181.69	16,291.15
142.3 Customer Deposit Funds	72,612.73	38,525.37
142.30 DR/CR Customer Deposits (deleted)	0.00	37,220.46
Total 142.71 Due to/From Govt Funds	-51,058.51	638,941.47
162 Prepaid Expenses		
162.1 Commercial Ins	0.00	8,347.04
162.4 Other Prepays	0.00	4,881.65
Total 162 Prepaid Expenses	0.00	13,228.69
253.20 Deferred Inflows Due to/from Sewer	-98,740.50 -5,722.36	-127,701.72
Total Other Current Assets	\$-53,404.35	\$524,468.44
Total Current Assets	\$4,629,153.62	\$6,790,986.55
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	2,417,883.81	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	2,425,163.81	3,450,005.78

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Fixed Asset Adjustments		
108 Accum. Depr., Utility Plant	-4,030,146.07	-4,419,042.12
Total Fixed Asset Adjustments	-4,030,146.07	-4,419,042.12
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 Transporation Equip.	102,857.94	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)	12,812,000.52	10,246,535.39
Total Fixed Assets	\$11,267,618.26	\$9,277,499.05
TOTAL ASSETS	\$15,836,171.88	\$16,068,485.60
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LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	-1,777.14	6,249.00
Total Accounts Payable	\$-1,777.14	\$6,249.00
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	72,612.73	30,223.56
Cust Dep/Int Pay-DR/CR Acct (deleted)	0.00	39,804.46
Total 235 Customer Dep/Int Pay.-Cash Acct	88,794.42	86,264.42
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 March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 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	18,653.41	18,653.41
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	\$175,557.62	\$176,554.38
Total Current Liabilities	\$173,790.48	\$182,803.38

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 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)	250,626.00	273,952.00
221.12 WV DWTRF Series B Bond (2003)	97,357.00	173,513.00
221.13 WVIJDC Bond for Tanks (2012)	3,174,369.00	3,267,349.00
221.14 17 Water Revenue/Reserve	2,315,000.00	2,375,000.00
221.15 JSB Water Plant Upgrade Bond Loan 1251	1,151,196.47	1,222,147.55
Total 221. Bond Payable-Long term	6,988,548.47	7,311,961.55
Total Long-Term Liabilities	\$6,956,479.28	\$7,279,629.80
Total Liabilities	\$7,130,259.76	\$7,462,433.18
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	15,718.85	287,976.77
Total Equity	\$8,705,912.12	\$8,606,052.42
TOTAL LIABILITIES AND EQUITY	\$15,836,171.88	\$16,068,485.60

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**

March 2023

	Monthly			Year to Date			Annual Budget	
	March Actual	Monthly Budget	% of Budget	YTD Actual	YTD Budget	% of Budget	Budget	% of Budget
Operating Income								
419 Sewer Interest Income	1,073.42			11,974.78				
419.1 General Fund Bank Acct Interest		1,750.00	0.00%		15,750.00	0.00%		
419.2 Sewer Bond Funds Interest	927.07	666.66	139.06%	5,428.12	6,000.00	90.47%		
419.3 Membrane Repl. Fund Interest	1,857.73	750.00	247.70%	14,726.14	6,750.00	218.17%		
419 Sewer Interest Income Total	\$ 3,858.22	\$ 3,166.66	121.84%	\$ 32,129.04	\$ 28,500.00	112.73%		
522 Metered Sewer Revenue	100,926.74	110,000.00	91.75%	939,376.00	930,000.00	94.89%		
536 Other Wastewater Revenues								
536.1 Reconnect Fees		91.66	0.00%				1,100.00	0.00%
536.2 Tap Fees				1,000.00				
536.3 Recycling Income				1,788.50				
536.4 Storage Unit Rental Income		80.00	0.00%		720.00	0.00%		
536.9 Misc Income		1,250.00	0.00%		11,250.00	0.00%		
Total 536 Other Wastewater Revenues	\$ 0.00	\$ 1,421.66	0.00%	\$ 2,788.50	\$ 11,970.00	23.38%		
TOTAL INCOME	\$ 104,784.96	\$ 114,588.32	91.44%	\$ 974,293.54	\$ 1,030,470.00	94.55%	\$ 17,060.00	16.35%
Expenses								
401.1 Sewer Billing Expenses								
401.11 Billing Software Support		166.66	0.00%		1,500.00	0.00%		
401.12 Message 911 System	136.66	16.66	820.29%	740.47	150.00	493.65%		
401.13 Billing Postage Expense	457.62	283.75	161.28%	3,811.05	2,553.75	149.23%		
401.14 Billing Supplies & Expense	644.64	250.00	257.86%	2,559.57	2,250.00	113.76%		
Total 401.1 Sewer Billing Expenses	\$ 1,238.92	\$ 717.07	172.78%	\$ 7,111.09	\$ 6,453.75	110.19%		
401.2 Sewer Administration							\$ 8,605.00	82.64%
401.21 Safety Equipment/Expense	180.19	166.66	108.12%	6,169.40	1,500.00	411.29%		
401.211 Memberships/Dues/Subscriptions	116.48	16.66	699.16%	1,364.34	150.00	909.56%		
401.22 Admin. Communications Expense	782.56	1,500.00	52.17%	13,725.03	13,500.00	101.67%		
401.23 Regulatory Comm. Fees(Yrly Fee)		0.00		200.00	3,500.00	5.71%		
401.24 Admin. Supplies/Expenses		250.00	0.00%	2,920.45	2,250.00	129.80%		
401.25 Admin. Cross-Charge	1,800.00	1,800.00	100.00%	16,200.00	16,200.00	100.00%		
401.27 Bond Service Fees	110.75			332.25				
401.28 Permits & Fees		250.00	0.00%	1,292.54	2,250.00	57.45%		
Total 401.2 Sewer Administration	\$ 2,989.98	\$ 3,983.32	75.06%	\$ 42,204.01	\$ 31,358.00	107.25%		
401.3 Sewer Utility Billing							\$ 51,300.00	82.27%
401.31 Water Billing-Plant	7,972.95			25,757.67				
401.32 Water Billing-Pump Stations		2,916.66	0.00%	67,644.57	26,250.00	257.69%		
Total 401.3 Sewer Utility Billing	\$ 7,972.95	\$ 3,000.00	265.77%		750.00	0.00%		
401.4 Sewer Plant Maintenance							1,000.00	0.00%
401.41 Sewer Uniforms	269.64	226.00	114.88%	428.45				
401.42 Maintenance of Collection Plant	720.00	416.67	172.80%	2,591.86	2,034.00	127.43%		
401.43 Pumping Repairs & Maintenance		2,500.00	0.00%	7,813.85	3,750.03	208.37%		
401.44 Pumping Maintenance of Structur		500.00	0.00%	9,017.58	22,500.00	40.00%		
401.45 Treatment Purification Supl/Exp	4,451.89	2,500.00	178.08%		4,500.00	0.00%		
401.46 Treatment Maintenance of Struct	952.00	600.00	158.67%	24,544.00	22,500.00	109.00%		
401.47 Treatment Maintenance of Equip	1,018.61	1,500.00	67.91%	4,588.68	5,400.00	84.98%		
404.49 Sewer System Emergency Maint.		7,247.00	0.00%	10,709.86	13,500.00	79.33%		
Total 401.4 Sewer Plant Maintenance	\$ 7,402.14	\$ 15,489.67	47.79%	14,875.53	65,223.00	22.81%		
403 Depreciation Expense	\$ 29,576.05	\$ 33,333.34	88.73%	\$ 74,569.81	\$ 139,407.03	53.49%		
408 Taxes Other than Income							\$ 185,867.00	40.12%
408.121 ER FICA	2,954.00	2,083.34	141.79%	19,650.10	18,750.00	104.80%		
408.122 Work Comp		1,171.25	0.00%	3,973.44	10,541.25	37.69%		
408.123 Sewer Unemployment Tax Exp		166.66	0.00%	1,365.17	1,500.00	91.01%		
Total 408 Taxes Other than Income	\$ 2,954.00	\$ 3,421.25	86.34%	\$ 24,983.71	\$ 30,791.25	81.16%		
							\$ 41,055.00	60.87%

	Monthly			Year to Date			Annual Budget		
	March Actual	Monthly Budget	% of Budget	YTD Actual	YTD Budget	% of Budget	Budget	% of Budget	
701 Salaries & Wages									
701.1 Gross Payroll	38,699.00	27,395.00	141.26%	257,477.14	246,555.00	104.43%	327,645.00	78.58%	
701.2 Personnel Training		58.34	0.00%		525.00	0.00%	700.00	0.00%	
701.3 Payroll Direct Deposit fees		32.50	0.00%		292.50	0.00%	390.00	0.00%	
Total 701 Salaries & Wages	\$ 38,699.00	\$ 27,485.84	140.80%	\$ 257,477.14	\$ 247,372.50	104.08%	\$ 328,735.00	78.32%	
704 Employee Pensions & Benefits									
704.1 PEIA Health/Life	-2,068.75	2,333.34	-88.66%	28,723.72	21,000.00	136.78%	29,280.00	98.10%	
704.2 PEIA Current OPEB/RHBT		920.00	0.00%		8,280.00	0.00%	11,000.00	0.00%	
704.4 ER Annuity Contrib.	2,730.00	1,916.66	142.44%	18,053.74	17,250.00	104.66%	23,000.00	78.49%	
Total 704 Employee Pensions & Benefits	\$ 661.25	\$ 5,170.00	12.79%	\$ 46,777.46	\$ 46,530.00	100.53%	\$ 63,280.00	73.92%	
711 Sludge Removal	17,605.00	1,416.66	1242.71%	119,523.24	12,750.00	937.44%	17,000.00	31.93%	
715 Purchased Power									
715.1 Diesel Fuel		167.00	0.00%		531.16	1,503.00	35.34%	2,000.00	26.56%
715.2 Electric Power	12,458.85	12,167.00	102.40%	98,248.77	109,503.00	89.72%	146,000.00	67.29%	
Total 715 Purchased Power	\$ 12,458.85	\$ 12,334.00	101.01%	\$ 98,779.93	\$ 111,006.00	88.99%	\$ 148,000.00	66.74%	
718 Chemicals	5,785.38	11,667.00	49.59%	74,760.88	105,003.00	71.20%	140,000.00	53.40%	
731 Contractual Svc-Engineering									
731.1 General Engineering Svc									
731.2 Special Projects									
Total 731 Contractual Svc-Engineering	\$ 0.00	\$ 416.66	0.60%	\$ 1,260.61	\$ 3,750.00	0.00%	5,000.00	0.00%	
732 Contractual Svc-Accounting									
732.1 General Accounting	2,000.00	1,083.34	184.61%	32,269.17	9,750.00	330.97%	13,000.00	248.22%	
732.3 P.S.C. Annual Report *		291.66	0.00%		2,625.00	0.00%	3,500.00	0.00%	
Total 732 Contractual Svc-Accounting	\$ 2,000.00	\$ 1,375.00	145.45%	\$ 32,269.17	\$ 12,375.00	260.76%	\$ 16,500.00	195.57%	
733 Contractual Svc-legal									
733.1 General Legal									
Total 733 Contractual Svc-legal	\$ 0.00	\$ 417.00	0.00%	\$ 2,214.85	\$ 3,753.00	59.02%	5,000.00	44.30%	
735 Contractual Svc-testing									
735.1 Laboratory Testing	1,341.00	1,000.00	134.10%	5,743.42	9,000.00	63.82%	12,000.00	47.86%	
Total 735 Contractual Svc-testing	\$ 1,341.00	\$ 1,000.00	134.10%	\$ 5,743.42	\$ 9,000.00	63.82%	\$ 12,000.00	47.86%	
736 Contracted Services-Other									
736.1 IT Services	387.38	750.00	51.65%	6,313.86	6,750.00	93.54%	9,000.00	70.15%	
736.2 Contracted Services-Misc.		750.00	0.00%	2,000.00	6,750.00	29.63%	9,000.00	22.22%	
Total 736 Contracted Services-Other	\$ 387.38	\$ 1,500.00	25.83%	\$ 9,347.12	\$ 13,500.00	69.24%	\$ 18,000.00	51.93%	
750 Transportation Expenses									
750.1 Gas & Oil	82.31	625.00	13.17%	925.78	5,625.00	16.46%	7,500.00	12.34%	
750.2 Vehicle Repairs/Maintenance	306.88	625.00	49.10%	2,947.22	5,625.00	52.40%	7,500.00	39.30%	
Total 750 Transportation Expenses	\$ 389.19	\$ 1,250.00	31.14%	\$ 3,873.00	\$ 11,250.00	34.43%	\$ 15,000.00	25.82%	
757 Insurance-General Liability	4,074.00	3,500.00	116.40%	37,354.22	31,500.00	118.58%	42,000.00	88.94%	
759 Insurance-Other									
759.1 Surety Bonds									
Total 759 Insurance-Other	0.00	0.00		83.33	0.00		\$ 0.00		
760 Advertising	214.11	166.67	128.46%	841.72	1,500.00	56.11%	2,000.00	42.09%	
775 Sewer Admin. Lending Fees	3,592.58			10,777.74					
Total Expenses	\$ 139,341.78	\$ 127,643.48	109.16%	\$ 1,179,968.09	\$ 1,152,291.53	102.40%	\$ 1,535,342.00	76.85%	
Net Operating Income	-\$ 34,556.82								

Other Income

419.5 Capacity Accounts Interest	3,063.14	666.66	459.48%	18,104.56	6,000.00	301.74%	8,000.00	0.00%
426 Misc. Non-Utility Revenue		83.34	0.00%		750.00	0.00%	1,000.00	0.00%
536. Other Wastewater Revenue								
536.21 Capital Capacity Fees	2,808.00	4,166.66	67.39%	24,429.60	37,500.00	65.15%	50,000.00	0.00%
Total 536. Other Wastewater Revenue	\$ 2,808.00	\$ 4,166.66	67.39%	\$ 24,429.60	\$ 37,500.00	65.15%	\$ 50,000.00	0.00%
Total Other Income	\$ 5,871.14	\$ 4,916.66	119.41%	\$ 42,534.16	\$ 44,250.00	96.12%	\$ 59,000.00	0.00%

Other Expenses

Membrane Transfer Reserve Budget Only	24,167.00	13,100.00	184.48%	217,503.00	117,900.00	184.48%	\$ 157,200.00	138%
Total Other Expenses	\$ 24,167.00	\$ 13,100.00	1.84	\$ 217,503.00	\$ 117,900.00	1.84	\$ 157,200	138%

Shepherdstown Sewer

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 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	46,848.00	160,000.00
Total 132.1 Capital Reserve Fund	-534,853.92	648,005.92
Total 132 Special Deposits (Reserved)	-534,853.92	648,005.92
Sewer Working Capital Reserve 5846	707.87	691.09
Total RESERVED FUNDS BANKING	-535,561.79	648,697.01
RESTRICTED FUNDS BANKING		
133 Other Special Dep. (Restricted)		
133.1 Checking-Sewer Cap. Capacity 5993	656,618.83	627,525.17
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 March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 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	778,573.55	687,707.98
133.44 Sewer Bond Depr. Reserve Ckg. 1179	449,324.37	420,021.20
Total Restricted Funds at Local Bank	1,227,897.92	1,107,729.18
WV Municipal Bond Funds		
WV Mun Bond 2010A Fund		
126.1 2010-A Rev. #SHE-S-1-10-A-JE-12	21,220.81	20,312.13
127.1 2010-A Res. #SHE-S-2-10-A-JE-12	214,535.38	209,800.81
Total WV Mun Bond 2010A Fund	235,756.19	230,112.94
Total WV Municipal Bond Funds	235,756.19	230,112.94
Total 133 Other Special Dep. (Restricted)	2,137,057.37	1,982,151.72
Total RESTRICTED FUNDS BANKING	2,137,057.37	1,982,151.72
UNRESTRICTED FUNDS BANKING		
131.2 Cash at Bank		
131.21 Sewer Operating Account 8626	621,805.51	385,856.56
Reserved Portion 8626	-534,853.92	-648,005.92
Restricted Portion 8626	-16,784.43	-16,784.43
Total 131.21 Sewer Operating Account 8626	70,167.16	-278,933.79
Total 131.2 Cash at Bank	70,167.16	-278,933.79
Total UNRESTRICTED FUNDS BANKING	70,167.16	-278,933.79
Total Bank Accounts	\$2,742,786.32	\$2,351,914.94
Accounts Receivable		
Accounts Receivable		
141 A/R Sewer Customer Billing	113,850.87	114,265.48
143 Allow. for Doubtful Accts-All	-5,000.00	-5,000.00
Total Accounts Receivable	108,850.87	109,265.48
Total Accounts Receivable	\$108,850.87	\$109,265.48

Shepherdstown Sewer

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Other Current Assets		
253.20 Deferred Inflows	-69,209.19	-88,136.63
Due To/From Govt	-328,095.71	315,318.20
142.2 Customer Deposit Funds	55,839.06	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/Frem Govt	-263,714.82	376,862.69
Due To/From Water	5,722.36	106.36
Other Current Assets		
162 Prepaid Expenses		
162.1 Prepaid Commercial Insurance	0.00	10,851.33
162.4 Other Prepaid Expenses	327.92	327.92
Total 162 Prepaid Expenses	327.92	11,179.25
Total Other Current Assets	327.92	11,179.25
Total Other Current Assets	\$-326,873.73	\$300,011.67
Total Current Assets	\$2,524,763.46	\$2,761,192.09
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	-4,209,430.52	-6,380,655.27
Total Fixed Asset Adjustment	-4,209,430.52	-6,380,655.27

Shepherdstown Sewer

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 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	6,081.74
Total Fixed Assets	13,499,153.97	16,255,537.40
Total Fixed Assets	\$9,289,723.45	\$9,956,369.33
TOTAL ASSETS	\$11,814,486.91	\$12,717,561.42
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	0.00	1,618.60
Total Accounts Payable	\$0.00	\$1,618.60
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	55,839.06	28,557.56
235.01 Customer Dep Interest Payable	8,541.83	8,541.83
Cust Dep/Int Payable-DR/CR (deleted)	0.00	25,084.09
Total 235 Cust. Dep/Int. Pay-Cash Acct	64,380.89	62,183.48
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
Total Current Liabilities	74,461.99	92,519.33
Total Other Current Liabilities	\$125,852.30	\$135,659.46
Total Current Liabilities	\$125,852.30	\$137,278.66

Shepherdstown Sewer

Balance Sheet

As of March 31, 2023

	TOTAL	
	AS OF MAR 31, 2023	AS OF MAR 31, 2022 (PY)
Long-Term Liabilities		
221. Bonds Payable-Long Term		
221.11 2010-A Sewer Bond	3,987,435.12	4,194,575.12
Total 221. Bonds Payable-Long Term	3,987,435.12	4,194,575.12
Total Long-Term Liabilities	\$3,987,435.12	\$4,194,575.12
Total Liabilities	\$4,113,287.42	\$4,331,853.18
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	507,507.00	217,503.00
Net Income	-380,642.91	-278,095.65
Total Equity	\$7,761,199.49	\$8,385,708.24
TOTAL LIABILITIES AND EQUITY	\$11,814,486.91	\$12,717,561.42

Note

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

Shepherdstown Waterworks: Fiscal Year 24 Budget Worksheet

	Month of February			Year to Date				Proposed FY24 Budget	
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget	FY 23 Budget	Proposed Budget	Comments
Income									
419 Water Interest Income	6,869.86	2,750.00	249.81%	55,057.34	22,000.00	250.26%	33,000.00	\$ 80,000.00	
461 Water Metered Revenue	136,568.00	158,333.00	86.25%	1,214,067.37	1,266,664.00	95.85%	1,900,000.00	\$ 1,900,000.00	
474 Other Water Revenues		83.33	0.00%	-1,488.30	666.64	-223.25%	1,000.00		
Total Income	\$ 143,437.86	\$ 161,166.33	89.00%	\$ 1,267,636.41	\$ 1,289,330.64	98.32%	\$ 1,934,000.00	\$ 1,980,000.00	
Expenses									
401.1 Water Billing Expenses	784.23	1,208.00	63.26%	9,244.27	9,064.00	95.66%	14,500.00	15,600.00	
401.2 Water Administration	2,940.42	3,916.00	75.09%	33,671.96	31,328.00	107.48%	47,000.00	54,000.00	
401.3 Water Utility Billing	15,179.00	19,458.00	78.01%	104,282.07	155,664.00	68.99%	233,500.00	230,000.00	
401.4 Water Plant Expenses	11,429.46	30,833.00	37.07%	104,313.81	246,664.00	42.29%	370,000.00	370,000.00	100k emergency
403 Water Depreciation Expense	29,626.83	14,583.00	203.16%	207,387.81	116,664.00	177.77%	175,000.00	-	not a cash item
408 Taxes-Other than Income	3,908.26	5,416.00	72.16%	35,160.93	43,328.00	81.15%	65,000.00	68,000.00	
427 Interest Expenses	2,354.02	10,000.00	23.54%	81,712.42	80,000.00	102.14%	120,000.00	120,000.00	
521 Employee Screening	25.00	0.00%		200.00	0.00%		300.00	300.00	
601 Water Salaries & Wages	37,746.00	38,666.00	102.95%	341,859.59	293,328.00	116.55%	440,000.00	540,000.00	
604 Employee Pensions & Benefits	10,181.00	9,166.00	111.07%	83,127.55	73,328.00	113.36%	110,000.00	140,000.00	
615 Purchased Power	5,450.94	5,000.00	109.02%	35,615.80	40,000.00	89.04%	60,000.00	75,000.00	
618 Chemicals	8,406.78	5,416.00	118.29%	43,593.91	43,328.00	100.61%	65,000.00	75,000.00	
631 Contractual Svc-Engineering	2,800.00	4,166.00	67.21%	45,110.00	33,328.00	135.35%	50,000.00	70,000.00	
632 Contractual Svc-Accounting		1,250.00	0.00%	13,279.17	10,000.00	132.79%	15,000.00	25,000.00	
633 Contractual Svc-Legal		833.33	0.00%	1,884.85	6,666.64	27.82%	10,000.00	5,000.00	
635 Contractual Svc-Testing	7,725.57	3,750.00	206.02%	19,083.97	30,000.00	63.65%	45,000.00	45,000.00	
636 Contractual Svc-Other	935.00	1,833.00	51.01%	19,419.38	14,664.00	132.43%	22,000.00	35,000.00	
650 Transportation Expenses	912.10	3,750.00	24.32%	24,189.18	30,000.00	80.63%	45,000.00	45,000.00	
657 Insurance-General Liability	5,395.21	2,750.00	196.19%	43,161.68	22,000.00	198.19%	33,000.00	44,000.00	
659 Insurance-Other		750.00	0.00%	83.33	6,000.00	1.39%	9,000.00	9,000.00	
660 Advertising Expense		41.66	0.00%	723.67	333.28	217.14%	500.00	1,000.00	
675 Administrative Lending Fees	0.00	333.33	0.00%	5,381.13	2,666.64	201.04%	4,000.00	2,000.00	
676 Bond Issuance Expense		16.66	0.00%		133.28	0.00%	200.00	200.00	
Uncategorized Expense	-2,491.00			0.00					
Total Expenses	\$ 141,263.82	\$ 161,160.98	87.65%	\$ 1,252,246.48	\$ 1,289,287.84	97.13%	\$ 1,934,000.00	\$ 1,969,100.00	
Net Operating Income	\$ 2,174.04			\$ 15,389.93			\$ 0.00	\$ 10,900.00	

Shepherdstown Sewer
Fiscal Year 24 Budget Worksheet

	Month of March			Year to Date			FY 2023			Proposed FY24 Budget		
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget	Proposed Budget	Comments		
Income												
418 Sewer Interest Income	3,166.66	121.84%		32,129.04	28,500.00	112.73%	38,000.00	84.55%	\$ 43,000.00			
522 Metered Sewer Revenue	110,000.00	91.75%		939,376.00	990,000.00	94.89%	1,320,000.00	71.16%	\$ 1,490,476.59			
536 Other Wastewater Revenues	1,421.66	0.00%		2,788.50	12,795.00	21.79%	17,080.00	16.35%	\$ 3,718.00			
Total Income	\$ 104,784.96	\$ 114,588.32	91.44%	\$ 974,293.54	\$ 1,031,285.00	94.47%	\$ 1,375,080.00	70.85%	\$ 1,537,194.59			
Expenses												
401.1 Sewer Billing Expenses	1,238.92	717.07	172.78%	7,111.09	6,453.75	110.19%	8,605.00	82.64%	\$ 10,429.00			
401.2 Sewer Administration	2,989.98	3,983.32	75.08%	42,204.01	39,350.00	107.25%	51,300.00	82.27%	\$ 61,899.21			
401.3 Sewer Utility Billing	7,972.95	3,000.00	265.77%	93,402.24	27,000.00	345.93%	36,000.00	259.45%	\$ 36,900.00			
401.4 Sewer Plant Maintenance	7,402.14	15,489.67	47.78%	74,569.81	139,407.03	53.49%	185,867.00	40.12%	\$ 172,000.00			
403 Depreciation Expense	29,576.05	33,333.34	88.73%	236,608.40	300,000.00	78.87%	400,000.00	59.15%	\$ 380,000.00			
408 Taxes Other than Income	2,954.00	3,421.25	86.34%	24,988.71	30,791.25	81.16%	41,056.00	60.87%	\$ 36,650.00			
701 Salaries & Wages	38,599.00	27,486.84	140.80%	257,477.14	247,372.50	104.08%	328,735.00	78.32%	\$ 377,633.00			
704 Employee Pensions & Benefits	661.25	5,170.00	12.79%	46,777.46	46,530.00	100.53%	63,280.00	73.92%	\$ 68,606.00			
711 Sludge Removal	17,805.00	14,166.66	1242.71%	119,523.24	12,750.00	937.44%	17,000.00	703.08%	\$ 40,000.00			
715 Purchased Power	12,458.86	12,334.00	101.01%	98,779.93	111,006.00	88.99%	148,000.00	66.74%	\$ 15,200.00			
718 Chemicals	5,785.38	11,667.00	49.59%	74,760.88	105,003.00	71.20%	140,000.00	53.40%	\$ 140,000.00			
731 Contractual Svcs-Engineering	416.66	0.00%	1,260.61	3,750.00	33,62%	5,000.00	26.21%	\$ 5,000.00				
732 Contractual Svcs-Accounting	2,000.00	1,375.00	145.48%	32,269.17	12,375.00	260.76%	16,500.00	195.57%	\$ 18,150.00			
733 Contractual Svcs-legal	417.00	0.00%	2,214.85	3,753.00	59.02%	5,000.00	44.30%	\$ 5,000.00				
735 Contractual Svcs-testing	1,341.00	1,000.00	134.10%	5,743.42	9,000.00	63.82%	12,000.00	47.86%	\$ 5,000.00			
736 Contracted Services-Other	387.38	1,500.00	25.83%	9,347.12	13,500.00	69.24%	18,000.00	51.93%	\$ 5,000.00			
750 Transportation Expenses	389.19	1,250.00	31.14%	3,873.00	11,250.00	34.43%	15,000.00	25.82%	\$ 6,000.00			
757 Insurance-General Liability	4,074.00	3,500.00	116.40%	37,354.22	31,500.00	118.58%	42,000.00	88.94%	\$ 35,000.00			
759 Insurance-Other				83.33					\$ -			
760 Advertising	214.11	166.66	128.47%	841.72	1,500.00	56.11%	2,000.00	42.09%	\$ 2,000.00			
775 Sewer Admin. Lending Fees	3,592.58			10,777.74					\$ -			
Total Expenses	\$ 139,341.78	\$ 127,643.47	109.16%	\$ 1,179,968.09	\$ 1,152,291.53	102.40%	\$ 1,535,342.00	76.85%	\$ 1,420,467.21			
Net Operating Income	\$ -34,556.82			\$ -205,674.55					\$ 116,727.38			

March 2023 Monthly Reports

	Avg.	Max	Avg. Allowed	Max Allowed	Avg. Lbs. Allowed	Max Lbs. Allowed	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs. Allowed
Flow	0.2903	Mgd	0.4279	Mgd	0.6670	Rpt Only	N/A	N/A	N/A
BOD	<2.0	Mg/l	<2.0	Mg/l	30	60	3.96	167	334
TSS	<1.0	Mg/l	<1.0	Mg/l	30	60	1.98	167	334
TKN	0.91	Mg/l	1.70	Mg/l	3	6	2.32	3.99	17
Fecal	<10	ml	<10	ml	200	400	N/A	N/A	N/A
Total N	1.75	Mg/l	2.70	Mg/l	Rpt Only	Rpt Only	N/A	131.34	507
Total P	0.021	Mg/l	0.061	Mg/l	Rpt Only	Rpt Only	N/A	1.58	50.7
Copper	<0.0037	Mg/l	<0.0037	Mg/l	0.0094	0.0212	N/A	N/A	N/A
Zinc	0.0324	Mg/l	0.0324	Mg/l	Rpt Only	Rpt Only	N/A	N/A	N/A
Lead	<0.0025	Mg/l	<0.0025	Mg/l	Rpt Only	Rpt Only	N/A	N/A	N/A
Aluminum	0.033	Mg/l	0.033	Mg/l	Rpt Only	Rpt Only	N/A	N/A	N/A
Chloride	0.199	Mg/l	0.199	Mg/l	Rpt Only	Rpt Only	N/A	N/A	N/A
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only	N/A	N/A	N/A
PH	6.9	S.U.	6.9	S.U.	6.5	8.5	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 _____ March _____

Year _____ 2023

Plant _____ Shepherdstown W.W.T.P.

City _____ Shepherdstown

Operator _____ Kenny Shipley

		INFLUENT WASTEWATER				DIGESTERS			EFFLUENT TEMP.			PLANT EFFLUENT						
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)
1				0.3155				16000										
2	0.03			0.2971				16000										
3	0.78			0.3152				8000										
4				0.3688				8000										
5				0.3204				8000										
6				0.2236				8000	10000									
7				0.4279				8	8000	20000	6233					0.49	0.88	0.01
8				0.3085				32000										
9				0.3704				40000										
10	0.14			0.2423				12000	25000									
11				0.3063				12000	25000									
12	0.07			0.3567				12000										
13	0.03			0.2346				12000	20000									
14		117	123	0.2377				32000			<1.0	<2.0		<10	6.9	0.70	2.40	0.061
15				0.2509				32000										
16				0.2604				32000										
17	0.12			0.2415				16000	15000									
18				0.2776				16000										
19				0.2782				16000										
20				0.2592				32000	20000									
21				0.2754				32000		6841						0.73	1.02	<0.01
22				0.2937				32000										
23	0.05			0.2773			9	32000	15000									
24	0.52			0.3404				32000										
25	0.26			0.2754				16000										
26				0.2868				16000										
27				0.2562				32000	20000									
28				0.2813				32000								1.70	2.70	0.012
29	0.01			0.2776				40000										
30				0.2875				40000										
31				0.2745				16000	20000									
Total	2.01	117	123	0.9889			17	688000	190000	12874	<1.0	<2.0		6.90	3.62	7.00	0.084	
Average	0.20	117	123	0.2903			8.5	22194	19000	6437	<1.0	<2.0		6.90	0.91	1.75	0.021	
Minimum	0.01	117	123	0.2236			8	8000	10000	6233	<1.0	<2.0		6.90	0.49	0.88	<0.01	
Maximum	0.78	117	123	0.4279			9	40000	25000	6641	<1.0	<2.0		6.90	1.70	2.70	0.061	

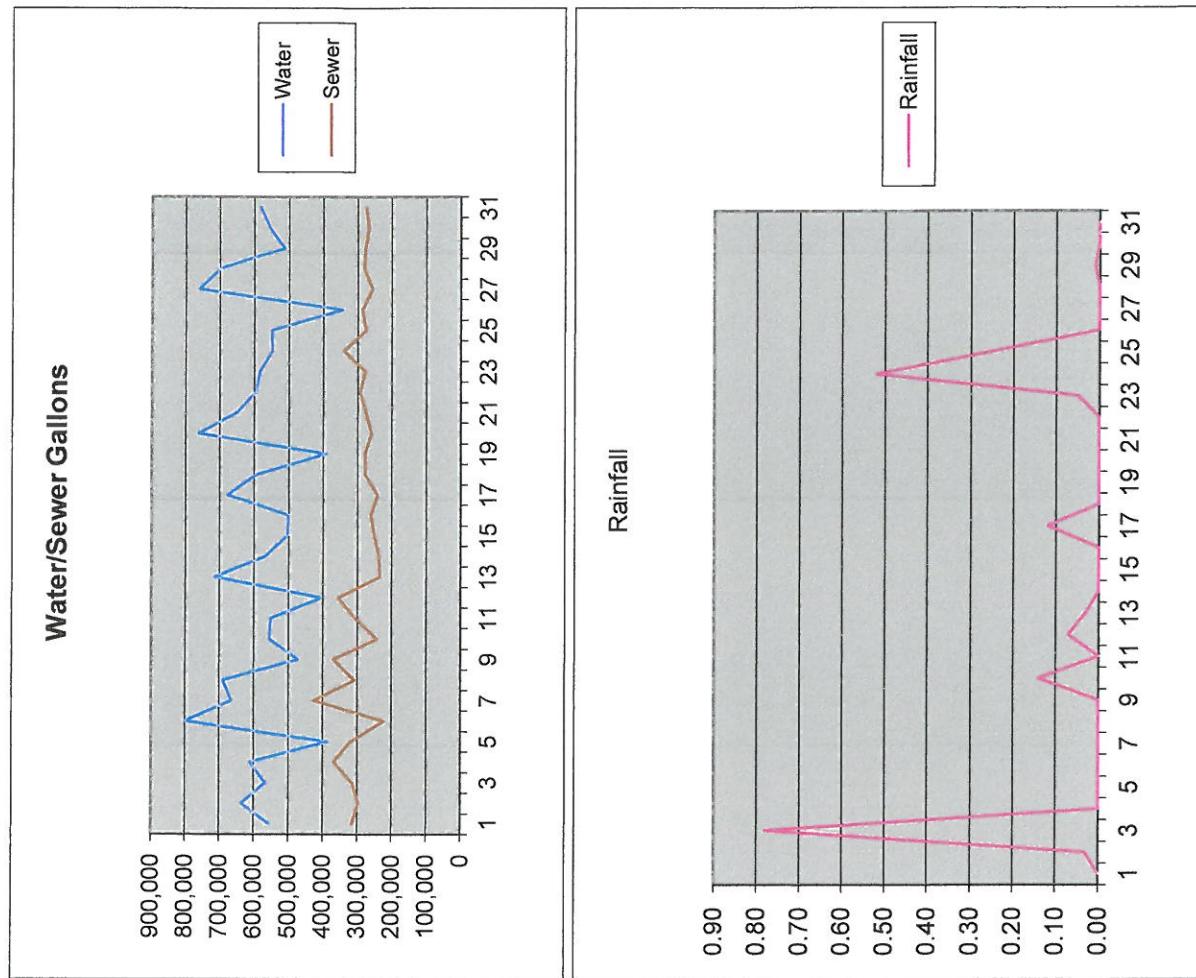
MAIL ONE COPY EACH TO:

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 March 2023

Date	Water	Sewer	RainFall
1	556,000	315,500	0.00
2	635,400	297,100	0.03
3	566,900	315,200	0.78
4	611,000	368,800	0.00
5	385,900	320,400	0.00
6	800,500	223,600	0.00
7	665,100	427,900	0.00
8	689,200	308,500	0.00
9	472,900	370,400	0.00
10	555,300	242,300	0.14
11	550,500	306,300	0.00
12	403,800	356,700	0.07
13	714,500	234,600	0.03
14	568,300	237,700	0.00
15	503,200	250,900	0.00
16	500,400	260,400	0.00
17	677,400	241,500	0.12
18	593,200	277,600	0.00
19	391,300	278,200	0.00
20	761,900	259,200	0.00
21	650,000	275,400	0.00
22	595,100	293,700	0.00
23	583,000	277,300	0.05
24	547,000	340,400	0.52
25	548,800	275,400	0.26
26	344,600	286,800	0.00
27	760,000	256,200	0.00
28	698,800	281,300	0.00
29	512,500	277,600	0.01
30	554,700	267,500	0.00
31	581,400	274,500	0.00
Avg.	579,955	290,287	0.06



CORPORATION OF SHEPHERDSTOWN

WV3301933

Consumer Confidence Report – 2023

Covering Calendar Year – 2022

This brochure is a snapshot of the quality of the water that we provided last year. Included are the details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards. We are committed to providing you with information because informed customers are our best allies. If you would like to observe the decision-making process that affects drinking water quality or if you have any questions, comments or suggestions, please attend any regularly scheduled water board meeting held on the *last Thursday* of each month at 12:30 pm in the *Town Hall* or call Charles Coe Chief Operator at 304-876-2394

Your water comes from :

Source Name	Source Water Type
INTAKE-POTOMAC RIVER	Surface Water

Buyer Name	Seller Name
There are no additional purchases to display.	

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in sources water before we treat it include:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, livestock operations and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.

Pesticides and herbicides, which may come from a variety of sources such as storm water run-off, agriculture, and residential users.

Radioactive contaminants, which can be naturally occurring or the result of mining activity.

Organic contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also come from gas stations, urban storm water run-off, and septic systems.

In order to ensure that tap water is safe to drink, EPA prescribes regulation which limits the amount of certain contaminants in water provided by public water systems. We treat our water according to EPA's regulations. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Our water system has an estimated population of 4300 and is required to test a minimum of 5 samples per month in accordance with the Total Coliform Rule for microbiological contaminants. Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public.

Water Quality Data

The following tables list all of the drinking water contaminants which were detected during the 2022 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1- December 31, 2022. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old.

Terms & Abbreviations

Maximum Contaminant Level Goal (MCLG): the "Goal" is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL): the "Maximum Allowed" MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Secondary Maximum Contaminant Level (SMCL): recommended level for a contaminant that is not regulated and has no MCL.

Action Level (AL): the concentration of a contaminant that, if exceeded, triggers treatment or other requirements.

Treatment Technique (TT): a required process intended to reduce levels of a contaminant in drinking water.

Maximum Residual Disinfectant Level (MRDL): the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Non-Detects (ND): lab analysis indicates that the contaminant is not present.

Parts per Million (ppm) or milligrams per liter (mg/l)

Parts per Billion (ppb) or micrograms per liter ($\mu\text{g}/\text{l}$)

Picocuries per Liter (pCi/L): a measure of the radioactivity in water.

Millirems per Year (mrem/yr): measure of radiation absorbed by the body.

Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly and yearly.

Nephelometric Turbidity Unit (NTU): a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.

Running Annual Average (RAA): an average of sample results obtained over the most current 12 months and used to determine compliance with MCLs.

Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

Testing Results for: CORPORATION OF SHEPHERDSTOWN

Microbiological	Result	MCL	MCLG	Typical Source
No Detected Results were Found in the Calendar Year of 2022				

Regulated Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
ARSENIC	8/8/2022	1.8	1.8	ppb	10		Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
BARIUM	8/8/2022	0.0492	0.0492	ppm	2	2	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
BENZO(A)PYRENE	11/29/2022	23	23	ppt	200	0	Leaching from linings of water storage tanks and distribution lines
CHROMIUM	8/8/2022	0.98	0.98	ppb	100	100	Discharge from steel and pulp mills; Erosion of natural deposits
FLUORIDE	8/8/2022	0.69	0.69	ppm	4	4	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
NITRATE	8/8/2022	0.88	0.88	ppm	10	10	Runoff from fertilizer use; Leaching from septic

Regulated Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
							tanks, sewage; Erosion of natural deposits
NITRATE-NITRITE	8/8/2022	0.88	0.88	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Disinfection Byproducts	Sample Point	Monitoring Period	Highest LRAA	Range (low/high)	Unit	MCL	MCL G	Typical Source
TOTAL HALOACETIC ACIDS (HAA5)	CRESS CREEK-SHEPHERD GRADE	2022	40	20 - 32	ppb	60	0	By-product of drinking water disinfection
TOTAL HALOACETIC ACIDS (HAA5)	SHEETZ RT. 45	2022	29	12 - 33.74	ppb	60	0	By-product of drinking water disinfection
TTHM	CRESS CREEK-SHEPHERD GRADE	2022	44	12 - 76	ppb	80	0	By-product of drinking water chlorination
TTHM	SHEETZ RT. 45	2022	41	5 - 94	ppb	80	0	By-product of drinking water chlorination

Lead and Copper	Monitoring Period	90 th Percentile	Range (low/high)	Unit	AL	Sites Over AL	Typical Source
COPPER, FREE	2020 - 2022	0.0821	0.0011 - 0.177	ppm	1.3	0	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD	2020 - 2022	2.9	0 - 67.5	ppb	15	1	Corrosion of household plumbing systems; Erosion of natural deposits

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Your water system is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

CORPORATION OF SHEPHERDSTOWN is working towards identifying service line materials throughout the water distribution supply. The service line inventory is required to be submitted to the state by October 16, 2024. The most up to date inventory is located with our contractor 120 Water, if you have any questions about our inventory, please contact Charles Coe 304-876-2394.

Chlorine/Chloramines Maximum Disinfection Level	MPA	MPA Units	RAA	RAA Units
2022 - 2022	1.0000	MG/L	0.8	MG/L

Total Organic Carbon Lowest Month for Removal	Collection Date	Highest Value	Range	Unit	TT	Typical Source
CARBON, TOTAL	10/17/2022	2.4	0 - 2.4	MG/L	0	Naturally present in the environment

Radiological Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
No Detected Results were Found in the Calendar Year of 2022							

Secondary Contaminants-Non Health Based Contaminants-No Federal Maximum Contaminant Level (MCL) Established.	Collection Date	Highest Value	Range (low/high)	Unit	SMCL
ALKALINITY, TOTAL	11/29/2022	237	47 - 237	MG/L	10000
CARBON, DISSOLVED ORGANIC (DOC)	9/12/2022	6.7	0.82 - 6.7	MG/L	
CARBON, TOTAL	11/7/2022	3.1	0 - 3.1	ppm	10000
CRYPTOSPORIDIUM	12/17/2018	1	0 - 1		
GIARDIA LAMBLIA	12/17/2018	1	0 - 1		1
NICKEL	8/8/2022	0.00096	0.00096	MG/L	0.1
PH	8/7/2018	7.4	7.4	SU	8.5
SODIUM	8/8/2022	16.7	16.7	MG/L	1000
SULFATE	8/8/2022	52.6	52.6	MG/L	250
SUVA (SPECIFIC ULTRAVIOLET ABSORBANCE)	4/11/2022	3.4	0.6 - 3.4	L/MG-M	
UV ABSORBANCE @254 NM	4/11/2022	0.068	0.01 - 0.068	CM-1	

During the 2022 calendar year, we had the below noted violation(s) of drinking water regulations.

Compliance Period	Analyte	Comments
10/1/2022	LEAD & COPPER RULE	FOLLOW-UP OR ROUTINE TAP M/R (LCR) REQUESTED RESCIND 2022

Additional Required Health Effects Language:

Infants and children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home's plumbing. If you are concerned about elevated lead levels in your home's water, you may wish to have your water tested and flush your tap for 30 seconds to 2 minutes before using tap water. Additional information is available from the Safe Drinking Water Hotline (800-426-4761).

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.

There are no additional required health effects violation notices.

Water System	Type	Category	Analyte	Compliance Period
No Violations Occurred in the Calendar Year of 2022				

There are no additional required health effects violation notices.

There are no additional required health effects notices.

Your CCR is available at Shepherdstown.us

If you would like a hard copy, please visit Shepherdstown Townhall during normal hours 8am-4:30pm

MONTHLY OPERATIONAL REPORT

Required Surface/(GWUDI)

PWSID NUMBER: WV 3301933

MONTH/YEAR: April 2023

SYSTEM NAME Shepherdstown Water

PHONE NUMBER 304-876-2394 COUNTY Jefferson

DATE	PLANT FLOW				CHEMICALS USED				Indicate chemicals used in blocks below				FILTER BACKWASH				
	Plant Oper Time (HRS)	Filtered Water (GALS)	Flow Rate (GPM)	del pack lbs	fluoride ppm	fluoride lbs	ppm	ppm	potassium permanganate lbs	ppm	Post Chlorine lbs	ppm	Pre Chlorine lbs	ppm	Post Chlorine lbs	ppm	Wash Water (GAL/S)
1	12	568,000	789	257	54.2	0.0	9	1.9	0.0	4	0.1	0.0	0.0	0.0	9	1.9	2
2	8	371,000	783	168	54.2	0.0	8	2.6	0.0	5	1.6	0.0	0.0	0.0	7	2.3	2
3	16	766,900	799	347	54.3	0.0	11	1.7	0.0	9	1.1	0.0	0.0	0.0	14	2.2	2
4	14	624,700	744	296	56.8	0.0	11	2.1	0.0	5	1.0	0.0	0.0	0.0	12	2.3	2
5	11	523,700	793	237	54.3	0.0	8	1.8	0.0	6	1.4	0.0	0.0	0.0	8	1.8	2
6	13	601,700	771	272	54.2	0.0	9	1.8	0.0	7	1.4	0.0	0.0	0.0	11	2.2	2
7	12	567,000	768	256	54.1	0.0	10	2.1	0.0	7	1.5	0.0	0.0	0.0	11	2.3	2
8	12	564,100	783	255	54.2	0.0	9	1.9	0.0	7	1.5	0.0	0.0	0.0	10	2.1	2
9	8	377,600	787	171	54.3	0.0	9	2.9	0.0	5	1.6	0.0	0.0	0.0	10	3.2	2
10	15	729,200	810	330	54.3	0.0	9	1.5	0.0	8	1.3	0.0	0.0	0.0	12	2.0	2
11	17	666,200	653	301	54.2	0.0	12	2.2	0.0	9	1.6	0.0	0.0	0.0	13	2.3	2
12	12	567,700	788	257	54.3	0.0	10	2.1	0.0	7	1.5	0.0	0.0	0.0	10	2.1	2
13	14	669,600	797	303	54.3	0.0	9	1.6	0.0	7	1.3	0.0	0.0	0.0	11	2.0	2
14	14	639,900	762	289	54.2	0.0	11	2.1	0.0	8	1.5	0.0	0.0	0.0	13	2.3	2
15	12	561,600	774	254	54.2	0.0	10	2.1	0.0	7	1.5	0.0	0.0	0.0	10	2.1	2
16	8	392,200	788	177	54.2	0.0	8	2.4	0.0	5	1.5	0.0	0.0	0.0	8	2.4	2
17	16	769,600	797	348	54.2	0.0	11	1.7	0.0	9	1.4	0.0	0.0	0.0	13	2.4	2
18	15	618,700	687	280	54.3	0.0	11	2.1	0.0	7	1.4	0.0	0.0	0.0	11	2.3	2
19	12	512,000	711	231	54.1	0.0	7	1.6	0.0	6	1.4	0.0	0.0	0.0	9	2.1	2
20	15	703,400	782	318	54.2	0.0	13	2.2	0.0	9	1.5	0.0	0.0	0.0	13	2.0	2
21	15	714,500	794	322	54.2	0.0	13	2.2	0.0	8	1.3	0.0	0.0	0.0	13	2.2	2
22	15	694,900	783	314	54.2	0.0	12	2.1	0.0	9	1.6	0.0	0.0	0.0	12	2.1	2
23	9	400,200	785	181	54.2	0.0	12	3.6	0.0	5	1.5	0.0	0.0	0.0	9	2.7	2
24	15	741,400	802	335	54.2	0.0	10	1.6	0.0	10	1.6	0.0	0.0	0.0	14	2.3	2
25	16	772,400	805	349	54.2	0.0	13	2.0	0.0	8	1.2	0.0	0.0	0.0	14	2.2	2
26	14	659,100	785	298	54.2	0.0	11	2.0	0.0	7	1.3	0.0	0.0	0.0	11	2.0	2
27	14	674,900	803	305	54.2	0.0	13	2.3	0.0	9	1.6	0.0	0.0	0.0	13	2.3	2
28	13	633,200	812	286	54.2	0.0	12	2.3	0.0	8	1.5	0.0	0.0	0.0	12	2.3	2
29	12	568,800	783	257	54.2	0.0	10	2.1	0.0	7	1.5	0.0	0.0	0.0	12	2.5	2
30	8	382,000	796	173	54.2	0.0	9	2.8	0.0	4	1.3	0.0	0.0	0.0	10	3.1	2
31																	
TOTAL	387	18,036,200	23,333	8,166,4	1,628,8	310,0	63,5		212,0	41,4				335,0	67,9	60,0	581,527
Avg	13	601,207	778	272,2	54,3	10,3	2,1		7,1	1,4				11,2	2,3	2	19,384

PWSID NUMBER: WV 3301933

MONTH/YEAR: April 2023

ANALYTICAL RESULTS

Date	Plant (Ffree)	Chlorine Residual (mg/L)		Sampling Location of System Total Chlorine Residual			Turbidity (NTU)			pH (S.U.)			Monthly Operational Remarks
		System (Total)	Sampling Initials	Raw	Settled	Finished	Raw	Settled	Finished	Raw	Settled	Finished	
1	1.5	1.2	106 college street	alw	15.5	0.7	0.05	6.9	6.9	6.80			
2	1.6	1.0	Sheetz	dag	15.3	0.7	0.05	6.8	6.8	7.00			
3	1.5	1.0	Kings	rdj	11.6	0.7	0.05	7.2	6.9	6.80			
4	1.5	1.0	Kwik check	rdj	7.0	0.7	0.05	7.2	6.9	6.80			
5	1.4	0.9	shep chronicle	dcs	7.2	0.7	0.04	7.2	7.2	6.90			
6	1.5	1.1	209 rocky street	rdj	7.5	0.7	0.04	7.2	7.2	7.00			
7	1.5	1.0	marias taqueria	rdj	7.0	0.7	0.04	7.2	7.2	6.90			
8	1.5	0.9	subway	dcs	7.2	0.7	0.03	7.2	7.1	6.90			
9	1.5	0.8	Iroc's	dcs	7.2	0.7	0.03	6.9	7.0	7.10			
10	1.5	0.8	public works	cwc	7.0	0.7	0.04	7.1	7.2	7.00			
11	1.4	1.2	food lion	cwc	7.0	0.7	0.04	7.1	7.1	7.00			
12	1.4	1.1	town hall	cwc	6.7	0.7	0.04	7.2	7.1	7.00			
13	1.4	1.0	riverside market	dcs	7.0	0.7	0.05	7.1	7.2	7.00			
14	1.4	0.6	inetc	dcs	6.2	0.7	0.05	7.1	7.2	7.00			
15	1.4	1.1	food lion	alw	7.5	0.7	0.06	7.1	7.1	7.00			
16	1.4	0.9	Shep Liquor Store	dag	7.7	0.7	0.06	6.8	7.0	6.80			
17	1.3	1.0	207 Rocky St	rdj	8.2	0.7	0.07	7.1	7.0	6.90			
18	1.3	0.8	Waste Water	dcs	8.2	0.7	0.08	7.1	7.1	7.00			
19	1.5	0.8	cool green auto	dcs	7.9	0.7	0.08	7.0	7.2	7.10			
20	1.6	1.4	pahandle puffs	dcs	7.7	0.7	0.08	7.2	7.2	7.10			
21	1.5	1.0	union alley	dcs	7.7	0.7	0.08	7.0	7.0	7.10			
22	1.6	1.1	1528 saddpiper lane	alw	8.7	0.7	0.08	7.1	7.1	7.00			
23	1.5	0.8	Dairy Queen	dag	8.9	0.7	0.08	6.7	6.9	6.90			
24	1.5	1.3	263 Woodcock Ave	rdj	8.2	0.7	0.08	7.0	7.0	6.90			
25	1.6	1.6	University Dr. hydrant	rdj	8.4	0.7	0.06	7.1	7.0	7.10			
26	1.5	1.1	dominos	alw	7.9	0.7	0.07	7.2	7.1	7.10			
27	1.5	1.7	princess/ high st. hydrant	cwc	9.2	0.7	0.07	7.1	7.2	6.80			
28	1.5	1.0	sweat shop	dcs	8.5	0.7	0.07	7.1	7.0	6.80			
29	1.5	1.0	7=11	alw	9.2	0.7	0.07	7.1	7.1	7.00			
30	1.7	1.6	Devonshire Pub	dag	10.9	0.7	0.06	6.7	7.0	7.00			
31													
TOTAL	44.5	31.7			254.2	21.4	1.73	211.80	212.00	208.80			
Avg	1.5	1.1			8.5	0.7	0.06	7.06	7.07	6.96			

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)WVOP01358
(Certified Operator Signature Required)
Exp. Date: 3/31/2024
Certification Class IIINumber of Filters Used: _____
(filters)
Total Filter Surface Area: _____
(sq. ft.)
Average Filter Run/Each Filter: _____
(hrs.)
% Backwash Water: _____
(%)

Date: _____

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: April 2023

ANALYTICAL RESULTS (mg/L)

DATE	Iron		Manganese		Phenolphthalein Alkalinity		Total Alkalinity		Calcium Hardness		(TDS) (Finished)	TEMP °F or C° (Finished)	Langmuir Saturation Index (LSI) (Finished)
	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished	Raw	Finished			
1					85	44				86		13.3	
2			66	54					91			13.1	
3			68	55					86			12.7	
4			72	59					91			14.6	
5			71	58					92			15.3	
6			70	59					93			16.4	
7			76	63					98			16.2	
8			79	62					95			16.4	
9			72	57					89			16.9	
10			77	68					102			15.5	
11			78	65					83			17.6	
12			82	69					109			16.5	
13			81	69					113			17.4	
14			81	72					114			17.2	
15			84	71					105			18.9	
16			94	73					104			18.8	
17			99	78					99			19.2	
18			88	79					100			19.2	
19			92	86					110			19.1	
20			80	76					133			17.8	
21			85	73					113			18.3	
22			89	75					135			19.5	
23			94	73					134			18.9	
24			91	81					135			18.4	
25			101	81					136			18.4	
26			89	86					142			18.5	
27			96	97					137			18.6	
28			97	83					141			18.2	
29			105	86					127			17.4	
30			91	81					142			17.6	
31													
TOTAL			2533	2133					3335			515.9	
Avg			84	71					1111			17	

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: APRIL 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.	TOTAL										
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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22													
23													
24													
25													
26													
27													
28													
29													
30													
31													

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

Total # of Samples Taken

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

CERTIFIED BY: Charles Coe
 (Certified Operator Signature required)

Date: _____

(Certified Operator Signature required)

Certification #: 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

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

PWSID NUMBER: WV 3301933
(Required)

QUARTER/YEAR 2023

System Name Shepherdstown Water County Jefferson

Treatment Plant Name _____

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

CERTIFIED BY: _____
(Certified Operator's Printed Name Required)

Date: _____

(Certified Operator's Signature Required)

Certification # _____ Exp. Date _____

Certification Class _____ Telephone Number _____

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

WV Office of Environmental Health Services RD&C Unit

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

MONTH/YEAR: April 2023

(Required)

SYSTEM TYPE:(Mark One)

Ground

Surface

Ground Water Under the Influence of Surface Water

SYSTEM NAME Shepherdstown Water

PHONE NUMBER

876-2394

COUNTY Jefferson

FLUORIDE CHEMICAL USED: HYDROFLUOSILICIC ACID

PURITY: 23.5%

DATE	GALLONS OF WATER TREATED*	POUNDS/GAL OF CHEMICALS USED	ANALYTICAL RESULTS (mg/L)	
			PLANT EFFLUENT	DISTRIBUTION SYSTEM
1	568000.00	9.00	0.63	0.52
2	371000.00	8.00	0.63	0.62
3	766900.00	11.00	0.69	0.59
4	654700.00	11.00	0.58	0.54
5	523700.00	8.00	0.52	0.57
6	601700.00	9.00	0.64	0.71
7	567000.00	10.00	0.61	0.57
8	564100.00	9.00	0.64	0.55
9	377600.00	9.00	0.58	0.58
10	729200.00	9.00	0.64	0.55
11	666200.00	12.00	0.61	0.54
12	567700.00	10.00	0.55	0.65
13	669600.00	9.00	0.61	0.59
14	639900.00	11.00	0.59	0.60
15	561600.00	10.00	0.62	0.58
16	392200.00	8.00	0.56	0.60
17	769600.00	11.00	0.51	0.62
18	618700.00	11.00	0.55	0.51
19	512000.00	7.00	0.62	0.62
20	703400.00	13.00	0.52	0.54
21	714500.00	13.00	0.58	0.51
22	694900.00	12.00	0.58	0.50
23	400200.00	12.00	0.66	0.64
24	741400.00	10.00	0.67	0.65
25	772400.00	13.00	0.63	0.55
26	659100.00	11.00	0.62	0.56
27	674900.00	13.00	0.71	0.62
28	633200.00	12.00	0.68	0.59
29	568800.00	10.00	0.57	0.55
30	382000.00	9.00	0.59	0.63
31				
TOTAL	18,066,200.00	310.00	18.19	17.45
AVERAGE	602,206.67	10.33	0.61	0.58
HIGHEST READING			0.71	0.71
LOWEST READING			0.51	0.50

*Optional if reported on EW-90/EW-103

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

CERTIFIED BY: Charles Coe

(Certified Operator Printed Name Required)

DATE:

(Certified Operator Signature Required)

Certification#: WVOP01358

Exp. Date 3/31/2024 Certification Class III

Complete and return within 10 days after the end of the month to:
 WV Office of Environmental Health Services - Data Management
 Capitol and Washington Streets, 1 Davis Square, Suite 200, Charleston, WV 25301-1798
 Phone: (304) 558-2981 FAX: (304) 558-0139

Line items with a green background reflect changes since the April status update.

SECTION 571
NON-FEDERAL SPONSOR (NFS): CORPORATION OF SHEPHERDSTOWN
PROJECT: SHEPHERDSTOWN WATER WORKS DISTRIBUTION SYSTEM IMPROVEMENTS

MAY STATUS UPDATE

PHASE	STEP/ACTIVITY	STATUS	NOTES
PRE-PPA PHASE	<p>1. Project Initiation/Kick-off Meeting (KOM)</p> <p>2. PMP</p> <ul style="list-style-type: none"> a) Value Management Plan/Value Engineering (VMP/VE) b) Circulate PMP for POF Signatures & NFS Acknowledgement <p>3. Letter Report/Decision Document (DD)</p> <ul style="list-style-type: none"> a) NAD prepare letter Report/DD b) Letter of Intent (LOI) - NFS prints on Sponsor letter head, signs, returns to USACE c) Self-certification of Financial Capability for DD, NFS signs & returns to USACE d) District Quality Control (DQC) Review of DD e) District, Legal Review & Comment <p>4. Prepare Draft Model Project Partnership Agreement (PPA)</p> <ul style="list-style-type: none"> a) Provide NFS draft PPA for review b) Self-certification of Financial Capability for Agreements - NFS signs & Returns to USACE c) Certificate of Lobbying d) Provide Certificate of Authority to NFS for review e) District, Legal Sufficiency f) Prepare PPA checklist and NAD transmittal memo g) Submit PPA checklist and transmittal memo into GEARs h) Conduct pre-brief with NAD j) PPA checklist & Signed transmittal memo for NAD <p>5. NAD Approval of Letter Report/DD & Draft Model PPA</p> <ul style="list-style-type: none"> a) USACE submit NAD Submittal Package of Letter Report/DD & Draft Model PPA b) NFS review & comment, NAD respond to comments & revise Letter Report and/or PPA as necessary & resubmit c) NAD approval memo of Letter Report/DD d) NAD approval of PPA Memo <p>6. Execute Final Model Project Partnership Agreement (PPA)</p> <ul style="list-style-type: none"> a) Includes Certificate of Lobbying – NFS signs now b) Includes Certificate of Authority – NFS signs now c) Circulate to NFS for signature then USACE signature from District Commander <p>7. Environmental Compliance/NEPA</p> <ul style="list-style-type: none"> a) NFS provide Draft Environmental Assessment (EA) b) i) Draft Phase I Environmental Site Assessment (ESA) b) ii) DQC b) iii) Agency Technical Review (ATR) d) Legal Review e) Required 30 Day Public Review Period of EA (~45 days) f) Submit Draft Environmental Compliance/NEPA documentation to NAD for Review and Approval g) Statement of Technical Review (Should be completed prior to District Commander signing Final EA) <p>8. FONSI (Finding of No Significant Impact)</p> <p>NOTE: FONSI must be signed prior to Construction Contract solicitation</p> <p>9. USACE Quality Assurance (QA) Review of Plans & Specifications (P&S)</p> <p>10. Real Estate (RE) Plan</p> <p>11. Confirm Required Permits have been Obtained (when applicable)</p> <p>12. Solicitation of Construction Contract</p> <p>13. Construction Contract Award</p> <p>14. Construction Begins</p> <p>15. Construction Complete</p> <p>16. NFS Contract Physically and Fiscally Complete</p> <p>17. USACE Fiscally Complete Project</p>	<p>✓ 09/09/2022</p> <p>✓ 11/18/2022</p> <p>✓ 10/06/2022</p> <p>✓ 11/18/2022</p> <p>✓ 02/23/2023</p> <p>✓ 01/13/2023</p> <p>✓ 02/02/2023</p> <p>✓ 01/19/2023</p> <p>✓ 02/09/2023</p> <p>✓ 02/23/2023</p> <p>✓ 01/17/2023</p> <p>✓ 03/01/2023 NFS signs and returns to USACE NFS does not sign until PPA is approved to execute by North Atlantic Division (NAD)</p> <p>✓ 03/28/2023 NFS does not sign until PPA is approved to execute by NAD</p> <p>✓ 03/10/2023</p> <p>✓ 03/28/2023 System to obtain signature by Deputy District Engineer (DDE) & District Commander</p> <p>✓ 03/28/2023</p> <p>✓ 04/04/2023</p> <p>✓ 04/06/2023</p> <p>✓ 04/06/2023 IN PROGRESS</p> <p>✓ 04/16/2023 IN PROGRESS</p> <p>✓ 05/06/2023 IN PROGRESS</p> <p>Forecasted to be completed NLT June 2023; This activity will start once NAD approval of Draft Model PPA</p> <p>IN PROGRESS</p> <p>✓ 02/17/2023</p> <p>✓ 02/17/2023 DOC concluded 14 April 2023</p> <p>IN PROGRESS</p> <p>The FONSI will be signed when item 7, Environmental Compliance/NEPA is approved by NAD. Anticipated August</p> <p>Will initiate once PPA has been fully executed by USACE & Sponsor</p> <p>✓ 05/01/2023 Completed and fully executed on 05/01/2023</p>	<p>We are currently working these activities</p>
DESIGN PHASE			
CONSTRUCTION PHASE			

Current Status: The USACE Baltimore District submitted the Letter Report/Decision Document and PPA package to NAD for their review and approval on 04/06/2023. NAD provided comments on 05/16/2023 to the Baltimore District. Comments were addressed and sent back to NAD for back-check. The next step will be to finalize the Letter Report and execute the PPA. This occurs when the Non-Federal Sponsor (Corporation of Shepherdstown) signs the PPA, returns to the Baltimore District, which is then signed by our District Commander (Col. Pinchasin). PPA execution is anticipated to be NLT 05 June, pending no comments or questions from the Non-Federal Sponsor and NAD review and approval of the PPA. Currently, there is a slight delay (approx. 1 week as NAD approval was anticipated 05/10/2023. PPA execution may slip into the following week (week of 06/12).

Critical Path: Complete Environmental Compliance/NEPA documentation and receive approval from NAD so that the FONSI can be issued. This process will take a few months as the Baltimore District must conduct District Quality Control (DQC), which can take up to 3 weeks. Per Section 571 Program Guidance, the Environmental Compliance/NEPA documentation must then go through Agency Technical Review (ATR), which must be performed outside the Baltimore District. We are coordinating with Philadelphia District now for this effort. Philadelphia District provided their comments 04/28/2023 and the Baltimore District is currently working on comment responses. Upon ATR completion, Baltimore District will submit to NAD for their review and approval. Concurrently with NAD review, a minimum 30 day public comment period is required for the Environmental Compliance/NEPA documentation. Once Environmental Compliance/NEPA documentation is approved, we can move toward issuing the FONSI. Until the FONSI is signed by our District Commander, the contract solicitation for construction of the project cannot occur, per the Section 571 Program Guidance & the terms provided in the PPA. Environmental Compliance/ NEPA & signed FONSI is anticipated to be completed in August 2023.

Frank Welch

From: Jack Shaw <jshaw@shepherd.edu>
Sent: Thursday, May 11, 2023 11:29 AM
To: jimauxer@yahoo.com; Frank Welch
Cc: Scott Barton; Debra Langford-Hiergeist; Jo Mullikin; Elizabeth Sechler
Subject: Potomac Place Water Bill Request
Attachments: Water Board Letter.pdf; Potomac Place Water Bill Appeal.docx; Utilities.xlsx

Mayor Auxer,

I have attached a copy of the letter that I dropped off to your office earlier today. I am including the utilities spreadsheet mentioned in the note.

Please let me know if you or Mrs. Kemnitzer have any questions.

Take care,

Jack Shaw, CASP

Associate Vice President for Campus Services
Shepherd University
Shepherdstown, WV 25443

Office (304) 876-5323
Mobile (304) 268-4399
jshaw@shepherd.edu



Auxiliary Enterprises

P.O. Box 5000
Shepherdstown
West Virginia 25443-5000
T 304-876-5323
F 304-876-3101

Monday, May 8, 2023

TO: Mr. Jim Auxer, Mayor – Shepherdstown, Ex-Officio Water and Sanitary Board Member
Mrs. Sue Kemnitzer, Chair – Shepherdstown Water and Sanitary Board
Mr. Frank Welch – Shepherdstown Director of Public Works

FROM: Jack Shaw, Associate Vice President for Campus Services

RE: Water Bills for Potomac Place Residence Hall

I am respectfully writing to the Town of Shepherdstown Water Department with a request that Shepherd University be provided an account adjustment credit from recent town water invoices between July 14, 2022 and December 14, 2022 at the University's Potomac Place residence hall. In mid-December, after several months of inordinately high-water bills, Shepherd University's Facilities Department replaced flappers in approximately 150 toilets in the Potomac Place residence hall. Our estimate is that the loose flappers could have contributed up to 50 gallons of leaked water usage per day per toilet.

Town water bill invoices between July 14 and December 14, 2022 were \$26,448 (97%) above year prior amounts with water gallon usage up 115%.

Since the flappers were replaced in mid-December, water gallon usage has returned to normal levels when compared to year prior usage. It is our sincere hope that the town will provide relief in the form of a credit for these extraordinary bills. I am including our analysis of the bills and water usage noted in this correspondence. Please do not hesitate to contact me if you have any questions about the information I have included here and with the attachment.

cc: Dr. Scott Barton, Vice President for Finance and Administration
Mrs. Debra Langford-Hiergeist, Executive Director for Procurement
Mr. Zach Pollard, Assistant Director for Facilities

Potomac Place Water per Corp of Shepherdstown Invoices

minimum fee

Months

	FY23	FY22	FY21	FY20	FY19	FY18
Jun to Jul	6/14/22 to 7/14/22	6/15/21 to 7/15/21	6/15 to 7/15/20	6/13 to 7/15/19	6/13 to 7/16/18	
begin meter	11,410,000	8,780,000	6,837,000	4,805,410	2,560,000	60,000
end meter	11,523,000	8,800,000	6,854,000	4,884,000	2,579,000	127,000
Potomac Place gallons billed	113,000	20,000	17,000	78,590	19,000	67,000
Potomac Place Cost	\$ 2,593.55	\$ 1,760.33	\$ 1,760.33	\$ 1,772.92	\$ 1,760.33	\$ 1,761.04
Riverside Mkt 2% Cost	\$ 52.93	\$ 35.93	\$ 35.93	\$ 36.18	\$ 35.93	\$ -
Jul to Aug	7/14 to 8/16/22	7/15 to 8/16/21	7/15 to 8/14/20	7/15 to 8/15/19	7/16 to 8/15/18	
begin meter	11,523,000	8,800,000	6,854,000	4,884,000	2,579,000	127,000
end meter	11,754,000	8,858,000	6,874,000	4,917,000	2,618,000	430,000
Potomac Place gallons billed	231,000	58,000	20,000	33,000	39,000	303,000
Potomac Place Cost	\$ 5,252.21	\$ 1,805.32	\$ 1,760.33	\$ 1,760.33	\$ 1,760.33	\$ 6,804.36
Riverside Mkt 2% Cost	\$ 107.19	\$ 36.84	\$ 35.93	\$ 35.93	\$ 35.93	\$ -
Aug to Sept	8/16 to 9/15/22	8/16 to 9/15/21	8/14 to 9/15/20	8/15 to 9/16/19	8/15 to 9/17/18	
begin meter	11,754,000	8,858,000	6,874,000	4,917,000	2,618,000	430,000
end meter	12,233,000	9,142,000	7,100,000	5,138,000	2,854,000	680,000
Potomac Place gallons billed	479,000	284,000	226,000	221,000	236,000	250,000
Potomac Place Cost	\$ 10,839.89	\$ 6,446.35	\$ 5,011.69	\$ 4,901.84	\$ 5,231.41	\$ 5,539.01
Riverside Mkt 2% Cost	\$ 221.22	\$ 131.56	\$ 102.28	\$ 100.04	\$ 106.76	\$ 113.04
Sept to Oct	9/15 to 10/14/22	9/16 to 10/15/21	9/15 to 10/15/20	9/16 to 10/15/19	9/17 to 10/15/18	
begin meter	12,233,000	9,142,000	7,100,000	5,138,000	2,854,000	680,000
end meter	12,804,000	9,446,000	7,361,000	5,411,000	3,105,000	1,131,000
Potomac Place gallons billed	571,000	304,000	261,000	273,000	251,000	451,000
Potomac Place Cost	\$ 12,912.74	\$ 6,896.97	\$ 5,780.69	\$ 6,044.35	\$ 5,560.97	\$ 9,955.22
Riverside Mkt 2% Cost	\$ 263.53	\$ 140.75	\$ 117.97	\$ 123.35	\$ 113.49	\$ 203.17
Oct to Nov	10/14 to 11/14/22	10/15 to 10/15/21	10/15 to 11/16/20	10/15 to 11/14/19	10/15 to 11/14/18	
begin meter	12,804,000	9,446,000	7,361,000	5,411,000	3,105,000	1,131,000
end meter	13,417,000	9,761,000	7,622,000	5,688,000	3,395,000	1,432,000
Potomac Place gallons billed	613,000	315,000	261,000	277,000	290,000	301,000
Potomac Place Cost	\$ 13,859.04	\$ 7,144.81	\$ 5,780.69	\$ 6,132.22	\$ 6,417.85	\$ 6,659.53
Riverside Mkt 2% Cost	\$ 282.84	\$ 145.81	\$ 117.97	\$ 125.15	\$ 130.98	\$ 135.91
Nov to Dec	11/14 to 12/15/2022	11/15 to 12/14/21	11/16 to 12/15/20	11/14 to 12/17/19	11/14 to 12/14/18	
begin meter	13,417,000	9,761,000	7,622,000	5,688,000	3,395,000	1,432,000
end meter	13,903,000	9,988,000	7,738,000	5,947,000	3,669,000	1,624,000
Potomac Place gallons billed	486,000	227,000	116,000	259,000	274,000	192,000
Potomac Place Cost	\$ 10,997.61	\$ 5,162.08	\$ 2,594.86	\$ 5,736.74	\$ 6,066.31	\$ 4,264.68
Riverside Mkt 2% Cost	\$ 224.44	\$ 105.35	\$ 52.96	\$ 117.08	\$ 123.80	\$ 87.03
Dec to Jan	12-15 to 1/17/2023	12/14 to 1/14/22	12/15/20 to 1/15/21	12/17 to 1/15/2020	12/14 to 1/15/19	
begin meter	13,903,000	9,988,000	7,738,000	5,947,000	3,669,000	1,624,000
end meter	14,077,000	10,134,000	7,776,000	5,988,000	3,709,000	1,716,000
Potomac Place gallons billed	174,000	146,000	38,000	41,000	40,000	92,000
Potomac Place Cost	\$ 3,967.94	\$ 3,337.08	\$ 1,760.33	\$ 1,760.33	\$ 1,760.33	\$ 2,067.55
Riverside Mkt 2% Cost	\$ 80.98	\$ 68.10	\$ 35.93	\$ 35.93	\$ 35.93	\$ 42.20
Jan to Feb	1/17/23 to 2/14/23	pipe burst per Shelly	1/15 to 2/16/21	1/15 to 2/13/2020	1/15 to 2/14/19	
begin meter	14,077,000	10,134,000	7,776,000	5,988,000	3,709,000	1,716,000
end meter	14,408,000	10,470,000	8,030,000	6,233,000	4,003,000	1,998,000
Potomac Place gallons billed	331,000	336,000	254,000	245,000	294,000	282,000
Potomac Place Cost	\$ 7,505.31	\$ 7,617.96	\$ 5,626.89	\$ 5,429.15	\$ 6,505.74	\$ 6,242.08
Riverside Mkt 2% Cost	\$ 153.17	\$ 155.47	\$ 114.83	\$ 110.80	\$ 132.77	\$ 127.39
Feb to Mar	2/14/23 to 3/16/23	2/14 to 3/14/2022	2/16 to 3/16/21	2/13 to 3/16/20	2/14 to 3/14/19	
begin meter	14,408,000	10,470,000	8,030,000	6,233,000	4,003,000	1,998,000
end meter	14,716,000	10,771,000	8,283,000	6,509,000	4,297,000	2,194,000
Potomac Place gallons billed	308,000	301,000	253,000	276,000	294,000	196,000
Potomac Place Cost	\$ 6,987.10	\$ 6,829.37	\$ 5,604.91	\$ 6,110.25	\$ 6,505.74	\$ 4,352.56
Riverside Mkt 2% Cost	\$ 142.59	\$ 139.28	\$ 114.39	\$ 124.70	\$ 132.77	\$ 88.83
3/16 to 4/14/20 Campus Closed						
Mar to Apr	3-14 to 4-14-22	3/16 to 4/15/21	Covid 19	3/14 to 4/15/19		
begin meter	10,771,000	8,283,000	6,509,000	4,297,000		
end meter	11,082,000	8,566,000	6,560,000	4,606,000		
Potomac Place gallons billed	311,000	283,000	51,000	309,000		
Potomac Place Cost	\$ 7,054.89	\$ 6,264.05	\$ 1,760.33	\$ 6,835.30		
Riverside Mkt 2% Cost	\$ 143.97	\$ 127.84	\$ 35.93	\$ 139.50		
4/14 to 5/15/20 Campus Closed						
Apr to May	4-14 to 5-16/22	4/15 to 5/14/2021	Covid 19	4/15 to 5/15/19		
begin meter	11,082,000	8,566,000	6,560,000	4,606,000		
end meter	11,318,000	8,710,000	6,624,000	4,768,000		
Potomac Place gallons billed	238,000	144,000	64,000	162,000		
Potomac Place Cost	\$ 5,364.86	\$ 3,210.06	\$ 1,760.33	\$ 3,605.54		
Riverside Mkt 2% Cost	\$ 109.49	\$ 65.51	\$ 35.93	\$ 73.58		
5/15 to 6/15/20 Campus closed						
May to Jun	5/16 to 6/16/2022	5/14 to 6/15/2021	Running	5/15 to 6/13/19		
begin meter	11,318,000	8,710,000	6,624,000	4,768,000		
end meter	11,410,000	8,780,000	6,837,000	4,805,410		
Potomac Place gallons billed	92,000	70,000	213,000	37,410		
Potomac Place Cost	\$ 2,120.41	\$ 1,760.33	\$ 4,726.07	\$ 1,760.33		
Riverside Mkt 2% Cost	\$ 43.27	\$ 35.93	\$ 96.45	\$ 35.93		
Total Potomac Place Cost for FY	\$ 74,915.39	\$ 61,540.23	\$ 46,915.16	\$ 47,894.86	\$ 53,770.18	\$ 57,232.63

Potomac Place Water per Corp of Shepherdstown Invoices

minimum fee

Months

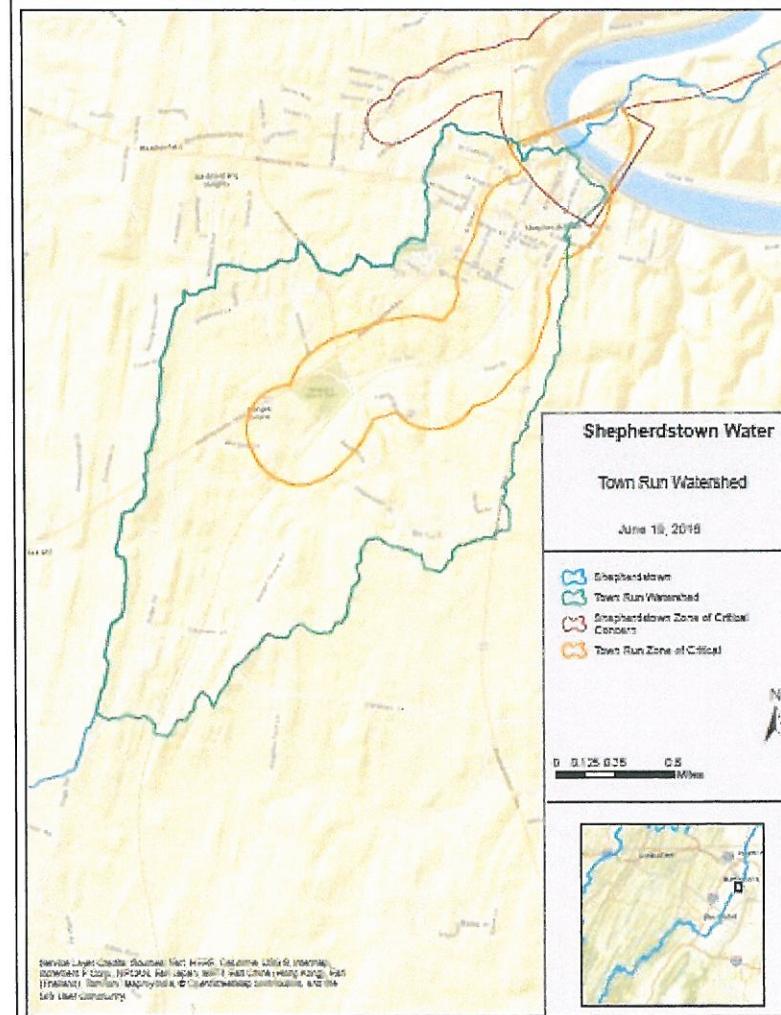
	FY23	FY22	FY21	FY20	FY19	FY18
Jun to Jul	6/14/22 to 7/14/22	6/15/21 to 7/15/21	6/15 to 7/15/20	6/13 to 7/15/19	6/13 to 7/16/18	
begin meter	11,410,000	8,780,000	6,837,000	4,805,410	2,560,000	60,000
end meter	11,523,000	8,800,000	6,854,000	4,884,000	2,579,000	127,000
Potomac Place gallons billed	113,000	20,000	17,000	78,590	19,000	67,000
Potomac Place Cost	\$ 2,593.55	\$ 1,760.33	\$ 1,760.33	\$ 1,772.92	\$ 1,760.33	\$ 1,761.04
Riverside Mkt 2% Cost	\$ 52.93	\$ 35.93	\$ 35.93	\$ 36.18	\$ 35.93	\$ -
Jul to Aug	7/14 to 8/16/22	7/15 to 8/16/21	7/15 to 8/14/20	7/15 to 8/15/19	7/16 to 8/15/18	
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Potomac Place gallons billed	479,000	284,000	226,000	221,000	236,000	250,000
Potomac Place Cost	\$ 10,839.89	\$ 6,446.35	\$ 5,011.69	\$ 4,901.84	\$ 5,231.41	\$ 5,539.01
Riverside Mkt 2% Cost	\$ 221.22	\$ 131.56	\$ 102.28	\$ 100.04	\$ 106.76	\$ 113.04
Sept to Oct	9/15 to 10/14/22	9/16 to 10/15/21	9/15 to 10/15/20	9/16 to 10/15/19	9/17 to 10/15/18	
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Potomac Place Cost	\$ 3,967.94	\$ 3,337.08	\$ 1,760.33	\$ 1,760.33	\$ 1,760.33	\$ 2,067.55
Riverside Mkt 2% Cost	\$ 80.98	\$ 68.10	\$ 35.93	\$ 35.93	\$ 35.93	\$ 42.20
Jan to Feb	1/17/23 to 2/14/23	pipe burst per Shelly	1/15 to 2/16/21	1/15 to 2/13/2020	1/15 to 2/14/19	
begin meter	14,077,000	10,134,000	7,776,000	5,988,000	3,709,000	1,716,000
end meter	14,408,000	10,470,000	8,030,000	6,233,000	4,003,000	1,998,000
Potomac Place gallons billed	331,000	336,000	254,000	245,000	294,000	282,000
Potomac Place Cost	\$ 7,505.31	\$ 7,617.96	\$ 5,626.89	\$ 5,429.15	\$ 6,505.74	\$ 6,242.08
Riverside Mkt 2% Cost	\$ 153.17	\$ 155.47	\$ 114.83	\$ 110.80	\$ 132.77	\$ 127.39
Feb to Mar	2/14/23 to 3/16/23	2/14 to 3/14/2022	2/16 to 3/16/21	2/13 to 3/16/20	2/14 to 3/14/19	
begin meter	14,408,000	10,470,000	8,030,000	6,233,000	4,003,000	1,998,000
end meter	14,716,000	10,771,000	8,283,000	6,509,000	4,297,000	2,194,000
Potomac Place gallons billed	308,000	301,000	253,000	276,000	294,000	196,000
Potomac Place Cost	\$ 6,987.10	\$ 6,829.37	\$ 5,604.91	\$ 6,110.25	\$ 6,505.74	\$ 4,352.56
Riverside Mkt 2% Cost	\$ 142.59	\$ 139.28	\$ 114.39	\$ 124.70	\$ 132.77	\$ 88.83
3/16 to 4/14/20 Campus Closed						
Mar to Apr	3-14 to 4-14-22	3/16 to 4/15/21	Covid 19	3/14 to 4/15/19		
begin meter	10,771,000	8,283,000	6,509,000	4,297,000	2,194,000	
end meter	11,082,000	8,566,000	6,560,000	4,606,000	2,447,000	
Potomac Place gallons billed	311,000	283,000	51,000	309,000	253,000	
Potomac Place Cost	\$ 7,054.69	\$ 6,264.05	\$ 1,760.33	\$ 6,835.30	\$ 5,604.91	
Riverside Mkt 2% Cost	\$ 143.97	\$ 127.84	\$ 35.93	\$ 139.50	\$ 114.39	
4/14 to 5/15/20 Campus Closed						
Apr to May	4-14 to 5-16/22	4/15 to 5/14/2021	Covid 19	4/15 to 5/15/19		
begin meter	11,082,000	8,566,000	6,560,000	4,606,000	2,447,000	
end meter	11,318,000	8,710,000	6,624,000	4,768,000	2,546,000	
Potomac Place gallons billed	236,000	144,000	64,000	162,000	99,000	
Potomac Place Cost	\$ 5,364.86	\$ 3,210.06	\$ 1,760.33	\$ 3,605.54	\$ 2,221.35	
Riverside Mkt 2% Cost	\$ 109.49	\$ 65.51	\$ 35.93	\$ 73.58	\$ 45.33	
5/15 to 6/15/20 Campus closed Pipe burst & Toilet						
May to Jun	5/16 to 6/16/2022	5/14 to 6/15/2021	Running	5/15 to 6/13/19		
begin meter	11,318,000	8,710,000	6,624,000	4,768,000	2,546,000	
end meter	11,410,000	8,780,000	6,837,000	4,805,410	2,560,000	
Potomac Place gallons billed	92,000	70,000	213,000	37,410	14,000	
Potomac Place Cost	\$ 2,120.41	\$ 1,760.33	\$ 4,726.07	\$ 1,760.33	\$ 1,760.34	
Riverside Mkt 2% Cost	\$ 43.27	\$ 35.93	\$ 96.45	\$ 35.93	\$ 35.92	
Total Potomac Place Cost for FY	\$ 74,915.39	\$ 61,540.23	\$ 46,915.16	\$ 47,894.86	\$ 53,770.18	\$ 57,232.63

LOCATION	Y/N?	VALVE In Service?	ISSUE WITH HYDRANT	HYDRANT PROJECT WORK LIST		REPORT	DATE
				PROPOSED WORK PLAN	STATUS		
HYDRANTS OUT OF SERVICE/NEED REPAIRS 388 Starkies Landing 110 S King	Yes Yes	No No	Hit by vehicle ?	Remove hydrant, install blowoff Repair	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
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		
HYDRANTS IN SERVICE/NEED REPAIRS Willowdale/Martha High Street at Stutzman-Slonaker Hall W. High St. N. Duke st. 426 Willowdale Dr	Yes Yes ? ?	Yes Yes Yes Yes	No Drain No Drain Hard to operate too low	Replace hydrant Repair in place Replace hydrant Needs Riser	[REDACTED] [REDACTED]	[REDACTED]	[REDACTED]
Green Pineapple United bank NEW HYDRANTS Tack & Jack's Apartments, Duke St.				Gets hit /in loading zone No drain	Install bollards/repair Repair in place		
				Taken out by drunk driver	Install New Hydrant		
HYDRANTS WITH PROPERTY ISSUES Bon Aire entrance		Yes	Bush	Remove bush	[REDACTED]		
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		
NOTES				36' 600,000			
				Minimum clearance for bollards: 36" Total gallons flushed *Loop behind Roc's- distribution project			

Table 3. Corporation Of Shepherdstown Surface Water Sources

Intake Name	Facility #	Local Name	Describe Intake	State Id Code	Date Constructed / Modified	Frequency of Use (Primary / Backup / Emergency)	Activity Status (Active/Inactive)
INTAKE-TOWN RUN	3490187		No actual intake - Town Run has been used as a backup intake in the past, however, an intake structure has not been constructed as of this time.	IN002		Emergency —	Active
INTAKE-POTOMAC RIVER	1940608	INTAKE #1	Perforated pipe ('16") which gravity flows through screen into raw water pump station.	IN001	1/1/1974	Permanent —	Active

Map of zone of critical Concerns



*Am
EEG*

State of West Virginia

OFFICE OF ENVIRONMENTAL HEALTH SERVICES

350 CAPITOL STREET, ROOM 313

CHARLESTON, WV 25301-3713

Telephone (304) 558-2981

PERMIT

(Water)

PROJECT: New Water Intake & UV at WTP**PERMIT NO.:** 20,349**LOCATION:** Shepherdstown**COUNTY:** Jefferson**DATE:** 05-29-2019

THIS IS TO CERTIFY that after reviewing plans, specifications, application forms, and other essential information that

Corporation of Shepherdstown
P. O. Box 248
Shepherdstown, WV 25443

is hereby granted approval to: install a new raw water intake on Town Run; a factory built 1,200 GPM raw water pump station with two (2) 1,200 GPM pumps with VFD; ultraviolet disinfection on the discharge piping of the existing high service pumps; and all necessary valves, piping, and controls at the Corporation of Shepherdstown Water Treatment Plant.

Facilities are to serve the Corporation of Shepherdstown.

Note: Issuance of this permit does not preclude the necessity to obtain any other required approvals or permits from other state or federal agencies, prior to construction.

The Environmental Engineering Division of the OEHS-Kearneysville District Office, (304) 725-9453, is to be notified when construction begins.

Validity of this permit is contingent upon conformity with plans, specifications, application forms, and other information submitted to the West Virginia Bureau for Public Health. Water permits become null & void if no construction is started four (4) years after the permit date of issuance.

FOR THE DIRECTOR,



 William S. Herold, Jr., P.E., Assistant Manager
 Infrastructure and Capacity Development
 Environmental Engineering Division

WSH:hc

pc: The Thrasher Group, Inc.
 Office of Land and Streams, Division of Natural Resources
 Jim Weimer, P.E., PSC
 Jefferson County Health Department
 OEHS-EED Kearneysville District Office
 Source Water Protection Program