

Water & Sanitary Board Agenda
Thursday, July 27, 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 June 29, 2023, - Enclosure
3. Visitors
4. Finances
 - a. Financial Statements – Mays report enclosed – Junes report to be sent by e-mail
 - b. Income vs. Expenses trending report
5. Flow and Quality Reports
 - a. (1) Water – Reports – Information item – Enclosure
 - b. (2) Sewer – Reports - information item - Enclosure
6. Unfinished Business
 - a. Water Plant Improvement Project – report – Jeff Ekstrom - Enclosure
 - b. Update on Water Distribution Project - report – Jeff Ekstrom – Enclosure
 - c. Army Corp of Engineers – e-mail and project table
7. New Business
 - a. Leak adjustment – Debabrata (Dave) Sen. – 54 Briar Mountain Drive – Enclosure
 - b. S. Kemnitzer – requests
 - c. Capital Improvement Items
 - d. Unaccounted for Water
8. Old Business
 - a. Hydrant Report – enclosure in packet
 - b. Action Items –
 1. M. Godfrey – Create an example of a profit and loss trend report – ongoing
 2. S. Kemnitzer to communicate with EPA on lead service line replacement - ongoing
 3. S. Kemnitzer to provide examples of trend analysis reports for the monthly financial statements.
 4. Invite D. Sweeney for a presentation on Bonds.
9. Mayor's Report
10. Next meeting date – July 27, 2023
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
13. Adjournment

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

June 29, 2023

ATTENDEES: **Water Board** – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair)
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – J. Ekstrom, S. Grove, C. Painter, K. Shipley, F. Welch
Visitors: S. Pearson

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:02 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the May 23, 2023, regular meeting were reviewed and were approved with revisions suggested by S. Kemnitzer and H. Heyser.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

M. Godfrey noted the the format of the Budget vs Actual numbers was different than it usually is.

S. Grove explained that an error was encountered when importing data into Quickbooks and that the format will be corrected in future reports. She also reported that she is currently investigating switching from Quickbooks to a software product that is made to support municipal accounting.

M. Godfrey noted significant discrepancies in 2 accounts of the Water Budget vs Actuals: Water Plant Expense (401.4) is underspent and Water Depreciation Expense (403) is overspent.

Re 401.4: F. Welch stated that he thinks our improved equipment has resulted in lower expenses in this area.

Re 403: S. Grove explained that at the time the budgets are created the estimated depreciation expense is not known, so it should be updated when it becomes known. That was not done in the recent past but will be in the future.

S. Kemnitzer suggested that the monthly Financial statements should include trend analyses. She offered to provide examples.

ACTION ITEM: S. KEMNITZER TO PROVIDE EXAMPLES OF TREND ANALYSIS REPORTS AND S. GROVE TO EVENTUALLY INCLUDE TREND ANALYSES IN THE MONTHLY REPORTS.

4.b AUDIT REPORT.

J. Auxer stated that there will be a separate meeting on July 11th at 5:00 p.m. to review the Audit Report.

S. Kemnitzer had some questions regarding the audit which were discussed at this point - see section 7.a below for details.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

F. Welch reported that everything is in good order.

M. Godfrey asked what our maximum water production capacity is.

J. Ekstrom replied that we can produce 800 gal/min or 1.2M gal/24 hr. He also stated that we have 1.4M gal of storage capacity.

J. Auxer asked why the average water flow on the Flow Report is 586,339 while the average on the Fluoridation Report is 753,113.

J. Ekstrom checked the reports and noted that the flow for 5/27 on the Fluoridation Report was 5,744,400. That is an obvious typographical error and should have been 574,440. When that change is made the averages agree.

5.b. SEWER REPORTS.

K. Shipley reported that everything is in good order.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom reported that the Control Panel had been received and was being installed and that the Raw Water Pumps are scheduled to ship next week. He said that the project is on schedule to finish by the end of August.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

J. Ekstrom reported that the Army Corps of Engineers has sent the agreement to J. Auxer for signature. J. Auxer stated that the agreement has been signed and sent back to the ACE.

J. Ekstrom also reported that H. Shingleton is in the process of filing the required certificate with the Public Service Commission.

6.c ARMY CORPS OF ENGINEERS PARTNERSHIP AGREEMENT.

S. Kemnitzer stated that, according to the agreement, we have to submit invoices before we get any payment from the ACE and she inquired as to what our plan is to ensure that we get access to our financing in a timely manner.

J. Ekstrom explained that he has worked with Amy Boyd in the past on projects whose financing worked this way and that their system has worked well. He delivers the contractors' invoices to Amy and she transmits the invoices and request for payment to the financing organization. He further explained that all the contractors understand that the ultimate payment is coming from the ACE and that they will generally have to wait 30 to 45 days for their payments.

7. NEW BUSINESS.

7.a S. KEMNITZER'S QUESTIONS.

S. Kemnitzer stated that her questions had generally been answered by S. Grove and D. Decker and that she was especially pleased by the information presented regarding bonds.

One remaining question was why our available funds are not being applied to the bond with the highest interest rate. There was some discussion but it was suggested that the board members did not have a deep enough understanding of bonds to make the decision. It was decided that we should try to get the answer from Decker.

ACTION ITEM: S. GROVE TO ASK D. SWEENEY/D. DECKER WHY OUR AVAILABLE FUNDS ARE NOT BEING APPLIED TO THE BOND WITH THE HIGHEST INTEREST RATE.

J. Bresland asked if the board could get a presentation on bonds.

ACTION ITEM: J. AUXER TO ASK D. SWEENEY TO ARRANGE FOR A PRESENTATION ON BONDS.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET.

K. Shipley stated that the work was progressing and that there was nothing to add to the information in the enclosure.

K. Shipley reported that the owner of the contracting company doing the hydrant work is thinking of retiring, in which case we would need to find a new contractor. He has talked with a contractor working on the Toll House building project and he thinks they would be a possible replacement if our current contractor closes.

8.b.1 ACTION ITEMS: M. GODFREY TO CREATE AN EXAMPLE OF A PROFIT AND LOSS TREND REPORT.

M. Godfrey reported that he had difficulty in coming up with example reports because the historical data he had to work with was reported very inconsistently.

This item seems to have been superseded by the Action Item noted in section 4.a above.

8.b.2 ACTION ITEMS: S. KEMNITZER TO CONTINUE COMMUNICATION WITH THE EPA ON LEAD SERVICE LINE RESEARCH PROJECT.

S. Kemnitzer reported that she has received no response from the EPA. This action item remains open.

ACTION ITEM: S. KEMNITZER TO CONTINUE COMMUNICATION WITH THE EPA ON LEAD SERVICE LINE RESEARCH PROJECT .

9. MAYOR'S REPORT.

F. Welch invited everyone to schedule a time to see the new press in action. K. Shipley and J. Ekstrom echoed the sentiment and stated that it was performing very well.

H. Heyser requested that a list of R/R capital improvements be included in the package in the future.

ACTION ITEM: F. WELCH TO ENSURE THAT A LIST OF R/R CAPITAL IMPROVEMENTS IS INCLUDED IN FUTURE PACKAGES .

R. Keller and M. Godfrey requested that the Quality reports included in the package be done by exception rather than including all the reports since they often contain no exceptional information and sometimes are completely blank. It was decided that this should be included as an agenda item for discussion at the next meeting.

ACTION ITEM: F. WELCH TO ENSURE AGENDA OF NEXT MEETING HAS AN ITEM TO DISCUSS THE REQUEST TO INCLUDE QUALITY REPORTS ONLY BY EXCEPTION .

10. NEXT MEETING DATE.

Our next regular meeting will be Thursday, 27 July at 1:00 PM.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: S. Kemnitzer to provide examples of trend analysis reports and S. Grove to eventually include trend analyses in the monthly reports.

7.a: S. Grove to ask D. Sweeney/D. Decker why our available funds are not being applied to the bond with the highest interest rate.

7.a: J. Auxer to ask D. Sweeney to arrange for a presentation on bonds.

8.b.2: S. Kemnitzer to continue communication with the EPA on lead service line research project.

9: F. Welch to ensure that a list of R/R Capital Improvements is included in future packages.

9: F. Welch to ensure agenda of next meeting has an item to discuss the request to include quality reports only be exception.

12. **DRAFT AGENDA FOR NEXT MEETING.**

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:05 p.m.

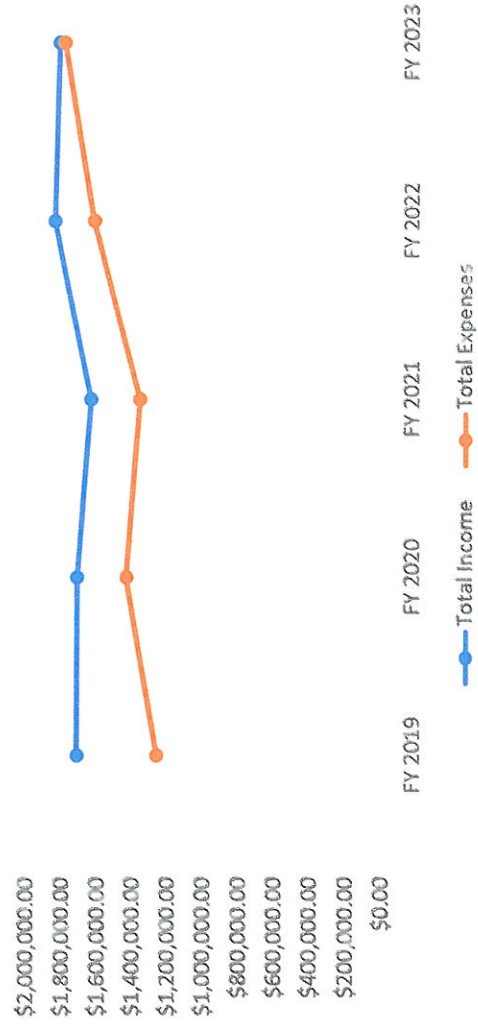
Respectfully Submitted: J. Ford

Shepherdstown Waterworks

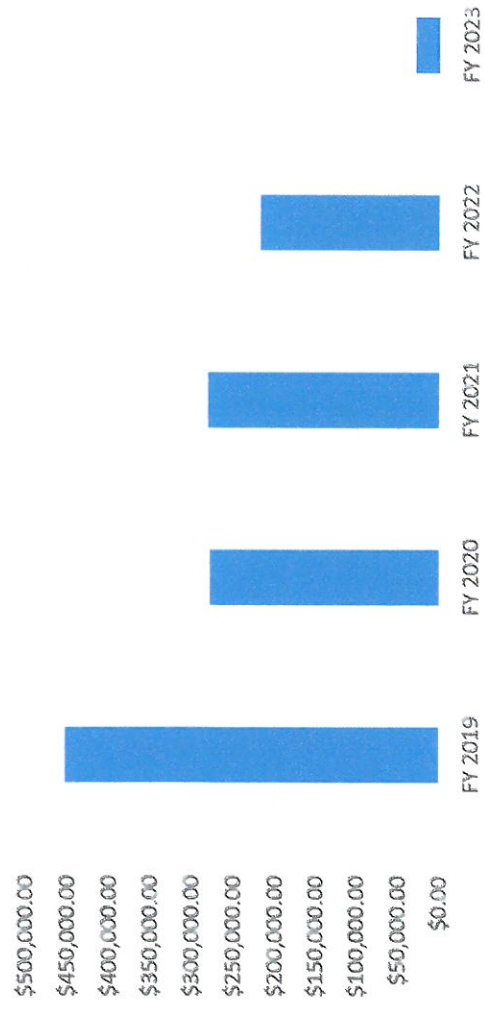
Profit and Loss: Five Year Trend

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Income					
419 Water Interest Income	60,464.72	64,738.74	39,557.98	56,190.92	85,356.43
461 Water Metered Revenue	1,647,681.11	1,642,734.92	1,590,856.26	1,756,856.79	1,729,415.72
470 Metered Revenue-Penalties	0.00	0.00	0.00	24,073.55	0.00
474 Other Water Revenues	6,186.00	4,212.00	6,831.89	1,300.00	-735.05
Total Income	\$ 1,714,331.83	\$ 1,711,685.66	\$ 1,637,246.13	\$ 1,838,421.26	\$ 1,814,037.10
Expenses					
401.1 Water Billing Expenses	13,396.67	10,947.87	12,331.74	12,719.81	12,415.67
401.2 Water Administration	34,515.60	43,756.18	53,126.09	45,321.10	45,293.23
401.3 Water Utility Billing	115,424.74	169,988.98	148,989.00	148,990.82	132,824.44
401.4 Water Plant Expenses	61,668.94	127,745.84	93,645.08	80,176.09	116,768.12
403 Water Depreciation Expense	185,254.44	191,988.78	184,539.76	355,552.01	325,895.13
408 Taxes-Other than Income	40,864.29	42,851.49	46,301.62	37,265.34	48,949.74
427 Interest Expense	116,464.81	126,533.56	133,732.20	165,903.71	152,868.90
601 Water Salaries & Wages	381,374.96	411,947.70	439,821.50	475,489.00	468,910.50
604 Employee Pensions & Benefits	94,913.45	98,526.51	36,351.46	41,383.10	105,877.83
615 Purchased Power	50,445.86	47,098.36	44,719.84	45,027.28	49,788.21
618 Chemicals	56,962.45	58,443.82	48,332.20	62,308.41	58,301.74
631 Contractual Svc-Engineering	116.90	2,485.63	0.00	4,570.13	72,016.15
632 Contractual Svc-Accounting	2,875.00	2,937.50	15,125.00	15,103.89	16,279.17
633 Contractual Svc-Legal	1,035.00	1,955.00	6,565.28	8,045.50	1,854.85
635 Contractual Svc-Testing	39,414.92	28,824.60	21,919.14	21,773.50	32,335.35
636 Contractual Svc-Other	14,540.72	15,603.34	19,505.72	6,311.51	33,140.41
650 Transportation Expenses	6,043.04	6,548.92	5,888.41	16,912.78	25,195.12
657 Insurance-General Liability	25,430.00	26,937.82	30,863.21	63,685.90	64,742.52
659 Insurance-Other	9,903.09	6,053.00	6,941.00	8,158.00	9,388.33
660 Advertising Expense	106.86	1,939.56	735.79	186.88	938.85
675 Administrative Lending Fees	10,541.60	10,541.60	7,315.20	5,405.48	10,842.26
Total Expenses	\$ 1,261,293.34	\$ 1,433,656.06	\$ 1,356,749.24	\$ 1,620,290.24	\$ 1,784,626.52
Net Operating Income	\$453,038.49	\$ 278,029.60	\$ 280,496.89	\$ 218,131.02	\$ 29,410.58

Income vs. Expenses



Net Operating Income



OFFICE OF ENVIRONMENTAL HEALTH SERVICES
ENVIRONMENTAL ENGINEERING DIVISION
COMPLIANCE AND ENFORCEMENT SECTION**VIOLATION RESCIND EVALUATION**

Date: June 12, 2023	System Name: Corporation Of Shepherdstown	PWSID: WV3301933
Administrative Contact: Mcdowel County PSD Bartley Attention: Mavis Brewster 21901 Rocket Boys Drive Welch, WV 24801-6224	Phone Number: 304-297-2622	Completed By: Kimberly Bayne Compliance Officer

VIOLATION INFORMATION

Notice of Violation issued for:

Lead and Copper
Year 2023
2023-175405

RESCIND DECISIONUpon completion of our review, your rescind request has been: **Approved**Public Notice requirement: **No Longer Required****Explanation**

Compliance documentation or lab results are required to be reported within 10 days of the end of the monitoring period. Lead and copper samples were submitted within the compliance period.

Rescind requests are only to be made if there is documentation showing that this office was in error. They are not intended to remove violations that were issued appropriately. Violations for not submitting results or other documentation as required are not eligible to be rescinded. Submitting required results or documentation after the violation has been issued will not remove the violation.

Kimberly Bayne

Compliance Officer, OEHS/EED

June 12, 2023

Date

pc: Public Service Commission
Jefferson County Sanitarian
OEHS DIST4 Office
Central Office File

SHEPHERDSTOWN WATER DEPT.

JUNE 2023

Pump time average 13 hour

Gallons pumped average 591,640.

Chemical usage normal other than increase in CL2 due to algae blooms.

All samples in acceptable ranges

All Bacteriological samples were ABSENT.

No violations

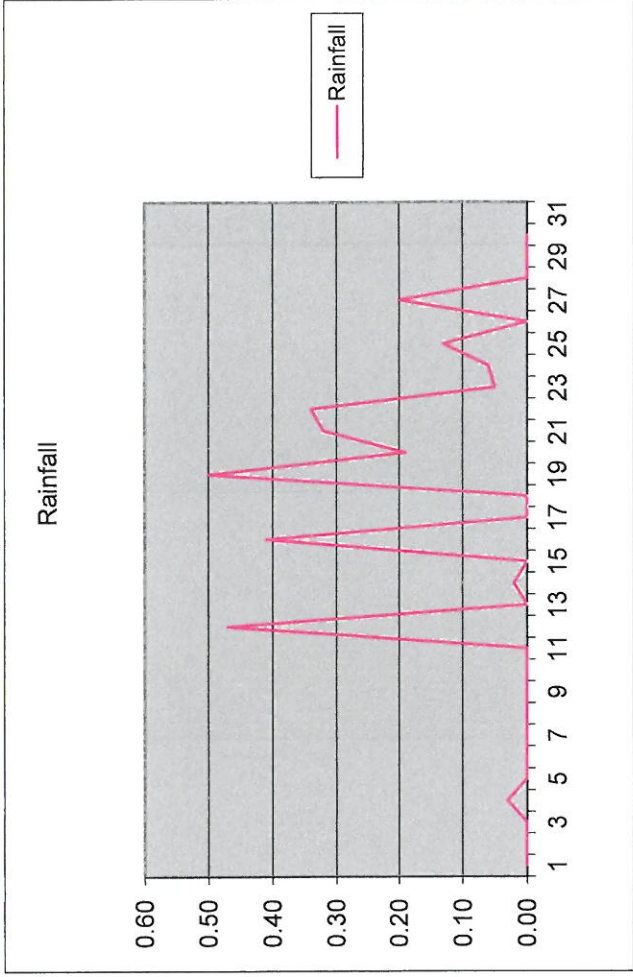
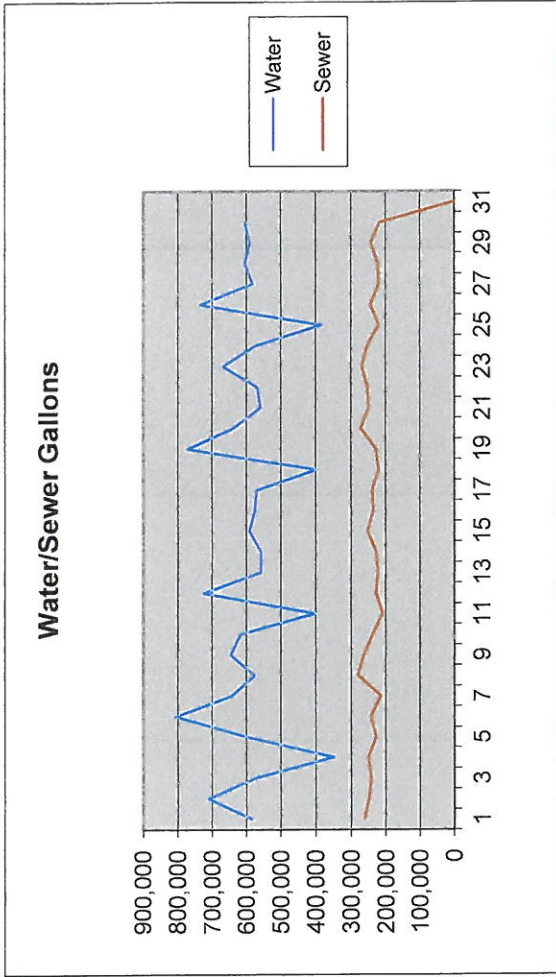
2nd Quarter 2023 TOC removal average 1.2

Concerns:

- Algae blooms, which we can change treatment techniques to reach the turbidity required (pre- chlorination)
- Disinfection Byproducts will rise if we change treatment techniques to beat algae. We will carefully monitor residuals.
- Source water low due to low rainfall

Water/Sewer Flows June 2023

Date	Water	Sewer	RainFall
1	584,600	262,000	0.00
2	709,400	248,800	0.00
3	573,800	242,300	0.00
4	349,900	250,200	0.03
5	594,100	228,100	0.00
6	806,600	243,400	0.00
7	642,800	214,800	0.00
8	575,800	280,400	0.00
9	645,600	263,400	0.00
10	616,600	237,900	0.00
11	401,500	210,000	0.00
12	724,800	228,200	0.47
13	557,500	222,800	0.00
14	556,800	227,900	0.02
15	590,600	252,200	0.00
16	574,700	235,600	0.41
17	569,200	239,400	0.00
18	396,400	221,100	0.00
19	773,300	228,100	0.50
20	639,100	271,800	0.19
21	558,000	249,300	0.32
22	567,700	252,600	0.34
23	667,900	268,900	0.05
24	574,300	253,000	0.06
25	384,400	220,900	0.13
26	735,600	244,400	0.00
27	581,000	219,700	0.20
28	604,000	222,700	0.00
29	589,500	242,800	0.00
30	603,700	218,000	0.00
31	-	-	
Avg.	591,640	232,281	0.09



June 2023 Monthly Reports

	Avg.		Max		Avg.	Max		Avg.	Max		Avg.	Max		Avg.	Max		Avg.	Max		Yearly Lbs. Allowed	Yearly Lbs.
Flow	0.2323	Mgd	0.2804	Mgd	0.6670	Rpt Only		0.6670	Rpt Only		0.6670	Rpt Only		0.6670	Rpt Only		0.6670	Rpt Only			
BOD	4.9	Mg/l	4.9	Mg/l	30	60		30	60		30	60		30	60		30	60			
TSS	1.5	Mg/l	1.5	Mg/l	30	60		30	60		30	60		30	60		30	60			
TKN	0.69	Mg/l	0.77	Mg/l	3	6		3	6		3	6		3	6		3	6			
Fecal	<10	Cnts/100	<10	MI	200	400		200	400		200	400		200	400		200	400			
Total N	1.19	Mg/l	1.45	Mg/l	Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		6091	6091
Total P	0.175	Mg/l	0.018	Mg/l	Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		609	609
Copper	<0.0037	Mg/l	<0.0037	Mg/l	0.0094	0.0212		0.0094	0.0212		0.0094	0.0212		0.0094	0.0212		0.0094	0.0212			
Zinc	0.043	Mg/l	0.043	Mg/l	Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only			
Lead	<0.0025	Mg/l	<0.0025	Mg/l	Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only			
Aluminum	0.0852	Mg/l	0.0852	Mg/l	Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only			
Chloride	0.0683	Mg/l	0.0683	Mg/l	Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only		Rpt Only	Rpt Only			
Total Hardness		Mg/l		Mg/l	Min Allowed	Max Allowed		Min Allowed	Max Allowed		Min Allowed	Max Allowed		Min Allowed	Max Allowed		Min Allowed	Max Allowed			
PH	7.0	S.U.	7.0	S.U.	6.5	8.5		6.5	8.5		6.5	8.5		6.5	8.5		6.5	8.5			

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	2.748	Tons	2.748	Tons	2	22.9	12.44	12.03
Olcott Field 4		Tons		Tons				
Olcott Field 6	2.748	Tons	2.748	Tons	2	22.9	12.44	12.03
Blair-Carter Field 1	2.496	Tons	2.496	Tons	2	20.8	12.70	11.93
Blair-Carter Field 3		Tons		Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1	3.004	Tons	3.004	Tons	2	25.1	12.51	12.10
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 June Year 2023 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

		INFLUENT WASTEWATER							DIGESTERS		ACTIVATED SLUDGE	EFFLUENT TEMP.	PLANT EFFLUENT							
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)	
1				0.2620				20000	17158											
2				0.2488				16000												
3				0.2423				16000												
4	0.03			0.2502				12000												
5				0.2281				12000												
6		76.0	57.3	0.2434				16000	7046	6341			1.5	4.9	<10		7	0.77	1.35	<0.01
7				0.2148				16000												
8				0.2804			9	16000												
9				0.2634				16000	13321											
10				0.2379				16000	13321											
11				0.2100				16000												
12	0.47			0.2282				16000												
13				0.2228				24000	13321									0.57	0.95	0.016
14	0.02			0.2279			7	20000	11102											
15				0.2522				20000	12014											
16	0.41			0.2356				12000												
17				0.2394				12000	10987											
18				0.2211				12000												
19	0.50			0.2281				12000	115353											
20	0.19			0.2718				12000	9190	6844							0.71	1.45	0.018	
21	0.32			0.2493			9	12000	11595											
22	0.34			0.2526				12000	13881											
23	0.05			0.2689				12000	12080											
24	0.06			0.2530				12000	7626											
25	0.13			0.2209				12000												
26				0.2444				20000												
27	0.20			0.2197				20000												
28				0.2227				20000	14522											
29				0.2428			8	20000												
30				0.2180				20000	10768											
31																				
Total	2.72	76	57.3	7.2007			33	472000	293285	13185			1.5	4.9	<10		7	2.74	4.76	0.07
Average	0.09	76	57.3	0.2323			8.3	15733	18330	6592.5			1.5	4.9	<10		7	0.69	1.19	0.02
Minimum	0.02	76	57.3	0.2100			7	12000	7046	6341			1.5	4.9	<10		7	0.57	0.95	<0.01
Maximum	0.50	76	57.3	0.2804			9	24000	115353	6844			1.5	4.9	<10		7	0.77	1.45	0.018

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

CORPORATION OF SHEPHERDSTOWN
WATER TREATMENT PLANT IMPROVEMENTS
CONTRACT NO. 1 - WATER TREATMENT PLANT IMPROVEMENTS
PROJECT SPENDING AS OF 7-12-23

PROJECT FUNDING EXPENDED TO DATE							
Project Item	Overall Costs	JSB Loan	American Recovery Plan	WDA Depreciation Fund	I & R Account	Capacity Account	Totals To Date
Contract No. 1 - Construction	\$ 2,281,300.00	\$ 1,222,500.00	\$ 421,000.00	\$ 488,000.00	\$ 48,206.25		\$ 2,179,706.25
Construction Contingency for Change Orders	\$ 269,235.81				\$ 36.00		\$ 36.00
Engineering Design	\$ 128,000.00					\$ 128,000.00	\$ 128,000.00
Engineering During Construction	\$ 90,000.00					\$ 88,200.00	\$ 88,200.00
Bidding & Negotiating	\$ 10,000.00				\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
Survey	\$ 8,000.00					\$ 8,000.00	\$ 8,000.00
Permitting During Design	\$ 6,000.00					\$ 6,000.00	\$ 6,000.00
Record Drawings	\$ 10,000.00				\$ 5,000.00		\$ 5,000.00
O&M Manual	\$ 10,000.00						
Legal - PSC Filing	\$ 3,850.79					\$ 3,850.79	\$ 3,850.79
Legal - General Services	\$ 1,440.00					\$ 1,440.00	\$ 1,440.00
Accountant	\$ 10,475.00					\$ 10,475.00	\$ 10,475.00
Bond Counsel	\$ 25,000.00	\$ 25,000.00					\$ 25,000.00
Project Contingency	\$ 3,325.00	\$ 2,500.00				\$ 825.00	\$ 3,325.00
TOTALS	\$ 2,856,626.60	\$ 1,250,000.00	\$ 421,000.00	\$ 488,000.00	\$ 58,242.25	\$ 251,790.79	\$ 2,469,033.04

Total Project Fund Allocation Summary	Amount
Jefferson Security Bank Loan	\$ 1,250,000.00
American Recovery Plan (ARP)	\$ 421,000.00
WDA Depreciation Fund	\$ 488,000.00
I & R Account	\$ 200,000.00
Capacity Account	\$ 497,626.60
Totals	\$ 2,856,626.60

CORPORATION OF SHEPHERDSTOWN
WATER TREATMENT PLANT IMPROVEMENTS
CONTRACT NO. 2 - WATER DISTRIBUTION SYSTEM IMPROVEMENTS
PROJECT SPENDING AS OF 6-9-23

Project Item	Overall Costs	PROJECT FUNDING EXPENDED TO DATE			Totals To Date
		Federal Grant	Capacity Account		
Contract No. 2 - Construction	\$ 2,051,805.00			\$	-
Construction Contingency	\$ 103,195.00			\$	-
Engineering During Construction	\$ 50,000.00			\$	-
Bidding & Negotiating	\$ 20,000.00		\$ 6,000.00	\$	6,000.00
Permitting During Design	\$ 2,000.00		\$ 1,500.00	\$	1,500.00
Record Drawings	\$ 5,000.00			\$	-
Legal	\$ 10,000.00			\$	-
Administration	\$ 10,000.00			\$	-
Environmental Reports for ACOE	\$ 51,200.00		\$ 51,200.00	\$	51,200.00
TOTALS	\$ 2,303,200.00	\$ -	\$ 58,700.00	\$	\$ 58,700.00

Total Project Fund Allocation Summary	Amount
Federal Grant (Army Corps of Engineers)	\$ 1,668,000.00
Army Corps of Engineers Project Costs	\$ (100,000.00)
Capacity Account	\$ 735,200.00
Totals	\$ 2,303,200.00

Good morning team,

The Project Partnership Agreement (PPA) has been signed by our District Commander and is now fully executed. An electronic copy of the fully executed PPA was sent via email earlier this morning. A hard copy will be sent later next week. The Pre PPA Phase is now complete and we are working on completing the activities we define as being part of the Design Phase of the project. Please see attached for detailed breakdown as well as summarized below.

With the PPA executed, there are a few remaining steps that we are actively working:

- **Design Phase:**
 - **Environmental Compliance/NEPA:** North Atlantic Division (NAD) review and public review of the Environmental Assessment (EA) and the Finding of No Significant Impact (FONSI) statement. Once the EA has been reviewed by NAD and the required 30 day public comment period concludes, we will adjudicate comments (from NAD and the public) and continue coordination with NAD to approve the EA and execute the FONSI. The forecasted goal for an approved EA/FONSI is the end of August/beginning of September. As soon as the EA/FONSI is approved, the construction contract can be solicited.
 - **Plans & Specs Review:** initiated today, 7/14/2023 and forecasted to conclude by 8/8/2023.

We're almost there and appreciate your patience as we work through the Section 571 Program process.

Warm Regards,

Christine Danaher
Project Manager, CENAB – PPC
2 Hopkins Plaza, Baltimore, MD 21201
Mobile: (443) 257-0368
Christine.M.Danaher@usace.army.mil

PHASE	STEP/ACTIVITY	STATUS	NOTES
PRE-PPA PHASE	1. Project Initiation/Kick-off Meeting (KOIM)	✓ 09/09/2022	
	2. PMP	✓ 11/18/2022 ✓ 10/06/2022 ✓ 11/18/2022	
	a) Value Management Plan/Value Engineering (VMP/VE) b) Circulate PMP for PDT Signatures & NFS Acknowledgement		
	3. Letter Report/Decision Document (DD)	✓ 02/23/2023 ✓ 01/13/2023 ✓ 02/02/2023 ✓ 01/19/2023 ✓ 02/09/2023 ✓ 02/23/2023	
	a) NAB 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		
	4. Prepare Draft Model Partnership Agreement (PPA)	✓ 04/06/2023 ✓ 01/17/2023 ✓ 03/01/2023 ✓ 06/22/2023 ✓ 06/21/2023 ✓ 03/10/2023 ✓ 03/28/2023 ✓ 03/28/2023 ✓ 04/04/2023 ✓ 04/06/2023	NFS signs and returns to USACE NFS does not sign until PPA is approved to execute by North Atlantic Division (NAD) NFS does not sign until PPA is approved to execute by NAD System to obtain signature by Deputy District Engineer (DDE) & District Commander
	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 DDE & DE executed		
	5. NAD Approval of Letter Report/DD & Draft Model PPA	✓ 06/15/2023 ✓ 04/06/2023 ✓ 05/16/2023 ✓ 06/15/2023 ✓ 06/15/2023	Project transmittal for NAD review submitted 04/06/2023. NAD's review (30 Days) will start 10 April & run through 10 May.
	a) USACE submit NAD Submittal Package of Letter Report/DD & Draft Model PPA b) NAD review & comment; NAB respond to comments & revise Letter Report and/or PPA as necessary & resubmit c) NAD approval memo of Letter Report/DD d) NAD approval to execute PPA Memo		
	6. Execute Final Model Partnership Agreement (PPA)	✓ 07/10/2023 ✓ 06/15/2023 ✓ 06/22/2023 ✓ 06/22/2023	Baltimore District Engineer (DE) signed 7/10/2023; PPA fully executed 7/10/2023.
DESIGN PHASE	7. Environmental Compliance/NEPA	IN PROGRESS ✓ 02/17/2023 ✓ 02/17/2023 ✓ 04/14/2023 ✓ 05/14/2023 ✓ 06/16/2023 IN PROGRESS IN PROGRESS	DQC concluded 14 April 2023 ATR review complete, comments received 4/28/2023. Currently working on comment responses. Public Comment Period & NAD review will be concurrent; Public Review forecasted to be posted 7/17/2023 EA submitted to NAD 7/7/2023; Review period to begin 7/10/2023
	a) NFS provide Draft Environmental Assessment (EA) i) Draft Phase I Environmental Site Assessment (ESA) b) DQC (Review & Comment, Response to Comments, Backcheck; Assume 4 wks) c) Agency Technical Review (ATR) (Review & Comment, Response to Comments, Backcheck; Assume 4 wks) d) Legal Review (2 wks) e) PL Chief Review (2 wks) f) Required 30 Day Public Review Comment Period of EA (~45 days) g) Submit Draft Environmental Compliance/NEPA documentation to NAD for Review and Approval h) Statement of Technical Review (Should be completed prior to District Commander signing Final EA)		
	8. FONSI (Finding of No Significant Impact)	IN PROGRESS	The FONSI will be signed when Item 7, Environmental Compliance/NEPA is approved by NAD. Anticipated end of August
	NOTE: FONSI must be signed prior to Construction Contract solicitation		
	9. USACE Quality Assurance (QA) Review of Plans & Specifications (P&S)	IN PROGRESS	Initiated review with Engineering 7/14/2023 and anticipate conclusion of review by 08/08/2023
	10. Real Estate (RE) Plan	✓ 05/01/2023	Completed and fully executed on 05/01/2023
	11. Confirm Required Permits have been Obtained (when applicable)		
	12. Solicitation of Construction Contract		
	13. Construction Contract Award		
	14. Construction Begins		
CONSTRUCTION PHASE	15. Construction Complete		
	16. NFS' Contract Physically and Fiscally Complete		
	17. USACE Fiscally Complete Project		

Current Status: The Project Partnership Agreement (PPA) was fully executed on 7/10/2023. District Quality Control (DQC), Agency Technical Review (ATR), Planning Chief review, and Office of Counsel (OC) review of the Environmental Assessment (EA) has concluded. The EA has been submitted to North Atlantic Division (NAD) and in the process of being posted for 30 day public review. The Next Steps: Address any comments from NAD and the public, comment back-check, then approval of the Environmental Compliance/NEPA documentation.

Critical Path: Complete 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 at the end August 2023/beginning of September.



CORPORATION OF SHEPHERDSTOWN

104 NORTH KING STREET
P.O. Box 248
SHEPHERDSTOWN, WEST VIRGINIA 25443-0248
TEL: (304) 876-2312
FAX: (304) 876-1473

Dear Chairman Kemnitzer, Water and Sanitary Board Members,

Mr. Debabrata (Dave) Sen, 54 Briar Mountain Drive, Cress Creek is requesting a water adjustment for his May 15th to June 14th bill. Mr. Welch and I spoke with Mr. Sen and explained that it did not meet the requirements of our leak adjustment policy. He disagrees with our determination and feels it is the Town's responsibility to make the adjustment. Please see the attached email sent by Mr. Sen explaining what happened, and his water usage history.

Respectfully,
Crystal Painter
Crystal Painter
Billing Clerk

Crystal Painter

From: Dave Sen <sen.dave@gmail.com>
Sent: Wednesday, July 5, 2023 8:32 AM
To: Crystal Painter; Amy Boyd; Rachael Oviatt
Subject: Re: D. Sen Acct# 7-0954-01 (54 Briar Mountain Drive) monthly (6/30 -7/20) Water Bill \$3,045.55

Hello -

As a Shepherdstown water dept customer **Account# 7-0954-01** (resident of 54 Briar Mountain Drive Shepherdstown WV 25443) thought of reaching out to you regarding an extraordinary monthly(6/30 -7/20) water bill (\$3,045.55).

I have been out-of-town on business trips for the better part of this past month ... Before leaving, I had watered my lawn from the 2 garden hoses but the hose next to the garage had a faulty tap, which I think didn't close properly ...

When I returned Sat 7/1, after almost a month, I noticed that water was still flowing from the garden hose next to the garage. I promptly closed the valve for the garage hose in the basement which seems to have remedied the situation but when I checked the billing page I was horrified to note a bill of **\$3,045.55** for the month (6/30 -7/20) when my regular water bill is usually under \$100.

Would be most appreciative if you excuse this excess charge due to my unintended oversight this one time. I am extremely sorry that this accident happened and assure you that I have remedied the situation and it shouldn't happen again in future.

I am attaching a snapshot of the billing page below for your reference.(this amount actually exceeds my monthly mortgage payment).

Looking forward your kind consideration,

Regards,

D Sen

Account# 7-0954-01

Cell -929.400.3204

54 Briar Mtn Drive,

Shepherdstown WV

7/20/23

Corporation of Shepherdstown

7/20/23 01:53:33PM PAGE 1

ALL DISTRICTS

HISTORY REPORT

** 7-0954-01 - 7-0954-01 **

** CYCLE: ALL **

** BEGINNING DATE: 0/00/00 - ENDING DATE: 99/99/99 **

ACCOUNT #	NAME	LOCATION	OWN-RENT	FINAL-DATE	DEPOSIT	BALANCE		
POSTING DATE	TRAN NO.	SV CODE #	MET TYPE	PRES READING DESCRIPTION	PREV READING	CONSUMPTION	TRANSACTION AMOUNT	TRANSACTION BALANCE
7-0954-01	DEBABRATA SEN	54 BRIAR MOUNTAIN DRIVE	0		.00	2,970.65		
11/30/22	924692	WA	11	10/15/22 TO 11/14/22			37.77	37.77
				454527 454485	42			
11/30/22	924693	SW	11	10/15/22 TO 11/14/22	42		34.44	72.21
11/30/22	999999		90	EBILLED ON- 11/30/22			.00	72.21
12/21/22	927147		1	PAYMENT 020010			72.71	.50-
12/30/22	932424	WA	11	11/14/22 TO 12/15/22			37.77	37.27
				454601 454527	74			
12/30/22	932425	SW	11	11/14/22 TO 12/15/22	74		34.44	71.71
12/30/22	999999		90	EBILLED ON- 12/30/22			.00	71.71
1/23/23	934569		1	PAYMENT 020885			75.00	3.29-
1/30/23	939852	WA	11	12/15/22 TO 1/17/23			91.45	88.16
				460703 454601	6102			
1/30/23	939853	SW	11	12/15/22 TO 1/17/23	6102		77.98	166.14
1/30/23	999999		90	EBILLED ON- 1/30/23			.00	166.14
2/21/23	941886		705	Internet Payment			166.14	.00
2/23/23	943610		1	PAYMENT			75.00	75.00-
2/28/23	947906	WA	11	1/17/23 TO 2/14/23			37.77	37.23-
				460710 460703	7			
2/28/23	947907	SW	11	1/17/23 TO 2/14/23	7		34.44	2.79-
2/28/23	999999		90	EBILLED ON- 2/28/23			.00	2.79-
3/20/23	949890		1	PAYMENT 022531			75.00	77.79-
3/30/23	5150	WA	11	2/14/23 TO 3/16/23			37.77	40.02-
				460716 460710	6			
3/30/23	5151	SW	11	2/14/23 TO 3/16/23	6		34.44	5.58-
3/30/23	999999		90	EBILLED ON- 3/30/23			.00	5.58-
4/05/23	5902		709	TRANSFER			.00	5.58-
4/19/23	6960		1	PAYMENT 023459			75.00	80.58-
4/30/23	12493	WA	11	3/16/23 TO 4/17/23			37.77	42.81-
				460957 460716	241			
4/30/23	12494	SW	11	3/16/23 TO 4/17/23	241		34.44	8.37-
4/30/23	999999		90	EBILLED ON- 4/30/23			.00	8.37-
5/01/23	12976		709	TRANSFER			.00	8.37-
5/22/23	14600		1	PAYMENT 024426			75.00	83.37-
5/30/23	29221	WA	11	4/17/23 TO 5/15/23			37.77	45.60-
				460957 460957	0			
5/30/23	29222	SW	11	4/17/23 TO 5/15/23	0		34.44	11.16-
5/30/23	999999		90	EBILLED ON- 5/30/23			.00	11.16-
5/31/23	29712		709	TRANSFER			.00	11.16-
6/22/23	31388		1	PAYMENT 025273			75.00	86.16-
6/30/23	36655	WA	11	5/15/23 TO 6/14/23			1629.18	1,543.02
				597791 460957	136834			
6/30/23	36656	SW	11	5/15/23 TO 6/14/23	136834		1502.63	3,045.65
6/30/23	999999		90	EBILLED ON- 6/30/23			.00	3,045.65
7/20/23	38846		1	PAYMENT 026152			75.00	2,970.65

TOTAL ACCOUNTS	1	DEPOSIT	.00	BALANCE	2,970.65
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Shepherdstown Water Department Work Order	Shepherdstown Water Department Work Order
Date: <u>7-7-23</u>	Date: _____
Account No.: <u>7-9541</u>	Account No.: _____
Name: <u>Deborah Sen</u>	Name: _____
Address: <u>54 Quaker Mountain Dr.</u>	Address: _____
Landlord/Owner: _____	Landlord/Owner: _____
Meter No.: <u>73006999</u>	Meter No.: _____
MXU No.: <u>86616776</u>	MXU No.: _____
<input type="checkbox"/> Turn Off Reading	<input type="checkbox"/> Turn Off Reading
<input checked="" type="checkbox"/> Final Reading	<input checked="" type="checkbox"/> Final Reading
<input type="checkbox"/> Reread	<input type="checkbox"/> Reread
<input type="checkbox"/> Other <u>738046</u>	<input type="checkbox"/> Other _____
Previous Reading: <u>547791</u>	Previous Reading: _____
Current Reading: _____	Current Reading: _____
Comments: <u>Please get a Rag</u>	Comments: _____
<u>Thanes</u>	_____
Date Completed: <u>7-7-23</u> Time: <u>11:40</u>	Date Completed: _____ Time: _____
Remarks: _____	Remarks: _____
Completed By: <u>T Jackson</u>	Completed By: _____

Per Jackson is
want requesting

Frank Welch

From: susan kemnitzer <skemnitzer@att.net>
Sent: Wednesday, July 19, 2023 3:51 PM
To: coviant@muirford.com; Sylke Knuppel; Chris Stroeck Personal; Jim Auxer; Charles Coe; Frank Welch; Rachael Oviatt; Beverly Bennett; Mike Godfrey; Crystal Painter; Mayor Jim Auxer; Amy Boyd; Stephanie Grove
Subject: Questions for our next W&S meeting and comment on draft minutes

1. Requests for the July 29, 2023 W&S meeting

Monthly Financial Statements

Please provide a presentation on monthly and year end financials including descriptions of variants from what was expected, and new future costs or concerns.

Please provide a graphic presentation of trends in our financial situation. Some examples are line graphs for the past five years showing 1) revenues and expenses; 2) # of customers and billing revenues; 3) unaccounted for water. Please add others that you think are important.

Updates

Lead study --Please provide an update on the work 120 is doing to analyze lead in our distribution system. What have they found so far? When will the study be completed and available to the board?

GIS model -- Please provide an update on creating a GIS model for our systems. Is a demo available?

Status of Town Run – Do we need to get an additional permit to use Town Run routinely as our secondary water source? The document distributed at our last meeting seems to only cover emergency use.

Bonds

What further information do we have on use of the excess funds in reserve accounts?

2. Addition to the draft minutes of the June 29 meeting

Under 7.a first sentence please change to "been answered by the BHM CPA Group, Inc audit report, by S. Grove and by the letter from David Decker."

Thank you,

Sue Kemnitzer

July 19, 2023

July 27, 2023

Capital Improvement (Sewer)

1. Two (2) Trucks
2. Non-Potable system
3. PLC – (Programmable Logic Controller) – Controls all settings for the Wastewater Plant.
4. Computer – Laboratory
5. Dissolved Oxygen Probes and Controllers
6. Influent Sampler
7. Printers (2)
8. Lift – to change filters

Submitted by Frank Welch

July 27, 2023

Unaccounted-for-water report:

2019 – 2020 = 20%

2020 – 2021 = 19.6%

2021 – 2022 = 17.9%

Information was not available in the years before 2019. The computer that carried that information malfunctioned and had to be replaced.

Submitted by Frank Welch

HYDRANT PROJECT WORK LIST					
LOCATION	Y/N?	VALVE In Service?	ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS
DATE				REPORT	
HYDRANTS OUT OF SERVICE/NEED REPAIRS					
388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff	<div></div>
110 S King	Yes	No	?	Repair	
HYDRANTS TO BE REMOVED AND RETIRED					
Corner King & New Streets			4" main, inadequate supply	Retire hydrant, covered by other hydrants	<div></div>
Corner Church & New Street			4" main, inadequate supply	Retire hydrant, covered by other hydrants	
East High Street (Tommy's Pizza)			4" main, inadequate supply	Retire hydrant, covered by other hydrants	
HYDRANTS IN SERVICE/NEED REPAIRS					
Willowdale/Martha	Yes	Yes	No Drain	Replace hydrant	<div></div>
High Street at Stutzman-Slonaker Hall	Yes	Yes	No Drain	Repair in place	
W. High st/ N. Duke st.	?	Yes	Hard to operate	Replace hydrant	
426 Willowdale Dr	?	Yes	too low	Needs Riser	
Green Pineapple	Yes	Yes	gets hit /in loading zone	Install bollards/repair	<div></div>
United bank	Yes	Yes	No drain	Repair in place	
NEW HYDRANTS					
Tack & Jack's Apartments, Duke St.	?	?	Taken out by drunk driver	Install New Hydrant	
HYDRANTS WITH PROPERTY ISSUES					
DEDICATED HYDRANTS					
SU Baseball field end of High Street			Open only w/permission of Water Dept.	Special tag, alert firefighters	<div></div>
SFD Fire Hall			Open only w/permission of Water Dept.	Special tag, alert firefighters	
Mecklenburg Heights			Open only w/permission of Water Dept.	Special tag, alert firefighters	
NOTES					
Minimum clearance for bollards: 36"			36'		
Total gallons flushed			600,000		
*Loop behind Roc's- distribution project					