

Water & Sanitary Board Agenda
Thursday, August 31, 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 July 27, 2023, - Enclosure
3. Visitors
4. Finances
 - a. Financial Statements
 - b. Income vs. Expenses trending report for Water and Sewer Departments
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
 - b. Update on Water Distribution Project - report – Jeff Ekstrom
7. New Business
 - a. John Bresland – Safe Water Conservation Collaborative - Update
 - b. S. Kemnitzer – email regarding construction near Town Run
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. D. Sweeney- Provide supplemental written material on depreciation and bond expenditures
9. Mayor's Report
10. Next meeting date – Sept. 28, 2023
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
13. Adjournment

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

July 27, 2023

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

1. CALL TO ORDER.

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

2. MINUTES FROM PRIOR MEETING.

The edited draft minutes of the June 29, 2023 meeting were approved

3. VISITORS

D. Sweeney was present and participated in the board discussion covering Finances (see below). Mr. Sen presented a claim for billing adjustments rising from a leak in his household. This was subsequently denied via a unanimous water board resolution.

4. Financial Statements

The board reviewed financial statements for the period ending June 30, 2023 (entire FY 23). New formatting of reports allowed a clearer presentation, something appreciated and recognized by multiple board members. Several questions surfaced relative to the line item of Depreciation and its handling in different accounts. D. Sweeney gave lengthy and detailed explanations on WV PSC rules regarding public utility recording of depreciation and the differences between non-cash transactions and depreciation across accounts. Questions remained as to how depreciation could be included in the Sewer budget for FY 24, while not appearing on the Water service budget (although it was pointed out that this was removed by Water Board members at the time of budget preparation and subsequently approved). D. Sweeney offered to write a detailed email explaining the handling of depreciation and submit to the board members. R. Keller requested that staff consider adding non-operating account transactions to the bottom of future financial reports to assist in Board understanding and transparency.

There was a subsequent discussion on the matter of the Bonds issued for financing capital improvements to the water and sewer systems; especially pertaining to the Water side due to more numerous and complex bond issuance of the past twenty years. It was suggested to add an agenda item to the next meeting to decide specifically the disposition of the residual 2003 Water bond.

Following a discussion of the various stages of implementation of different construction projects (as evidenced by J. Ekstrom reports), D. Sweeney offered to include a further explanation of project funding, accounting and the involved bonds.

5. FLOW AND QUALITY REPORTS.

5.a WATER & 5.b.SANITARY

Flow and quality reports were all within normal range for both bacteriological and chemical. The shortened format was appreciated and noted by members. The erroneous WV State finding on 'Shepherdstown's water quality in the spring was officially rescinded (formal written notice received). Following a question, C.Coe explained the pretreatments he was deploying to suppress algal blooms and maintain low disinfection by-products.

6. UNFINISHED BUSINESS.

6.a FIRE HYDRANTS

No change in the hydrant report.

6.b. WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECT

J. Ekstrom explained that the Corps of Engineers is now formally committed to the project and it is in the final design/review stage. It should begin breaking ground by late fall.

6.c. WATER PLANT IMPROVEMENT PROJECT

New pump units are installed and settling tank cleaning - lasting 4 weeks and involving shutdown of One sideide, then subsequently the other of the production streams – will start by mid-August.

The new GIS system wide mapping system is nearing completion and staff views are very positive. This will also assist the 120Water (on lead service issues) in updating meter locations. S.Kemnitzer requested an updated 120Water report by October 2023. This will be done on time.

7. New Business

The water board discussed whether to modify, improve or just communicate its leak adjustments policy.

The sewer board discussed capital improvements line items shown in budgets and suggested removing these in the future.

The water board discussed with staff the ongoing issue of unaccounted water (system leaks) which have run between 18-20% over the last 3 years. This remains an unresolved issue that needs to be given priority attention.

M.Bresland reported on the Safe Water Collaborative becoming more active in the area and now focusing on (with a limited amount of funding) on riparian buffers for critical water sources

There was a discussion of Sewer interest funds expenditures that I did not record completely – Maybe Rob or Harvey might fill in?

6.d. Previous Action Items (not yet completed):

- S. Kemnitzer continuing to be the lead for the Town on the lead service line issue (**ongoing**) and notes that the EPA was contacted but has deferred until a future phone meeting is held.

6.e. New Action Items:

- D.Sweeney to provide supplemental written material on Depreciation and Bond Expenditures

7 MAYOR'S REPORT.

Mayor Auxer reported on the matter of using Town Run as the secondary source, which should be operational and permitted by year's end and once the water treatment plant is fully automated. This was the subject of a recent Town meeting. The Rotary Club intends to upgrade the springhouse at Morgan Grove. There is concern about storm runoff into Town Run in the asphalted parking areas around and including Jefferson Bank.

8. NEXT MEETING DATE.

August 31, 2023, at 1:00PM. (at Town Hall)

9 ADJOURNMENT. J. Auxer adjourned the meeting at 2:45 PM.

Respectfully Submitted: M.Godfrey

Shepherdstown Waterworks: Budget to Actual July 2023

	Month of July			Year to Date				
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget	FY 24 Budget	% FY 24 Budget
Income								
419 Water Interest Income	7,806.23	7,083.33	110.21%	7,806.23	7,083.33	253.00%	85,000.00	9%
461 Water Metered Revenue	151,215.00	150,000.00	100.81%	151,215.00	150,000.00	95.06%	1,800,000.00	8%
474 Other Water Revenues	385.00	7,000.00	5.50%	385.00	7,000.00	-198.45%	84,000.00	0%
Total Income	\$ 159,406.23	\$ 164,083.33	97.15%	\$ 159,406.23	\$ 164,083.33	97.60%	\$ 1,969,000.00	8%

Expenses								
401.1 Water Billing Expenses	1,516.54	1,291.67	117.41%	1,516.54	1,291.67	117.41%	14,500.00	10%
401.2 Water Administration	7,291.49	4,500.00	162.03%	7,291.49	4,500.00	162.03%	47,000.00	16%
401.3 Water Utility Billing	13,181.53	19,166.67	68.77%	13,181.53	19,166.67	68.77%	233,500.00	6%
401.4 Water Plant Expenses	3,225.82	30,833.33	10.46%	3,225.82	30,833.33	10.46%	370,000.00	1%
408 Taxes-Other than Income	4,188.26	5,666.67	73.91%	4,188.26	5,666.67	73.91%	65,000.00	6%
427 Interest Expense	2,219.28	10,000.00	22.19%	2,219.28	10,000.00	22.19%	120,000.00	2%
521 Employee Screening	0.00	25.00	0.00%	0.00	25.00	0.00%	300.00	0%
601 Water Salaries & Wages	41,409.00	45,000.00	92.02%	41,409.00	45,000.00	92.02%	440,000.00	9%
604 Employee Pensions & Benefits	9,971.00	11,666.67	85.47%	9,971.00	11,666.67	85.47%	110,000.00	9%
615 Purchased Power	8,588.19	6,250.00	137.41%	8,588.19	6,250.00	137.41%	60,000.00	14%
618 Chemicals	7,084.77	6,250.00	113.36%	7,084.77	6,250.00	113.36%	65,000.00	11%
631 Contractual Svc-Engineering	23,768.00	7,916.66	300.23%	23,768.00	7,916.66	300.23%	50,000.00	48%
632 Contractual Svc-Accounting	6,592.00	2,083.33	316.42%	6,592.00	2,083.33	316.42%	25,000.00	26%
633 Contractual Svc-Legal	1,394.95	416.67	334.79%	1,394.95	416.67	334.79%	10,000.00	14%
635 Contractual Svc-Testing	141.25	3,750.00	3.77%	141.25	3,750.00	3.77%	45,000.00	0%
636 Contractual Svc-Other	387.00	2,916.67	13.27%	387.00	2,916.67	13.27%	22,000.00	2%
650 Transportation Expenses	96.76	3,750.00	2.58%	96.76	3,750.00	2.58%	45,000.00	0%
657 Insurance-General Liability	5,395.21	3,666.67	147.14%	5,395.21	3,666.67	147.14%	33,000.00	16%
659 Insurance-Other	0.00	750.00	0.00%	0.00	750.00	0.00%	9,000.00	0%
660 Advertising Expense	99.50	83.33	119.40%	99.50	83.33	119.40%	500.00	20%
675 Administrative Lending Fees	0.00	166.67	0.00%	0.00	166.67	0.00%	4,000.00	0%
676 Bond Issuance Expense	0.00	16.67	0.00%	0.00	16.67	0.00%	200.00	0%
Total Expenses	\$ 136,550.55	\$ 166,166.68	82.18%	\$ 136,550.55	\$ 166,166.68	82.18%	\$ 1,769,000.00	8%
Net Operating Income	\$ 22,855.68			\$ 22,855.68				

Other Income								
419.5 Capacity Accounts Interest	4,580.31			4,580.31				
474. Other Water Revenue	2,400.00			2,400.00				
Total Other Income	\$ 6,980.31			\$ 6,980.31				
Net Income	\$ 29,835.99			\$ 29,835.99				

Bond Expenses								
03-A Water Revenue	2,241.34	2,241.34	100.00%	2,241.34	2,241.34	100.00%	26,896.08	8.33%
03-B Water Revenue	7,187.19	7,187.19	100.00%	7,187.19	7,187.19	100.00%	86,246.28	8.33%
12 Water Revenue	10,462.92	10,462.92	100.00%	10,462.92	10,462.92	100.00%	125,555.04	8.33%
17 Sewer Revenue	12,819.55	12,819.55	100.00%	12,819.55	12,819.55	100.00%	153,834.60	8.33%
21 Water Revenue	8,292.02	8,292.02	100.00%	8,292.02	8,292.02	100.00%	99,504.24	8.33%
Total Payments	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 492,036.24	8.33%
Total Net Income	-\$ 18,147.34			-\$ 18,147.34				

Shepherdstown Waterworks

Balance Sheet As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,756,992.33
RESTRICTED FUNDS BANKING	2,846,479.01
UNRESTRICTED FUNDS BANKING	81,456.94
Total Bank Accounts	\$4,684,928.28
Accounts Receivable	
141 A/R, Water Customer Billing	164,352.08
142 Other Receivables	0.00
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$159,352.08
Other Current Assets	
142.71 Due to/From Govt Funds	-80,088.66
162 Prepaid Expenses	0.00
253.20 Deferred Inflows	-98,740.50
Due to/from Sewer	-5,102.21
Uncategorized Asset	0.00
Total Other Current Assets	\$ -183,931.37
Total Current Assets	\$4,660,348.99
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,449,107.56
Fixed Asset Adjustments	-4,148,653.39
Fixed Assets (All Funds)	12,812,000.52
Total Fixed Assets	\$11,112,454.69
TOTAL ASSETS	\$15,772,803.68
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	22.86
Total Accounts Payable	\$22.86
Other Current Liabilities	
221 Bond Payable-Current	0.00
235 Customer Dep/Int Pay.-Cash Acct	89,116.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	51,580.61
Total Other Current Liabilities	\$175,879.62
Total Current Liabilities	\$175,902.48

Shepherdstown Waterworks

Balance Sheet As of July 31, 2023

	TOTAL
Long-Term Liabilities	
186.20 Deferred Outflows	-32,069.19
221. Bond Payable-Long term	6,916,046.55
Total Long-Term Liabilities	\$6,883,977.36
Total Liabilities	\$7,059,879.84
Equity	
215 Retained Earnings	7,701,320.24
271 Contrib. in aid of Construction	1,069,125.91
Net Income	-57,522.31
Total Equity	\$8,712,923.84
TOTAL LIABILITIES AND EQUITY	\$15,772,803.68

Shepherdstown Sewer
Budget to Actual July 2023

	Month of July			Year to Date			FY 2024	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Income								
419 Sewer Interest Income	5,639.71	3,583.33	157.39%	5,639.71	3,583.33	157.39%	43,000.00	13.12%
522 Metered Sewer Revenue	101,260.00	124,206.42	81.53%	101,260.00	124,206.42	81.53%	1,490,477.00	6.79%
536 Other Wastewater Revenues	600.00	309.83	193.65%	600.00	309.83	193.65%	3,718.00	16.14%
Total Income	\$ 107,499.71	\$ 128,099.58	83.92%	\$ 107,499.71	\$ 128,099.58	83.92%	\$ 1,537,195.00	6.99%

Expenses								
401.1 Sewer Billing Expenses	887.04	869.08	102.07%	887.04	869.08	102.07%	10,429.00	8.51%
401.2 Sewer Administration	8,220.11	5,158.25	159.36%	8,220.11	5,158.25	159.36%	61,899.00	13.28%
401.3 Sewer Utility Billing	8,524.71	3,075.00	277.23%	8,524.71	3,075.00	277.23%	36,900.00	23.10%
401.4 Sewer Plant Maintenance	4,913.90	24,060.66	20.42%	4,913.90	24,060.66	20.42%	288,728.00	1.70%
403 Depreciation Expense	29,576.05	31,666.67	93.40%	29,576.05	31,666.67	93.40%	380,000.00	7.78%
408 Taxes Other than Income	2,003.00	3,054.17	65.58%	2,003.00	3,054.17	65.58%	36,650.00	5.47%
701 Salaries & Wages	26,227.00	31,469.42	83.34%	26,227.00	31,469.42	83.34%	377,633.00	6.95%
704 Employee Benefits	6,312.00	5,717.17	110.40%	6,312.00	5,717.17	110.40%	68,606.00	9.20%
711 Sludge Removal		3,333.33	0.00%		3,333.33	0.00%	40,000.00	0.00%
715 Purchased Power	12,765.19	1,266.67	1007.78%	12,765.19	1,266.67	1007.78%	15,200.00	83.98%
718 Chemicals	8,642.71	11,666.67	74.08%	8,642.71	11,666.67	74.08%	140,000.00	6.17%
731 Contractual Svc-Engineering	6,423.45	416.67	1541.62%	6,423.45	416.67	1541.62%	5,000.00	128.47%
732 Contractual Svc-Accounting	6,592.00	1,512.50	435.83%	6,592.00	1,512.50	435.83%	18,150.00	36.32%
733 Contractual Svc-legal	2,399.95	416.67	575.98%	2,399.95	416.67	575.98%	5,000.00	48.00%
735 Contractual Svc-testing	712.40	416.67	170.97%	712.40	416.67	170.97%	5,000.00	14.25%
736 Contracted Services-Other	387.00	416.67	92.88%	387.00	416.67	92.88%	5,000.00	7.74%
750 Transportation Expenses	77.42	500.00	15.48%	77.42	500.00	15.48%	6,000.00	1.29%
757 Insurance-General Liability	4,074.00	2,916.67	139.68%	4,074.00	2,916.67	139.68%	35,000.00	11.64%
760 Advertising		166.67	0.00%		166.67	0.00%	2,000.00	0.00%
Total Expenses	\$ 128,737.93	\$ 128,099.61	100.50%	\$ 128,737.93	\$ 128,099.61	100.50%	\$ 1,537,195.00	8.37%
Net Operating Income	-\$ 21,238.22			-\$ 21,238.22				

Other Income								
419.5 Capacity Accounts Interest	1,682.48			1,682.48				
536. Other Wastewater Revenue	2,808.00			2,808.00				
Total Other Income	\$ 4,490.48			\$ 4,490.48				

Other Expenses								
Membrane Transfer Reserve Budget Only	24,167.00			24,167.00				
Total Other Expenses	\$ 24,167.00			\$ 24,167.00				
Net Income	-\$ 40,914.74			-\$ 40,914.74				

Bond Expenses								
10-A Sewer Revenue	18,496.08	18,496.08	100.00%	18,496.08	18,496.08	100.00%	221,952.96	8.33%
Total Payments	\$ 18,496.08	\$ 18,496.08	100.00%	\$ 1,748.34	\$ 18,496.08	9.45%	\$ 221,952.96	0.79%
Total Net Income	-\$ 59,410.82			-\$ 42,663.08				

Shepherdstown Sewer

Balance Sheet As of July 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	526,208.80
RESTRICTED FUNDS BANKING	2,192,334.63
UNRESTRICTED FUNDS BANKING	59,015.89
Total Bank Accounts	\$2,777,559.32
Accounts Receivable	
Accounts Receivable	96,944.30
Total Accounts Receivable	\$96,944.30
Other Current Assets	
253.20 Deferred Inflows	-69,209.19
Due To/From Govt	-733,438.06
Due To/From Water	5,145.37
Other Current Assets	327.92
Uncategorized Asset	0.00
Total Other Current Assets	\$ -797,173.96
Total Current Assets	\$2,077,329.66
Fixed Assets	
105 Construction in Progress	0.00
Fixed Asset Adjustment	-4,327,734.72
Fixed Assets	13,923,051.67
Total Fixed Assets	\$9,595,316.95
TOTAL ASSETS	\$11,672,646.61
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
186.20 Deferred Outflows	-12,930.58
221 Bonds Payable-Current	0.00
235 Cust. Dep/Int. Pay-Cash Acct	64,661.89
Current Liabilities	74,401.99
Total Other Current Liabilities	\$126,133.30
Total Current Liabilities	\$126,133.30

Shepherdstown Sewer

Balance Sheet
As of July 31, 2023

	TOTAL
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,935,650.24
Total Long-Term Liabilities	\$3,935,650.24
Total Liabilities	\$4,061,783.54
Equity	
214 Retained Earnings	4,544,048.24
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	604,175.00
Net Income	-32,390.03
Total Equity	\$7,610,863.07
TOTAL LIABILITIES AND EQUITY	\$11,672,646.61

[illegible]

SHEPHERDSTOWN WATER DEPT.

JULY 2023

Pump time average 13 hour

Gallons pumped average 594,936.

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

All daily samples in acceptable ranges

All Bacteriological samples were ABSENT.

No violations

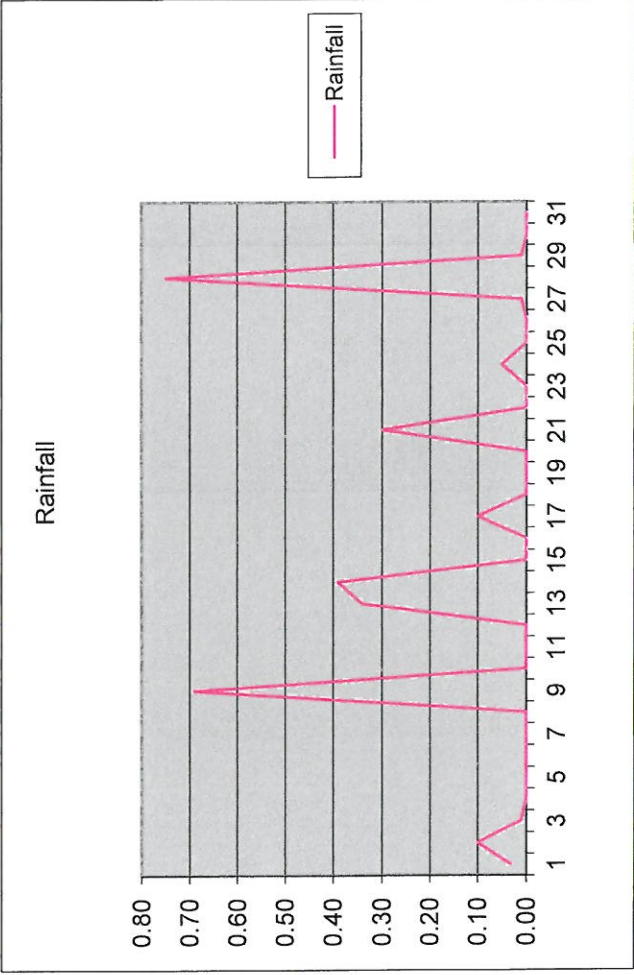
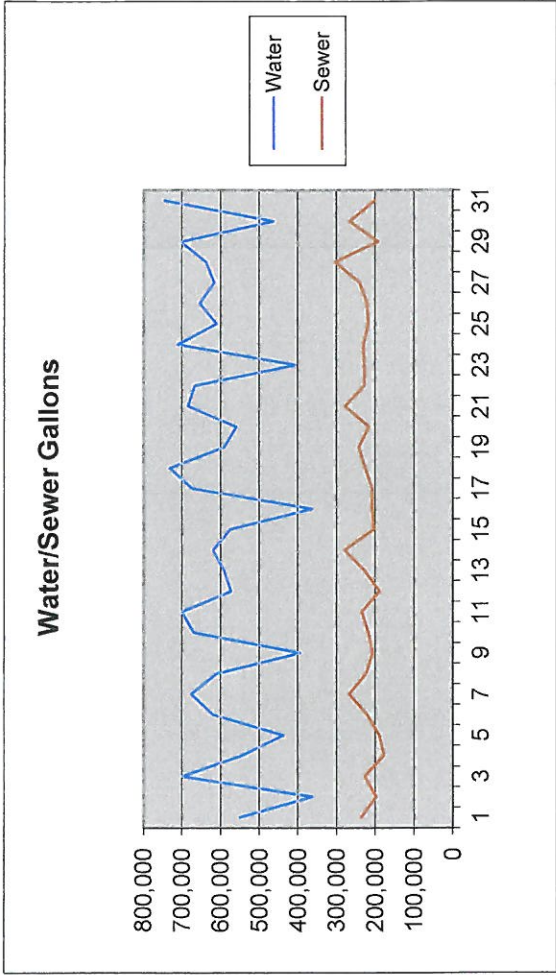
August TTHM's were elevated to 97 ppb due to pre-chlorination for algae blooms. Should average out way below the MCL when averages over 4 quarters.

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 making algae worse.
- Longer run times, running half the plant for filter work. Excepted 30 days each filter.
- August runtime averages could reach 17 hours.

Water/Sewer Flows July 2023

Date	Water	Sewer	RainFall
1	550,458	236,400	0.03
2	362,596	196,800	0.10
3	700,381	226,700	0.01
4	546,156	177,400	0.00
5	437,455	189,100	0.00
6	619,126	220,400	0.00
7	676,130	266,500	0.00
8	610,545	222,600	0.00
9	393,573	206,200	0.69
10	669,244	216,800	0.00
11	700,254	234,500	0.00
12	573,340	188,500	0.00
13	591,591	226,500	0.34
14	619,354	278,600	0.39
15	575,662	203,300	0.00
16	363,248	206,900	0.00
17	673,943	207,400	0.10
18	732,016	224,900	0.00
19	590,931	242,000	0.00
20	558,990	215,700	0.00
21	684,183	277,600	0.30
22	667,543	227,300	0.00
23	405,158	227,800	0.00
24	711,325	229,100	0.05
25	609,995	217,400	0.00
26	653,856	220,300	0.00
27	616,006	238,900	0.01
28	637,597	303,000	0.75
29	703,903	191,100	0.01
30	463,395	265,000	0.00
31	745,068	200,100	0.00
Avg.	594,936	225,316	0.09



July 2023 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2253	Mgd	0.3030		0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	3.2	Mg/l	3.2		30	60		5.88	5.88	167	334		
TSS	4.5	Mg/l	4.5		30	60		8.27	8.27	167	334		
TKN	0.65	Mg/l	0.82		3	6		1.22	1.51	17	33		
Fecal	<10	Cnts/100	MI	<10	200	400		N/A	N/A	N/A	N/A		
Total N	1.30	Mg/l	1.40		Rpt Only	Rpt Only		N/A	75.73	N/A	507	744.37	6091
Total P	0.033	Mg/l	0.041		Rpt Only	Rpt Only		N/A	1.92	N/A	50.7	18.13	609
Copper	<0.0037	Mg/l	<0.0037		0.0094	0.0212		N/A	N/A	N/A	N/A		
Zinc		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l			Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.2	S.U.	7.2	S.U.	6.5	8.5		N/A	N/A	N/A	N/A		

Field Name	Applied This Month		Year to Date Applied	Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill		Tons		Tons			
Olcott Field 2		Tons		Tons			
Olcott Field 3		Tons	2.748	Tons			
Olcott Field 4		Tons		Tons			
Olcott Field 6		Tons	2.748	Tons			
Blair-Carter Field 1		Tons	2.496	Tons			
Blair-Carter Field 3		Tons		Tons			
Blair-Carter Field 4		Tons		Tons			
Willard Field 1		Tons	3.004	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	July	Year	2023	Plant	Shepherdstown W.W.T.P.	City	Shepherdstown	Operator	Kenny Shipley										
		INFLUENT WASTEWATER				DIGESTERS		ACTIVATED SLUDGE	EFFLUENT TEMP.	PLANT EFFLUENT											
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)		
1	0.03			0.2364				20000													
2	0.10			0.1968				20000													
3	0.01			0.2267				20000													
4				0.1774				20000													
5				0.1891				14000	11664	6051											
6		120	65.9	0.2204			9	14000	11664				4.5	3.2	<10		7.2	0.82	1.3	0.032	
7				0.2665				14000	11664												
8				0.2226				14000													
9	0.69			0.2062				14000													
10				0.2168				14000	11664												
11				0.2345				14000	11664									0.63	1.2	0.03	
12				0.1885				14000	11664												
13	0.34			0.2265				14000	11664												
14	0.39			0.2786			7	14000	11664	5108											
15				0.2033				14000													
16				0.2069				14000													
17	0.10			0.2074				16000	11664												
18				0.2249				16000	11664									0.62	1.3	0.029	
19				0.2420			7	16000	11664												
20				0.2157				16000	11664												
21	0.30			0.2776				16000	11664												
22				0.2273				16000													
23				0.2278				16000													
24	0.05			0.2291				18000	11664												
25				0.2174				18000	11664	5331											
26				0.2203				18000	11664										0.53	1.4	0.041
27	0.01			0.2389				18000	11664												
28	0.75			0.3030			7	18000	11664												
29	0.01			0.1911				18000													
30				0.2650				18000													
31				0.2001				20000													
Total	2.78	120	65.9	6.9848			30	500000	209952	16490			4.5	3.2	<10		7.2	2.60	5.2	0.132	
Average	0.09	120	65.9	0.2253			7.5	16129	11664	5497			4.5	3.2	<10		7.2	0.65	1.3	0.033	
Minimum	0.01	120	65.9	0.1774			7	14000	11664	5108			4.5	3.2	<10		7.2	0.53	1.2	0.029	
Maximum	0.75	120	65.9	0.3030			9	20000	11664	6051			4.5	3.2	<10		7.2	0.82	1.4	0.041	

MAIL ONE COPY EACH TO:

Office of Environmental Health Services
 Certification & Training Program
 350 Capital Street, Room 313
 Charleston WV 25301-1798

Division of Environmental Protection
 ATTN: Municipal Branch
 601- 57th Street
 Charleston, WV 25304

HYDRANT PROJECT WORK LIST						
LOCATION	Y/N?	VALVE	ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS	REPORT DATE
		In Service?				
HYDRANTS OUT OF SERVICE/NEED REPAIRS						
388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff Repair	<div></div>	
110 S King	Yes	No	?			
HYDRANTS TO BE REMOVED AND RETIRED						
Corner King & New Streets			4" main, inadequate supply	Retire hydrant, covered by other hydrants Retire hydrant, covered by other hydrants Retire hydrant, covered by other hydrants	<div></div>	
Corner Church & New Street			4" main, inadequate supply			
East High Street (Tommy's Pizza)			4" main, inadequate supply			
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 Special tag, alert firefighters Special tag, alert firefighters	<div></div>	
SFD Fire Hall			Open only w/permission of Water Dept.			
Mecklenburg Heights			Open only w/permission of Water Dept.			
NOTES						
			36'			
Minimum clearance for bollards:			36"			
Total gallons flushed			600,000			
Loop behind Roc's- distribution project						

MEMORANDUM

FROM: Stephanie F. Grove, County Administrator
TO: Shepherdstown Water Board
DATE: August 25, 2023
RE: Excess Reserve Funds on 2003B Series

At its June Meeting the Board discussed the bond payments, discussing in detail the Series 2003B bonds, which will be paid off at the end of fiscal year 24. At that time, board Staff and the Mayor reached out the Board's accountant, asking him to provide more detailed information concerning the Board's various bonds. He provided us with the following information:

It appears that the Series 2003B bonds will be paid off during the 23-24 fiscal year. As of May 31, 2003, the outstanding principal balance is \$97,357. Also as of May 31, 2023, there are cash balances on deposit with the WV Municipal Bond Commission (WVMBC) of \$33,590 in the bond "Revenue" fund plus \$80,512 in the bond "Reserve" fund. The bond does carry interest at 2%. Since the cash on deposit in the two funds is in excess of the outstanding principal balance it may be prudent to contact the WVMBC and see exactly when the bonds can be paid in full and to then decide what to do with the excess cash deposit, i.e. get cash refunded or apply towards the 2021 bonds Reserve fund.

You may also want to contact the WVMBC about your other bonds Reserve funds. Except for the 2021 bonds, all of the other bonds Reserve funds are fully funded, meaning you do not have to pay into those reserve funds any longer. In fact, as of May 31, 2023, the 2010A and 2017 bond Reserve funds are each over funded by a several thousand dollars while the 2003A and 2012 bond Reserve funds each have a small excess of funds. In addition, the 2003 Water Depreciation fund at the WVMBC has \$821.01 in it as of May 31, 2023 and is available to be taken out at any time. These excess funds can also be refunded or applied towards your 2021 bonds Reserve fund.

After reviewing this information, the Board requested that staff reach out to the West Virginia Municipal Bond Commission ("WVMBC"). Staff along with Mayor Auxer called the Bond Commission. During that call, the WVMBC staff explained that the money we have in reserve in the Series 2003 B bond is currently on the Series 2003B earning 5 percent interest. She indicated that those funds are unrestricted and could be withdrawn or used for other projects at any time. Moving the funds to the 2021 series would encumber them until the 2021 bonds are paid in full. Additionally, in order to move the funds and pay off the 2003B bonds early, the Water Board would have to seek the permission of the Municipal Bond Commission before being permitted to do that.

While the WVMBC staff member could not recommend a course of action, she indicated that most entities choose to retain funds where they are unencumbered and are gaining a high rate of return. She cautioned me that once the money was moved to the 2021 series, it would not be available to the Water Board in the event it needed additional funding for other unforeseen projects. She also indicated that I should monitor the monthly interest rate in the event there was a decrease in the return, and perhaps consider moving the funds at that time.