

**Water & Sanitary Board Agenda**  
**Thursday, September 28, 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 August 31, 2023, - Enclosure
3. Visitors
4. Finances
  - a. Financial Statements – discussion of timing of statements
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. J. Bresland – Safe Water Conservation Collaborative
  - b. S. Kemnitzer – Construction near Town Run - Enclosure
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. Grove – Provide explanation of the sewer contractual services accounting items
    3. PLC replacement update - ordered
    4. Mayor – Talked to Steve Pierson (Observer) about Town Run
    5. Explanation of Depreciation – Daniel Sweeney - Enclosure
9. Mayor's Report
10. Next meeting date – October. 26, 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**

August 31, 2023

**ATTENDEES: Water Board** – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroeck  
**Sanitary Board** – J. Auxer (Chair), H. Heyser, R. Keller  
**Town Staff** – B. Bennett, C. Coe, J. Ekstrom, S. Grove, 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 July 27, 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.**

S. Kemnitzer thanked S. Grove and B. Bennett for the improved financial reports.

S. Grove summarized the reports and explained that the bond expenses had been moved to a separate section of the report.

S. Kemnitzer noted that at least one bond had enough money accumulated in its reserve account to pay off the bond. She suggested that we should consider paying it off and closing the bond account, noting that doing so would simplify our accounting and financial reporting.

**ACTION ITEM: S. GROVE TO DETERMINE WHAT THE REQUIRED ACTIONS ARE TO PAY OFF A BOND AND CLOSE THE ACCOUNT.**

M. Godfrey noted that we receive 5% interest on the reserve account and that the bond's closing date is June 2024 and suggested that we continue as we are currently doing until then. R. Keller agreed.

J. Ekstrom suggested that we consult with our bond counsel, Cam Siegrist, on the matter.

H. Heyser noted that the Sewer Total Net Income for July and YTD do not match. S. Grove agreed that they should and that there must be a Quickbooks formula error, which she would correct.

R. Keller noted that, regarding Sewer item 715 (Purchased Power), the July expense was 84% of the amount budgeted for the entire year, \$15,200. S. Grove said that the annual budget is actually \$152,000 and that value in the report would be updated.

R. Keller noted that, regarding Sewer Contractual Services, several of the items were significantly over budget. S. Grove said that she would investigate those items.

**ACTION ITEM: S. GROVE TO PROVIDE AN EXPLANATION OF THE SEWER CONTRACTUAL SERVICES ACCOUNTING ITEMS.**

R. Keller asked when the new rates are going into effect. A call was made to C. Painter who reported that the next billing cycle will be based on the new rates.

M. Godfrey noted that the YTD % of Budget values for Water items 461 and 474 seem to be incorrect. S. Grove agreed that there appears to be a calculation error there.

Both boards expressed their appreciation on the improvement in the financial reports.

**4.b INCOME VS EXPENSES TRENDING REPORTS.**

It was noted that these reports were included in last month's packet. S. Kemnitzer suggested that these trends be evaluated each month and that the reports should be included in the packet as appropriate.

**5. FLOW AND QUALITY REPORTS.**

**5.a WATER REPORTS.**

C. Coe reported that the issues caused by the algae blooms are seasonal issues, are not unexpected and should be alleviated on or about the end of September when the water temperature decreases. He also noted that the increased pumping time was due to the ongoing water plant upgrade and should be alleviated soon.

R. Keller noted that the flow of the springs that feed Town Run seems to be very low, as is the Potomac river, and asked if we would be able to switch to pumping from Town Run if necessary. C. Coe said that we would have to dam Town Run to create a deeper pool from which to pump.

**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 renovation of the first filter is almost complete and that it should be back on line by Friday. Then the second filter will be renovated - should be done by the end of September.

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

J. Ekstrom reported that they are currently waiting for the Army Corps of Engineers to officially sign-off on the agreement. When that happens they can start the process of procuring bids.

**7. NEW BUSINESS.**

**7.a J. BRESLAND - SAFE WATER CONSERVATION COLLABORATIVE - UPDATE.**

J. Bresland reported that the Collaborative is a network of 25+ water utilities, land conservation organizations and community partners and representatives from 4 of the organizations had a recent meeting at Morgan's Grove where they discussed a grant to Jefferson and Berkeley counties of \$120,000 which is to be used to create riparian buffers to protect critical water sources. He also stated that Morgan's Grove was discussed as a potential site.

M. Godfrey asked whether we should suggest the Toll House Woods as another potential site. K. Shipley stated that the developer already has plans for a buffer, including a walking path, along Town Run.

**7.B S. KEMNITZER - EMAIL REGARDING CONSTRUCTION NEAR TOWN RUN.**

J. Auxer stated that the contractor for the building project reported that the new portion of the building was 8.5 feet from Town Run.

S. Kemnitzer said that the excavation exposed the concrete block wall that contains town run and that construction activity is taking place within a foot of the wall while it is exposed.

J. Auxer stated that a process has been initiated to add a requirement to the Town's building application that would ensure new building projects do not endanger Town Run.

M. Godfrey suggested that we encourage the Observer to do an article on Town Run in order to inform everyone in the area how important it is to our water supply.

**ACTION ITEM: J. AUXER TO MAKE SUGGESTION TO THE OBSERVER ABOUT A TOWN RUN ARTICLE.**

**8. OLD BUSINESS.**

**8.a HYDRANT REPORT - ENCLOSURE IN PACKET.**

C. Coe stated that there was nothing to add to the information in the enclosure.

K. Shipley reported that he asked the contractor working on the Toll House Woods project to provide pricing for the hydrant work that was scheduled to be done by the contractor who has decided to retire. The contractor agreed to provide prices but stated that he would not be able to schedule the work for at least 6 months.

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

This item has been superseded by the work done by the accounting staff and will be closed.

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

S. Kemnitzer reported that there has been no response and that this item should be closed.

**8.b.3 ACTION ITEMS: D. SWEENEY TO PROVIDE SUPPLEMENTAL WRITTEN MATERIAL ON DEPRECIATION AND BOND EXPENDITURES.**

There was general agreement that our bond information is now adequate but that we still needed information regarding depreciation.

**9. MAYOR'S REPORT.**

S. Kemnitzer inquired about the status of audits. J. Auxer stated that we expect to have the 2021 audit done by the end of September and that the 2022 audit must then be put out for bid because the State requires us to change auditors every few years.

S. Kemnitzer asked that we be provided with a copy of the annual Water Board report that goes to the PSC.

**ACTION ITEM: B. BENNETT TO DISTRIBUTE THE WATER BOARD PSC REPORT WHEN IT IS AVAILABLE.**

R. Keller stated that our current Sewer PLC system is outdated and asked if we should be looking for a new one. F. Welch said that we would need to get it from the vendor (Aqua).

**ACTION ITEM: K SHIPLEY TO CONTACT THE VENDOR (AQUA) AND INQUIRE ABOUT PLC UPGRADE POSSIBILITIES.**

J. Ekstrom said the he just received a text message from the ACE that said the final agreement has been signed and that means we should be able to advertise for bids by the middle of September.

**10. NEXT MEETING DATE.**

Our next regular meeting will be Thursday, 28 September at 1:00 PM.

**11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.**

4.a: S. Grove to determine what the required actions are to pay off a bond and close the account.

4.a: S. Grove to provide an explanation of the sewer contractual services accounting items.

7.b: J. Auxer to make suggestion to the Observer about a Town Run article.

9: B. Bennett to distribute the Water Board PSC report when it is available.

9: K. Shipley to contact the vendor (Aqua) and inquire about PLC upgrade possibilities.

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

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:17 p.m.

**Respectfully Submitted:** J. Ford

## 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	5.50%	84,000.00	0%
Total Income	\$ 159,406.23	\$ 164,083.33	97.15%	\$ 159,406.23	\$ 164,083.33	97.15%	\$ 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 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
<b>Income</b>								
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%
<b>Total Income</b>	<b>\$ 107,499.71</b>	<b>\$ 128,099.58</b>	<b>83.92%</b>	<b>\$ 107,499.71</b>	<b>\$ 128,099.58</b>	<b>83.92%</b>	<b>\$ 1,537,195.00</b>	<b>6.99%</b>

<b>Expenses</b>								
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	12,666.67	100.78%	12,765.19	12,666.67	100.78%	152,000.00	8.40%
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%
<b>Total Expenses</b>	<b>\$ 128,737.93</b>	<b>\$ 139,499.61</b>	<b>92.29%</b>	<b>\$ 128,737.93</b>	<b>\$ 139,499.61</b>	<b>92.29%</b>	<b>\$ 1,673,995.00</b>	<b>7.69%</b>
<b>Net Operating Income</b>	<b>-\$ 21,238.22</b>			<b>-\$ 21,238.22</b>				

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

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

<b>Bond Expenses</b>								
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%
<b>Total Payments</b>	<b>\$ 18,496.08</b>	<b>\$18,496.08</b>	<b>100.00%</b>	<b>\$18,496.08</b>	<b>\$ 18,496.08</b>	<b>100%</b>	<b>\$ 221,952.96</b>	<b>8.33%</b>
<b>Total Net Income</b>	<b>-\$59,410.82</b>			<b>-\$59,410.82</b>				

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month		August		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 <sub>5</sub> (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 <sub>5</sub> (mg/l)	Fecal Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)		
1				0.1694				20000			14303						0.72	1.57	0.072		
2				0.2247				20000			13438										
3				0.2732				20000													
4				0.2566				16000													
5				0.2079				16000													
6				0.2198				16000													
7	1.76			0.1872				16000													
8		42	59.2	0.2693				20000		5221	14260	2.0	5.7	<10		7.0	0.58	1.88	0.38		
9				0.2389				20000			14476										
10	0.06			0.2597			8	20000			9821										
11				0.2402				20000													
12				0.2041				20000													
13	0.05			0.2703				20000													
14	0.27			0.2410				20000													
15				0.2237				20000			14049						0.58	1.08	0.11		
16				0.2252				20000			14055										
17				0.2433				20000			12230										
18				0.2631				20000		5131											
19				0.2359				20000													
20				0.2543				20000													
21				0.2772				20000													
22				0.2713				20000			14529						0.56	1.21	0.095		
23				0.2407				20000			17647										
24				0.2759				20000			14355										
25	0.27			0.2731			8	20000													
26				0.2264				20000													
27				0.2497				20000													
28				0.2670				20000			14512										
29				0.2684				20000		5744							0.64	1.29	0.033		
30				0.2467			5	20000													
31				0.2553				20000													
Total	2.41	42	59.2	7.5595			21	604000		16096	167675	2.0	5.7	<10	7.0	3.08	7.03	0.69			
Average	0.48	42	59.2	0.2439			7.0	19484		5365	13972.91667	2.0	5.7	<10	7.0	0.62	1.41	0.14			
Minimum	0.05	42	59.2	0.1694			5	16000		5131	9821	2.0	5.7	<10	7.0	0.56	1.08	0.03			
Maximum	1.76	42	59.2	0.2772			8	20000		5744	17647	2.0	5.7	<10	7.0	0.72	1.88	0.38			

MAIL ONE COPY EACH TO:

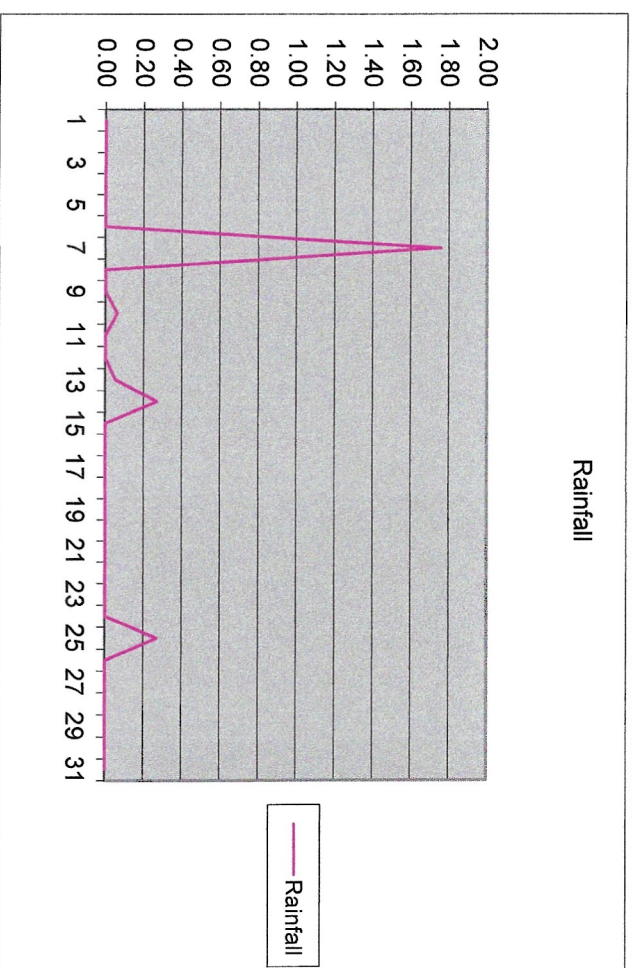
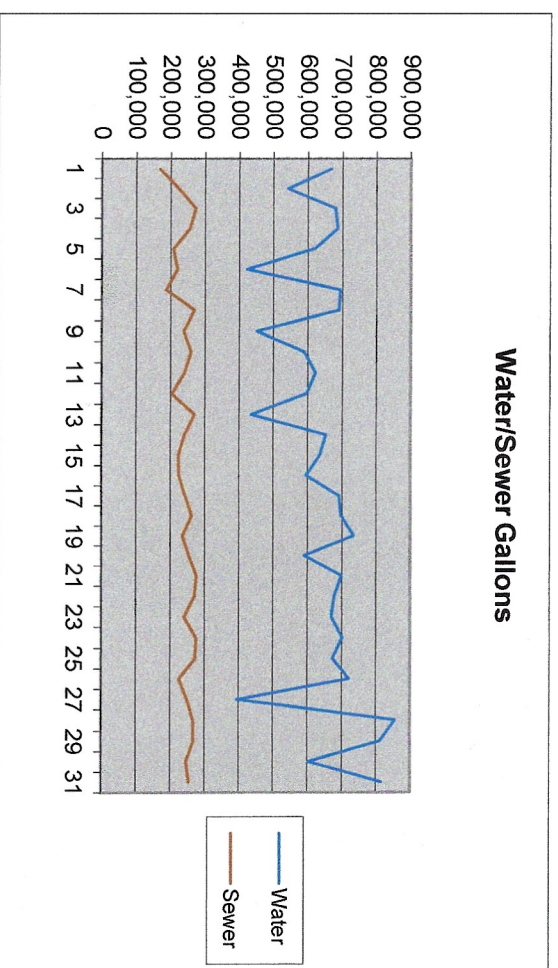
Office of Environmental Health Services  
 Certification & Training Program  
 350 Capitol Street, Room 313  
 Charleston WV 25301-1798

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



# Water/Sewer Flows August 2023

Date	Water	Sewer	RainFall
1	667,523	169,400	0.00
2	542,800	224,700	0.00
3	680,152	273,200	0.00
4	686,462	256,600	0.00
5	619,782	207,900	0.00
6	422,257	219,800	0.00
7	693,804	187,200	1.76
8	690,080	269,300	0.00
9	451,300	238,900	0.00
10	589,900	259,700	0.06
11	622,600	240,200	0.00
12	596,100	204,100	0.00
13	435,500	270,300	0.05
14	653,000	241,000	0.27
15	634,900	223,700	0.00
16	595,700	225,200	0.00
17	691,400	243,300	0.00
18	696,600	263,100	0.00
19	734,500	235,900	0.00
20	589,400	254,300	0.00
21	699,700	277,200	0.00
22	678,100	271,300	0.00
23	669,300	240,700	0.00
24	701,400	275,900	0.00
25	673,900	273,100	0.27
26	721,600	226,400	0.00
27	395,100	249,700	0.00
28	855,700	267,000	0.00
29	811,100	268,400	0.00
30	603,000	246,700	0.00
31	815,200	255,300	0.00
Avg.	642,512	243,855	0.08





## August 2023 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.		Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2439	Mgd	0.2772	Mgd	0.6670	Rpt Only		N/A	N/A	N/A		
BOD	5.7	Mg/l	5.7	Mg/l	30	60		12.80	12.80	167	334	
TSS	2.0	Mg/l	2.0	Mg/l	30	60		4.49	4.49	167	334	
TKN	0.62	Mg/l	0.72	Mg/l	3	6		1.24	1.06	17	33	
Fecal	<10	Cnts/100 MI	<10	Cnts/100 MI	200	400		N/A	N/A	N/A		
Total N	1.41	Mg/l	1.88	Mg/l	Rpt Only	Rpt Only		N/A	88.90	N/A	507	833.27
Total P	0.14	Mg/l	0.380	Mg/l	Rpt Only	Rpt Only		N/A	8.83	N/A	50.7	26.96
Copper		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Zinc		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Lead		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Aluminum		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Chloride	0.0687	Mg/l	0.0687	Mg/l	196	340		N/A	N/A	N/A		
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
PH	7.0	S.U.	7.0	S.U.	Min Allowed 6.5	Max Allowed 8.5		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				

## **SHEPHERDSTOWN WATER DEPT.**

**AUGUST 2023**

Pump time average 20 hour

Gallons pumped average 647,948.

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

Filter One complete. Starting Filter Two 9/25/23

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.

**CORPORATION OF SHEPHERDSTOWN**  
**WATER TREATMENT PLANT IMPROVEMENTS**  
**CONTRACT NO. 2 - WATER DISTRIBUTION SYSTEM IMPROVEMENTS**  
**PROJECT SPENDING AS OF 9-18-23**

Project Item	Overall Costs	PROJECT FUNDING EXPENDED TO DATE		
		Federal Grant	Capacity Account	Totals To Date
Contract No. 2 - Construction	\$ 2,051,805.00			\$ -
Construction Contingency	\$ 103,195.00			\$ -
Engineering During Construction	\$ 50,000.00			\$ -
Bidding & Negotiating	\$ 20,000.00		\$ 10,000.00	\$ 10,000.00
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
<b>TOTALS</b>	<b>\$ 2,303,200.00</b>	<b>\$ -</b>	<b>\$ 62,700.00</b>	<b>\$ 62,700.00</b>

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






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

Project Item	Overall Costs	PROJECT FUNDING EXPENDED TO DATE					
		JSB Loan	American Recovery Plan	WDA Depreciation Fund	I & R Account	Capacity Account	Totals To Date
Contract No. 1 - Construction	\$ 2,550,535.81	\$ 1,222,500.00	\$ 421,000.00	\$ 488,000.00	\$ 175,000.00	\$ 41,533.89	\$ 2,348,033.89
Construction Contingency for Change Orders	\$ 20,000.00						\$ -
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
<b>TOTALS</b>	<b>\$ 2,876,626.60</b>	<b>\$ 1,250,000.00</b>	<b>\$ 421,000.00</b>	<b>\$ 488,000.00</b>	<b>\$ 185,000.00</b>	<b>\$ 293,324.68</b>	<b>\$ 2,637,324.68</b>

<b>Total Project Fund Allocation Summary</b>	<b>Amount</b>
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	\$ 517,626.60
<b>Totals</b>	<b>\$ 2,876,626.60</b>

## Town Run Concerns - 105 South King Street

On September 1, 2023, Mike Kanehl from the DEP, inspected and voiced his concerns with the construction adjacent to Town Run. Those concerns were rectified to his satisfaction. Since that time, Mike Kanehl and Kenny Shipley have been monitoring the Town Run daily. Currently, there are no further Town Run concerns as reported by Mr. Kanehl.

HYDRANT PROJECT WORK LIST							
LOCATION	VALVE		ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS	REPORT	DATE
	Y/N?	In Service?					
HYDRANTS OUT OF SERVICE/NEED REPAIRS							
388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff			
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			
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			
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			
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			
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							