

Water & Sanitary Board Agenda
Thursday, December 7, 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 October 26, 2023
3. Visitors
4. Finances
 - a. Financial Statements-Enclosure
5. Flow and Quality Reports
 - a. (1) Water – Reports – Information item
 - b. (2) Sewer – Reports - information item
6. Unfinished Business
 - a. Water Plant Improvement Project- Jeff Ekstrom
 - b. Update on Water Distribution Project – Jeff Ekstrom
 - c. Bid Information on Water Distribution Project – Jeff Ekstrom
7. New Business
 - a. Mainline Extension Renewal Terms – letter
 - b. Ordinance Revision – erosion and stream protection
8. Old Business
 - a. Hydrant Report – enclosure in packet
9. Mayor's Report
10. Next meeting date –
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
13. Adjournment

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
October 26, 2023

ATTENDEES:

Water Board: J. Auxer (Mayor), J. Bresland, S. Kemnitzer, S. Knuppel, C. Stroeck

Sanitary Board: J. Auxer, H. Heyser, R. Keller

Town Staff: S. Grove, C. Painter, B. Bennett, C. Coe, K Shipley, F. Welch

Visitors: Hoy Shingleton, L.C., G. Welter

1. CALL TO ORDER

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

2. MINUTES FROM PRIOR MEETING

The proposed minutes of the September 28, 2023 were reviewed and approved.

3. VISITORS

The Board introduced H. Shingleton and entered into a discussion of the pending PFAS class action lawsuit. H. Shingleton asked if the Board had tested for PFAS. C. Coe noted the state had tested the Potomac River intake and it was below actionable levels. C. Coe also confirmed that the Town had not done our own testing. The only contamination we are aware of in the local area is in Martinsburg from the 3M plant.

If the Board was considering participating in the lawsuit, H. Shingleton recommended speaking with Camden Siegrist or Charles Printz with the Bowles Rice firm, the Town's Bond Counsel firm.

G. Welter listened to presentation made to CTUB. From that he understood, unless you did anything you were included in the class action.

If we run tests, C. Coe recommended tests in three spots. Potomac River intake, Town Run, and one other. H. Shingleton confirmed there is a deadline to opt out of the class action lawsuit by December 11, 2023. There was discussion of a few options for tests that vary from \$70 by Cyclopure and \$1,500 performed by Certified labs. S. Kemnitzer noted a separate group, Potomac Riverkeepers, has done some testing and is willing to share results.

C.Stroeck made motion to move forward with the \$70 test for PFAS on Town Run and Potomac River. No second was made on the motion. Motion was not passed. C.Coe recommended that if the Board chose to perform tests, have them done through a certified lab, which are \$1,500 each. S. Knuppel made a motion to perform tests on Town Run and Potomac River intakes utilizing certified lab as recommended by Staff. The motion was seconded by C. Stroeck. C.Stroeck, J. Bresland, S.Knuppel voted for and

S. Kemnitzer and J. Auxer voted against. C. Coe stated he will order samples and get delivered as soon as possible.

There is another Public Hearing in Charles Town tonight that others plan to listen too online.

4. FINANCES

Financial Statements – Enclosed in packet

S. Kemnitzer noted that one of the bonds listed needed to have its labeled corrected.

R. Keller asked what line 536 Other Wastewater Revenue listing for \$34,*** was for. Town Staff noted the revenue is from Toll House Woods income.

J. Bresland noted that line 461 has calculation error

J. Auxer directed Staff that when reports have negative values to reflect them in RED.

a. AUDIT REPORT

H. Heyser asked if auditing firm had noted any concerns. J. Auxer responded that none were noted.

5. FLOW AND QUALITY REPORTS

C. Coe asked if anyone had questions.

J. Auxer asked if one item would be corrected when plant is finished. C. Coe confirmed it would be.

6. UNFINISHED BUSINESS

S. Kemnitzer noted a stormwater study underway in the town currently and asked who is responsible for getting stormwater to the river. K. Shipley noted that stormwater is handled through the piping system and carried to the Potomac, some of which ends up in Town Run.

a. WATER PLANT IMPROVEMENT PROJECT

Both new filters are online. UV start-up is still pending.

b. WATER DISTRIBUTION PROJECT

The Bid Date is 11/1/23 and has been advertised in paper by J. Eckstrom.

Headers for Water Distribution Plant and need to be corrected to October

c. SEWER PUMP STATION

F. Welch noted that we had \$427,000 that was to be used towards the sewer pump station, and that the Town had collected interest on that money. He noted that the majority of the money has been used for the new press. The remainder of the money has been used for necessary repairs (ie. New pump for non-potable water system, replaced steps in pump station, replaced piping). Also, Staff had ordered a few new replacement PLC cards for the computer system. K. Shipley said it will be approximately one year until they are received and can be installed and they are replacing a few but the system has a total of approximately 30 cards.

7. NEW BUSINESS

K. Shipley recommended that generators be installed at new lift/ pump stations for emergency power. They are reviewing the best options for long-term operation and maintenance. At the meeting, we discussed Toll House Woods as well as Maddox Farm because it is a large lift/pump station.

J. Auxer asked for Staff to have J. Eckstrom prepare backup for this request. K. Shipley noted the Town has 11 pump stations currently. H. Heyser made a motion, R. Keller seconded motion and J. Auver, H. Heyser, and R. Keller voted to approve.

Mainline extension agreement. Currently they have to renew their permit every year. But plans have not been updated. K. Shipley recommended we put a limit of three years for plan updates.

K. Shipley recommends after 3 years, plans need to be resubmitted and reviewed by the Engineering team and Staff. C. Stroeck asked if it could be added to standard renewal letter, which Staff agreed too.

H. Heyser noted there should be a paragraph added to the renewal letter and add language about an additional fee charged for a new review. R. Keller said it would be a change in the renewal policy

8. HYDRANT REPORT

K. Shipley spoke with Cable Excavating recently. They confirmed that they still do hydrant repair/ maintenance work and will reach out in a few weeks to discuss the Towns' needs.

9. NEXT MEETING

The next regular meeting will be December 7, 2023 at 1:00 pm.

10. ADJOURNMENT

Motion to adjourn by H. Heyser, seconded by C. Stroeck, and approved by all. Meeting Adjourned at 2:29pm.

Respectfully submitted: S. Knuppel

Shepherdstown Waterworks: Budget to Actual September 2023

| | Month of September | | | Year to Date | | | | |
|---------------------------|--------------------|----------------|-------------|---------------|---------------|-------------|-----------------|----------------|
| | Actual | Monthly Budget | % of Budget | Actual | YTD Budget | % of Budget | FY 24 Budget | % FY 24 Budget |
| Income | | | | | | | | |
| 419 Water Interest Income | 8,690.23 | 7,083.33 | 122.69% | 24,720.23 | 21,249.99 | 116.33% | 85,000.00 | 29% |
| 461 Water Metered Revenue | 132,363.00 | 150,000.00 | 88.24% | 437,383.00 | 450,000.00 | 97.20% | 1,800,000.00 | 24% |
| 474 Other Water Revenues | 0.00 | 7,000.00 | 0.00% | 385.00 | 21,000.00 | 1.83% | 84,000.00 | 0% |
| Total Income | \$ 141,053.23 | \$ 164,083.33 | 85.96% | \$ 462,488.23 | \$ 492,249.99 | 93.95% | \$ 1,969,000.00 | 23% |

| | | | | | | | | |
|----------------------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------|------------------------|------------|
| Expenses | | | | | | | | |
| 401.1 Water Billing Expenses | 794.72 | 1,291.67 | 61.53% | 7,806.34 | 3,875.01 | 201.45% | 14,500.00 | 54% |
| 401.2 Water Administration | 2,707.89 | 4,500.00 | 60.18% | 13,934.80 | 13,500.00 | 103.22% | 47,000.00 | 30% |
| 401.3 Water Utility Billing | 17,352.00 | 19,166.67 | 90.53% | 88,438.54 | 57,500.01 | 153.81% | 233,500.00 | 38% |
| 401.4 Water Plant Expenses | 6,274.82 | 30,833.33 | 20.35% | 14,315.64 | 92,499.99 | 15.48% | 370,000.00 | 4% |
| 408 Taxes-Other than Income | 4,069.26 | 5,666.67 | 71.81% | 13,771.04 | 17,000.01 | 81.01% | 65,000.00 | 21% |
| 427 Interest Expense | 54,800.47 | 10,000.00 | 548.00% | 59,300.75 | 30,000.00 | 197.67% | 120,000.00 | 49% |
| 521 Employee Screening | 0.00 | 25.00 | 0.00% | 0.00 | 75.00 | 0.00% | 300.00 | 0% |
| 601 Water Salaries & Wages | 41,372.95 | 45,000.00 | 91.94% | 142,099.12 | 135,000.00 | 105.26% | 440,000.00 | 32% |
| 604 Employee Pensions & Benefits | 11,631.00 | 11,666.67 | 99.69% | 35,442.50 | 35,000.01 | 101.26% | 110,000.00 | 32% |
| 615 Purchased Power | 4,733.29 | 6,250.00 | 75.73% | 17,490.42 | 18,750.00 | 93.28% | 60,000.00 | 29% |
| 618 Chemicals | 12,600.65 | 6,250.00 | 201.61% | 24,373.15 | 18,750.00 | 129.99% | 65,000.00 | 37% |
| 631 Contractual Svc-Engineering | 5,325.00 | 7,916.66 | 67.26% | 32,853.00 | 23,749.98 | 138.33% | 50,000.00 | 66% |
| 632 Contractual Svc-Accounting | 833.34 | 2,083.33 | 40.00% | 17,277.08 | 2,083.00 | 829.43% | 25,000.00 | 69% |
| 633 Contractual Svc-Legal | 624.06 | 416.67 | 149.77% | 3,392.51 | 1,250.01 | 271.40% | 10,000.00 | 34% |
| 635 Contractual Svc-Testing | 425.61 | 3,750.00 | 11.35% | 2,823.85 | 11,250.00 | 25.10% | 45,000.00 | 6% |
| 636 Contractual Svc-Other | 0.00 | 2,916.67 | 0.00% | 3,422.64 | 8,750.01 | 39.12% | 22,000.00 | 16% |
| 650 Transportation Expenses | 87.78 | 3,750.00 | 2.34% | 698.93 | 11,250.00 | 6.21% | 45,000.00 | 2% |
| 657 Insurance-General Liability | 5,395.21 | 3,666.67 | 147.14% | 16,185.63 | 11,000.01 | 147.14% | 33,000.00 | 49% |
| 659 Insurance-Other | 0.00 | 750.00 | 0.00% | 0.00 | 2,250.00 | 0.00% | 9,000.00 | 0% |
| 660 Advertising Expense | 177.65 | 83.33 | 213.19% | 277.15 | 249.99 | 110.86% | 500.00 | 55% |
| 675 Administrative Lending Fees | 2,723.93 | 166.67 | 1634.33% | 2,723.93 | 500.01 | 544.78% | 4,000.00 | 68% |
| 676 Bond Issuance Expense | 0.00 | 16.67 | 0.00% | 0.00 | 50.01 | 0.00% | 200.00 | 0% |
| Total Expenses | \$ 171,929.63 | \$ 166,166.68 | 103.47% | \$ 496,627.02 | \$ 494,333.05 | 100.46% | \$ 1,769,000.00 | 28% |
| Net Operating Income | -\$ 30,876.40 | | | -\$ 34,138.79 | | | | |

| | | | | | | | | |
|----------------------------------|----------------------|--|--|---------------------|--|--|--|--|
| Other Income | | | | | | | | |
| 419.5 Capacity Accounts Interest | 3,891.06 | | | 13,201.52 | | | | |
| 474. Other Water Revenue | 0.00 | | | 40,800.00 | | | | |
| Total Other Income | \$ 3,891.06 | | | \$ 54,001.52 | | | | |
| Net Income | -\$ 26,985.34 | | | \$ 29,835.99 | | | | |

| | | | | | | | | |
|-----------------------------------|----------------------|---------------------|----------------|-----------------------|----------------------|----------------|----------------------|---------------|
| Bond Expenses | | | | | | | | |
| 03-A Water Revenue | 2,241.34 | 2,241.34 | 100.00% | 6,724.02 | 6,724.02 | 300.00% | 26,896.08 | 25.00% |
| 03-B Water Revenue | 7,187.19 | 7,187.19 | 100.00% | 21,561.57 | 21,561.57 | 100.00% | 86,246.28 | 25.00% |
| 12 Water Revenue | 10,462.92 | 10,462.92 | 100.00% | 31,388.76 | 31,388.76 | 100.00% | 125,555.04 | 25.00% |
| 17 Water Revenue | 12,819.55 | 12,819.55 | 100.00% | 38,458.65 | 38,458.65 | 100.01% | 153,834.60 | 25.00% |
| 21 Water Revenue | 8,292.02 | 8,292.02 | 100.00% | 24,876.06 | 24,876.06 | 100.00% | 99,504.24 | 25.00% |
| Total Payments | \$ 41,003.02 | \$ 41,003.02 | 100.00% | \$ 123,009.06 | \$ 123,007.06 | 100.00% | \$ 492,036.24 | 25.00% |
| Total Net Income | -\$ 67,988.36 | | | -\$ 93,173.07 | | | | |
| Total Net Minus Restricted | -\$ 71,879.42 | | | -\$ 157,147.85 | | | | |

Shepherdstown Waterworks

Balance Sheet

As of September 30, 2023

| | TOTAL |
|--|------------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| RESERVED FUNDS BANKING | 1,953,695.89 |
| RESTRICTED FUNDS BANKING | 2,822,129.42 |
| UNRESTRICTED FUNDS BANKING | -60,188.07 |
| Total Bank Accounts | \$4,715,637.24 |
| Accounts Receivable | |
| 141 A/R, Water Customer Billing | 159,334.10 |
| 142 Other Receivables | 0.00 |
| 143 Allow. for Doubtful Accounts | -5,000.00 |
| Total Accounts Receivable | \$154,334.10 |
| Other Current Assets | |
| 142.71 Due to/From Govt Funds | -140,957.02 |
| 162 Prepaid Expenses | 0.00 |
| 253.20 Deferred Inflows | -98,740.50 |
| Due to/from Sewer | -5,060.57 |
| Uncategorized Asset | 0.00 |
| Total Other Current Assets | \$ -244,758.09 |
| Total Current Assets | \$4,625,213.25 |
| Fixed Assets | |
| 105 Fixed Asset-Constr. In Progress | 2,490,605.45 |
| Fixed Asset Adjustments | -4,207,907.05 |
| Fixed Assets (All Funds) | 12,812,000.52 |
| Total Fixed Assets | \$11,094,698.92 |
| TOTAL ASSETS | \$15,719,912.17 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 18,451.87 |
| Total Accounts Payable | \$18,451.87 |
| Other Current Liabilities | |
| 221 Bond Payable-Current | 0.00 |
| 235 Customer Dep/Int Pay.-Cash Acct | 89,944.42 |
| 238 Accrued Interest Payable | 35,182.59 |
| 241 Misc. Current/Accrued Liab. | 73,231.01 |
| Total Other Current Liabilities | \$198,358.02 |
| Total Current Liabilities | \$216,809.89 |

Shepherdstown Waterworks

Balance Sheet

As of September 30, 2023

| | TOTAL |
|-------------------------------------|------------------------|
| Long-Term Liabilities | |
| 186.20 Deferred Outflows | -32,069.19 |
| 221. Bond Payable-Long term | 6,855,393.00 |
| Total Long-Term Liabilities | \$6,823,323.81 |
| Total Liabilities | \$7,040,133.70 |
| Equity | |
| 215 Retained Earnings | 7,679,669.84 |
| 271 Contrib. in aid of Construction | 1,069,125.91 |
| Net Income | -69,017.28 |
| Total Equity | \$8,679,778.47 |
| TOTAL LIABILITIES AND EQUITY | \$15,719,912.17 |

Shepherdstown Sewer
Budget to Actual September 2023

| | Month of September | | | Year to Date | | | FY 2024 | |
|-------------------------------|----------------------|----------------------|---------------|----------------------|----------------------|---------------|------------------------|---------------|
| | Actual | Budget | % of Budget | Actual | Budget | % of Budget | Budget | % of Budget |
| Income | | | | | | | | |
| 419 Sewer Interest Income | 6,052.44 | 3,583.33 | 168.91% | 16,060.50 | 10,749.99 | 149.40% | 43,000.00 | 37.35% |
| 522 Metered Sewer Revenue | 116,671.00 | 124,206.42 | 93.93% | 343,487.00 | 372,619.26 | 92.18% | 1,490,477.00 | 23.05% |
| 536 Other Wastewater Revenues | | 309.83 | 0.00% | 600.00 | 929.49 | 64.55% | 3,718.00 | 16.14% |
| Total Income | \$ 122,723.44 | \$ 128,099.58 | 95.80% | \$ 360,147.50 | \$ 384,298.74 | 93.72% | \$ 1,537,195.00 | 23.43% |

| | | | | | | | | |
|---------------------------------|----------------------|----------------------|---------------|----------------------|----------------------|---------------|------------------------|---------------|
| Expenses | | | | | | | | |
| 401.1 Sewer Billing Expenses | 794.72 | 869.08 | 91.44% | 3,099.22 | 2,607.24 | 118.87% | 10,429.00 | 29.72% |
| 401.2 Sewer Administration | 3,396.68 | 5,158.25 | 65.85% | 15,315.61 | 15,474.75 | 98.97% | 61,899.00 | 24.74% |
| 401.3 Sewer Utility Billing | 3,629.00 | 3,075.00 | 118.02% | 3,629.00 | 9,225.00 | 39.34% | 36,900.00 | 9.83% |
| 401.4 Sewer Plant Maintenance | 2,642.32 | 24,060.66 | 10.98% | 28,811.13 | 72,181.98 | 39.91% | 288,728.00 | 9.98% |
| 403 Depreciation Expense | 29,576.05 | 31,666.67 | 93.40% | 88,728.15 | 95,000.01 | 93.40% | 380,000.00 | 23.35% |
| 408 Taxes Other than Income | 2,065.00 | 3,054.17 | 67.61% | 6,889.81 | 9,162.51 | 75.20% | 36,650.00 | 18.80% |
| 701 Salaries & Wages | 27,059.00 | 31,469.42 | 85.99% | 90,267.61 | 94,408.26 | 95.61% | 377,633.00 | 23.90% |
| 704 Employee Benefits | 7,579.00 | 5,717.17 | 132.57% | 22,497.32 | 17,151.51 | 131.17% | 68,606.00 | 32.79% |
| 711 Sludge Removal | | 3,333.33 | 0.00% | 0.00 | 9,999.99 | 0.00% | 40,000.00 | 0.00% |
| 715 Purchased Power | 12,552.60 | 12,666.67 | 99.10% | 36,086.72 | 38,000.01 | 94.97% | 152,000.00 | 23.74% |
| 718 Chemicals | 1,612.90 | 11,666.67 | 13.82% | 24,301.62 | 35,000.01 | 69.43% | 140,000.00 | 17.36% |
| 731 Contractual Svc-Engineering | 475.00 | 416.67 | 114.00% | 8,088.70 | 1,250.01 | 647.09% | 5,000.00 | 161.77% |
| 732 Contractual Svc-Accounting | 833.33 | 1,512.50 | 55.10% | 15,883.55 | 4,537.50 | 350.05% | 18,150.00 | 87.51% |
| 733 Contractual Svc-legal | 289.06 | 416.67 | 69.37% | 2,889.01 | 1,250.01 | 215.12% | 5,000.00 | 53.78% |
| 735 Contractual Svc-testing | 629.10 | 416.67 | 150.98% | 2,146.80 | 1,250.01 | 171.74% | 5,000.00 | 42.94% |
| 736 Contracted Services-Other | 0.00 | 416.67 | 0.00% | 1,912.04 | 1,250.01 | 152.96% | 5,000.00 | 38.24% |
| 750 Transportation Expenses | 87.78 | 500.00 | 17.56% | 279.34 | 1,500.00 | 18.62% | 6,000.00 | 4.66% |
| 757 Insurance-General Liability | 4,074.00 | 2,916.67 | 139.68% | 12,222.00 | 8,750.01 | 139.68% | 35,000.00 | 34.92% |
| 760 Advertising | 0.00 | 166.67 | 0.00% | 0.00 | 500.01 | 0.00% | 2,000.00 | 0.00% |
| 775 Sewer Admin Lending Fees | 3,592.58 | 0.00 | | 3,592.58 | 0.00 | | 0.00 | |
| Total Expenses | \$ 100,888.12 | \$ 139,499.61 | 72.32% | \$ 366,440.21 | \$ 418,498.83 | 87.56% | \$ 1,673,995.00 | 21.89% |
| Net Operating Income | \$ 21,835.32 | | | -\$ 6,292.71 | | | | |

| | | | | | | | | |
|----------------------------------|---------------------|--|--|---------------------|--|--|--|--|
| Other Income | | | | | | | | |
| 419.5 Capacity Accounts Interest | 3,317.63 | | | 6,499.13 | | | | |
| 536. Other Wastewater Revenue | 44,928.00 | | | 47,736.00 | | | | |
| Total Other Income | \$ 48,245.63 | | | \$ 54,235.13 | | | | |

| | | | | | | | | |
|---------------------------------------|---------------------|--|--|---------------------|--|--|--|--|
| Other Expenses | | | | | | | | |
| Membrane Transfer Reserve Budget Only | 13,100.00 | | | 39,300.64 | | | | |
| Total Other Expenses | \$ 13,100.00 | | | \$ 39,300.64 | | | | |
| Net Income | \$ 56,980.95 | | | \$ 8,641.78 | | | | |

| | | | | | | | | |
|-----------------------------------|----------------------|--------------------|----------------|------------------------|---------------------|-------------|----------------------|---------------|
| Bond Expenses | | | | | | | | |
| 10-A Sewer Revenue | \$18,496.08 | \$18,496.08 | 100.00% | \$55,488.24 | \$55,488.24 | 100.00% | \$221,952.96 | 25.00% |
| Total Payments | \$ 18,496.08 | \$18,496.08 | 100.00% | \$55,488.24 | \$ 55,488.24 | 100% | \$ 221,952.96 | 24.98% |
| Total Net Income | \$38,484.87 | | | -\$46,806.46 | | | | |
| Total Net Minus Restricted | \$ (9,760.76) | | | \$ (101,041.59) | | | | |

Shepherdstown Sewer

Balance Sheet

As of September 30, 2023

| | TOTAL |
|--|------------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| RESERVED FUNDS BANKING | 526,212.46 |
| RESTRICTED FUNDS BANKING | 2,236,500.73 |
| UNRESTRICTED FUNDS BANKING | 96,777.30 |
| Total Bank Accounts | \$2,859,490.49 |
| Accounts Receivable | |
| Accounts Receivable | 126,918.47 |
| Total Accounts Receivable | \$126,918.47 |
| Other Current Assets | |
| 253.20 Deferred Inflows | -69,209.19 |
| Due To/From Govt | -778,593.93 |
| Due To/From Water | 5,145.37 |
| Other Current Assets | 327.92 |
| Uncategorized Asset | 0.00 |
| Total Other Current Assets | \$ -842,329.83 |
| Total Current Assets | \$2,144,079.13 |
| Fixed Assets | |
| 105 Construction in Progress | 0.00 |
| Fixed Asset Adjustment | -4,386,886.82 |
| Fixed Assets | 13,923,051.67 |
| Total Fixed Assets | \$9,536,164.85 |
| TOTAL ASSETS | \$11,680,243.98 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 12,744.10 |
| Total Accounts Payable | \$12,744.10 |
| Other Current Liabilities | |
| 186.20 Deferred Outflows | -12,930.58 |
| 221 Bonds Payable-Current | 0.00 |
| 235 Cust. Dep/Int. Pay-Cash Acct | 65,455.89 |
| Current Liabilities | 86,627.19 |
| Total Other Current Liabilities | \$139,152.50 |
| Total Current Liabilities | \$151,896.60 |

Shepherdstown Sewer

Balance Sheet

As of September 30, 2023

| | TOTAL |
|--------------------------------------|------------------------|
| Long-Term Liabilities | |
| 221. Bonds Payable-Long Term | 3,883,866.00 |
| Total Long-Term Liabilities | \$3,883,866.00 |
| Total Liabilities | \$4,035,762.60 |
| Equity | |
| 214 Retained Earnings | 4,576,836.74 |
| 271 Contrib. in Aid of Construction | 2,495,029.86 |
| Membrane Transfer Equity Budget Only | 563,973.00 |
| Net Income | 8,641.78 |
| Total Equity | \$7,644,481.38 |
| TOTAL LIABILITIES AND EQUITY | \$11,680,243.98 |

SHEPHERDSTOWN WATER DEPT.

October 2023

Pump time average 16 hour

Gallons pumped average 649,832.

Chemical usage normal

All daily samples in acceptable ranges

All Bacteriological samples were ABSENT.

All 4 violations were rescinded by the state

Both filters complete

Concerns:

- Chemicals usage up due to filter work

October 2023 Monthly Reports

| | Avg. | | Max | | Avg. | Max | | Avg. | Max | | Avg. | Max | | Avg. | Max | | Yearly |
|----------------|--------|----------|--------|------|----------|----------|--|------|-----|--|------|-----|--|------|-----|--|--------|
| Flow | 0.2847 | Mgd | 0.3335 | Mgd | 0.6670 | Rpt Only | | | | | | | | | | | |
| BOD | 4.4 | Mg/l | 4.4 | Mg/l | 30 | 60 | | | | | | | | | | | |
| TSS | 2.5 | Mg/l | 2.5 | Mg/l | 30 | 60 | | | | | | | | | | | |
| TKN | 0.52 | Mg/l | 0.63 | Mg/l | 3 | 6 | | | | | | | | | | | |
| Fecal | <10 | Cnts/100 | <10 | Ml | 200 | 400 | | | | | | | | | | | |
| Total N | 0.92 | Mg/l | 0.97 | Mg/l | Rpt Only | Rpt Only | | | | | | | | | | | |
| Total P | 0.011 | Mg/l | 0.018 | Mg/l | Rpt Only | Rpt Only | | | | | | | | | | | |
| Copper | | Mg/l | | Mg/l | Rpt Only | Rpt Only | | | | | | | | | | | |
| Zinc | | Mg/l | | Mg/l | Rpt Only | Rpt Only | | | | | | | | | | | |
| Lead | | Mg/l | | Mg/l | Rpt Only | Rpt Only | | | | | | | | | | | |
| Aluminum | | Mg/l | | Mg/l | Rpt Only | Rpt Only | | | | | | | | | | | |
| Chloride | 81.2 | Mg/l | 81.2 | Mg/l | 196 | 340 | | | | | | | | | | | |
| Total Hardness | | Mg/l | | Mg/l | Rpt Only | Rpt Only | | | | | | | | | | | |
| PH | 7.1 | S.U. | 7.1 | S.U. | 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 | Tons | 6.678 | Tons | | | |
| Olcott Field 4 | Tons | | Tons | | | |
| Olcott Field 6 | Tons | 6.000 | 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 | | October | | 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 | | | | 0.2572 | | | | 16000 | | | | | | | | | | | | | |
| 2 | | | | 0.2763 | | | | 16000 | | | | | | | | | | | | | |
| 3 | | 300 | 56.1 | 0.3180 | | | | 16000 | 8984 | 6578 | | | 4.4 | <10 | | 7.1 | 0.50 | 0.87 | 0.018 | | |
| 4 | | | | 0.2939 | | | | 24000 | | | | | | | | | | | | | |
| 5 | | | | 0.2947 | | | | 24000 | 12907 | | | | | | | | | | | | |
| 6 | 0.14 | | | 0.2994 | | | | 16000 | | | | | | | | | | | | | |
| 7 | 0.51 | | | 0.2675 | | | | 16000 | | | | | | | | | | | | | |
| 8 | | | | 0.2660 | | | | 16000 | | | | | | | | | | | | | |
| 9 | 0.06 | | | 0.2719 | | | | 16000 | | | | | | | | | | | | | |
| 10 | | | | 0.3015 | | | | 16000 | 30211 | | | | | | | | | 0.63 | 0.91 | | |
| 11 | | | | 0.3103 | | | | 16000 | 9087 | 6433 | | | | | | | | | | | |
| 12 | | | | 0.2626 | | | 8 | 16000 | 12955 | | | | | | | | | | | | |
| 13 | | | | 0.2935 | | | | 20000 | | | | | | | | | | | | | |
| 14 | 0.29 | | | 0.2402 | | | | 20000 | | | | | | | | | | | | | |
| 15 | 0.01 | | | 0.2391 | | | | 20000 | | | | | | | | | | | | | |
| 16 | | | | 0.3335 | | | | 24000 | | | | | | | | | | | | | |
| 17 | | | | 0.3229 | | | | 24000 | | | | | | | | | | 0.45 | 0.93 | | |
| 18 | | | | 0.3166 | | | | 22000 | | | | | | | | | | | <0.005 | | |
| 19 | | | | 0.3198 | | | | 22000 | | | | | | | | | | | | | |
| 20 | 0.01 | | | 0.2777 | | | | 16000 | | | | | | | | | | | | | |
| 21 | | | | 0.2701 | | | | 16000 | 44093 | | | | | | | | | | | | |
| 22 | | | | 0.2948 | | | | 16000 | | | | | | | | | | | | | |
| 23 | | | | 0.2574 | | | 8 | 16000 | 5597 | | | | | | | | | | | | |
| 24 | | | | 0.2872 | | | | 16000 | 12193 | | | | | | | | | 0.48 | 0.97 | | |
| 25 | | | | 0.2881 | | | | 16000 | 8582 | | | | | | | | | | 0.014 | | |
| 26 | | | | 0.2831 | | | | 16000 | 8194 | 6654 | | | | | | | | | | | |
| 27 | | | | 0.2873 | | | | 20000 | | | | | | | | | | | | | |
| 28 | | | | 0.2597 | | | | 20000 | 13919 | | | | | | | | | | | | |
| 29 | 0.06 | | | 0.2931 | | | | 20000 | | | | | | | | | | | | | |
| 30 | 0.02 | | | 0.2522 | | | | 16000 | 12912 | | | | | | | | | | | | |
| 31 | | | | 0.2911 | | | | 20000 | | 7074 | | | | | | | | | | | |
| Total | 1.1 | 300 | 56.1 | 8.8267 | | | 25 | 568000 | 179634 | 26739 | | | 2.5 | 4.4 | <10 | | 7.1 | 2.06 | 3.68 | | |
| Average | 0.14 | 300 | 56.1 | 0.2847 | | | 8.3 | 18323 | 14970 | 6685 | | | 2.5 | 4.4 | <10 | | 7.1 | 0.52 | 0.92 | | |
| Minimum | 0.01 | 300 | 56.1 | 0.2391 | | | 8 | 16000 | 5597 | 6433 | | | 2.5 | 4.4 | <10 | | 7.1 | 0.45 | 0.87 | | |
| Maximum | 0.51 | 300 | 56.1 | 0.3335 | | | 9 | 24000 | 44093 | 7074 | | | 2.5 | 4.4 | <10 | | 7.1 | 0.63 | 0.97 | | |

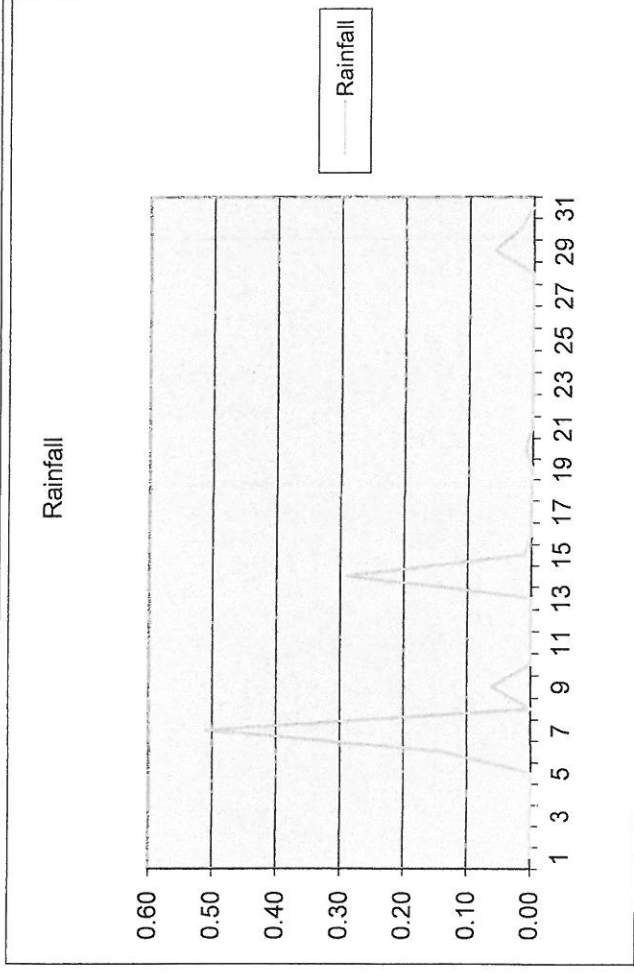
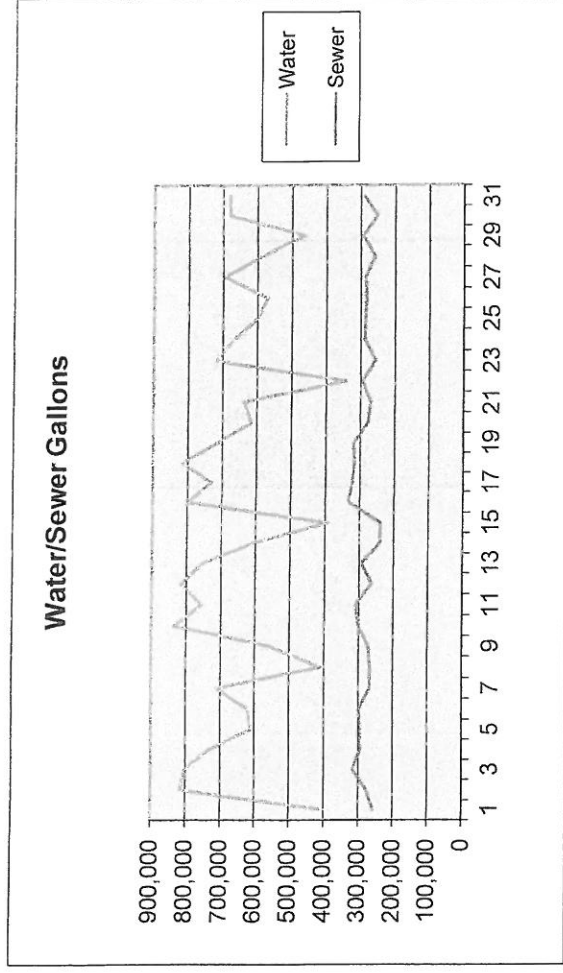
MAIL ONE COPY EACH TO:

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 October 2023

| Date | Water | Sewer | RainFall |
|------|---------|---------|----------|
| 1 | 402,400 | 257,200 | 0.00 |
| 2 | 815,100 | 276,300 | 0.00 |
| 3 | 803,600 | 318,000 | 0.00 |
| 4 | 732,400 | 293,900 | 0.00 |
| 5 | 611,300 | 294,700 | 0.00 |
| 6 | 619,200 | 299,400 | 0.14 |
| 7 | 710,900 | 267,500 | 0.51 |
| 8 | 411,700 | 266,000 | 0.00 |
| 9 | 556,400 | 271,900 | 0.06 |
| 10 | 836,500 | 301,500 | 0.00 |
| 11 | 756,900 | 310,300 | 0.00 |
| 12 | 815,200 | 262,600 | 0.00 |
| 13 | 755,700 | 293,500 | 0.00 |
| 14 | 610,200 | 240,200 | 0.29 |
| 15 | 390,700 | 239,100 | 0.01 |
| 16 | 797,800 | 333,500 | 0.00 |
| 17 | 732,900 | 322,900 | 0.00 |
| 18 | 815,700 | 316,600 | 0.00 |
| 19 | 715,900 | 319,800 | 0.00 |
| 20 | 615,100 | 277,700 | 0.01 |
| 21 | 637,800 | 270,100 | 0.00 |
| 22 | 344,300 | 294,800 | 0.00 |
| 23 | 720,300 | 257,400 | 0.00 |
| 24 | 668,600 | 287,200 | 0.00 |
| 25 | 598,400 | 288,100 | 0.00 |
| 26 | 569,100 | 283,100 | 0.00 |
| 27 | 695,100 | 287,300 | 0.00 |
| 28 | 584,900 | 259,700 | 0.00 |
| 29 | 462,400 | 293,100 | 0.06 |
| 30 | 679,700 | 252,200 | 0.02 |
| 31 | 678,700 | 291,100 | 0.00 |
| Avg. | 649,835 | 284,732 | 0.04 |





Our Friend: The Flushable Wipe

Do disposable wipes accumulate in your sewer system? As an operator, they could be called a security risk for sure. In all seriousness, disposable wipes are quite a problem in sewer systems all over the world. They often cause blockages to occur on the residential, commercial and the system side. In most systems, the sewer pipes are just not capable of handling this type of waste.

The disposable wipes are a great product and have a variety of different uses. They are easy to store and easy to carry with us. The biggest problem with disposable wipes, at least in our business, is that many times, they are being labeled as "FLUSHABLE." Most of them will flush very easily. The problem is, many of them do not biodegrade. This causes them to remain in pipes and other process equipment and accumulate.

Nationally, the wipes market is a multibillion-dollar industry. It has been growing annually over the past several years. As stated earlier, they are a very good product; however, it is estimated that the problems they cause wastewater systems nationwide could be near the billion dollar a year mark. This is really hard on our industry.

The wipe industry is getting better, but only about 7-10% of wipes are designed to be flushed. The others need to be put in the trash. The wipes industry has been taking steps to encourage wipes manufacturers to better label their products as flushable or non-flushable. Most of these products just do not break down enough to safely pass through average sewer pipes or to prevent causing issues at the public sewer system.

The EPA actually urges Americans to not flush the wipes. They would like to see the only paper product that comes into the sewer to be toilet paper. Toilet paper breaks down in the sewer, most of these wipes do not.

One of the big problems is that many manufacturers label any product that will make it through a home plumbing system as flushable. The wastewater industry labels flushable as being able to break down and disperse. Wastewater organizations are urging congress to actually come up with a legal definition of the word flushable. They would like this to include that product must be able to break down and disperse. Most wipes are made of plastic fibers, so, when one is flushed, you are adding a plastic

product to the sewer system.

So, what can we do as wastewater professionals to help with this issue? The first step would be to try to educate the public. Things that do not break down such as wipes, cotton swabs, and toiletries should not be flushed. Encourage consumers to educate each other on what can be flushed and the cost it can cause to the utility if it is flushed and causes an issue. In the proper way, it is also good to let them know that the cost is always passed on to the customer. We can also encourage our political leaders to pass laws that would prohibit putting these products in the sewer. Although these laws would be hard to enforce, many people will follow the law. The system might try to put information about the problems flushable wipes cause them on their social media pages such as Facebook and Twitter. Have an article on your website or in your newsletter about how these wipes affect your system. I would mention the problems they could cause the homeowner, also. Just try to educate the public about these products and the problem putting them in the sewer can cause. They are great products. We just need to properly dispose of them. ■

JOIN WVRWA

CORPORATION OF SHEPHERDSTOWN
WATER TREATMENT PLANT IMPROVEMENTS
CONTRACT NO. 1 - WATER TREATMENT PLANT IMPROVEMENTS
PROJECT SPENDING AS OF 11-29-23

| 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 | \$ 2,550,535.81 | \$ 1,222,500.00 | \$ 421,000.00 | \$ 488,000.00 | \$ 175,000.00 | \$ 145,061.80 | \$ 2,451,561.80 |
| 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 | | | | \$ 7,500.00 | \$ 5,000.00 | \$ 12,500.00 |
| 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 | | | | \$ 9,000.00 | | \$ 9,000.00 |
| O&M Manual | \$ 10,000.00 | | | | \$ 9,000.00 | | \$ 9,000.00 |
| 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 | \$ 2,876,626.60 | \$ 1,250,000.00 | \$ 421,000.00 | \$ 488,000.00 | \$ 200,500.00 | \$ 396,852.59 | \$ 2,756,352.59 |

| 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 | \$ 517,626.60 |
| Totals | \$ 2,876,626.60 |

53271.88
91789.89
145061.8

CORPORATION OF SHEPHERDSTOWN
WATER TREATMENT PLANT IMPROVEMENTS
CONTRACT NO. 2 - WATER DISTRIBUTION SYSTEM IMPROVEMENTS
PROJECT SPENDING AS OF 11-29-23

| 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 | | \$ 12,000.00 | \$ 12,000.00 |
| Permitting During Design | \$ 2,000.00 | | \$ 2,000.00 | \$ 2,000.00 |
| 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 | \$ - | \$ 65,200.00 | \$ 65,200.00 |

| 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 |

| SHEPHERDSTOWN WATER DISTRIBUTION SYSTEM IMPROVEMENTS | | | | |
|--|----------|------|--------------|------------------------|
| PROBABLE CONSTRUCTION COSTS | | | | |
| Mecklenburg Heights - Sheet Nos. 1 thru 5 | | | | |
| Description | Quantity | Unit | Unit Cost | Total Cost |
| Mobilization/Demobilization | 1 | LS | \$ 65,000.00 | \$ 65,000.00 |
| Video Taping | 1 | LS | \$ 2,900.00 | \$ 2,900.00 |
| Erosion & Sediment Control | 1 | LS | \$ 8,200.00 | \$ 8,200.00 |
| 6" PVC C-909 Waterline | 8444 | LF | \$ 64.75 | \$ 546,749.00 |
| 4" PVC C-909 Waterline | 600 | LF | \$ 58.00 | \$ 34,800.00 |
| 2" PVC SDR 17 Waterline | 1275 | LF | \$ 53.50 | \$ 68,212.50 |
| 3/4" PE Service Line | 1945 | LF | \$ 63.75 | \$ 123,993.75 |
| 3/4" PE Service Punch | 1115 | LF | \$ 96.50 | \$ 107,597.50 |
| 6" Gate Valve w/Valve Box | 13 | EA | \$ 1,900.00 | \$ 24,700.00 |
| 4" Gate Valve w/Valve Box | 1 | EA | \$ 1,410.00 | \$ 1,410.00 |
| 2" Gate Valve w/ Valve Box | 5 | EA | \$ 1,000.00 | \$ 5,000.00 |
| Fire Hydrant Assembly | 11 | EA | \$ 8,105.00 | \$ 89,155.00 |
| Fire Hydrant Assembly on Exist. Waterline | 1 | EA | \$ 12,425.00 | \$ 12,425.00 |
| 12" Steel Casing (Open Cut) | 260 | LF | \$ 194.00 | \$ 50,440.00 |
| Service Reconnections | 117 | EA | \$ 1,050.00 | \$ 122,850.00 |
| Connection Detail No. 1 | 1 | LS | \$ 19,775.00 | \$ 19,775.00 |
| Connection Detail No. 2 | 1 | LS | \$ 12,050.00 | \$ 12,050.00 |
| Connection Detail No. 3 | 1 | LS | \$ 4,140.00 | \$ 4,140.00 |
| Connection Detail No. 4 | 1 | LS | \$ 4,655.00 | \$ 4,655.00 |
| Connection Detail No. 5 | 1 | LS | \$ 10,050.00 | \$ 10,050.00 |
| Connection Detail No. 6 | 1 | LS | \$ 7,400.00 | \$ 7,400.00 |
| Connection Detail No. 7 | 1 | LS | \$ 12,300.00 | \$ 12,300.00 |
| Blow-Off Assembly | 6 | EA | \$ 2,325.00 | \$ 13,950.00 |
| Type "B" Trench Repair | 536 | LF | \$ 110.00 | \$ 58,960.00 |
| Asphalt Driveway Restoration | 390 | LF | \$ 122.00 | \$ 47,580.00 |
| Gravel Driveway Restoration | 505 | LF | \$ 21.00 | \$ 10,605.00 |
| Concrete Driveway Restoration | 30 | LF | \$ 280.00 | \$ 8,400.00 |
| Existing Rip Rap Ditch Repair | 3 | EA | \$ 3,100.00 | \$ 9,300.00 |
| Existing Asphalt Swale Repair | 310 | LF | \$ 70.25 | \$ 21,777.50 |
| Subtotal | | | | \$ 1,504,375.25 |

| High Street (Princess St. to College St.) - Sheet No. 6 | | | | |
|---|----------|------|--------------|---------------|
| Description | Quantity | Unit | Unit Cost | Total Cost |
| 8" PVC C-900 Waterline | 925 | LF | \$ 84.25 | \$ 77,931.25 |
| 3/4" Service Line | 285 | LF | \$ 63.75 | \$ 18,168.75 |
| 16" Steel Casing, RR Bore & Jack | 100 | LF | \$ 1,860.00 | \$ 186,000.00 |
| 16" Steel Casing, Bore & Jack | 30 | LF | \$ 2,198.00 | \$ 65,940.00 |
| 8" Gate Valve w/Box | 3 | EA | \$ 2,700.00 | \$ 8,100.00 |
| Fire Hydrant Assembly | 3 | EA | \$ 8,105.00 | \$ 24,315.00 |
| Service Reconnections | 16 | EA | \$ 1,050.00 | \$ 16,800.00 |
| Connection No. 8 | 1 | EA | \$ 10,810.00 | \$ 10,810.00 |

| | | | | |
|------------------------------------|------|----|--------------|----------------------|
| Connection No. 9 | 1 | EA | \$ 10,810.00 | \$ 10,810.00 |
| Type "B" Trench Repair | 791 | LF | \$ 110.00 | \$ 87,010.00 |
| Asphalt Pavement Overlay | 3705 | SY | \$ 52.00 | \$ 192,660.00 |
| Concrete Curb Restoration | 70 | LF | \$ 185.00 | \$ 12,950.00 |
| Concrete Sidewalk/Curb Restoration | 125 | LF | \$ 61.00 | \$ 7,625.00 |
| Subtotal | | | | \$ 719,120.00 |

| Mill Street (German St. to Rumsey Park) Including Jones Alley - Sheet Nos. 6 & 7 | | | | |
|---|-----------------|-------------|------------------|----------------------|
| Description | Quantity | Unit | Unit Cost | Total Cost |
| 8" PVC C-900 Waterline | 465 | LF | \$ 84.25 | \$ 39,176.25 |
| 6" PVC C-909 Waterline | 818 | LF | \$ 64.75 | \$ 52,965.50 |
| 2"PVC SDR 17 Waterline | 340 | LF | \$ 53.50 | \$ 18,190.00 |
| 3/4" Service Line | 275 | LF | \$ 63.75 | \$ 17,531.25 |
| Fire Hydrant Assembly | 1 | EA | \$ 8,105.00 | \$ 8,105.00 |
| Blow-Off Assembly | 1 | EA | \$ 2,325.00 | \$ 2,325.00 |
| 8" Gate Valve w/Box | 1 | EA | \$ 2,700.00 | \$ 2,700.00 |
| 6" Gate Valve/Box | 1 | EA | \$ 1,900.00 | \$ 1,900.00 |
| Service Reconnections | 21 | EA | \$ 1,050.00 | \$ 22,050.00 |
| Connection No. 10 | 1 | EA | \$ 10,810.00 | \$ 10,810.00 |
| Type 'B' Trench Repair | 1288 | LF | \$ 110.00 | \$ 141,680.00 |
| Type 'C' Trench Repair | 250 | LF | \$ 48.00 | \$ 12,000.00 |
| Asphalt Pavement Overlay | 3665 | SY | \$ 52.00 | \$ 190,580.00 |
| Concrete Sidewalk/Curb Restoration | 200 | LF | \$ 61.00 | \$ 12,200.00 |
| Subtotal | | | | \$ 532,213.00 |

| Rock Springs Road Development Extension - Sheet No. 9 | | | | |
|--|-----------------|-------------|------------------|----------------------|
| Description | Quantity | Unit | Unit Cost | Total Cost |
| 6" PVC C-909 Waterline | 1,513 | LF | \$ 64.75 | \$ 97,966.75 |
| 2"PVC SDR 17 Waterline | 125 | LF | \$ 53.50 | \$ 6,687.50 |
| 3/4" Service Line | 225 | LF | \$ 63.75 | \$ 14,343.75 |
| 3/4" Service Line - Punch | 60 | LF | \$ 96.50 | \$ 5,790.00 |
| 6" Gate Valve/Box | 3 | EA | \$ 1,900.00 | \$ 5,700.00 |
| 2" Gate Valve/Box | 1 | EA | \$ 1,000.00 | \$ 1,000.00 |
| Fire Hydrant Assembly | 3 | EA | \$ 8,105.00 | \$ 24,315.00 |
| Service Reconnections | 17 | EA | \$ 1,050.00 | \$ 17,850.00 |
| Connection Detail No. 13 | 1 | LS | \$ 7,400.00 | \$ 7,400.00 |
| Blow-Off Assembly | 1 | EA | \$ 2,325.00 | \$ 2,325.00 |
| Type 'B' Trench Repair | 305 | LF | \$ 110.00 | \$ 33,550.00 |
| Type 'C' Trench Repair | 535 | LF | \$ 48.00 | \$ 25,680.00 |
| 2" Asphalt Pavement Overlay | 380 | SY | \$ 52.00 | \$ 19,760.00 |
| Asphalt Driveway Restoration | 20 | LF | \$ 122.00 | \$ 2,440.00 |
| Gravel Driveway Restoration | 25 | LF | \$ 21.00 | \$ 525.00 |
| Subtotal | | | | \$ 265,333.00 |

| Lynmouth Lane (Beside Bavarian Inn) - Sheet No. 8 | | | | |
|--|-----------------|-------------|------------------|-------------------|
| Description | Quantity | Unit | Unit Cost | Total Cost |
| 2" PVC SDR 17 Waterline | 700 | LF | \$ 53.50 | \$ 37,450.00 |

| | | | | |
|-----------------------------|-----|----|-------------|----------------------|
| 3/4" Service Line | 50 | LF | \$ 63.75 | \$ 3,187.50 |
| 2" Gate Valve/Box | 1 | EA | \$ 1,000.00 | \$ 1,000.00 |
| Blow-Off Assembly | 1 | EA | \$ 2,325.00 | \$ 2,325.00 |
| Service Reconnections | 4 | EA | \$ 1,050.00 | \$ 4,200.00 |
| Type 'B' Trench Repair | 680 | LF | \$ 110.00 | \$ 74,800.00 |
| 2" Asphalt Pavement Overlay | 760 | SY | \$ 52.00 | \$ 39,520.00 |
| Subtotal | | | | \$ 162,482.50 |

| | | | | |
|--------------------------------|--|--|--|------------------------|
| TOTAL CONSTRUCTION COST | | | | \$ 3,183,523.75 |
|--------------------------------|--|--|--|------------------------|



o: 304.343.5300 | f: 304.343.5912
4710 CHIMNEY DRIVE, SUITE A CHARLESTON, WV 25302

| CORPORATION OF SHEPHERDSTOWN WATER SYSTEM IMPROVEMENTS PROJECT SUMMARY OF CONSTRUCTION COSTS - OPTION NO. 1 | |
|---|------------------------|
| December 1, 2023 | |
| WATERLINE UPGRADES/REPLACEMENT | Total Costs |
| Mecklenburg Heights - Sheet Nos. 1 thru 5 | \$ 1,504,375.25 |
| High Street (Princess St. to College St.) - Sheet No. 6 | \$ 719,120.00 |
| Mill Street (German to Rumsey Park) - Sheet Nos. 6 & 7 | \$ 532,213.00 |
| Rock Springs Road Development Extension - Sheet No. 9 | \$ 265,333.00 |
| Lynmouth Lane (Behind Bavarian Inn) - Sheet No. 8 | \$ 162,482.50 |
| TOTAL CONSTRUCTION COST | \$ 3,183,523.75 |



o: 304.343.5300 | f: 304.343.5912
4710 CHIMNEY DRIVE, SUITE A CHARLESTON, WV 25302

| CORPORATION OF SHEPHERDSTOWN WATER SYSTEM IMPROVEMENTS PROJECT SUMMARY OF CONSTRUCTION COSTS - OPTION NO. 2 | |
|---|------------------------|
| December 1, 2023 | |
| WATERLINE UPGRADES/REPLACEMENT | Total Costs |
| Mecklenburg Heights - Sheet Nos. 1 thru 5 | \$ 1,504,375.25 |
| High Street (Princess St. to College St.) - Sheet No. 6 | \$ 719,120.00 |
| Mill Street (German to Rumsey Park) - Sheet Nos. 6 & 7 | \$ 532,213.00 |
| TOTAL CONSTRUCTION COST | \$ 2,755,708.25 |



☎: 304.343.5300 | 📠: 304.343.5912
4710 CHIMNEY DRIVE, SUITE A CHARLESTON, WV 25302

| CORPORATION OF SHEPHERDSTOWN WATER SYSTEM IMPROVEMENTS PROJECT SUMMARY OF CONSTRUCTION COSTS - OPTION NO. 3 | |
|---|------------------------|
| December 1, 2023 | |
| WATERLINE UPGRADES/REPLACEMENT | Total Costs |
| Mecklenburg Heights - Sheet Nos. 1 thru 5 | \$ 1,504,375.25 |
| High Street (Princess St. to College St.) - Sheet No. 6 | \$ 719,120.00 |
| TOTAL CONSTRUCTION COST | \$ 2,223,495.25 |



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4710 CHIMNEY DRIVE, SUITE A CHARLESTON, WV 25302

| CORPORATION OF SHEPHERDSTOWN WATER SYSTEM IMPROVEMENTS PROJECT SUMMARY OF CONSTRUCTION COSTS - OPTION NO. 4 | |
|---|------------------------|
| December 1, 2023 | |
| WATERLINE UPGRADES/REPLACEMENT | Total Costs |
| Mecklenburg Heights - Sheet Nos. 1 thru 5 | \$ 1,504,375.25 |
| TOTAL CONSTRUCTION COST | \$ 1,504,375.25 |



**CORPORATION OF SHEPHERDSTOWN
WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT
PROJECT COSTS - OPTION NO. 1**

| Item | Amount |
|--|------------------------|
| Construction | \$ 3,183,523.75 |
| Construction Contingency (5%) | \$ 159,200.00 |
| Engineering During Construction | \$ 77,000.00 |
| Legal | \$ 10,000.00 |
| Administration (Region 9) | \$ 10,000.00 |
| Environmental Reports for ACOE | \$ 51,200.00 |
| Subtotal | \$ 3,490,923.75 |
| Federal Grant (Total) | \$ 1,668,000.00 |
| ACOE Project Costs | \$ 100,000.00 |
| Federal Grant (Available for Project) | \$ 1,568,000.00 |
| Total Sponsor Funds Required | \$ 1,922,923.75 |



**CORPORATION OF SHEPHERDSTOWN
WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT
PROJECT COSTS - OPTION NO. 2**

| Item | Amount |
|--|------------------------|
| Construction | \$ 2,755,708.25 |
| Construction Contingency (5%) | \$ 138,000.00 |
| Engineering During Construction | \$ 77,000.00 |
| Legal | \$ 10,000.00 |
| Administration (Region 9) | \$ 10,000.00 |
| Environmental Reports for ACOE | \$ 51,200.00 |
| Subtotal | \$ 3,041,908.25 |
| Federal Grant (Total) | \$ 1,668,000.00 |
| ACOE Project Costs | \$ 100,000.00 |
| Federal Grant (Available for Project) | \$ 1,568,000.00 |
| Total Sponsor Funds Required | \$ 1,473,908.25 |



**CORPORATION OF SHEPHERDSTOWN
WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT
PROJECT COSTS - OPTION NO. 3**

| Item | Amount |
|--|------------------------|
| Construction | \$ 2,223,495.25 |
| Construction Contingency (5%) | \$ 111,200.00 |
| Engineering During Construction | \$ 77,000.00 |
| Legal | \$ 10,000.00 |
| Administration (Region 9) | \$ 10,000.00 |
| Environmental Reports for ACOE | \$ 51,200.00 |
| Subtotal | \$ 2,482,895.25 |
| Federal Grant (Total) | \$ 1,668,000.00 |
| ACOE Project Costs | \$ 100,000.00 |
| Federal Grant (Available for Project) | \$ 1,568,000.00 |
| Total Sponsor Funds Required | \$ 914,895.25 |



**CORPORATION OF SHEPHERDSTOWN
WATER DISTRIBUTION SYSTEM IMPROVEMENTS PROJECT
PROJECT COSTS - OPTION NO. 4**

| Item | Amount |
|--|------------------------|
| Construction | \$ 1,504,375.75 |
| Construction Contingency (5%) | \$ 75,300.00 |
| Engineering During Construction | \$ 77,000.00 |
| Legal | \$ 10,000.00 |
| Administration (Region 9) | \$ 10,000.00 |
| Environmental Reports for ACOE | \$ 51,200.00 |
| Subtotal | \$ 1,727,875.75 |
| Federal Grant (Total) | \$ 1,668,000.00 |
| ACOE Project Costs | \$ 100,000.00 |
| Federal Grant (Available for Project) | \$ 1,568,000.00 |
| Total Sponsor Funds Required | \$ 159,875.75 |

Date:

Addendum to Mainline Extension Form

1. Applications will only be in effect for a period of three (3) years. After the expiration of that period, a review of the plans and specifications will be performed again, as well as an engineering assessment. Fees that are currently in effect at the time of the review will be charged for all three year reviews.

Water/Sewer Board approval on this date:

§9-215 Proposed Amendment

Section 9-215 Erosion control and stream protection (pursuant to WV State Code §7-1-3u) (added December 2011)

All construction projects requiring disturbance of the earth of more than 400 square feet within the Corporation of Shepherdstown must implement measures designed to preclude erosion of soil from the site both during and after the construction. These measures must be detailed in the **Project Permit Application** and address the following factors:

1. the proximity of the site to streams (as defined in WV §7-1-3u), wetlands, and other ecologically sensitive areas
2. the trees and other vegetation to be displaced by the construction phase of the project and how this displacement will be remediated (see Corporation of Shepherdstown Ordinances 11-505 and 9-1413)
3. the extent and duration of the earth disturbance
4. the topography of the site
5. the control and limitation of storm water runoff
6. any unusual construction site characteristics including the presence of fill and/or hazardous material, springs, or subsidence's (sink holes)

Construction entrances must be provided for projects requiring the movement of heavy equipment onto and off the project site. Additionally, pollutants associated with construction must be contained and disposed of properly. These include-

1. concrete wash from tools and trucks
2. sanitary waste and pathogens from porta-potties
3. debris from discarded building materials
4. oil and grease from equipment and vehicles
5. paint, chemicals, and solvents
6. litter

For projects ~~within 75 feet of streams~~ **requiring disturbance of the earth of more than 100 square feet,** a **Stream Protection Setback of 25 feet** ~~equal to twice the average width of the watercourse channel measuring from the top of one bank to the top of the opposite bank or 50 feet, whichever is less,~~ shall be maintained from the top of the **nearest** banks of all watercourses. To reduce erosion, natural vegetation shall be maintained in this area. Where natural vegetation does not exist along the watercourse and conditions for replanting are suitable, high priority shall be given to planting vegetation in the setback area to stabilize banks and enhance aquatic resources. **[NOTE: For the purposes of this ordinance, the "top of the bank" is considered to be synonymous with "bankfull level" and is delineated by the elevation point of incipient flooding that is indicated by deposits of sand or silt at the active scour mark, break in stream bank slope, perennial vegetation limit, rock discoloration, and root hair exposure.]**

~~Projects causing disturbance of the earth of one acre or more must adhere to storm water drainage practices in accordance with guidance issued by the Jefferson County, West Virginia Planning and Zoning Department and be permitted as required by the West Virginia Department of Environmental Protection.~~

| HYDRANT PROJECT WORK LIST | | | | | | |
|---------------------------------------|------|--|---------------------------------------|---|-------------|--------|
| LOCATION | Y/N? | VALVE In Service? | ISSUE WITH HYDRANT | PROPOSED WORK PLAN | STATUS | REPORT |
| DATE | | | | | | |
| HYDRANTS OUT OF SERVICE/NEED REPAIRS | | | | | | |
| 388 Starkeys Landing | 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" | | | | |
| | | Total gallons flushed | | | | |
| | | *Loop behind Roc's- distribution project | | | | |