

Water & Sanitary Board Agenda
Thursday, January 25, 2024
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 December 7, 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 – E-mail from Christine Danaher (Army Corp. of Engineers)
 - c. Update on SCADA System ordered for WWTP
 - d. 120 Water – Customer Surveys
 - e. Purchase of Utility Truck =
Ourisman = \$179,968
Hagerstown Ford = \$192,519
Curry Supply = \$199,992
7. New Business
 - a. Mainline Extension Renewal Terms – letter
 - b. Ordinance Revision – erosion and stream protection
 - c. Water Board Members and Terms
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
WATER & SANITARY BOARDS

December 7, 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 1:02 p.m.

2. **MINUTES FROM PRIOR MEETING.**

The proposed minutes of the October 26, 2023, regular meeting were reviewed and were approved with revisions suggested by H. Heyser and J. Bresland.

3. **VISITORS.**

No visitor comments.

4. **FINANCES.**

4.a **FINANCIAL STATEMENTS - ENCLOSURE.**

S. Grove remarked on some items from the financial statements:

She investigated Water item 427 Interest Expense, which was thought to be in error, but it turned out to be correct. It will require a budget revision, however D. Decker recommended waiting until the end of the year to consider the budget revision.

Water statements show an operating deficit, which will have to be addressed at some point.

Sewer statements show an operating deficit, but it is decreasing due to the effect of the recent rate increase.

M. Godfrey noted that the Water FY24 Budget column in the statement has up to 15 incorrect expense items. S. Grove agreed that some of the numbers are incorrect.

ACTION ITEM: S. GROVE TO ENSURE THAT THE WATER FINANCIAL STATEMENT IS UPDATED TO HAVE THE CORRECT VALUES FOR THE FY24 BUDGET.

MOTION: M. GODFREY MOTIONED, S. KEMNITZER SECONDED, THAT THE JANUARY AGENDA INCLUDE A DISCUSSION OF THE FY23/24 WATER BUDGET AND A POSSIBLE REVISION. J. FORD, M. GODFREY, S. KEMNITZER, C. STROECK VOTED TO APPROVE AND J. BRESLAND VOTED TO NOT APPROVE. MOTION WAS APPROVED.

H. Heyser requested that the staff be prepared to discuss the Sewer Capital Improvements list at the January meeting.

5. **FLOW AND QUALITY REPORTS.**

5.a **WATER REPORTS.**

C. Coe reported that everything is in good order and that we have received the results of the PFAS tests. The readings from the river and from Town Run were (in parts/trillion):

PFAS: River 1.1, Town Run 0
PFAO. River 1.3, Town Run 0

S. Kemnitzer suggested that a paragraph explaining these results be included in the next letter that goes out to customers. There was general agreement.

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 raw water pumps will be installed next week and that we are waiting for the delivery of UV equipment, with January 8 being the currently expected date. Those are the only outstanding items.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

S. Kemnitzer asked for a summary of the project to date. J. Ekstrom summarized the project up to the current status, which included advertising for bids and receiving 2. There were several options included in the packet. J. Ekstrom recommended that we approve option #5 which includes Mecklenburg Heights water distribution upgrade, Mill Street fire protection upgrade and the installation of two gate valves at High Street.

MOTION: S. KEMNITZER MOTIONED, M. GODFREY SECONDED, THAT WE EXECUTE OPTION #5 OF THE WATER DISTRIBUTION PROJECT AT A COST OF \$2,310,288. MOTION WAS UNANIMOUSLY APPROVED WITH NO FURTHER DISCUSSION.

S. Kemnitzer requested that J. Ekstrom distribute updated construction cost information for option #5 by 12/8.

ACTION ITEM: J. EKSTROM TO DISTRIBUTE UPDATED CONSTRUCTION COST INFORMATION FOR OPTION #5 TO THE WATER BOARD MEMBERS BY 12/8.

At this point C. Stroeck left the meeting.

7. NEW BUSINESS.

7.a MAINLINE EXTENSION RENEWAL TERMS.

F. Welch discussed a proposed change to the Mainline Extension Agreement such that in the case of a pending agreement (i.e. one for which the construction has not yet begun) the plans would have to be resubmitted for review every 3 years.

R. Keller asked if the agreement would still have to be renewed each year. F. Welch and K. Shipley stated that it would. R. Keller suggested that we consider removing that requirement if we added the proposed resubmittal requirement.

S. Grove said that the proposed change should be reviewed along with the existing agreement.

ACTION ITEM: S. GROVE AND F. WELCH TO PRESENT A PROPOSED, UPDATED MAINLINE EXTENSION AGREEMENT AT THE NEXT REGULAR MEETING.

At this point J. Ekstrom left the meeting.

7.B ORDINANCE REVISION - EROSION AND STREAM PROTECTION.

The meeting package included, as an informational item, a proposed update to the Town's planning ordinances that attempts to protect streams and ensure against erosion during building projects.

H. Heyser asked if it has been coordinated with the flood plan ordinance. J. Auxer replied that it had and had also been approved by DEP personnel.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET.

K. Shipley reported that he and the contractor (Kable) toured the hydrants that need to be fixed and that they had decided to start the effort with the hydrant behind the Market House.

K. Shipley also reported that a bollard was needed to protect the hydrant at Princess and German Streets. There was general agreement to that.

9. MAYOR'S REPORT.

There was a discussion concerning the need to potentially include new members on both boards. It was decided that we needed a better understanding of the charters of the boards in order to address this issue.

ACTION ITEM: J. AUXER TO ENSURE THAT A COPY OF THE CHARTERS OF BOTH BOARDS IS INCLUDED IN THE PACKET FOR NEXT MONTH'S MEETING.

10. NEXT MEETING DATE.

There was some discussion about changing the regular meeting date from the 4th Thursday at 1:00 PM to another day and/or another time but no consensus was reached. Our next regular meeting will be Thursday, 25 January at 1:00 PM.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: S. Grove to ensure that the water financial statement is updated to have the correct values for the FY24 budget.

6.b: J. Ekstrom to distribute updated construction cost information for option #5 to the water board members by 12/8.

7.a: S. Grove and F. Welch to present a proposed, updated Mainline Extension Agreement at the next regular meeting.

9: J. Auxer to ensure that a copy of the charters of both boards is included in the packet for next month's meeting.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:59 p.m.

Respectfully Submitted: J. Ford

Shepherdstown Waterworks: Budget to Actual October 2023

	Month of October			Year to Date				
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget	FY 24 Budget	% FY 24 Budget
Operating Income (from Quickbooks)								
419 Water Interest Income	16,355.00	7,083.33	230.89%	41,075.23	28,333.32	144.97%	85,000.00	48%
461 Water Metered Revenue	183,802.00	150,000.00	122.53%	621,185.00	600,000.00	103.53%	1,800,000.00	35%
474 Other Water Revenues		7,000.00	0.00%	385.00	28,000.00	1.38%	84,000.00	0%
Total Income	\$ 200,157.00	\$ 164,083.33	121.98%	\$ 662,645.23	\$ 656,333.32	100.96%	\$ 1,969,000.00	34%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	372.39	1,291.67	28.83%	8,178.73	5,166.68	158.30%	15,500.00	53%
401.2 Water Administration	3,950.22	4,500.00	87.78%	17,885.02	18,000.00	99.36%	54,000.00	33%
401.3 Water Utility Billing	36,010.80	19,166.67	187.88%	124,449.34	76,666.68	162.33%	230,000.00	54%
401.4 Water Plant Expenses	53,881.74	30,833.33	174.75%	68,197.38	123,333.32	55.30%	370,000.00	18%
408 Taxes-Other than Income	3,926.76	5,666.67	69.30%	17,697.80	22,666.68	78.08%	68,000.00	26%
427 Interest Expense	2,183.91	10,000.00	21.84%	61,484.66	40,000.00	153.71%	120,000.00	51%
521 Employee Screening	0.00	25.00	0.00%	0.00	100.00	0.00%	300.00	0%
601 Water Salaries & Wages	38,058.69	45,000.00	84.57%	180,157.81	180,000.00	100.09%	540,000.00	33%
604 Employee Pensions & Benefits	10,970.89	11,666.67	94.04%	46,413.39	46,666.68	99.46%	140,000.00	33%
615 Purchased Power	4,599.77	6,250.00	73.60%	22,090.19	25,000.00	88.36%	75,000.00	29%
618 Chemicals	4,986.00	6,250.00	79.78%	29,359.15	25,000.00	117.44%	75,000.00	39%
631 Contractual Svc-Engineering	16,985.30	5,833.33	291.18%	56,838.30	2,333.32	2435.94%	70,000.00	81%
632 Contractual Svc-Accounting	833.34	2,083.33	40.00%	18,110.42	8,333.32	217.33%	25,000.00	72%
633 Contractual Svc-Legal	0.00	416.67	0.00%	3,392.51	1,666.68	203.55%	5,000.00	68%
635 Contractual Svc-Testing	1,516.42	3,750.00	40.44%	4,340.27	15,000.00	28.94%	45,000.00	10%
636 Contractual Svc-Other	1,178.30	2,916.67	40.40%	4,600.94	11,666.68	39.44%	35,000.00	13%
650 Transportation Expenses	335.46	3,750.00	8.95%	1,034.39	15,000.00	6.90%	45,000.00	2%
657 Insurance-General Liability	5,395.21	3,666.67	147.14%	21,580.84	14,666.68	147.14%	44,000.00	49%
659 Insurance-Other	0.00	750.00	0.00%	0.00	3,000.00	0.00%	9,000.00	0%
660 Advertising Expense	0.00	83.33	0.00%	277.15	333.32	83.15%	1,000.00	28%
675 Administrative Lending Fees	0.00	166.67	0.00%	2,723.93	666.68	408.58%	2,000.00	136%
676 Bond Issuance Expense	0.00	16.67	0.00%	0.00	66.68	0.00%	200.00	0%
Total Expenses (QB)	\$ 185,185.20	\$ 164,083.35	112.86%	\$ 688,812.22	\$ 635,333.40	108.42%	\$ 1,969,000.00	35%
Net Operating Income (QB)	\$ 14,971.80			\$ (26,166.99)				

Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	8,965.36	8,965.36	100.00%	26,896.08	33.33%
03-B Water Revenue	7,187.19	7,187.19	100.00%	28,748.76	28,748.76	100.00%	86,246.28	33.33%
12 Water Revenue	10,462.92	10,462.92	100.00%	41,851.68	41,851.68	100.00%	125,555.04	33.33%
17 Water Revenue	12,819.55	12,819.55	100.00%	51,278.20	51,278.20	100.00%	153,834.60	33.33%
21 Water Revenue	8,292.02	8,292.02	100.00%	33,168.08	33,168.08	100.00%	99,504.24	33.33%
Total Bond Expenses	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 164,012.08	\$ 164,012.08	100.00%	\$ 492,036.24	33.33%

Total Net After Bond Expense	\$ (26,031.22)			\$ (67,170.01)				
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Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	36.54			13,309.09				
474. Other Water Revenue	0.00			40,800.00				
Total Restricted Income	\$ 36.54			\$ 54,109.09				

Shepherdstown Sewer
Budget to Actual October 2023

	Month of October			Year to Date			FY 2024	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	10,325.74	3,583.33	288.16%	26,386.24	14,333.32	184.09%	43,000.00	61.36%
522 Metered Sewer Revenue	144,248.00	124,206.42	116.14%	487,735.00	496,825.68	98.17%	1,490,477.00	32.72%
536 Other Wastewater Revenues	0.00	309.83	0.00%	600.00	1,239.32	48.41%	3,718.00	16.14%
Total Operating Income	\$ 154,573.74	\$ 128,099.58	120.67%	\$ 514,721.24	\$ 512,398.32	100.45%	\$ 1,537,195.00	33.48%

Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	717.24	869.08	82.53%	3,816.46	3,476.32	109.78%	10,429.00	36.59%
401.2 Sewer Administration	4,123.43	5,158.25	79.94%	19,439.04	20,633.00	94.21%	61,899.00	31.40%
401.3 Sewer Utility Billing	19,705.40	3,075.00	640.83%	23,334.40	12,300.00	189.71%	36,900.00	63.24%
401.4 Sewer Plant Maintenance	22,711.24	24,060.66	94.39%	54,022.37	96,242.64	56.13%	288,728.00	18.71%
403 Depreciation Expense	29,576.05	31,666.67	93.40%	118,304.20	126,666.68	93.40%	380,000.00	31.13%
408 Taxes Other than Income	2,095.34	3,054.17	68.61%	8,985.15	12,216.68	73.55%	36,650.00	24.52%
701 Salaries & Wages	27,454.50	31,469.42	87.24%	117,722.11	125,877.68	93.52%	377,633.00	31.17%
704 Employee Benefits	7,179.82	5,717.17	125.58%	29,677.14	22,868.68	129.77%	68,606.00	43.26%
711 Sludge Removal	885.00	3,333.33	26.55%	885.00	13,333.32	6.64%	40,000.00	2.21%
715 Purchased Power	10,243.69	12,666.67	80.87%	46,330.41	50,666.68	91.44%	152,000.00	30.48%
718 Chemicals	36,369.59	11,666.67	311.74%	60,671.21	46,666.68	130.01%	140,000.00	43.34%
731 Contractual Svc-Engineering	3,161.77	416.67	758.82%	11,250.47	1,666.68	675.02%	5,000.00	225.01%
732 Contractual Svc-Accounting	833.33	1,512.50	55.10%	16,716.88	6,050.00	276.31%	18,150.00	92.10%
733 Contractual Svc-legal	0.00	416.67	0.00%	2,689.01	1,666.68	161.34%	5,000.00	53.78%
735 Contractual Svc-testing	902.45	416.67	216.59%	3,049.25	1,666.68	182.95%	5,000.00	60.99%
736 Contracted Services-Other	1,178.30	416.67	282.79%	3,090.34	1,666.68	185.42%	5,000.00	61.81%
750 Transportation Expenses	91.23	500.00	18.25%	370.57	2,000.00	18.53%	6,000.00	6.18%
757 Insurance-General Liability	4,074.00	2,916.67	139.68%	16,296.00	11,666.68	139.68%	35,000.00	46.56%
760 Advertising	0.00	166.67	0.00%		666.68	0.00%	2,000.00	0.00%
775 Sewer Admin Lending Fees	0.00	0.00	0.00%	3,592.58	0.00		0.00	
Total Expenses (from QB)	\$ 171,302.38	\$ 139,499.61	122.80%	\$ 540,242.59	\$ 557,998.44	96.82%	\$ 1,673,995.00	32.27%
Net Operating Income (QB)	\$ (16,728.64)			\$ (25,521.35)				

Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$52,400.00	\$52,400.00		\$157,200.00	33.33%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$73,984.32	\$73,984.32		\$221,952.96	33.33%
Total Reserve Expenses	\$ 31,596.08			\$ 126,384.32				
Net after Reserve Expenses	\$ (48,324.72)			\$ (151,905.67)				

Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	36.26			6,535.39				
536. Capacity Fees	0.00			47,736.00				
Total Restricted Income	\$ 36.26			\$ 54,271.39				

WEST VIRGINIA CODE: §29B-1-4

§29B-1-4. Exemptions.

(a) There is a presumption of public accessibility to all public records, subject only to the following categories of information which are specifically exempt from disclosure under this article:

(1) Trade secrets, as used in this section, which may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data, or compilation of information which is not patented which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article or trade or a service or to locate minerals or other substances, having commercial value, and which gives its users an opportunity to obtain business advantage over competitors;

(2) Information of a personal nature such as that kept in a personal, medical, or similar file, if the public disclosure of the information would constitute an unreasonable invasion of privacy, unless the public interest by clear and convincing evidence requires disclosure in this particular instance: *Provided*, That this article does not preclude an individual from inspecting or copying his or her own personal, medical, or similar file;

(3) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination;

(4)(A) Records of law-enforcement agencies that deal with the detection and investigation of crime and the internal records and notations of such law-enforcement agencies which are maintained for internal use in matters relating to law enforcement;

(B) Records identifying motor vehicles used, and the agencies using them, for undercover investigation activities conducted by state law-enforcement agencies or other agencies that are authorized by this code to use undercover or unmarked vehicles;

(5) Information specifically exempted from disclosure by statute;

(6) Records, archives, documents, or manuscripts describing the location of undeveloped historic, prehistoric, archaeological, paleontological, and battlefield sites or constituting gifts to any public body upon which the donor has attached restrictions on usage or the handling of which could irreparably damage the record, archive, document, or manuscript;

(7) Information contained in or related to examination, operating or condition reports prepared by, or on behalf of, or for the use of any agency responsible for the regulation or supervision of financial institutions, except those reports which are by law required to be published in newspapers;

(8) Internal memoranda or letters received or prepared by any public body;

- (9) Records assembled, prepared, or maintained to prevent, mitigate, or respond to terrorist acts or the threat of terrorist acts, the public disclosure of which threaten the public safety or the public health;
- (10) Those portions of records containing specific or unique vulnerability assessments or specific or unique response plans, data, databases and inventories of goods or materials collected or assembled to respond to terrorist acts; and communication codes or deployment plans of law-enforcement or emergency response personnel;
- (11) Specific intelligence information and specific investigative records dealing with terrorist acts or the threat of a terrorist act shared by and between federal and international law-enforcement agencies, state and local law-enforcement, and other agencies within the Department of Homeland Security;
- (12) National security records classified under federal executive order and not subject to public disclosure under federal law that are shared by federal agencies and other records related to national security briefings to assist state and local government with domestic preparedness for acts of terrorism;
- (13) Computing, telecommunications, and network security records, passwords, security codes, or programs used to respond to or plan against acts of terrorism which may be the subject of a terrorist act;
- (14) Security or disaster recovery plans, risk assessments, tests, or the results of those tests;
- (15) Architectural or infrastructure designs, maps, or other records that show the location or layout of the facilities where computing, telecommunications, or network infrastructure used to plan against or respond to terrorism are located or planned to be located;
- (16) Codes for facility security systems; or codes for secure applications for facilities referred to in subdivision (15) of this subsection;
- (17) Specific engineering plans and descriptions of existing public utility plants and equipment;
- (18) Customer proprietary network information of other telecommunications carriers, equipment manufacturers and individual customers, consistent with 47 U.S.C. §222;
- (19) Records of the Division of Corrections, Regional Jail and Correctional Facility Authority and the Division of Juvenile Services relating to design of corrections, jail and detention facilities owned or operated by the agency, and the policy directives and operational procedures of personnel relating to the safe and secure management of inmates or residents, that if released, could be used by an inmate or resident to escape a facility, or to cause injury to another inmate, resident, or to facility personnel;
- (20) Information related to applications under §61-7-4 of this code, including applications,

supporting documents, permits, renewals, or any other information that would identify an applicant for or holder of a concealed weapon permit: *Provided*, That information in the aggregate that does not identify any permit holder other than by county or municipality is not exempted: *Provided, however*, That information or other records exempted under this subdivision may be disclosed to a law-enforcement agency or officer: (i) To determine the validity of a permit, (ii) to assist in a criminal investigation or prosecution, or (iii) for other lawful law-enforcement purposes;

(21) Personal information of law-enforcement officers maintained by the public body in the ordinary course of the employer-employee relationship. As used in this paragraph, "personal information" means a law-enforcement officer's Social Security number, birth information, home address, personal address, personal telephone numbers, and personal e-mail addresses and those of his or her spouse, parents, and children as well as the names of the law-enforcement officer's spouse, parents, and children;

(22) Information provided by a person when he or she elects to remain anonymous after winning a draw game prize, pursuant to §29-22-15a of this code and

(23) Individually identifiable customer information created or maintained by a city or county or other public entity providing utility services in connection with the ownership or operation of a publicly-administered utility enterprise, including, but not limited to, customer names, addresses, and billing and usage records. Nothing contained herein is intended to limit public disclosure by a city or county of billing information:

(A) That the city or county determines it is useful or necessary to assist bond counsel, bond underwriters, underwriters' counsel, rating agencies or investors or potential investors in making informed decisions regarding bonds or other obligations incurred or to be incurred with respect to the publicly-administered utility enterprise;

(B) That is necessary to assist the city, county, state, or public enterprise to maintain the integrity and quality of services it provides; or

(C) That is necessary to assist law enforcement, public safety, fire protection, rescue, emergency management, or judicial officers in the performance of their duties.

(b) As used in subdivisions (9) through (16), inclusive, subsection (a) of this section, the term "terrorist act" means an act that is likely to result in serious bodily injury or damage to property or the environment and is intended to:

(1) Intimidate or coerce the civilian population;

(2) Influence the policy of a branch or level of government by intimidation or coercion;

(3) Affect the conduct of a branch or level of government by intimidation or coercion; or

(4) Retaliate against a branch or level of government for a policy or conduct of the

government.

(c) The provisions of subdivisions (9) through (16), inclusive, subsection (a) of this section do not make subject to the provisions of this chapter any evidence of an immediate threat to public health or safety unrelated to a terrorist act or the threat of a terrorist act which comes to the attention of a public entity in the course of conducting a vulnerability assessment response or similar activity.

SHEPHERDSTOWN WATER DEPT.

December 2023

Pump time average 14 hour

Gallons pumped average 586,861.

Chemical usage elevated (weather)

All daily samples in acceptable ranges

All Bacteriological samples were ABSENT.

No violations

New Raw water pumps shipped

Concerns:

- Raw water pump

- Lead and Copper inventory

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month		November		Year		2023		Plant		Shepherdstown W.W.T.P.		City		Shepherdstown		Operator		Kenny Shipley			
		INFLUENT WASTEWATER										EFFLUENT TEMP.		PLANT EFFLUENT							
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)		
1				0.2461				20000	11589												
2				0.2815				20000	3589												
3				0.2858			8	20000													
4				0.2382				20000													
5				0.2719				20000													
6				0.2327				20000	12247	6923											
7		88	119	0.2740				20000	13495			2.5	3.2	<10		7.2	0.58	0.8	0.03		
8				0.2465				20000	13896												
9	0.18			0.3008			7	20000	13347												
10	0.25			0.2952				20000		6381											
11				0.2467				20000													
12				0.2624				20000													
13	0.04			0.2549				24000													
14				0.2656			7	24000	12098	6667							0.71	1.04	0.02		
15				0.2402				24000	13435												
16				0.2761				24000	8163												
17	0.03			0.2538				24000		6511											
18				0.2164				24000	8702												
19				0.2144				24000													
20				0.1863				24000	3269												
21	1.85			0.3709				24000	18653								0.53	1.03	0.012		
22				0.3035				24000	13232												
23				0.2373				24000	26744	6270											
24				0.2098				24000													
25				0.2250			8	12000													
26				0.2302				12000													
27				0.2325				20000													
28	0.02			0.2525				24000	14305												
29				0.2960				24000	35191								0.70	2.00	0.016		
30				0.2732			7	20000	12878	6910											
31																					
Total	2.37	88	119	7.7204			37	640000	234833	39662		2.5	3.2	<10		7.2	2.52	4.87	0.078		
Average	0.40	88	119	0.2490			7.4	21333	13814	6610		2.5	3.2	<10		7.2	0.63	1.22	0.02		
Minimum	0.02	88	119	0.1863			7	12000	3269	6270		2.5	3.2	<10		7.2	0.53	0.80	0.012		
Maximum	1.85	88	119	0.3709			8	24000	35191	6923		2.5	3.2	<10		7.2	0.71	2.00	0.03		

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

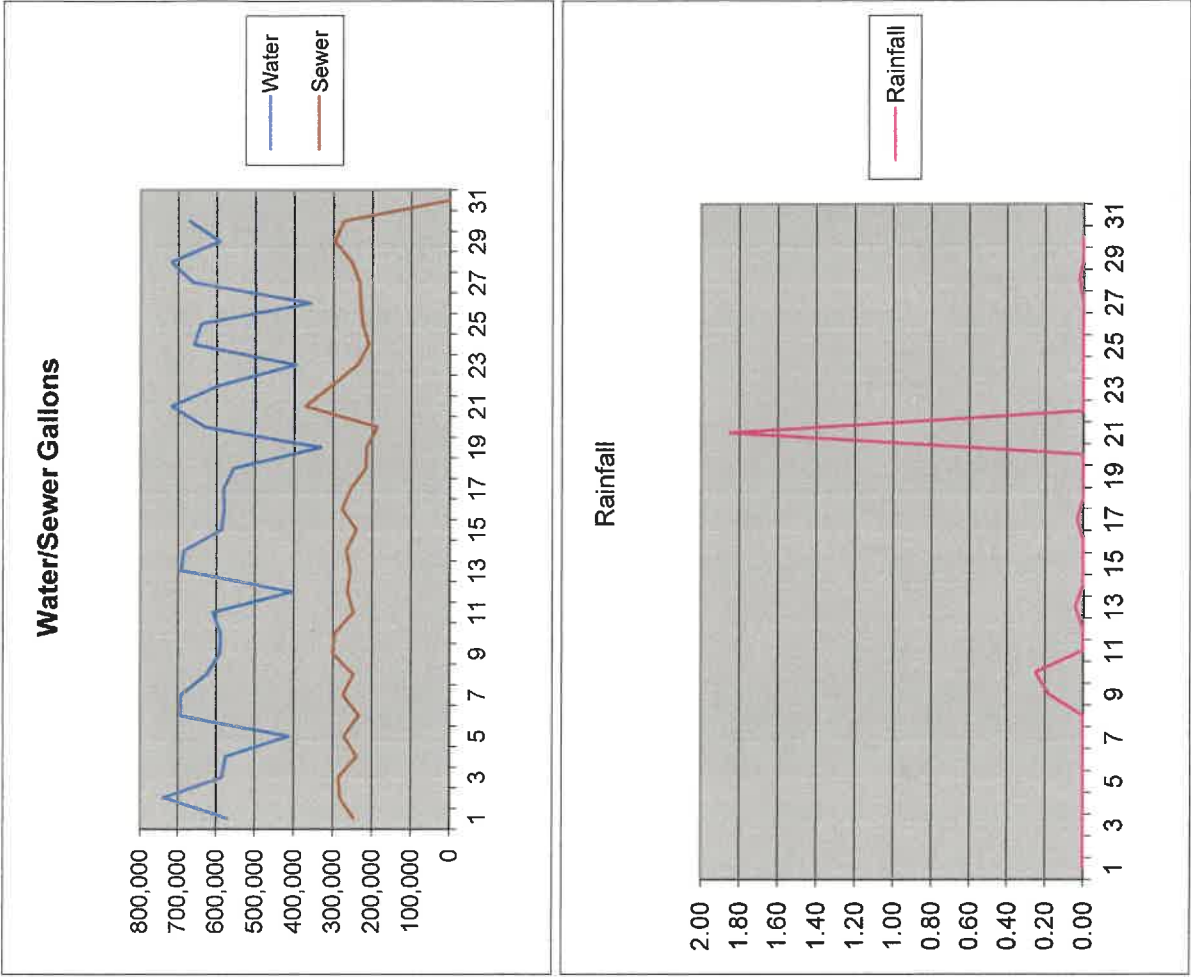
November 2023 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2490	Mgd	0.3709	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	3.2	Mg/l	3.2	Mg/l	30	60		7.31	7.31	167	334		
TSS	2.5	Mg/l	2.5	Mg/l	30	60		5.71	5.71	167	334		
TKN	0.63	Mg/l	0.71	Mg/l	3	6		1.53	1.57	17	33		
Fecal		Cnts/100		MI	200	400		N/A	N/A	N/A	N/A		
Total N	1.22	Mg/l	2.00	Mg/l	Rpt Only	Rpt Only		N/A	78.55	N/A	507	1100.66	6091
Total P	0.02	Mg/l	0.030	Mg/l	Rpt Only	Rpt Only		N/A	1.29	N/A	50.7	34.37	609
Copper		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Zinc		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride	86.9	Mg/l	86.9	Mg/l	196	340		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l		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	5.97	Tons	12.648	Tons	4	24.9	12.41-12.49	11.90-12.02
Olcott Field 4		Tons		Tons				
Olcott Field 6	3.462	Tons	9.462	Tons	2	28.9	12.38	11.81
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				

Water/Sewer Flows November 2023

Date	Water	Sewer	RainFall
1	571,000	246,100	0.00
2	739,400	281,500	0.00
3	585,700	285,800	0.00
4	575,600	238,200	0.00
5	412,600	271,900	0.00
6	691,500	232,700	0.00
7	692,200	274,000	0.00
8	624,900	246,500	0.00
9	592,100	300,800	0.18
10	589,500	295,200	0.25
11	609,700	246,700	0.00
12	403,500	262,400	0.00
13	693,100	254,900	0.04
14	684,400	265,600	0.00
15	587,000	240,200	0.00
16	580,700	276,100	0.00
17	582,300	253,800	0.03
18	555,500	216,400	0.00
19	331,500	214,400	0.00
20	630,400	186,300	0.00
21	717,200	370,900	1.85
22	594,900	303,500	0.00
23	395,200	237,300	0.00
24	658,700	209,800	0.00
25	640,300	225,000	0.00
26	357,700	230,200	0.00
27	661,900	232,500	0.00
28	718,400	252,500	0.02
29	592,200	296,000	0.00
30	671,500	273,200	0.00
31		-	
Avg.	591,353	249,045	0.08



Charles Coe

From: Charles Coe
Sent: Wednesday, December 13, 2023 10:23 PM
To: Frank Welch
Subject: Fwd: 120Water / Shepherdstown, WV Customer Surveys Quote
Attachments: Customer Template Survey (1).pdf; Inventory Postcard with Editable Sections.pdf

We have to do the 7700 dollar one please put on agenda

Get [Outlook for iOS](#)

From: Shelby Gills <shelby.gills@120water.com>
Sent: Tuesday, December 12, 2023 2:22:12 PM
To: Charles Coe <ccoe@shepherdstown.us>; Sydni Montgomery <sydni.montgomery@120water.com>
Subject: 120Water / Shepherdstown, WV Customer Surveys Quote

Hi Charles,

It was great to meet with you today! As discussed, I reached out to our expansion team and they have provided me a quote for each survey option we walked through today. Below is the quote, along with the survey template for your review.

- [Returnable Self-Mailer](#) - \$7,735.50 for 1,850 surveys (mail back and QR code)
- [One-Way Postcard](#) - \$3,776.50 for 1,850 postcards (QR code only)

Please let me know your thoughts and if you have any questions. Once you select your survey type, we can create the order form and get started on the design.

Best,
Shelby Gills
LSLI Practice Lead & Program Consulting Manager
120Water
shelby.gills@120water.com
clientsuccess@120water.com
120Water.com



120Water™

TO LEARN MORE, VISIT:
120water.com



**Complete
this survey**

for \$5 off
your next water bill

Reserved for Address Block

TAKE THIS SHORT SURVEY

TO HELP US PROTECT YOUR DRINKING WATER



[City Name] requests your help in completing this important survey to document the material of your water service line from the water meter to just outside of your house or business. The results may help to improve the quality of water that you rely on every day.

Scan this QR code to start the survey.

Or visit:

[www.120water.formstack.com/
clientname.com](http://www.120water.formstack.com/clientname.com)



IF YOU HAVE
ANY QUESTIONS,
PLEASE CALL:

800-674-7961



QR code

TAKE THIS SHORT SURVEY TO HELP US PROTECT YOUR DRINKING WATER

<<<INSERT CLIENT NAME>>> requests your help in completing this important survey to document the material of your water service line from the water meter to just outside of your house or business. The results may help to improve the quality of water that you rely on every day. Submitting will not obligate you to replace your water service line, but it may allow CLIENT to obtain grant funding to replace your water service line at **NO COST TO YOU** (if you permit this work to take place on your property).

This survey may be completed through one of the following methods:



MAIL: Back of this postcard



PHONE: (800) 674-7961



EMAIL: support@120water.com



ONLINE: 120Water.formstack.com/forms/client

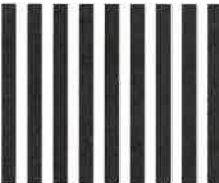


IN-PERSON: INSERT CLIENT Business Office
M-F, BETWEEN THE HOURS OF 8 AM AND 4 PM

Thank you for your response.



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 3 ZIONSVILLE, IN

POSTAGE WILL BE PAID BY ADDRESSEE

120 WATER
PO BOX 604
ZIONSVILLE IN 46077-9950



NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

The type of **my water service line** from the water meter to just outside of my house or business is best described as the following:

- ☐ Lead
☐ Galvanized steel
☐ Copper
☐ Plastic
- ☐ Other: _____
☐ Unknown
☐ **I am unsure and would like someone from INSERT CLINET NAME to assist me in identifying the material.**

I have determined the type of **my water service line** as follows:

- ☐ I have observed the material and know what it is.
☐ I have been provided some form of documentation of the water service line material.
☐ It is my best guess.
☐ Other _____

My house or business was built in one of the following time periods:

- ☐ Prior to 1960
☐ 1960 to 1988
☐ After 1988
☐ I am unsure

Are there children under the age of 6 and/or pregnant women who live in your home or regularly visit your home?

- ☐ Yes
☐ No

Are you willing to participate in the Lead and Copper Program?

- ☐ Yes
☐ No



The INSERT CLIENT NAME requests your assistance in completing this survey. At your convenience, please answer all questions and detach the survey along the perforated edge. Once completed, simply place the detached survey in your mailbox or drop it off in your nearest postal drop box.



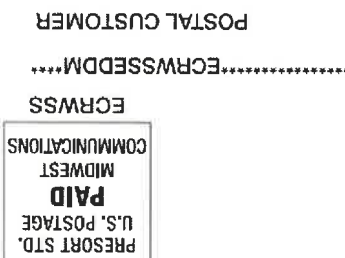
Submit your survey by

FRIDAY, OCTOBER 14TH, 2022

for a chance to win

SIX MONTHS OF WATER FOR FREE.

(restrictions may apply)



Clarksville Water Board
 PARTNERED WITH 120WATER
 1001 South Chestnut Street
 Clarksville, West Virginia 26301





Section 571 Environmental Infrastructure Assistance Program
Shepherdstown Water Works Distribution System
Improvements Project

Project Check-in Meeting

Date: 01/17/2024

Time: 11:00 AM ET – 11:30 AM ET

Location: Virtual Meeting (Teams)

Dial in: + 601-262-2433;

Conference ID: 858 724 426#

Meeting URL: https://dod.teams.microsoft.us/l/meetup-join/19%3adod%3ameeting_b573549c48164e46b197f3dd612e1c26%40thread.v2/0?context=%7b%22id%22%3a%22fc4d76ba-f17c-4c50-b9a7-8f3163d27582%22%2c%22oid%22%3a%2242581f2b-39aa-42a9-a13c-ebaecf638fdb%22%7d

Attendees:

	NAME	ORGANIZATION	TITLE/ROLE	PHONE	EMAIL
	Mayor Jim Auxer	Corporation of Shepherdstown	Mayor of Shepherdstown		jimauxer@yahoo.com
X	Frank Welch	Shepherdstown Public Works	Public Works Director	304.702.2895	fwelch@shepherdstown.us
X	Jeff Ekstrom	Ghosh Engineers	Vice President/ Project Engineer	304.343.5300	jeffe@ghosheng.com
	Justin Callahan	USACE Baltimore District	USACE Civil Works Program Manager	410.962.6693	Justin.Callahan@usace.army.mil
X	Christine Danaher	USACE Baltimore District	Project Manager	443.257.0368	Christine.M.Danaher@usace.army.mil
	Rick Dreistadt	USACE Baltimore District	Section 571 Program Manager	410.962.6694	Richard.A.Dreistadt@usace.army.mil



Section 571 Environmental Infrastructure Assistance Program

Shepherdstown Water Works Distribution System Improvements Project

Agenda:

1. Review of initial values based on project estimate:

a. 75% Federal, 25% Non-federal cost share:

Total Project Cost (TPC)	\$ 2,224,000.00
75% Federal	\$ 1,668,000.00
25% Non-federal	\$ 556,000.00

b. A portion of prior design work may be reimbursed.

- i. The value of credit afforded to non-federal interests for prior design work shall not exceed 6% of total project construction costs.

c. Initial scope: The water distribution system improvement project consists of the replacing existing waterlines to improve distribution and/or provide adequate fire protection in Shepherdstown WV's **Mecklenburg Heights** Subdivision, Lukens Circle, East High Street, **Mill Street**, Rock Springs Road, Scott Drive and Lynmouth Lane (see attached map). This Project includes the construction of approximately 1,390 LF of 8" PVC C909 PVC; 11,530 LF of 6" C909 PVC; 600 LF of 4" PVC C909; 3,305 LF of 2" PVC SDR 17; 2,780 LF of ¾" PE service line; 1,135 LF of ¾" PE service punch; one (1) EA 8" Gate Valve w/Valve Box; sixteen (16) EA 6" Gate Valve w/Valve Box; one (1) EA 4" Gate Valve w/Valve Box; eight (8) EA 2" Gate Valve w/Valve Box; fifteen (15) EA Fire Hydrant Assemblies; one (1) EA Fire Hydrant Assembly on existing waterline; 100 LF of 16" Steel Casing (RR Bore & Jack); 30 LF of 16" Steel Casing (Bore & Jack); 215 LF of 12" Steel Casing (Open Cut); 185 EA service reconnections; thirteen (13) connections to existing waterline; ten (10) Blow-Off Assembly; 180 LF of Type 'A' Trench Repair; 4,515 LF of Type "B" Trench Repair; 785 LF of Type 'C' Trench Repair; 6,125 SY of 2" Asphalt Pavement Overlay; 385 LF of Asphalt Driveway Restoration; 645 LF of Gravel Driveway Restoration; 28 LF of Concrete Driveway Restoration; three (3) EA of Existing Rip Rap Ditch Repair; Mobilization/ Demobilization; Video Taping; Erosion and Sediment Control.

2. Awarded construction contract:

- Mecklenburg Heights: \$1,504,375.25
 - Mill Street (German St. to James Rumsey Park): \$532,213.00
 - Two (2) 8" Gate Valves for Future connection of waterline on High Street: \$5,400.00
- Total Cost: \$2,041,988.25**

A	Contract Award Amount	\$ 2,041,988.25
B	25% Non-Federal Sponsor Share of Contract Award (A x 0.25)	\$ 510,497.06
C	75% Government Share (A x 0.75)	\$ 1,531,491.19
D	Total Reimbursement Funds Available	\$ 1,568,000.00
E	Remaining Federal Amount (D - C)	\$ 36,508.81



Section 571 Environmental Infrastructure Assistance Program

Shepherdstown Water Works Distribution System Improvements Project

3. Next Steps:

- a. Construction Schedule
- b. Reimbursement Disbursement
 - i. Project Invoicing Frequency
 - ii. To the maximum extent practicable, within **30 calendar** days of receipt of each invoice, the Government shall reimburse the NFS for 75% of the NFS' eligible costs included in each invoice, less 25% of the costs incurred by the Government during that same invoice period (Article II, item E of PPA).

Meeting Notes:

- Notice of award went out to contractor this week; anticipate notice to proceed (NTP) next week.
- Pre-construction meeting likely to occur in FEB
- Submittal Phase over the next few months:
 - Construction schedule
 - Shop Drawings
 - Likely to begin construction in late MAR/early APR.
 - No long lead time on pipe materials
- Jeff Ekstrom, Amy Boyd, and Christine Danaher to get together ~every 5 weeks once construction schedule has been submitted to discuss invoices/progress payments and cost share balancing.
 - Reimbursement will made to the Corporation of Shepherdstown
- Frank Welch retiring 26 JAN 2024; 37 yrs of service! Will be working part-time.

Action Items:

- Christine:
 - Send out meeting invite for mid-March to discuss project invoices with Jeff and Amy Boyd
 - Confirm if reimbursement will be in the form of an electronic funds transfer (EFT) or mailed check.
- Jeff to send construction schedule once contractor has submitted it to him.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Corporation of Shepherdstown
 Shepherdstown Town Hall
 104 North King Street
 P. O. Box 248
 Shepherdstown, WV 25443

UTILITY USE ONLY

Application #: _____
 Step #: 1
 Date Recv'd: _____
 Step #: 2
 Date Recv'd: _____

This application is for permission to extend the water and/or sewer main(s) to one or more properties, existing or proposed. The Shepherdstown Water Board and the Shepherdstown Sanitary Board (hereafter called the "Boards") have set up a two (2) step process to apply for such an extension. This form is not an application for service, and it does not establish a water/sewer account.

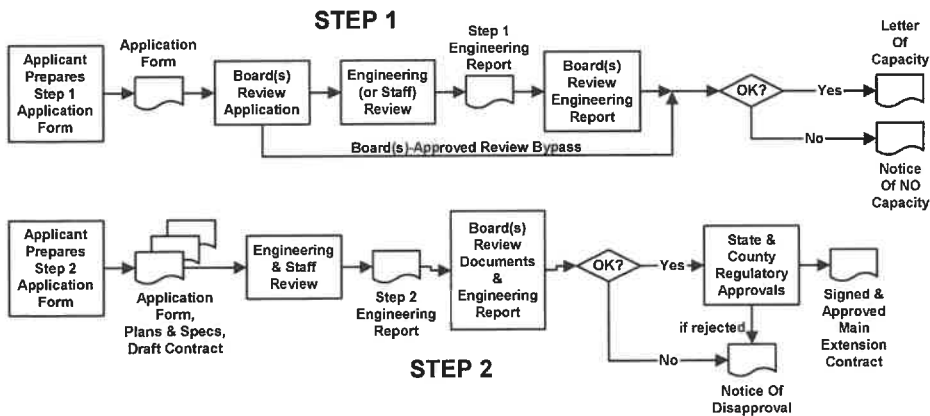
<input type="checkbox"/>	Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input type="checkbox"/>	Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<Check applicable step for this application.>

The Corporation of Shepherdstown has established a fee schedule (see information at the end of this document) to pay for the technical reviews required to evaluate all applications. **The applicable fee must be paid concurrently with any request for the extension of water and/or sewer service.**

In addition to the two-step process, approvals may be needed from other local and state agencies. **Construction of the extension may not proceed until the two-step process has been completed, until all fees have been paid, and until all necessary approvals have been obtained.**

At each step in the two-step process, the appropriate Board(s) must review and give approval to the application. The Shepherdstown Town Council (hereafter called the "Town Council") may, in certain circumstances, also be required to review and give its approval.



APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

The first step in the application process is a request for a technical review of the applicant's request for water and/or sewer service to determine if there is adequate capacity available from the Corporation of Shepherdstown Water and/or Sewer Systems.

A **Letter of Capacity** issued within this step shall be valid only for a period of **twelve (12) calendar months** from the date of the letter, and shall expire at the close of business on the expiration date. The Board(s) will consider an extension of the Letter of Capacity only upon a written request by the Applicant received by the Utility within the twelve-month period during which the Letter of Capacity is active. An expired Letter of Capacity may not be extended. If an application expires, both reapplication and the payment of new review fees will be required.

The Applicant is hereby notified that the issuance of a Letter of Capacity does not guarantee that capacity will be available at the time that the Applicant wishes to physically connect to the system. Water and sewer taps are available on a first-come, first-served basis. It is the responsibility of the Applicant to maintain contact with the Utility to determine current capacity as the Applicant goes through the process to extend water and/or sewer mains.

The Applicant is hereby notified that the Letter of Capacity shall not be issued until all applicable fees and charges have been paid in full by the Applicant.

The information requested in items "E" through "L" is for the use of the planning efforts of the Utility and the Water and Sanitary Boards. If the application is being made for a new development, all anticipated units within the development shall be included. It is the responsibility of the Applicant to maintain up-to-date information on file with the Utility during the application process. After three years, a review of the application will be conducted to determine if there have been any changes. Applicable fees will be assessed for any required engineering review.

Item C: Provide the identity of an individual of firm who is authorized to represent the Applicant before the Boards and Town Council (e.g., attorney, engineering firm, etc.). Attach an additional sheet(s) providing such information if more than one such individual or firm exists. **Only individuals or firms listed in this application may so represent the Applicant.**

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

A. Date Application Completed: _____

B. Applicant Information:

Name: _____

Telephone Number: _____

FAX Number: _____

Mailing Address: _____

C. Applicant's Authorized Representative (see instructions for item C):

Name: _____

Firm Name: _____

Telephone Number: _____

FAX Number: _____

Mailing Address: _____

D. Property Location (include tax map and parcel numbers):

D1. Is applicant full owner of property cited above? ☐ Yes ☐ No
(If no, submit notarized letter from each owner authorizing application.)

E. Application to Extend: ☐ Water ☐ Sewer ☐ Both

F. Distance From

(1) Property to nearest water main: _____ feet.

(2) Property to nearest sewer main: _____ feet.

(3) Property to Corporation limits: _____ feet.

(4) Property to nearest road or street: _____ feet.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

- Item I: Estimate the daily consumption (in gallons for the entire project) of water and the daily discharge of sewage using figures from the most recent table adopted by the Shepherdstown Water Board and the Shepherdstown Sanitary Board (available from Utility staff). Attach additional sheet(s) describing the breakdown if usage or size vary.
- Item J: Add additional sheet(s) to explain a method of waste disposal other than sewer or septic.
- Item K: Provide projected dates (month, year) of the projected start and completion of the main extension, plus the projected date for the start of utility service and the build out date. Attach separate sheet(s) providing this information if the project is to be built in phases.
- Item L: The Applicant shall submit a sketch plan (8½ x11 or 11x17) of the proposed extension, drawn to scale. The sketch plan shall include:
- 1) the location of the property,
 - 2) the nearest mains,
 - 3) adjacent roads, streets, and alleys with names as appropriate,
 - 4) point at which distance (see application Item F) was measured,
 - 5) proposed layout of the water/sewer extensions from the existing system to the site to be served,
 - 6) the diameter and length of the proposed main(s),
 - 7) boundaries of all properties adjacent to the proposed main(s),
 - 8) For sewer extensions, indicate whether the proposed extension is a gravity sewer or a force main, and, for force mains, include the proposed capacity of the sewage pumping station.

An 11x17 map of the water distribution system is available from the utility.

Water Main Extensions will be evaluated in three (3) ways:

- 1) fire flow capacity and static pressure at the proposed point of contact,
- 2) looping or interconnection of water mains throughout the distribution system to provide redundancy and maximum water pressure,
- 3) system-wide water treatment and storage capacity.

Sewer main extensions will be evaluated for capacity at the Wastewater Treatment Plant and throughout the sewage collection system. They will be evaluated for effects on existing pumping stations even if such stations are outside the boundaries of the proposed project.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

G. Description of Units (check all that apply and then complete all requested information):

☐ Single-family detached homes:

(1) Number of Proposed Units: _____

☐ Multiple-family homes

(1) Number of Proposed Units: _____

(2) Size of Units (Number of bedrooms) _____

(3) Shared Laundry Planned? ☐ Yes ☐ No

(4) # of washing machines planned? _____

H. Description of Units

☐ Commercial/Industrial/Other?

(1) Indicate which Type? _____

(2) Type of business or facility? _____

(3) Type of discharge? _____

(4) Floor Area (in ft²): _____

(5) Number of Units? _____

(6) Number of bathroom fixtures? _____

I. Estimated daily consumption (see instructions):

Water: _____ Sewer: _____

J. Method of sewage disposal: ☐ Sewer ☐ Septic ☐ Other

K. Projected Schedule (see instructions):

(1) Projected Extension Start Date: _____

(2) Projected Extension Completion Date: _____

(3) Start of Required Utility Service: _____

(4) Build Out Date: _____

L. Required Attachments (see instructions):

☐ Sketch Plan

☐ Payment of Applicable Fees (see attachment at end of application)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

Any change listed below shall require reapplication by the Applicant.

- A change of $\pm 10\%$ in the number of proposed residential units.
- A change in the number of proposed industrial or commercial units.
- A change of $\pm 10\%$ in the estimated daily consumption of water from the water system or delivery of sewage to the sewer system.
- A change in the type of usage. Usage types are:
 - Single-family detached houses.
 - Multiple-family units.
 - Industrial.
 - Commercial.
 - Other.
- A change in the type or method of sewage discharge to be expected.
- The discovery by any individual or entity of the existence of errors in this application, whether intentional or accidental.

At the option of the Board(s), a change in applicant may not invalidate a Letter of Capacity as long as (a) the Utility staff is notified of such a change of applicant in writing within fourteen (14) days of the change taking place, and (b) no change listed above occurs to invalidate the letter. Failure to meet these conditions shall invalidate the Letter of Capacity.

Should the owner of the property withdraw permission for the current applicant to pursue a mainline extension, any Letter of Capacity granted for the property shall be invalidated.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:

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1. Become familiar with all requirements stated within the text of this application;
2. Become familiar with the Utility's General Requirements and Procedures and with applicable regulations of the West Virginia Public Service Commission (Copies of these items are available for review at Shepherdstown Town Hall - Note that the Applicant is responsible to become familiar with any other applicable local and state regulations);
3. Provide all information necessary to give the Utility staff, the Board(s), and the Town Council a clear understanding of the application. The Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
4. Update all information in this application to keep it current so long as it remains in effect; After three years, the applicant will be required to submit any changes in the application or certify that all information remains the same. Any changes in plans and specification will require an engineering review at rates outlined in Section C of the Application Review Fee Schedule. The Board reserves the right to charge engineering review fees for any unreported changes it discovers.

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5. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);

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- Note that the Water and Sanitary Boards meet in a joint meeting, normally on the last Thursday of each month.

6. Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

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The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

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The applicant further acknowledges an understanding of, and agreement to, the provisions under which the Letter of Capacity, if issued for this application, will become invalid. These provisions are listed in the instructions of this application.

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APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

The Applicant hereby states that the information contained in this application and otherwise submitted is true and correct to the best of his/her knowledge.

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(Signature by or for Applicant)

(Date)

(Position of Applicant signee)

☐ Approved ☐ Rejected

(For Shepherdstown Water/Sewer
Utility)

(Date)

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APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans and Contract

Item C: The Applicant shall submit engineering plans for construction of the proposed main extension(s) of the on-site water/sewer system based on standards and specifications required by the State of West Virginia and any of its agencies, by the County of Jefferson and any of its agencies, by the Corporation of Shepherdstown, and by the Shepherdstown Water Board and the Shepherdstown Sanitary Board as applicable to the project. A copy of the water and sewer standards and specifications is available for review at the Shepherdstown Town Hall, and may be purchased for a fee outlined in the schedule attached to this form. Note that the Utility Staff or Board Consultant(s) will review these plans for conformance to the standard specifications and details as then adopted by the town. A fee is required for this review as listed in the fee schedule attached to this form.

The Applicant shall also submit a draft copy of all deeds of easement or fee simple necessary to transfer property for utilities to the Corporation of Shepherdstown.

The Applicant shall also submit a draft contract between the Applicant and the Corporation of Shepherdstown specifying the responsibilities of all parties for construction, maintenance, and operation of the extension and on-site system, the limits of service to be provided by the Corporation of Shepherdstown; the specific number and type of connections hereby permitted; and the date these connection permits will expire if not used. No permit is to be transferred or sold to any person or entity other than the person or entity signing the contract. The Applicant shall provide four (4) copies of all plans and specifications.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans & Contract Instructions

The following shall be completed to execute Step 2 of the Application for the Extension of Water and/or Sewer Mains. The applicant shall ensure that all information in Step 1 of this application is valid. If changes are required, the applicant may insert these into the Step 1 section of this form, and attach the original Step 1 application to this form.

- A. Date Application Completed: _____
- B. Applicant Information:
- Name: _____
- Telephone Number: _____
- FAX Number: _____
- Mailing Address: _____
- _____
- _____
- C. Required Attachments (see instructions):
- ☐ Engineering Plans
 - ☐ Proposed Deeds of Easement or Fee Simple
 - ☐ Contract Draft
 - ☐ Payment of Applicable Fees (see attachment at end of application)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans and Contract

Actions to be taken after signing the contract for main extensions, but prior to the start of construction.

- The Applicant shall acquire all necessary permits for the proposed water and/or sewer extension(s), and shall submit a copy of each such permit to the Corporation of Shepherdstown.
- The Applicant shall provide the Corporation of Shepherdstown with all deeds of easement or fee simple necessary to transfer all property for utilities.
- The Corporation of Shepherdstown shall return the balance of fees paid by the Applicant for Step 2 review, if such a balance exists. If additional fees are required as outlined in the fee schedule included in this application, the Applicant shall pay such fees.

Actions to be taken during construction.

- The Corporation of Shepherdstown or its authorized representative shall perform construction monitoring to ensure that the main(s) and/or on-site water/sewer system is built according to the approved engineering plans and the standards and specifications adopted by the Shepherdstown Water and Sanitary Boards.
- The Applicant shall provide the Corporation of Shepherdstown with any change to the approved engineering plans, and shall procure approval from the Corporation prior to implementing such a change.
- The cost of construction monitoring and change review shall be paid by the Applicant in accord with the Fee Schedule that is a part of this application document.

Actions to be taken after construction.

- The Applicant shall request a **Letter of Acceptance** from the Corporation of Shepherdstown.
- The Corporation of Shepherdstown shall issue a **Letter of Acceptance**. This letter shall not be issued until:
 - The Corporation of Shepherdstown receives notice from Utility staff and/or an authorized consultant engineer that the improvements to the water and/or sewer system meet the standards of the Corporation of Shepherdstown.
 - All deeds of easement or fee simple property transfers are acceptable, and in the possession of the Corporation of Shepherdstown.
 - All fees as outlined in this document have been paid.
 - An acceptable set of "as-built" plans has been submitted to the Town Council.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 2: Application for Extension of Main with Engineering Plans & Contract Instructions

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:

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1. Become familiar with all requirements stated within the text of this application;
2. Provide all information necessary to give the Utility staff, the Board(s), and the Town a clear understanding of the application - the Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
3. Update all information in this application to keep it current so long as it remains in effect. After three years, the applicant will be required to submit any changes in the application or certify that all information remains the same. Any changes in plans and specification will require an engineering review at rates outlined in Section C of the Application Review Fee Schedule. The Board reserves the right to charge engineering review fees for any unreported changes it discovers.
4. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);
5. Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

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The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

The applicant further acknowledges an understanding of the requirements for actions to be taken after the signing of the contract for main extensions, and agrees to carry out these requirements. These actions are listed in the instructions of this application.

The Applicant hereby states that the information contained in this application and otherwise submitted is true and correct to the best of his/her knowledge.

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(Signature by or for Applicant)

(Date)

(Position of Applicant signee)

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☐ Approved ☐ Rejected

(For Shepherdstown Water/Sewer Utili

(Date)

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APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

A. The fees outlined in this schedule shall be assessed to projects meeting one or more of the following criteria:

1. A main line extension is required.
2. More than three (3) residential units will be served.
3. The property will be used for commercial, industrial, or institutional establishments.
 - a. Commercial, industrial, or institutional establishments are those listed in the Zoning Ordinance of the Corporation of Shepherdstown for RC and C districts.
4. Structures of greater than two (2) stories or thirty (30) feet in height.
5. Projects wherein a new pumping station is proposed.
6. Projects wherein an existing pumping station is impacted to the extent that repairs, renovation, or enlargement may be required.

B. The fee for one (1) copy of the water and sewer standards and specifications shall be \$20.

C. This fee schedule and charges for engineering review and construction monitoring services shall be **effective as of July 6, 2004**. This fee schedule shall be subject to annual review by the Shepherdstown Water and Sanitary Boards and by the Shepherdstown Town Council.

1. The fee for the **Engineering Review in Step 1** shall be **\$500.00 plus \$0.25 per linear foot of mainline extension**.
2. The fee for the **Engineering Review in Step 2** shall be **\$1200.00 plus \$0.25 per linear foot of mainline extension**. Additionally, there shall be a fee of **\$600 per proposed sewer pumping station**.
3. The fee for the **Construction Monitoring in Step 2** shall be **\$250.00 plus \$0.60 per linear foot of mainline extension**.
4. The fee for **Engineering Review**, for **Construction Monitoring**, and for **Special Services not specifically outlined in this document** shall be calculated as follows:
 - a. The fee for services performed by **certified employees of the Corporation of Shepherdstown** shall be the **hourly wage** of said employee **times a multiplier of 1.60** to cover employee benefits and administrative costs. This payroll multiplier is subject to change as the Corporation of Shepherdstown audit may dictate.
 - b. The fee for **materials and supplies** furnished by the Corporation of Shepherdstown is equal to the **vendor invoice for said items** to the Corporation of Shepherdstown **times a multiplier of 1.25** to cover Corporation of Shepherdstown administrative costs.
 - c. The fee for services performed by the **Corporation of Shepherdstown's counsel or consultant** is the **invoice from said individual** to the Corporation **times a multiplier of 1.25** to cover administrative costs of the Corporation of Shepherdstown.

D. Payment information:

1. The fee for **Engineering Review in Step 1** is **due at the time of submission of the Step 1 application**, together with all items listed in this application including the Sketch Plan.
2. The fee for **Engineering Review in Step 2** is **due at the time of submission of the Step 2 application**, together with all items listed in this application including the Engineering Plans.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

3. The fee for **Construction Monitoring** is due within fifteen (15) days of the date of the West Virginia Health Department Permit to construct.
 4. When received from the Applicant, the Corporation of Shepherdstown shall establish an account to record fees charged the Applicant. Fees listed in Item C.4 above are deducted from this account.
 - a. The Corporation of Shepherdstown shall refund to the Applicant any fees remaining in the account within thirty (30) days of the acceptance/rejection of Step 1 of the application, within thirty (30) days of the acceptance/rejection of Step 2 of the application, and within thirty (30) days of the issuance of the Letter of Acceptance.
 5. **All Engineering Review fees and all Construction Monitoring fees must be paid to the Corporation of Shepherdstown before actual construction of the proposed contract shall begin.**
- E. The amount of fees due the Corporation may be higher than that in the initial Engineering Review Fees or Construction Monitoring Fees listed above if:
1. The complexity of the proposed project requires greater time than that covered by the initial fee listed in item "C" above.
 2. Additional reviews of part or all of the project design are required by the Corporation of Shepherdstown or its consultant due to changes or new information caused by the initial review.
 - a. Resubmission of drawings for additional review is assessed fees at the same rate as listed in item "C" above.

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Please consider these questions related to the terms of the Water Board members. Amy provided this information and also stated that *"I reviewed last January's minutes and didn't see that the terms were discussed. It looks like Sylke and Jim Ford's terms expired in 2023 and several others will expire throughout 2024. Members can continue to serve until they are reappointed or replaced."*

Members and Terms

- Sue Kemnitzer, Chair Feb-21 Feb-24
- Jim Ford Jul-20 Jul-23
- John Bresland Apr-21 Apr-24
- Mike Godfrey Feb-21 Feb-24
- Sylke Knuppe May-22 Feb-23
- Chris Stroeck, Council Rep. Jul-22 Jul-24
- Jim Auxer, Mayor Jul-22- Jul-25

Questions:

1. The ordinance which established the Water Board does not state that terms continue until reappointment or removal. Has the ordinance changed from the one that is posted on the Town website? Is there a superseding ordinance?
2. Why does this show Sylke's term as only 17 months rather than three years? I thought we appointed her for the standard three-year term. Chris and Jim's terms should coincide with the terms of their elected positions, i.e., July 22-24.
3. Who should ask the current members if they want to continue for another term? I am willing to do this.
4. Shall we advertise that we are seeking new members (if #3 results in vacancies.) Jack Eggleston recently told me that he would like to join the board. He is an accomplished



Susan Kemnitzer
skemnitzer@att.net
+ Add to contacts

RESOLUTION PROVIDING FOR THE
MEANS OF APPOINTMENT OF THE
SHEPHERDSTOWN'S WATER BOARD
AND DEFINING THE WATER
BOARD'S POWERS AND DUTIES

WHEREAS, the Corporation of Shepherdstown owns and operates the municipal water works located in Shepherdstown, West Virginia, and environs; and

WHEREAS, the Town Council of the Corporation deems it in the best interest of the water works to supervise and control the operation of said plant with the advice of and upon the recommendations of a "Water Board"; and

WHEREAS, the Town Council wishes to provide for the means of appointment, the term of office and the duties and responsibilities of said Water Board

Now, Therefore, Be It Resolved By The Common Council of the Corporation of Shepherdstown, Jefferson County, West Virginia, As Follows :

1. That the Town Council will supervise and control the operation of the municipally owned water works with the advice
and recommendations of a "Water Board"

2. That the Water Board shall consist of seven members

appointed by the Mayor with the advice and consent of the Common Council. Board members shall be over the age of 21 years; competent to render the services required; live within the Corporation of Shepherdstown, or within the service area served by the water plant; be customers of the water plant and two members, to-wit: the Mayor and one other member of Council, shall be members of the Common Council. The term of Office of the Mayor and the other Council member shall be the term of their elected position in the Corporation government, and the term of the remaining five members shall be for a period of three (3) years. In order to ensure continuity of operation of the Water Board, the following persons are appointed as members of the Board for the noted term:

Appointment Date	End of Term
1. July 1, 1971 Mayor (Term of Office)	June 30 19,72
2. July 1, 1971 Recorder (" " ")	
3. January 12, 1971 James Hafer	June 30, 1972
4. January 12, 1971 Kenneth	June 30, 1974
Rentch	June 30, 1974
5. January 12, 1971 Gary	June 30, 1974
Moreland	June 30, 1974
6. January 12, 1971 John Rachella	June30,1974
7. January 12, 1971 James Muncy	

3 The Water Board shall meet not less than one time per month; shall elect from their midst their own chairman and secretary; shall keep written minutes and records of their proceedings and shall exercise the following powers, duties and responsibilities:

- a. Prepares and implements annual budget for water facility..
- b. Establishes and approves operating and maintenance procedures for the water facility.
- c. Recommends revisions in rate schedule, billing procedure, delinquency accounts.
- d. Prepares and recommends short, medium and long, range maintenance program.
- e. Recommends employment, discharge, advancement and addition of employees.
- f. Monitors operating and maintenance practice of water facility.
- g. Acts liason between Council and citizens on all matters dealing with water facilities.
- h. Recommends additions or expansions to the facilities.
- i. Approves scheduled work involving shut down of service.

HYDRANT PROJECT WORK LIST						
LOCATION	Y/N?	VALVE	ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS	DATE
		In Service?			REPORT	
HYDRANTS OUT OF SERVICE/NEED REPAIRS						
388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff		
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						
			36'			
			600,000			
			Minimum clearance for bollards: 36"			
			Total gallons flushed			
			Loop behind Roc's- distribution project			