

Water & Sanitary Board Agenda
Thursday, April 25, 2024
1:00 p.m.
Town Hall
104 N. King St.
Shepherdstown, WV 25443

1. Call to Order
2. Review and approval of Draft Water and Sanitary Board Minutes of March 28, 2024
3. Visitors: Monica White, WV State Health Department
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. 120 Water – Customer Surveys – Explanation – Stephanie Grove - update
 - d. Water Board members and terms – J. Bresland, R. Keller
 - e. 3M PFAS Settlement
7. New Business
 - a. Budget meetings - Water – May 10, 1:00 p.m./Sewer – May 8, 1:00 p.m.
 - b. 2024 Source Water Protection Plan - update
8. Old Business
 - a. Hydrant Report – enclosure in packet – same as last month
9. Mayor's Report
10. Next meeting date – May 23, 2024 – 1:00 p.m.
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

March 28, 2024

ATTENDEES: Water Board – J. Auxer (Mayor via ZOOM), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair)
Sanitary Board – J. Auxer (Chair via ZOOM), H. Heyser
Town Staff – B. Bennett, C. Coe, J. Ekstrom, S. Grove, K. Shipley, F. Welch
Visitors: J. Getz

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by S. Kemnitzer at 1:05 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the February 29, 2024, regular meeting were reviewed and were approved with revisions suggested by S. Kemnitzer and H. Heyser.

Some comments were made at this point about whether the Jefferson County School Board had decided to connect to Shepherdstown Water/Sewer for their new Shepherdstown elementary school. See item 7.a below.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

S. Kemnitzer reminded the board members that we plan to do a deep dive into the finances next month and requested that they submit questions to S. Grove 2 weeks prior to the meeting (i.e. by April 11) to ensure that she has time to formulate answers.

M. Godfrey asked if we could have a Balance Sheet report distributed before that.

ACTION ITEM: S. GROVE TO DISTRIBUTE A BALANCE SHEET REPORT TO ALL BOARD MEMBERS PRIOR TO APRIL 11.

J. Bresland asked whether we should actually be showing a loss when depreciation is considered. S. Grove agreed that we should and explained that she was investigating exactly how the depreciation should be accounted for.

M. Godfrey asked why two Water accounts (631 Contractual Svc-Engineering and 632 Contractual Svc-Accounting) are so far over budget.

S. Grove explained that, re account 631, the costs of the GIS project were more than expected. J. Ekstrom said that the project is almost done and there will not be a lot more costs coming in.

S. Grove explained that, re account 632, we paid for several years' worth of audits this year and that had not been budgeted for.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

There were no comments or questions regarding the Water reports.

5.b. SEWER REPORTS.

There were no comments or questions regarding the Sewer reports.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom reported that the 2nd pump is due to arrive this week and be installed next week. The project is on schedule to be complete next Thursday (April 4).

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

J. Ekstrom reported that the contractor has most of the necessary equipment in their staging area. The pipe is scheduled to be delivered next week and they are still waiting on the fittings and valves. Current estimate is that they will be able to start work in 2 weeks. He also explained that he is still working on getting clarification on the exact payment mechanics with respect to the Army Corps of Engineers.

6.c 120 WATER - CUSTOMER SURVEYS - EXPLANATION.

S. Grove reported that she had a phone call from WV Rural Water suggesting that we not send out the surveys because they had to recall a large number of their surveys due to inadequacies. However, the 120 Water surveys were reviewed and found to be adequate. S. Grove has a meeting scheduled with WVRW on April 8 to review the survey information.

At this point J. Ekstrom left the meeting.

6.d WATER BOARD MEMBERS AND TERMS.

S. Kemnitzer asked J. Ford if he would like to be nominated for another term and he agreed that he would. She said that S. Knuppel has decided not to serve another term, that she had received a resignation letter to that effect and that she believed Jack Eagleton is interested in serving and would suggest that he volunteer to do so.

J. Auxer said that he would submit the nomination of J. Ford to Town Council for approval.

ACTION ITEM: J. AUXER TO SUBMIT THE NOMINATION OF J. FORD FOR ANOTHER TERM ON THE WATER BOARD TO TOWN COUNCIL.

It was generally agreed that we should wait until next month to discuss the terms of J. Bresland and R. Keller.

6.e 3M PFAS SETTLEMENT.

S. Grove explained that this item should not have been included on the agenda.

7. NEW BUSINESS.

7.a SCHOOL BOARD WATER/SEWER DECISION.

S. Grove said that she spoke with the school board facilities representative who told her it was too late to change the decision to not connect to Shepherdstown water and sewer.

J. Bresland reported that he spoke with the sanitarian in the County Health Department and was told that because of the size of the well water and septic systems the permits had been issued at the state level.

7.b WATER QUALITY REPORT.

S. Kemnitzer suggested that we include non-technical information that would be informative to customers in future mailings of the State-mandated Water Quality report. There was general agreement.

J. Ford suggested that one or more members of the board should take the lead rather than create more work for the staff. S. Kemnitzer suggested that she and J. Ford take the lead and he agreed.

8. **OLD BUSINESS.**

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

C. Coe reported that the report included in the packet was up-to-date and that work on hydrants would be done after the end of the current school year in order to minimize disruptions.

9. **MAYOR'S REPORT.**

The Mayor reiterated the need to get any financial questions to S. Grove in a timely fashion.

10. **NEXT MEETING DATE.**

Our next regular meeting will be Thursday, 25 April at 1:00 PM.

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

4.a: S. Grove to distribute a Balance Sheet report to all board members prior to April 11.

6.b: J. Auxer to submit the nomination of J. Ford for another term on the Water board to Town Council.

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

13. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 1:39 p.m.

Respectfully Submitted: J. Ford

Shepherdstown Waterworks: Budget to Actual February 2024

	Month of February			Year to Date			FY 24 Budget	% FY 24 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
Operating Income (from Quickbooks)								
419 Water Interest Income	15,715.61	7,083.33	221.87%	106,262.56	56,666.64	187.52%	85,000.00	125%
461 Water Metered Revenue	171,772.19	150,000.00	114.51%	1,203,749.88	1,200,000.00	100.31%	1,800,000.00	67%
474 Other Water Revenues	0.00	7,000.00	0.00%	385.00	56,000.00	0.69%	84,000.00	0%
Total Income	\$ 187,487.80	\$ 164,083.33	114.26%	\$ 1,310,397.44	\$ 1,312,666.64	99.83%	\$ 1,969,000.00	67%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	1,836.87	1,291.67	142.21%	13,566.32	10,333.36	131.29%	15,500.00	88%
401.2 Water Administration	4,491.72	4,500.00	99.82%	33,237.26	36,000.00	92.33%	54,000.00	62%
401.3 Water Utility Billing	18,082.26	19,166.67	94.34%	141,245.36	153,333.36	92.12%	230,000.00	61%
401.4 Water Plant Expenses	9,533.23	30,833.33	30.92%	119,196.05	246,666.64	48.32%	370,000.00	32%
408 Taxes-Other than Income	5,438.26	5,666.67	95.97%	35,556.84	45,333.36	78.43%	68,000.00	52%
427 Interest Expense	2,207.55	10,000.00	22.08%	78,428.93	80,000.00	98.04%	120,000.00	65%
521 Employee Screening	0.00	25.00	0.00%		200.00	0.00%	300.00	0%
601 Water Salaries & Wages	58,144.00	45,000.00	129.21%	360,627.81	360,000.00	100.17%	540,000.00	67%
604 Employee Pensions & Benefits	13,010.75	11,666.67	111.52%	93,411.27	93,333.36	100.08%	140,000.00	67%
615 Purchased Power	5,219.23	6,250.00	83.51%	42,139.24	50,000.00	84.28%	75,000.00	56%
618 Chemicals	11,351.41	6,250.00	181.62%	61,559.07	50,000.00	123.12%	75,000.00	82%
631 Contractual Svc-Engineering	2,500.00	5,833.33	42.86%	91,766.30	46,666.64	196.64%	70,000.00	131%
632 Contractual Svc-Accounting	833.34	2,083.33	40.00%	35,221.45	16,666.64	211.33%	25,000.00	141%
633 Contractual Svc-Legal	0.00	416.67	0.00%	3,927.51	3,333.36	117.82%	5,000.00	79%
635 Contractual Svc-Testing	2,278.35	3,750.00	60.76%	21,081.03	30,000.00	70.27%	45,000.00	47%
636 Contractual Svc-Other	0.00	2,916.67	0.00%	8,148.37	23,333.36	34.92%	35,000.00	23%
660 Transportation Expenses	83.18	3,750.00	2.22%	1,589.73	30,000.00	5.30%	45,000.00	4%
667 Insurance-General Liability	5,395.21	3,666.67	147.14%	43,161.68	29,333.36	147.14%	44,000.00	98%
669 Insurance-Other	0.00	750.00	0.00%		6,000.00	0.00%	9,000.00	0%
660 Advertising Expense	0.00	83.33	0.00%	363.54	666.64	54.53%	1,000.00	36%
675 Administrative Lending Fees	0.00	166.67	0.00%	5,359.33	1,333.36	401.94%	2,000.00	268%
676 Bond Issuance Expense	0.00	16.67	0.00%		133.36	0.00%	200.00	0%
Total Expenses (QB)	\$ 140,405.36	\$ 164,083.35	85.57%	\$ 1,189,587.09	\$ 1,312,666.80	90.62%	\$ 1,969,000.00	60%
Net Operating Income (QB)	\$ 47,082.44			\$ 120,810.35				

Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	17,930.72	17,930.72	100.00%	26,896.08	66.67%
03-B Water Revenue	7,187.19	7,187.19	100.00%	57,497.52	57,497.52	100.00%	86,246.28	66.67%
12 Water Revenue	10,462.92	10,462.92	100.00%	83,703.36	83,703.36	100.00%	125,555.04	66.67%
17 Water Revenue	12,819.55	12,819.55	100.00%	102,556.40	102,556.40	100.00%	153,834.60	66.67%
21 Water Revenue	8,292.02	8,292.02	100.00%	66,336.16	66,336.16	100.00%	99,504.24	66.67%
Total Bond Expenses	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 328,024.16	\$ 328,024.16	100.00%	\$ 492,036.24	66.67%

Total Net After Bond Expense	\$ 6,079.42			\$ (207,213.81)				
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Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	36.10			13,378.96				
474. Other Water Revenue	33,600.00			100,800.00				
Total Restricted Income	\$ 33,636.10			\$ 114,178.96				

Shepherdstown Waterworks

Balance Sheet

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,856,908.13
RESTRICTED FUNDS BANKING	2,982,766.63
UNRESTRICTED FUNDS BANKING	-330,153.04
Total Bank Accounts	\$4,509,521.72
Accounts Receivable	
141 A/R, Water Customer Billing	197,349.80
142 Other Receivables	0.00
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$192,349.80
Other Current Assets	
142.71 Due to/From Govt Funds	-214,253.80
162 Prepaid Expenses	0.00
Due to/from Sewer	-5,060.57
Uncategorized Asset	0.00
Undeposited Funds	10,128.00
Total Other Current Assets	\$ -209,186.37
Total Current Assets	\$4,492,685.15
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,825,660.49
105.16 Water Distribution System Upgrade	21,412.00
105.17 GIS Mapping System - Water	20,306.15
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,402,438.93
Fixed Assets (All Funds)	12,967,470.82
Total Fixed Assets	\$11,455,830.53
Other Assets	
186.20 Deferred Outflows	18,949.00
Total Other Assets	\$18,949.00
TOTAL ASSETS	\$15,967,464.68

Shepherdstown Waterworks

Balance Sheet

As of February 29, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	95,592.65
Total Accounts Payable	\$95,592.65
Other Current Liabilities	
221 Bond Payable-Current	0.00
235 Customer Dep/Int Pay.-Cash Acct	90,542.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	77,094.14
Total Other Current Liabilities	\$202,819.15
Total Current Liabilities	\$298,411.80
Long-Term Liabilities	
221. Bond Payable-Long term	6,776,224.00
253.20 Deferred Inflows	42,936.00
Total Long-Term Liabilities	\$6,819,160.00
Total Liabilities	\$7,117,571.80
Equity	
215 Retained Earnings	7,841,522.82
271 Contrib. in aid of Construction	1,069,125.91
Net Income	-60,755.85
Total Equity	\$8,849,892.88
TOTAL LIABILITIES AND EQUITY	\$15,967,464.68

Shepherdstown Sewer
Budget to Actual February 2024

	Month of February			Year to Date			FY 2024	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	10,236.81	3,583.33	285.68%	68,470.94	28,666.64	238.85%	43,000.00	159.23%
522 Metered Sewer Revenue	166,481.64	124,206.42	134.04%	1,014,655.79	993,651.36	102.11%	1,490,477.00	68.08%
536 Tap Fees		309.83	0.00%	600.00	2,478.64	24.21%	3,718.00	16.14%
Total Operating Income	\$ 176,718.45	\$ 128,099.58	137.95%	\$ 1,083,726.73	\$ 1,024,796.64	105.75%	\$ 1,537,195.00	70.50%

Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	431.04	869.08	49.60%	7,453.38	6,952.64	107.20%	10,429.00	71.47%
401.2 Sewer Administration	3,997.74	5,158.25	77.50%	34,987.01	41,266.00	84.78%	61,899.00	56.52%
401.3 Sewer Utility Billing	0.00	3,075.00	0.00%	40,828.42	24,600.00	165.97%	36,900.00	110.65%
401.4 Sewer Plant Maintenance	11,831.21	24,060.66	49.17%	100,171.86	192,485.28	52.04%	288,728.00	34.69%
403 Depreciation Expense	29,576.05	31,666.67	93.40%	236,608.40	253,333.36	93.40%	380,000.00	62.27%
408 Taxes Other than Income	2,771.00	3,054.17	90.73%	18,341.15	24,433.36	75.07%	36,650.00	50.04%
701 Salaries & Wages	36,322.00	31,469.42	115.42%	240,362.11	251,755.36	95.47%	377,633.00	63.65%
704 Employee Benefits	8,346.00	5,717.17	145.98%	60,214.87	45,737.36	131.65%	68,606.00	87.77%
711 Sludge Removal	1,153.40	3,333.33	34.60%	2,459.42	26,666.64	9.22%	40,000.00	6.15%
715 Purchased Power	14,017.58	12,666.67	110.67%	98,354.34	101,333.36	97.06%	152,000.00	64.71%
718 Chemicals	6,254.58	11,666.67	53.61%	105,030.45	93,333.36	112.53%	140,000.00	75.02%
731 Contractual Svc-Engineering	0.00	416.67	0.00%	14,669.87	3,333.36	440.09%	5,000.00	293.40%
732 Contractual Svc-Accounting	833.33	1,512.50	55.10%	33,827.87	12,100.00	279.57%	18,150.00	186.38%
733 Contractual Svc-legal	0.00	416.67	0.00%	2,689.01	3,333.36	80.67%	5,000.00	53.78%
735 Contractual Svc-testing	613.80	416.67	147.31%	5,704.03	3,333.36	171.12%	5,000.00	114.08%
736 Contracted Services-Other	0.00	416.67	0.00%	7,098.98	3,333.36	212.97%	5,000.00	141.98%
750 Transportation Expenses	83.18	500.00	16.64%	1,369.55	4,000.00	34.24%	6,000.00	22.83%
757 Insurance-General Liability	4,074.00	2,916.67	139.68%	33,303.34	23,333.36	142.73%	35,000.00	95.15%
760 Advertising	0.00	166.67	0.00%	0.00	1,166.69	0.00%	2,000.00	0.00%
775 Sewer Admin Lending Fees	0.00	0.00	0.00%	7,185.16	0.00		0.00	
Total Expenses (from QB)	\$ 120,304.91	\$ 139,499.61	86.24%	\$ 1,050,659.22	\$ 1,115,830.21	94.16%	\$ 1,673,995.00	62.76%
Net Operating Income (QB)	\$ 56,413.54			\$ 33,067.51				

Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$104,800.00	\$104,800.00		\$157,200.00	66.67%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$147,968.64	\$147,968.64		\$221,952.96	66.67%
Total Reserve Expenses	\$ 31,596.08			\$ 252,768.64				
Net after Reserve Expenses	\$ 24,817.46			\$ (219,701.13)				

Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	67.54			6,710.06				
536. Capacity Fees	16,848.00			117,936.00				
Total Restricted Income	\$ 16,915.54			\$ 124,646.06				

Shepherdstown Sewer

Balance Sheet

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	516,225.26
RESTRICTED FUNDS BANKING	2,400,402.51
UNRESTRICTED FUNDS BANKING	61,066.91
Total Bank Accounts	\$2,977,694.68
Accounts Receivable	
Accounts Receivable	174,832.65
Total Accounts Receivable	\$174,832.65
Other Current Assets	
Due To/From Govt	-361,630.23
Due To/From Water	5,145.37
Other Current Assets	327.92
Uncategorized Asset	0.00
Total Other Current Assets	\$ -356,156.94
Total Current Assets	\$2,796,370.39
Fixed Assets	
105 Construction in Progress	0.00
Fixed Asset Adjustment	-4,561,567.73
Fixed Assets	13,968,463.32
Total Fixed Assets	\$9,406,895.59
Other Assets	
186.20 Deferred Outflows	12,363.00
Total Other Assets	\$12,363.00
TOTAL ASSETS	\$12,215,628.98
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-25,379.62
Total Accounts Payable	\$ -25,379.62
Other Current Liabilities	
221 Bonds Payable-Current	0.00
235 Cust. Dep/Int. Pay-Cash Acct	66,016.31
Current Liabilities	95,358.12
Total Other Current Liabilities	\$161,374.43
Total Current Liabilities	\$135,994.81

Shepherdstown Sewer

Balance Sheet

As of February 29, 2024

	TOTAL
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,832,081.00
253.20 Deferred Inflows	28,637.00
Total Long-Term Liabilities	\$3,860,718.00
Total Liabilities	\$3,996,712.81
Equity	
214 Retained Earnings	5,031,235.26
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	629,473.00
Net Income	63,178.05
Total Equity	\$8,218,916.17
TOTAL LIABILITIES AND EQUITY	\$12,215,628.98

SHEPHERDSTOWN WATER DEPT.

March 2024

Pump time average 13 hours.

Gallons pumped average 581,052.

Chemical usage elevated due to weather

All daily samples in acceptable ranges

All Bacteriological samples were ABSENT.

No violations

Waiting UV start-up

Both raw water pumps installed and running

Concerns:

- Lead and Copper inventory

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month March Year 2024 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

Date	INFLUENT WASTEWATER				DIGESTERS			ACTIVATED SLUDGE		EFFLUENT TEMP.					PLANT EFFLUENT				
	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screenings (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	0.18			0.2670				15000	18345										
2	0.70			0.3331				15000	43214										
3				0.2679				15000											
4	0.04			0.2701				18905	18905										
5	0.22	191	146	0.3222		7	21000	18131	5832			<1	<2	<10	7.0	0.67	1.05	<0.01	
6	0.11			0.2944			21000	27052											
7				0.2847			21000	27052											
8				0.2842			21000	27521											
9	1.39			0.4057			21000	27521											
10				0.3546			21000												
11				0.3079			21000	27521											
12				0.3043			21000	27521	5541										
13				0.2832			21000	20712											
14	0.76			0.2772		5	21000	16568											
15	0.14			0.2870			16500	35071											
16	0.08			0.2790			16500	51951											
17				0.2567			16500												
18				0.2661			16500	17390											
19				0.3081			16500	18687	5622										
20				0.2734			16500	11969											
21				0.2915			16500	57891											
22	0.68			0.3060			16500	32575											
23	1.71			0.3434			16500	32575											
24	0.51			0.2813			16500												
25				0.2770			19500	32575											
26	0.07			0.3362			19500	32575	5481										
27	0.03			0.2885			19500	14000											
28				0.2959			19500	16206											
29				0.2924		6	19500	14576											
30	0.07			0.2752			19500	43310											
31				0.2301															
Total	6.69	191	146	9.1443		18	555000	711414	22476			<1	<2	<10	7.0	2.54	5.69	0.16	
Average	0.45	191	146	0.2950		6.0	18500	27362	5619			<1	<2	<10	7.0	0.64	1.42	0.04	
Minimum	0.03	191	146	0.2301		5	15000	11969	5481			<1	<2	<10	7.0	0.59	0.99	<0.01	
Maximum	1.71	191	146	0.4057		7	21000	57891	5832			<1	<2	<10	7.0	0.67	2.47	0.094	

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

MAIL ONE COPY EACH TO:

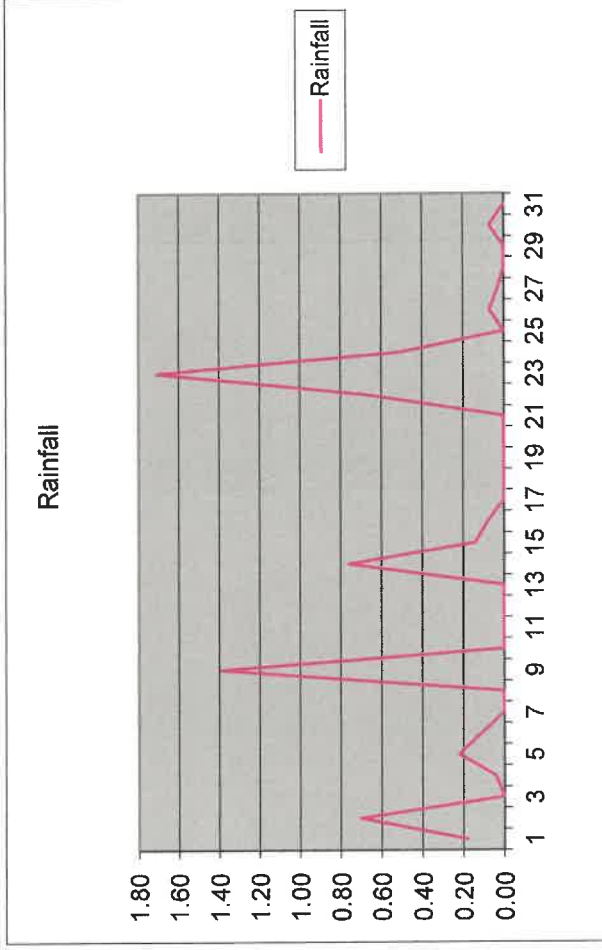
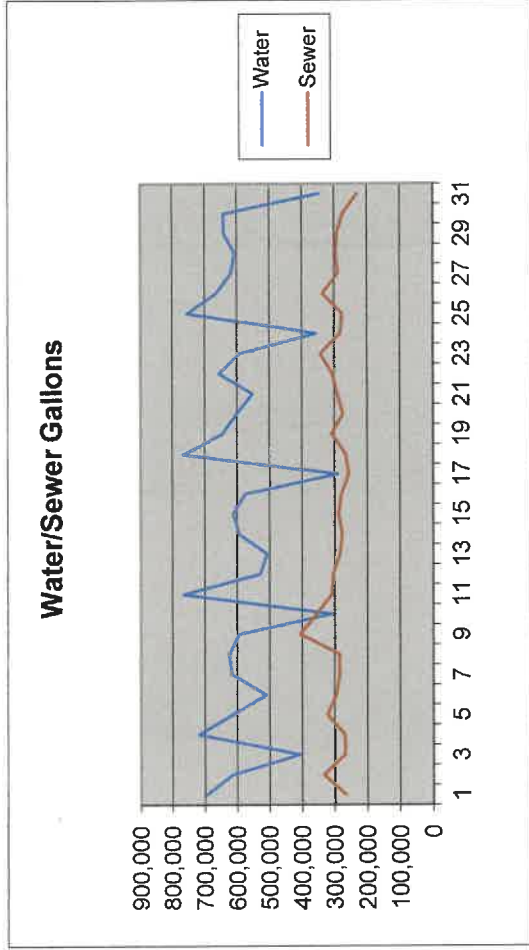
March 2024 Monthly Reports

	Avg.	Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2950	0.4057	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	<2	Mg/l	30	60		5.37	5.37	167	334		
TSS	<1	<1	Mg/l	30	60		2.69	2.69	167	334		
TKN	0.64	0.67	Mg/l	3	6		1.7	1.80	17	33		
			Cnts/100									
Fecal	<10	<10	MI	200	400		N/A	N/A	N/A	N/A		
Total N	1.42	2.47	Mg/l	Rpt Only	Rpt Only		N/A	108.29	N/A	507	1753.51	6091
Total P	0.04	0.094	Mg/l	Rpt Only	Rpt Only		N/A	3.05	N/A	50.7	63.05	609
Copper			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Zinc			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride	90.4	90.4	Mg/l	196	340		N/A	N/A	N/A	N/A		
Total Hardness			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
				Min Allowed	Max Allowed							
PH	7.0	7.0	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	4.725	12.4111	Tons 4	22.3		
Olcott Field 2			Tons			
Olcott Field 3	5.898	23.502	Tons 4	24.6	12.48-12.60	11.89-11.97
Olcott Field 4		1.44	Tons			
Olcott Field 6	1.716	12.648	Tons 1	28.6	12.19	11.77
Blair-Carter Field 1		3.684	Tons			
Blair-Carter Field 3			Tons			
Blair-Carter Field 4			Tons			
Willard Field 1	4.572	22.529	Tons 3	28.6	12.41-12.57	11.85-12.03
Willard Field 3			Tons			
Willard Field 4			Tons			
Colbert Field 3			Tons			
Colbert Field 4			Tons			
Oakley Field 2			Tons			
Putz Field 2			Tons			

Water/Sewer Flows March 2024

Date	Water	Sewer	RainFall
1	694,800	267,000	0.18
2	615,100	333,100	0.70
3	405,300	267,900	0.00
4	719,000	270,100	0.04
5	615,300	322,200	0.22
6	511,600	294,400	0.11
7	615,900	284,700	0.00
8	625,600	284,200	0.00
9	594,800	405,700	1.39
10	307,000	354,600	0.00
11	765,600	307,900	0.00
12	527,900	304,300	0.00
13	506,800	283,200	0.00
14	593,800	277,200	0.76
15	611,700	287,000	0.14
16	574,100	279,000	0.08
17	289,800	256,700	0.00
18	766,800	266,100	0.00
19	644,000	308,100	0.00
20	601,300	273,400	0.00
21	551,300	291,500	0.00
22	655,200	306,000	0.68
23	594,800	343,400	1.71
24	355,800	281,300	0.51
25	754,000	277,000	0.00
26	664,700	336,200	0.07
27	618,300	288,500	0.03
28	606,000	295,900	0.00
29	639,800	292,400	0.00
30	641,700	275,200	0.07
31	344,900	230,100	0.00
Avg.	581,055	294,977	0.22



Frank Welch

From: Morris, Keith V <keith.v.morris@wv.gov>
Sent: Monday, April 15, 2024 1:31 PM
To: Frank Welch; Charles Coe
Subject: Reminder: Source Water Protection Plan for 2024

Hello Frank Welch; Charles Coe

This email is a reminder that The Corporation of Shepherdstown's 2024 Source Water Protection Plan update is due on **May 1, 2024**. Submissions require a SWPP public meeting to be held and a redacted copy of your SWPP for the public. The documentation needed for the SWPPs to be approved is as follows:

1. Meeting announcements/agendas that note the SWPP will be an item for discussion
2. Sign-in sheet (unless attendees are listed on the minutes).
3. Minutes with SWPP mentioned as a topic, even if no one shows up to discuss
4. A redacted copy of the SWPP

If you have any questions please feel free to contact us at your convenience.

Regards,

--

Keith Morris - M.S., B.A., A.A.S
Environmental Resource Specialist 2
Bureau of Public Health
OEHS-EED-Source Water Assessment and Protection Program
West Virginia Department of Health
350 Capitol Street Rm. 313
Charleston, WV 25301
P: 304-352-5030 ext. 25030 | dhr.wv.gov



HYDRANT PROJECT WORK LIST

LOCATION	VALVE Y/N/?	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			
HYDRANTS TO BE REMOVED AND RETIRED							
Corner King & New Streets Corner Church & New Street East High Street (Tommy's Pizzeria)			4" main, inadequate supply 4" main, inadequate supply 4" main, inadequate supply	Retire hydrant, covered by other hydrants Retire hydrant, covered by other hydrants Retire hydrant, covered by other hydrants			
HYDRANTS IN SERVICE/NEED REPAIRS							
Willowdale/Martha High Street at Stutzman-Slonaker Hall W. High st/ N. Duke st. 426 Willowdale Dr	Yes Yes ? ?	Yes Yes Yes Yes	No Drain No Drain Hard to operate too low	Replace hydrant Repair in place Replace hydrant Needs Riser	   		
Green Pineapple United bank NEW HYDRANTS	Yes Yes ?	Yes Yes ?	gets hit /in loading zone No drain Taken out by drunk driver	Install bollards/repair Repair in place Install New Hydrant	  		
HYDRANTS WITH PROPERTY ISSUES							
DEDICATED HYDRANTS							
SU Baseball field end of High Street SFD Fire Hall Merckenburg Heights			Open only w/permission of Water Dept. Open only w/permission of Water Dept. Open only w/permission of Water Dept.	Special tag, alert firefighters Special tag, alert firefighters Special tag, alert firefighters			
NOTES							
Minimum clearance for bollards: 36"			36'				
Total gallons flushed	7509001		600,000				