

**Water & Sanitary Board Agenda**  
**Thursday, March 28, 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 February 29, 2024
3. Visitors
4. Finances
  - a. Financial Statements-Enclosure
5. Flow and Quality Reports
  - a. (1) Water – Reports – Information item
  - b. (2) Sewer – Reports - information item
6. Unfinished Business
  - a. Water Plant Improvement Project – Jeff Ekstrom
  - b. Update on Water Distribution Project – Jeff Ekstrom
  - c. 120 Water – Customer Surveys – Explanation – Stephanie Grove
  - d. Water Board members and terms
  - e. 3M PFAS Settlement
7. New Business
8. Old Business
  - a. Hydrant Report – enclosure in packet – same as last month
9. Mayor’s Report
10. Next meeting date – April 25, 2024 – 1PM
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
13. Adjournment

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**

February, 28, 2024

**Attendees:**   **Water Board** – J. Auxer (Mayor), S. Kemnitzer (Chair), M. Godfrey, J. Bresland  
                  **Sanitary Board** – J. Auxer (Chair), H. Heyser  
                  **Town Staff** – C. Coe, K. Shipley, S. Grove, B. Bennett  
                  **Engineer** – J. Ekstrom  
                  **Town Council**- J. Auxer

**1.    CALL TO ORDER.**

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

**2.    MINUTES FROM PRIOR MEETING.**

The proposed minutes of the January 30, 2024 meeting were cited; S. Kemnitzer motioned to approve, seconded by H. Heyser and minutes were unanimously adopted.

**3.    VISITORS**

No Visitors to report

To accommodate S. Grove’s travel that afternoon, the Boards allowed her to address PFAS, financials and related matters before departing.

**PFAS Lawsuit against DOW** Ms. Grove presented as background that the Town Council (via the Water Board resolution) had previously selected to opt out of the nationwide lawsuit and pending settlement with Dow Chemical over PFAS (and potential future PFAS contamination). Subsequently the town, Ms. Grove explained, received strong advice from the litigation team against DOW as well as the judge over-seeing the case, that opting out was a potential mistake, that very few public utilities chose this option, that it would prove irreversible and perhaps costly to the Town, and that it was strongly recommended to reverse the “opt out” decision through a formal communication to the national litigation team. After discussion about the potential legal ramifications, whether the Town had a firm foundation to its decision to opt out, and the potential financial benefits the Town may have by remaining in the lawsuit; staff recommended that the decision be made to reverse the “opt Out” course of action. M. Godfrey made a motion that staff communicate a decision to remain a public utility litigant in the class action against DOW. J. Bresland seconded and the motion passed unanimously.

**120Water Contract renewal** Previously, the Water Board had signaled its intent to continue the contract for technical services with 120Water by renewing it in March and assuring completion

of the mandated Lead- Copper risk identification (LCRR) work and final report due in October to the State. Subsequent information came to light that the WV State Department of Health's Office of Environmental Health Services (OEHS) has contracted with qualified technical environmental firms to provide (via state grants already in place) these same services free of charge to WV public water utilities in order to complete the LCRR report by October. S. Kemnitzer motioned that the Water Board approve a motion to let the contract with 120Water end per its terms in March and immediately reach out to our region's technical service provider to help us complete the work. Motion was seconded by J. Auxer and passed unanimously.

#### **4. Financial Statements**

S.Grove continued the discussion on the Water and Sewer financial statements (through Dec 31, 2023). The boards discussed and had questions about the bonds currently open. S. Grove recommended (and the Water Board agreed) that the Town not accelerate repayment of the 3B Bond expiring in June 2024 indicating negative repercussions (technicalities in the loan repayment terms) within the State Municipal Bond Commission ([mbc.wv.gov](http://mbc.wv.gov)) if it was paid off early (even if to recover the large reserve against it). No further discussion ensued. H. Heyser questioned if a Reserve Fund representing 8% of sewer operating expenses was required. It was not. M. Godfrey noted a sums error regarding YTD Total Expenses (after Bond Repayment). S. Grove will fix this for the next report. S. Kemnitzer noted that water utility billing is now accurately reflecting use (and revenue) with the completion of the new metering and reading system. The Finance discussion concluded by noting the Water Board's intention to use extra time around the April Board meeting to analyze FY 23-24 as a way of better preparing the FY 24-25 budget.

#### **5. FLOW AND QUALITY REPORTS**

##### **5.a WATER**

There were no questions regarding water F&Q reports. All systems performing nominally.

##### **5.b. SANITARY**

There were no questions regarding water F&Q reports. All systems performing nominally. H. Heyser noted the positive increase in the diversity of land applications of plant residuals.

#### **6. UNFINISHED BUSINESS**

**6.a Water Plant Improvement project** – new doors have been installed, awaiting only the final pump rebuild and the UV Analyzer for the entire effort to be complete.

**6.b Mecklenburg Heights** – everything is in place, the construction starts in April

**6.c SCADA** – for the sewer plant to begin installation and testing by July 1.

**6.d Other** – PFAS and 120Water addressed above

6.e **Board Terms** – S. Kemnitzer and M. Godfrey both expressed interest in 3-year new terms. The Mayor will take his recommendations to the Town Council. Other Board members with expired or soon to be expired terms will be asked as well at the appropriate times.

7. **FIRE HYDRANTS**

K.Shipley walked the Boards through the current state of hydrant upgrade and replacement. Everything is on track to be replaced in May/June.

8. **NEW BUSINESS**

Staff presented conceptual drawings representing potential new commercial sewer connections resulting from the expected applications from the owner of The Crossroads property at the junction of Old Martinsburg Rd and Rte 45 as well as a new convenience center across Alt-45 and up from the actual Subway shop. Multiple routes for these eventually to-be-joined service lines were indicated. H. Heyser made a motion to have staff collaborate with J. Ekstrom to study feasible options and present these at a future meeting. J. Auxer seconded and the motion passed.

No action items were noted at this time.

7 **MAYOR'S REPORT.**

Mayor Auxer had no report.

8. **NEXT MEETING DATE.**

March 28, 2024, at 1:00PM. (at Town Hall)

9 **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:30 PM.

Respectfully Submitted: M. Godfrey (March 14, 2024, 2024)

## Shepherdstown Waterworks: Budget to Actual January 2024

|   | Month of January     |                      |               | Year to Date           |                        |               | FY 24 Budget           | % FY 24 Budget |
|---|----------------------|----------------------|---------------|------------------------|------------------------|---------------|------------------------|----------------|
|   | Actual               | Monthly Budget       | % of Budget   | Actual                 | YTD Budget             | % of Budget   |                        |                |
| <b>Operating Income (from Quickbooks)</b> |                      |                      |               |                        |                        |               |                        |                |
| 419 Water Interest Income                 | 16,541.76            | 7,083.33             | 233.53%       | 90,546.95              | 49,583.31              | 182.62%       | 85,000.00              | 107%           |
| 461 Water Metered Revenue                 | 137,142.00           | 150,000.00           | 91.43%        | 1,031,977.69           | 1,050,000.00           | 98.28%        | 1,800,000.00           | 57%            |
| 474 Other Water Revenues                  | 0.00                 | 7,000.00             | 0.00%         | 385.00                 | 49,000.00              | 0.79%         | 84,000.00              | 0%             |
| <b>Total Income</b>                       | <b>\$ 163,683.76</b> | <b>\$ 164,083.33</b> | <b>93.66%</b> | <b>\$ 1,122,909.64</b> | <b>\$ 1,148,583.31</b> | <b>97.76%</b> | <b>\$ 1,969,000.00</b> | <b>57%</b>     |

|   |                      |                      |               |                        |                        |               |                        |            |
|---|----------------------|----------------------|---------------|------------------------|------------------------|---------------|------------------------|------------|
| <b>Operating Expenses (from Quickbooks)</b> |                      |                      |               |                        |                        |               |                        |            |
| 401.1 Water Billing Expenses                | 822.09               | 1,291.67             | 63.65%        | 11,729.45              | 9,041.69               | 129.73%       | 15,500.00              | 76%        |
| 401.2 Water Administration                  | 4,505.55             | 4,500.00             | 100.12%       | 28,745.54              | 31,500.00              | 91.26%        | 54,000.00              | 53%        |
| 401.3 Water Utility Billing                 | 19,003.79            | 19,166.67            | 99.15%        | 181,894.57             | 134,166.69             | 135.57%       | 230,000.00             | 79%        |
| 401.4 Water Plant Expenses                  | 19,609.48            | 30,833.33            | 63.60%        | 109,682.82             | 215,833.31             | 50.81%        | 370,000.00             | 30%        |
| 408 Taxes-Other than Income                 | 4,189.26             | 5,666.67             | 73.93%        | 30,118.58              | 39,666.69              | 75.93%        | 68,000.00              | 44%        |
| 427 Interest Expense                        | 2,219.81             | 10,000.00            | 22.20%        | 76,221.38              | 70,000.00              | 108.89%       | 120,000.00             | 64%        |
| 521 Employee Screening                      | 0.00                 | 25.00                | 0.00%         |                        | 175.00                 | 0.00%         | 300.00                 | 0%         |
| 601 Water Salaries & Wages                  | 41,416.00            | 45,000.00            | 92.04%        | 302,483.81             | 315,000.00             | 96.03%        | 540,000.00             | 56%        |
| 604 Employee Pensions & Benefits            | 11,528.00            | 11,666.67            | 98.81%        | 80,400.52              | 81,666.69              | 98.45%        | 140,000.00             | 57%        |
| 615 Purchased Power                         | 5,237.90             | 6,250.00             | 83.81%        | 36,920.01              | 43,750.00              | 84.39%        | 75,000.00              | 49%        |
| 618 Chemicals                               | 8,118.10             | 6,250.00             | 129.89%       | 50,207.66              | 43,750.00              | 114.76%       | 75,000.00              | 67%        |
| 631 Contractual Svc-Engineering             | 18,599.78            | 5,833.33             | 318.85%       | 89,266.30              | 40,833.31              | 218.61%       | 70,000.00              | 128%       |
| 632 Contractual Svc-Accounting              | 5,283.34             | 2,083.33             | 253.60%       | 34,388.11              | 14,583.31              | 235.80%       | 25,000.00              | 138%       |
| 633 Contractual Svc-Legal                   | 0.00                 | 416.67               | 0.00%         | 3,927.51               | 2,916.69               | 134.66%       | 5,000.00               | 79%        |
| 635 Contractual Svc-Testing                 | 250.25               | 3,750.00             | 6.67%         | 17,539.44              | 26,250.00              | 66.82%        | 45,000.00              | 39%        |
| 636 Contractual Svc-Other                   | 718.11               | 2,916.67             | 24.62%        | 8,148.37               | 20,416.69              | 39.91%        | 35,000.00              | 23%        |
| 650 Transportation Expenses                 | 66.10                | 3,750.00             | 1.78%         | 1,506.55               | 26,250.00              | 5.74%         | 45,000.00              | 3%         |
| 657 Insurance-General Liability             | 5,395.21             | 3,666.67             | 147.14%       | 37,766.47              | 25,666.69              | 147.14%       | 44,000.00              | 86%        |
| 659 Insurance-Other                         | 0.00                 | 750.00               | 0.00%         |                        | 5,250.00               | 0.00%         | 9,000.00               | 0%         |
| 660 Advertising Expense                     | 0.00                 | 83.33                | 0.00%         | 363.54                 | 583.31                 | 62.32%        | 1,000.00               | 36%        |
| 675 Administrative Lending Fees             | 0.00                 | 166.67               | 0.00%         | 5,359.33               | 1,166.69               | 459.36%       | 2,000.00               | 268%       |
| 676 Bond Issuance Expense                   | 0.00                 | 16.67                | 0.00%         |                        | 116.69                 | 0.00%         | 200.00                 | 0%         |
| <b>Total Expenses (QB)</b>                  | <b>\$ 146,962.77</b> | <b>\$ 164,083.35</b> | <b>89.57%</b> | <b>\$ 1,106,649.96</b> | <b>\$ 1,148,583.45</b> | <b>96.35%</b> | <b>\$ 1,969,000.00</b> | <b>56%</b> |
| <b>Net Operating Income (QB)</b>            | <b>\$ 6,720.99</b>   |                      |               | <b>\$ 16,259.68</b>    |                        |               |                        |            |

|  |                     |                     |                |                      |                      |                |                      |               |
|--|---------------------|---------------------|----------------|----------------------|----------------------|----------------|----------------------|---------------|
| <b>Bond Expenses Made by Journal Entry</b> |                     |                     |                |                      |                      |                |                      |               |
| 03-A Water Revenue                         | 2,241.34            | 2,241.34            | 100.00%        | 15,689.38            | 15,689.38            | 100.00%        | 26,896.08            | 58.33%        |
| 03-B Water Revenue                         | 7,187.19            | 7,187.19            | 100.00%        | 50,310.33            | 50,310.33            | 100.00%        | 86,246.28            | 58.33%        |
| 12 Water Revenue                           | 10,462.92           | 10,462.92           | 100.00%        | 73,240.44            | 73,240.44            | 100.00%        | 125,555.04           | 58.33%        |
| 17 Water Revenue                           | 12,819.55           | 12,819.55           | 100.00%        | 89,736.85            | 89,736.85            | 100.00%        | 153,834.60           | 58.33%        |
| 21 Water Revenue                           | 8,292.02            | 8,292.02            | 100.00%        | 58,044.14            | 58,044.14            | 100.00%        | 99,504.24            | 58.33%        |
| <b>Total Bond Expenses</b>                 | <b>\$ 41,003.02</b> | <b>\$ 41,003.02</b> | <b>100.00%</b> | <b>\$ 287,021.14</b> | <b>\$ 287,021.14</b> | <b>100.00%</b> | <b>\$ 492,036.24</b> | <b>58.33%</b> |

|                                     |                       |  |  |                        |  |  |  |  |
|-------------------------------------|-----------------------|--|--|------------------------|--|--|--|--|
| <b>Total Net After Bond Expense</b> | <b>\$ (34,282.03)</b> |  |  | <b>\$ (270,761.48)</b> |  |  |  |  |
|-------------------------------------|-----------------------|--|--|------------------------|--|--|--|--|

|  |                     |           |  |                     |  |  |  |  |
|--|---------------------|-----------|--|---------------------|--|--|--|--|
| <b>Restricted Income Not Part of Operating</b> |                     |           |  |                     |  |  |  |  |
| 419.5 Capacity Accounts Interest               |                     | 36.10     |  | 13,345.19           |  |  |  |  |
| 474. Other Water Revenue                       |                     | 33,600.00 |  | 86,400.00           |  |  |  |  |
| <b>Total Restricted Income</b>                 | <b>\$ 33,636.10</b> |           |  | <b>\$ 99,745.19</b> |  |  |  |  |

**Shepherdstown Sewer  
Budget to Actual January 2024**

|   | Month of January     |                      |               | Year to Date         |                      |                | FY 2024                |               |
|---|----------------------|----------------------|---------------|----------------------|----------------------|----------------|------------------------|---------------|
|   | Actual               | Budget               | % of Budget   | Actual               | Budget               | % of Budget    | Budget                 | % of Budget   |
| <b>Operating Income (from QuickBooks)</b> |                      |                      |               |                      |                      |                |                        |               |
| 419 Sewer Interest Income                 | 10,773.93            | 3,583.33             | 300.67%       | 58,234.13            | 25,083.31            | 232.16%        | 43,000.00              | 135.43%       |
| 522 Metered Sewer Revenue                 | 115,797.00           | 124,206.42           | 93.23%        | 848,174.15           | 869,444.94           | 97.55%         | 1,490,477.00           | 56.91%        |
| 536 Other Wastewater Revenues             | 0.00                 | 309.83               | 0.00%         | 600.00               | 2,168.81             | 27.66%         | 3,718.00               | 16.14%        |
| <b>Total Operating Income</b>             | <b>\$ 126,570.93</b> | <b>\$ 128,099.58</b> | <b>98.81%</b> | <b>\$ 907,008.28</b> | <b>\$ 896,697.06</b> | <b>101.15%</b> | <b>\$ 1,537,195.00</b> | <b>59.00%</b> |

|   |                       |                      |                |                       |                      |               |                        |               |
|---|-----------------------|----------------------|----------------|-----------------------|----------------------|---------------|------------------------|---------------|
| <b>Operating Expenses (from QuickBooks)</b> |                       |                      |                |                       |                      |               |                        |               |
| 401.1 Sewer Billing Expenses                | 6,642.52              | 869.08               | 764.32%        | 7,022.34              | 6,083.56             | 115.43%       | 10,429.00              | 67.33%        |
| 401.2 Sewer Administration                  | 101,088.00            | 5,158.25             | 1959.73%       | 32,153.62             | 36,107.75            | 89.05%        | 61,899.00              | 51.95%        |
| 401.3 Sewer Utility Billing                 | 2,466.96              | 3,075.00             | 80.23%         | 40,828.42             | 21,525.00            | 189.68%       | 36,900.00              | 110.65%       |
| 401.4 Sewer Plant Maintenance               | 5,556.91              | 24,060.66            | 23.10%         | 88,340.65             | 168,424.62           | 52.45%        | 288,728.00             | 30.60%        |
| 403 Depreciation Expense                    | 29,576.05             | 31,666.67            | 93.40%         | 207,032.35            | 221,666.69           | 93.40%        | 380,000.00             | 54.48%        |
| 408 Taxes Other than Income                 | 2,080.00              | 3,054.17             | 68.10%         | 15,570.15             | 21,379.19            | 72.83%        | 36,650.00              | 42.48%        |
| 701 Salaries & Wages                        | 27,255.00             | 31,469.42            | 86.61%         | 204,040.11            | 220,285.94           | 92.63%        | 377,633.00             | 54.03%        |
| 704 Employee Benefits                       | 7,444.00              | 5,717.17             | 130.20%        | 51,868.87             | 40,020.19            | 129.61%       | 68,606.00              | 75.60%        |
| 711 Sludge Removal                          | 176.06                | 3,333.33             | 5.28%          | 1,306.02              | 23,333.31            | 5.60%         | 40,000.00              | 3.27%         |
| 715 Purchased Power                         | 11,719.20             | 12,666.67            | 92.52%         | 84,336.76             | 88,666.69            | 95.12%        | 152,000.00             | 55.48%        |
| 718 Chemicals                               | 12,896.06             | 11,666.67            | 110.54%        | 98,775.87             | 81,666.69            | 120.95%       | 140,000.00             | 70.55%        |
| 731 Contractual Svc-Engineering             | 135.00                | 416.67               | 32.40%         | 14,669.87             | 2,916.69             | 502.96%       | 5,000.00               | 293.40%       |
| 732 Contractual Svc-Accounting              | 5,283.33              | 1,512.50             | 349.31%        | 32,994.54             | 10,587.50            | 311.64%       | 18,150.00              | 181.79%       |
| 733 Contractual Svc-legal                   | 0.00                  | 416.67               | 0.00%          | 2,689.01              | 2,916.69             | 92.19%        | 5,000.00               | 53.78%        |
| 735 Contractual Svc-testing                 | 927.98                | 416.67               | 222.71%        | 5,090.23              | 2,916.69             | 174.52%       | 5,000.00               | 101.80%       |
| 736 Contracted Services-Other               | 718.11                | 416.67               | 172.35%        | 7,098.98              | 2,916.69             | 243.39%       | 5,000.00               | 141.98%       |
| 750 Transportation Expenses                 | 85.10                 | 500.00               | 17.02%         | 1,266.37              | 3,500.00             | 36.75%        | 6,000.00               | 21.44%        |
| 757 Insurance-General Liability             | 4,074.00              | 2,916.67             | 139.68%        | 29,229.34             | 20,416.69            | 143.16%       | 35,000.00              | 83.51%        |
| 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                   |               |
| <b>Total Expenses (from QB)</b>             | <b>\$ 218,124.28</b>  | <b>\$ 139,499.61</b> | <b>156.36%</b> | <b>\$ 931,518.66</b>  | <b>\$ 976,497.27</b> | <b>95.39%</b> | <b>\$ 1,673,995.00</b> | <b>55.65%</b> |
| <b>Net Operating Income (QB)</b>            | <b>\$ (91,553.35)</b> |                      |                | <b>\$ (24,510.38)</b> |                      |               |                        |               |

|  |                        |             |  |                        |              |  |              |        |
|--|------------------------|-------------|--|------------------------|--------------|--|--------------|--------|
| <b>Additional Reserve Expenses made by Journal Entry</b> |                        |             |  |                        |              |  |              |        |
| Membrane Transfer Reserve                                | \$13,100.00            | \$13,100.00 |  | \$91,700.00            | \$91,700.00  |  | \$157,200.00 | 58.33% |
| 10-A Sewer Bond Reserve                                  | \$18,496.08            | \$18,496.08 |  | \$129,472.56           | \$129,472.56 |  | \$221,952.96 | 58.33% |
| <b>Total Reserve Expenses</b>                            | <b>\$ 31,596.08</b>    |             |  | <b>\$ 221,172.56</b>   |              |  |              |        |
| <b>Net after Reserve Expenses</b>                        | <b>\$ (123,149.43)</b> |             |  | <b>\$ (245,682.94)</b> |              |  |              |        |

|  |                     |  |  |                      |  |  |  |  |
|--|---------------------|--|--|----------------------|--|--|--|--|
| <b>Restricted Income not part of operating funds</b> |                     |  |  |                      |  |  |  |  |
| 419.5 Capacity Accounts Interest                     | 36.10               |  |  | 6,642.52             |  |  |  |  |
| 536. Capacity Fees                                   | 39,312.00           |  |  | 101,088.00           |  |  |  |  |
| <b>Total Restricted Income</b>                       | <b>\$ 39,348.10</b> |  |  | <b>\$ 107,730.52</b> |  |  |  |  |

# SHEPHERDSTOWN WATER DEPT.

Feb 2024

Pump time average 13 hour

Gallons pumped average 617,797.

Chemical usage elevated due to weather

All daily samples in acceptable ranges

All Bacteriological samples were ABSENT.

TTHM/HAA5 were 14ppb/9ppb

No violations

Waiting on UV start-up

Concerns:

- Lead and Copper inventory

February 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           | 0.2640 | Mgd  | 0.4332 | Mgd  | 0.6670       | Rpt Only    |  | N/A       | N/A      | N/A               | N/A              |             |                     |
| BOD            | <2.0   | Mg/l | <2.0   | Mg/l | 30           | 60          |  | 4.57      | 4.57     | 167               | 334              |             |                     |
| TSS            | 1.0    | Mg/l | 1.0    | Mg/l | 30           | 60          |  | 2.28      | 2.28     | 167               | 334              |             |                     |
| TKN            | 0.69   | Mg/l | 0.99   | Mg/l | 3            | 6           |  | 1.86      | 2.55     | 17                | 33               |             |                     |
| Fecal          | <10    | Ml   | <10    | Ml   | 200          | 400         |  | N/A       | N/A      | N/A               | N/A              |             |                     |
| Total N        | 1.36   | Mg/l | 2.29   | Mg/l | Rpt Only     | Rpt Only    |  | N/A       | 92.84    | N/A               | 507              | 1645.22     | 6091                |
| Total P        | 0.203  | Mg/l | 0.770  | Mg/l | Rpt Only     | Rpt Only    |  | N/A       | 13.86    | N/A               | 50.7             | 60.00       | 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       | 96.9   | Mg/l | 96.9   | 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             | 7.0    | S.U. | 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             | 4.0035             | 7.6861               | 3     | 21.6           |             |             |
| Olcott Field 2       |                    |                      |       |                |             |             |
| Olcott Field 3       |                    | 17.604               |       |                |             |             |
| Olcott Field 4       |                    | 1.44                 |       |                |             |             |
| Olcott Field 6       |                    | 10.932               |       |                |             |             |
| Blair-Carter Field 1 | 1.188              | 3.684                | 1     | 19.8           | 12.40       | 11.94       |
| Blair-Carter Field 3 |                    |                      |       |                |             |             |
| Blair-Carter Field 4 |                    |                      |       |                |             |             |
| Willard Field 1      | 10.777             | 17.957               | 8     | 20.7           | 11.95-12.64 | 11.70-12.02 |
| Willard Field 3      |                    |                      |       |                |             |             |
| Willard Field 4      |                    |                      |       |                |             |             |
| Colbert Field 3      |                    |                      |       |                |             |             |
| Colbert Field 4      |                    |                      |       |                |             |             |
| Oakley Field 2       |                    |                      |       |                |             |             |
| Putz Field 2         |                    |                      |       |                |             |             |



SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month February Year 2024 Plant Shepherdstown W.V.T.P. City Shepherdstown Operator Kenny Shibley

| Date    | INFLUENT WASTEWATER |            |                         |            | Grit and Screenings (lb) | DIGESTERS |        | ACTIVATED SLUDGE |               | EFFLUENT TEMP. |                 | PLANT EFFLUENT |                         |                         |           |      | Total P (mg/l) |            |
|---------|---------------------|------------|-------------------------|------------|--------------------------|-----------|--------|------------------|---------------|----------------|-----------------|----------------|-------------------------|-------------------------|-----------|------|----------------|------------|
|         | Rainfall (inches)   | TSS (mg/l) | BOD <sub>5</sub> (mg/l) | Flow (mgd) |                          | Temp (F)  | pH     | Sludge Age (day) | Removed (gal) | M.L.S.S.       | Degrees Celsius | TSS (mg/l)     | BOD <sub>5</sub> (mg/l) | Fecal Coll (per 100 ml) | DO (mg/l) | pH   |                | TKN (mg/l) |
| 1       |                     |            |                         | 0.2981     |                          |           | 20000  | 16055            |               |                |                 |                |                         |                         |           |      |                |            |
| 2       |                     |            |                         | 0.2800     |                          |           | 18000  | 18175            |               |                |                 |                |                         |                         |           |      |                |            |
| 3       |                     |            |                         | 0.2723     |                          |           | 20000  | 47660            |               |                |                 |                |                         |                         |           |      |                |            |
| 4       | 2.61                |            |                         | 0.2415     |                          |           | 24000  | 19090            |               |                |                 |                |                         |                         |           |      |                |            |
| 5       | 0.80                |            |                         | 0.2526     |                          |           | 24000  | 22775            |               |                |                 |                |                         |                         |           |      |                |            |
| 6       | 1.22                | 124        | 179                     | 0.2737     |                          |           | 26000  | 13466            |               |                |                 | 1.0            | <2                      | <10                     | 7.0       | 0.58 | 0.95           | 0.014      |
| 7       |                     |            |                         | 0.2467     |                          |           | 26000  | 18742            | 6445          |                |                 |                |                         |                         |           |      |                |            |
| 8       |                     |            |                         | 0.2536     |                          |           | 26000  | 18560            |               |                |                 |                |                         |                         |           |      |                |            |
| 9       | 0.02                |            |                         | 0.2732     |                          |           | 20000  |                  |               |                |                 |                |                         |                         |           |      |                |            |
| 10      | 0.01                |            |                         | 0.2565     |                          |           | 20000  |                  |               |                |                 |                |                         |                         |           |      |                |            |
| 11      | 0.01                |            |                         | 0.2242     |                          |           | 28000  |                  |               |                |                 |                |                         |                         |           |      |                |            |
| 12      | 0.41                |            |                         | 0.2401     |                          |           | 24000  | 70052            |               |                |                 |                |                         |                         |           |      |                |            |
| 13      | 1.05                |            |                         | 0.4332     |                          |           | 24000  | 19178            |               |                |                 |                |                         |                         |           | 0.57 | 1.44           | 0.77       |
| 14      | 0.16                |            |                         | 0.3622     |                          |           | 24000  | 13988            |               |                |                 |                |                         |                         |           |      |                |            |
| 15      | 0.71                |            |                         | 0.3310     |                          |           | 28000  | 57147            |               |                |                 |                |                         |                         |           |      |                |            |
| 16      | 0.18                |            |                         | 0.3090     |                          |           | 24000  |                  |               |                |                 |                |                         |                         |           |      |                |            |
| 17      | 0.11                |            |                         | 0.3066     |                          |           | 24000  |                  |               |                |                 |                |                         |                         |           |      |                |            |
| 18      |                     |            |                         | 0.2732     |                          |           | 24000  | 14550            |               |                |                 |                |                         |                         |           |      |                |            |
| 19      |                     |            |                         | 0.2612     |                          |           | 24000  | 71369            |               |                |                 |                |                         |                         |           |      |                |            |
| 20      |                     |            |                         | 0.3088     |                          |           | 24000  | 18716            |               |                |                 |                |                         |                         |           |      |                |            |
| 21      | 0.24                |            |                         | 0.2740     |                          |           | 24000  | 17762            | 5509          |                |                 |                |                         |                         |           |      |                |            |
| 22      | 0.30                |            |                         | 0.2731     |                          |           | 24000  | 20143            |               |                |                 |                |                         |                         |           |      |                |            |
| 23      | 0.01                |            |                         | 0.3097     |                          |           | 24000  | 19405            |               |                |                 |                |                         |                         |           |      |                |            |
| 24      | 0.04                |            |                         | 0.2968     |                          |           | 20000  | 50324            |               |                |                 |                |                         |                         |           |      |                |            |
| 25      | 0.21                |            |                         | 0.2494     |                          |           | 20000  |                  |               |                |                 |                |                         |                         |           |      |                |            |
| 26      | 0.18                |            |                         | 0.2573     |                          |           | 20000  | 19900            |               |                |                 |                |                         |                         |           |      |                |            |
| 27      | 0.18                |            |                         | 0.2786     |                          |           | 20000  | 19900            |               |                |                 |                |                         |                         |           |      |                |            |
| 28      | 0.20                |            |                         | 0.2602     |                          |           | 20000  | 17521            |               |                |                 |                |                         |                         |           |      |                |            |
| 29      |                     |            |                         | 0.2580     |                          |           | 20000  | 19240            |               |                |                 |                |                         |                         |           |      |                |            |
| 30      |                     |            |                         |            |                          |           |        |                  |               |                |                 |                |                         |                         |           |      |                |            |
| 31      |                     |            |                         |            |                          |           |        |                  |               |                |                 |                |                         |                         |           |      |                |            |
| Total   | 8.65                | 124        | 179                     | 8.1848     |                          |           | 662000 | 623718           | 11954         |                |                 | 1.0            | <2                      | <10                     |           | 2.75 | 5.43           | 0.802      |
| Average | 0.43                | 124        | 179                     | 0.2640     |                          |           | 22828  | 27118            | 5977          |                |                 | 1.0            | <2                      | <10                     |           | 0.89 | 1.38           | 0.203      |
| Minimum | 0.01                | 124        | 179                     | 0.2242     |                          |           | 18000  | 13466            | 5509          |                |                 | 1.0            | <2                      | <10                     |           | 0.57 | 0.75           | <0.01      |
| Maximum | 2.61                | 124        | 179                     | 0.4332     |                          |           | 28000  | 71369            | 6445          |                |                 | 1.0            | <2                      | <10                     |           | 0.99 | 2.29           | 0.77       |

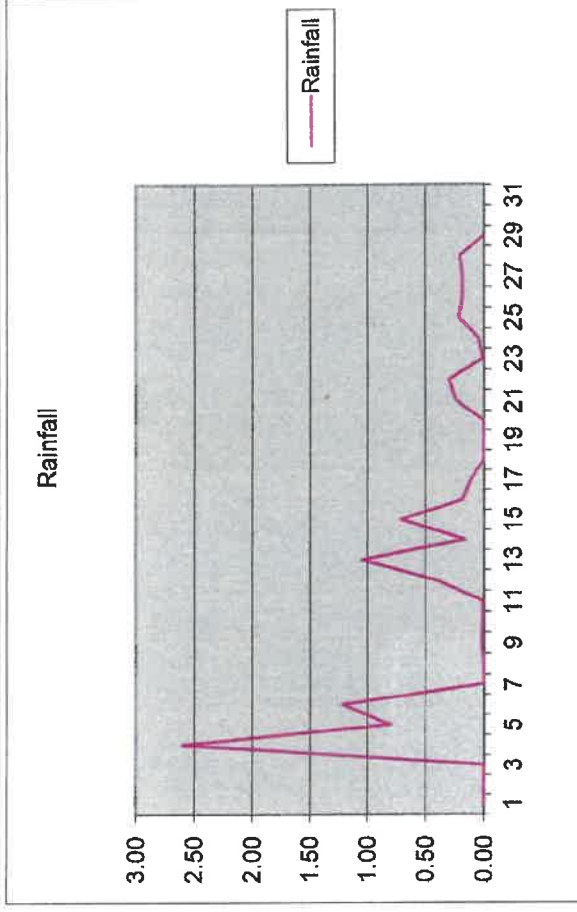
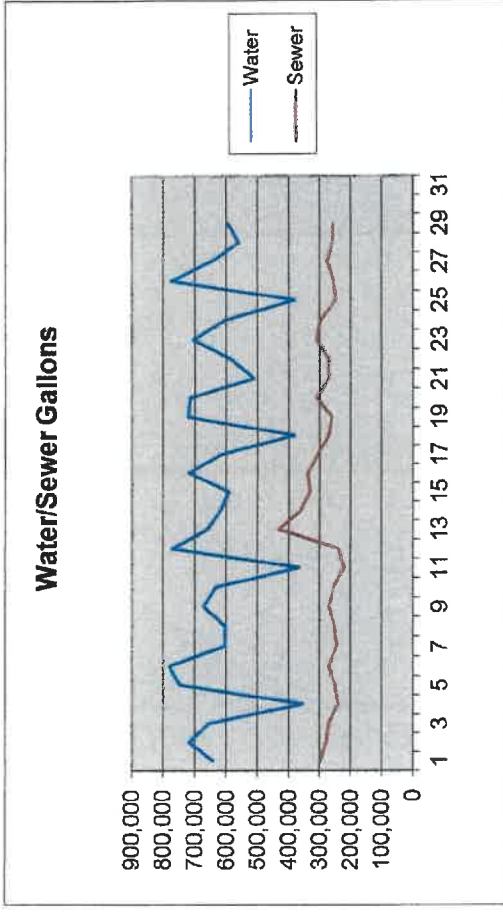
MAIL ONE COPY EACH TO:

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

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

# Water/Sewer Flows February 2024

| Date        | Water          | Sewer          | RainFall    |
|-------------|----------------|----------------|-------------|
| 1           | 642,000        | 298,100        | 0.00        |
| 2           | 717,600        | 280,000        | 0.00        |
| 3           | 655,100        | 272,300        | 0.00        |
| 4           | 354,300        | 241,500        | 2.61        |
| 5           | 746,800        | 252,600        | 0.80        |
| 6           | 780,700        | 273,700        | 1.22        |
| 7           | 602,300        | 246,700        | 0.00        |
| 8           | 602,600        | 253,600        | 0.00        |
| 9           | 670,800        | 273,200        | 0.02        |
| 10          | 633,000        | 256,500        | 0.01        |
| 11          | 365,500        | 224,200        | 0.01        |
| 12          | 771,200        | 240,100        | 0.41        |
| 13          | 659,000        | 433,200        | 1.05        |
| 14          | 617,600        | 362,200        | 0.16        |
| 15          | 591,000        | 331,000        | 0.71        |
| 16          | 717,900        | 339,000        | 0.18        |
| 17          | 615,800        | 306,600        | 0.11        |
| 18          | 381,600        | 273,200        | 0.00        |
| 19          | 719,300        | 261,200        | 0.00        |
| 20          | 712,800        | 308,800        | 0.00        |
| 21          | 510,500        | 274,000        | 0.24        |
| 22          | 586,000        | 273,100        | 0.30        |
| 23          | 703,200        | 309,700        | 0.01        |
| 24          | 603,100        | 296,800        | 0.04        |
| 25          | 380,700        | 249,400        | 0.21        |
| 26          | 773,900        | 257,300        | 0.18        |
| 27          | 647,300        | 278,600        | 0.18        |
| 28          | 559,600        | 260,200        | 0.20        |
| 29          | 594,900        | 258,000        | 0.00        |
| 30          |                |                |             |
| 31          |                |                |             |
| <b>Avg.</b> | <b>617,797</b> | <b>282,234</b> | <b>0.30</b> |



**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 Pizza)

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-Slomaker Hall  
 W. High st/ N. Duke st.  
 426 Willowdale Dr

Yes Yes  
 Yes No Drain  
 ? Yes  
 ? Hard to operate  
 Yes too low

Replace hydrant  
 Repair in place  
 Replace hydrant  
 Needs Riser



Green Pineapple  
 United bank

Yes Yes  
 Yes gets hit /in loading zone  
 Yes No drain

Install bollards/repair  
 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  
 SFD Fire Hall  
 Mecklenburg 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"  
 Total gallons flushed