

Corporation of Shepherdstown

Agenda for Meeting of the Water and Sanitary Board

May 29, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Visitors

3. Minutes of April 24 Meeting

Vote to Approve by Sanitary Board

Vote to Approve by Water Board

4. Flow and Quality Reports from Staff

5. Financial Reports

a. Budget v Actuals for 2024/2025

b. Balances in Reserve Accounts

c. Status of Bond Refund

6. Unfinished Business

a. Update on Water Distribution System Construction

b. Hydrant Report – progress on new State requirements

7. New Business

a. 2024 CCR Report

b. Sewer service connection for vacant lot Maddex drive / RT45

c. Pricing for sewer service for Cherry Lane and Little Run Acres

9. Next Meetings June 25 and July 24 at 6 pm

10. Adjournment

DRAFT

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

April 24, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Board Members Present:

Water: Mr. Gatz, Ms. Bartlett, Mr. Bresland, Mr. Eggleston, Ms. Kemnitzer

Sanitary: Mr. Gatz, Mr. Heyser, Mr. Keller

3. Visitors: Mr. Auxer

3. Minutes of March 27 Meeting

Approved by Sanitary Board

Approved by the Water Board with the addition of Mr. Gatz being present for the Water Board.

4. Flow and Quality Reports from Staff

All quality standards are met. Flow statistics are larger because of the installation of a more accurate meter at one large customer. Another meter upgrade will be completed in May.

5. Financial Reports

a. Budget v Actuals for 2024/2025 – Both Boards asked staff to provide more current numbers. It is difficult to monitor revenues and spending because the monthly reports are two or months behind. For example, the numbers are often two months behind.

b. Balances in Reserve Accounts – The Boards asked again for the finance reports to include activity and balances in the reserve accounts.

c. Status of Bond Payments – The Water Board thanked the staff for getting the excess funds associated with Bond 03-B returned to the department. The Board asked what account the dollars had been deposited into. Staff will report back on that question.

b. Discussion of Plans and Budgets for 2025/2026 – Mr. Coe gave an extensive briefing on the proposed budget for the Water and Sanitary Departments. Major changes from prior years include: increase in revenue due to new customers and repair of meters; cost sharing of upgrades to the Town's financial management through hiring of a Chief Financial Officer and installation of new financial management software; and study of extending service to protect Town Run and assist new customers.

Vote: Water Board approved the budget as proposed.

Vote: Sanitary Board approved the budget as proposed.

8. Unfinished Business

a. Update on Water Distribution System Construction - The Water Board asked if the Water Working Capital Reserve was used in paying for the additional cost associated with the project. Staff will report back on this.

b. Hydrant Report – progress continues to meet the new State requirements.

9. Next Meetings May 22 and June 25 at 6 pm

10. Adjournment

SHEPHERDSTOWN WATER DEPT.

April 2025

Pump time average 16 hours.

Gallons pumped average 725,103.

Chemical usage elevated due to weather.

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations.

Hydrant testing and flushing

Concerns:

- UV State Reporting
- Class 2 Operator Needed

HYDRANT PROJECT WORK LIST							
LOCATION	VALVE		ISSUE WITH HYDRANT	PROPOSED WORK PLAN	STATUS	REPORT	DATE
	Y/N?	In Service?					
HYDRANTS OUT OF SERVICE/NEED REPAIRS							
388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff	Red		
302 North Princess	Yes	No	Age	Replace hydrant			
Bon Aire Cul-de-sac	Yes	No	Valve break	Repair in place			
HYDRANTS TO BE REMOVED AND RETIRED							
Corner King & New Streets	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants	Black		
Corner Church & New Street	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
East High Street (Tommy's Pizza)	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
HYDRANTS IN SERVICE/NEED REPAIRS							
344 Ashley Dr	Yes	Yes	Age	Replace hydrant	Yellow		
High Street at Stutzman-Slonaker Hall	Yes	Yes	No Drain	Repair in place			
Butcher center	Yes	Yes	Leaking	Repair in place			
426 Willowdale Dr	?	Yes	too low	Needs Riser			
106 Ashley Dr	Yes	Yes	Age	Replace hydrant			
Green Pineapple	Yes	Yes	gets hit /in loading zone/leaking	Install bollards/repair			
NEW HYDRANTS							
Tack & Jack's Apartments, Duke St.	?	?	Taken out by drunk driver	Install New Hydrant	Green		
19 Tollhouse way	Yes	Yes					
88 Tollhouse way	Yes	Yes					
72 Lyon Ridge road	Yes	Yes					
Lyon Ridge Loop	Yes	Yes					
Riderwood way	Yes	Yes					
435 Sandpiper	Yes	Yes					
261 Sandpiper	Yes	Yes					
Sandpiper/Hummingbird	Yes	Yes					
140 Hummingbird	Yes	Yes					
116 Spring Warbler	Yes	Yes					
45 Finch	Yes	Yes					
455 Spring Warbler	Yes	Yes					
14 Nightingale	Yes	Yes					
404 Woodcock	Yes	Yes					
126 Meadowlark	Yes	Yes					
corner of Grosbeak	Yes	Yes					
Opengate Lane	Yes	Yes					
HYDRANTS WITH PROPERTY ISSUES							
344 Ashley dr	Yes	Yes	Remove flowers	Send letter to customer	Yellow		
DEDICATED HYDRANTS							
SU Baseball field end of High Street			Open only w/permission of Water Dept.	Special tag, alert firefighters	Green		
SFD Fire Hall			Open only w/permission of Water Dept.	Special tag, alert firefighters			
Mecklenburg Heights			Open only w/permission of Water Dept.	Special tag, alert firefighters			
NOTES							
Minimum clearance for bollards: 36"			36'				
Total gallons flushed			1,200,000 gallons				
All hydrnts are numbered and colored (ring)							
May 2025 total hydrants 199							

Shepherdstown Waterworks

FY25 Budget vs Actuals

Through March 31, 2025

	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
419	Water Interest Income	\$ 85,000	\$ 80,000	\$ 60,000	\$125,053	\$65,053	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,800,000	\$ 1,800,000	\$ 1,350,000	\$1,338,458	(\$11,542)	
	Total Revenues	\$ 1,885,000	\$ 1,880,000	\$ 1,410,000	\$ 1,463,511	\$ 53,511	
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
	Expenses	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
401.1	Water Billing Expenses	\$ 15,500	\$ 20,000	\$ 15,000	\$ 11,381	(\$3,619)	Office Supplies, Public Notices Etc
401.2	Water Administration	\$ 54,000	\$ 50,000	\$ 37,500	\$ 27,286	(\$10,214)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Water Utility Billing	\$ 230,000	\$ 200,000	\$ 150,000	\$ 176,578	\$26,578	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 370,000	\$ 175,000	\$ 131,250	\$ 133,349	\$2,099	Uniforms, Plant Maintenance
403	Depreciation Expense	\$ 0	\$ 175,000	\$ 131,250	\$ 266,641	\$135,391	Utility Plant Depreciation (Estimates from prior years are being used here that may be causing the large overage)
408	Taxes (Other than Income)	\$ 68,000	\$ 46,397	\$ 34,797	\$ 38,603	\$3,806	Employer portion of FICA taxes and Workers Comp
427	Interest Expense	\$ 120,000	\$ 150,000	\$ 112,500	\$ 127,782	\$15,282	Bond Interest (Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below)
521	Employee Screening	\$ 300	\$ 300	\$ 225	\$ 235	\$10	
601	Water Salaries & Wages	\$ 540,000	\$ 497,463	\$ 373,097	\$ 361,141	(\$11,956)	
604	Employee Pensions & Benefits	\$ 140,000	\$ 169,209	\$ 126,907	\$ 105,909	(\$20,998)	
615	Purchased Power	\$ 75,000	\$ 75,000	\$ 56,250	\$ 53,080	(\$3,170)	
618	Chemicals	\$ 75,000	\$ 85,000	\$ 63,750	\$ 84,775	\$21,025	
631	Contractual Svc-Engineering	\$ 70,000	\$ 70,000	\$ 52,500	\$ 54,561	\$2,061	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 25,000	\$ 25,000	\$ 18,750	\$ 28,611	\$9,861	Dana Fogle CPA Fees and Decker CPA Fees
633	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 3,750	\$ 175	(\$3,575)	
635	Contractual Svc-Testing	\$ 45,000	\$ 35,000	\$ 26,250	\$ 10,148	(\$16,102)	
636	Contractual Svc-Other	\$ 35,000	\$ 25,000	\$ 18,750	\$ 17,671	(\$1,079)	Mainly IT services
650	Transportation Expense	\$ 45,000	\$ 5,000	\$ 3,750	\$ 1,614	(\$2,136)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 44,000	\$ 65,000	\$ 48,750	\$ 64,440	\$15,690	Monthly insurance is \$7,160 so this will go over budget by year end
659	Insurance-Other	\$ 9,000	\$ 0	\$ 0	\$ 0	\$0	
660	Advertising Expense	\$ 1,000	\$ 1,000	\$ 750	\$ 0	(\$750)	
675	Administrative Lending Fees	\$ 2,000	\$ 8,000	\$ 6,000	\$ 2,948	(\$3,052)	
676	Bond Issuance Expense	\$ 200	\$ 0	\$ 0	\$ 0	\$0	
	Total Expenses	\$ 1,969,000	\$ 1,882,369	\$ 1,411,777	\$ 1,566,931	\$155,154	
	Surplus or (Deficit)		(2,369)		(103,419)		
	Bond Expenses and Working Cap Reserve Transfer				FY 25 Actuals Thru 3/31/25		Notes and Explanations
	03-A Water Bond				\$ 20,172		Monthly Payment of \$2,241.34
	03-B Water Bond				\$ 0		This Bond Matured and there is roughly \$90k due to be refunded back to the Water Board
	12 Water Bond				\$ 94,166		Monthly Payment of \$10,462.92
	17 Water Bond				\$ 113,910		Monthly Payment of \$12,656.72
	21 Water Bond				\$ 74,628		Monthly Payment of \$8,292.02
	21 Water Reserve				\$ 7,448		Monthly Payment of \$827.55
	Monthly Transfer to Working Cap Reserve				\$ 166,977		Monthly Transfer of \$18,553
	Total Bond Expenses & Transfers				\$ 477,302		
	Surplus or (Deficit)				(183,350)		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation, interest expense, and admin lending fees from above.
	Restriced Income	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$ 796	\$796	This is low because this is just the interest income on the restricted portion of the bank balance
474	Other Water Revenues	\$ 84,000	\$ 10,000	\$ 7,500	\$1,541,936	\$1,534,436	Tap Fees, Capacity Fees, Reconnection Fees, Grant Revenue (\$73.8k Capacity Fees & \$1.4m Grants YTD)
	Total Restricted Income	\$ 84,000	\$ 10,000	\$ 7,500	\$ 1,542,732	\$ 1,535,232	

Shepherdstown Sewer							
FY25 Budget vs Actuals							
Through March 31, 2025							
	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
419	Sewer Interest Income	\$ 43,000	\$ 90,000	\$ 67,500	\$93,530	\$26,030	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,490,477	\$ 1,521,983	\$ 1,141,487	\$1,211,959	\$70,471	
	Total Revenues	\$ 1,533,477	\$ 1,611,983	\$ 1,208,987	\$ 1,305,488	\$96,501	
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
	Expenses	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 10,429	\$ 12,000	\$ 9,000	\$ 10,653	\$1,653	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 61,899	\$ 62,000	\$ 46,500	\$ 27,155	(\$19,345)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Water Bill	\$ 36,900	\$ 30,000	\$ 22,500	\$ 19,518	(\$2,982)	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	\$288,728	\$ 157,808	\$ 118,356	\$ 128,469	\$10,113	Repairs/Maintenance is running high
403	Depreciation Expense	\$ 380,000	\$ 380,000	\$ 285,000	\$ 266,184	(\$18,816)	Estimated based on prior years actuals
408	Taxes (Other than Income)	\$ 36,650	\$ 26,775	\$ 20,081	\$ 26,265	\$6,184	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 377,633	\$ 396,260	\$ 297,195	\$ 351,081	\$53,886	
704	EE Pensions & Benefits	\$ 68,606	\$ 122,240	\$ 91,680	\$ 75,562	(\$16,118)	
711	Sludge Removal	\$ 40,000	\$ 25,000	\$ 18,750	\$ 8,669	(\$10,081)	No sludge removal charges since Aug 2024
715	Purchased Power	\$ 152,000	\$ 152,000	\$ 114,000	\$ 133,076	\$19,076	
718	Chemicals	\$ 140,000	\$ 121,000	\$ 90,750	\$ 114,860	\$24,110	
731	Contractual Svc-Engineering	\$ 5,000	\$ 5,000	\$ 3,750	\$ 9,690	\$5,940	Lead Service Line Testing
732	Contractual Svc-Accounting	\$ 18,150	\$ 25,000	\$ 18,750	\$ 29,061	\$10,311	Dana Fogle CPA Fees and Decker CPA Fees
733	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 3,750	\$ 0	(\$3,750)	
735	Contractual Svc-Testing	\$ 5,000	\$ 10,000	\$ 7,500	\$ 15,365	\$7,865	
736	Contractual Svc-Other	\$ 5,000	\$ 13,000	\$ 9,750	\$ 15,432	\$5,682	IT Services
750	Transportation Expense	\$ 6,000	\$ 4,000	\$ 3,000	\$ 1,559	(\$1,441)	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 35,000	\$ 50,000	\$ 37,500	\$ 48,042	\$10,542	Monthly insurance is \$5,338 so this will go over budget by year end
760	Advertising	\$ 2,000	\$ 2,500	\$ 1,875	\$ 0	(\$1,875)	
775	Sewer Admin Lending Fees	\$ 0	\$ 14,400	\$ 10,800	\$ 10,778	(\$22)	(Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below)
	Total Expenses	\$ 1,673,995	\$ 1,613,983	\$ 1,210,487	\$ 1,291,419	\$80,931	
	Surplus or (Deficit)		(2,000)		14,070		
	Bond Expenses and Transfers				FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
	Membrane Transfer Reserve				\$ 117,900	\$117,900	Monthly Transfer of \$13,100
	10-A Sewer Bond				\$ 166,465	\$166,465	Monthly Payment of \$18,496.08
	Working Capital Reserve				\$ 107,253	\$107,253	Monthly Transfer of \$11,917
	Total Bond Expenses & Transfers				\$ 391,618	\$ 391,618	
	Surplus or (Deficit)				(\$100,586)		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation and admin lending fees from above.
	Restricted Income	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 3/31/25	FY 25 Actuals Thru 3/31/25	Over/(Under) Budget Thru 3/31/25	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$402	\$402	
536	Other Wastewater Revenues	\$ 3,718	\$ 2,000	\$ 1,500	\$82,032	\$80,532	Capacity Fees
	Total Restricted Income	\$3,718	\$2,000	\$1,500	\$82,434	\$80,934	

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,925.55
Total Accounts Payable	\$8,925.55
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	92,014.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	77,812.54
Total Other Current Liabilities	\$205,009.55
Total Current Liabilities	\$213,935.10
Long-Term Liabilities	
221. Bond Payable-Long term	6,378,794.00
253.20 Deferred Inflows	19,767.00
Total Long-Term Liabilities	\$6,398,561.00
Total Liabilities	\$6,612,496.10
Equity	
215 Retained Earnings	7,232,045.92
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	810,150.25
Net Income	1,456,324.91
Total Equity	\$10,567,646.99
TOTAL LIABILITIES AND EQUITY	\$17,180,143.09

Note

These financial statements have not been subjected to an audit, review, or compilation engagement, and no assurance is provided on them.

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,264,935.03
RESTRICTED FUNDS BANKING	2,648,740.73
UNRESTRICTED FUNDS BANKING	187,710.74
Total Bank Accounts	\$4,101,386.50
Accounts Receivable	
141 A/R, Water Customer Billing	172,205.68
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$167,205.68
Other Current Assets	
142.71 Due to/From Govt Funds	-609,408.31
Due to/from Sewer	-44,578.32
Total Other Current Assets	\$ -653,986.63
Total Current Assets	\$3,614,605.55
Fixed Assets	
105 Fixed Asset-Constr. In Progress	3,013,961.83
105.16 Water Distribution System Upgrade	2,205,284.53
105.17 GIS Mapping System - Water	65,975.53
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,823,134.17
Fixed Assets (All Funds)	13,073,269.82
Total Fixed Assets	\$13,558,777.54
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$17,180,143.09

Shepherdstown Sewer

Balance Sheet

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	764.14
RESTRICTED FUNDS BANKING	2,311,138.82
UNRESTRICTED FUNDS BANKING	679,698.85
Total Bank Accounts	\$2,991,601.81
Accounts Receivable	
Accounts Receivable	147,495.14
Total Accounts Receivable	\$147,495.14
Other Current Assets	
Due To/From Govt	-449,537.76
Due To/From Water	44,063.12
Other Current Assets	327.92
Total Other Current Assets	\$ -405,146.72
Total Current Assets	\$2,733,950.23
Fixed Assets	
Fixed Asset Adjustment	-4,989,185.09
Fixed Assets	14,409,151.50
Total Fixed Assets	\$9,419,966.41
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$12,158,344.64
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,404.23
Total Accounts Payable	\$9,404.23
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,652.49
Current Liabilities	80,660.67
Total Other Current Liabilities	\$148,313.16
Total Current Liabilities	\$157,717.39
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,573,156.00
253.20 Deferred Inflows	13,184.00
Total Long-Term Liabilities	\$3,586,340.00
Total Liabilities	\$3,744,057.39

Shepherdstown Sewer

Balance Sheet

As of March 31, 2025

	TOTAL
Equity	
214 Retained Earnings	4,612,917.44
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	799,773.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	-14,511.40
Total Equity	\$8,414,287.25
TOTAL LIABILITIES AND EQUITY	\$12,158,344.64

[illegible]

Water Depreciation Funds										
Depreciation Number	Depreciation Account Balance as of 2/28/25	Monthly Deposit	Interest Earned	Depreciation Account Balance as of 3/31/25	Notes					
SHE-W-3-03-M-JE-12	\$900	\$0	\$3	\$0	\$903.74 was refunded back to the Water Department and deposited into operating account ending in 6217 on 4/23/25.					
Totals	\$900	\$0	\$3	\$0						

CORPORATION OF SHEPHERDSTOWN

WV3301933

Consumer Confidence Report - 2025 Covering Calendar Year 2024

Why am I receiving this report?

In compliance with the Safe Drinking Water Act Amendments, the Shepherdstown Water Department is providing its customers with this annual water quality report. This report explains where your water comes from, what it contains, and how it compares to standards set by regulatory agencies. The information in this report shows the results of our monitoring for the period of January 1st to December 31st, 2024.

This brochure is a snapshot of the quality of the water that we provided last year. Included are the details about where your water comes from, what it contains, and how it compares to the Environmental Protection Agency (EPA) and state standards. We are committed to providing you with information because informed customers are our best allies. If you would like to observe the decision-making process that affects drinking water quality or if you have any questions, comments or suggestions, please attend any regularly scheduled water board meeting held on the 4th Thursday of each month at 6 pm in the Shepherdstown town hall or call Charles Coe 304-876-2394.

Where does my water come from?

Your water comes from surface water:

Source Name	Source Water Type
INTAKE-POTOMAC RIVER	Surface water

In addition to the Potomac River as our primary source water, Town Run, which flows through the center of Shepherdstown, is a secondary/emergency source. In the past it has been occasionally but rarely used (NOT in 2024) as the water source when the Potomac River was unusable, generally because of a short-term contamination issue. Please note that as Town Run flows through the center of the Town it is particularly vulnerable to stormwater impacts, and it is incumbent on all to help protect its water quality.

A Source Water Assessment Plan (SWAP) report has been developed by the Town under a program sponsored by the West Virginia Bureau of Public Health (WVBPH). This report characterizes the contributing watershed areas for both the Potomac River and Town Run upstream of the water intakes, including a review of potential sources of contamination. Specifics for some of the potential sources are redacted in the report version available to the public for security reasons. The report is available for review, or a copy will be provided to you at our office during business hours or from WVBPH 304-558-2981.

Why must water be treated?

Federal and state regulations establish limits, controls, and treatment practices to minimize these contaminants and to reduce any subsequent health effects. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not

necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

In the Shepherdstown system treatment consists of addition of some coagulant chemicals to aid in settling and filtration for removal of solid particulate materials, addition of fluoride as a preventative for dental cavities in the community, and addition of chlorine disinfectant for removal of potential pathogens, including bacteria and viruses.

Contaminants in Water

The sources of drinking water (both tap water and bottled water) included rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in sources water before we treat it include:

Microbial contaminants, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, livestock operations and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.

Pesticides and herbicides, which may come from a variety of sources such as storm water run-off, agriculture, and residential users.

Radioactive contaminants, which can be naturally occurring or the result of mining activity.

Organic contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also come from gas stations, urban storm water run-off, and septic systems.

In order to ensure that tap water is safe to drink, EPA prescribes regulations which limits the amount of certain contaminants in water provided by public water systems. We treat our water according to EPA's regulations. Food and Drug Administration regulations establish similar limits for contaminants in bottled water.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791). Our water system has an estimated population of 4300 and is required to test a minimum of 5 sample(s) per month in accordance with the Total Coliform Rule for microbiological contaminants. Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public.

Water Quality Data

The following tables list the drinking water contaminants which were detected during the 2024 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1- December 31, 2024. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Thus, some of the data, though representative of the water quality, is more than one year old.

Terms & Abbreviations

These terms and abbreviations are used in the federal and state regulations that govern the drinking water systems.

Maximum Contaminant Level Goal (MCLG): the "Goal" is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL): the "Maximum Allowed" is the highest level of a contaminant that is permitted by regulation in drinking water. MCLs are set as close to MCLGs as feasible using the best available treatment technology.

Secondary Maximum Contaminant Level (SMCL): recommended level for a contaminant that is not regulated and has no MCL.

Action Level (AL): the concentration of a contaminant that, if exceeded, triggers treatment or other requirements.

Treatment Technique (TT): a required process intended to reduce levels of a contaminant in drinking water.

Maximum Residual Disinfectant Level (MRDL): the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Non-Detects (ND): lab analysis indicates that the contaminant is not present at concentrations above accepted laboratory limits of detection,

Parts per Million (ppm): or milligrams per liter (mg/L). This is measure of concentration.

Parts per Billion (ppb): or micrograms per liter (µg/L) Also a measure of concentration. (If an Olympic sized swimming pool were filled with ping-pong balls, a ppb would be equivalent to one ping ball in that pool. One ppm would be equivalent to a thousand ping pong balls in that pool.)

Picocuries per Liter (pCi/L): a measure of the radioactivity in water.

Millirems per Year (mrem/vr): measure of radiation absorbed by the body.

Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly, and yearly.

Nephelometric Turbidity Unit (NTU): a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.

Running Annual Average (RAA): an average of sample results obtained over the most current 12 months and used to determine compliance with MCLs for some contaminants.

Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

Testing Results for: CORPORATION OF SHEPHERDSTOWN

Disinfection by products - As noted above, the Shepherdstown water treatment process ends in the addition of chlorine disinfectant for removal of potential disease-causing pathogens (including cholera, typhoid, etc.) However, the disinfection process must be controlled so that the chlorine disinfectant does not combine with organic matter in the water to produce disinfection byproducts in the distribution system. To assess the effectiveness of this control, two locations in the distribution system are monitored for two regulated disinfection byproduct species: TTHM (total trihalomethanes) and HAA5 (total haloacetic acids). For regulatory purposes, it is not the individual measured concentrations that are compared to the MCL standard, but rather the running annual average (RAA) of the measurements at the particular sampling site. In the table below, the highest value for the TTHM parameter exceeded the MCL; however, the regulatory RAA values were all below the MCLs.

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous system, and may have an increased risk of getting cancer.

Disinfection by products	Sample Point	Collection Period	Highest Value	Range (low/high)	RAA	Unit	MCL	MCLG	Typical Source
TOTAL HALOACETIC ACIDS (HAA5)	CRESS CREEK-SHEPHERD GRADE	2024	44	10 - 44	28	ppb	60	0	By-product of drinking water disinfection
TOTAL HALOACETIC ACIDS (HAA5)	SHEETZ RT. 45	2024	47	9 - 47	24	ppb	60	0	By-product of drinking water disinfection
TTHM	CRESS CREEK-SHEPHERD GRADE	2024	77	14 - 77	41	ppb	80	0	By-product of drinking water chlorination
TTHM	SHEETZ RT. 45	2024	107	14 - 107	46	ppb	80	0	By-product of drinking water chlorination

Regulated Contaminants	Collection Date	Highest Value	Range Low-High	Unit	MCL	MC LG	Typical Source
ANTIMONY, TOTAL	8/5/2024	0.073	0.073	ppb	6	6	Discharge from petroleum refineries; fire retardants; ceramics; electronics; solder
ARSENIC	8/7/2024	ND	ND	ppb	10		Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
BARIUM	8/5/2024	0.0506	0.0506	ppm	2	2	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
BENZO(A)PYRENE	9/13/2024	20	20	ppt	200	0	Leaching from linings of water storage tanks and distribution lines
CHROMIUM	8/5/2024	1.1	1.1	ppb	100	100	Discharge from steel and pulp mills; Erosion of natural deposits
FLUORIDE	12/17/2024	1.0	1.0	ppm	4	4	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
NITRATE	8/5/2024	0.53	0.53	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
NITRITE	8/5/2024	ND	ND	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Lead and Copper

Lead and copper are typically not present in objectionable levels in the water leaving the treatment plant or the public distribution system. However, they can be released from materials used in the customer premise plumbing or in the service line to the premises, depending on the chemistry of the water. This water chemistry issue is addressed in the water treatment process at the plant before release into the distribution system. To assess the effectiveness of this treatment control, individual premise plumbing samples are taken, with the 90th percentile value of these samples compared with the Action Level (15 ppb for lead and 1.3 ppm for copper.) Due to the small population size served, Shepherdstown is required to conduct such premise sampling once every three years (the last monitoring period being for 2020 – 2022). In the table below, the 90th percentile values for both parameters were below the regulatory “Action Level” (AL), although one premise had a concentration above the lead Action Level.

Infants and children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home's plumbing. If you are concerned about elevated lead levels in your home's water, you may wish to have your water tested and flush your tap for 30 seconds to 2 minutes before using tap water. Additional information is available from the Safe Drinking Water Hotline (800-426-4791)

Lead and Copper	Monitoring Period	90TH Percentile	Range (low/high)	Unit	AL	Sites Over AL	Typical Source
COPPER, FREE	2020 - 2022	0.0821	0.0011 - 0.177	ppm	1.3		Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD	2020 - 2022	2.9	0.1 - 67.5	ppb	15	1	Corrosion of household plumbing systems; Erosion of natural deposits

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Your water system is responsible for providing high quality drinking water but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

CORPORATION OF SHEPHERDSTOWN has prepared a service line inventory identifying service line materials throughout the water distribution supply. The most up to date inventory is located at Shepherdstown.Gov. By November 1, 2027, our water system must develop an updated initial inventory, known as the “baseline inventory” and it must include each service line and identified connector that is connected to the public water distribution system.

Our water system identified galvanized requiring replacement service lines in our inventory. Due to this identification our water system must create a service line replacement plan by November 1, 2027.

If you have any questions about our inventory or if you would like information about our service line replacement plan, please contact Charles Coe 304-876-2394.

Radiological Contaminants	Collection Date	Highest Value	Range	Unit	MCL	MCL G	Typical Source
RADIUM-228	8/8/2022	0.159	0.159	pCi/L	0	0	Erosion of natural deposits

Secondary Contaminants-Non-Health Based Contaminants-No Federal Maximum Contaminant Level (MCL) Established.				Collection Date	Highest Value	Range (low/high)	Unit	SMCL
NICKEL				8/5/2024	0.001	0.001	MG/L	0.1
SODIUM				8/5/2024	15.9	15.9	MG/L	1000

Chlorine/Chloramines Maximum Disinfection Level	MPA	MPA Units	RAA	RAA Units
1/1/2024 – 1/31/2024	2.60000	MG/L	1.60000	MG/L

Total Organic Carbon Lowest Month for Removal	Collection Date	Highest Value	Range	Unit		Typical Source
CARBON, TOTAL	1/1/2024	7.8	1.9 -7.8	MG/L		Naturally present in the environment
Analyte	Facility		Highest Value	Unit of Measure	Month Occurred	
Turbidity	TREATMENT PLANT		0.18	NTU	July	

During the 2024 calendar year, The Shepherdstown Water department had **NO** violation(s) of drinking water regulations. There were **NO** required health effects notices or violation notices.

Your CCR is also available at WWW.Shepherdstown.gov.



**CORPORATION OF SHEPHERDSTOWN
WASTEWATER SYSTEM IMPROVEMENTS
PROJECT COSTS - CHERRY LANE/ELMWOOD CEMETERY EXTENSION**

Item	Amount
Construction	\$ 286,070.00
Construction Contingency (10%+/-)	\$ 28,530.00
Engineering Costs	
Design	\$ 20,000.00
Bidding & Negotiations	\$ 7,500.00
Surveying	\$ 7,500.00
Permits	\$ 5,000.00
Construction Engineering	\$ 10,000.00
Record Drawings	\$ 2,000.00
Legal (PSC and Easements)	\$ 10,000.00
Total Project Costs	\$ 376,600.00

CORPORATION OF SHEPHERDSTOWN

**CHERRY LANE/CEMETERY - SANITARY SEWER EXTENSION
CONSTRUCTION COST ESTIMATE**



May 9, 2025

DESCRIPTION	QUANTITY		UNIT PRICE	TOTAL COST
Mobilization/Demobilization	1	LS	\$60,000.00 /LS	\$60,000.00
Videotaping of Project Area	1	LS	\$2,500.00 /LS	\$2,500.00
Erosion and Sediment Control	1	LS	\$5,000.00 /LS	\$5,000.00
8" PVC SDR-35 Gravity Sewer Line	1,000	LF	\$80.00 /LF	\$80,000.00
4" PVC SDR-35 Service Lateral Pipe	200	LF	\$120.00 /LF	\$24,000.00
48" Dia. Manhole Base, Cone Top, Frame and Cover	4	EA	\$6,500.00 /EA	\$26,000.00
8" x 4" PVC Wye Connection	7	EA	\$2,000.00 /EA	\$14,000.00
Tie-In to Existing Manhole	1	EA	\$1,800.00 /EA	\$1,800.00
WVDOH Type "B" Trench Repair	605	LF	\$70.00 /LF	\$42,350.00
1-1/2" HMA Overlay	680	SY	\$30.00 /SY	\$20,400.00
Concrete Driveway Repair	50	LF	\$100.00 /LF	\$5,000.00
Concrete Sidewalk/Curb Repair	50	LF	\$80.00 /LF	\$4,000.00
WV DOH Inspection Fees	300	LF	\$3.40 /LF	\$1,020.00
Sub Total				\$286,070.00
Construction Contingency @ ±10%				\$28,530.00
CONSTRUCTION TOTAL				\$314,600.00



**CORPORATION OF SHEPHERDSTOWN
WASTEWATER SYSTEM IMPROVEMENTS
PROJECT COSTS - LITTLE RUN ACRES EXTENSION**

Item	Amount
Construction	\$ 549,300.00
Construction Contingency (10%+/-)	\$ 55,000.00
Engineering Costs	
Design	\$ 35,000.00
Bidding & Negotiations	\$ 7,500.00
Surveying	\$ 9,000.00
Permits	\$ 5,000.00
Construction Engineering	\$ 20,000.00
Record Drawings	\$ 4,000.00
Legal (PSC, Easement & Property Acquisition)	\$ 20,000.00
Total Project Costs	\$ 704,800.00

CORPORATION OF SHEPHERDSTOWN

**LITTLE RUN ACRES - SANITARY SEWER EXTENSION
CONSTRUCTION COST ESTIMATE**



May 12, 2025

DESCRIPTION	QUANTITY		UNIT PRICE	TOTAL COST
Mobilization/Demobilization	1	LS	\$60,000.00 /LS	\$60,000.00
Videotaping of Project Area	1	LS	\$2,500.00 /LS	\$2,500.00
Erosion and Sediment Control	1	LS	\$5,000.00 /LS	\$5,000.00
8" PVC SDR-35 Gravity Sewer Line	1,300	LF	\$80.00 /LF	\$104,000.00
2" PE Force Main	350	LF	\$60.00 /LF	\$21,000.00
4" PVC SDR-35 Service Lateral Pipe	300	LF	\$120.00 /LF	\$36,000.00
48" Dia. Manhole Base, Cone Top, Frame and Cover	8	EA	\$6,500.00 /EA	\$52,000.00
Cleanouts	4	EA	\$1,000.00 /EA	\$4,000.00
8" x 4" PVC Wye Connection	14	EA	\$2,000.00 /EA	\$28,000.00
Tie-In to Existing Manhole	1	EA	\$1,800.00 /EA	\$1,800.00
WVDOH Type "B" Trench Repair	250	LF	\$70.00 /LF	\$17,500.00
Asphalt Driveway Repair	125	LF	\$100.00 /LF	\$12,500.00
Concrete Sidewalk Repair	50	LF	\$ 100.00 /LF	\$ 5,000.00
Submersible Grinder Pump Station	1	LS	\$200,000.00 /LS	\$ 200,000.00
Sub Total				\$549,300.00
Construction Contingency @ ±10%				\$55,000.00
CONSTRUCTION TOTAL				\$604,300.00

From: Mike Godfrey <m.godfrey.d@gmail.com>

Sent: Friday, May 9, 2025 9:29 AM

To: James Gatz <jgatz@shepherdstown.us>; James Gatz <jimgatz@gmail.com>

Subject: Resignation from Water Board

Mayor Gatz,

With this notification I am with immediate effect resigning from my position at the Water Board. My reason is that I no longer reside in the Shepherdstown community.

I have enjoyed serving the last 7+ years and I hope that I have contributed in small ways to helping the town navigate its ownership and operation of the water works.

With that said, I wanted to recall a conversation at a time when you were not yet Mayor (and it was not entered into the minutes). In the Spring 2024, the previous iteration of the board, at the time of the town's renewing Board nominations (for Godfrey, Bresland and Kemnitzer), had a lengthy discussion about tenure and bringing on new members. We discussed the need for searching for younger professionals and for meeting at an evening time in order to allow these interested community members to meet after their work hours.

I hope you can further that then accepted strategy for Board continuity and make as full use possible as Mayor that my resignation affords

I wish you and the Board(s) best continued success with their mission.

Mike Godfrey