

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

June 26, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Members Present

Water Board: Mr. Gatz, Ms. Bartlett, Mr. Bresland, Mr. Shelton, and Ms. Kemnitzer

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

3. Visitors

Alexis L. Davy, REHS/RS, Sanitarian Supervisor, Jefferson County Health Department

Representatives of Shepherd University: Eric Lewis, Scott Barton, Debra Langford

Jim Auxer, Kay Shultz, Greg Welter

4. Minutes of May 29 Meeting

Vote to Approve by Sanitary Board – Postponed to next meeting

Vote to Approve by Water Board - Approved

5. Flow and Quality Reports from Staff

Flow volume from the Water Department is higher than normal. Staff has recommended undertaking an investigation into leaks in the system. They requested authorization to spend up to \$10,000 to identify the causes of the higher water flow.

Vote by Water Board: Approval of expenditure up to \$10,000 for a leak detection study.

6. Financial Reports

- a. Budget v Actuals for 2024/2025
- b. Balances in Reserve Accounts
- c. Status of Bond Refund – Refunds totaling \$91,100.26 were deposited into the Water operating account on April 23, 2025.
- d. Plans for yearend audits and preparation of the annual Public Service Commission Reports – work is underway by the Decker accounting firm.

7. Unfinished Business

- a. Recommendations on drinking water chlorination systems – Our consulting engineer is still working on his recommendation. The report will be available for the next meeting.
- b. Hydrant Report – Four new hydrants were put into service.
- c. Study of Septic Systems in our Watershed

Alexis L. Davy, REHS/RS, Sanitarian Supervisor, Jefferson County Health Department explained the role of her department. Members of the Sanitary Board urged that the Health Department work more closely with our Sanitary Department to find opportunities to bring septic users onto our sewer system. They also asked for help from the Health Department to develop methods for obtaining grants to finance these projects.

8. New Business

- a. Sludge Press Service – postponed because different solutions will be pursued.

b. Lead and Copper Sampling July/August – sample test plan has been approved by the State. Drinking water sample testing will take place in July and August

c. Shepherd University Building Step 2 Application – Staff recommended that the application in its amended form be approved.

Vote: Water Board approved

Vote: Sanitary Board approved

9. Next Meetings July 24 and August 28 at 6 pm

10. Adjournment

SHEPHERDSTOWN WATER DEPT.

June 2025

Pump time average 16 hours.

Gallons pumped average 750,750.

Chemical usage normal.

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations.

Leak detection has started and has found 6 leaks , need them to come back one more time to finish up . Cost is about 7500.00 so far.

Concerns:

- UV State Reporting
- Class 2 Operator Needed

June 2025 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.		Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.3137	Mgd	0.6109	Mgd	0.6670	Rpt Only		N/A	N/A	N/A		
BOD	<2	Mg/l	<2	Mg/l	30	60		3.77	3.77	167	334	
TSS	2.5	Mg/l	2.5	Mg/l	30	60		4.72	4.72	167	334	
TKN	0.79	Mg/l	1.30	Mg/l	3	6		2.37	5.93	17	33	
Fecal	98	Cnts/100 MI	98	Cnts/100 MI	200	400		N/A	N/A	N/A		
Total N	1.38	Mg/l	2.39	Mg/l	Rpt Only	Rpt Only		N/A	111.92	N/A	507	2343.48
Total P	0.037	Mg/l	0.076	Mg/l	Rpt Only	Rpt Only		N/A	3.00	N/A	50.7	26.38
Copper		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Zinc		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Lead		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Aluminum		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
Chloride	76.8	Mg/l	76.8	Mg/l	196	340		N/A	N/A	N/A		
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A		
PH	7.2	S.U.	7.4	S.U.	Min Allowed	Max Allowed		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	7.69	Tons	50.473	Tons	7	24.7		
Olcott Field 2		Tons		Tons				
Olcott Field 3		Tons		Tons				
Olcott Field 4		Tons		Tons				
Olcott Field 6		Tons		Tons				
Blair-Carter Field 1		Tons	2.695	Tons				
Blair-Carter Field 3		Tons		Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1		Tons	8.421	Tons				
Willard Field 3		Tons	2.63	Tons				
Willard Field 4		Tons		Tons				
Colbert Field 3		Tons		Tons				
Colbert Field 4		Tons		Tons				
Oakley Field 2		Tons		Tons				
Putz Field 2		Tons		Tons				

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month June Year 2025 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

INFLUENT WASTEWATER						DIGESTERS			ACTIVATED SLUDGE		EFFLUENT TEMP.		PLANT EFFLUENT							
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)	
1				0.3195				13500												
2				0.2820				13500	66581											
3			66	0.2662				13500	38876			2.5	<2		98		7.3	0.77	2.39	0.076
4				0.2659				13500												
5				0.2488			8	13500	19337											
6	0.16			0.2643				13500	9123	5211										
7	0.06			0.2889				13500												
8	0.87			0.2892				13500												
9				0.3154				13500												
10	0.14			0.3653				13500									0.66	0.90	<0.01	
11				0.3101				13500	50644								7.2			
12				0.3174				13500	25773											
13	0.1			0.3164				13500												
14	0.78			0.3001				13500												
15	0.1			0.3205				13500												
16	0.40			0.3469			9	13500												
17	0.91			0.5473				13500	36726	5314							7.4	1.3	1.59	0.052
18	0.49			0.5490				13500												
19	0.69			0.6109				13500	55102											
20				0.3733				13500	10319											
21				0.2326				13500												
22				0.2773				13500												
23				0.2634				13500												
24				0.2620				13500	19367	5246							7.2	0.43	0.636	<0.01
25	0.05			0.2662				13500	11781											
26				0.3032			7	13500	17721											
27				0.2751				13500	18853											
28	1.73			0.3617				13500												
29				0.2724				13500												
30	0.06			0.3115				13500												
31																				
Total	6.54		66	23.6	9.7248		24	405000	380203	20871		2.5	<2	98		29.1	3.16	5.52	0.148	
Average	0.47		66	23.6	0.3137		8.0	13500	29246	5218		2.5	<2	98		7.3	0.79	1.38	0.037	
Minimum	0.05		66	23.6	0.2326		7	13500	9123	5100		2.5	<2	98		7.2	0.43	0.64	<0.01	
Maximum	1.73		66	23.6	0.6109		9	13500	66581	5314		2.5	<2	98		7.4	1.30	2.39	0.076	

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

Shepherdstown Waterworks

FY25 Budget vs Actuals

Through May 31, 2025

	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
419	Water Interest Income	\$ 85,000	\$ 80,000	\$ 73,333	\$152,115	\$78,781	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,800,000	\$ 1,800,000	\$ 1,650,000	\$1,643,648	(\$6,352)	
	Total Revenues	\$ 1,885,000	\$ 1,880,000	\$ 1,723,333	\$ 1,795,762	\$ 72,429	
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
	Expenses	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
401.1	Water Billing Expenses	\$ 15,500	\$ 20,000	\$ 18,333	\$ 40,432	\$22,099	(\$28k water billing refund to Bavarian Inn hit here in May)
401.2	Water Administration	\$ 54,000	\$ 50,000	\$ 45,833	\$ 30,746	(\$15,088)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Water Utility Billing	\$ 230,000	\$ 200,000	\$ 183,333	\$ 211,527	\$28,194	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 370,000	\$ 175,000	\$ 160,417	\$ 176,575	\$16,159	Uniforms, Plant Maintenance (~\$17k in treatment distribution and service maintenance hit here in April)
403	Depreciation Expense	\$ 0	\$ 175,000	\$ 160,417	\$ 325,895	\$165,478	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	\$ 42,530	\$ 46,363	\$3,833	Employer portion of FICA taxes and Workers Comp
427	Interest Expense	\$ 120,000	\$ 150,000	\$ 137,500	\$ 131,768	(\$5,732)	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	\$ 275	\$ 235	(\$40)	
601	Water Salaries & Wages	\$ 540,000	\$ 497,463	\$ 456,008	\$ 429,865	(\$26,143)	
604	Employee Pensions & Benefits	\$ 140,000	\$ 169,209	\$ 155,109	\$ 131,050	(\$24,058)	
615	Purchased Power	\$ 75,000	\$ 75,000	\$ 68,750	\$ 65,243	(\$3,507)	
618	Chemicals	\$ 75,000	\$ 85,000	\$ 77,917	\$ 102,277	\$24,360	
631	Contractual Svc-Engineering	\$ 70,000	\$ 70,000	\$ 64,167	\$ 63,452	(\$715)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 25,000	\$ 25,000	\$ 22,917	\$ 33,565	\$10,648	Dana Fogle CPA Fees and Decker CPA Fees
633	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 4,583	\$ 175	(\$4,408)	
635	Contractual Svc-Testing	\$ 45,000	\$ 35,000	\$ 32,083	\$ 21,317	(\$10,767)	
636	Contractual Svc-Other	\$ 35,000	\$ 25,000	\$ 22,917	\$ 22,152	(\$765)	Mainly IT services
650	Transportation Expense	\$ 45,000	\$ 5,000	\$ 4,583	\$ 2,400	(\$2,184)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 44,000	\$ 65,000	\$ 59,583	\$ 78,760	\$19,177	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	\$ 917	\$ 0	(\$917)	
675	Administrative Lending Fees	\$ 2,000	\$ 8,000	\$ 7,333	\$ 2,948	(\$4,385)	
676	Bond Issuance Expense	\$ 200	\$ 0	\$ 0	\$ 0	\$0	
	Total Expenses	\$ 1,969,000	\$ 1,882,369	\$ 1,725,505	\$ 1,916,744	\$191,239	
	Surplus or (Deficit)		(2,369)		(120,981)		
	Bond Expenses and Working Cap Reserve Transfer				FY 25 Actuals Thru 5/31/25		Notes and Explanations
	03-A Water Bond				\$ 24,655		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				\$ 115,092		Monthly Payment of \$10,462.92
	17 Water Bond				\$ 139,224		Monthly Payment of \$12,656.72
	21 Water Bond				\$ 91,212		Monthly Payment of \$8,292.02
	21 Water Reserve				\$ 9,103		Monthly Payment of \$827.55
	Monthly Transfer to Working Cap Reserve				\$ 204,083		Monthly Transfer of \$18,553
	Total Bond Expenses & Transfers				\$ 583,369		
	Bond Overpayments Refund				92,004		Refund of Bond Overpayments
	Surplus or (Deficit)				(151,735)		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 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$ 891	\$891	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	\$ 8,333	\$1,591,135	\$1,582,802	Tap Fees, Capacity Fees, Reconnection Fees, Grant Revenue (\$95k Capacity Fees & \$1.5m Grants YTD)
	Total Restricted Income	\$ 84,000	\$ 10,000	\$ 8,333	\$ 1,592,026	\$ 1,583,693	

Shepherdstown Waterworks

Balance Sheet As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,317,772.01
RESTRICTED FUNDS BANKING	2,488,316.93
UNRESTRICTED FUNDS BANKING	241,149.54
Total Bank Accounts	\$4,047,238.48
Accounts Receivable	
141 A/R, Water Customer Billing	168,914.36
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$163,914.36
Other Current Assets	
142.71 Due to/From Govt Funds	-791,198.11
Due to/from Sewer	-44,578.32
Total Other Current Assets	\$ -835,776.43
Total Current Assets	\$3,375,376.41
Fixed Assets	
105 Fixed Asset-Constr. In Progress	3,013,961.83
105.16 Water Distribution System Upgrade	2,516,314.90
105.17 GIS Mapping System - Water	65,975.53
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,882,387.83
Fixed Assets (All Funds)	13,073,269.82
Total Fixed Assets	\$13,810,554.25
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$17,192,690.66

Shepherdstown Waterworks

Balance Sheet As of May 31, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	8,545.68
Total Accounts Payable	\$8,545.68
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	92,658.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	77,812.54
Total Other Current Liabilities	\$205,653.55
Total Current Liabilities	\$214,199.23
Long-Term Liabilities	
221. Bond Payable-Long term	6,366,229.00
253.20 Deferred Inflows	19,767.00
Total Long-Term Liabilities	\$6,385,996.00
Total Liabilities	\$6,600,195.23
Equity	
215 Retained Earnings	7,317,714.02
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	724,482.15
Net Income	1,481,173.35
Total Equity	\$10,592,495.43
TOTAL LIABILITIES AND EQUITY	\$17,192,690.66

Note

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

<div> <div>Shepherdstown Sewer</div> <div>FY25 Budget vs Actuals</div> <div>Through May 31, 2025</div> </div>							
	REVENUES	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
419	Sewer Interest Income	\$ 43,000	\$ 90,000	\$ 82,500	\$112,573	\$30,073	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,490,477	\$ 1,521,983	\$ 1,395,151	\$1,491,196	\$96,045	
	Total Revenues	\$ 1,533,477	\$ 1,611,983	\$ 1,477,651	\$ 1,603,769	\$126,118	
	Department Expense Line Items	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
	Expenses	FY24 Budget Approved	FY25 Budget Approved	FY25 Budget Thru 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 10,429	\$ 12,000	\$ 11,000	\$ 12,074	\$ 1,074	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 61,899	\$ 62,000	\$ 56,833	\$ 36,014	(\$20,819)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Water Bill	\$ 36,900	\$ 30,000	\$ 27,500	\$ 54,136	\$26,636	Water Usage paid to the Town (\$30k sewer billing refund to Bavarian Inn hit here in May)
401.4	Sewer Plant Maintenance	\$ 288,728	\$ 157,808	\$ 144,657	\$ 166,596	\$21,938	Repairs/Maintenance is running high (~\$20k in emergency maintenance hit here in April)
403	Depreciation Expense	\$ 380,000	\$ 380,000	\$ 348,333	\$ 325,337	(\$22,997)	Estimated based on prior years actuals
408	Taxes (Other than Income)	\$ 36,650	\$ 26,775	\$ 24,544	\$ 31,504	\$ 6,960	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 377,633	\$ 396,260	\$ 363,238	\$ 420,548	\$57,310	
704	EE Pensions & Benefits	\$ 68,606	\$ 122,240	\$ 112,053	\$ 93,394	(\$18,660)	
711	Sludge Removal	\$ 40,000	\$ 25,000	\$ 22,917	\$ 9,006	(\$13,910)	
715	Purchased Power	\$ 152,000	\$ 152,000	\$ 139,333	\$ 158,918	\$19,585	
718	Chemicals	\$ 140,000	\$ 121,000	\$ 110,917	\$ 136,531	\$25,614	
731	Contractual Svc-Engineering	\$ 5,000	\$ 5,000	\$ 4,583	\$ 30,472	\$25,888	\$19k invoice from STH Inc hit here in May
732	Contractual Svc-Accounting	\$ 18,150	\$ 25,000	\$ 22,917	\$ 34,015	\$11,098	Dana Fogle CPA Fees and Decker CPA Fees
733	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 4,583	\$ 0	(\$4,583)	
735	Contractual Svc-Testing	\$ 5,000	\$ 10,000	\$ 9,167	\$ 21,633	\$12,466	
736	Contractual Svc-Other	\$ 5,000	\$ 13,000	\$ 11,917	\$ 19,912	\$7,995	IT Services
750	Transportation Expense	\$ 6,000	\$ 4,000	\$ 3,667	\$ 1,832	(\$1,834)	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 35,000	\$ 50,000	\$ 45,833	\$ 58,718	\$12,885	Monthly insurance is \$5,338 so this will go over budget by year end
760	Advertising	\$ 2,000	\$ 2,500	\$ 2,292	\$ 0	(\$2,292)	
775	Sewer Admin Lending Fees	\$ 0	\$ 14,400	\$ 13,200	\$ 10,778	(\$2,422)	(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	\$ 1,479,484	\$ 1,621,418	\$141,934	
	Surplus or (Deficit)		(2,000)		(17,649)		
	Bond Expenses and Transfers				FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
	Membrane Transfer Reserve				\$ 144,100	\$144,100	Monthly Transfer of \$13,100
	10-A Sewer Bond				\$ 203,457	\$203,457	Monthly Payment of \$18,496.08
	Working Capital Reserve				\$ 131,087	\$131,087	Monthly Transfer of \$11,917
	Total Bond Expenses & Transfers				\$ 478,644	\$ 478,644	
	Surplus or (Deficit)				(\$160,179)		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 5/31/25	FY 25 Actuals Thru 5/31/25	Over/(Under) Budget Thru 5/31/25	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$464	\$464	
536	Other Wastewater Revenues	\$ 3,718	\$ 2,000	\$ 1,833	\$107,304	\$105,471	Capacity Fees
	Total Restricted Income	\$3,718	\$2,000	\$1,833	\$107,768	\$105,935	

Shepherdstown Sewer

Balance Sheet As of May 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	768.93
RESTRICTED FUNDS BANKING	2,376,563.67
UNRESTRICTED FUNDS BANKING	618,299.78
Total Bank Accounts	\$2,995,632.38
Accounts Receivable	
Accounts Receivable	139,528.30
Total Accounts Receivable	\$139,528.30
Other Current Assets	
Due To/From Govt	-397,358.58
Due To/From Water	44,063.12
Other Current Assets	327.92
Total Other Current Assets	\$ -352,967.54
Total Current Assets	\$2,782,193.14
Fixed Assets	
Fixed Asset Adjustment	-5,048,337.19
Fixed Assets	14,409,151.50
Total Fixed Assets	\$9,360,814.31
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$12,147,435.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	11,156.16
Total Accounts Payable	\$11,156.16
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	68,260.50
Current Liabilities	80,660.67
Total Other Current Liabilities	\$148,921.17
Total Current Liabilities	\$160,077.33

Shepherdstown Sewer

Balance Sheet As of May 31, 2025

	TOTAL
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	\$3,746,417.33
Equity	
214 Retained Earnings	4,612,917.44
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	825,973.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	-53,980.53
Total Equity	\$8,401,018.12
TOTAL LIABILITIES AND EQUITY	\$12,147,435.45

Note

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

Water Bonds										
	Account Balance as of	Total Monthly Deposit	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee	Account Balance as of 6/30/25	Principal Balance of Bond as of 5/31/25	Principal Balance of Bond as of 6/30/25	Notes
Bond Number	5/31/25	Deposit	Earned	Payment	Interest Portion of Payment	Service Fee	Account Balance as of 6/30/25	5/31/25	6/30/25	Notes
SHE-W-1-03-A-JE-12	\$11,446	\$2,241	\$42	\$5,829	\$882	\$13	\$7,006	\$203,994	\$198,165	
SHE-W-1-03-B-JE-12	\$2	\$0	\$0	\$0	\$0		\$2	\$0	\$0	\$6,627.91 was refunded back to the Water Department and deposited into operating account ending in 6217 on 4/23/25.
SHE-W-1-12-X-JE-12	\$38,210	\$10,463	\$141	\$23,862	\$7,464	\$63	\$17,425	\$2,985,602	\$2,961,740	
SHE-W-1-17-X-JE-12	\$48,978	\$12,494	\$180	\$0	\$0	\$0	\$61,652	\$2,185,000	\$2,185,000	
SHE-W-1-21-X-JE-12	\$9,426	\$8,292	\$35	\$6,269	\$2,007	\$17	\$9,461	\$991,634	\$985,365	
Totals	\$108,063	\$33,490	\$397	\$35,960	\$10,352	\$93	\$95,546	\$6,366,230	\$6,330,270	
Sewer Bonds										
Bond Number	Account Balance as of	Total Monthly Deposit	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee	Account Balance as of 6/30/25	Principal Balance of Bond as of 5/31/25	Principal Balance of Bond as of 6/30/25	Notes
SHE-S-1-10-A-JE-12	\$62,613	\$18,496	\$230	\$51,785	\$3,593	\$111	\$25,851	\$3,573,156	\$3,521,371	
Totals	\$62,613	\$18,496	\$230	\$51,785	\$3,593	\$111	\$25,851	\$3,573,156	\$3,521,371	

Water Depreciation Funds							
	Depreciation Account Balance as of 5/31/25	Monthly Deposit	Interest Earned	Depreciation Account Balance as of 6/30/25	Notes		
Depreciation Number							
SHE-W-3-03-M-JE-12	\$0	\$0	\$0	\$0	\$903.74 was refunded back to the Water Department and deposited into operating account ending in 6217 on 4/23/25.		
Totals	\$0	\$0	\$0	\$0			

HYDRANT PROJECT WORK LIST						
LOCATION	VALVE	ISSUE WITH HYDRANT		PROPOSED WORK PLAN	STATUS	REPORT
	Y/N?	In Service?				DATE
HYDRANTS OUT OF SERVICE/NEED REPAIRS						
388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff		
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		
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						
426 Willowdale Dr	?	Yes	too low	Needs Riser		
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		
Bav Inn	Yes	Yes				
HYDRANTS WITH PROPERTY ISSUES						
344 Ashley dr	Yes	Yes	Remove flowers	Send letter to customer		
DEDICATED HYDRANTS						
SU Baseball field end of High Street			Open only w/permission of Water Dept.	Special tag, alert firefighters		
SFD Fire Hall			Open only w/permission of Water Dept.	Special tag, alert firefighters		
Mecklenburg Heights			Open only w/permission of Water Dept.	Special tag, alert firefighters		
NOTES						
Minimum clearance for bollards: 36"			36'			
Total gallons flushed			1,200,000 gallons			
All hydrnts are numbered and colored (ring)						
May 2025 total hydrants 200						

Notification to the readers of the Decota proposal labeled *Draft & Modified*

July 18, 2025

To the readers of the Decota proposal labeled *Draft & Modified*, this version of the proposal has been modified. Comments have been inserted for further discussions, and costing data has been removed.

The proposal is currently under review by the Water and Sewer Boards and will be discussed with other stakeholders before finalizing it.

Proposal



June 5, 2025

Marcy Bartlett for
Shepherdstown Water Board

RE: Town Run Watershed Baseline Study

Ms. Bartlett:

Decota Consulting Company, Inc. (Decota) is pleased to submit this proposal to the Shepherdstown Water Board (Client) to conduct a Watershed Baseline Study of Town Run. The primary goal of this study is to establish a comprehensive understanding of existing watershed conditions, identify potential risks to the water supply, and provide actionable recommendations to ensure the long-term sustainability of Town Run as a reliable water source for Shepherdstown.

Scope of Work

Task 1: Preliminary: Decota will coordinate with the Client to confirm detailed objectives and timelines for the watershed baseline study. This includes organizing and conducting a kickoff meeting with key stakeholders to clearly define project goals, methodologies, and expected outcomes. Decota will prepare meeting notes and distribute a summary of agreed-upon objectives and schedules to all stakeholders.

Task 2: Data Review and GIS Analysis: Decota will perform a thorough review of existing data, reports, and GIS mapping provided by Ghosh Engineering (Ghosh) and other available sources. The scope will include integrating and updating current GIS datasets with new layers, including stormwater systems, septic systems, runoff patterns, land use, and potential pollution sources identified within the Town Run watershed. As part of the GIS analysis, Decota will review available hydrological data, including historical streamflow measurements, to enhance understanding of baseline water quantity conditions within the watershed. Additionally, Decota will analyze available historical and projected land-use data to identify patterns or changes that may affect future water quality and watershed health risks. GIS deliverables will be compatible with any existing platforms utilized by the Client and will also be compatible with ESRI ArcGIS products.

Task 3: Field Data Collection and Water Sampling: Decota will develop and execute a comprehensive sampling plan designed to establish baseline water quality conditions throughout the Town Run watershed. The field effort will begin with reconnaissance to verify and update GIS data accuracy. Benthic macroinvertebrate sampling will be conducted at three locations within the watershed to assess aquatic ecosystem health. Decota will also collect water samples from 15 locations identified to emphasize areas potentially impacted by septic tanks, agricultural runoff, urban stormwater runoff, railway corridors, and other potential pollution sources. To capture seasonal variability, Decota will conduct three separate sampling events at each of these locations, resulting in a total of 45 samples. The collected water samples will be analyzed for

Commented [MB1]: In addition to the W/S boards, the W/S departments, and Public Works, key stakeholders would include the Jeff Co Health Department and Town Run Watershed Group. Others?

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parameters critical to public health and aquatic ecosystem integrity, including **E. coli**, total nitrogen, total phosphorus, dissolved oxygen, pH, conductivity, turbidity, metals (lead, copper, zinc), and general water chemistry parameters. This proposal does not include any lab fees. Lab analysis fees will be provided in a separate quote from the lab once the final sampling plan is approved by the Client.

Commented [MB2]: Rather than test for E. coli only, we will want to test for total coliforms including fecal coliforms.

Task 4: Hazard Identification and Risk Assessment: Decota will conduct an analysis identifying existing and potential hazards within the watershed, including septic system impacts (if data is available; a septic system canvassing is not included in this proposal), agricultural runoff, and urban stormwater runoff. Recommendations and assessments will explicitly consider relevant regulatory requirements and standards, including the Clean Water Act and applicable state and local environmental regulations, to clearly frame the context and rationale for identified risks and proposed mitigation actions.

Commented [MB3]: The septic system canvassing is important. We may need to find a way to get the canvassing done either fully or at selected sites.

Task 5: Recommendations for Water Supply Protection: Decota will summarize the findings from the baseline study into practical recommendations focused specifically on ensuring the long-term usability and quality of the Town Run water supply. Recommendations will address identified hazards and potential sources of contamination and outline actions necessary to maintain and improve water quality.

Task 6: Reporting: Decota will prepare a comprehensive final report summarizing all methodologies, findings, and recommendations from the baseline study. The report will include detailed GIS maps, data visualization, and practical guidance for future watershed management decisions. Additionally, Decota will deliver GIS mapping and visual materials suitable for public presentations and stakeholder meetings.

Cost Estimate

Task	Total
Task 1: Preliminary	
Task 2: Data Review and GIS Analysis	
Task 3: Field Data Collection and Water Sampling <i>(Lab fees will be provided in a separate quote from lab)</i>	
Task 4: Hazard Identification and Risk Assessment	
Task 5: Recommendations for Water Supply Protection	
Task 6: Reporting	

The total cost estimate for this project is _____. This estimate includes all anticipated work but may be adjusted if additional scope or regulatory requirements arise. Decota will bill time and materials on a monthly basis. If the project is completed under budget, only the actual costs will be billed. Decota will notify the client before completing any additional work that will exceed the proposed cost estimate.

Schedule

Based on our discussions and the current project understanding, Decota proposes initiating the Town Run Watershed Baseline Study in September 2025 to accommodate the Client's existing commitments related to ongoing projects. Field sampling activities are planned to begin promptly upon project initiation and will be conducted through spring 2026 to effectively capture seasonal variability. Data analysis will proceed concurrently with field efforts, allowing the preliminary findings to be available by late winter. A draft report and associated recommendations will be prepared and submitted by April 2026, with the final deliverables expected to be completed by May 2026. Decota is open to adjusting this schedule and modifying the field data collection timeline to better align with the Client's specific needs or preferences.

Commented [MB4]: September or October

Authorization

We appreciate the opportunity to assist with this project and look forward to working with you.

Prepared by:

Authorization:



Brad Cochran
Decota Consulting Company, Inc.

Name / Title

Date

[illegible]