

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

July 24, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Board Members Present –

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

Sanitary Board – Mr. Gatz, Mr. Heyser, Mr. Keller

3. Visitors – Kay Shultz, Greg Welter, Jim Auxer, Jeff Ekstrom of Ghosh Engineers

4. Minutes Approval

Vote - Approved minutes of May 29 Meeting by Sanitary Board

Vote - Approved minutes of June 26 Meeting by Sanitary Board

Vote - Approved minutes of June 26 Meeting by Water Board with an edit to note that Mr. Eggleston was present at the meeting.

5. Flow and Quality Reports from Staff

All measurements are within normal range. Regarding leak detection, the contractor has tested a portion of the system. Six problems were found and town staff repaired them. Testing will be completed within a month.

6. Financial Reports

a. Budget v Actuals were reported through May 31, 2025. The boards again expressed concern that the reports are two months behind the time that we receive them.

b. Balances in Reserve Accounts – The concern about lag in reporting was also expressed.

7. Unfinished Business

a. Recommendations on drinking water chlorination systems – Mr. Ekstrom of Ghosh Engineers, our consulting engineer, recommended that we change our chlorination method from chlorine gas to hypochlorite. A proposal to make this change will be available for consideration at the August 28 board meeting.

b. Hydrant Report – Work is complete on testing and modifying all hydrants to meet the new state requirements. Mr. Coe and Ms. Kemnitzer will meet with the Shepherdstown Volunteer Fire Department to review our cooperative arrangements.

c. Replacement of Sewer Pumps in Fernbank.

Vote -The Sanitary Board voted to accept the bid for \$108,120 to replace the pump. Construction will begin in about two weeks.

d. Town Run Watershed Baseline Study – Proposal from Decota Consulting Company Inc Consulting Engineers. Members of both boards expressed support for Decota to undertake such a study. A few suggestions were offered such as shifting the timing of the study so that samples will also be collected in the summer months. A final proposal will be considered at the August 29 board meeting.

e. The mayor reported that the town will begin issuing a monthly newsletter and asks for input from the Water and Sanitary Boards. In the future, each board meeting will include a discussion of what information the boards would like to contribute to the newsletter.

8. Next Meetings August 28 and September 25 at 6 pm

9. Adjournment

SHEPHERDSTOWN WATER DEPT.

July 2025

Pump time average 17 hours.

Gallons pumped average 770,123.

Chemical usage normal.

All daily samples in acceptable ranges.

All Bacteriological samples passed (Absent of Bacteria)

No violations.

With the weather being so hot having issues with algae growth also due to basins not being covered.

Lead and copper sampling in August.

UV is down bulbs have been ordered and are being replaced next week.

Tank cleaning has been schedule for Sept 1 thru Sept 5.

Concerns:

- UV State Reporting
- Class 2 Operator Needed



August 11, 2025

Mr. Charles Coe
Corporation of Shepherdstown
1100 Old Martinsburg Rd
Shepherdstown, WV 25443

ccoe@shepherdstown.us
Office # (304)-876-3322
Cell # (304)-240-9549

Re: Cleaning & Inspection of Two Water Towers. Replacement of Anodes if Needed

Mr. Coe

Underwater Services, LLC proposes to furnish a four (4) man dive crew & Truck / equipment to perform the following job scope

Underwater Services Ltd. will clean out and inspect inside of both potable water towers. Divers will hook up any anodes that are currently unhooked and replace any bad anodes with the new anodes Shepherdstown already has on site. Corporation of Shepherdstown has requested that what material is pumped out of the tanks be discharged onto the ground next to the ditch line. The Corporation of Shepherdstown approves the removal of any chain link fence in the areas of the water tanks to be able to maneuver the JLG Manlift into place to facilitate the equipment & diver lifts to the top of the water towers. Corporation of Shepherdstown is responsible for the cost of replacing or repairing of the fence and surrounding areas if Underwater Services must remove any sections.

PRICING ESTIMATE:

Daily Rate – Twelve (12) Hours per Day / Monday - Friday	\$ 3,825.00
Estimate Five (5) days to complete	
Additional Hourly Rate If Dive Operations Extends beyond Twelve (12) Hours	\$ 335.00
Fixed Cost Per. Night Stay.....	\$ 900.00
Fixed Mobilization / Demobilization Cost.....	\$ 3,080.00
Fixed Cost for JLG Manlift.....	\$ 6,625.00
Fixed Cost Per Day After the Fifth Day for JLG Manlift (if required).....	\$ 2,150.00

ACTUAL CHARGES:

The daily figures quoted above are estimated charges based on the equipment and labor listed above. Any adjustments related to additional equipment being used on the project will result in an adjustment to the daily rate. **This is a time and materials quote and will be charged based on the actual number of days necessary to complete the project.** Any down time not related to Underwater Services will be charged based on the same daily rates listed above.

All changes in the scope of work must be submitted in writing. A cost addendum to the proposed quote may also be required based on the requested changes. Work will be suspended until both The Corporation of Shepherdstown & Underwater Services agree to, and sign the changed scope of work and cost change addendum prior to the continuation of the project.

Payment is required net forty-five (45) days from billing date. All applicable penalties & late fees will apply per "Attachment A: General Terms & Conditions". Failure to receive payment in the time specified may result in the job being shut-down until such time that all payments are brought to a "current status".

TERMS:

This estimate and pricing proposal herein "(UWS Proposal)" is subject to all of the attached terms and conditions and use of UWS services at any time constitutes final acceptance of the Scope of Work; Pricing; and Terms and Conditions. To schedule the project, please sign and return an executed copy to me via fax or email. All UWS Proposals are subject to rate change unless accepted by signature and returned to our office within 30 days.

CONTACTS

Dispatch (24hrs/7 days per week): 800-756-0089
Operations Manager – Bill Baldwin: 304-759-2514 (office) or 304-741-2356 (cell)
Contracts: - Scott Coleman 304-768-4307 (office) or 304-539-3799 (cell)

Thank you very much for the continued opportunity to work with you, if you should have any questions, please call. I can be reached by phone at 304-759-2514 or via e-mail at bill.baldwin@uwsdiving.com.

Very truly yours,

Bill Baldwin

Bill Baldwin
Operations Manager – Underwater Services

Client Acceptance:

Job PO# VERBAL CHARLES COE

CHARLES COE

Printed Name

PUBLIC WORKS DIRECTOR

Title

CCM

Signature

8/14/25

Date

EXHIBIT A

Underwater Services, Ltd.. GENERAL TERMS AND CONDITIONS

Underwater Services
1435 First Avenue South
Nitro, WV 25143
304.759.2515
www.uwsdiving.com

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month July

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 Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/l)			
1	1.49	100	93.6	0.2936				13,500	22,765	5,275		10.5	<2	31		7.2	0.52	0.90	<0.01			
2	0.01			0.3901				13,500	49,759													
3				0.1999				13,500														
4				0.2444				13,500	32,982													
5				0.2507				13,500														
6				0.2553				13,500														
7				0.2977			7	13,500														
8	0.79			0.3577				13,500		5,201						7.1	0.57	0.91	0.022			
9	0.09			0.3170				13,500	34,594													
10				0.3253				13,500	18,765													
11				0.3443				13,500														
12				0.3938				13,500	55,773													
13				0.4138				13,500														
14	0.60			0.4207			7	13,500														
15	0.58			0.3963				13,500	32,831	5,251						7	<0.32	0.66	<0.01			
16	0.96			0.4588				13,500	18,984													
17	0.08			0.4436			5	13,500	20,285													
18	0.21			0.3818				13,500														
19	0.13			0.3148				13,500														
20	0.01			0.3284				13,500	60,535													
21	0.16			0.3219			7	13,500														
22				0.3135				13,500	28,143	5,055						7.2	0.81	1.14	0.81			
23				0.3444				13,500	13,002													
24	0.14			0.3186				13,500	20,222													
25	0.16			0.3804			6	13,500														
26				0.3268				13,500	60,693													
27				0.3267				13,500														
28				0.3256				13,500														
29				0.3627				13,500										1.0	4.15	0.53		
30				0.3065			8	13,500	38,508													
31	1.18			0.3441				13,500	14,678	4,872												
Total	6.59	100	93.6	10.4992			40	418,500	522,519	25,654		10.5	<2	31		26.5	2.9	7.76	1.38			
Average	0.44	100	93.6	0.3387			6.7	13,500	32,657	5,131		10.5	<2	31		7.13	0.73	1.55	0.28			
Minimum	0.01	100	93.6	0.1999			5	13,500	13,002	4,872		10.5	<2	31		7.0	0.52	0.66	<0.01			
Maximum	1.49	100	93.6	0.4588			8	13,500	60,693	5,275		10.5	<2	31		7.2	1.0	4.15	0.81			

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

July 2025 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.3387	Mgd	0.4588	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	Mg/l	<2	Mg/l	30	60		4.90	4.90	167	334		
TSS	10.5	Mg/l	10.5	Mg/l	30	60		25.71	25.71	167	334		
TKN	0.73	Mg/l	1.00	Mg/l	3	6		2.10	3.02	17	33		
Fecal	31	Cnts/100 MI	31	Cnts/100 MI	200	400		N/A	N/A	N/A	N/A		
Total N	1.55	Mg/l	4.15	Mg/l	Rpt Only	Rpt Only		N/A	135.72	N/A	507	2485.06	6091
Total P	0.28	Mg/l	0.81	Mg/l	Rpt Only	Rpt Only		N/A	24.52	N/A	50.7	51.82	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	82.9	Mg/l	82.9	Mg/l	196	340		N/A	N/A	N/A	N/A		
Total Hardness	114	Mg/l	114	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
					Min Allowed	Max Allowed							
PH	7.1	S.U.	7.2	S.U.	6.5	8.5		N/A	N/A	N/A	N/A		

Field Name	Applied This Month		Year to Date Applied		Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	14.3215	Tons	64.7585	Tons	7	25.8		
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	2.42	Tons	5.05	Tons	1	25.9	12.31	11.62
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				



Applicant:	SHEPHERDSTOWN, CORPORATION OF	Type:	Electronic DMR
Reference ID:	WV0024775 July 2025 (08/12/2025)	Permit ID:	New/Pending
eDMR Worksheet -- WV0024775 - S01			
Status	New	Printed:	Aug. 12, 2025 9:59 AM

Permit: WV0024775 Outlet No: S01 Type: NORMAL
 Report for the Month of: July Year: 2025

Lab Performing Analysis: 060 - PACE ANALYTICAL SERVICES-BEAV, W

Retrieve Parameters eDMR Schedule

Parameter	Permit Limits	Quantity			Other Units							Measurement Frequency	Sample Type	Lab Test Flag
		Avg	Max	Units	Number Exceed.	Min	Avg	Max	CEL*	Units	Number Exceed.			
00400 (ML+) RF-C Ph	Reported					6.9	6.9					1/6 months		060
Year Round	Permit Limits	N/A	N/A			Rpt Only Minimum	N/A	Rpt Only Maximum	S.U.	0	1/6 months	Grab		
61521 (ML+) RF-C Arsenic, Sludge Tot. Dry Wt (As Ar)	Reported						<4.5					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	20	mg/kg	0	1/6 months	1 Week Comp		
78476 (ML+) RF-C Cadmium, Sludge, Tot Dry Weight (As Cd)	Reported						<0.63					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	39	mg/kg	0	1/6 months	1 Week Comp		
78473 (ML+) RF-C Chromium, Dry Weight	Reported						6.3					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	1000	mg/kg	0	1/6 months	1 Week Comp		
78475 (ML+) RF-C Copper, Sludge, Tot. Dry Weight (As Cu)	Reported						80.7					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	1500	mg/kg	0	1/6 months	1 Week Comp		
78468 (ML+) RF-C Lead, Dry Weight	Reported						4.9					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	250	mg/kg	0	1/6 months	1 Week Comp		
78471 (ML+) RF-C Mercury, Dry Weight	Reported						0.28					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	10	mg/kg	0	1/6 months	1 Week Comp		
78465 (ML+) RF-C Molybdenum, Dry Weight	Reported						<2.7					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	18	mg/kg	0	1/6 months	1 Week Comp		
78469 (ML+) RF-C Nickel, Dry Weight	Reported						7.9					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	200	mg/kg	0	1/6 months	1 Week Comp		
49031 (ML+) RF-C Selenium, Sludge, Total Dry Weight	Reported						<4.5					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	36	mg/kg	0	1/6 months	1 Week Comp		
78467 (ML+) RF-C Zinc, Dry Weight	Reported						175					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	2800	mg/kg	0	1/6 months	1 Week Comp		
00916 (ML+) RF-C Calcium, Total (As Ca)	Reported						4050					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	Rpt Only Maximum	mg/kg	0	1/6 months	1 Week Comp		
61553 (ML+) RF-C Solids, Total, Sludge, Percent	Reported					22.4	22.4	22.4				1/6 months		060
Year Round	Permit Limits	N/A	N/A			Rpt Only Minimum	Rpt Only Avg	Rpt Only Maximum	Percent	0	1/6 months	1 Week Comp		
78472 (ML+) RF-C Potassium, Sludge, Tot. Dry Wt. (As K)	Reported						3060					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	Rpt Only Maximum	mg/kg	0	1/6 months	1 Week Comp		
78478 (ML+) RF-C Phosphorus, Sludge, Tot. Dry Wt. (As P)	Reported						9840					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	Rpt Only Maximum	mg/kg	0	1/6 months	1 Week Comp		
82294 (ML+) RF-C Nitrogen, Ammonia, Sludge, Tot Dry Wgt	Reported						711					1/6 months		060
Year Round	Permit Limits	N/A	N/A			N/A	N/A	Rpt Only Maximum	mg/kg	0	1/6 months	1 Week Comp		

78470 (ML+) RF-C	Reported					77600			1/6 months		060
Nitrogen, Sludge, Tot, Dry Wt. (As N)		N/A	N/A			N/A	N/A	Rpt Only	1/6 months	1 Week Comp	
Year Round	Permit Limits					Maximum					
51020 (ML+) RF-C	Reported					76900			1/6 months		060
Organic Nitrogen, Sludge Tot. Dry Weight		N/A	N/A			N/A	N/A	Rpt Only	1/6 months	1 Week Comp	
Year Round	Permit Limits					Maximum					
00927 (ML+) RF-C	Reported					1280			1/6 months		060
Magnesium, Total (As Mg)		N/A	N/A			N/A	N/A	Rpt Only	1/6 months	1 Week Comp	
Year Round	Permit Limits					Maximum					
31641 (ML+) RF-C	Reported					151310			1/6 months		060
Fecal Coliform		N/A	N/A			N/A	N/A	Rpt Only	1/6 months	Grab	
Year Round	Permit Limits					Maximum					

Shepherdstown Waterworks

Balance Sheet As of June 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,344,030.33
RESTRICTED FUNDS BANKING	2,402,351.84
UNRESTRICTED FUNDS BANKING	275,849.11
Total Bank Accounts	\$4,022,231.28
Accounts Receivable	
141 A/R, Water Customer Billing	172,418.30
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$167,418.30
Other Current Assets	
142.71 Due to/From Govt Funds	-828,564.76
Due to/from Sewer	-44,578.32
Total Other Current Assets	\$ -873,143.08
Total Current Assets	\$3,316,506.50
Fixed Assets	
105 Fixed Asset-Constr. In Progress	3,013,961.83
105.16 Water Distribution System Upgrade	2,638,956.11
105.17 GIS Mapping System - Water	65,975.53
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,912,014.66
Fixed Assets (All Funds)	13,073,269.82
Total Fixed Assets	\$13,903,568.63
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$17,226,835.13
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	41,954.75
Total Accounts Payable	\$41,954.75
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	93,072.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	77,812.54
Total Other Current Liabilities	\$206,067.55
Total Current Liabilities	\$248,022.30
Long-Term Liabilities	
221. Bond Payable-Long term	6,330,270.00
253.20 Deferred Inflows	19,767.00

	TOTAL
Total Long-Term Liabilities	\$6,350,037.00
Total Liabilities	\$6,598,059.30
Equity	
215 Retained Earnings	7,360,638.44
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	681,557.73
Net Income	1,517,453.75
Total Equity	\$10,628,775.83
TOTAL LIABILITIES AND EQUITY	\$17,226,835.13

Note

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

Shepherdstown Waterworks

Profit and Loss

June 2025

	TOTAL	
	JUN 2025	JUL 2024 - JUN 2025 (YTD)
Income		
419 Water Interest Income	13,437.80	165,552.63
461 Water Metered Revenue	149,965.25	1,791,212.77
474 Other Water Revenues		1,000.00
Total Income	\$163,403.05	\$1,957,765.40
GROSS PROFIT	\$163,403.05	\$1,957,765.40
Expenses		
401.1 Water Billing Expenses	1,102.67	41,534.54
401.2 Water Administration	7,244.33	37,989.86
401.3 Water Utility Billing	16,825.38	228,352.52
401.4 Water Plant Expenses	22,187.05	198,762.31
403 Water Depreciation Expense	29,626.83	355,521.96
408 Taxes-Other than Income	3,953.94	50,317.16
427 Interest Expense	9,470.69	141,239.14
521 Employee Screening		235.00
601 Water Salaries & Wages	35,312.41	465,177.12
604 Employee Pensions & Benefits	12,824.19	143,874.50
615 Purchased Power	17,483.74	82,726.39
618 Chemicals	16,831.87	119,108.46
631 Contractual Svc-Engineering	4,002.50	67,454.30
632 Contractual Svc-Accounting	10,383.33	43,948.47
633 Contractual Svc-Legal		175.00
635 Contractual Svc-Testing	1,113.25	22,430.04
636 Contractual Svc-Other	1,498.61	23,650.16
650 Transportation Expenses	114.29	2,513.81
657 Insurance-General Liability	7,160.00	85,920.00
675 Administrative Lending Fees	881.60	3,829.56
Total Expenses	\$198,016.68	\$2,114,760.30
NET OPERATING INCOME	\$ -34,613.63	\$ -156,994.90
Other Income		
419.5 Capacity Accounts Interest	30.82	982.57
426 Misc. Non-Utility Income		-60.73
474. Other Water Revenue	73,264.00	1,673,527.29
Total Other Income	\$73,294.82	\$1,674,449.13
Other Expenses		
Reconciliation Discrepancies	0.79	0.48
Total Other Expenses	\$0.79	\$0.48
NET OTHER INCOME	\$73,294.03	\$1,674,448.65
NET INCOME	\$38,680.40	\$1,517,453.75

Note

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

them.

Shepherdstown Waterworks: Budget to Actual June 2025

	Month of June			Year to Date				
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget	FY 25 Budget	% FY 25 Budget
Operating Income (from Quickbooks)								
419 Water Interest Income	13,438.00	6,666.67	201.57%	165,553.00	80,000.00	206.94%	80,000.00	207%
461 Water Metered Revenue	149,965.00	150,000.00	99.98%	1,791,213.00	1,800,000.00	99.51%	1,800,000.00	100%
474 Tap Fees	0.00	833.33	0.00%	1,000.00	10,000.00	10.00%	10,000.00	10%
Total Income	\$ 163,403.00	\$ 157,500.00	103.75%	\$ 1,957,766.00	\$ 1,890,000.00	103.59%	\$ 1,890,000.00	104%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	1,103.00	1,666.67	66.18%	41,535.00	20,000.00	207.68%	20,000.00	208%
401.2 Water Administration	7,244.00	4,166.67	173.86%	37,990.00	50,000.00	75.98%	50,000.00	76%
401.3 Water/Sewer Bill	16,825.00	16,666.67	100.95%	228,353.00	200,000.00	114.18%	200,000.00	114%
401.4 Water Plant Expenses	22,187.00	14,583.33	152.14%	198,762.00	175,000.00	113.58%	175,000.00	114%
403 Water Depreciation Expense	29,627.00	14,583.33	203.16%	355,522.00	175,000.00	203.16%	175,000.00	203%
408 Taxes-Other than Income	3,954.00	3,866.33	102.27%	50,317.00	46,396.00	108.45%	46,396.00	108%
427 Interest Expense	9,471.00	12,500.00	75.77%	141,239.00	150,000.00	94.16%	150,000.00	94%
521 Employee Screening	0.00	25.00	0.00%	235.00	300.00	78.33%	300.00	78%
601 Water Salaries & Wages	35,312.00	41,455.25	85.18%	465,177.00	497,463.00	93.51%	497,463.00	94%
604 Employee Pensions & Benefits	12,824.00	14,100.83	90.94%	143,875.00	169,210.00	85.03%	169,210.00	85%
615 Purchased Power	17,484.00	6,250.00	279.74%	82,726.00	75,000.00	110.30%	75,000.00	110%
618 Chemicals	16,832.00	7,083.33	237.63%	119,108.00	85,000.00	140.13%	85,000.00	140%
631 Contractual Svc-Engineering	4,003.00	5,833.33	68.62%	67,454.00	70,000.00	96.36%	70,000.00	96%
632 Contractual Svc-Accounting	10,383.00	2,083.33	498.38%	43,948.00	25,000.00	175.79%	25,000.00	176%
633 Contractual Svc-Legal	0.00	416.67	0.00%	175.00	5,000.00	3.50%	5,000.00	4%
635 Contractual Svc-Testing	1,113.00	2,916.67	38.16%	22,430.00	35,000.00	64.09%	35,000.00	64%
636 Contractual Svc-Other	1,499.00	2,083.33	71.95%	23,650.00	25,000.00	94.60%	25,000.00	95%
650 Transportation Expenses	114.00	416.67	27.36%	2,514.00	5,000.00	50.28%	5,000.00	50%
657 Insurance-General Liability	7,160.00	5,416.67	132.18%	85,920.00	65,000.00	132.18%	65,000.00	132%
659 Insurance-Other	0.00	0.00		0.00	0.00		0.00	#DIV/0!
660 Advertising Expense	0.00	83.33	0.00%	0.00	1,000.00	0.00%	1,000.00	0%
675 Administrative Lending Fees	882.00	666.67	132.30%	3,830.00	8,000.00	47.88%	8,000.00	48%
676 Bond Issuance Expense	0.00	0.00		0.00	0.00		0.00	#DIV/0!
Total Expenses (QB)	\$ 198,017.00	\$ 156,864.08	126.23%	\$ 2,114,760.00	\$ 1,882,369.00	112.35%	\$ 1,882,369.00	112%
Net Operating Income (QB)	\$ (34,614.00)			\$ (156,994.00)				

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

Total Net After Bond Expense	\$ (75,617.02)			\$ (649,030.24)				
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Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	31.00			983.00				
474. Other Water Revenue	73,264.00			1,673,527.00				
Total Restricted Income	\$ 73,295.00			\$ 1,674,510.00				

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Shepherdstown Sewer

Balance Sheet

As of June 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	771.30
RESTRICTED FUNDS BANKING	2,347,535.86
UNRESTRICTED FUNDS BANKING	597,526.56
Total Bank Accounts	\$2,945,833.72
Accounts Receivable	
Accounts Receivable	135,709.73
Total Accounts Receivable	\$135,709.73
Other Current Assets	
Due To/From Govt	-393,317.05
Due To/From Water	44,063.12
Other Current Assets	327.92
Total Other Current Assets	\$ -348,926.01
Total Current Assets	\$2,732,617.44
Fixed Assets	
Fixed Asset Adjustment	-5,077,913.24
Fixed Assets	14,409,151.50
Total Fixed Assets	\$9,331,238.26
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$12,068,283.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	15,053.37
Total Accounts Payable	\$15,053.37
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	68,681.43
Current Liabilities	80,660.67
Total Other Current Liabilities	\$149,342.10
Total Current Liabilities	\$164,395.47
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,521,371.00
253.20 Deferred Inflows	13,184.00
Total Long-Term Liabilities	\$3,534,555.00
Total Liabilities	\$3,698,950.47
Equity	
214 Retained Earnings	4,612,917.44

	TOTAL
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	839,073.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	-98,765.42
Total Equity	\$8,369,333.23
TOTAL LIABILITIES AND EQUITY	\$12,068,283.70

Note

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Shepherdstown Sewer

Profit and Loss

June 2025

	TOTAL	
	JUN 2025	JUL 2024 - JUN 2025 (YTD)
Income		
419 Sewer Interest Income	9,378.73	121,951.88
522 Metered Sewer Revenue	127,274.36	1,618,470.31
Total Income	\$136,653.09	\$1,740,422.19
GROSS PROFIT	\$136,653.09	\$1,740,422.19
Expenses		
401.1 Sewer Billing Expenses	1,032.07	13,106.09
401.2 Sewer Administration	6,551.04	42,565.27
401.3 Sewer Utility Billing	1,766.72	55,903.15
401.4 Sewer Plant Maintenance	28,055.85	169,613.99
401.49 Sewer System Emergency Maintenance		25,037.50
403 Depreciation Expense	29,576.05	354,912.60
408 Taxes Other than Income	2,632.13	34,136.35
701 Salaries & Wages	34,553.96	455,102.30
704 Employee Pensions & Benefits	9,062.90	102,456.43
711 Sludge Removal	1,721.53	10,727.77
715 Purchased Power	23,576.32	182,494.43
718 Chemicals		136,530.91
731 Contractual Svc-Engineering	5,785.00	17,365.60
732 Contractual Svc-Accounting	10,383.33	44,398.47
735 Contractual Svc-testing	815.90	22,448.90
736 Contracted Services-Other	1,498.61	21,410.67
750 Transportation Expenses	114.29	1,451.42
757 Insurance-General Liability	5,338.00	64,056.00
775 Sewer Admin. Lending Fees	3,592.58	14,370.32
Total Expenses	\$166,056.28	\$1,768,088.17
NET OPERATING INCOME	\$ -29,403.19	\$ -27,665.98
Other Income		
419.5 Capacity Accounts Interest	30.82	495.08
536. Other Wastewater Revenue		85,605.00
Total Other Income	\$30.82	\$86,100.08
Other Expenses		
Membrane Transfer Reserve Budget Only	13,100.00	157,200.00
Reconciliation Discrepancies	-0.12	-0.48
Total Other Expenses	\$13,099.88	\$157,199.52
NET OTHER INCOME	\$ -13,069.06	\$ -71,099.44
NET INCOME	\$ -42,472.25	\$ -98,765.42

Note

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Shepherdstown Sewer
Budget to Actual June 2025

	Month of June			Year to Date			FY 2025	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	9,379.00	7,500.00	125.05%	121,952.00	90,000.00	135.50%	90,000.00	136%
522 Metered Sewer Revenue	127,274.00	126,831.92	100.35%	1,618,470.00	1,521,983.00	106.34%	1,521,983.00	106%
536 Tap Fees	0.00	166.67	0.00%	0.00	2,000.00	0.00%	2,000.00	0%
Total Operating Income	\$ 136,653.00	\$ 134,498.58	101.60%	\$ 1,740,422.00	\$ 1,613,983.00	107.83%	\$ 1,613,983.00	108%

Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	1,032.00	1,000.00	103.20%	13,106.00	12,000.00	109.22%	12,000.00	109%
401.2 Sewer Administration	6,551.00	5,166.67	126.79%	42,565.00	62,000.00	68.65%	62,000.00	69%
401.3 Water Bill	1,767.00	2,500.00	70.68%	55,903.00	30,000.00	186.34%	30,000.00	186%
401.4 Sewer Plant Maintenance	28,056.00	13,150.67	213.34%	169,614.00	157,808.00	107.48%	157,808.00	107%
401.49 Emergency Maintenance	0.00	0.00		25,038.00	0.00		0.00	
403 Depreciation Expense	29,576.00	31,666.67	93.40%	354,913.00	380,000.00	93.40%	380,000.00	93%
408 Taxes Other than Income	2,632.00	2,231.25	117.96%	34,136.00	26,775.00	127.49%	26,775.00	127%
701 Salaries & Wages	34,554.00	33,021.67	104.64%	455,102.00	396,260.00	114.85%	396,260.00	115%
704 Employee Benefits	9,063.00	10,186.67	88.97%	102,456.00	122,240.00	83.82%	122,240.00	84%
711 Sludge Removal	1,722.00	2,083.33	82.66%	10,728.00	25,000.00	42.91%	25,000.00	43%
715 Purchased Power	23,576.00	12,666.67	186.13%	182,494.00	152,000.00	120.06%	152,000.00	120%
718 Chemicals	0.00	10,083.33	0.00%	136,531.00	121,000.00	112.84%	121,000.00	113%
731 Contractual Svc-Engineering	5,785.00	416.67	1388.40%	17,366.00	5,000.00	347.32%	5,000.00	347%
732 Contractual Svc-Accounting	10,383.00	2,083.33	498.38%	44,398.00	25,000.00	177.59%	25,000.00	178%
733 Contractual Svc-legal	0.00	416.67	0.00%	0.00	5,000.00	0.00%	5,000.00	0%
735 Contractual Svc-testing	816.00	833.33	97.92%	22,449.00	10,000.00	224.49%	10,000.00	224%
736 Contracted Services-Other	1,499.00	1,083.33	138.37%	21,411.00	13,000.00	164.70%	13,000.00	165%
750 Transportation Expenses	114.00	333.33	34.20%	1,451.00	4,000.00	36.28%	4,000.00	36%
757 Insurance-General Liability	5,338.00	4,166.67	128.11%	64,056.00	50,000.00	128.11%	50,000.00	128%
760 Advertising	0.00	208.33	0.00%	0.00	2,500.00	0.00%	2,500.00	0%
775 Sewer Admin Lending Fees	3,593.00	1,200.00	0.00%	14,370.00	14,400.00	99.79%	14,400.00	100%
Total Expenses (from QB)	\$ 166,057.00	\$ 134,498.58	123.46%	\$ 1,768,087.00	\$ 1,613,983.00	109.55%	\$ 1,613,983.00	110%
Net Operating Income (QB)	\$ (29,404.00)			\$ (27,665.00)				

Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$157,200.00	\$157,200.00		\$157,200.00	100%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$221,952.96	\$221,952.96		\$221,952.96	100%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$143,004.00	\$143,004.00		\$143,000.00	100%
Total Reserve Expenses	\$ 43,513.08			\$ 522,156.96				
Net after Reserve Expenses	\$ (72,917.08)			\$ (549,821.96)				

Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	31.00			495.00				
536. Capacity Fees	0.00			85,605.00				
Total Restricted Income	\$ 31.00			\$ 86,100.00				

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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						

August 15, 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 Town Run as a secure, clean, and 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, after the meeting, prepare 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 collect and analyze up to 45 water samples, 3 samples each from 15 locations identified to emphasize areas potentially impacted by septic tanks, agricultural runoff, urban stormwater runoff, railway corridors, and other potential pollution sources. Estimated flow methods will be used to gather flow data at each of the water sampling locations. The 15 water sampling locations will be chosen in consultation with

stakeholders and Decota will get Client approval of the sampling locations before collecting samples. To capture seasonal variability, Decota will then 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 parameters critical to public health and aquatic ecosystem integrity, including fecal coliform, 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.

Task 4: Hazard Identification and Risk Assessment: Decota will conduct an analysis identifying existing and potential impacts to water quality within the watershed, including impacts from septic systems (septic system locations determined from available information), agricultural runoff, transportation, commercial and industrial activities, legacy contamination, and urban stormwater runoff.

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 Town Run water quality. Recommendations will explicitly consider relevant regulatory requirements and standards, including Clean Water Act and applicable state and local environmental regulations, to clearly frame the context and rationale for identified risks and proposed mitigation actions.

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. GIS maps will include watershed boundaries, surface water features, land use including protected/conserved land areas and areas designated for future development, and locations of the identified existing and potential impacts to water quality. Additionally, Decota will deliver GIS mapping and visual materials suitable for public presentations and stakeholder meetings in digital format. As needed, Decota will attend and take part in presentations to stakeholders summarizing findings and recommendations.

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 **\$xxx**. 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.

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

Decota Rate Sheet

Labor Category	Rate
Principle	
Professional Engineer	
Professional Wetland Scientist	
Fluvial Geomorphologist	
Senior Project Manager	
Project Manager	
Project Engineer	
Survey Manager	
Project Estimator	
Construction Manager	
GIS/CAD Manager	
GIS/CAD Technician	
Survey Technician	
Environmental Inspector	
Environmental Biologist	
Environmental Specialist	
Seasonal Intern	
Expense Rates	Rate
Pass-through Fee for Reimbursable Expenses Including Subcontracted Services	
Copies	
Plots	
Mileage – IRS Rate	
Per diem – IRS Rate for Meals & Incidental Expenses	
Per diem – IRS Rate for Lodging	
Utility Vehicle (UTV)	
Total Station Instrument	
Survey Grade GPS Instrument	
UAV LiDAR Instrument	
UAV Photogrammetric Instrument	