

Corporation of Shepherdstown

Agenda for Meeting of the Water and Sanitary Board

October 23, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Visitors

3. Members Present

4. Staff Present

5. Meeting Minutes

Vote to Approve August 28 Sanitary Board Minutes

Vote to Approve August 28 Water Board Minutes

Vote to Approve September 25 Sanitary Board Minutes

Vote to Approve September 25 Water Board Minutes

6. Flow and Quality Reports

7. Financial Reports

a. Budget v Actuals

b. Balances in Reserve Accounts – Discussion of Membrane Replacement Reserve and plan for using it.

c. Status of Public Service Commission Report

8. Unfinished Business

a. Town Run Watershed Initial Baseline Study

b. Hydrant Report and Cooperation with Fire Department

- c. Rebuilding Sewer Feed Pumps – estimated cost is \$18,000.
- d. Tow Motor Replacement – cost is \$38,000.
- e. Elmwood Sewer Service

9. New Business

- a. Water Basin Building Estimate

10.. Next Meeting – December 4 (to accommodate holiday schedule)

11. Adjournment

Minutes for Meeting of the Water and Sanitary Boards

August 28, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Members Present

Water Board: James Gatz, Marcy Bartlett, John Bresland, Dan Shelton, Sue Kemnitzer

Sanitary Board: James Gatz, Harvey Heyser

3. Visitors: Greg Welter, James Auxer, representatives of Compass Development Group

4. Minutes

Vote: Approved the Minutes of July 24 Meeting of the Sanitary Board

Vote: Approved the Minutes of July 24 Meeting of the Water Board

5. Flow and Quality Reports from Staff

– All measures were within acceptable limits. Most notably, the lead and copper sampling results are all within the acceptable range.

- Water Board asked staff to prepare a plan for covering the water basin and present it at the September meeting.

6. Financial Reports

a. The Town Administrator introduced the new Financial Administrator, Maged Kirolos, to the Boards who welcomed his expertise.

b. Budget v Actuals with discussion of end of year numbers

c. Balances in Reserve Accounts

7. Unfinished Business

a. **Vote:** Water Board voted to approve the proposal to modify the drinking water chlorination system from chlorine gas to hypochlorite at a cost of \$13,000 and specified that the funds be taken from the Cash Working Capital Reserve Fund. The Board also acknowledged that the annual cost for chemicals would increase by about \$25,000.

b. Hydrant Report and Collaboration with Fire Department – Woody Coe and Sue Kemnitzer will meet with the Board of the Fire Department on September 9.

c. Replacement of Sewer Pump Station in Fernbank- completion is on schedule.

d. **Vote** – Town Run Watershed Baseline Study – The proposal dated August 15, 2025 from Decota Consulting Engineers was approved by the Water and the Sanitary Boards. The total cost is \$42,944 which will be split 50-50 by the Water and Sanitary Boards.

e. Colonial Hills- Staff briefed the Boards on the change of ownership of parts of the Colonial Hills property from Forestar Reality group to Compass Development group. Before the sale, Forestar had begun the process of obtaining Water Sewer service for these properties. The Water and Sewer Boards had approved Colonial Hills Phase 3 Step 1 and Step 2 applications, the Colonial Hills Phase 3A Step 1 application, and the Colonial Hills Phase 3B Step 1 application. Given the short time elapsed since these approvals, the staff suggested that the new owners submit applications for Step 1 and Step 2 simultaneously. The Boards agreed. The new applications will be considered at the September Board meeting.

8. New Business

a. Cleaning and Inspection of Water Towers – This routine maintenance project will be completed next week. No problems were detected during the inspection.

b. Problems persist related to the Return Sludge Pumps. The Sanitary Board asked our consulting engineer to consider whether a redesign is necessary.

c. Suggestions for the Town newsletter – Suggestions included reporting on the lead and copper sampling results, explaining the Town Run Watershed Baseline Study, and the extent of the effort to find and repair leaks within the water delivery system.

9. Next Meetings September 25 and October 30 at 6 pm

10. Adjournment

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

September 25, 2025 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. Members Present

Water Board: Marcy Bartlett, Dan Shelton, and Sue Kemnitzer

Sanitary Board: Harvey Heyser and Bob Keller

3. Staff Present: Woody Coe, Kenny Shipley, Duane Swisher, Gino Sisco and Maged Kirollos

4. Visitors: Jeff Ekstrom of Gosh Engineering.

3. Minutes of August 28 Meeting

Vote to Approve by Sanitary Board – vote postponed until next meeting because of the lack of a quorum. (Bob Keller was absent from the September meeting and James Gatz was absent for this meeting)

Vote to Approve by Water Board – vote postponed until next meeting because of the lack of a quorum.

4. Flow and Quality Reports from Staff – All measures were within acceptable limits.

5. Financial Reports

a. Budget v Actuals – Both boards continue to be concerned that the numbers lag by two months.

b. Balances in Reserve Accounts –

Both boards find the reserve accounts difficult to track because titles of the accounts are inconsistent and do not track with the Public Service Commission report.

Also, the Sanitary Board asks for a more detailed analysis and plan for the Membrane Replacement Account. The plan should present the timeline for replacement of the membranes, the estimated costs, the balances currently in the account, and the projected need for annual payments into the account.

6. Unfinished Business

a. Status of the new drinking water chlorination system – The new hypochlorite system has been in operation for two weeks and is performing well. The Board thanked the staff for completing the changeover.

b. Hydrant Report and Meeting with Fire Department – James Gatz, Sue Kemnitzer, Gino Sisco, Woody Coe and Duane Swisher met with the leadership of the Shepherdstown Fire Department. Woody Coe briefed them on the extensive work the water department has done to install new hydrants and ensure that all hydrants are up to the standard required by the state. We asked the department to notify the Water Department about training exercises that create more demand on the delivery system, and to help us better estimate that amount of water that the department is using. The Water Department does not charge the Fire Department for the water it uses. However, a better estimate would improve our explanation of why our “unaccounted for” water is at 21% when the state standard is 15%.

c. Sanitary Service for Elmwood Cemetery - Bob Keller renewed his suggestion to build out sewer service to the house in Elmwood and those in the adjacent neighborhood. He requested that our consulting engineer look at the situation again and prepare suggestions and cost estimates for the project. Sue Kemnitzer reported that the mayor (as chair of the Sanitary Board) wants to be involved and suggested that the Sanitary Board could have a special meeting to discuss this. She offered to brief the mayor today so the special meeting could happen soon.

d. Town Run Watershed Study – Marcy Bartlett briefed the boards on the kickoff meeting for the study. Details are attached. In response, the water and sewer board members agreed with the recommendation coming out of that kickoff meeting to undertake sampling in the key seasons- winter, spring and summer.

7. New Business

a. Plans audits and preparation of the annual Public Service Commission Reports – Maged Kirollos reported that preparation of the report is well underway. The Boards asked for a detailed briefing on the meaning of the numbers in the report.

8. Next Meeting October 23 and discuss date of November meeting

Given the holidays in November and December, we agreed to combine the meetings into one. December 11 is a suggested date.

9. Adjournment

Report to the Water and Sanitary Boards on the Town Run Watershed Initial Baseline Study held September 24, 2025

The Town Run Watershed Initial Baseline Study held a successful hybrid (both in-person and online) kick-off meeting yesterday with the contractor, Decota Consulting, members from the Water Board and Department, one member from the Wastewater Department, key representatives from the impressive grassroots Town Run Watershed Group, and one participant from the Jefferson County Health Board. The members from the Sanitary Board were unable to participate.

The intent of the kick-off meeting was two-fold. One intent was to introduce the individual participants to each other as the study gains momentum. Duane Swisher, assistant Chief Operator of the Water Plant, will be the main technical point of contact for the study and I will remain the programmatic point of contact. Brad Cochran is running the study for Decota and is their point of contact. He was to reach out to Ghosh Engineering following the meeting to share pertinent data Ghosh has accumulated on their work with Shepherdstown. Brad set up a shared Google Drive where we will be storing and exchanging information amongst the group.

The other intent was to discuss important topics we talked about. Discussion ranged from sampling, which lab(s) to use, use of data collected by the trained volunteers from the Town Run Watershed Group, and the study schedule. We were originally expecting the study contract to complete no later than June next year, at the end of FY26. Unfortunately, that does not allow sampling during all the key seasons – winter, spring, and summer – to collect the appropriate data to understand the true condition of the Run and its environment. This was originally brought to our attention by Harvey Heyser during the proposal review, but we did not act on this key finding at that time. It is clear we need to shift the study timeline. Both boards will need to discuss and vote on this topic soon. --
Marcy

SHEPHERDSTOWN WATER DEPT.

September 2025

Pump time average 14 hours.

Gallons pumped average 662,080.

Chemical usage normal.

All daily samples in acceptable ranges.

All Bacteriological samples passed (Absent of Bacteria)

No violations.

UV is running, maintenance parts ordered and received. Need a final tech visit to install parts.

Both Class 1 waivers have been approved.

Concerns:

- UV State Reporting
- Ongoing issues with hypo bleach system.

September 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	0.2877	Mgd	0.4139	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	3.3	Mg/l	3.3	Mg/l	30	60		7.76	7.76	167	334		
TSS	11.5	Mg/l	11.5	Mg/l	30	60		27.03	27.03	167	334		
TKN	0.73	Mg/l	1.80	Mg/l	3	6		1.77	4.31	17	33		
Fecal	41	Cnts/100 MI	41	Cnts/100 MI	200	400		N/A	N/A	N/A	N/A		
Total N	3.50	Mg/l	3.98	Mg/l	Rpt Only	Rpt Only		N/A	260.32	N/A	507	643.7	6091
Total P	0.072	Mg/l	0.170	Mg/l	Rpt Only	Rpt Only		N/A	5.36	N/A	50.7	11.90	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	99.1	Mg/l	99.1	Mg/l	196	340		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.0	S.U.	7.4	S.U.	Min Allowed	Max Allowed		N/A	N/A	N/A	N/A		
					6.5	8.5							

Field Name	Applied This Month		Year to Date Applied		Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	4.4865	Tons	76.95	Tons	5	21.5		
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	2.385	Tons	8.421	Tons	2	21.7	12.02-12.14	11.85-11.90
Willard Field 3	1.38	Tons	6.43	Tons	1	23.0	12.19	11.84
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 SeptemberYear 2025Plant 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				0.3329				13500	44199	4336										
2		148	81.7	0.2818			8	13500	4195			11.5	3.3	41		7.4	0.7	3.59	0.17	
3				0.3068				12000	18429											
4	0.25			0.3465				12000	18898	4900										
5				0.3965			7	12000	17308											
6	0.05			0.3184				12000												
7				0.2870				12900												
8				0.3372				12900												
9				0.3362			6	12900	17410							7.2	0.33	3.98	0.067	
10				0.4139				12900	52229	4850										
11				0.2766				12900												
12				0.3362				12900	18015											
13				0.2813				12900												
14				0.3161				12900												
15				0.2730				12900												
16	0.34			0.2870				12900	18802							7.1	1.8	3.12	0.045	
17	1.07			0.3302				12900	15862											
18				0.2509				12900	18472	4800										
19				0.2561				12900												
20				0.2558				12900												
21				0.2115				12900												
22				0.2659			8	12900		5028										
23	0.11			0.2674				12800	19013							7.2	0.49	3.55	0.045	
24				0.2829				12900	17533											
25				0.2835			5	12900												
26				0.2721				12900												
27				0.2861				12900												
28				0.2480				12900												
29				0.2964			7	12900												
30				0.2838				12900		5105						7	<0.32	3.25	0.031	
31																				
Total	1.82	148	81.7	8.9180			41	364500	280365	29019		11.5	3.3	41		35.9	3.32	17.49	0.358	
Average	0.36	148	81.7	0.2877			6.8	12817	21567	4836.5		11.5	3.3	41		7.18	0.73	3.50	0.072	
Minimum	0.05	148	81.7	0.2115			5	12000	4195	4336		11.5	3.3	41		7.00	<0.32	3.12	0.031	
Maximum	1.07	148	81.7	0.4139			8	13500	52229	5105		11.5	3.3	41		7.40	1.80	3.98	0.17	

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

Balance Sheet

As of August 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,393,213.54
RESTRICTED FUNDS BANKING	2,387,604.85
UNRESTRICTED FUNDS BANKING	163,370.20
Total Bank Accounts	\$3,944,188.59
Accounts Receivable	
141 A/R, Water Customer Billing	210,677.58
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$205,677.58
Other Current Assets	
142.71 Due to/From Govt Funds	-789,596.08
Due to/from Sewer	-44,578.32
Total Other Current Assets	\$ -834,174.40
Total Current Assets	\$3,315,691.77
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	-4,971,268.32
Fixed Assets (All Funds)	13,073,269.82
Total Fixed Assets	\$13,844,314.97
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$17,166,766.74

Shepherdstown Waterworks

Balance Sheet

As of August 31, 2025

		TOTAL
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable		11,514.51
Total Accounts Payable		\$11,514.51
Other Current Liabilities		
235 Customer Dep/Int Pay.-Cash Acct		92,012.19
238 Accrued Interest Payable		35,182.59
241 Misc. Current/Accrued Liab.		93,323.00
Total Other Current Liabilities		\$220,517.78
Total Current Liabilities		\$232,032.29
Long-Term Liabilities		
221. Bond Payable-Long term		6,317,630.00
253.20 Deferred Inflows		19,767.00
Total Long-Term Liabilities		\$6,337,397.00
Total Liabilities		\$6,569,429.29
Equity		
215 Retained Earnings		8,832,114.23
271 Contrib. in aid of Construction		1,069,125.91
Reserved and Restricted Funds in Operating Account		681,557.73
Net Income		14,539.58
Total Equity		\$10,597,337.45
TOTAL LIABILITIES AND EQUITY		\$17,166,766.74

Note

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

Shepherdstown Waterworks
FY26 Budget vs Actuals
Through August 31, 2025

	REVENUES	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
419	Water Interest Income	\$ 80,000	\$ 150,000	\$ 25,000	\$25,605	\$605	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,800,000	\$ 2,000,000	\$ 333,333	\$328,458	(\$4,875)	
	Total Revenues	\$ 1,880,000	\$ 2,150,000	\$ 358,333	\$ 354,063	-\$ 4,270	
	Department Expense Line Items	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
	Expenses	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
401.1	Water Billing Expenses	\$ 20,000	\$ 20,000	\$ 3,333	\$ 856	(\$2,478)	
401.2	Water Administration	\$ 50,000	\$ 45,000	\$ 7,500	\$ 12,063	\$4,563	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month) June & July \$1,800/ month - Mission communication service package \$3,556 (Onetime charge)
401.3	Water Utility Billing	\$ 200,000	\$ 240,000	\$ 40,000	\$ 34,036	(\$5,964)	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 175,000	\$ 254,000	\$ 42,333	\$ 61,209	\$18,875	Snyder Env. Services -- Fire Hydrant Repair- Snyder Environmental Services invoice for \$25,665. *****BowSel, LLC invoice for \$4,275 Comp. Acoustic Study of Underground Water Mains--select areas of system
403	Depreciation Expense	\$ 175,000	\$ 150,000	\$ 25,000	\$ 59,254	\$34,254	Utility Plant Depreciation (Estimates from prior years)
408	Taxes (Other than Income)	\$ 46,397	\$ 53,000	\$ 8,833	\$ 8,148	(\$686)	Employer portion of FICA taxes and Workers Comp
427	Interest Expense	\$ 150,000	\$ 130,000	\$ 21,667	\$ 3,911	(\$17,756)	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	\$ 350	\$ 58	\$ 0	(\$58)	
601	Water Salaries & Wages	\$ 497,463	\$ 610,000	\$ 101,667	\$ 74,642	(\$27,025)	
604	Employee Pensions & Benefits	\$ 169,209	\$ 170,000	\$ 28,333	\$ 28,525	\$192	
615	Purchased Power	\$ 75,000	\$ 68,000	\$ 11,333	-\$ 415	(\$11,748)	Vendor Credit # 110 082 558 344 Potomac Edison Company - 216 N. Princess Street, Water Works
618	Chemicals	\$ 85,000	\$ 115,000	\$ 19,167	\$ 16,681	(\$2,486)	
631	Contractual Svc-Engineering	\$ 70,000	\$ 110,000	\$ 18,333	\$ 11,586	(\$6,747)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 6,333	\$ 3,842	(\$2,492)	Dana Fogle CPA Fees and Decker CPA Fees
633	Contractual Svc-Legal	\$ 5,000	\$ 2,000	\$ 333	\$ 1,106	\$772	
635	Contractual Svc-Testing	\$ 35,000	\$ 29,000	\$ 4,833	\$ 4,557	(\$277)	
636	Contractual Svc-Other	\$ 25,000	\$ 25,000	\$ 4,167	\$ 8,191	\$4,024	Mainly IT services - Underwater video inspection of two potable water tanks/video crew/hotel/mobilization and demobilization \$4,830 (in Aug)
650	Transportation Expense	\$ 5,000	\$ 2,000	\$ 333	\$ 112	(\$221)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 65,000	\$ 66,000	\$ 14,333	\$ 14,320	(\$13)	Monthly insurance is \$7,160
659	Insurance-Other	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
660	Advertising Expense	\$ 1,000	\$ 650	\$ 108	\$ 0	(\$108)	
675	Administrative Lending Fees	\$ 8,000	\$ 2,000	\$ 333	\$ 0	(\$333)	
676	Bond Issuance Expense	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	Total Expenses	\$ 1,882,369	\$ 2,150,000	\$ 358,333	\$ 342,623	(\$15,711)	
	Surplus or (Deficit)	(2,369)	0		11,440		

	Bond Expenses and Working Cap Reserve Transfer				FY 26 Actuals Thru 8/31/2025		Notes and Explanations
	03-A Water Bond				\$ 4,483		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				\$ 20,926		Monthly Payment of \$10,462.92
	17 Water Bond				\$ 25,639		Monthly Payment of \$12,819.55
	21 Water Bond				\$ 16,584		Monthly Payment of \$8,292.02
	21 Water Reserve				\$ 1,655		Monthly Payment of \$827.55
	Monthly Transfer to Working Cap Reserve				\$ 37,106		Monthly Transfer of \$18,553
	Total Bond Expenses & Transfers				\$ 106,393		

	Bond Overpayments Refund				0		Refund of Bond Overpayments
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	Surplus or (Deficit)				(31,788)		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.
	Restricted Income	FY25 Budget Approved	FY25 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$ 127	\$127	This is low because this is just the interest income on the restricted portion of the bank balance
474	Other Water Revenues	\$ 10,000	\$ 10,000	\$ 10,000	\$2,400	(\$7,600)	Tap Fees, Capacity Fees, Reconnection Fees, Grant Revenue
	Total Restricted Income	\$ 10,000	\$ 10,000	\$ 10,000	\$ 2,527	-\$ 7,473	

[illegible]

Water Reserve Funds										
Reserve Number	Reserve Balance as of 8/31/25	Monthly Deposit	Interest Earned	Reserve Balance as of 9/30/25	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-W-2-03-A-JE-12	\$28,443	\$0	\$105	\$28,548	\$23,316	\$5,232	32.70 Transfer from other accounts - Closed accounts.			
SHE-W-2-03-B-JE-12	\$30	(\$30)	\$0	(\$0)	\$0	(\$0)	\$84,472.35 was refunded back to the Water Department and deposited into operating account ending in 6217 on 4/23/25.	PAID OFF		
SHE-W-2-12-X-JE-12	\$128,497	\$0	\$473	\$128,971	\$125,304	\$3,667				
SHE-W-2-17-X-JE-12	\$185,503	\$0	\$684	\$186,186	\$153,528	\$32,658				
SHE-W-2-21-X-JE-12	\$42,426	\$828	\$156	\$43,410	\$99,306	(\$55,896)				
Totals	\$384,899	\$797	\$1,418	\$387,114	\$401,454	-\$14,340				
Sewer Reserve Funds										
Reserve Number	Reserve Balance as of 8/31/25	Monthly Deposit	Interest Earned	Reserve Balance as of 9/30/25	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-S-2-10-A-JE-12	\$241,426	\$0	\$890	\$242,316	\$207,140	\$35,176				
Totals	\$241,426	\$0	\$890	\$242,316	\$207,140	\$35,176				

Water Depreciation Funds										
Depreciation Number	Depreciation Account Balance as of 6/30/25	Monthly Deposit	Interest Earned	Depreciation Account Balance as of 7/31/25	Notes					
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.		PAID OFF			
Totals	\$0	\$0	\$0	\$0						

Shepherdstown Sewer

Balance Sheet

As of August 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	776.22
RESTRICTED FUNDS BANKING	2,403,756.90
UNRESTRICTED FUNDS BANKING	583,237.65
Total Bank Accounts	\$2,987,770.77
Accounts Receivable	
Accounts Receivable	182,731.80
Total Accounts Receivable	\$182,731.80
Other Current Assets	
Due To/From Govt	-424,821.92
Due To/From Water	44,063.12
Other Current Assets	327.92
Total Other Current Assets	\$ -380,430.88
Total Current Assets	\$2,790,071.69
Fixed Assets	
Fixed Asset Adjustment	-5,137,065.34
Fixed Assets	14,428,042.50
Total Fixed Assets	\$9,290,977.16
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$12,085,476.85
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,256.02
Total Accounts Payable	\$5,256.02
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,605.72
Current Liabilities	93,826.59
Total Other Current Liabilities	\$161,432.31
Total Current Liabilities	\$166,688.33

Shepherdstown Sewer

Balance Sheet

As of August 31, 2025

	TOTAL
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	\$3,701,243.33
Equity	
214 Retained Earnings	4,471,555.53
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	865,273.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	31,296.78
Total Equity	\$8,384,233.52
TOTAL LIABILITIES AND EQUITY	\$12,085,476.85

Note

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

**Shepherdstown Sewer
FY26 Budget vs Actuals
Through August 31, 2025**

	<i>REVENUES</i>	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
419	Sewer Interest Income	\$ 90,000	\$ 128,000	\$ 21,333	\$19,061	(\$2,272)	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,521,983	\$ 1,800,000	\$ 300,000	\$297,853	(\$2,147)	
	Total Revenues	\$ 1,611,983	\$ 1,928,000	\$ 321,333	\$ 316,914	(\$4,420)	
	Department Expense Line Items	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
	<i>Expenses</i>	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 12,000	\$ 17,000	\$ 2,833	\$ 846	(\$1,988)	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 62,000	\$ 82,000	\$ 13,667	\$ 9,421	(\$4,246)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Sewer Utility Billing-Water Bill	\$ 30,000	\$ 25,000	\$ 4,167	\$ 3,293	(\$874)	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	\$ 157,808	\$ 170,000	\$ 28,333	\$ 38,291	\$9,957	Snyder Environmental Services, Inc. invoice for \$22,830 - for (2) 16-inch suction line pump valve replacement in Jul.
403	Depreciation Expense	\$ 380,000	\$ 360,000	\$ 60,000	\$ 59,152	(\$848)	Estimated based on prior years actuals
408	Taxes (Other than Income)	\$ 26,775	\$ 36,000	\$ 6,000	\$ 5,355	(\$645)	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 396,260	\$ 550,000	\$ 91,667	\$ 70,296	(\$21,371)	
704	EE Pensions & Benefits	\$ 122,240	\$ 120,000	\$ 20,000	\$ 20,000	(\$0)	
711	Sludge Removal	\$ 25,000	\$ 40,000	\$ 6,667	\$ 3,228	(\$3,439)	
715	Purchased Power	\$ 152,000	\$ 165,000	\$ 27,500	\$ 11,691	(\$15,810)	
718	Chemicals	\$ 121,000	\$ 180,000	\$ 30,000	\$ 10,651	(\$19,349)	
731	Contractual Svc-Engineering	\$ 5,000	\$ 30,000	\$ 5,000	\$ 9,341	\$4,341	Ghosh Engineers Inv Task Order #10 - Fernbank Pump Station Rehab \$5,263
732	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 6,333	\$ 3,842	(\$2,492)	Dana Fogle CPA Fees and Decker CPA Fees
733	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 833	\$ 0	(\$833)	
735	Contractual Svc-Testing	\$ 10,000	\$ 25,000	\$ 4,167	\$ 2,865	(\$1,301)	
736	Contractual Svc-Other	\$ 13,000	\$ 15,000	\$ 2,500	\$ 3,361	\$861	IT Services
750	Transportation Expense	\$ 4,000	\$ 4,000	\$ 667	\$ 555	(\$111)	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 50,000	\$ 65,000	\$ 10,833	\$ 10,676	(\$157)	Monthly insurance is \$5,338 so this will go over budget by year end
760	Advertising	\$ 2,500	\$ 1,000	\$ 167	\$ 0	(\$167)	
775	Sewer Admin Lending Fees	\$ 14,400	\$ 0	\$ 0	\$ 0	\$0	(Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below)
	Total Expenses	\$ 1,613,983	\$ 1,928,000	\$ 321,333	\$ 262,861	(\$58,473)	
	Surplus or (Deficit)	(2,000)	0		54,053		







<i>Bond Expenses and Transfers</i>				FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
Membrane Transfer Reserve				\$ 26,200	\$26,200	Monthly Transfer of \$13,100
10-A Sewer Bond				\$ 36,992	\$36,992	Monthly Payment of \$18,496.08
Working Capital Reserve				\$ 23,834	\$23,834	Monthly Transfer of \$11,917
Total Bond Expenses & Transfers				\$ 87,026	\$ 87,026	

Surplus or (Deficit)				\$26,179		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation and admin lending fees from above.

	<i>Restricted Income</i>	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 8/31/2025	FY 26 Actuals Thru 8/31/2025	Over/(Under) Budget Thru 8/31/2025	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$64	\$64	
536	Other Wastewater Revenues	\$ 2,000	\$ 2,000	\$ 333	\$2,808	\$2,475	Capacity Fees
	Total Restricted Income	\$2,000	\$2,000	\$333	\$2,872	\$2,538	

**Shepherdstown Water and Sewer
Bank and Sweep Accounts
Balances as of Sep. 30, 2025**

Account	Last 4 of Account No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments
Water Operating	6217	Water	\$10,031.85	\$101,444.33	\$111,476.18	\$111,476.18		
Water Capital Capacity	6082	Water	\$10,031.85	\$1,435,518.15	\$1,445,550.00		\$1,445,550.00	
Water Working Capital Reserve	2736	Water	\$10,031.85	\$836,301.57	\$846,333.42		\$846,333.42	
Water Depreciation	5234	Water	\$10,031.85	\$555,448.53	\$565,480.38		\$565,480.38	
Water 2017 WV Municipal Bond	8085	Water	\$10,031.85	\$361,579.77	\$371,611.62		\$371,611.62	
Total Water Bank Accounts.....			\$50,159.25	\$3,290,292.35	\$3,340,451.60	\$111,476.18	\$3,228,975.42	
Account	Last 4 of Account No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments
Sewer Operating	8626	Sewer	\$10,031.85	\$575,278.60	\$585,310.45	\$585,310.45		
Sewer Capital Capacity	5993	Sewer	\$10,031.85	\$628,032.62	\$638,064.47		\$638,064.47	
Sewer Membrane	7180	Sewer	\$10,031.84	\$843,736.85	\$853,768.69		\$853,768.69	
Sewer Depreciation	1179	Sewer	\$10,031.85	\$587,176.98	\$597,208.83		\$597,208.83	
Sewer Working Capital Reserve	8615	Sewer	\$52.17	\$22,493.26	\$22,545.43		\$22,545.43	
Total Sewer Bank Accounts.....			\$40,179.56	\$2,656,718.31	\$2,696,897.87	\$585,310.45	\$2,111,587.42	

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			
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							



To place an order address to "Sullivan Environmental Technologies, 2146 Chamber Center Drive, Ft. Mitchell, KY 41017" and forward to this office for processing.

****All PO's must state End User name and address if different from shipping****

Customer:	Corp. of Shepherdstown	Price Quote	9/30/2025
Phone/Fax:			
Email:			

Q25195

Manufacturer:		Gorman Rupp			
Item	Qty	Description	Unit Price	Ext. Price	Timing
1	4	12348A 1102H Wear Plate	\$765.06	\$3,060.24	4 weeks
2	16	D08 15991 Stl Hex nut	\$0.80	\$12.80	in stock
3	16	J08 15991 Stl Lock washer	\$0.71	\$11.36	in stock
4	4	25152-384 O-ring	\$14.74	\$58.96	in stock
5	4	S1914 O-ring	\$8.70	\$34.80	in stock
6	12	C0808 17000 SST Stud	\$9.01	\$108.12	in stock
7	4	12350 10010 Seal Plate	\$965.12	\$3,860.48	in stock
8	4	12349 1102H ADI Impeller	\$2,213.43	\$8,853.72	in stock
9	4	46513-154 Mechanical Seal	\$604.73	\$2,418.92	6 weeks
Sullivan Environmental Technologies, Inc.			Total: \$18,419.40		

Price quoted is F.O.B. Destination, freight Pre-Pay and Add . Terms are NET 30 days. Price is firm for 60 days from date of this proposal, and EXCLUDES any applicable taxes. Credit Cards are accepted, however there will be a 5% administrative fee added to the transaction.



Winchester Equipment Company
121 Indian Hollow Rd
Winchester, VA 22603-3938
Phone: 540-667-2244
<https://www.winchesterequipment.com/>

To: Corp Of Shepherdstown
104 N King St
Shepherdstown, WV 25443-8015

Date: October 02, 2025
Quote No: 0130112743

Attn: Kenny Shipley

Phone: 304-279-1885

Lead Time Toyota ETA is January 2026.

Trade In/Trade Up Mail Rebate for \$2,000 only through December 31, 2025.

We respectfully submit this quotation for the following NEW Toyota Internal Combustion Lift Truck (1 each):

Toyota...Proud to be the world's #1 forklift manufacturer!

TOYOTA MODEL 40-8FGU20, Internal Combustion Lift Truck, quality engineered with the following specifications:

- Pneumatic Tires
- Gasoline/LP Gas Powered - UL Type "G/LP" Rating

SYSTEM OF ACTIVE STABILITY™ (SAS)

Toyota's industry exclusive System of Active Stability (SAS) helps reduce lift truck instability by electronically monitoring and controlling various functions of the lift truck.

- **Active Control Rear Stabilizer:**
Various lift truck sensors simultaneously monitor vehicle speed, fork height, load weight, and vehicle yaw (or angular acceleration). Should the operator inadvertently place the truck in a potentially unstable lateral condition, the sensors trigger the SAS controller to activate the Active Control Rear Stabilizer to help reduce the likelihood of a lateral tip over. (Note: Does not apply to dual drive configured models)
- **Active Mast Function Controller (AMC):**
Should the operator inadvertently place the lift truck in a potentially unstable longitudinal condition, these same sensors trigger the SAS controller to activate the AMC, which limits forward tilt and/or tilt back speed to help reduce the likelihood of a longitudinal tip over.



Photo may portray optional equipment not included in your quotation.

AUTOMATIC FORK LEVELING

Toyota's Automatic Fork Leveling feature increases productivity while reducing damage with a push of a button. By depressing the Automatic Fork Leveling button during forward tilt, operators are quickly and easily able to level the forks.

PREMIUM, 4-WAY ADJUSTABLE, FULL SUSPENSION SEAT WITH ORANGE, NON-CINCHING SEAT BELT

Operator comfort is taken to a new level with Toyota's Premium, 4-way adjustable, full suspension vinyl seat. With lumbar, weight, tilt, and almost 6 inches of fore/aft adjustability, your operators will be comfortable and productive throughout their shift. Standard orange, non-cinching seat belt provides additional comfort in applications requiring frequent reverse travel.

LCD MULTI-FUNCTION DISPLAY II

Features on the new MFD II include data log functions, fuel information, & operation data log all with QR code output; fuel gauge (excluding LP); and password protected administrator level access that can manipulate functions such as travel, vehicle management, and operation data log functions.

Mast	3-Stage (FSV) mast with full free lift provides excellent visibility to load and fork tips, while providing smooth, quiet and consistent operation. Mast Specifications: <ul style="list-style-type: none">• Maximum Fork Height - 189.0"• Overall Lowered Height - 84.5"• Over Head Guard Height - 83.10"• Free Lift - 36.4" with standard Load Backrest	
Lifting Capacity	Base Model Capacity – 4,000 lbs @24" load center Actual Capacity, based on quoted specifications - 3,750 lbs @24" load center to 189.0" MFH <i>Actual capacity ratings stated above are based on standard features, options, and attachments available through Toyota at the time of quoting. Non-standard features, options, and attachments may affect actual capacity ratings. Please contact your Toyota sales representative for additional information.</i>	
Tilt	6 degrees forward and 6 degrees backwards	
Carriage	ITA Hook Type 40" Carriage	
Forks	Forks 42" x 5" x 1.6" - Class II	
Load Backrest	48" High Load Backrest	
Attachments	Cascade 40" Hang-on Sideshifter (Includes 3rd Function Internal Hosing)	
Speeds	Travel Speed: 11.20 mph	Lift Speed: 118 fpm

Engine	Kubota WG2503 Industrial G/LP Engine 151 cubic inch displacement, 4 cylinder, overhead valve (OHV) Net Torque Rating: 122 @ 1800 rpm SAE ft-lb (Gas); 129@1600 Net(LP) Net Horsepower Rating: 56 @ 2600 rpm SAE HP (Gas); 58@2600 rpm SAE HP (LP)
Transmission	Automatic Transmission
Steering	Load Sensing Hydrostatic Power Steering with Tilt Steering Column
Wheels and Tires	Front Tires: 7.00-12-12PR (Pneumatic Wide Tread) Rear Tires: 6.00-9-10PR (Pneumatic)

Additional Equipment Included	<ul style="list-style-type: none">• UL Approved Model Type "G/LP" Dual Fuel (tank not included)• Rear View Mirrors (Left & Right Sides)• Adjustable Volume Back-up Alarm (Smart Alarm)• Rear Assist Grip with Horn Button• Fire Extinguisher• LED Strobe Light (Amber)• LED Rear Combination Lights• LED Rear Working Light• Front Solid Pneumatic Tires - Including Quick Heel Style Rims• Rear Solid Pneumatic Tires - Including Quick Heel Style Rims• MyInsights Standard
--------------------------------------	---

Other Outstanding Toyota Features	<ul style="list-style-type: none">• Operator Presence Sensing System (OPSS)• Fully Stamped Steel Side Panels• Electronic Speed Control• Weather Protected Electrical System• Unparalleled Fork Tip Visibility• Foot Activated Park Brake with High Mount Release• Electronic Shift Control• 7" Cyclone Air Cleaner• Fully Insulated Stamped Steel Engine Hood• Dual Operator Assist Grips• Oversized Cup Holder• Heavy Duty, Non-Slip Rubber Floor Mat
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Some standard items listed within this quotation may be replaced or altered due to optional equipment.

Putting technology
to work for you.

SEnS
STANDARD ENVIRONMENT SENSOR



TOYOTA
MATERIAL HANDLING



Scan the QR Code
to learn more

*Not applicable to all models. Click here for more details: <https://www.toyotaforklift.com/sens>

**MyInsights
(Telematics)**

Standard telematics provided on most Toyota forklifts deliver valuable insights and actionable data for your business. Increase uptime, optimize your fleet, and view detailed analytics by completing your free registration at my.toyotaforklift.com today!

Standard Insights:

- Hour Meters, Error Codes, Impact Detection, Location Tracking

Warranty

12 Months or 2,000 hours whichever occurs first: Basic
 36 Months or 6,000 hours whichever occurs first: Powertrain

Warranty coverage for non-standard option components will be covered by the manufacturer of that component and not covered under the Toyota forklift standard or powertrain warranty.

We offer a Toyota factory authorized warranty on all new Toyota Material Handling Equipment.

Investment

Price-Toyota Model 40-8FGU20 as specified above:	\$45,791.47	Each
Trade In: Toyota 8FGU15-33582	\$7,000.00	Each
Net Price:	\$38,791.47	Each

**Financing and
Maintenance**

Toyota Industries Commercial Finance is the proud captive finance partner for Toyota Material Handling. We are committed to offering customized financing solutions, tailored financing terms, and unmatched industry experience. Toyota

Industries Commercial Finance is pleased to present the financing solutions below for your business. In addition, Full Maintenance and Planned Maintenance programs are available.

1. **60-month Capital Lease.** Total monthly payments of **\$754.72** plus applicable taxes. An end of term purchase option of \$1.00 is available at contract signing.

Usage Hours: 2000 per Year Quantity: ____ Initial Selected Option: ____

Financing plans and rates are based on quantity (1) unit.

Terms and Conditions

Payment: Due upon receipt / Cash or Financed

Delivery: Will advise at time of order.

F.O.B.: Delivered

Prices are exclusive of any sales or use taxes now in force or which may be made effective in the future by any federal, state, or local governments.

Lease offerings subject to credit approval.

Performance and specifications stated are based on specific testing and operating conditions. Actual performance and specifications may vary based on application, option configuration, operating conditions, and environmental factors.

Some options and configurations may void UL.

Conditions subject to change to those in effect at time of delivery.

Your signature on this proposal constitutes an order.

Please contact your Toyota sales representative for additional information.

PRE-SHIPMENT PRICE INCREASES

We may, on one or more occasions, increase the price of the ordered equipment, and you shall pay the increased prices, if up to 30 days prior to date of shipment, (a) the U.S. Material Handling Equipment Producer Price Index ("MHEPPI") has increased four percent (4%) or more as compared to the MHEPPI as of the date of customer's proposal acceptance; or (b) the manufacturer of the equipment increases the price the seller pays the manufacturer for the ordered equipment due to any new or increased government fees, tariffs or duties. Price increases will correlate to, as applicable, the percentage increase in the MHEPPI or manufacturer price increase.

TELEMATICS AND DATA COLLECTION

The equipment in this proposal is enabled with the MyInsights system ("System"), which collects certain location and operational data concerning the equipment and transmits it to Toyota Material Handling, Inc. for processing and analytics. Your use of the System is subject to the MyInsights Master Agreement or other written agreement explicitly governing your use of the System between you and Toyota Material Handling, Inc. (the "System Master Agreement"). If you and Toyota Material Handling, Inc. are not parties to a System Master Agreement, your use of the System is subject to the MyInsights Telematics Terms and Conditions found at <https://www.toyotaforklift.com/myinsights-legal> ("System Terms"), which are incorporated herein by reference. Your acceptance of this proposal (as provided in the following paragraph), or otherwise using the equipment, constitutes your acceptance of the System Terms and the formation of an agreement between you and Toyota Material Handling, Inc. based on the System Terms. You may opt out of data collection features for the System as provided in, as applicable, the System Master Agreement and System Terms. Failure to opt out signifies your consent and agreement to the collection and usage of data in accordance with, as applicable, the System Master Agreement and System Terms.

QUOTE ACCEPTANCE

This proposal constitutes an offer by us that you may only accept on the terms set forth herein. To accept our offer, you shall (a) sign and return the signed proposal to us; or (b) issue a purchase order that attaches or otherwise references this proposal. If you issue a purchase order under the preceding sentence, the parties acknowledge that any terms (including pre-printed terms) appearing thereon will have no effect and are expressly disclaimed and your acceptance is limited to the terms of this proposal. Your acceptance of any item offered hereunder will be deemed an acceptance of all terms set forth in this proposal.

Servicing Dealer Winchester Equipment Company
121 Indian Hollow Rd,
Winchester, VA, 22603-3938
Phone: 540-667-2244

Corp Of Shepherdstown
October 02, 2025
Quote: 0130112743
Opportunity: 0041443360

Sincerely,
Winchester Equipment Company

Accepted:
Corp Of Shepherdstown

Cash Price \$ _____

Financed Payment* \$ _____ Per Month _____ Months

By: _____

Name: Glenn King

Title: Account Manager

By: _____

Name: _____

Title: _____

Date: _____

*Financing requires credit approval. Terms and conditions are subject to change.

Corp Of Shepherdstown
October 02, 2025
Quote: 0130112743
Opportunity: 0041443360

Optional Equipment
(not included in this Quotation)

Item	Price	Accepted*
MyInsights Plus Subscription	\$10.95/Mo	<hr/>
MyInsights Plus Compliance Subscription	\$17.95/Mo	<hr/>
MyInsights Display	\$728.98	<hr/>

** Customer: please signify acceptance of an option by initialing in the space provided.*

Toyota 360 Support Options
(not included in this quotation)

Item	Price	Accepted*
1. Toyota 360 Support Plus 3 36 Months/6,000 Hrs Carriage to Counterweight Warranty 60 Months/6,000 Hrs Major Parts and Component Warranty Up to First (4) PM's Included (Parts and Labor)	\$899	<hr/>
2. Toyota 360 Support Plus 4 48 Months/8,000 Hrs Carriage to Counterweight Warranty 60 Months/8,000 Hrs Major Parts and Component Warranty Up to First (4) PM's Included (Parts and Labor)	\$1099	<hr/>
3. Toyota 360 Support Plus 5 60 Months/10,000 Hrs Carriage to Counterweight Warranty 60 Months/10,000 Hrs Major Parts and Component Warranty Up to First (4) PM's Included (Parts and Labor)	\$1299	<hr/>

** Customer: please signify acceptance of an option by initialing in the space provided.*

The advertisement features the Toyota 360 Support logo on the left, which includes the text '360 TOYOTA SUPPORT'. In the center is a photograph of three people: a man in a dark shirt, a man in a light-colored shirt, and a woman in a safety vest. To the right of the photo, the text reads 'UPGRADE TO TOYOTA 360 SUPPORT PLUS!' in large, bold, capital letters. Below this, in smaller text, it says 'Includes 1 year of scheduled planned maintenance (up to 4) and additional product assurance.'

*Not applicable to all models. See here for more details: www.ToyotaForklift.com/360-support encl