

Corporation of Shepherdstown
Agenda for Joint Meeting of the Water and Sanitary Boards
January 22, 2026
6:00 p.m.
Town Hall 104 N. King Street

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.1>

1. Call to Order – Introduction of new Water Board Member

2. Visitors

3. Minutes of December 4, 2025 Meeting

a. Vote to Approve by Sanitary Board

b. Vote to Approve by Water Board

4. Flow and Quality Reports from Staff

-Report on Sanitary Plant interruption

5. Financial Reports

a. Budget v Actuals

b. Preliminary discussion of budget for next year

c. Bill Adjustments

d. Initial discussion of possible rate and other tariff changes

6. Unfinished Business

a. Update on Decota study of Town Run Watershed

b. Hydrant Report

7. New Business

- a. Application for service at Colonial Hills
Phase 3A step 2
- b. Capacity needed by the mulch plant
- c. New PFAS studies – John Bresland leads discussion

9. Next Meetings - February 26 and March 26 at

10. Adjournment

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Board

December 4, 2025, 6 pm

Town Hall 104 N. King Street

1. Call to Order

2. **Visitors** – Compass representative and James Auxer

3. Members Present

Water Board Members

Sue Kemnitzer, Chair

James Gatz, Mayor

Marcy Bartlett, Council Representative

John Bresland

Jack Eggleston

Sanitary Board Members

James Gatz, Mayor & Chair

Harvey Heyser

Robert Keller

4. **Staff Present** - Woody Coe, Kenny Shipley, Duane Swisher and Maged Kirolios

5. Meeting Minutes

Vote - Approved October 2025 Sanitary Board Minutes

Vote - Approved October 2025 Water Board Minutes

6. **Flow and Quality Reports** – All measures are within acceptable range. Repairs to leaks in the water distribution system continue.

7. Financial Reports

a. Budget v Actuals – Once again Board members asked for more current reporting of numbers. Maged Kirolios, the town’s new financial manager, promised to provide reports that included transactions up to the end of the month prior to each board meeting.

b. Membrane Replacement Reserve for Sewer Plant – Staff presented an updated analysis of plans to replace membranes in the sewer plant. The Sanitary Board requested such a plan at their last meeting. Staff also presented an analysis of the financial plan for managing the cost of the replacements. The current annual contributions to the Membrane Fund are sufficient to fund the plan.

Vote – the Sanitary Board voted to accept the staff’s recommendation.

c. Briefing on Public Service Commission Reports – Maged Kirolios provided memos explaining the contents of the 2025 Public Service Commission Report for Water and for Sewer. Sue Kemnitzer suggested that we use the format required for the financial portion of the PSC report as the format for the monthly financial reports to the boards.

8. Unfinished Business

a. Colonial Hills Phase 3A Step One Application – Staff recommends that we approve application.

Vote – The Sanitary Board approved the sewer application.

Vote – The Water Board approved the water application.

9. **New Business** – PFAS John Bresland suggested that we discuss recent studies of PFAS in West Virginia at our next meeting.

10. Next Meetings – January 22 and February 26, 2026

11. Adjournment

SHEPHERDSTOWN WATER DEPT.

December 2025

Pump time average 15 hours.

Gallons pumped average 669716 gallons.

Chemical usage normal

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations

Having shorter filter runs due to ice

Concerns

- UV system issues
- OIT hiring

November 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	0.1741	Mgd	0.2090	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	5.30	Mg/l	5.30	Mg/l	30	60		7.70	7.70	167	334		
TSS	71.0	Mg/l	71.0	Mg/l	30	60		103.09	103.09	167	334		
TKN	1.45	Mg/l	3.00	Mg/l	3	6		2.24	4.88	17	33		
Fecal	110	Cnts/100 MI	110	Cnts/100 MI	200	400		N/A	N/A	N/A	N/A		
Total N	5.67	Mg/l	9.80	Mg/l	Rpt Only	Rpt Only		N/A	247.03	N/A	507	1040.84	6091
Total P	0.16	Mg/l	0.220	Mg/l	Rpt Only	Rpt Only		N/A	8.28	N/A	50.7	23.86	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	99.4	Mg/l	99.4	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	7.1	S.U.	7.2	S.U.	Min Allowed	Max Allowed		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	1.255	Tons	80.6985	Tons	2	21.6		
Olcott Field 2	5.22	Tons	5.22	Tons	2	22.2	12.09	11.81
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	1.272	Tons	9.693	Tons	1	21.2	12.08	11.87
Willard Field 3		Tons	10.414	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				

Month November Year 2025

Plant Shepherdstown W.W.T.P.

City Shepherdstown

Operator

Kenny Shipley

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Date	INFLUENT WASTEWATER					DIGESTERS		ACTIVATED SLUDGE	PLANT EFFLUENT											
	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (Lb)		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				0.1890				12000												
2				0.1660				12000												
3				0.2000				12000												
4		76	71.4	0.1810				12000	19242	5611		71	5.3	110		7.2	0.45	2.5	0.17	
5				0.1710				12000	17838											
6				0.1860				12000	19134											
7				0.1950				12000												
8				0.1670				12000												
9				0.1900				12000												
10				0.2000				12000	19439											
11				0.1880				12000		4592										
12				0.1950				12000								7.1	3	5.3	0.13	
13				0.2020				12000												
14				0.2080				12000	94088	4531										
15				0.1820				12000												
16				0.1750				12000												
17				0.2020				12000	47944											
18				0.2060				12000	29036	4362					7.1	1.8	5.08	0.11		
19				0.1830				12000												
20				0.2090				12000												
21				0.1470				12000	34993											
22				0.1770				12000												
23				0.1580				12000												
24				0.1740				12000												
25				0.1600				12000	20417	4301					7	0.54	9.8	0.22		
26				0.1660				12000												
27				0.1980				12000												
28				0.1590				12000	43399											
29				0.1430				12000												
30				0.1570				12000												
31																				
Total	76	71.4	71.4	5.2240				360000	345530	23387		71	5.3	110		28.4	5.79	22.68	0.63	
Average	76	71.4	71.4	0.1741				12000	34553	4677		71	5.3	110		7.1	1.45	5.67	0.16	
Minimum	76	71.4	71.4	0.1430				12000	17838	4301		71	5.3	110		7.0	0.45	2.50	0.11	
Maximum	76	71.4	71.4	0.2090				12000	94088	5611		71	5.3	110		7.2	3.00	9.80	0.22	

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

December 2025 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.1636	Mgd	0.234	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	
BOD	<2.0	Mg/l	<2.0	Mg/l	30	60		2.73	2.73	167	334
TSS	4.5	Mg/l	4.5	Mg/l	30	60		6.14	6.14	167	334
TKN	0.7225	Mg/l	0.96	Mg/l	3	6		0.99	1.87	17	33
Fecal	31	Cnts/100 Ml		Cnts/100 Ml	200	400		N/A	N/A	N/A	N/A
Total N	3.05	Mg/l	7.10	Mg/l	Rpt Only	Rpt Only		N/A	129.19	N/A	507
Total P	0.0732	Mg/l	0.17	Mg/l	Rpt Only	Rpt Only		N/A	3.1	N/A	50.7
Copper		Mg/l		Mg/l	0.0094	0.0094		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	118	Mg/l	118	Mg/l	Rpt Only	Rpt Only		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	7.12.	S.U.	7.20	S.U.	Min Allowed	Max Allowed		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	6.327	Tons	87.0255	Tons	7	23.11		
Olcott Field 2		Tons	5.22	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	9.693	Tons				
Willard Field 3		Tons	10.414	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		December		Year		2025		Plant		Shepherdstown W.W.T.P.		City		Shepherdstown		Operator		Kenny Shigley	
Date	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cb)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degress 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				0.1790				12000		4221		4.5	ND	31		7.2	0.43	4.47	0.05
2	0.58	100	95.4	0.2340				12000	16535										
3				0.1990				12000	10500	4200									
4				0.2030				12000	17483										
5				0.1810				12000											
6				0.1740				12000											
7				0.1670				12000											
8				0.1960				6000											
9				0.1840				6000	16639										
10	0.02			0.1780				6000								7.1	0.96	7.1	0.17
11				0.1680				6000											
12				0.1720				6000	27028	5112									
13	0.02			0.1350				6000											
14	0.7			0.1460				6000											
15				0.1730				6000		5000									
16				0.1380				6000								7.1	ND	0.588	0.048
17				0.1460				6000											
18	0.02			0.1860				6000	61238										
19	0.54			0.1660				6000	16744										
20				0.1300				6000											
21				0.1410				6000											
22				0.1330				6000											
23	0.01			0.1440				6000		5218									
24				0.1440				6000								7	0.78	1.49	0.048
25	0.03			0.1210				6000											
26				0.1420				6000											
27				0.1410				6000											
28				0.1340				6000											
29	0.02			0.1440				6000											
30				0.2070				6000											
31				0.1670				6000	43818	5431									
Total	2.04	100	95.4	5.0730				6000	210185	228000		4.5							
Average	0.23	100	95.4	0.1636				#REF!	26273	7354.83871		4.5				35.6	2.89	15.268	0.366
Minimum	0.01	100	95.4	0.1210				#REF!	10500	6000		4.5				7.12	0.7225	3.0536	0.0732
Maximum	0.7	100	95.4	0.234				#REF!	61238	12000		4.5				7.2	0.96	7.1	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 October 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,439,219.46
RESTRICTED FUNDS BANKING	2,374,075.59
UNRESTRICTED FUNDS BANKING	52,374.98
Total Bank Accounts	\$3,865,670.03
Accounts Receivable	
141 A/R, Water Customer Billing	232,950.13
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$227,950.13
Other Current Assets	
142.71 Due to/From Govt Funds	-757,284.06
Due to/from Sewer	-44,578.32
Total Other Current Assets	\$ -801,862.38
Total Current Assets	\$3,291,757.78
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	-5,030,521.98
Fixed Assets (All Funds)	13,083,903.76
Total Fixed Assets	\$13,795,695.25
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$17,094,213.03

Shepherdstown Waterworks

Balance Sheet

As of October 31, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	43,496.04
Total Accounts Payable	\$43,496.04
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	92,334.19
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	93,323.00
Total Other Current Liabilities	\$220,839.78
Total Current Liabilities	\$264,335.82
Long-Term Liabilities	
221. Bond Payable-Long term	6,275,189.00
253.20 Deferred Inflows	19,767.00
Total Long-Term Liabilities	\$6,294,956.00
Total Liabilities	\$6,559,291.82
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	-47,876.66
Total Equity	\$10,534,921.21
TOTAL LIABILITIES AND EQUITY	\$17,094,213.03

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

October 2025

	TOTAL	
	OCT 2025	JUL - OCT, 2025 (YTD)
Income		
419 Water Interest Income	11,842.11	49,667.80
461 Water Metered Revenue	152,201.08	652,518.95
Total Income	\$164,043.19	\$702,186.75
GROSS PROFIT	\$164,043.19	\$702,186.75
Expenses		
401.1 Water Billing Expenses	267.12	2,612.95
401.2 Water Administration	3,693.89	20,780.14
401.3 Water Utility Billing	16,903.82	85,238.25
401.4 Water Plant Expenses	17,449.87	91,590.05
403 Water Depreciation Expense	29,626.83	118,507.32
408 Taxes-Other than Income	4,200.84	16,531.13
427 Interest Expense	1,892.57	57,489.91
601 Water Salaries & Wages	38,544.56	151,491.95
604 Employee Pensions & Benefits	14,431.54	57,122.82
615 Purchased Power	5,233.06	10,552.24
618 Chemicals	17,270.71	47,473.37
631 Contractual Svc-Engineering	2,782.50	14,368.86
632 Contractual Svc-Accounting	1,283.33	6,608.33
633 Contractual Svc-Legal	519.25	2,495.75
635 Contractual Svc-Testing	85.32	5,468.34
636 Contractual Svc-Other	1,176.66	33,834.54
650 Transportation Expenses	127.24	430.88
657 Insurance-General Liability	7,160.00	28,640.00
659 Insurance-Other		510.00
675 Administrative Lending Fees		966.23
Total Expenses	\$162,649.11	\$752,713.06
NET OPERATING INCOME	\$1,394.08	\$ -50,526.31
Other Income		
419.5 Capacity Accounts Interest	61.52	249.72
474. Other Water Revenue	0.00	2,400.00
Total Other Income	\$61.52	\$2,649.72
Other Expenses		
Reconciliation Discrepancies	0.90	0.07
Total Other Expenses	\$0.90	\$0.07
NET OTHER INCOME	\$60.62	\$2,649.65
NET INCOME	\$1,454.70	\$ -47,876.66

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 October 2025

	Month of October			Year to Date			FY 26 Budget	% FY 25 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
Operating Income (from Quickbooks)								
419 Water Interest Income	11,842.11	12,500.00	94.74%	49,667.80	37,500.00	132.45%	150,000.00	33%
461 Water Metered Revenue	152,201.08	166,666.67	91.32%	652,518.95	500,000.00	130.50%	2,000,000.00	33%
Total Income	\$ 164,043.19	\$ 179,166.67	91.56%	\$ 702,186.75	\$ 537,500.00	130.64%	\$ 2,150,000.00	33%
Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	267.12	1,666.67	16.03%	2,612.95	5,000.00	52.26%	20,000.00	13%
401.2 Water Administration	3,693.89	3,750.00	98.50%	20,780.14	11,250.00	184.71%	45,000.00	46%
401.3 Water/Sewer Bill	16,903.82	20,000.00	84.52%	85,238.25	60,000.00	142.06%	240,000.00	36%
401.4 Water Plant Expenses	17,449.87	21,166.67	82.44%	91,590.05	63,500.00	144.24%	254,000.00	36%
403 Water Depreciation Expense	29,626.83	12,500.00	237.01%	118,507.32	37,500.00	316.02%	150,000.00	79%
408 Taxes-Other than Income	4,200.84	4,416.67	95.11%	16,531.13	13,250.00	124.76%	53,000.00	31%
427 Interest Expense	1,892.57	10,833.33	17.47%	57,489.91	32,500.00	176.89%	130,000.00	44%
521 Employee Screening	0.00	29.17	0.00%	0.00	87.50	0.00%	350.00	0%
601 Water Salaries & Wages	38,544.56	50,833.33	75.83%	151,491.95	152,500.00	99.34%	610,000.00	25%
604 Employee Pensions & Benefits	14,431.54	14,166.67	101.87%	57,122.82	42,500.00	134.41%	170,000.00	34%
615 Purchased Power	5,233.06	5,666.67	92.35%	10,552.24	17,000.00	62.07%	68,000.00	16%
618 Chemicals	17,270.71	9,583.33	180.22%	47,473.37	28,750.00	165.12%	115,000.00	41%
631 Contractual Svc-Engineering	2,782.50	9,166.67	30.35%	14,368.86	27,500.00	52.25%	110,000.00	13%
632 Contractual Svc-Accounting	1,283.33	3,166.67	40.53%	6,608.33	9,500.00	69.56%	38,000.00	17%
633 Contractual Svc-Legal	519.25	166.67	311.55%	2,495.75	500.00	499.15%	2,000.00	125%
635 Contractual Svc-Testing	85.32	2,416.67	3.53%	5,468.34	7,250.00	75.43%	29,000.00	19%
636 Contractual Svc-Other	1,176.66	2,083.33	56.48%	33,834.54	6,250.00	541.35%	25,000.00	135%
650 Transportation Expenses	127.24	166.67	76.34%	430.88	500.00	86.18%	2,000.00	22%
657 Insurance-General Liability	7,160.00	7,166.67	99.91%	28,640.00	21,500.00	133.21%	86,000.00	33%
659 Insurance-Other	0.00	0.00		510.00	0.00		0.00	#DIV/0!
660 Advertising Expense	0.00	54.17	0.00%	0.00	162.50	0.00%	650.00	0%
675 Administrative Lending Fees	0.00	166.67	0.00%	966.23	500.00	193.25%	2,000.00	48%
676 Bond Issuance Expense	0.00	0.00		0.00	0.00		0.00	#DIV/0!
Total Expenses (QB)	\$ 162,649.11	\$ 179,166.67	90.78%	\$ 752,713.06	\$ 537,500.00	140.04%	\$ 2,150,000.00	35%
Net Operating Income (QB)	\$ 1,394.08			\$ (50,526.31)				
Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	2,241.34	6,724.02	33.33%	26,896.08	8.33%
03-B Water Revenue	7,187.19	7,187.19	100.00%	7,187.19	21,561.57	33.33%	86,246.28	8.33%
12 Water Revenue	10,462.92	10,462.92	100.00%	10,462.92	31,388.76	33.33%	125,555.04	8.33%
17 Water Revenue	12,819.55	12,819.55	100.00%	12,819.55	38,458.65	33.33%	153,834.60	8.33%
21 Water Revenue	8,292.02	8,292.02	100.00%	8,292.02	24,876.06	33.33%	99,504.24	8.33%
21 Water Reserve	827.55	827.55	100.00%	827.55	2,482.65	33.33%	9,930.60	8.33%
Total Bond Expenses	\$ 41,830.57	\$ 41,830.57	100.00%	\$ 41,830.57	\$ 125,491.71	33.33%	\$ 501,966.84	8.33%
Total Net After Bond Expense	\$ (40,436.49)			\$ (92,356.88)				
Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	61.52			249.72				
474. Other Water Revenue	0.00			2,400.00				
Total Restricted Income	\$ 61.52			\$ 2,649.72				

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

Shepherdstown Waterworks

Balance Sheet

As of November 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,440,855.26
RESTRICTED FUNDS BANKING	2,403,093.73
UNRESTRICTED FUNDS BANKING	17,651.90
Total Bank Accounts	\$3,861,600.89
Accounts Receivable	
141 A/R, Water Customer Billing	240,260.03
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$235,260.03
Other Current Assets	
142.71 Due to/From Govt Funds	-742,542.31
Due to/from Sewer	-5,786.85
Total Other Current Assets	\$ -748,329.16
Total Current Assets	\$3,348,531.76
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	-5,060,148.81
Fixed Assets (All Funds)	13,083,903.76
Total Fixed Assets	\$13,766,068.42
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$17,121,360.18

Shepherdstown Waterworks

Balance Sheet

As of November 30, 2025

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	33,820.14
Total Accounts Payable	\$33,820.14
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	92,472.19
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	93,323.00
Total Other Current Liabilities	\$220,977.78
Total Current Liabilities	\$254,797.92
Long-Term Liabilities	
221. Bond Payable-Long term	6,268,856.00
253.20 Deferred Inflows	19,767.00
Total Long-Term Liabilities	\$6,288,623.00
Total Liabilities	\$6,543,420.92
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	-4,858.61
Total Equity	\$10,577,939.26
TOTAL LIABILITIES AND EQUITY	\$17,121,360.18

Note

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Shepherdstown Waterworks: Budget to Actual November 2025

	Month of November			Year to Date			FY 26 Budget	% FY 25 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
Operating Income (from Quickbooks)								
419 Water Interest Income	11,332.96	12,500.00	90.66%	61,000.76	62,500.00	97.60%	150,000.00	41%
461 Water Metered Revenue	181,200.86	166,666.67	108.72%	833,719.81	833,333.33	100.05%	2,000,000.00	42%
Total Income	\$ 192,533.82	\$ 179,166.67	107.46%	\$ 894,720.57	\$ 895,833.33	99.88%	\$ 2,150,000.00	42%
Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	1,790.31	1,666.67	107.42%	4,403.26	8,333.33	52.84%	20,000.00	22%
401.2 Water Administration	3,251.36	3,750.00	86.70%	24,031.50	18,750.00	128.17%	45,000.00	53%
401.3 Water/Sewer Bill	17,441.05	20,000.00	87.21%	102,679.30	100,000.00	102.68%	240,000.00	43%
401.4 Water Plant Expenses	4,732.20	21,166.67	22.36%	96,322.25	105,833.33	91.01%	254,000.00	38%
403 Water Depreciation Expense	29,626.83	12,500.00	237.01%	148,134.15	62,500.00	237.01%	150,000.00	99%
408 Taxes-Other than Income	4,254.15	4,416.67	96.32%	20,785.28	22,083.33	94.12%	53,000.00	39%
427 Interest Expense	1,942.74	10,833.33	17.93%	59,432.65	54,166.67	109.72%	130,000.00	46%
521 Employee Screening	161.00	29.17	552.00%	161.00	145.83	110.40%	350.00	46%
601 Water Salaries & Wages	39,243.59	50,833.33	77.20%	190,735.54	254,166.67	75.04%	610,000.00	31%
604 Employee Pensions & Benefits	14,413.69	14,166.67	101.74%	71,536.51	70,833.33	100.99%	170,000.00	42%
615 Purchased Power	5,552.66	5,666.67	97.99%	16,104.90	28,333.33	56.84%	68,000.00	24%
618 Chemicals	8,362.48	9,583.33	87.26%	51,770.78	47,916.67	108.04%	115,000.00	45%
631 Contractual Svc-Engineering	4,886.38	9,166.67	53.31%	19,255.24	45,833.33	42.01%	110,000.00	18%
632 Contractual Svc-Accounting	5,508.33	3,166.67	173.95%	12,116.66	15,833.33	76.53%	38,000.00	32%
633 Contractual Svc-Legal	251.25	166.67	150.75%	2,747.00	833.33	329.64%	2,000.00	137%
635 Contractual Svc-Testing	1,584.69	2,416.67	65.57%	7,053.03	12,083.33	58.37%	29,000.00	24%
636 Contractual Svc-Other	2,971.39	2,083.33	142.63%	36,805.93	10,416.67	353.34%	25,000.00	147%
650 Transportation Expenses	504.55	166.67	302.73%	935.43	833.33	112.25%	2,000.00	47%
657 Insurance-General Liability	7,160.00	7,166.67	99.91%	35,800.00	35,833.33	99.91%	86,000.00	42%
659 Insurance-Other	0.00	0.00		510.00	0.00		0.00	#DIV/0!
660 Advertising Expense	0.00	54.17	0.00%	0.00	270.83	0.00%	650.00	0%
675 Administrative Lending Fees	0.00	166.67	0.00%	966.23	833.33	115.95%	2,000.00	48%
676 Bond Issuance Expense	0.00	0.00		0.00	0.00		0.00	#DIV/0!
Total Expenses (QB)	\$ 153,638.65	\$ 179,166.67	85.75%	\$ 902,286.64	\$ 895,833.33	100.72%	\$ 2,150,000.00	42%
Net Operating Income (QB)	\$ 38,895.17			\$ (7,566.07)				
Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	2,241.34	11,206.70	20.00%	26,896.08	8.33%
03-B Water Revenue	7,187.19	7,187.19	100.00%	7,187.19	35,935.95	20.00%	86,246.28	8.33%
12 Water Revenue	10,462.92	10,462.92	100.00%	10,462.92	52,314.60	20.00%	125,555.04	8.33%
17 Water Revenue	12,819.55	12,819.55	100.00%	12,819.55	64,097.75	20.00%	153,834.60	8.33%
21 Water Revenue	8,292.02	8,292.02	100.00%	8,292.02	41,460.10	20.00%	99,504.24	8.33%
21 Water Reserve	827.55	827.55	100.00%	827.55	4,137.75	20.00%	9,930.60	8.33%
Total Bond Expenses	\$ 41,830.57	\$ 41,830.57	100.00%	\$ 41,830.57	\$ 209,152.85	20.00%	\$ 501,966.84	8.33%
Total Net After Bond Expense	\$ (2,935.40)			\$ (49,396.64)				
Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	57.54			307.26				
474. Other Water Revenue	0.00			2,400.00				
Total Restricted Income	\$ 57.54			\$ 2,707.26				

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Shepherdstown Waterworks

Profit and Loss

November 2025

	TOTAL	
	NOV 2025	JUL - NOV, 2025 (YTD)
Income		
419 Water Interest Income	11,332.96	61,000.76
461 Water Metered Revenue	181,200.86	833,719.81
Total Income	\$192,533.82	\$894,720.57
GROSS PROFIT	\$192,533.82	\$894,720.57
Expenses		
401.1 Water Billing Expenses	1,790.31	4,403.26
401.2 Water Administration	3,251.36	24,031.50
401.3 Water Utility Billing	17,441.05	102,679.30
401.4 Water Plant Expenses	4,732.20	96,322.25
403 Water Depreciation Expense	29,626.83	148,134.15
408 Taxes-Other than Income	4,254.15	20,785.28
427 Interest Expense	1,942.74	59,432.65
521 Employee Screening	161.00	161.00
601 Water Salaries & Wages	39,243.59	190,735.54
604 Employee Pensions & Benefits	14,413.69	71,536.51
615 Purchased Power	5,552.66	16,104.90
618 Chemicals	8,362.48	51,770.78
631 Contractual Svc-Engineering	4,886.38	19,255.24
632 Contractual Svc-Accounting	5,508.33	12,116.66
633 Contractual Svc-Legal	251.25	2,747.00
635 Contractual Svc-Testing	1,584.69	7,053.03
636 Contractual Svc-Other	2,971.39	36,805.93
650 Transportation Expenses	504.55	935.43
657 Insurance-General Liability	7,160.00	35,800.00
659 Insurance-Other		510.00
675 Administrative Lending Fees		966.23
Total Expenses	\$153,638.65	\$902,286.64
NET OPERATING INCOME	\$38,895.17	\$ -7,566.07
Other Income		
419.5 Capacity Accounts Interest	57.54	307.26
474. Other Water Revenue	0.00	2,400.00
Total Other Income	\$57.54	\$2,707.26
Other Expenses		
Reconciliation Discrepancies	-0.27	-0.20
Total Other Expenses	\$ -0.27	\$ -0.20
NET OTHER INCOME	\$57.81	\$2,707.46
NET INCOME	\$38,952.98	\$ -4,858.61

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 October 31, 2025**

	REVENUES	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
419	Water Interest Income	\$ 80,000	\$ 150,000	\$ 50,000	\$49,668	(\$332)	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,800,000	\$ 2,000,000	\$ 666,667	\$652,519	(\$14,148)	
	Total Revenues	\$ 1,880,000	\$ 2,150,000	\$ 716,667	\$ 702,187	-\$ 14,480	
	Department Expense Line Items	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
	Expenses	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
401.1	Water Billing Expenses	\$ 20,000	\$ 20,000	\$ 6,667	\$ 2,613	(\$4,054)	
401.2	Water Administration	\$ 50,000	\$ 45,000	\$ 15,000	\$ 20,780	\$5,780	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	\$ 80,000	\$ 85,238	\$5,238	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 175,000	\$ 254,000	\$ 84,667	\$ 91,590	\$6,923	****BowSel, LLC invoice for \$4,275 Comp. Acoustic Study of Underground Water Mains--select areas of system
403	Depreciation Expense	\$ 175,000	\$ 150,000	\$ 50,000	\$ 118,507	\$68,507	Utility Plant Depreciation (Estimates from prior years) \$29,626 per month (Estimates from prior years are being used here that may be causing the large overage)
408	Taxes (Other than Income)	\$ 46,397	\$ 53,000	\$ 17,667	\$ 16,531	(\$1,136)	Employer portion of FICA taxes and Workers Comp
427	Interest Expense	\$ 150,000	\$ 130,000	\$ 43,333	\$ 57,490	\$14,157	Bond Interest (Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses" below) - Interest paid for SHE-W-1-17-X-JE-12 - (\$42k)
521	Employee Screening	\$ 300	\$ 350	\$ 117	\$ 0	(\$117)	
601	Water Salaries & Wages	\$ 497,463	\$ 610,000	\$ 203,333	\$ 151,492	(\$51,841)	
604	Employee Pensions & Benefits	\$ 169,209	\$ 170,000	\$ 56,667	\$ 57,123	\$456	
615	Purchased Power	\$ 75,000	\$ 68,000	\$ 22,667	\$ 10,552	(\$12,114)	Vendor Credit # 110 082 558 344 Potomac Edison Company - 216 N. Princess Street, Water Works
618	Chemicals	\$ 85,000	\$ 115,000	\$ 38,333	\$ 43,408	\$5,075	
631	Contractual Svc-Engineering	\$ 70,000	\$ 110,000	\$ 36,667	\$ 14,369	(\$22,298)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 12,667	\$ 6,608	(\$6,058)	Dana Fogle CPA Fees and Decker CPA Fees
633	Contractual Svc-Legal	\$ 5,000	\$ 2,000	\$ 667	\$ 2,496	\$1,829	
635	Contractual Svc-Testing	\$ 35,000	\$ 29,000	\$ 9,667	\$ 5,468	(\$4,198)	
636	Contractual Svc-Other	\$ 25,000	\$ 25,000	\$ 8,333	\$ 33,835	\$25,501	Mainly IT services - Underwater video inspection of two potable water tanks/video crew/hotel/mobilization and demobilization \$4,830 (in Aug), \$22,450 clean/inspect water tower
650	Transportation Expense	\$ 5,000	\$ 2,000	\$ 667	\$ 431	(\$236)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 65,000	\$ 86,000	\$ 28,667	\$ 28,640	(\$27)	Monthly insurance is \$7,160
659	Insurance-Other	\$ 0	\$ 0	\$ 0	\$ 510	\$510	
660	Advertising Expense	\$ 1,000	\$ 650	\$ 217	\$ 0	(\$217)	

675	Administrative Lending Fees	\$ 8,000	\$ 2,000	\$ 667	\$ 966	\$300	
676	Bond Issuance Expense	\$ 0	\$ 0	\$ 0	\$ 85	\$85	
	Total Expenses	\$ 1,882,369	\$ 2,150,000	\$ 716,667	\$ 748,733	\$32,066	
	Surplus or (Deficit)	(2,369)	0		(46,546)		

	<i>Bond Expenses and Working Cap Reserve Transfer</i>				FY 26 Actuals Thru 10/31/2025		Notes and Explanations
	03-A Water Bond				\$ 8,965		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				\$ 41,852		Monthly Payment of \$10,462.92
	17 Water Bond				\$ 51,278		Monthly Payment of \$12,819.55
	21 Water Bond				\$ 33,168		Monthly Payment of \$8,292.02
	21 Water Reserve				\$ 3,310		Monthly Payment of \$827.55
	Monthly Transfer to Working Cap Reserve				\$ 74,212		Monthly Transfer of \$18,553
	Total Bond Expenses & Transfers				\$ 212,786		

	Bond Overpayments Refund				0		Refund of Bond Overpayments
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	Surplus or (Deficit)				(82,368)		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.
	<i>Restricted Income</i>	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$ 250	\$250	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	\$ 3,333	\$2,400	(\$933)	Tap Fees, Capacity Fees, Reconnection Fees, Grant Revenue
	Total Restricted Income	\$ 10,000	\$ 10,000	\$ 3,333	\$ 2,650	-\$ 684	

Water Bonds										
Bond Number	Account Balance as of 9/30/2025	Total Monthly Deposit	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Account Balance as of 10/31/25	Principal Balance of Bond as of 9/30/25	Principal Balance of Bond as of 10/31/25	Notes
SHE-W-1-03-A-JE-12	\$7,106	\$2,241	\$24	\$0	\$0	\$0	\$9,370	\$192,336	\$192,336	
SHE-W-1-12-X-JE-12	\$17,727	\$10,463	\$59	\$0	\$0	\$0	\$28,249	\$2,937,818	\$2,937,818	
SHE-W-1-17-X-JE-12	\$57,536	\$12,494	\$191	\$0	\$0	\$0	\$70,221	\$2,185,000	\$2,185,000	
SHE-W-1-21-X-JE-12	\$9,562	\$8,292	\$32	\$6,383	\$1,893	\$17	\$9,594	\$966,418	\$960,035	
Totals	\$91,931	\$33,490	\$305	\$6,383	\$1,893	\$17	\$117,434	\$6,281,572	\$6,275,189	
Sewer Bonds										
Bond Number	Account Balance as of 9/30/2025	Total Monthly Deposit	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Account Balance as of 10/31/25	Principal Balance of Bond as of 9/30/25	Principal Balance of Bond as of 10/31/25	Notes
SHE-S-1-10-A-JE-12	\$26,332	\$18,496	\$87	\$0	\$0	\$0	\$44,916	\$3,469,586	\$3,469,586	
Totals	\$26,332	\$18,496	\$87	\$0	\$0	\$0	\$44,916	\$3,469,586	\$3,469,586	
Water Reserve Funds										
Reserve Number	Reserve Balance as of 9/30/25	Monthly Deposit	Interest Earned	Reserve Balance as of 10/31/25	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-W-2-03-A-JE-12	\$28,548	\$0	\$95	\$28,643	\$23,316	\$5,327		0		
SHE-W-2-12-X-JE-12	\$128,497	\$0	\$427	\$128,925	\$125,304	\$3,621				
SHE-W-2-17-X-JE-12	\$186,186	\$0	\$617	\$186,803	\$153,528	\$33,275				
SHE-W-2-21-X-JE-12	\$43,410	\$828	\$144	\$44,381	\$99,306	(\$54,925)				
Totals	\$386,671	\$797	\$1,283	\$388,752	\$401,454	-\$12,702				
Sewer Reserve Funds										
Reserve Number	Reserve Balance as of 9/30/25	Monthly Deposit	Interest Earned	Reserve Balance as of 10/31/25	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-S-2-10-A-JE-12	\$242,316	\$0	\$803	\$243,119	\$207,140	\$35,979				
Totals	\$242,316	\$0	\$803	\$243,119	\$207,140	\$35,979				

Water Bonds										
Bond Number	Account Balance as of 10/31/2025	Total Monthly Deposit	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Account Balance as of 11/30/25	Principal Balance of Bond as of 10/31/25	Principal Balance of Bond as of 11/30/25	Notes
SHE-W-1-03-A-JE-12	\$9,370	\$2,241	\$63	\$0	\$0	\$0	\$11,674	\$192,336	\$192,336	
SHE-W-1-12-X-JE-12	\$28,249	\$10,463	\$98	\$0	\$0	\$0	\$38,810	\$2,937,818	\$2,937,818	
SHE-W-1-17-X-JE-12	\$70,221	\$12,494	\$244	\$0	\$0	\$0	\$82,958	\$2,185,000	\$2,185,000	
SHE-W-1-21-X-JE-12	\$9,594	\$8,292	\$33	\$6,333	\$1,943	\$17	\$9,627	\$966,418	\$960,085	
Totals	\$117,434	\$33,490	\$438	\$6,333	\$1,943	\$17	\$143,070	\$6,281,572	\$6,275,239	
Sewer Bonds										
Bond Number	Account Balance as of 10/31/2025	Total Monthly Deposit	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Account Balance as of 11/30/25	Principal Balance of Bond as of 10/31/25	Principal Balance of Bond as of 11/30/25	Notes
SHE-S-1-10-A-JE-12	\$44,916	\$18,496	\$156	\$0	\$0	\$0	\$63,568	\$3,469,586	\$3,469,586	
Totals	\$44,916	\$18,496	\$156	\$0	\$0	\$0	\$63,568	\$3,469,586	\$3,469,586	
Water Reserve Funds										
Reserve Number	Reserve Balance as of 10/31/25	Monthly Deposit	Interest Earned	Reserve Balance as of 11/30/25	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-W-2-03-A-JE-12	\$28,643	\$0	\$99	\$28,742	\$23,316	\$5,426		0		
SHE-W-2-12-X-JE-12	\$129,398	\$0	\$449	\$129,847	\$125,304	\$4,543				
SHE-W-2-17-X-JE-12	\$186,803	\$0	\$648	\$187,452	\$153,528	\$33,924				
SHE-W-2-21-X-JE-12	\$44,381	\$828	\$154	\$45,363	\$99,306	(\$53,943)				
Totals	\$389,255	\$797	\$1,351	\$391,403	\$401,454	-\$10,051				
Sewer Reserve Funds										
Reserve Number	Reserve Balance as of 10/31/25	Monthly Deposit	Interest Earned	Reserve Balance as of 11/30/25	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-S-2-10-A-JE-12	\$243,119	\$0	\$844	\$243,963	\$207,140	\$36,823				
Totals	\$243,119	\$0	\$844	\$243,963	\$207,140	\$36,823				
Water Depreciation Funds										
Depreciation Number	Depreciation Account Balance as of 10/31/25	Monthly Deposit	Interest Earned	Depreciation Account Balance as of 11/30/25	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 October 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	780.98
RESTRICTED FUNDS BANKING	2,402,132.57
UNRESTRICTED FUNDS BANKING	567,792.96
Total Bank Accounts	\$2,970,706.51
Accounts Receivable	
Accounts Receivable	207,337.33
Total Accounts Receivable	\$207,337.33
Other Current Assets	
Due To/From Govt	-414,812.58
Due To/From Water	44,063.12
Other Current Assets	327.92
Total Other Current Assets	\$ -370,421.54
Total Current Assets	\$2,807,622.30
Fixed Assets	
Fixed Asset Adjustment	-5,196,217.44
Fixed Assets	14,456,530.24
Total Fixed Assets	\$9,260,312.80
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$12,072,363.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	16,527.86
Total Accounts Payable	\$16,527.86
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,886.34
Current Liabilities	93,826.59
Total Other Current Liabilities	\$161,712.93
Total Current Liabilities	\$178,240.79

Shepherdstown Sewer

Balance Sheet

As of October 31, 2025

	TOTAL
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,469,586.00
253.20 Deferred Inflows	13,184.00
Total Long-Term Liabilities	\$3,482,770.00
Total Liabilities	\$3,661,010.79
Equity	
214 Retained Earnings	4,471,555.53
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	891,473.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	32,215.57
Total Equity	\$8,411,352.31
TOTAL LIABILITIES AND EQUITY	\$12,072,363.10

Note

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

Shepherdstown Sewer

Profit and Loss

October 2025

	TOTAL	
	OCT 2025	JUL - OCT, 2025 (YTD)
Income		
419 Sewer Interest Income	9,108.25	37,454.91
522 Metered Sewer Revenue	138,252.96	586,442.59
Total Income	\$147,361.21	\$623,897.50
GROSS PROFIT	\$147,361.21	\$623,897.50
Expenses		
401.1 Sewer Billing Expenses	267.12	1,996.45
401.2 Sewer Administration	3,037.71	18,096.05
401.3 Sewer Utility Billing	946.42	6,786.52
401.4 Sewer Plant Maintenance	17,278.96	54,737.32
401.49 Sewer System Emergency Maintenance		12,089.93
403 Depreciation Expense	29,576.05	118,304.20
408 Taxes Other than Income	2,941.05	11,222.43
701 Salaries & Wages	38,596.39	147,526.23
704 Employee Pensions & Benefits	10,115.60	40,062.74
711 Sludge Removal	1,028.15	4,772.97
715 Purchased Power	11,827.60	35,174.96
718 Chemicals	20,849.94	36,134.22
731 Contractual Svc-Engineering		9,341.04
732 Contractual Svc-Accounting	1,283.33	6,608.32
733 Contractual Svc-legal	519.25	519.25
735 Contractual Svc-testing	1,133.70	5,134.00
736 Contracted Services-Other	1,176.66	6,554.52
750 Transportation Expenses	937.39	1,699.18
757 Insurance-General Liability	5,338.00	21,352.00
759 Insurance-Other		510.00
775 Sewer Admin. Lending Fees		3,592.58
Total Expenses	\$146,853.32	\$542,214.91
NET OPERATING INCOME	\$507.89	\$81,682.59
Other Income		
419.5 Capacity Accounts Interest	30.76	124.86
536. Other Wastewater Revenue		2,808.00
Total Other Income	\$30.76	\$2,932.86
Other Expenses		
Membrane Transfer Reserve Budget Only	13,100.00	52,400.00

Shepherdstown Sewer

Profit and Loss

October 2025

	TOTAL	
	OCT 2025	JUL - OCT, 2025 (YTD)
Reconciliation Discrepancies		-0.12
Total Other Expenses	\$13,100.00	\$52,399.88
NET OTHER INCOME	\$ -13,069.24	\$ -49,467.02
NET INCOME	\$ -12,561.35	\$32,215.57

Note

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

Shepherdstown Sewer
Budget to Actual October 2025

	Month of October			Year to Date			FY 2026	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	9,108.25	10,666.67	85.39%	37,454.91	42,666.67	87.78%	128,000.00	29%
522 Metered Sewer Revenue	138,252.96	150,000.00	92.17%	586,442.59	600,000.00	97.74%	1,800,000.00	33%
Total Operating Income	\$ 147,361.21	\$ 160,666.67	91.72%	\$ 623,897.50	\$ 642,666.67	97.08%	\$ 1,928,000.00	32%
Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	267.12	1,416.67	18.86%	1,996.45	5,666.67	35.23%	17,000.00	12%
401.2 Sewer Administration	3,037.71	6,833.33	44.45%	18,096.05	27,333.33	66.21%	82,000.00	22%
401.3 Water Bill	946.42	2,083.33	45.43%	6,786.52	8,333.33	81.44%	25,000.00	27%
401.4 Sewer Plant Maintenance	17,278.96	14,166.67	121.97%	54,737.32	56,666.67	96.60%	170,000.00	32%
401.49 Emergency Maintenance	0.00	0.00		12,089.93	0.00		0.00	
403 Depreciation Expense	29,576.05	30,000.00	98.59%	118,304.20	120,000.00	98.59%	360,000.00	33%
408 Taxes Other than Income	2,941.05	3,000.00	98.04%	11,222.43	12,000.00	93.52%	36,000.00	31%
701 Salaries & Wages	38,596.39	45,833.33	84.21%	147,526.23	183,333.33	80.47%	550,000.00	27%
704 Employee Benefits	10,115.60	10,000.00	101.16%	40,062.74	40,000.00	100.16%	120,000.00	33%
711 Sludge Removal	1,028.15	3,333.33	30.84%	4,772.97	13,333.33	35.80%	40,000.00	12%
715 Purchased Power	11,827.60	13,750.00	86.02%	35,174.96	55,000.00	63.95%	165,000.00	21%
718 Chemicals	20,849.94	15,000.00	139.00%	36,134.22	60,000.00	60.22%	180,000.00	20%
731 Contractual Svc-Engineering	0.00	2,500.00	0.00%	9,341.04	10,000.00	93.41%	30,000.00	31%
732 Contractual Svc-Accounting	1,283.33	3,166.67	40.53%	6,608.32	12,666.67	52.17%	38,000.00	17%
733 Contractual Svc-Legal	519.25	416.67	124.62%	519.25	1,666.67	31.16%	5,000.00	10%
735 Contractual Svc-testing	1,133.70	2,083.33	54.42%	5,134.00	8,333.33	61.61%	25,000.00	21%
736 Contracted Services-Other	1,176.66	1,250.00	94.13%	6,554.53	5,000.00	131.09%	15,000.00	44%
750 Transportation Expenses	937.39	333.33	281.22%	1,699.18	1,333.33	127.44%	4,000.00	42%
757 Insurance-General Liability	5,338.00	5,416.67	98.55%	21,352.00	21,666.67	98.55%	65,000.00	33%
758 Insurance-Other	0.00	0.00		510.00	0.00		0.00	#DIV/0!
760 Advertising	0.00	83.33	0.00%	0.00	333.33	0.00%	1,000.00	0%
775 Sewer Admin Lending Fees	0.00	0.00	0.00%	3,592.58	0.00		0.00	#DIV/0!
Uncategorized	0.00			0.00	0.00			
Total Expenses (from QB)	\$ 146,853.32	\$ 160,666.67	91.40%	\$ 542,214.92	\$ 642,666.67	84.37%	\$ 1,928,000.00	28%
Net Operating Income (QB)	\$ 507.89			\$ 81,682.58				
Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$52,400.00	\$52,400.00		\$157,200.00	33%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$36,992.16	\$73,984.32		\$221,952.96	17%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$23,834.00	\$47,668.00		\$143,000.00	17%
Total Reserve Expenses	\$ 43,513.08			\$ 113,226.16				
Net after Reserve Expenses	\$ (43,005.19)			\$ (31,543.58)				
Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	30.76			124.86				
Tap/Capacity Fees	0.00			2,808.00				
Total Restricted Income	\$ 30.76			\$ 2,932.86				

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

Shepherdstown Sewer

Balance Sheet

As of November 30, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	783.22
RESTRICTED FUNDS BANKING	2,444,861.33
UNRESTRICTED FUNDS BANKING	519,675.03
Total Bank Accounts	\$2,965,319.58
Accounts Receivable	
Accounts Receivable	231,176.02
Total Accounts Receivable	\$231,176.02
Other Current Assets	
Due To/From Govt	-383,649.22
Due To/From Water	5,271.65
Other Current Assets	327.92
Total Other Current Assets	\$ -378,049.65
Total Current Assets	\$2,818,445.95
Fixed Assets	
Fixed Asset Adjustment	-5,225,793.49
Fixed Assets	14,508,621.71
Total Fixed Assets	\$9,282,828.22
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$12,105,702.17
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	11,501.24
Total Accounts Payable	\$11,501.24
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	68,026.65
Current Liabilities	93,826.59
Total Other Current Liabilities	\$161,853.24
Total Current Liabilities	\$173,354.48

Shepherdstown Sewer

Balance Sheet

As of November 30, 2025

	TOTAL
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,469,586.00
253.20 Deferred Inflows	13,184.00
Total Long-Term Liabilities	\$3,482,770.00
Total Liabilities	\$3,656,124.48
Equity	
214 Retained Earnings	4,471,555.53
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	904,573.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	57,340.95
Total Equity	\$8,449,577.69
TOTAL LIABILITIES AND EQUITY	\$12,105,702.17

Note

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

Shepherdstown Sewer
Budget to Actual November 2025

	Month of November			Year to Date			FY 2026	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	8,752.59	10,666.67	82.06%	46,207.50	53,333.33	86.64%	128,000.00	36%
522 Metered Sewer Revenue	167,400.32	150,000.00	111.60%	753,842.91	750,000.00	100.51%	1,800,000.00	42%
Total Operating Income	\$ 176,152.91	\$ 160,666.67	109.64%	\$ 800,050.41	\$ 803,333.33	99.59%	\$ 1,928,000.00	41%
Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	1,732.14	1,416.67	122.27%	3,728.59	7,083.33	52.64%	17,000.00	22%
401.2 Sewer Administration	2,392.26	6,833.33	35.01%	20,488.31	34,166.67	59.97%	82,000.00	25%
401.3 Water Bill	1,113.58	2,083.33	53.45%	7,900.10	10,416.67	75.84%	25,000.00	32%
401.4 Sewer Plant Maintenance	7,625.38	14,166.67	53.83%	62,362.70	70,833.33	88.04%	170,000.00	37%
401.49 Emergency Maintenance	0.00	0.00		12,089.93	0.00		0.00	
403 Depreciation Expense	29,576.05	30,000.00	98.59%	147,880.25	150,000.00	98.59%	360,000.00	41%
408 Taxes Other than Income	2,976.77	3,000.00	99.23%	14,199.20	15,000.00	94.66%	36,000.00	39%
701 Salaries & Wages	39,065.63	45,833.33	85.23%	186,591.86	229,166.67	81.42%	550,000.00	34%
704 Employee Benefits	10,104.31	10,000.00	101.04%	50,167.05	50,000.00	100.33%	120,000.00	42%
711 Sludge Removal	389.33	3,333.33	11.68%	5,162.30	16,666.67	30.97%	40,000.00	13%
715 Purchased Power	13,410.48	13,750.00	97.53%	48,585.44	68,750.00	70.67%	165,000.00	29%
718 Chemicals	10,012.50	15,000.00	66.75%	46,146.72	75,000.00	61.53%	180,000.00	26%
731 Contractual Svc-Engineering	4,886.38	2,500.00	195.46%	14,227.42	12,500.00	113.82%	30,000.00	47%
732 Contractual Svc-Accounting	5,508.33	3,166.67	173.95%	12,116.65	15,833.33	76.53%	38,000.00	32%
733 Contractual Svc-legal	251.25	416.67	60.30%	770.50	2,083.33	36.98%	5,000.00	15%
735 Contractual Svc-testing	498.10	2,083.33	23.91%	5,632.10	10,416.67	54.07%	25,000.00	23%
736 Contracted Services-Other	2,971.39	1,250.00	237.71%	9,525.91	6,250.00	152.41%	15,000.00	64%
750 Transportation Expenses	104.42	333.33	31.33%	1,803.60	1,666.67	108.22%	4,000.00	45%
757 Insurance-General Liability	5,338.00	5,416.67	98.55%	26,690.00	27,083.33	98.55%	65,000.00	41%
758 Insurance-Other	0.00	0.00		510.00	0.00		0.00	#DIV/0!
760 Advertising	0.00	83.33	0.00%	0.00	416.67	0.00%	1,000.00	0%
775 Sewer Admin Lending Fees	0.00	0.00	0.00%	3,592.58	0.00		0.00	#DIV/0!
Uncategorized	0.00			0.00	0.00			
Total Expenses (from QB)	\$ 137,956.30	\$ 160,666.67	85.88%	\$ 680,171.21	\$ 803,333.33	84.67%	\$ 1,928,000.00	35%
Net Operating Income (QB)	\$ 38,196.61			\$ 119,879.20				
Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$52,400.00	65,500.00		\$157,200.00	33%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$36,992.16	92,480.40		\$221,952.96	17%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$23,834.00	59,585.00		\$143,000.00	17%
Total Reserve Expenses	\$ 43,513.08			\$ 113,226.16				
Net after Reserve Expenses	\$ (5,316.47)			\$ 6,653.04				
Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	28.77			153.63				
Tap/Capacity Fees	0.00			2,808.00				
Total Restricted Income	\$ 28.77			\$ 2,961.63				

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

Shepherdstown Sewer

Profit and Loss

November 2025

	TOTAL	
	NOV 2025	JUL - NOV, 2025 (YTD)
Income		
419 Sewer Interest Income	8,752.59	46,207.50
522 Metered Sewer Revenue	167,400.32	753,842.91
Total Income	\$176,152.91	\$800,050.41
GROSS PROFIT	\$176,152.91	\$800,050.41
Expenses		
401.1 Sewer Billing Expenses	1,732.14	3,728.59
401.2 Sewer Administration	2,392.26	20,488.31
401.3 Sewer Utility Billing	1,113.58	7,900.10
401.4 Sewer Plant Maintenance	7,625.38	62,362.70
401.49 Sewer System Emergency Maintenance		12,089.93
403 Depreciation Expense	29,576.05	147,880.25
408 Taxes Other than Income	2,976.77	14,199.20
701 Salaries & Wages	39,065.63	186,591.86
704 Employee Pensions & Benefits	10,104.31	50,167.05
711 Sludge Removal	389.33	5,162.30
715 Purchased Power	13,410.48	48,585.44
718 Chemicals	10,012.50	46,146.72
731 Contractual Svc-Engineering	4,886.38	14,227.42
732 Contractual Svc-Accounting	5,508.33	12,116.65
733 Contractual Svc-legal	251.25	770.50
735 Contractual Svc-testing	498.10	5,632.10
736 Contracted Services-Other	2,971.39	9,525.91
750 Transportation Expenses	104.42	1,803.60
757 Insurance-General Liability	5,338.00	26,690.00
759 Insurance-Other		510.00
775 Sewer Admin. Lending Fees		3,592.58
Total Expenses	\$137,956.30	\$680,171.21
NET OPERATING INCOME	\$38,196.61	\$119,879.20
Other Income		
419.5 Capacity Accounts Interest	28.77	153.63
536. Other Wastewater Revenue		2,808.00
Total Other Income	\$28.77	\$2,961.63
Other Expenses		
Membrane Transfer Reserve Budget Only	13,100.00	65,500.00

Shepherdstown Sewer

Profit and Loss

November 2025

	TOTAL	
	NOV 2025	JUL - NOV, 2025 (YTD)
Reconciliation Discrepancies		-0.12
Total Other Expenses	\$13,100.00	\$65,499.88
NET OTHER INCOME	\$ -13,071.23	\$ -62,538.25
NET INCOME	\$25,125.38	\$57,340.95

Note

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Shepherdstown Sewer FY26 Budget vs Actuals Through October 31, 2025

	<i>REVENUES</i>	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
419	Sewer Interest Income	\$ 90,000	\$ 128,000	\$ 42,667	\$37,455	(\$5,212)	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,521,983	\$ 1,800,000	\$ 600,000	\$586,443	(\$13,557)	
	Total Revenues	\$ 1,611,983	\$ 1,928,000	\$ 642,667	\$ 623,898	(\$18,769)	
	Department Expense Line Items	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
	<i>Expenses</i>	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 12,000	\$ 17,000	\$ 5,667	\$ 1,996	(\$3,670)	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 62,000	\$ 82,000	\$ 27,333	\$ 18,096	(\$9,237)	per month)
401.3	Sewer Utility Billing-Water Bill	\$ 30,000	\$ 25,000	\$ 8,333	\$ 6,787	(\$1,547)	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	\$ 157,808	\$ 170,000	\$ 56,667	\$ 66,827	\$10,161	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	\$ 120,000	\$ 118,304	(\$1,696)	Estimated based on prior years actuals
408	Taxes (Other than Income)	\$ 26,775	\$ 36,000	\$ 12,000	\$ 11,222	(\$778)	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 396,260	\$ 550,000	\$ 183,333	\$ 147,526	(\$35,807)	
704	EE Pensions & Benefits	\$ 122,240	\$ 120,000	\$ 40,000	\$ 40,063	\$63	
711	Sludge Removal	\$ 25,000	\$ 40,000	\$ 13,333	\$ 4,773	(\$8,560)	
715	Purchased Power	\$ 152,000	\$ 165,000	\$ 55,000	\$ 35,175	(\$19,825)	
718	Chemicals	\$ 121,000	\$ 180,000	\$ 60,000	\$ 36,134	(\$23,866)	
731	Contractual Svc-Engineering	\$ 5,000	\$ 30,000	\$ 10,000	\$ 9,341	(\$659)	Ghosh Engineers Inv Task Order #10 - Fernbank Pump Station
732	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 12,667	\$ 6,608	(\$6,058)	Dana Fogle CPA Fees and Decker CPA Fees
733	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 1,667	\$ 519	(\$1,147)	
735	Contractual Svc-Testing	\$ 10,000	\$ 25,000	\$ 8,333	\$ 5,134	(\$3,199)	
736	Contractual Svc-Other	\$ 13,000	\$ 15,000	\$ 5,000	\$ 6,555	\$1,555	IT Services
750	Transportation Expense	\$ 4,000	\$ 4,000	\$ 1,333	\$ 1,699	\$366	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 50,000	\$ 65,000	\$ 21,667	\$ 21,862	\$195	Monthly insurance is \$5,338 so this will go over budget by year end

760	Advertising	\$ 2,500	\$ 1,000	\$ 333	\$ 0	(\$333)	
775	Sewer Admin Lending Fees	\$ 14,400	\$ 0	\$ 0	\$ 3,593	\$3,593	(Need to back this out when considering Surplus or Deficit since the payments are also being included under "Bond Expenses")
	Total Expenses	\$ 1,613,983	\$ 1,928,000	\$ 642,667	\$ 542,215	(\$100,452)	

	Surplus or (Deficit)	(2,000)	0		81,683	

<i>Bond Expenses and Transfers</i>				FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
Membrane Transfer Reserve				\$ 52,400	\$52,400	Monthly Transfer of \$13,100
10-A Sewer Bond				\$ 73,984	\$73,984	Monthly Payment of \$18,496.08
Working Capital Reserve				\$ 47,668	\$47,668	Monthly Transfer of \$11,917
Total Bond Expenses & Transfers				\$ 174,052	\$ 174,052	

Surplus or (Deficit)				\$29,527		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation and admin lending fees from above.
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	<i>Restricted Income</i>	FY25 Budget Approved	FY25 Budget Approved	FY26 Budget Thru 10/31/2025	FY 26 Actuals Thru 10/31/2025	Over/(Under) Budget Thru 10/31/2025	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$125	\$125	
536	Other Wastewater Revenues	\$ 2,000	\$ 2,000	\$ 667	\$2,808	\$2,141	Capacity Fees
	Total Restricted Income	\$2,000	\$2,000	\$667	\$2,933	\$2,266	

**Shepherdstown Water and Sewer
Bank and Sweep Accounts**

Balances as of Oct. 31, 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	\$10,030.76	\$46,433.30	\$56,464.06	\$56,464.06		
Water Capital Capacity	6082	Water	\$10,030.76	\$1,439,918.04	\$1,449,948.80		\$1,449,948.80	
Water Working Capital Reserve	2736	Water	\$10,030.76	\$853,466.99	\$863,497.75		\$863,497.75	
Water Depreciation	5234	Water	\$10,030.76	\$561,337.40	\$571,368.16		\$571,368.16	
Water 2017 WV Municipal Bond	8085	Water	\$10,030.76	\$362,710.69	\$372,741.45		\$372,741.45	
Total Water Bank Accounts.....			\$50,153.80	\$3,263,866.42	\$3,314,020.22	\$56,464.06	\$3,257,556.16	
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	\$10,030.76	\$559,334.24	\$569,365.00	\$569,365.00		
Sewer Capital Capacity	5993	Sewer	\$10,030.76	\$620,264.11	\$630,294.87		\$630,294.87	
Sewer Membrane	7180	Sewer	\$10,030.76	\$846,654.99	\$856,685.75		\$856,685.75	
Sewer Depreciation	1179	Sewer	\$10,030.76	\$592,658.09	\$602,688.85		\$602,688.85	
Sewer Working Capital Reserve	8615	Sewer	\$52.17	\$13,291.78	\$13,343.95		\$13,343.95	contribute a one-time-payment of \$293,100 to catch-up on
Total Sewer Bank Accounts.....			\$40,175.21	\$2,632,203.21	\$2,672,378.42	\$569,365.00	\$2,103,013.42	

**Shepherdstown Water and Sewer
Bank and Sweep Accounts**

Balances as of Oct. 31, 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	\$10,030.76	\$55,870.12	\$65,900.88	\$65,900.88		
Water Capital Capacity	6082	Water	\$10,030.76	\$1,440,240.40	\$1,450,271.16		\$1,450,271.16	
Water Working Capital Reserve	2736	Water	\$10,030.76	\$870,723.86	\$880,754.62		\$880,754.62	
Water Depreciation	5234	Water	\$10,030.76	\$528,027.13	\$538,057.89		\$538,057.89	
Water 2017 WV Municipal Bond	8085	Water	\$10,030.76	\$363,858.72	\$373,889.48		\$373,889.48	
Total Water Bank Accounts.....			\$50,153.80	\$3,258,720.23	\$3,308,874.03	\$65,900.88	\$3,242,973.15	
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	\$10,030.76	\$588,971.45	\$599,002.21	\$599,002.21		
Sewer Capital Capacity	5993	Sewer	\$10,030.76	\$622,217.47	\$632,248.23		\$632,248.23	
Sewer Membrane	7180	Sewer	\$10,030.76	\$848,973.22	\$859,003.98		\$859,003.98	
Sewer Depreciation	1179	Sewer	\$10,030.76	\$597,912.74	\$607,943.50		\$607,943.50	
Sewer Working Capital Reserve	8615	Sewer	\$52.17	\$27,093.40	\$27,145.57		\$27,145.57	contribute a one-time-payment of \$293,100 to catch-up on your FYE 6/30/24 and 6/30/25 requirements in November 2025
Total Sewer Bank Accounts.....			\$40,175.21	\$2,685,168.28	\$2,725,343.49	\$599,002.21	\$2,126,341.28	

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			
302 North Princess	Yes	No	Age	Replace hydrant			
Bon Aire Cul-de-sac	Yes	No	Valve break	Repair in place			
HYDRANTS TO BE REMOVED AND RETIRED							
Corner King & New Streets	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
Corner Church & New Street	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
East High Street (Tommy's Pizza)	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants			
HYDRANTS IN SERVICE/NEED REPAIRS							
344 Ashley Dr	Yes	Yes	Age	Replace hydrant			
High Street at Stutzman-Slonaker Hall	Yes	Yes	No Drain	Repair in place			
Butcher center	Yes	Yes	Leaking	Repair in place			
426 Willowdale Dr	?	Yes	too low	Needs Riser			
106 Ashley Dr	Yes	Yes	Age	Replace hydrant			
Green Pineapple	Yes	Yes	gets hit /in loading zone/leaking	Install bollards/repair			
NEW HYDRANTS							
Tack & Jack's Apartments, Duke St.	?	?	Taken out by drunk driver	Install New Hydrant			
19 Tollhouse way	Yes	Yes					
88 Tollhouse way	Yes	Yes					
72 Lyon Ridge road	Yes	Yes					
Lyon Ridge Loop	Yes	Yes					
Riderwood way	Yes	Yes					
435 Sandpiper	Yes	Yes					
261 Sandpiper	Yes	Yes					
Sandpiper/Hummingbird	Yes	Yes					
140 Hummingbird	Yes	Yes					
116 Spring Warbler	Yes	Yes					
45 Finch	Yes	Yes					
455 Spring Warbler	Yes	Yes					
14 Nightingale	Yes	Yes					
404 Woodcock	Yes	Yes					
126 Meadowlark	Yes	Yes					
corner of Grosbeak	Yes	Yes					
Opengate Lane	Yes	Yes					
HYDRANTS WITH PROPERTY ISSUES							
344 Ashley dr	Yes	Yes	Remove flowers	Send letter to customer			
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 199							