

Corporation of Shepherdstown
Agenda for Joint Meeting of the Water and Sanitary Boards
April 23, 2026
6:00 p.m.
Town Hall 104 N. King Street

By Zoom:

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

1. Call to Order
2. Visitors
3. Board Members Present
4. Minutes of February 26, 2026 Meeting
 - Vote to Approve by Sanitary Board
 - Vote to Approve by Water Board
5. Flow and Quality Report
6. Financial Reports
 - a. Budget vs Actuals
 - b. Workshop on Reserve and Depreciation Accounts, and Formats of Monthly Financial Reports.
7. Unfinished Business
 - a. Hydrant Report
8. New Business
 - a. Budgets for 2026-2027
 - b. Cybersecurity of Systems
 - c. Galvanized Requiring Replacement Plan (GRR Plan)
9. Next Meetings – May 28 and June 25

Corporation of Shepherdstown

Draft Minutes of the Meeting of the Water and Sanitary Board

March 26, 2026

Town Hall 104 N. King Street

1. Call to Order

2. Visitors – Mr. Auxer, Mr. Welter

3. Board Members Present

Sanitary Board – James Gatz, Harvey Heyser, Bob Keller

Water Board – James Gatz, Marcy Bartlett, Jack Eggleston, Dan Shelton, Kathleen Stratton

4. Vote to Approve Minutes

a. Minutes of the February 26, 2026 Meeting

- **Vote** – Approved by Sanitary Board

-**Vote** -- Approved by Water Board

b. Minutes of the January 22, 2026

- **Vote** – Approved by Sanitary Board

5. Flow and Quality Reports – All measures within acceptable range.

6. Financial Reports

a. Budget vs Actuals- Members of both boards again ask for improvements in the format of charts, and for pages in the packet of materials to be number sequentially.

b. Plans for workshops on reserve and depreciation accounts, and formats of monthly financial reports to the boards. Planning was

postponed because staff were working on preparation of the Town's annual budget.

c. Relationship between town budget and W&S department budgets. Madged Kirolos, the Town Financial Officer, gave a general overview of how the town's budget relates to the Water and Sewer Department budgets. He also outlined how the bank accounts for the two are structured. Many questions arose and should be addressed before changes in tariffs are considered.

7. Unfinished Business

a. Study of the Town Run Watershed – Marcy Bartlett reported that sampling is proceeding as planned.

b. Hydrant report – No new problems but continuing concern about how to avoid damage to hydrants by delivery trucks.

8. New Business

a. Testing Biosolids for PFAS – Sanitary department proposed to begin testing biosolids for PFAS.

Vote - The Sanitary Board voted to begin testing.

b. Public Compliments to the Sanitation Department – Sue Kemnitzer thanked the Sanitary Department for their excellent presentation on the town's sanitary system at the American Conservation Film Festival. She read one of the dozens of messages from Shepherdstown residents which thanked our staff for their excellent work.

9. Next Meetings – April 23 and May 28

10. Adjourn

SHEPHERDSTOWN WATER DEPT.

March 2026

Pump time average 15 hours.

Gallons pumped average 660,371.

Chemical usage normal.

All daily samples in acceptable ranges.

All Bacteriological samples passed (Absent of Bacteria)

No violations.

Concerns/ Comments

- Fine-tuning hypo bleach system
- OIT job posting
- GRR Rule
- PFAS sampling

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month March Year 2026 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

Date	Rainfall (inches)	INFLUENT WASTEWATER					Grit and Screening (cf)	DIGESTERS		ACTIVATED SLUDGE	EFFLUENT TEMP.	PLANT EFFLUENT							
		TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH		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				0.1750				12000		6023									
2	0.07			0.2250				12000											
3	0.28	374	315	0.2120				12000	15343			4	<2.0	85		7.2	0.83	1.4	0.054
4				0.2090				12000											
5	0.51			0.2430			7	12000											
6	0.04			0.2210				12000	53097										
7	0.01			0.2030				12000											
8				0.1630				12000											
9				0.1910				15000	17329										
10	0.01			0.1910				15000		6845									
11	0.02			0.2071			7	15000	51279						7.1	0.59	1	<0.037	
12	0.19			0.1960				15000	32170	6762									
13				0.1980				15000	14871										
14				0.1810				15000	43777										
15				0.1320				15000											
16	0.64			0.2000			6	15000	18582	6386									
17				0.2000				13500	19212										
18				0.1830				13500	16672						7.4	0.5	0.831	0.037	
19				0.1530				13500	19293	6188									
20				0.1580				13500	18291										
21				0.1990				13500											
22				0.1400				13500											
23				0.2140				13500	18768	6071									
24				0.1870				12000	19614	5971					7.1	0.62	1.5	0.045	
25				0.2000				12000											
26				0.1600				12000	38192	5500									
27	0.27			0.2000			6	12000	18093										
28				0.1930				12000											
29				0.1480				12000											
30				0.1860				12000	18519	5354									
31				0.1630				12000	19049						7.2	0.51	0.559	<0.037	
Total	2.04	374	315	5.8311			26	406500	452151	55100		4	<2.0	85		36	3.05	5.29	0.136
Average	0.20	374	315	0.1881			6.5	13113	25120	6122		4	<2.0	85		7.2	0.61	1.06	0.045
Minimum	0.01	374	315	0.1320			6	12000	14871	5354		4	<2.0	85		7.1	0.50	0.56	0.037
Maximum	0.64	374	315	0.2430			7	15000	53097	6845		4	<2.0	85		7.4	0.83	1.5	0.054

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

2026 March Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.1881	Mgd	0.243	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2.0	Mg/l	<2.0	Mg/l	30	60		3.14	3.14	167	334		
TSS	4	Mg/l	4	Mg/l	30	60		6.28	6.28	167	334		
TKN	0.61	Mg/l	0.83	Mg/l	3	6		0.96	1.30	17	33		
Fecal	85	Cnts/100 MI	85	Cnts/100 MI	200	400		N/A	N/A	N/A	N/A		
Total N	1.06	Mg/l	1.50	Mg/l	Rpt Only	Rpt Only		N/A	51.45	N/A	507	1433.34	6091
Total P	0.0453	Mg/l	0.05	Mg/l	Rpt Only	Rpt Only		N/A	2.2	N/A	50.7	38.08	609
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	103	Mg/l	103	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		
					Min Allowed	Max Allowed							
PH	7.2	S.U.	7.4	S.U.	6.5	8.5		N/A	N/A	N/A	N/A		

Field Name	Applied This Month		Year to Date Applied		Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	4.485	Tons	13.743	Tons	5	22.52		
Olcott Field 2		Tons		Tons				
Olcott Field 3		Tons		Tons				
Olcott Field 4		Tons		Tons				
Olcott Field 6		Tons		Tons				
Blair-Carter Field 1	0.852	Tons	0.852	Tons	1	21.3	12.19	11.8
Blair-Carter Field 3		Tons		Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1	2.235	Tons	4.43	Tons	2	22.3	12.14-12.22	11.92-11.97
Willard Field 3	2.31	Tons	2.31	Tons	2	23.1	12.11-12.16	11.83-11.84
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				

**Shepherdstown Sewer
FY26 Budget vs Actuals
Through February 28, 2026**

	REVENUES	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
419	Sewer Interest Income	\$ 90,000	\$ 128,000	\$ 85,333	\$71,583	(\$13,750)	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,521,983	\$ 1,800,000	\$ 1,200,000	\$1,132,373	(\$67,627)	
	Total Revenues	\$ 1,611,983	\$ 1,928,000	\$ 1,285,333	\$ 1,203,956	(\$81,377)	
	Department Expense Line Items	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
	Expenses	FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 12,000	\$ 17,000	\$ 11,333	\$6,972	(\$4,361)	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 62,000	\$ 82,000	\$ 54,667	\$ 35,253	(\$19,414)	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	\$ 16,667	\$ 12,849	(\$3,818)	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	\$ 157,808	\$ 170,000	\$ 113,333	\$ 116,088	\$2,755	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	\$ 240,000	\$ 250,356	\$10,356	Estimated based on prior years actuals
408	Taxes (Other than Income)	\$ 26,775	\$ 36,000	\$ 24,000	\$ 25,851	\$1,851	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 396,260	\$ 550,000	\$ 366,667	\$ 339,487	(\$27,180)	
704	EE Pensions & Benefits	\$ 122,240	\$ 120,000	\$ 80,000	\$ 81,738	\$1,738	

711	Sludge Removal	\$ 25,000	\$ 40,000	\$ 26,667	\$ 9,180	(\$17,487)	
715	Purchased Power	\$ 152,000	\$ 165,000	\$ 110,000	\$ 97,728	(\$12,272)	
718	Chemicals	\$ 121,000	\$ 180,000	\$ 120,000	\$ 68,003	(\$51,997)	
731	Contractual Svc-Engineering	\$ 5,000	\$ 30,000	\$ 20,000	\$ 21,804	\$1,804	Ghosh Engineers Inv Task Order #10 - Fernbank Pump Station Rehab \$5,263
732	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 25,333	\$ 14,867	(\$10,467)	Dana Fogle CPA Fees and Decker CPA Fees
733	Contractual Svc-Legal	\$ 5,000	\$ 5,000	\$ 3,333	\$ 1,240	(\$2,094)	
735	Contractual Svc-Testing	\$ 10,000	\$ 25,000	\$ 16,667	\$ 10,222	(\$6,445)	
736	Contractual Svc-Other	\$ 13,000	\$ 15,000	\$ 10,000	\$ 14,005	\$4,005	IT Services
750	Transportation Expense	\$ 4,000	\$ 4,000	\$ 2,667	\$ 2,895	\$228	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 50,000	\$ 65,000	\$ 43,333	\$ 43,973	\$639	Monthly insurance is \$5,338 so this will go over budget by year end
760	Advertising	\$ 2,500	\$ 1,000	\$ 667	\$ 0	(\$667)	
775	Sewer Admin Lending Fees	\$ 14,400	\$ 0	\$ 0	\$ 7,185	\$7,185	(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	\$ 1,285,333	\$ 1,159,696	(\$125,638)	
	Surplus or (Deficit)	(2,000)	0		44,260		

<i>Bond Expenses and Transfers</i>				FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
Membrane Transfer Reserve				\$ 104,800	\$104,800	Monthly Transfer of \$13,100
10-A Sewer Bond				\$ 147,969	\$147,969	Monthly Payment of \$18,496.08
Working Capital Reserve				\$ 95,336	\$95,336	Monthly Transfer of \$11,917
Total Bond Expenses & Transfers				\$ 348,105	\$ 348,105	

Surplus or (Deficit)				(\$46,303)		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 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$237	\$237	
536	Other Wastewater Revenues	\$ 2,000	\$ 2,000	\$ 1,333	\$4,208	\$2,875	Capacity Fees
	Total Restricted Income	\$2,000	\$2,000	\$1,333	\$4,445	\$3,112	

**Shepherdstown Waterworks
FY26 Budget vs Actuals
Through February 28, 2026**

REVENUES		FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
419	Water Interest Income	\$ 80,000	\$ 150,000	\$ 100,000	\$94,401	(\$5,599)	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,800,000	\$ 2,000,000	\$ 1,333,333	\$1,247,610	(\$85,723)	
	Total Revenues	\$ 1,880,000	\$ 2,150,000	\$ 1,433,333	\$ 1,342,011	-\$ 91,323	
Department Expense Line Items		FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
Expenses		FY25 Budget Approved	FY26 Budget Approved	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
401.1	Water Billing Expenses	\$ 20,000	\$ 20,000	\$ 13,333	\$8,067	(\$5,266)	
401.2	Water Administration	\$ 50,000	\$ 45,000	\$ 30,000	\$37,224	\$7,224	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	\$ 160,000	\$161,496	\$1,496	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 175,000	\$ 254,000	\$ 169,333	\$127,625	(\$41,709)	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	\$ 100,000	\$237,015	\$137,015	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	\$ 35,333	\$37,777	\$2,443	Employer portion of FICA taxes and Workers Comp
427	Interest Expense	\$ 150,000	\$ 130,000	\$ 86,667	\$72,466	(\$14,201)	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	\$ 233	\$161	(\$72)	
601	Water Salaries & Wages	\$ 497,463	\$ 610,000	\$ 406,667	\$364,154	(\$42,512)	

604	Employee Pensions & Benefits	\$ 169,209	\$ 170,000	\$ 113,333	\$117,035	\$3,701	
615	Purchased Power	\$ 75,000	\$ 68,000	\$ 45,333	\$36,615	(\$8,719)	Vendor Credit # 110 082 558 344 Potomac Edison Company - 216 N. Princess Street, Water Works
618	Chemicals	\$ 85,000	\$ 115,000	\$ 76,667	\$88,534	\$11,867	
631	Contractual Svc-Engineering	\$ 70,000	\$ 110,000	\$ 73,333	\$29,762	(\$43,571)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 25,000	\$ 38,000	\$ 25,333	\$14,867	(\$10,467)	Dana Fogle CPA Fees and Decker CPA Fees
633	Contractual Svc-Legal	\$ 5,000	\$ 2,000	\$ 1,333	\$5,059	\$3,725	
635	Contractual Svc-Testing	\$ 35,000	\$ 29,000	\$ 19,333	\$10,292	(\$9,042)	
636	Contractual Svc-Other	\$ 25,000	\$ 25,000	\$ 16,667	\$41,285	\$24,618	Mainly IT services - Underwater video inspection of two potable water tanks/video crew/mobilization and demobilization \$4,830 (in Aug), \$22,450 clean/inspect water tower
650	Transportation Expense	\$ 5,000	\$ 2,000	\$ 1,333	\$1,216	(\$117)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 65,000	\$ 86,000	\$ 57,333	\$57,280	(\$53)	Monthly insurance is \$7,160
659	Insurance-Other	\$ 0	\$ 0	\$ 0	\$510	\$510	
660	Advertising Expense	\$ 1,000	\$ 650	\$ 433	\$0	(\$433)	
675	Administrative Lending Fees	\$ 8,000	\$ 2,000	\$ 1,333	\$1,763	\$430	
676	Bond Issuance Expense	\$ 0	\$ 0	\$ 0	\$85	\$85	
	Total Expenses	\$ 1,882,369	\$ 2,150,000	\$ 1,433,333	\$ 1,450,285	\$16,952	
	Surplus or (Deficit)	(2,369)	0		(108,274)		

					FY 26 Actuals Thru 2/28/2026		Notes and Explanations
	Bond Expenses and Working Cap Reserve Transfer						
	03-A Water Bond				\$ 17,931		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				\$ 83,703		Monthly Payment of \$10,462.92
	17 Water Bond				\$ 102,556		Monthly Payment of \$12,819.55
	21 Water Bond				\$ 66,336		Monthly Payment of \$8,292.02
	21 Water Reserve				\$ 6,620		Monthly Payment of \$827.55
	Monthly Transfer to Working Cap Reserve				\$ 90,640		Monthly Transfer of \$14,600
	Total Bond Expenses & Transfers				\$ 367,787		

	Bond Overpayments Refund				0		Refund of Bond Overpayments
	Surplus or (Deficit)				(164,817)		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	FY26 Budget Approved	FY26 Budget Thru 2/28/2026	FY 26 Actuals Thru 2/28/2026	Over/(Under) Budget Thru 2/28/2026	Notes and Explanations
419.5	Capacity Accounts Interest	\$ 0	\$ 0	\$ 0	\$ 475	\$475	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	\$ 6,667	\$3,950	(\$2,716)	Tap Fees, Capacity Fees, Reconnection Fees, Grant Revenue
	Total Restricted Income	\$ 10,000	\$ 10,000	\$ 6,667	\$ 4,425	-\$ 2,242	

Shepherdstown Sewer

Balance Sheet

As of February 28, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	789.80
RESTRICTED FUNDS BANKING	2,738,834.22
UNRESTRICTED FUNDS BANKING	226,995.07
Total Bank Accounts	\$2,966,619.09
Accounts Receivable	
Accounts Receivable	219,453.32
Total Accounts Receivable	\$219,453.32
Other Current Assets	
Due To/From Govt	-454,391.89
Due To/From Water	44,063.12
Other Current Assets	327.92
Total Other Current Assets	\$ -410,000.85
Total Current Assets	\$2,776,071.56
Fixed Assets	
Fixed Asset Adjustment	-5,314,521.64
Fixed Assets	14,513,493.35
Total Fixed Assets	\$9,198,971.71
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$11,979,471.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	10,722.72
Total Accounts Payable	\$10,722.72
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	68,494.35
Current Liabilities	93,826.59
Total Other Current Liabilities	\$162,320.94
Total Current Liabilities	\$173,043.66

Shepherdstown Sewer

Balance Sheet

As of February 28, 2026

	TOTAL
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,417,802.00
253.20 Deferred Inflows	13,184.00
Total Long-Term Liabilities	\$3,430,986.00
Total Liabilities	\$3,604,029.66
Equity	
214 Retained Earnings	4,471,555.53
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	943,873.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	-56,095.13
Total Equity	\$8,375,441.61
TOTAL LIABILITIES AND EQUITY	\$11,979,471.27

Note

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

Shepherdstown Waterworks

Balance Sheet

As of February 28, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,498,503.96
RESTRICTED FUNDS BANKING	2,418,822.35
UNRESTRICTED FUNDS BANKING	122,471.31
Total Bank Accounts	\$4,039,797.62
Accounts Receivable	
141 A/R, Water Customer Billing	220,637.02
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$215,637.02
Other Current Assets	
142.71 Due to/From Govt Funds	-934,101.05
Due to/from Sewer	-44,578.32
Total Other Current Assets	\$-978,679.37
Total Current Assets	\$3,276,755.27
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	-5,149,029.30
Fixed Assets (All Funds)	13,106,832.76
Total Fixed Assets	\$13,700,116.93
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$16,983,632.20

Shepherdstown Waterworks

Balance Sheet

As of February 28, 2026

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	43,433.25
Total Accounts Payable	\$43,433.25
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	93,070.19
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	93,323.00
Total Other Current Liabilities	\$221,575.78
Total Current Liabilities	\$265,009.03
Long-Term Liabilities	
221. Bond Payable-Long term	6,219,907.00
253.20 Deferred Inflows	19,767.00
Total Long-Term Liabilities	\$6,239,674.00
Total Liabilities	\$6,504,683.03
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	-103,848.70
Total Equity	\$10,478,949.17
TOTAL LIABILITIES AND EQUITY	\$16,983,632.20

Note

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

Bond and Reserve Reports







Water Bonds										
Bond Number	Account Balance as of 1/31/2026	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 2/28/2026	Principal Balance of Bond as of 2/28/2026	Notes
SHE-W-1-03-A-JE-12	\$9,463	\$2,241	\$31	\$0	\$0	\$0	\$11,735	\$186,507	\$186,507	
SHE-W-1-12-X-JE-12	\$28,527	\$10,463	\$92	\$0	\$0	\$0	\$39,082	\$2,913,836	\$2,913,836	
SHE-W-1-17-X-JE-12	\$108,517	\$12,494	\$354	\$0	\$0	\$0	\$121,365	\$2,185,000	\$2,185,000	
SHE-W-1-21-X-JE-12	\$9,689	\$8,292	\$31	\$6,371	\$1,904	\$17	\$9,720	\$934,564	\$928,193	
Totals	\$156,195	\$33,490	\$508	\$6,371	\$1,904	\$17	\$181,902	\$6,219,907	\$6,213,536	
Sewer Bonds										
Bond Number	Account Balance as of 1/31/2026	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 2/28/2026	Principal Balance of Bond as of 2/28/2026	Notes
SHE-S-1-10-A-JE-12	\$45,358	\$18,496	\$147	\$0	\$0	\$0	\$64,001	\$3,417,802	\$3,417,802	
Totals	\$45,358	\$18,496	\$147	\$0	\$0	\$0	\$64,001	\$3,417,802	\$3,417,802	
Water Reserve Funds										
Reserve Number	Reserve Balance as of 1/31/2026	Monthly Deposit / Refund to Issuer	Interest Earned	Reserve Balance as of 1/31/26	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-W-2-03-A-JE-12	\$23,317	\$0	\$89	\$23,406	\$23,316	\$90	Surplus received from WV Bond Commission on Jan 2026			
SHE-W-2-12-X-JE-12	\$125,305	\$0	\$423	\$125,728	\$125,304	\$424	Surplus received from WV Bond Commission on Jan 2026			
SHE-W-2-17-X-JE-12	\$153,529	\$0	\$585	\$154,114	\$153,528	\$586	Surplus received from WV Bond Commission on Jan 2026			
SHE-W-2-21-X-JE-12	\$47,310	\$828	\$155	\$48,293	\$99,306	(\$51,013)				
Totals	\$349,491	\$797	\$1,253	\$351,540	\$401,454	-\$49,914				
Sewer Reserve Funds										
Reserve Number	Reserve Balance as of 1/31/2026	Monthly Deposit / Refund to Issuer	Interest Earned	Reserve Balance as of 1/31/26	Maximum Reserve Requirement	Over/(Under) Funded	Notes			
SHE-S-2-10-A-JE-12	\$207,141	\$0	\$768	\$207,909	\$207,140	\$769	Surplus received from WV Bond Commission on Jan 2026			
Totals	\$207,141	\$0	\$768	\$207,909	\$207,140	\$769				
Water Depreciation Funds										
Depreciation Number	Depreciation Account Balance as of 1/31/2026	Monthly Deposit	Interest Earned	Depreciation Account Balance as of 1/31/26	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 Water and Sewer
Bank and Sweep Accounts**

Balances as of February 28, 2026

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	\$139,361	\$149,392	\$149,392		
Water Capital Capacity	6082	Water	\$10,030.76	\$1,452,845	\$1,462,876		\$1,462,876	
Water Working Capital Reserve	2736	Water	\$10,030.76	\$892,544	\$902,575		\$902,575	
Water Depreciation	5234	Water	\$10,030.76	\$582,099	\$592,130		\$592,130	
Water 2017 WV Municipal Bond	8085	Water	\$10,030.76	\$367,105	\$377,136		\$377,136	
Total Water Bank Accounts.....			\$50,153.80	\$3,433,954.76	\$3,484,108.56	\$149,391.63	\$3,334,716.93	
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	\$236,028	\$246,059	\$246,059		
Sewer Capital Capacity	5993	Sewer	\$10,030.76	\$627,708	\$637,738		\$637,738.39	
Sewer Membrane	7180	Sewer	\$10,030.76	\$856,433	\$866,463		\$866,463.43	
Sewer Depreciation	1179	Sewer	\$10,030.76	\$574,030	\$584,061		\$584,061.13	
Sewer Working Capital Reserve	8615	Sewer	\$52.17	\$367,353	\$367,405		\$367,405.38	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	\$2,661,552.22	\$2,701,727.43	\$246,059.10	\$2,455,668.33	

HYDRANT PROJECT WORK LIST							
<u>LOCATION</u>	<u>VALVE</u>		<u>ISSUE WITH HYDRANT</u>	<u>PROPOSED WORK PLAN</u>	<u>STATUS</u>	<u>REPORT</u>	<u>DATE</u>
	<u>Y/N?</u>	<u>In Service?</u>					
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							

GRR Plan

From: Charles Coe <ccoe@shepherdstown.us>
Sent: Wednesday, April 15, 2026 12:02 PM
To: Rachael Oviatt <receptionist@shepherdstown.us>
Subject: GRR Plan

Include the attached email too. Thanks Woody

Project Details

Below is the project description submitted:

The Lead Service Line (LSL) Inventory was submitted to the Department of Health on November 15, 2024, and a revised inventory was submitted on May 28, 2025.

The Corporation of Shepherdstown completed a comprehensive Lead Service Line Inventory in accordance with the U.S. Environmental Protection Agency's Lead and Copper Rule Revisions (LCRR). Through this effort, 422 Galvanized Requiring Replacement (GRR) service lines were identified and field verified throughout the distribution system. These service lines are classified as GRR because galvanized piping is or was previously connected to lead components and is therefore considered a potential ongoing source of lead exposure.

This project will fund the full replacement of all 422 identified GRR service lines. Replacement will include removal of existing galvanized piping and installation of new service lines constructed of approved, non-lead materials. Work will extend from the public water main through the corporation stop and service lateral to the first interior plumbing connection within each residence, ensuring complete service line replacement consistent with federal and state guidance.

Completion of this project will eliminate a documented potential source of lead exposure, reduce public health risk, and advance the community toward full compliance with current and forthcoming Lead and Copper Rule requirements. In addition to protecting drinking water quality, this investment will modernize aging infrastructure, improve system reliability, and support the long-term sustainability of the Shepherdstown Water Department's distribution system.

Financial Overview

We proposed an estimated project budget of **\$7,335,000**, based on comparable projects. The Lead Service Line Replacement Loan Program through WVDEP is structured as follows:

- **Principal Forgiveness (Grant Portion):** 49% (approximately \$3,594,150 based on the proposed budget)
- **Matching Funds (51%):** \$3,740,850
- **Loan Terms:** 3% interest over 20 years through the DWTRF Program
- **Private Loan:** Potentially required depending on final funding structure

Please note that principal forgiveness funds are **not guaranteed** and are awarded on a first-come basis.

If the Corporation wishes to pursue WVDEP funding, a formal funding application and Preliminary Engineering Report (PER) must be prepared and submitted to WVIJDC. During that process, we would learn whether WVDEP has principal forgiveness funds allocated for the applicable fiscal year.

Next Steps

The Corporation will need to determine how it would like to proceed with funding this project. If the decision is made to pursue WVDEP funding, we can begin moving forward from an engineering standpoint. However, additional entities will need to be engaged (Region 9 Planning and Development Council, WVDEP, WV Department of Health, etc.) to ensure compliance with all funding requirements.

Please let me know if this addresses your questions or if any additional information is needed. I have also attached the GRR customer notification letter from December 2025, as requested.

Thank you,

James Mitchell

GIS MANAGER



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