

Water & Sanitary Board Agenda
Thursday, May 30, 2024
1:00 p.m.
Town Hall
104 N. King St.
Shepherdstown, WV 25443

1. Call to Order
2. Review and approval of Draft Water and Sanitary Board Minutes of April 25, 2024
3. Visitors: Daniel Sweeney
4. Finances
 - a. Financial Statements-Enclosure
5. Flow and Quality Reports
 - a. (1) Water - Reports-Information item
 - b. (2) Sewer - Reports - Information item
6. Unfinished Business
 - a. Water Plant Improvement Project – Complete- Charles Coe-update
 - b. Update on Water Distribution Project- Kenny Shipley
 - c. 120 Water-Customer Surveys-Explanation-Stephanie Grove - update
7. New Business
 - a. Approval of Water and Sewer budgets 2024-2025
 - b. CCR- Charles Coe
 - c. Discussion of preferred growth area- maps included
8. Old Business
 - a. Hydrant Report-enclosure in packet – Flushing complete- Report update
9. Mayor's Report
10. Next meeting date- June 27, 2024- 1:00 p.m.
11. Summarize Action Items from this meeting
12. Draft Agenda for next meeting
13. Adjournment

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

April 25, 2024

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair)
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, J. Ekstrom, S. Grove, K. Shipley
Visitors: G. Welter, M. White

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:01 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the March 28, 2024, regular meeting were reviewed and were approved without comment.

3. VISITORS.

Monica White, of the WV State Health Department, was present for the review of the 2024 Source Water Protection Plan. (See item 7.b below).

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

S. Grove addressed a question posed by R. Keller regarding the higher than usual revenue posted in a recent month. S. Grove explained that a Shepherd University account had been under-charged for several previous months due to an error in the meter reading software used by a third-party. The resultant underpayment was corrected and that resulted in the higher-than-usual revenue.

J. Bresland questioned an item titled 'Payroll Revenue' included in a recent newspaper article. S. Grove explained that it represented money paid by Water and Sewer to the Corporation due to Town staff who are paid by the Corporation but spend some of their time working for Water or Sewer.

R. Keller thanked the staff for their efforts that have resulted in much improved reports.

M. Godfrey thanked S. Grove for the explanation of some issues regarding depreciation which she had provided but added that he still had questions about how we should properly account for depreciation. There was some general discussion of the issue and it was agreed that the issue should be further discussed at the upcoming budget meetings.

S. Kemnitzer asked what the status of the ongoing audits was. S. Grove stated that audits have been completed through 2021 and that the 2022 audit was in progress.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

R. Keller inquired about the meaning of the phrase 'All bacteriological samples were ABSENT'. C. Coe said that it was the accepted manner to report that no bacteria were found. R. Keller suggest that the meaning would be clearer if it said 'No bacteria were present in the samples'.

M. Godfrey inquired about the implication of including 'Lead and Copper inventory' under the heading 'Concerns:'. C. Coe explained that the process of collecting the data for the inventory would likely take longer and be more expensive than originally expected because only 20% of the customers had

returned their mail-in survey responses and that Water staff will have to physically visit customer sites to collect that data. He added that WV Rural Water has no staff available to help with this effort.

5.b. SEWER REPORTS.

There were no comments or questions regarding the Sewer reports.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom reported that the project has been completed.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

J. Ekstrom reported that the project will start on Monday April 29 and that door hangers are being distributed to the affected residents explaining what to expect. He also said that Region 9 has new grant money available which might be able to be applied to this project. J. Auxer stated that staff were pursuing that avenue of possible funding.

6.c 120 WATER - CUSTOMER SURVEYS - EXPLANATION.

See item 5.a above.

6.d WATER/SEWER BOARD MEMBERS AND TERMS.

J. Auxer asked J. Bresland and R. Keller if they would like to be nominated for another term on their respective boards and they agreed that they would.

MOTION: S. KEMNITZER MOTIONED, M. GODFREY SECONDED, TO NOMINATE J. BRESLAND FOR ANOTHER TERM ON THE WATER BOARD AND R. KELLER FOR ANOTHER TERM ON THE SEWER BOARD. MOTION WAS APPROVED WITHOUT DISCUSSION.

ACTION ITEM: J. AUXER TO SUBMIT THE NOMINATIONS OF J. BRESLAND AND R. KELLER TO TOWN COUNCIL.

6.e 3M PFAS SETTLEMENT.

S. Grove explained that this item should not have been included on the agenda.

S. Kemnitzer reported on new rules issued by EPA in April that companies that produce PFAS will be subject to Superfund regulations and that water plants must be reporting no more than 4-parts-per-trillion PFAS within 3 years.

7. NEW BUSINESS.

7.a BUDGET MEETINGS.

The proposed schedule for budget meetings - Sewer on May 8 at 1:00 p.m. and Water on May 10 at 1:00 p.m. - met with general approval.

7.b 2024 SOURCE WATER PROTECTION PLAN UPDATE.

M. White distributed a document which summarized the updates made to produce the 2024 version of the plan. She also made available a complete copy of the plan with the redactions required by Homeland Security.

J. Ekstrom summarized the updates and stated that the Water Board meeting was the public meeting required for approval of the update.

J. Bresland asked where a listing of the RCRA sites could be found. M. White stated that the EPA website shows all non-confirming sites.

M. Godfrey asked if any of the redacted sites were something we should be worried about. J. Ekstrom replied that none were.

G. Welter stated that he did not think there had been enough public notice given for the meeting. There was a general discussion regarding the public notice and whether it could be done more effectively. J. Auxer and J. Ekstrom both stated that the legal requirements for public notice had been met.

G. Welter also stated that the scope of the redactions renders a review of the full document not very meaningful. There was some agreement expressed but M. White and J. Ekstrom explained that the redactions are dictated by Homeland Security and neither the Water Board nor the WV State Health Department can change them.

J. Auxer asked whether we should schedule another public meeting. S. Kemnitzer suggested that it would be more effective to include information about the report in the annual report that she and J. Ford are scheduled to prepare for distribution to the customer base. There was general agreement to that suggestion.

MOTION: M. GODFREY MOTIONED, S. KEMNITZER SECONDED, THAT THE SOURCE WATER PROTECTION PLAN UPDATE SHOULD BE SUBMITTED AS PREPARED ON SCHEDULE. MOTION WAS APPROVED WITHOUT DISCUSSION.

R. Keller directed a statement to M. White to the effect that he thought the State should help us to get new users of water/sewer in the Shepherdstown area to use the Corporation's services. M. White replied that potential residential customers come under the jurisdiction of the County.

H. Heyser stated that it was a State decision to have the new Shepherdstown elementary school not use Corporation services. M. White agreed and said that she would pass along our concerns.

G. Welter mentioned that it is his understanding that the County has no 5/10 year water/sewer plan.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET.

C. Coe reported that the annual hydrant flush would be done on 4/29 and the hydrant status list would be updated with any issues found during that process. Also, the work on hydrants that need to be repaired or replaced would start after Shepherd graduation.

9. MAYOR'S REPORT.

No report.

10. NEXT MEETING DATE.

Our next regular meeting will be Thursday, 23 May at 1:00 PM.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

6.d: J. Auxer to submit the nominations of J. Bresland for another term on the Water board and R. Keller for another term on the Sewer board to Town Council.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:28 p.m.

Respectfully Submitted: J. Ford

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER BOARD

May 10, 2024

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroech
Town Staff – B. Bennett, C. Coe, S. Grove, K. Shipley

1. **CALL TO ORDER.**

The Special Water Board meeting was called to order by J. Auxer at 1:03 p.m.

2. **2024-2025 WATER DEPARTMENT BUDGET.**

S. Grove reviewed the budget worksheet.

There was some general discussion of the Depreciation Expense item. S. Grove explained that the amount (\$400,000) was derived from what was budgeted several years ago and was essentially a placeholder. M. Godfrey stated that he had reviewed PSC regulations and that their suggestion was that a Depreciation expense should be budgeted at 9.2% of total operating expenses. S. Grove calculated that \$175,000 would be 9.2% of our operating expenses. There was general agreement that \$175,000 should be budgeted for Depreciation.

C. Stroech inquired as to why the Other Water Revenues income item was so low (\$1,000). C. Coe agreed that the number of expected new customers in the coming year should result in enough revenue from hook-up fees to justify budgeting \$10,000. There was general agreement to that.

MOTION: S. KEMNITZER MOTIONED, M. GODFREY SECONDED, TO ACCEPT THE BUDGET WITH THE AGREED-TO CHANGES TO THE DEPRECIATION EXPENSE AND OTHER WATER REVENUE ITEMS. MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

3. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 1:58 p.m.

Respectfully Submitted: J. Ford

Shepherdstown Waterworks: Budget to Actual March 2024

	Month of March			Year to Date			FY 24 Budget	% FY 24 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
Operating Income (from Quickbooks)								
419 Water Interest Income	15,843.72	7,083.33	223.68%	122,106.28	63,749.97	191.54%	85,000.00	144%
461 Water Metered Revenue	135,059.77	150,000.00	90.04%	1,334,750.65	1,350,000.00	98.87%	1,800,000.00	74%
474 Tap Fees		7,000.00	0.00%	385.00	63,000.00	0.61%	84,000.00	0%
Total Income	\$ 150,903.49	\$ 164,083.33	91.97%	\$ 1,457,241.93	\$ 1,476,749.97	98.68%	\$ 1,969,000.00	74%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	1,170.67	1,291.67	90.63%	14,736.99	11,625.03	126.77%	15,500.00	95%
401.2 Water Administration	5,261.77	4,500.00	116.93%	38,499.03	40,500.00	95.06%	54,000.00	71%
401.3 Water/Sewer Bill	0.00	19,166.67	0.00%	126,281.75	172,500.03	73.21%	230,000.00	55%
401.4 Water Plant Expenses	4,968.49	30,833.33	16.11%	124,164.54	277,499.97	44.74%	370,000.00	34%
408 Taxes-Other than Income	5,237.26	5,666.67	92.42%	40,794.10	51,000.03	79.99%	68,000.00	60%
427 Interest Expense	54,273.62	10,000.00	542.74%	132,702.55	90,000.00	147.45%	120,000.00	111%
521 Employee Screening	0.00	25.00	0.00%	0.00	225.00	0.00%	300.00	0%
601 Water Salaries & Wages	55,171.00	45,000.00	122.60%	415,798.81	405,000.00	102.67%	540,000.00	77%
604 Employee Pensions & Benefits	11,460.00	11,666.67	98.23%	104,871.27	105,000.03	99.88%	140,000.00	75%
615 Purchased Power	4,901.01	6,250.00	78.42%	47,040.25	56,250.00	83.63%	75,000.00	63%
618 Chemicals	4,852.30	6,250.00	77.64%	66,411.37	56,250.00	118.06%	75,000.00	89%
631 Contractual Svc-Engineering	8,729.90	5,833.33	149.66%	100,496.20	52,499.97	191.42%	70,000.00	144%
632 Contractual Svc-Accounting	833.34	2,083.33	40.00%	36,054.79	18,749.97	192.29%	25,000.00	144%
633 Contractual Svc-Legal	0.00	416.67	0.00%	3,927.51	3,750.03	104.73%	5,000.00	79%
635 Contractual Svc-Testing	95.25	3,750.00	2.54%	21,176.28	33,750.00	62.74%	45,000.00	47%
636 Contractual Svc-Other	2,369.05	2,916.67	81.22%	19,088.43	26,250.03	72.72%	35,000.00	55%
650 Transportation Expenses	88.12	3,750.00	2.35%	1,677.85	33,750.00	4.97%	45,000.00	4%
657 Insurance-General Liability	5,395.21	3,666.67	147.14%	48,556.89	33,000.03	147.14%	44,000.00	110%
659 Insurance-Other	0.00	750.00	0.00%	0.00	6,750.00	0.00%	9,000.00	0%
660 Advertising Expense	0.00	83.33	0.00%	363.54	749.97	48.47%	1,000.00	36%
675 Administrative Lending Fees	2,853.93	166.67	1712.32%	8,213.26	1,500.03	547.54%	2,000.00	411%
676 Bond Issuance Expense	0.00	16.67	0.00%	0.00	150.03	0.00%	200.00	0%
Total Expenses (QB)	\$ 167,660.92	\$ 164,083.35	102.18%	\$ 1,350,855.41	\$ 1,476,750.15	91.47%	\$ 1,969,000.00	69%
Net Operating Income (QB)	-\$ 16,757.43			\$ 106,386.52				

Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	20,172.06	20,172.06	100.00%	26,896.08	75.00%
03-B Water Revenue	7,187.19	7,187.19	100.00%	64,684.71	64,684.71	100.00%	86,246.28	75.00%
12 Water Revenue	10,462.92	10,462.92	100.00%	94,166.28	94,166.28	100.00%	125,555.04	75.00%
17 Water Revenue	12,819.55	12,819.55	100.00%	115,375.95	115,375.95	100.00%	153,834.60	75.00%
21 Water Revenue	8,292.02	8,292.02	100.00%	74,628.18	74,628.18	100.00%	99,504.24	75.00%
Total Bond Expenses	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 369,027.18	\$ 369,027.18	100.00%	\$ 492,036.24	75.00%

Total Net After Bond Expense	\$ (57,760.45)			\$ (262,640.66)				
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Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	36.09			13,415.05				
474. Other Water Revenue				100,800.00				
Total Restricted Income	\$ 36.09			\$ 114,215.05				

Shepherdstown Waterworks

Balance Sheet As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	954,487.51
RESTRICTED FUNDS BANKING	2,764,450.26
UNRESTRICTED FUNDS BANKING	370,865.52
Total Bank Accounts	\$4,089,803.29
Accounts Receivable	
141 A/R, Water Customer Billing	215,535.63
142 Other Receivables	0.00
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$210,535.63
Other Current Assets	
142.71 Due to/From Govt Funds	-89,571.12
162 Prepaid Expenses	0.00
Due to/from Sewer	-5,060.57
Uncategorized Asset	0.00
Total Other Current Assets	\$ -94,631.69
Total Current Assets	\$4,205,707.23
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,825,660.49
105.16 Water Distribution System Upgrade	21,412.00
105.17 GIS Mapping System - Water	20,306.15
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,432,065.76
Fixed Assets (All Funds)	12,982,720.82
Total Fixed Assets	\$11,441,453.70
Other Assets	
186.20 Deferred Outflows	18,949.00
Total Other Assets	\$18,949.00
TOTAL ASSETS	\$15,666,109.93

Shepherdstown Waterworks

Balance Sheet

As of March 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	18,365.51
Total Accounts Payable	\$18,365.51
Other Current Liabilities	
221 Bond Payable-Current	0.00
235 Customer Dep/Int Pay.-Cash Acct	90,772.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	77,094.14
Total Other Current Liabilities	\$203,049.15
Total Current Liabilities	\$221,414.66
Long-Term Liabilities	
221. Bond Payable-Long term	6,656,040.00
253.20 Deferred Inflows	42,936.00
Total Long-Term Liabilities	\$6,698,976.00
Total Liabilities	\$6,920,390.66
Equity	
215 Retained Earnings	6,916,789.17
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	889,667.05
Net Income	-129,862.86
Total Equity	\$8,745,719.27
TOTAL LIABILITIES AND EQUITY	\$15,666,109.93

Shepherdstown Sewer
Budget to Actual March 2024

	Month of March			Year to Date			FY 2024	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	11,084.48	3,583.33	309.33%	79,555.42	32,249.97	246.68%	43,000.00	185.01%
522 Metered Sewer Revenue	123,159.92	124,206.42	99.16%	1,137,815.71	1,117,857.78	101.79%	1,490,477.00	76.34%
536 Tap Fees		309.83	0.00%	600.00	2,788.47	21.52%	3,718.00	16.14%
Total Operating Income	\$ 134,244.40	\$ 128,099.58	104.80%	\$ 1,217,971.13	\$ 1,152,896.22	105.64%	\$ 1,537,195.00	

Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	1,692.05	869.08	194.69%	9,145.43	7,821.72	116.92%	10,429.00	87.69%
401.2 Sewer Administration	5,346.45	5,158.25	103.65%	39,697.81	46,424.25	85.51%	61,899.00	64.13%
401.3 Water Bill	0.00	3,075.00	0.00%	40,828.42	27,675.00	147.53%	36,900.00	110.65%
401.4 Sewer Plant Maintenance	9,122.16	24,060.66	37.91%	109,294.02	216,545.94	50.47%	288,728.00	37.85%
403 Depreciation Expense	29,576.05	31,666.67	93.40%	266,184.45	285,000.03	93.40%	380,000.00	70.05%
408 Taxes Other than Income	1,732.00	3,054.17	56.71%	20,073.15	27,487.53	73.03%	36,650.00	54.77%
701 Salaries & Wages	22,730.00	31,469.42	72.23%	263,092.11	283,224.78	92.89%	377,633.00	69.67%
704 Employee Benefits	7,060.00	5,717.17	123.49%	67,274.87	51,454.53	130.75%	68,606.00	98.06%
711 Sludge Removal	468.80	3,333.33	14.06%	2,928.22	29,999.97	9.76%	40,000.00	7.32%
715 Purchased Power	13,951.35	12,666.67	110.14%	112,305.69	114,000.03	98.51%	152,000.00	73.89%
718 Chemicals	22,595.38	11,666.67	193.67%	127,625.83	105,000.03	121.55%	140,000.00	91.16%
731 Contractual Svc-Engineering		416.67	0.00%	14,669.87	3,750.03	391.19%	5,000.00	293.40%
732 Contractual Svc-Accounting	833.33	1,512.50	55.10%	34,661.20	13,612.50	254.63%	18,150.00	190.97%
733 Contractual Svc-legal		416.67	0.00%	2,689.01	3,750.03	71.71%	5,000.00	53.78%
735 Contractual Svc-testing	295.20	416.67	70.85%	5,999.23	3,750.03	159.98%	5,000.00	119.98%
736 Contracted Services-Other	2,369.05	416.67	568.57%	10,303.54	3,750.03	274.76%	5,000.00	206.07%
750 Transportation Expenses	110.74	500.00	22.15%	1,480.29	4,500.00	32.90%	6,000.00	24.67%
757 Insurance-General Liability	4,074.00	2,916.67	139.68%	36,666.00	26,250.03	139.68%	35,000.00	104.76%
760 Advertising		166.67	0.00%		1,500.03	0.00%	2,000.00	0.00%
775 Sewer Admin Lending Fees	3,592.58	0.00	0.00%	10,777.74			0.00	
Total Expenses (from QB)	\$ 125,549.14	\$ 139,499.61	90.00%	\$ 1,175,696.88	\$ 1,255,496.49	93.64%	\$ 1,673,995.00	70.23%
Net Operating Income (QB)	\$ 8,695.26			\$ 42,274.25				

Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$117,900.00	\$117,900.00		\$157,200.00	75.00%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$166,464.72	\$166,464.72		\$221,952.96	75.00%
Total Reserve Expenses	\$ 31,596.08			\$ 284,364.72				
Net after Reserve Expenses	\$ (22,900.82)			\$ (242,090.47)				

Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	36.09			6,746.15				
536. Capacity Fees	0.00			117,936.00				
Total Restricted Income	\$ 36.09			\$ 124,682.15				

Shepherdstown Sewer

Balance Sheet

As of March 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	733.98
RESTRICTED FUNDS BANKING	2,358,511.10
UNRESTRICTED FUNDS BANKING	702,708.07
Total Bank Accounts	\$3,061,953.15
Accounts Receivable	
Accounts Receivable	193,676.49
Total Accounts Receivable	\$193,676.49
Other Current Assets	
Due To/From Govt	-474,735.02
Due To/From Water	5,145.37
Other Current Assets	327.92
Uncategorized Asset	0.00
Total Other Current Assets	\$ -469,261.73
Total Current Assets	\$2,786,367.91
Fixed Assets	
105 Construction in Progress	0.00
Fixed Asset Adjustment	-4,591,143.78
Fixed Assets	14,013,163.57
Total Fixed Assets	\$9,422,019.79
Other Assets	
186.20 Deferred Outflows	12,363.00
Total Other Assets	\$12,363.00
TOTAL ASSETS	\$12,220,750.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	12,761.64
Total Accounts Payable	\$12,761.64
Other Current Liabilities	
221 Bonds Payable-Current	0.00
235 Cust. Dep/Int. Pay-Cash Acct	66,250.16
Current Liabilities	95,358.12
Total Other Current Liabilities	\$161,608.28
Total Current Liabilities	\$174,369.92

Shepherdstown Sewer

Balance Sheet

As of March 31, 2024

	TOTAL
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,780,296.00
253.20 Deferred Inflows	28,637.00
Total Long-Term Liabilities	\$3,808,933.00
Total Liabilities	\$3,983,302.92
Equity	
214 Retained Earnings	4,508,956.91
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	642,573.00
Reserved and Restricted Funds in Operating Account	532,278.35
Net Income	58,609.66
Total Equity	\$8,237,447.78
TOTAL LIABILITIES AND EQUITY	\$12,220,750.70

SHEPHERDSTOWN WATER DEPT.

April 2024

Pump time average 13 hours.

Gallons pumped average 615,993.

Chemical usage normal

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations

Waiting UV start-up- Parts ordered

Hydrant flushing has begun 4/30/24-5/10/24

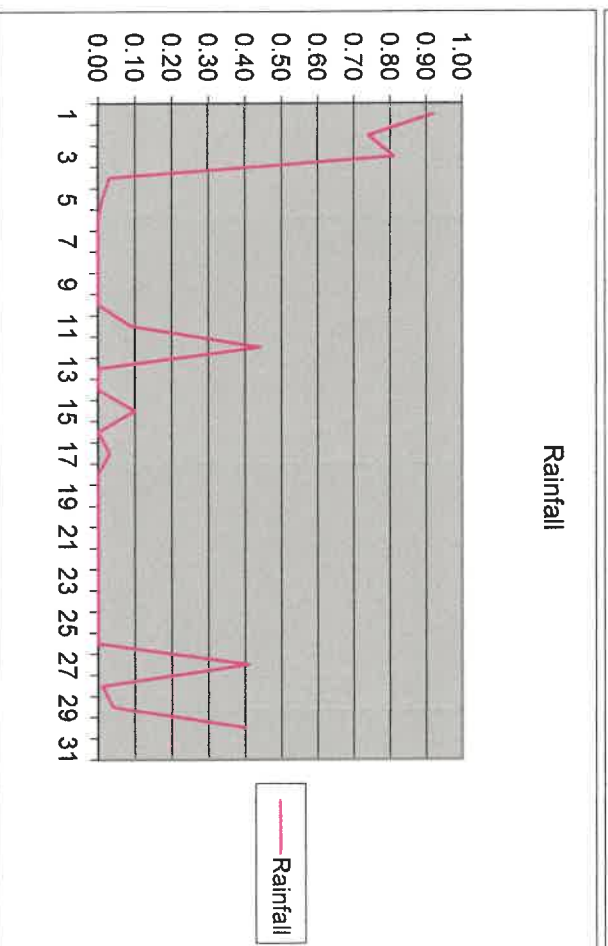
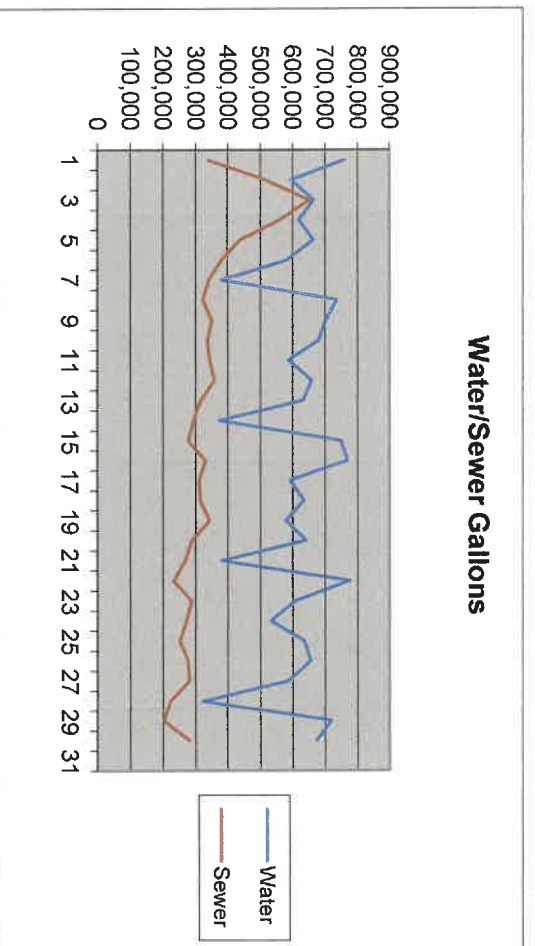
Concerns:

- Lead and Copper inventory

- OIT

Water/Sewer Flows April 2024

Date	Water	Sewer	RainFall
1	759,000	339,000	0.92
2	595,400	515,600	0.74
3	664,800	651,800	0.81
4	618,500	560,100	0.03
5	663,400	436,100	0.01
6	582,200	380,100	0.00
7	379,600	339,400	0.00
8	735,000	323,000	0.00
9	701,800	350,300	0.00
10	680,200	336,000	0.00
11	586,300	342,800	0.09
12	658,700	358,100	0.44
13	631,600	316,000	0.00
14	373,000	294,300	0.00
15	748,200	277,900	0.10
16	769,000	330,500	0.00
17	591,500	310,600	0.03
18	634,300	314,600	0.00
19	578,800	342,200	0.00
20	639,900	288,700	0.00
21	379,900	267,600	0.00
22	775,900	232,400	0.00
23	609,000	287,300	0.00
24	531,800	272,000	0.00
25	635,000	251,200	0.00
26	655,000	277,100	0.00
27	586,700	281,100	0.41
28	322,500	222,200	0.01
29	719,500	203,000	0.04
30	673,300	281,500	0.40
31			
Avg.	615,993	332,750	0.13



SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month April Year 2024 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shibley

Date	INFLUENT WASTEWATER					DIGESTERS		ACTIVATED SLUDGE		EFFLUENT TEMP.		PLANT EFFLUENT								
	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (°F)	pH	Grit and Screenings (c)	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	0.92			0.3390				19500	12464											
2	0.74	137	43.8	0.5156				19500	16222			1.0	<2					0.76	0.092	
3	0.81			0.6518				21000	46431											
4	0.03			0.5601				21000	48135											
5	0.01			0.4361				21000												
6				0.3801				21000	60444											
7				0.3394				21000												
8				0.3230				21000	15781											
9				0.3503				21000	16177								0.57	0.76	<0.10	
10				0.3360				21000	13542											
11	0.09			0.3428				21000	47831											
12	0.44			0.3581				21000	16235											
13				0.3160				21000	44506											
14				0.2943				21000												
15	0.10			0.2779				21000	16288											
16				0.3305				21000	16386								0.77	0.91	<0.10	
17	0.03			0.3106				21000	15706											
18				0.3146				21000	18771											
19				0.3422				21000												
20				0.2887				21000	69724											
21				0.2676				21000												
22				0.2324				21000	19129									0.70	1.10	<0.10
23				0.2873				21000	19125											
24				0.2720				21000	16754											
25				0.2512				21000	19828											
26				0.2771				21000	19224											
27	0.41			0.2811				21000	58516											
28	0.01			0.2222																
29	0.04			0.2030				21000	17771											
30	0.40			0.2815				21000	19701											
31																				
Total	4.03	137	43.8	9.9625				606000	664691			1.0	<2	<10		7.1	2.68	3.53	0.392	
Average	0.31	137	43.8	0.3220				20897	27695			1.0	<2	<10		7.1	0.67	0.88	0.098	
Minimum	0.01	137	43.8	0.2222				19500	12464			1.0	<2	<10		7.1	0.57	0.76	<0.10	
Maximum	0.92	137	43.8	0.6518				21000	69724			1.0	<2	<10		7.1	0.77	1.10	0.092	

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

April 2024 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.3220	Mgd	0.6518	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	Mg/l	<2	Mg/l	30	60		8.60	8.60	167	334		
TSS	1.0	Mg/l	1.0	Mg/l	30	60		4.30	4.30	167	334		
TKN	0.67	Mg/l	0.77	Mg/l	3	6		2.07	2.12	17	33		
Fecal	<10	Ml	<10	Ml	200	400		N/A	N/A	N/A	N/A		
Total N	0.88	Mg/l	1.10	Mg/l	Rpt Only	Rpt Only		N/A	73.26	N/A	507	1826.77	6091
Total P	0.098	Mg/l	<0.1	Mg/l	Rpt Only	Rpt Only		N/A	8.16	N/A	50.7	71.21	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	88.6	Mg/l	88.6	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.	7.1	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	3.63	Tons	16.0411	Tons	3	23.1		
Olcott Field 2		Tons		Tons				
Olcott Field 3		Tons	23.502	Tons				
Olcott Field 4		Tons	1.44	Tons				
Olcott Field 6		Tons	12.648	Tons				
Blair-Carter Field 1		Tons	3.684	Tons				
Blair-Carter Field 3		Tons		Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1	2.982	Tons	25.511	Tons	2	24.8	12.58-12.65	12.02-12.11
Willard Field 3		Tons		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				

Shepherdstown Waterworks: Fiscal Year 25 Budget Worksheet

	FY 23			FY 24 YTD			FY 2024 Overview		Proposed FY25 Budget	
	Actual	FY 23 Budget	% of Budget	Actual	YTD Budget 02/29/24	% of Budget	FY 24 Budget	% Budget	Proposed Budget	Comments
Income										
419 Water Interest Income	85,356.43	33,000.00	258.66%	106,262.56	56,666.64	1.88	85,000.00	125%	80,000.00	
461 Water Metered Revenue	1,790,532.51	1,900,000.00	94.24%	1,203,749.88	1,200,000.00	1.00	1,800,000.00	67%	1,800,000.00	
474 Other Water Revenues	2,839.95	1,000.00	284.00%	385.00	56,000.00	0.01	84,000.00	0%	10,000.00	
Total Income	\$ 1,878,728.89	\$ 1,934,000.00	97.14%	\$ 1,310,397.44	\$ 1,312,666.64	99.83%	\$ 1,969,000.00	67%	\$ 1,890,000.00	

Expenses										
401.1 Water Billing Expenses	13,387.90	14,500.00	92.33%	13,566.32	10,333.36	131.29%	15,500.00	88%	20,000.00	
401.2 Water Administration	44,137.15	47,000.00	93.91%	33,237.26	36,000.00	92.33%	54,000.00	62%	50,000.00	supplies, etc
401.3 Water Utility Billing	149,899.23	233,500.00	64.20%	126,681.75	153,333.36	82.62%	230,000.00	55%	200,000.00	
401.4 Water Plant Expenses	59,798.18	370,000.00	16.16%	119,196.05	246,666.64	48.32%	370,000.00	32%	175,000.00	
403 PSC Depreciation Require	372,292.86	175,000.00	212.74%	0.00	0.00		0.00	0%	175,000.00	
408 Taxes-Other than Income	52,975.17	65,000.00	81.50%	35,556.84	45,333.36	78.43%	68,000.00	52%	42,000.00	
New Position OIT									2,318.41	
Asst Chief Promotion									910.12	
New Position Pipelayer									1,168.00	Split between 3 entities
427 Interest Expense	152,868.90	120,000.00	127.39%	78,428.93	80,000.00	98.04%	120,000.00	65%	150,000.00	
521 Employee Screening		300.00	0.00%		200.00	0.00%	300.00	0%	300.00	
601 Water Salaries & Wages	517,300.17	440,000.00	117.57%	360,627.81	360,000.00	100.17%	540,000.00	67%	440,000.00	
New Position OIT									30,306.00	
Promotion of Class II to Asst Chief									11,897.00	
New Position Pipelayer									15,260.00	Salary Split between 3 entities
604 Employee Pensions & Benefits	85,619.95	110,000.00	77.84%	93,411.27	93,333.36	100.08%	140,000.00	67%	140,117.00	
New Position OIT									19,662.60	
Asst Chief Promotion									1,189.70	
New Position Pipelayer									8,240.00	Split between 3 entities
615 Purchased Power	49,911.22	60,000.00	83.19%	42,139.24	50,000.00	84.28%	75,000.00	56%	75,000.00	
618 Chemicals	69,728.11	65,000.00	107.27%	61,559.07	50,000.00	123.12%	75,000.00	82%	85,000.00	
631 Contractual Svc-Engineering	12,210.00	50,000.00	24.42%	91,766.30	46,666.64	196.64%	70,000.00	131%	70,000.00	
632 Contractual Svc-Accounting	18,487.17	15,000.00	123.25%	35,221.45	16,666.64	211.33%	25,000.00	141%	25,000.00	Higher if rate increase
633 Contractual Svc-Legal	1,854.85	10,000.00	18.55%	3,927.51	3,333.36	117.82%	5,000.00	79%	5,000.00	
635 Contractual Svc-Testing	33,659.36	45,000.00	74.80%	21,081.03	30,000.00	70.27%	45,000.00	47%	35,000.00	
636 Contractual Svc-Other	9,884.41	22,000.00	44.93%	8,148.37	23,333.36	34.92%	35,000.00	23%	25,000.00	IT Services
650 Transportation Expenses	3,360.55	45,000.00	7.47%	1,589.73	30,000.00	5.30%	45,000.00	4%	5,000.00	
657 Insurance-General Liability	64,742.52	33,000.00	196.19%	43,161.68	29,333.36	147.14%	44,000.00	98%	65,000.00	
659 Insurance-Other	9,388.33	9,000.00	104.31%		6,000.00	0.00%	9,000.00	0%	0.00	
660 Advertising Expense	938.85	500.00	187.77%	363.54	666.64	54.53%	1,000.00	36%	1,000.00	

675 Administrative Lending Fees	10,842.26	4,000.00	271.06%	5,359.33	1,333.36	401.94%	2,000.00	268%	8,000.00	
676 Bond Issuance Expense		200.00	0.00%		133.36	0.00%	200.00	0%		
Total Expenses	\$ 1,733,287.14	\$ 1,934,000.00	89.62%	\$ 1,175,023.48	\$ 1,312,666.80	89.51%	\$ 1,969,000.00	60%	\$ 1,882,368.83	
Net Operating Income	\$ 145,441.75			\$ 135,373.96			\$ 0.00		\$ 7,631.17	

Shepherdstown Sewer
Fiscal Year 25 Budget Worksheet

	FY 2023			FY 2024 YTD			FY 2024		Proposed Budget	Comments
	Actual	FY 23 Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget		
Income									Proposed FY24 Budget	
419 Sewer Interest Income	47,224.95	38,000.00	124.28%	68,470.94	28,666.64	238.85%	43,000.00	159.23%	\$ 90,000.00	
522 Metered Sewer Revenue	1,275,468.57	1,320,000.00	96.63%	1,014,655.79	993,651.36	102.11%	1,490,477.00	68.08%	\$ 1,521,983.00	
536 Other Wastewater Revenues	5,663.50	17,060.00	33.20%	600.00	2,478.64	24.21%	3,718.00	16.14%	\$ 2,000.00	
Total Income	\$ 1,328,357.02	\$ 1,375,060.00	96.60%	\$ 1,083,726.73	\$ 1,024,796.64	105.75%	\$ 1,537,195.00	70.50%	\$ 1,613,983.00	
Expenses										
401.1 Sewer Billing Expenses	9,492.18	8,605.00	110.31%	7,453.38	6,952.64	107.20%	10,429.00	71.47%	\$ 12,000.00	
401.2 Sewer Administration	46,358.83	51,300.00	90.37%	34,987.01	41,266.00	84.78%	61,899.00	56.52%	\$ 62,000.00	
401.3 Water Bill	115,874.42	36,000.00	321.87%	40,828.42	24,600.00	165.97%	36,900.00	110.65%	\$ 30,000.00	
401.4 Sewer Plant Maintenance	105,203.61	185,867.00	56.60%	100,171.86	192,485.28	52.04%	288,728.00	34.69%	\$ 157,808.00	
403 Depreciation Expense	358,329.21	400,000.00	89.58%	236,608.40	253,333.36	93.40%	380,000.00	62.27%	\$ 380,000.00	
408 FICA	31,581.35	41,055.00	76.92%	18,341.15	24,433.36	75.07%	36,650.00	50.04%	\$ 26,775.00	
701 Salaries & Wages	344,778.74	328,735.00	104.88%	240,362.11	251,755.36	95.47%	377,633.00	63.65%	\$ 350,000.00	Include Costs for overtime and raise provided by Council
Salary New Request OIT									\$ 31,000.00	OIT position to plan for future retirements
Salary New Request Pipelayer									\$ 15,260.00	Salary Split between 3 entities
704 EE Pensions & Benefits	33,858.74	63,280.00	53.51%	60,214.87	45,737.36	131.65%	68,606.00	87.77%	\$ 92,000.00	
OIT New Position Benefits									\$ 22,000.00	Assumes family coverage and max retirement contribution
Pipelayer New Position Benefits									\$ 8,240.00	
711 Sludge Removal	179,630.74	17,000.00	1056.65%	2,459.42	26,666.64	9.22%	40,000.00	6.15%	\$ 25,000.00	
715 Purchased Power	135,764.24	148,000.00	91.73%	98,354.34	101,333.36	97.06%	152,000.00	64.71%	\$ 152,000.00	
718 Chemicals	98,149.24	140,000.00	70.11%	105,030.45	93,333.36	112.53%	140,000.00	75.02%	\$ 121,000.00	
731 Contractual Svc-Engineering	7,613.05	5,000.00	152.26%	14,669.87	3,333.36	440.09%	5,000.00	293.40%	\$ 5,000.00	
732 Contractual Svc-Accounting	35,477.17	16,500.00	215.01%	33,827.87	12,100.00	279.57%	18,150.00	186.38%	\$ 25,000.00	PSC Reports, Audit, Etc
733 Contractual Svc-legal	2,494.85	5,000.00	49.90%	2,689.01	3,333.36	80.67%	5,000.00	53.78%	\$ 5,000.00	
735 Contractual Svc-testing	8,095.22	12,000.00	67.46%	5,704.03	3,333.36	171.12%	5,000.00	114.08%	\$ 10,000.00	
736 Contracted Services-Other	13,205.38	18,000.00	73.36%	7,098.98	3,333.36	212.97%	5,000.00	141.98%	\$ 13,000.00	
750 Transportation Expenses	5,565.19	15,000.00	37.10%	1,369.55	4,000.00	34.24%	6,000.00	22.83%	\$ 4,000.00	
757 Insurance-General Liability	50,264.44	42,000.00	119.68%	33,303.34	23,333.36	142.73%	35,000.00	95.15%	\$ 50,000.00	
760 Advertising	1,618.80	2,000.00	80.94%	0.00	1,166.69	0.00%	2,000.00	0.00%	\$ 2,500.00	
775 Sewer Admin. Lending Fees	14,370.32			7,185.16	0.00				\$ 14,400.00	
Total Expenses	\$ 1,597,725.72	\$ 1,535,342.00	104.06%	\$ 1,050,659.22	\$ 1,115,830.21	94.16%	\$ 1,673,995.00	62.76%	\$ 1,613,983.00	
Net Operating Income	-\$ 269,368.70			\$ 33,067.51					\$ -	

CORPORATION OF SHEPHERDSTOWN

WV3301933

Consumer Confidence Report – 2024

Covering Calendar Year – 2023

This brochure is a snapshot of the quality of the water that we provided last year. Included are the details about where your water comes from, what it contains, and how it compares to Environmental Protection Agency (EPA) and state standards. We are committed to providing you with information because informed customers are our best allies. If you would like to observe the decision-making process that affects drinking water quality or if you have any questions, comments or suggestions, please attend any regularly scheduled water board meeting held on the *last Thursday* of each month at 12:30 pm in the *Town Hall* or call Charles Coe Chief Operator at 304-876-2394

Your water comes from :

Source Name	Source Water Type
INTAKE-POTOMAC RIVER	Surface Water

Buyer Name	Seller Name
There are no additional purchases to display.	

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as those with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the EPA's Safe Drinking Water Hotline (800-426-4791).

The sources of drinking water (both tap water and bottled water) included rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in sources water before we treat it include:

Microbial contaminants, such as viruses and bacteria, which may come from

sewage treatment plants, septic systems, livestock operations and wildlife.

Inorganic contaminants, such as salts and metals, which can be naturally-occurring or result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.

Pesticides and herbicides, which may come from a variety of sources such as storm water run-off, agriculture, and residential users.

Radioactive contaminants, which can be naturally occurring or the result of mining activity.

Organic contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and also come from gas stations, urban storm water run-off, and septic systems.

In order to ensure that tap water is safe to drink, EPA prescribes regulation which limits the amount of certain contaminants in water provided by public water systems. We treat our water according to EPA's regulations. Food and Drug Administration regulations establish limits for contaminants in bottled water, which must provide the same protection for public health.

Our water system has an estimated population of 4300 and is required to test a minimum of 5 samples per month in accordance with the Total Coliform Rule for microbiological contaminants. Coliform bacteria are usually harmless, but their presence in water can be an indication of disease-causing bacteria. When coliform bacteria are found, special follow-up tests are done to determine if harmful bacteria are present in the water supply. If this limit is exceeded, the water supplier must notify the public.

Water Quality Data

The following tables list all of the drinking water contaminants which were detected during the 2023 calendar year. The presence of these contaminants does not necessarily indicate the water poses a health risk. Unless noted, the data presented in this table is from the testing done January 1- December 31, 2023. The state requires us to monitor for certain contaminants less than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. Some of the data, though representative of the water quality, is more than one year old.

Terms & Abbreviations

Maximum Contaminant Level Goal (MCLG): the “Goal” is the level of a contaminant in drinking water below which there is no known or expected risk to human health. MCLGs allow for a margin of safety.

Maximum Contaminant Level (MCL): the “Maximum Allowed” MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Secondary Maximum Contaminant Level (SMCL): recommended level for a contaminant that is not regulated and has no MCL.

Action Level (AL): the concentration of a contaminant that, if exceeded, triggers treatment or other requirements.

Treatment Technique (TT): a required process intended to reduce levels of a contaminant in drinking water.

Maximum Residual Disinfectant Level (MRDL): the highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Non-Detects (ND): lab analysis indicates that the contaminant is not present.

Parts per Million (ppm) or milligrams per liter (mg/l)

Parts per Billion (ppb) or micrograms per liter (µg/l)

Picocuries per Liter (pCi/L): a measure of the radioactivity in water.

Millirems per Year (mrem/yr): measure of radiation absorbed by the body.

Monitoring Period Average (MPA): An average of sample results obtained during a defined time frame, common examples of monitoring periods are monthly, quarterly and yearly.

Nephelometric Turbidity Unit (NTU): a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person. Turbidity is not regulated for groundwater systems.

Running Annual Average (RAA): an average of sample results obtained over the most current 12 months and used to determine compliance with MCLs.

Locational Running Annual Average (LRAA): Average of sample analytical results for samples taken at a particular monitoring location during the previous four calendar quarters.

Testing Results for: CORPORATION OF SHEPHERDSTOWN

Microbiological	Result	MCL	MCLG	Typical Source
No Detected Results were Found in the Calendar Year of 2023				

Regulated Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
ARSENIC	8/7/2023	ND	ND	ppb	10		Erosion of natural deposits; Runoff from orchards; Runoff from glass and electronics production wastes
BARIUM	8/9/2023	0.0492	0.0492	ppm	2	2	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
BENZO(A)PYRENE	8/7/2023	20	20	ppt	200	0	Leaching from linings of water storage tanks and distribution lines
CHROMIUM	8/9/2023	1.3	1.3	ppb	100	100	Discharge from steel and pulp mills; Erosion of natural deposits
FLUORIDE	8/16/2023	0.53	0.53	ppm	4	4	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
NITRATE	8/8/2023	0.42	0.42	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
NITRITE	8/7/2023	ND	ND	ppm	10	10	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits

Disinfection Byproducts	Sample Point	Monitoring Period	Highest LRAA	Range (low/high)	Unit	MCL	MCL G	Typical Source
TOTAL HALOACETIC ACIDS (HAA5)	CRESS CREEK-SHEPHERD GRADE	2023	31	15 - 31	ppb	60	0	By-product of drinking water disinfection
TOTAL HALOACETIC ACIDS (HAA5)	SHEETZ RT. 45	2023	37	19 - 37	ppb	60	0	By-product of drinking water disinfection
TTHM	CRESS CREEK-SHEPHERD GRADE	2023	92	15 - 92	ppb	80	0	By-product of drinking water chlorination
TTHM	SHEETZ RT. 45	2023	97	29- 97	ppb	80	0	By-product of drinking water chlorination

Lead and Copper	Monitoring Period	90 th Percentile	Range (low/high)	Unit	AL	Sites Over AL	Typical Source
COPPER, FREE	2020 - 2022	0.0821	0.0011 - 0.177	ppm	1.3	0	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD	2020 - 2022	2.9	0 - 67.5	ppb	15	1	Corrosion of household plumbing systems; Erosion of natural deposits

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Your water system is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

CORPORATION OF SHEPHERDSTOWN is working towards identifying service line materials throughout the water distribution supply. The service line inventory is required to be submitted to the state by October 16, 2024. The most up to date inventory is located with our contractor 120 Water, if you have any questions about our inventory, please contact Charles Coe 304-876-2394.

Chlorine/Chloramines Maximum Disinfection Level	MPA	MPA Units	RAA	RAA Units
2023	1.0000	MG/L	1.0	MG/L

Total Organic Carbon Lowest Month for Removal	Collection Date	Highest Value	Range	Unit	TT	Typical Source
CARBON, TOTAL	11/29/2023	3.3	1.0-3.3	MG/L	0	Naturally present in the environment

Radiological Contaminants	Collection Date	Highest Value	Range (low/high)	Unit	MCL	MCLG	Typical Source
No Detected Results were Found in the Calendar Year of 2023							

Secondary Contaminants-Non Health Based Contaminants-No Federal Maximum Contaminant Level (MCL) Established.	Collection Date	Highest Value	Range (low/high)	Unit	SMCL
ALKALINITY, TOTAL	11/29/2023	109	54 - 109	MG/L	10000
CARBON, DISSOLVED ORGANIC (DOC)	9/12/2022	6.7	0.82 - 6.7	MG/L	
CARBON, TOTAL	11/7/2023	3.3	0 - 3.3	ppm	10000
CRYPTOSPORIDIUM	12/17/2018	1	0 - 1		
GIARDIA LAMBLIA	12/17/2018	1	0 - 1		1
NICKEL	8/7/2023	0.0017	0.0017	MG/L	0.1
PH	8/7/2023	7.1	6.5 - 7.4	SU	8.5
SODIUM	8/7/2023	16.6	16.6	MG/L	1000
SULFATE	8/7/2023	50.3	50.3	MG/L	250
SUVA (SPECIFIC ULTRAVIOLET ABSORBANCE)	4/11/2022	3.4	0.6 - 3.4	L/MG-M	
UV ABSORBANCE @254 NM	4/11/2022	0.068	0.01 - 0.068	CM-1	

During the 2023 calendar year, we had the below noted violation(s) of drinking water regulations.

Compliance Period	Analyte	Comments
		No Violations Occurred in the Calendar Year of 2023

Additional Required Health Effects Language:

Infants and children are typically more vulnerable to lead in drinking water than the general population. It is possible that lead levels at your home may be higher than at other homes in the community as a result of materials used in your home's plumbing. If you are concerned about elevated lead levels in your home's water, you may wish to have your water tested and flush your tap for 30 seconds to 2 minutes before using tap water. Additional information is available from the Safe Drinking Water Hotline (800-426-4761).

Some people who drink water containing trihalomethanes in excess of the MCL over many years may experience problems with their liver, kidneys, or central nervous systems, and may have an increased risk of getting cancer.

There are no additional required health effects violation notices.

Water System	Type	Category	Analyte	Compliance Period
No Violations Occurred in the Calendar Year of 2023				

There are no additional required health effects notices.

Your CCR is available at Shepherdstown.us

If you would like a hard copy, please visit Shepherdstown Townhall during normal hours 8am-4:30pm

Amy Boyd

From: Charles Coe <ccoe@shepherdstown.us>
Sent: Thursday, May 16, 2024 9:31 AM
To: Amy Boyd
Subject: maps and email needs printed for water and sewer packets
Attachments: Google Earth Preferred Growth Area.pdf

See [638508710630770000 \(jeffersoncountywv.org\)](https://www.jeffersoncountywv.org/638508710630770000)

The Catholic diocese owns the parcel in dark green which is northwest of the intersection of 230 and Engle Molers Rd.

This is the definition of Residential or Commercial Primary Uses:

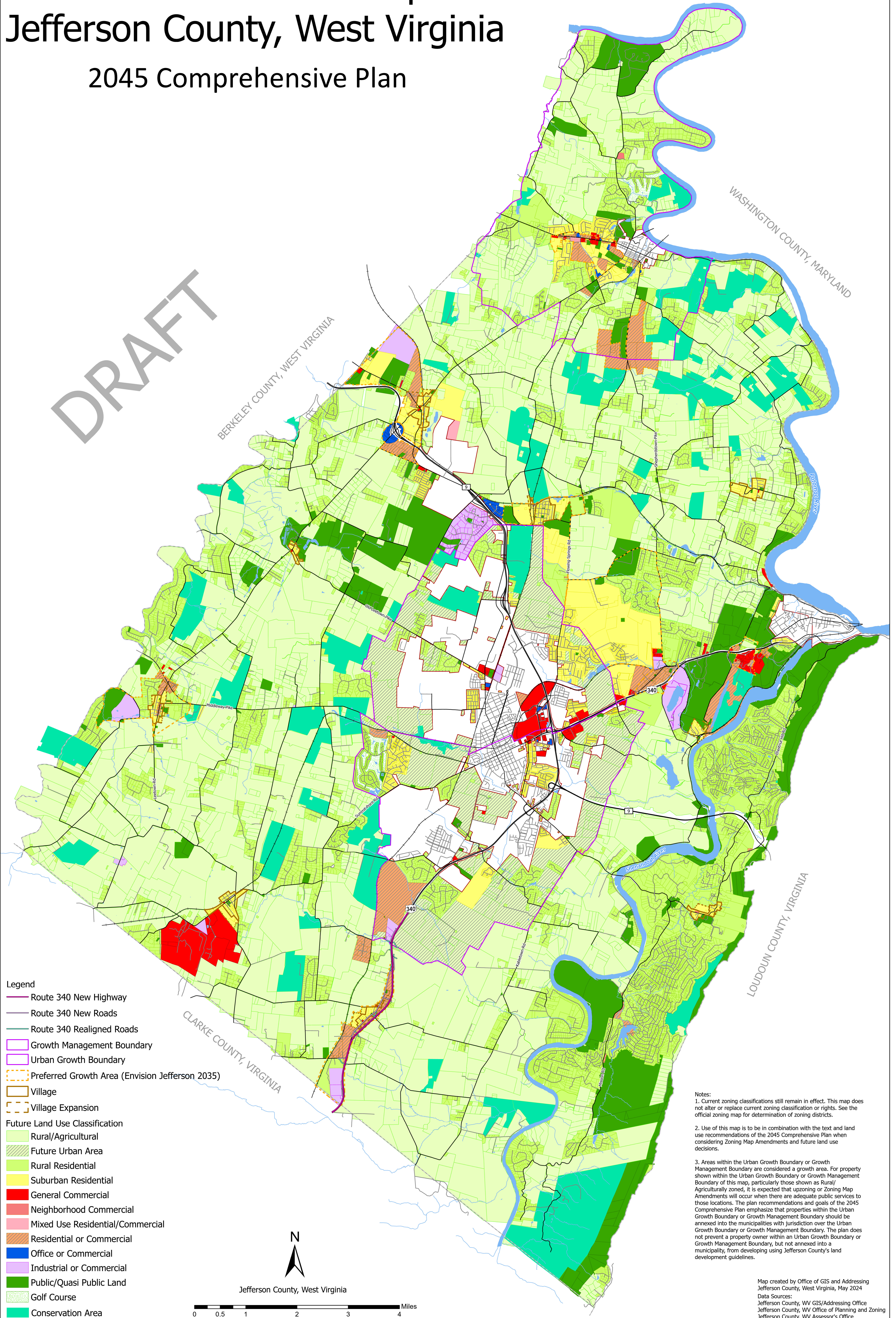
*This land use classification is for Suburban Residential and Neighborhood Commercial level development. Developments can include mixed use projects, a mix of residences and convenience businesses, or solely office, commercial, and residential uses that should connect to the pedestrian and auto transportation networks of adjacent properties. It includes gyms, convenience stores, townhomes, commercial and residential uses on adjoining lots, and mixed use projects with commercial ventures on ground level and residences on additional floors. **Intensity: Residences and commercial uses are served by public water and sewer system.** Mobility: Pedestrian, bicycle, and auto orientated access are prioritized along with interconnectivity to adjacent neighborhoods and commercial developments.*

Future Land Use Map

Jefferson County, West Virginia

2045 Comprehensive Plan

DRAFT



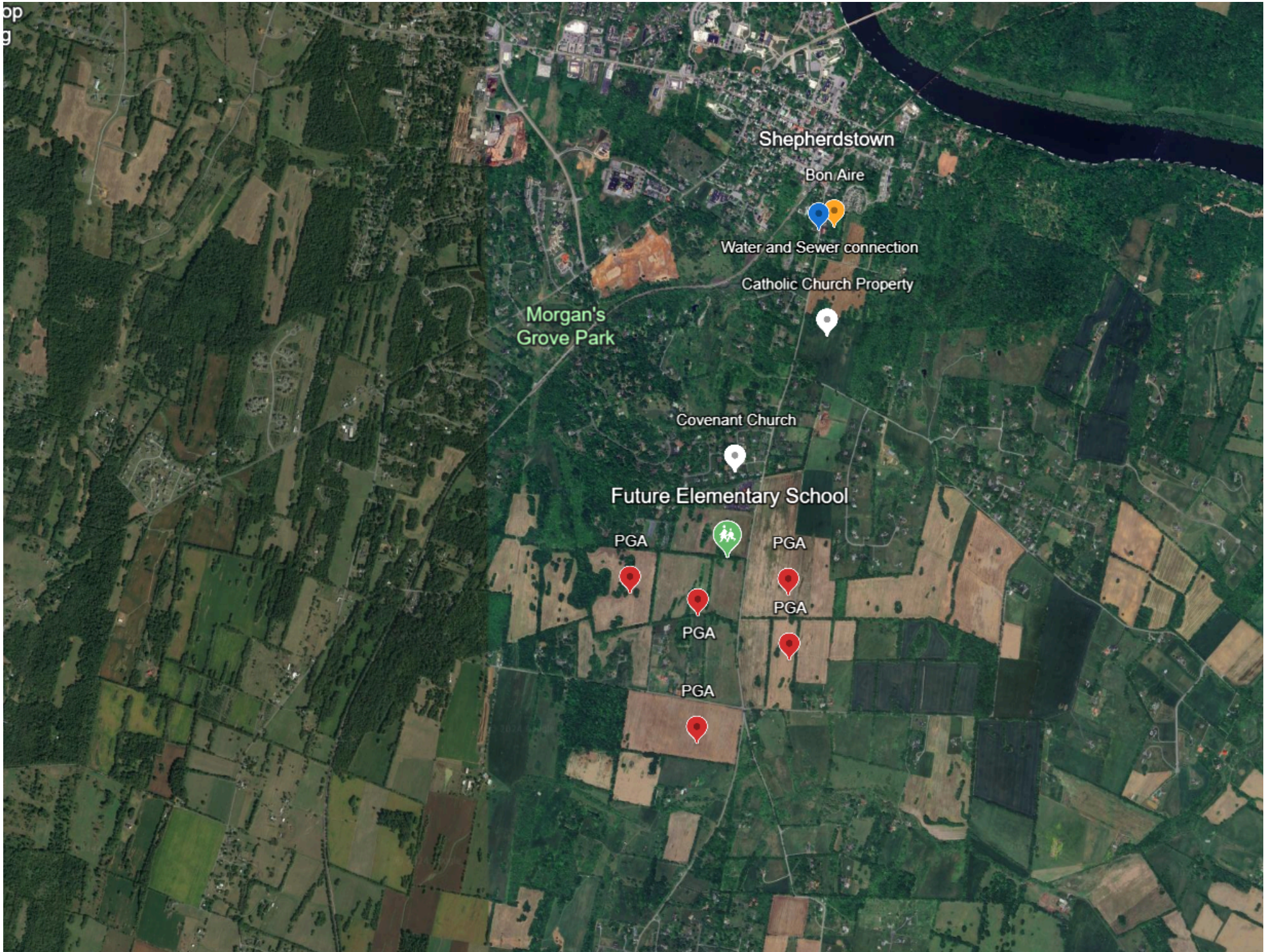
- Legend**
- Route 340 New Highway
 - Route 340 New Roads
 - Route 340 Realigned Roads
 - Growth Management Boundary
 - Urban Growth Boundary
 - Preferred Growth Area (Envision Jefferson 2035)
 - Village
 - Village Expansion
- Future Land Use Classification**
- Rural/Agricultural
 - Future Urban Area
 - Rural Residential
 - Suburban Residential
 - General Commercial
 - Neighborhood Commercial
 - Mixed Use Residential/Commercial
 - Residential or Commercial
 - Office or Commercial
 - Industrial or Commercial
 - Public/Quasi Public Land
 - Golf Course
 - Conservation Area

Notes:

1. Current zoning classifications still remain in effect. This map does not alter or replace current zoning classification or rights. See the official zoning map for determination of zoning districts.
2. Use of this map is to be in combination with the text and land use recommendations of the 2045 Comprehensive Plan when considering Zoning Map Amendments and future land use decisions.
3. Areas within the Urban Growth Boundary or Growth Management Boundary are considered a growth area. For property shown within the Urban Growth Boundary or Growth Management Boundary of this map, particularly those shown as Rural/Agriculturally zoned, it is expected that upzoning or Zoning Map Amendments will occur when there are adequate public services to those locations. The plan recommendations and goals of the 2045 Comprehensive Plan emphasize that properties within the Urban Growth Boundary or Growth Management Boundary should be annexed into the municipalities with jurisdiction over the Urban Growth Boundary or Growth Management Boundary. The plan does not prevent a property owner within an Urban Growth Boundary or Growth Management Boundary, but not annexed into a municipality, from developing using Jefferson County's land development guidelines.

Map created by Office of GIS and Addressing
 Jefferson County, West Virginia, May 2024
 Data Sources:
 Jefferson County, WV GIS/Addressing Office
 Jefferson County, WV Office of Planning and Zoning
 Jefferson County, WV Assessor's Office





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			
HYDRANTS TO BE REMOVED AND RETIRED							
Corner King & New Streets			4" main, inadequate supply	Retire hydrant, covered by other hydrants			
Corner Church & New Street			4" main, inadequate supply	Retire hydrant, covered by other hydrants			
East High Street (Tommy's Pizza)			4" main, inadequate supply	Retire hydrant, covered by other hydrants			
HYDRANTS IN SERVICE/NEED REPAIRS							
Willowdale/Martha	Yes	Yes	No Drain	Replace hydrant			
High Street at Stutzman-Slonaker Hall	Yes	Yes	No Drain	Repair in place			
W. High st/ N. Duke st.	?	Yes	Hard to operate	Replace hydrant			
426 Willowdale Dr	?	Yes	too low	Needs Riser			
Corner Brown alley and German	?	Yes	Cant operate	Replace hydrant			
Jala Yoga	Yes	Yes	Leaking everywhere	Repair in place			
302 N Princess St	Yes	Yes	Operate with valve	Replace hydrant			
Green Pineapple	Yes	Yes	gets hit /in loading zone/leaking	Install bollards/repair			
Food lion	Yes	Yes	Leaking at base	Repair in place			
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					
Opengate Lane	Yes	Yes					
HYDRANTS WITH PROPERTY ISSUES							
344 Ashley dr	Yes	Yes	Remove flowers	Send letter to customer			
161 Butcher ct	Yes	Yes	remove wall and garden (around hydrant)	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			728,000				