

Corporation of Shepherdstown

Agenda for Meeting of the Water and Sanitary Boards

August 22, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order
2. Minutes of the June 21 Water Board Meeting and July 25 Water and Sanitary Board Meeting - Review and Vote
3. Visitors
4. Financial Reports
5. Flow and Quality Reports from Staff
6. Unfinished Business
 - Update on Water Distribution System Construction
 - Hydrant Report
 - Lead Service Line Inventory
 - W&S staff- Hiring, Comp Time and Salary Comparisons
 - Water Department Newsletter – Review and Vote
7. New Business
 - Briefing on Application for Service
 - Application from Forestar Real Estate Group for 32 single family homes near the new Shepherdstown Library
8. Next Meeting on September 26 at 6 pm
9. Adjournment

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

June 21, 2024

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

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. REVIEW AND APPROVAL OF DRAFT WATER AND SANITARY BOARD MINUTES OF May 10 and 23, 2024.

The proposed minutes of the May 10, 2024 special meeting were reviewed and were approved without comment.

The proposed minutes of the May 23, 2024 regular meeting were reviewed and were approved without comment.

The proposed minutes of the May 30, 2024 regular meeting, which had been distributed to the boards electronically and revised in response to comments by S. Kemnitzer and J. Bresland, were approved as revised.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

R. Keller thanked the staff for updating the Sewer financials with reserve expenses, including the working capital reserves.

M. Godfrey and S. Kemnitzer stated that they needed more details regarding the various restricted accounts. S. Grove agreed and offered to create a new report that detailed all the various bank accounts.

ACTION ITEM: S. GROVE TO PROVIDE A REPORT THAT DETAILS THE VARIOUS WATER BANK ACCOUNTS AT NEXT MONTH'S MEETING.

S. Kemnitzer inquired about the status of the new financial system that has been discussed at previous meetings. S. Grove stated that it had been approved by Town Council but that it would be some time before it was in full use as it has to be purchased, installed and tested. In addition the staff will have to be trained to use it.

J. Ford commented that when the transfers necessary to account for the restricted accounts are considered along with the operating net income it appears that there is a shortfall that will require a rate increase for water. S. Kemnitzer suggested that we wait until we have the end-of-year numbers for the 2023/2024 fiscal year before we address that. There was general agreement to that.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORT - INFORMATION ITEM.

J. Bresland stated that he heard there was a water problem at the Shepherd dorms being used by CATF. C. Coe explained that it had been caused by the Shepherd maintenance staff checking the back-flush valves and that it had cleared up after they were done.

5.b SEWER - REPORTS - INFORMATION ITEM.

R. Keller inquired as to why there was no sludge applied to fields in May. K. Shipley explained that it could not be done while the fields were covered with hay and that as soon as the hay was fully harvested the sludge applications would resume.

K. Shipley explained that a sewer plant 16" bioreactor sludge valve that was 15 years old had failed and that, without it, the plant was running at half capacity. He explained that he is currently getting estimates from vendors for purchase and installation of a new valve and that while the plant is operating without the valve the quality numbers might not be as good as we are used to seeing.

6. UNFINISHED BUSINESS.

6.a UPDATE ON WATER DISTRIBUTION PROJECT - KENNY SHIPLEY.

K. Shipley reported that the project was proceeding on schedule - 1980 ft. of 6" line has been installed along with three new fire hydrants.

S. Kemnitzer asked if there was any update concerning the cash flow from the Army Corps of Engineers. S. Grove explained that we had recently received our first check from ACE and that the process is to submit a voucher after expenditures are made and then to get paid in arrears. S. Kemnitzer asked how long it takes to get paid and S. Grove said that she did not know but that Amy Boyd should know.

7. NEW BUSINESS.

7.a EQUIPMENT NEW/REPLACEMENTS PURCHASES - CHARLES COE.

C. Coe presented a list of required equipment investments, some of which are new purchases and some repairs. The costs were broken down into Town, Water and Sewer portions.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE THE SEWER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

MOTION: J. BRESLAND MOTIONED AND M. GODFREY SECONDED TO APPROVE THE WATER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

S. Kemnitzer suggested that C. Coe develop a full list of capital expenditures that he expects to need in the coming fiscal year. There was general agreement.

J. Ford suggested that we make these expenditures using money from the Working Capital reserve fund in order to test whether or not the Public Service Commission would accept or reject such usage. There was general agreement.

7.b MAIN PUMP STATION PLC - KENNY SHIPLEY.

K. Shipley explained that replacement of the pump station's obsolete PLC has already been approved by the board but that it was recently discovered that two drives associated with the PLC are also obsolete and must be replaced at the same time. He further explained that he is in the process of obtaining prices for replacing those drives.

K. Shipley stated that the wastewater PLC is scheduled to be replaced in July and that the vendor had recently informed him that there is a PLC software upgrade available to control MicroC dosing. Currently, since it cannot be automatically controlled, it is done on a 24/7 basis and the chemicals used are fairly expensive. Doing it in a manner controlled by the PLC would save approximately \$69K per year. The vendor is going to provide K. Shipley with a cost for the software upgrade and he requested

guidance on making the buy/no-buy decision. It was suggested that if the cost of the upgrade did not exceed \$70K the ROI for such a purchase would be no more than one year, making it a viable decision.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE PURCHASE OF THE SOFTWARE PACKAGE TO CONTROL MICROC DOSING IF THE COST DOES NOT EXCEED \$70K. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

7.c WATER BOARD MEMBER VACANCY.

The meeting packet included an application from J. Auxer to fill the current Water Board vacancy, given that he will no longer be a member of the board as of July 1, 2024. S. Kemnitzer had submitted a nomination for Jack Eggleston via email prior to the meeting. M. Godfrey stated that his understanding of the process was that a nominee must submit an application to be considered. There was some discussion of this without a definitive resolution.

MOTION: C. STROECH MOTIONED AND M. GODFREY SECONDED TO RECOMMEND THAT TOWN COUNCIL APPROVE THE APPOINTMENT OF J. AUXER TO THE WATER BOARD. THE MOTION WAS APPROVED WITH J. BRESLAND, J. FORD, M. GODFREY, C. STROECH VOTING FOR AND S. KEMNITZER VOTING AGAINST.

7.d NEW HIRE: OIT SEWER/ OIT WATER/ PIPE FITTER/ LABORER.

C. Coe reviewed the pending new hires.

7.e BAVARIAN INN METER ISSUE.

C. Coe reported that while performing standard meter testing at the Bavarian Inn it was discovered that a significant amount of water seemed to not be registered by the meter. He suspected that it was somehow flowing through the fire protection piping. He discussed the issue with the owner of the Bavarian Inn, who approved making whatever updates were needing to resolve the issue.

7.f REVIEW CUSTOMER NEWS LETTER.

S. Kemnitzer explained that she and J. Ford have created a draft of a news letter to be distributed to customers. However, an experienced science writer had recently volunteered to provide edits and those had not yet been integrated into the news letter, so it is not ready for review.

7.g COMPREHENSIVE PLAN. - REVIEW OF GOALS.

A section of the recent Comprehensive Plan review was included in the package and there was some discussion of the five goals that had been assigned to Water and Sewer boards. It was decided that board members should review the goals independently and send comments to S. Kemnitzer.

ACTION ITEM: ALL BOARD MEMBERS TO REVIEW THE COMPREHENSIVE PLAN GOALS ASSIGNED TO WATER AND SEWER BOARDS AND PROVIDE COMMENTS TO S. KEMNITZER.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET - CHARLES COE.

C. Coe reported that the contractor currently used for hydrant repair (Kable) had not been responsive. He has asked the contractor currently working on the Water Distribution project (Snyder) to provide an estimate.

9. MAYOR'S REPORT.

No mayor's report.

10. NEXT MEETING DATE.

Next meeting is scheduled for 25 July, 2024 at 1:00 p.m.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a - S. Grove to provide a report that details the various water bank accounts at next month's meeting.

7.g - All board members to review the comprehensive plan goals assigned to water and sewer boards and provide comments to S. Kemnitzer.

12. **DRAFT AGENDA FOR NEXT MEETING.**

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:58 p.m.

Respectfully Submitted: J. Ford

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

July 25, 2024

Town Hall 104 N. King Street

6:00 pm

Attendees

Water Board: J Gatz (mayor), S. Kemnitzer (chair), J Bresland. **No Quorum**

Sanitary Board: J Gatz (mayor and chair), H. Heyser, R. Keller **Quorum**

Town Staff – S. Grove, C. Coe, K. Shipley

Visitors: J. Auxer, G. Welter

1. Call to Order

The water and Sanitary Boards meeting was called to order at 6 pm.

2. Minutes of the June 21 Meeting - Review and Vote

The minutes of the June 21, 2024 Sanitary Board were approved without change.

The minutes of the June 21, 2024 Water Board will be voted on at the next meeting due to a lack of quorum.

3. Visitors

No visitor comments.

4. Financial Reports from Town Administrator

Questions from the boards focused on balances in reserve accounts, how they relate to operating budget and balance sheet and how they may be used.

5. Flow and Quality Reports from Staff

In addition to the report in the packet, staff reported that they are completing the new state requirement to assess cybersecurity of the plants.

6. Unfinished Business

- Update on Water Distribution System Construction – 30% complete.

- Hydrant Report – our maintenance practices meet the new state requirements.
- Lead Service Line Inventory – about 30% complete. Must be completed by October.

7. New Business

- Hiring Progress for Water and Sewer Staff
We discussed actions to raise compensation for water and sanitary department staff so we remain competitive in hiring and retaining staff.
- Water Newsletter – Review and Vote
Comments by Mr. Bresland and Mr. Godfry will be incorporated.
Vote postponed due to lack of a quorum

6. Old Business

- Comprehensive Plan – we will invite a member of the planning commission to come to our next meeting to discuss our input to the development of the plan.

7. Next Meeting August 22 at 6 pm

8. Adjournment – 7:10 pm.

Shepherdstown Waterworks
Balance Sheet
As of June 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,031,042.19
RESTRICTED FUNDS BANKING	2,821,764.92
UNRESTRICTED FUNDS BANKING	185,587.21
Total Bank Accounts	\$ 4,038,394.32
Accounts Receivable	
141 A/R, Water Customer Billing	174,496.14
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$ 169,496.14
Other Current Assets	
142.71 Due to/From Govt Funds	51,196.68
Due to/from Sewer	-5,060.57
Total Other Current Assets	\$ 46,136.11
Total Current Assets	\$ 4,254,026.57
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,825,660.49
105.16 Water Distribution System Upgrade	269,680.75
105.17 GIS Mapping System - Water	20,306.15
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,520,946.25
Fixed Assets (All Funds)	12,982,720.82
Total Fixed Assets	\$ 11,600,841.96
Other Assets	
186.20 Deferred Outflows	18,949.00
Total Other Assets	\$ 18,949.00
TOTAL ASSETS	\$ 15,873,817.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	107,193.23
Total Accounts Payable	\$ 107,193.23
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	91,830.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	80,694.14
Total Other Current Liabilities	\$ 207,707.15

Total Current Liabilities	\$ 314,900.38
Long-Term Liabilities	
221. Bond Payable-Long term	6,588,534.00
253.20 Deferred Inflows	42,936.00
Total Long-Term Liabilities	\$ 6,631,470.00
Total Liabilities	\$ 6,946,370.38
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	826,722.94
Net Income	114,809.13
Total Equity	\$ 8,927,447.15
TOTAL LIABILITIES AND EQUITY	\$ 15,873,817.53

Note

assurance is provided on them.

Shepherdstown Waterworks: Budget to Actual June 2024

	Month of June			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	14,608.50	7,083.37	206.24%	166,113.03	85,000.00	195.43%	85,000.00	195%
461 Water Metered Revenue	139,995.64	150,000.00	93.33%	1,754,401.00	1,800,000.00	97.47%	1,800,000.00	97%
474 Tap Fees		7,000.00	0.00%	385.00	84,000.00	0.46%	84,000.00	0%
Total Income	\$ 154,604.14	\$ 164,083.37	94.22%	\$ 1,920,899.03	\$ 1,969,000.00	97.56%	\$ 1,969,000.00	98%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	877.50	1,291.67	67.94%	17,749.61	15,500.00	114.51%	15,500.00	115%
401.2 Water Administration	8,043.07	4,500.00	178.73%	55,996.50	54,000.00	103.70%	54,000.00	104%
401.3 Water/Sewer Bill	196.96	19,166.67	1.03%	239,553.53	230,000.00	104.15%	230,000.00	104%
401.4 Water Plant Expenses	3,539.45	30,833.33	11.48%	132,418.84	370,000.00	35.79%	370,000.00	36%
403 Water Depreciation Expense	29,626.83	30,833.33	96.09%	355,521.96	370,000.00	96.09%	370,000.00	96%
406 Taxes-Other than Income	8,098.26	5,666.67	142.91%	55,296.88	68,000.00	81.32%	68,000.00	81%
427 Interest Expense	9,957.33	10,000.00	99.57%	146,942.90	120,000.00	122.45%	120,000.00	122%
521 Employee Screening	0.00	25.00	0.00%	0.00	300.00	0.00%	300.00	0%
601 Water Salaries & Wages	53,548.00	45,000.00	119.00%	533,632.81	540,000.00	98.82%	540,000.00	99%
604 Employee Pensions & Benefits	11,658.91	11,666.67	99.93%	137,595.00	140,000.00	98.28%	140,000.00	98%
615 Purchased Power	4,814.73	6,250.00	77.04%	61,908.76	75,000.00	82.55%	75,000.00	83%
618 Chemicals	0.00	6,250.00	0.00%	79,355.09	75,000.00	105.81%	75,000.00	106%
631 Contractual Svc-Engineering	2,462.50	5,833.33	42.21%	123,002.61	70,000.00	175.72%	70,000.00	176%
632 Contractual Svc-Accounting	833.34	2,083.33	40.00%	38,554.81	25,000.00	154.22%	25,000.00	154%
633 Contractual Svc-Legal	0.00	416.67	0.00%	3,977.76	5,000.00	79.56%	5,000.00	80%
635 Contractual Svc-Testing	270.80	3,750.00	7.22%	33,996.67	45,000.00	75.55%	45,000.00	76%
636 Contractual Svc-Other	4,295.40	2,916.67	147.27%	26,335.91	35,000.00	75.25%	35,000.00	75%
650 Transportation Expenses	136.68	3,750.00	3.64%	2,185.83	45,000.00	4.86%	45,000.00	5%
657 Insurance-General Liability	16,715.21	3,666.67	455.87%	76,062.52	44,000.00	172.87%	44,000.00	173%
659 Insurance-Other	0.00	750.00	0.00%	0.00	9,000.00	0.00%	9,000.00	0%
660 Advertising Expense	0.00	83.33	0.00%	363.54	1,000.00	36.35%	1,000.00	36%
675 Administrative Lending Fees	2,635.40	166.67	1581.21%	10,848.66	2,000.00	542.43%	2,000.00	542%
676 Bond Issuance Expense	0.00	16.67	0.00%	0.00	200.00	0.00%	200.00	0%
Total Expenses (QB)	\$ 157,710.37	\$ 194,916.68	80.91%	\$ 2,131,300.19	\$ 2,339,000.00	91.12%	\$ 2,339,000.00	91%
Net Operating Income (QB)	-\$ 3,106.23			\$ (210,401.16)				

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

Total Net After Bond Expense	\$ (44,109.25)			\$ (702,437.40)				
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Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	69.88			13,555.96				
474. Other Water Revenue	72,270.51			311,653.74				
Total Restricted Income	\$ 72,340.39			\$ 325,209.70				

Shepherdstown Sewer
Budget to Actual June 2024

	Month of June			Year to Date			FY 2024	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	11,178.24	3,583.33	311.95%	112,921.48	43,000.00	262.61%	43,000.00	263%
522 Metered Sewer Revenue	124,800.63	124,206.42	100.48%	1,518,423.05	1,490,477.00	101.87%	1,490,477.00	102%
536 Tap Fees		309.83	0.00%	600.00	3,718.00	16.14%	3,718.00	16%
Total Operating Income	\$ 135,978.87	\$ 128,099.58	106.15%	\$ 1,631,944.53	\$ 1,537,195.00	106.16%	\$ 1,537,195.00	106%
Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	337.50	869.08	38.83%	11,104.02	10,429.00	106.47%	10,429.00	106%
401.2 Sewer Administration	11,831.98	5,158.25	229.38%	58,166.13	61,899.00	93.97%	61,899.00	94%
401.3 Water Bill	25,194.56	3,075.00	819.34%	73,622.58	36,900.00	199.52%	36,900.00	200%
401.4 Sewer Plant Maintenance	4,644.91	24,060.66	19.30%	119,160.00	288,728.00	41.27%	288,728.00	41%
403 Depreciation Expense	29,576.05	31,666.67	93.40%	354,912.60	380,000.00	93.40%	380,000.00	93%
408 Taxes Other than Income	12,679.00	3,054.17	415.14%	35,150.15	36,650.00	95.91%	36,650.00	96%
701 Salaries & Wages	38,894.00	31,469.42	123.59%	339,940.11	377,633.00	90.02%	377,633.00	90%
704 Employee Benefits	8,027.60	5,717.17	140.41%	88,450.67	68,606.00	128.93%	68,606.00	129%
711 Sludge Removal	684.59	3,333.33	20.54%	7,593.01	40,000.00	18.98%	40,000.00	19%
715 Purchased Power	11,989.21	12,666.67	94.49%	151,784.25	152,000.00	99.86%	152,000.00	100%
718 Chemicals	14,369.39	11,666.67	123.17%	148,056.43	140,000.00	105.75%	140,000.00	106%
731 Contractual Svc-Engineering	4,492.20	416.67	1078.12%	22,994.61	5,000.00	459.89%	5,000.00	460%
732 Contractual Svc-Accounting	833.33	1,512.50	55.10%	37,161.19	18,150.00	204.74%	18,150.00	205%
733 Contractual Svc-legal		416.67	0.00%	2,739.26	5,000.00	54.79%	5,000.00	55%
735 Contractual Svc-testing	761.10	416.67	182.66%	9,723.23	5,000.00	194.46%	5,000.00	194%
736 Contracted Services-Other	5,841.19	416.67	1401.87%	20,470.61	5,000.00	409.41%	5,000.00	409%
750 Transportation Expenses	1,249.48	500.00	249.90%	2,970.78	6,000.00	49.51%	6,000.00	50%
757 Insurance-General Liability	3,284.00	2,916.67	112.59%	48,809.34	35,000.00	139.46%	35,000.00	139%
760 Advertising	0.00	166.67	0.00%	0.00	2,000.00	0.00%	2,000.00	0%
775 Sewer Admin Lending Fees	3,592.58	0.00	0.00%	14,370.32	0.00		0.00	
Total Expenses (from QB)	\$ 178,262.67	\$ 139,499.61	127.79%	\$ 1,547,179.29	\$ 1,673,995.00	92.42%	\$ 1,673,995.00	92%
Net Operating Income (QB)	\$ (42,283.80)			\$ 84,765.24				
Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$157,200.00	\$157,200.00		\$157,200.00	100%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$221,952.96	\$221,952.96		\$221,952.96	100%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$143,004.00	\$143,000.00		\$143,000.00	100%
Total Reserve Expenses	\$ 43,513.08			\$ 522,156.96				
Net after Reserve Expenses	\$ (85,796.88)			\$ (437,391.72)				
Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	34.94			6,888.22				
536. Capacity Fees	0.00			117,936.00				
Total Restricted Income	\$ 34.94			\$ 124,824.22				

Shepherdstown Sewer
Balance Sheet
As of June 30, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	741.78
RESTRICTED FUNDS BANKING	2,394,023.42
UNRESTRICTED FUNDS BANKING	716,365.14
Total Bank Accounts	\$ 3,111,130.34
Accounts Receivable	
Accounts Receivable	160,387.34
Total Accounts Receivable	\$ 160,387.34
Other Current Assets	
Due To/From Govt	-384,665.46
Due To/From Water	5,145.37
Other Current Assets	327.92
Total Other Current Assets	-\$ 379,192.17
Total Current Assets	\$ 2,892,325.51
Fixed Assets	
Fixed Asset Adjustment	-4,679,871.93
Fixed Assets	14,013,163.57
Total Fixed Assets	\$ 9,333,291.64
Other Assets	
186.20 Deferred Outflows	12,363.00
Total Other Assets	\$ 12,363.00
TOTAL ASSETS	\$ 12,237,980.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	41,681.40
Total Accounts Payable	\$ 41,681.40
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,232.33
Current Liabilities	102,326.12
Total Other Current Liabilities	\$ 169,558.45
Total Current Liabilities	\$ 211,239.85
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,728,511.00
253.20 Deferred Inflows	28,637.00
Total Long-Term Liabilities	\$ 3,757,148.00

Total Liabilities	\$ 3,968,387.85
Equity	
214 Retained Earnings	4,508,956.91
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	681,873.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	62,654.18
Total Equity	\$ 8,269,592.30
TOTAL LIABILITIES AND EQUITY	\$ 12,237,980.15

Friday, Aug 16, 2024 06:13:12 AM GMT-7 - Accrual Basis

SHEPHERDSTOWN WATER DEPT.

July 2024

Pump time average 14 hours.

Gallons pumped average 656,994.

Chemical usage normal

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations

Concerns:

- Lead and Copper inventory
- OIT and Class 2 operator NEEDED
- UV State reporting

July 2024 Monthly Reports

	Avg.	Max			Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs. Allowed	Yearly Lbs. Allowed
Flow	0.2327	Mgd	0.2617	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	Mg/l	<2	Mg/l	30	60		3.96	3.96	167	334		
TSS	3.0	Mg/l	3.0	Mg/l	30	60		5.94	5.94	167	334		
TKN	0.66	Mg/l	0.92	Mg/l	3	6		1.36	1.84	17	33		
Fecal	98	Cnts/100		Cnts/100									
Total N	1.96	MI	98	MI	200	400		N/A	N/A	N/A	N/A		
Total P	0.084	Mg/l	3.92	Mg/l	Rpt Only	Rpt Only		N/A	117.89	N/A	507	1331.59	6091
Copper	<0.0037	Mg/l	<0.1	Mg/l	Rpt Only	Rpt Only		N/A	5.05	N/A	50.7	70.15	609
Zinc	0.0228	Mg/l	<0.0037	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead	<0.0025	Mg/l	0.0228	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum	0.067	Mg/l	<0.0025	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride	82.3	Mg/l	0.067	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Total Hardness	107.0	Mg/l	82.3	Mg/l	196	340		N/A	N/A	N/A	N/A		
PH	7.2	S.U.	107.0	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
					Min Allowed	Max Allowed							
					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	1.102	36.6571	Tons 1	21.2		
Olcott Field 2			Tons			
Olcott Field 3	2.73	26.232	Tons 2	22.8	12.68	12.03
Olcott Field 4		1.44	Tons			
Olcott Field 6	2.916	15.564	Tons 2	24.3	12.71	12.12
Blair-Carter Field 1		3.684	Tons			
Blair-Carter Field 3			Tons			
Blair-Carter Field 4			Tons			
Willard Field 1		25.511	Tons			
Willard Field 3			Tons			
Willard Field 4			Tons			
Colbert Field 3			Tons			
Colbert Field 4			Tons			
Oakley Field 2			Tons			
Putz Field 2			Tons			

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month July Year 2024 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

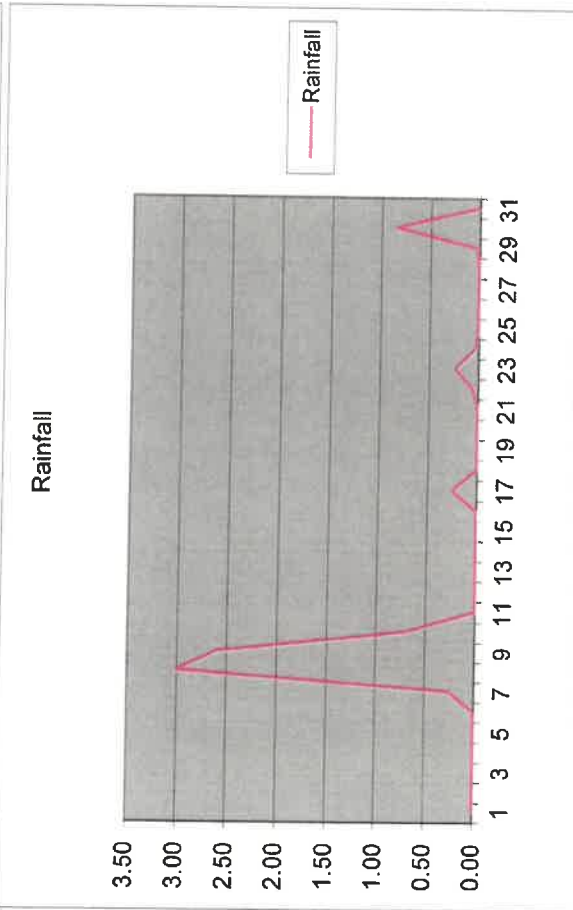
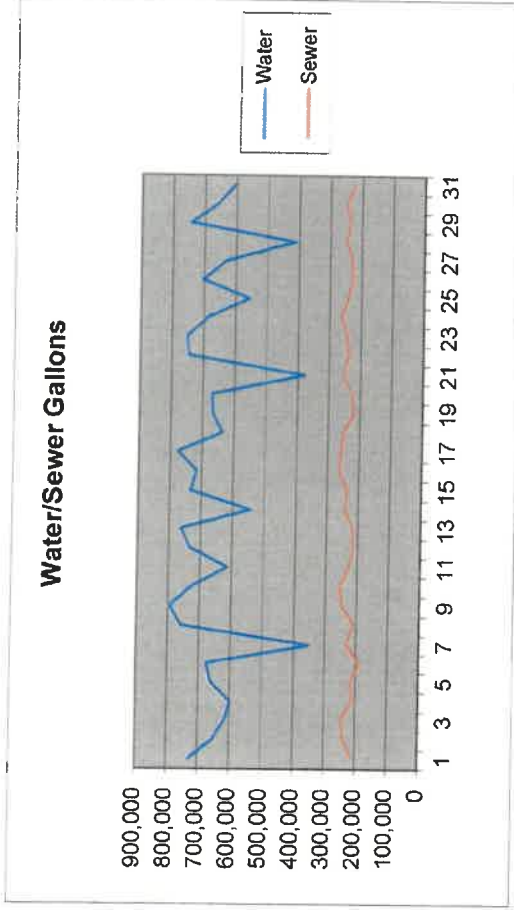
Date	INFLUENT WASTEWATER					DIGESTERS		ACTIVATED SLUDGE M.L.S.S.	EFFLUENT TEMP Degrees Celsius	PLANT EFFLUENT								
	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)	Temp (F°)	pH	Grit and Screening (cf)			Sludge Added (gal)	Removed (gal)	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)
1				0.2116				15000	20333									
2		194	74.2	0.2376				15000										
3				0.2474				15000										
4				0.2124				15000										
5				0.2163				15000										
6				0.1890				15000										
7	0.25			0.2332				15000										
8	3.01			0.2073			7	15000										
9	2.80			0.2486				15000										
10	0.72			0.2541				15000	13359									
11				0.2255				15000										
12				0.2132				15000										
13				0.2140				15000										
14				0.2430				15000										
15				0.2335				15000										
16				0.2617				15000										
17	0.24			0.2551			9	15000	13970									
18				0.2496				15000	19700									
19				0.2149				15000	19327									
20				0.2223				15000										
21				0.2519				15000										
22	0.05			0.2351				18000										
23	0.23			0.2392				18000	19546									
24	0.03			0.2596				18000										
25				0.2385				18000	18939									
26				0.2248				16500										
27				0.2258				16500										
28				0.2462				16500										
29	0.02			0.2334				16500										
30	0.84			0.2472			7	16500	19952									
31				0.2202				16500	14101									
Total	7.99	194	74.2	7.2122			23	486000	159227									
Average	0.80	194	74.2	0.2327			7.7	15677	17692									
Minimum	0.02	194	74.2	0.1890			7	15000	13359									
Maximum	3.01	194	74.2	0.2617			9	18000	20333									

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

Water/Sewer Flows July 2024

Date	Water	Sewer	RainFall
1	732,500	211,600	0.00
2	659,800	237,600	0.00
3	620,300	247,400	0.00
4	603,100	212,400	0.00
5	664,500	216,300	0.00
6	680,600	189,000	0.00
7	355,700	233,200	0.25
8	762,300	207,300	3.01
9	798,600	248,600	2.60
10	729,300	254,100	0.72
11	615,900	225,500	0.00
12	737,200	213,200	0.00
13	766,100	214,000	0.00
14	546,100	243,000	0.00
15	736,300	233,500	0.00
16	717,900	261,700	0.00
17	779,900	255,100	0.24
18	638,600	249,600	0.00
19	669,900	214,900	0.00
20	673,300	222,300	0.00
21	378,600	251,900	0.00
22	748,000	235,100	0.05
23	755,500	239,200	0.23
24	692,000	259,600	0.03
25	558,600	238,500	0.00
26	706,200	224,800	0.00
27	632,900	225,800	0.00
28	414,500	246,200	0.00
29	745,300	233,400	0.02
30	661,300	247,200	0.84
31	606,000	220,200	0.00
Avg.	657,639	232,652	0.26





Corporation of Shepherdstown
P.O. Box 248
Shepherdstown WV 25443

Mayor Gatz

Update on Distribution project:

As of August 6th, 2024, the project is at 55% of completion. Projected completion date is December 19th, 2024. 3000 feet of 9300 feet of waterline is installed, inspected, pressure tested and soon to be sampled. Along with 10 gate valves and five fire hydrants. Four of the eight main connections are complete. The sitework is currently located in Mechlenburg Heights. Service interruptions will be minimal but are necessary. Customers will be notified 24 hours in advance of any type of service loss. Next progress meeting with Snyder Environmental (the contractor) will be August 29th, 2024.

Sincerely,

Charles "Woody" Coe
Public Works Director
Chief Operator

HYDRANTS OUT OF SERVICE/NEED REPAIRS

388 Starkeys Landing

HYDRANTS TO BE REMOVED AND RETIRED

Corner King & New Streets
 Corner Church & New Street
 East High Street (Tommy's Pizza)

HYDRANTS IN SERVICE/NEED REPAIRS

Willowdale/Martha
 High Street at Stutzman-Slonaker Hall
 W. High st/ N. Duke st.
 426 Willowdale Dr
 Corner Brown alley and German
 Jala Yoga
 302 N Princess St
 Green Pineapple
 Food lion

NEW HYDRANTS

Tack & Jack's Apartments, Duke St.
 19 Tollhouse way
 88 Tollhouse way
 72 Lyon Ridge road
 Lyon Ridge Loop
 Riderwood way
 Opengate Lane

HYDRANTS WITH PROPERTY ISSUES

344 Ashley dr
 161 Butcher ct

DEDICATED HYDRANTS

SU Baseball field end of High Street
 SFD Fire Hall
 Mecklenburg Heights

NOTES

Minimum clearance for bollards: 36"
 Total gallons flushed

388 Starkeys Landing	Yes	No	Hit by vehicle	Remove hydrant install blowoff		
HYDRANTS TO BE REMOVED AND RETIRED						
Corner King & New Streets	Yes	Yes	4" main, inadequate supply	Retire hydrant, covered by other hydrants		
Corner Church & New Street	Yes	Yes	4" main, inadequate supply	Retire hydrant, covered by other hydrants		
East High Street (Tommy's Pizza)	?	Yes	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	Can't 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"						
Total gallons flushed						

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Corporation of Shepherdstown
 Shepherdstown Town Hall
 104 North King Street
 P. O. Box 248
 Shepherdstown, WV 25443

UTILITY USE ONLY	
Application #:	
Step #:	1
Date Recv'd	
Step #:	2
Date Recv'd:	

This application is for permission to extend the water and/or sewer main(s) to one or more properties, existing or proposed. The Shepherdstown Water Board and the Shepherdstown Sanitary Board (hereafter called the "Boards") have set up a two (2) step process to apply for such an extension. This form is not an application for service, and it does not establish a water/sewer account.

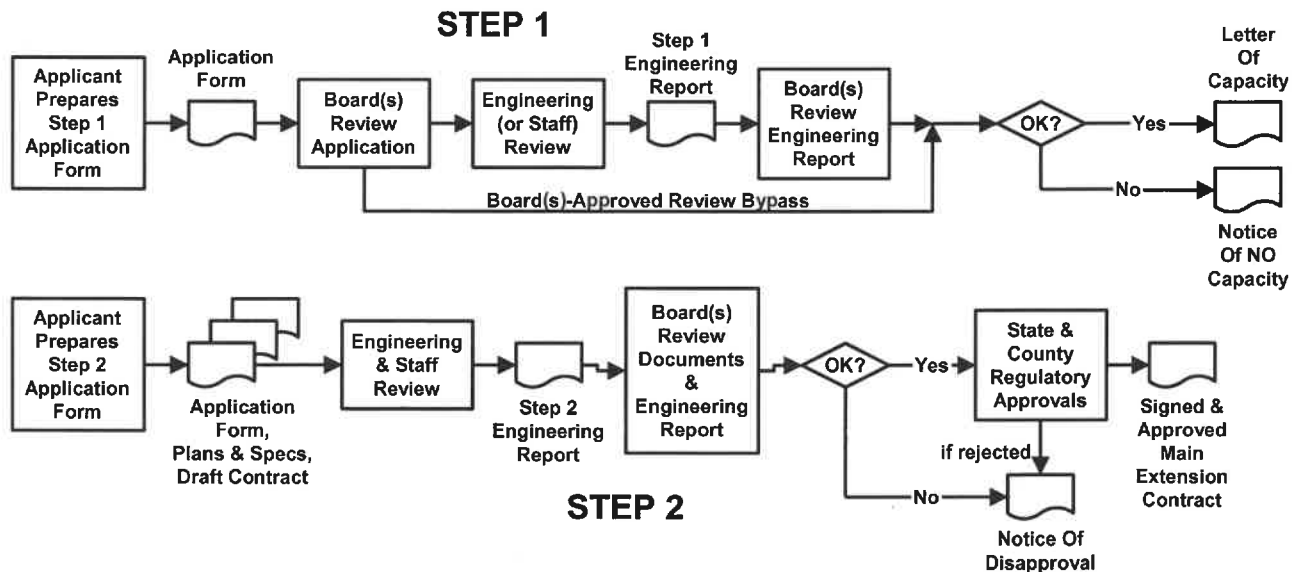
<input checked="" type="checkbox"/>	Step 1	Application for Letter of Capacity and Extension of Main with Sketch Plan
<input type="checkbox"/>	Step 2.	Detailed Engineering Design and Contract Agreement for Extension of Main

<Check applicable step for this application.>

The Corporation of Shepherdstown has established a fee schedule (see information at the end of this document) to pay for the technical reviews required to evaluate all applications. **The applicable fee must be paid concurrently with any request for the extension of water and/or sewer service.**

In addition to the two-step process, approvals may be needed from other local and state agencies. **Construction of the extension may not proceed until the two-step process has been completed, until all fees have been paid, and until all necessary approvals have been obtained.**

At each step in the two-step process, the appropriate Board(s) must review and give approval to the application. The Shepherdstown Town Council (hereafter called the "Town Council") may, in certain circumstances, also be required to review and give its approval.



APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

The first step in the application process is a request for a technical review of the applicant's request for water and/or sewer service to determine if there is adequate capacity available from the Corporation of Shepherdstown Water and/or Sewer Systems.

A **Letter of Capacity** issued within this step shall be valid only for a period of **twelve (12) calendar months** from the date of the letter, and shall expire at the close of business on the expiration date. The Board(s) will consider an extension of the Letter of Capacity only upon a written request by the Applicant received by the Utility within the twelve-month period during which the Letter of Capacity is active. An expired Letter of Capacity may not be extended. If an application expires, both reapplication and the payment of new review fees will be required.

The Applicant is hereby notified that the issuance of a Letter of Capacity does not guarantee that capacity will be available at the time that the Applicant wishes to physically connect to the system. Water and sewer taps are available on a first-come, first-served basis. It is the responsibility of the Applicant to maintain contact with the Utility to determine current capacity as the Applicant goes through the process to extend water and/or sewer mains.

The Applicant is hereby notified that the Letter of Capacity shall not be issued until all applicable fees and charges have been paid in full by the Applicant.

The information requested in items "E" through "L" is for the use of the planning efforts of the Utility and the Water and Sanitary Boards. If the application is being made for a new development, all anticipated units within the development shall be included. It is the responsibility of the Applicant to maintain up-to-date information on file with the Utility during the application process. After three years, a review of the application will be conducted to determine if there have been any changes. Applicable fees will be assessed for any required engineering review.

Item C: Provide the identity of an individual of firm who is authorized to represent the Applicant before the Boards and Town Council (e.g., attorney, engineering firm, etc.). Attach an additional sheet(s) providing such information if more than one such individual or firm exists. **Only individuals or firms listed in this application may so represent the Applicant.**

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

A. Date Application Completed: August 7, 2024

B. Applicant Information:

Name: Forestar (USA) Real Estate Group, Inc.

Telephone Number: 410-596-3847

FAX Number: _____

Mailing Address: 7021 Columbia Gateway Dr, Suite 320

Columbia, MD 21046

C. Applicant's Authorized Representative (see instructions for item C):

Name: Ryan Perks

Firm Name: Integrity Federal Services, Inc

Telephone Number: 304-725-8456

FAX Number: _____

Mailing Address: 148 South Queen Street, Suite 201

Martinsburg, WV 25401

D. Property Location (include tax map and parcel numbers):

Shepherdstown Tax District

Higbee Lane

Tax Map 8, P/O Parcel 10

D₁. Is applicant full owner of property cited above? Yes No

(If no, submit notarized letter from each owner authorizing application.)

E. Application to Extend: Water Sewer Both

F. Distance From

(1) Property to nearest water main: +/- 0 feet.

(2) Property to nearest sewer main: +/- 0 feet.

(3) Property to Corporation limits: +/- 1876 feet.

(4) Property to nearest road or street: +/- 0 feet.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

- Item I: Estimate the daily consumption (in gallons for the entire project) of water and the daily discharge of sewage using figures from the most recent table adopted by the Shepherdstown Water Board and the Shepherdstown Sanitary Board (available from Utility staff). Attach additional sheet(s) describing the breakdown if usage or size vary.
- Item J: Add additional sheet(s) to explain a method of waste disposal other than sewer or septic.
- Item K: Provide projected dates (month, year) of the projected start and completion of the main extension, plus the projected date for the start of utility service and the build out date. Attach separate sheet(s) providing this information if the project is to be built in phases.
- Item L: The Applicant shall submit a sketch plan (8½ x11 or 11x17) of the proposed extension, drawn to scale. The sketch plan shall include:
- 1) the location of the property,
 - 2) the nearest mains,
 - 3) adjacent roads, streets, and alleys with names as appropriate,
 - 4) point at which distance (see application Item F) was measured,
 - 5) proposed layout of the water/sewer extensions from the existing system to the site to be served,
 - 6) the diameter and length of the proposed main(s),
 - 7) boundaries of all properties adjacent to the proposed main(s),
 - 8) For sewer extensions, indicate whether the proposed extension is a gravity sewer or a force main, and, for force mains, include the proposed capacity of the sewage pumping station.

An 11x17 map of the water distribution system is available from the utility.

Water Main Extensions will be evaluated in three (3) ways:

- 1) fire flow capacity and static pressure at the proposed point of contact,
- 2) looping or interconnection of water mains throughout the distribution system to provide redundancy and maximum water pressure,
- 3) system-wide water treatment and storage capacity.

Sewer main extensions will be evaluated for capacity at the Wastewater Treatment Plant and throughout the sewage collection system. They will be evaluated for effects on existing pumping stations even if such stations are outside the boundaries of the proposed project.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

G. Description of Units (check all that apply and then complete all requested information):

Single-family detached homes:

(1) Number of Proposed Units: 32

Multiple-family homes

(1) Number of Proposed Units: _____

(2) Size of Units (Number of bedrooms) _____

(3) Shared Laundry Planned? Yes No

(4) # of washing machines planned? _____

H Description of Units

Commercial/Industrial/Other?

(1) Indicate which Type? _____

(2) Type of business or facility? _____

(3) Type of discharge? _____

(4) Floor Area (in ft²): _____

(5) Number of Units? _____

(6) Number of bathroom fixtures? _____

I. Estimated daily consumption (see instructions):

Water: 8,960 gpd

Sewer: 8,960 gpd

J. Method of sewage disposal: Sewer Septic Other

K. Projected Schedule (see instructions):

(1) Projected Extension Start Date: 10/1/2024

(2) Projected Extension Completion Date: 5/1/2025

(3) Start of Required Utility Service: 5/1/2025

(4) Build Out Date: 5/1/2026

L. Required Attachments (see instructions):

Sketch Plan

Payment of Applicable Fees (see attachment at end of application)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

Any change listed below shall require reapplication by the Applicant.

- A change of $\pm 10\%$ in the number of proposed residential units.
- A change in the number of proposed industrial or commercial units.
- A change of $\pm 10\%$ in the estimated daily consumption of water from the water system or delivery of sewage to the sewer system.
- A change in the type of usage. Usage types are:
 - Single-family detached houses.
 - Multiple-family units.
 - Industrial.
 - Commercial.
 - Other.
- A change in the type or method of sewage discharge to be expected.
- The discovery by any individual or entity of the existence of errors in this application, whether intentional or accidental.

At the option of the Board(s), a change in applicant may not invalidate a Letter of Capacity as long as (a) the Utility staff is notified of such a change of applicant in writing within fourteen (14) days of the change taking place, and (b) no change listed above occurs to invalidate the letter. Failure to meet these conditions shall invalidate the Letter of Capacity.

Should the owner of the property withdraw permission for the current applicant to pursue a mainline extension, any Letter of Capacity granted for the property shall be invalidated.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan

By making this application, and by signing below, the Applicant acknowledges his/her responsibility to:

1. Become familiar with all requirements stated within the text of this application;
2. Become familiar with the Utility's General Requirements and Procedures and with applicable regulations of the West Virginia Public Service Commission (Copies of these items are available for review at Shepherdstown Town Hall - Note that the Applicant is responsible to become familiar with any other applicable local and state regulations);
3. Provide all information necessary to give the Utility staff, the Board(s), and the Town Council a clear understanding of the application. The Applicant acknowledges that any of these bodies may request information in addition to that listed in this application;
4. Update all information in this application to keep it current so long as it remains in effect;. After three years, the applicant will be required to submit any changes in the application or certify that all information remains the same. Any changes in plans and specification will require an engineering review at rates outlined in Section C of the Application Review Fee Schedule. The Board reserves the right to charge engineering review fees for any unreported changes it discovers.
5. Submit the above application, all required attachments, and any necessary updates to the Utility staff at least fourteen (14) calendar days prior to the Board meeting at which the application will be discussed (the Boards have adopted a policy not to take up any application, either continuing business or new business, unless all necessary information has been submitted prior to the above deadline);
 - Note that the Water and Sanitary Boards meet in a joint meeting, normally on the last Thursday of each month.
- ~~5.6.~~ Attend or be represented at Board and/or Town Council Meetings, as necessary, to discuss the application and to respond to questions.

The applicant hereby acknowledges that delays resulting from failure to fulfill these responsibilities shall be considered to be the fault in full of the Applicant, and not that of the Utility, the Boards, or the Town Council.

The applicant further acknowledges that the Utility staff, the Boards and their consultants, and the Town Council have a need for time to consider the application. (Note that the Boards and the Town Council are scheduled to meet on a regular basis only once per calendar month.)

The applicant further acknowledges an understanding of, and agreement to, the provisions under which the Letter of Capacity, if issued for this application, will become invalid. These provisions are listed in the instructions of this application.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

Step 1: Application for Letter of Capacity & Extension of Main with Sketch Plan Instructions

The Applicant hereby states that the information contained in this application and otherwise submitted is true and correct to the best of his/her knowledge.



(Signature by or for Applicant)

8/7/2024

(Date)

Director of Entitlements, Forestar

(Position of Applicant signee)

Approved

Rejected

(For Shepherdstown Water/Sewer Utility)

(Date)

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

- A. The fees outlined in this schedule shall be assessed to projects meeting one or more of the following criteria:
1. A main line extension is required.
 2. More than three (3) residential units will be served.
 3. The property will be used for commercial, industrial, or institutional establishments.
 - a. Commercial, industrial, or institutional establishments are those listed in the Zoning Ordinance of the Corporation of Shepherdstown for RC and C districts.
 4. Structures of greater than two (2) stories or thirty (30) feet in height.
 5. Projects wherein a new pumping station is proposed.
 6. Projects wherein an existing pumping station is impacted to the extent that repairs, renovation, or enlargement may be required.
- B. The fee for one (1) copy of the water and sewer standards and specifications shall be \$20.
- C. This fee schedule and charges for engineering review and construction monitoring services shall be **effective as of July 6, 2004**. This fee schedule shall be subject to annual review by the Shepherdstown Water and Sanitary Boards and by the Shepherdstown Town Council.
1. The fee for the **Engineering Review in Step 1** shall be **\$500.00 plus \$0.25 per linear foot of mainline extension**.
 2. The fee for the **Engineering Review in Step 2** shall be **\$1200.00 plus \$0.25 per linear foot of mainline extension**. Additionally, there shall be a fee of **\$600 per proposed sewer pumping station**.
 3. The fee for the **Construction Monitoring in Step 2** shall be **\$250.00 plus \$0.60 per linear foot of mainline extension**.
 4. The fee for **Engineering Review**, for **Construction Monitoring**, and for **Special Services not specifically outlined in this document** shall be calculated as follows:
 - a. The fee for services performed by **certified employees of the Corporation of Shepherdstown** shall be the **hourly wage** of said employee **times a multiplier of 1.60** to cover employee benefits and administrative costs. This payroll multiplier is subject to change as the Corporation of Shepherdstown audit may dictate.
 - b. The fee for **materials and supplies** furnished by the Corporation of Shepherdstown is equal to the **vendor invoice for said items** to the Corporation of Shepherdstown **times a multiplier of 1.25** to cover Corporation of Shepherdstown administrative costs.
 - c. The fee for services performed by the **Corporation of Shepherdstown's counsel or consultant** is the **invoice from said individual** to the Corporation **times a multiplier of 1.25** to cover administrative costs of the Corporation of Shepherdstown.
- D. Payment information:
1. The fee for **Engineering Review in Step 1** is **due at the time of submission of the Step 1 application**, together with all items listed in this application including the Sketch Plan.
 2. The fee for **Engineering Review in Step 2** is **due at the time of submission of the Step 2 application**, together with all items listed in this application including the Engineering Plans.

APPLICATION TO EXTEND WATER AND/OR SEWER MAINS

REVIEW FEE SCHEDULE

3. The fee for **Construction Monitoring** is due within fifteen (15) days of the date of the West Virginia Health Department Permit to construct.
 4. When received from the Applicant, the Corporation of Shepherdstown shall establish an account to record fees charged the Applicant. Fees listed in Item C.4 above are deducted from this account.
 - a. The Corporation of Shepherdstown shall refund to the Applicant any fees remaining in the account within thirty (30) days of the acceptance/rejection of Step 1 of the application, within thirty (30) days of the acceptance/rejection of Step 2 of the application, and within thirty (30) days of the issuance of the Letter of Acceptance.
 5. **All Engineering Review fees and all Construction Monitoring fees must be paid to the Corporation of Shepherdstown before actual construction of the proposed contract shall begin.**
- E. The amount of fees due the Corporation may be higher than that in the initial Engineering Review Fees or Construction Monitoring Fees listed above if:
1. The complexity of the proposed project requires greater time than that covered by the initial fee listed in item "C" above.
 2. Additional reviews of part or all of the project design are required by the Corporation of Shepherdstown or its consultant due to changes or new information caused by the initial review.
 - a. Resubmission of drawings for additional review is assessed fees at the same rate as listed in item "C" above.

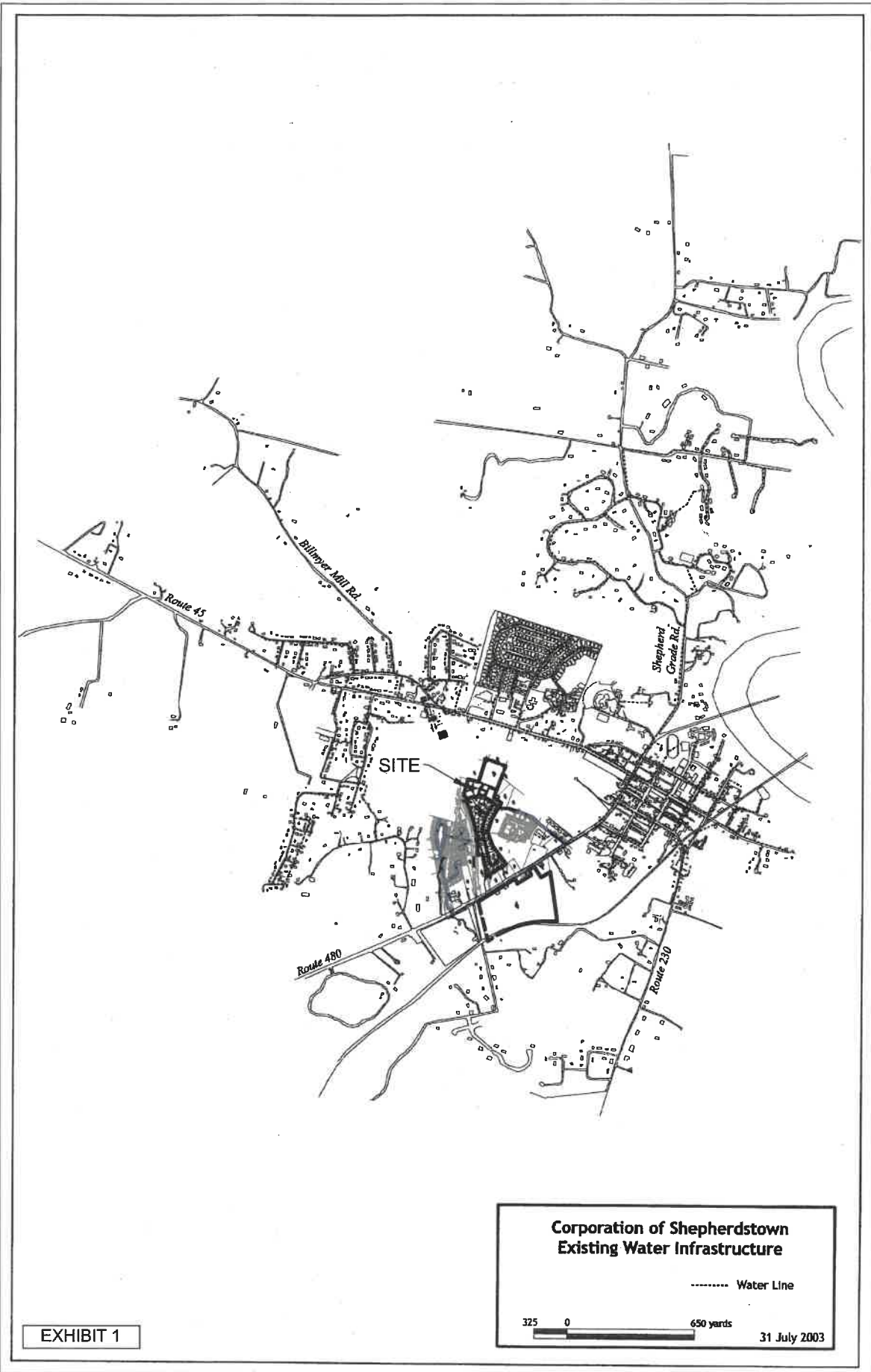


EXHIBIT 1

**Corporation of Shepherdstown
Existing Water Infrastructure**

----- Water Line

325 0 650 yards

31 July 2003

August 8, 2024

Mr. Charles Coe
Public Works Director
Corporation of Shepherdstown
Post Office Box 248
Shepherdstown, West Virginia 25443-0248

RE: Colonial Hills Phase III Water and Sewer Capacity Review

Dear Mr. Coe,

Per your request on August 7, 2024, Ghosh Engineers, Inc. (Ghosh) has reviewed the information provided in the application to extend water and sewer to the proposed Colonial Hills Phase III Development, to determine if the existing water and sanitary sewer systems have adequate capacity to serve this new development. Based on the information, the proposed development will have a daily consumption of 8,960 gallons for sewer and 8,960 gallons for water.

Ghosh has determined that the additional anticipated sewage flow would increase the operating time of the Main Pump Station by approximately 8 minutes, which is within industry standards. The existing pumps in the station operate approximately 4 hours/day each and the pumps are operating at 75% of design pumping capacity. The treatment plant has adequate capacity for the proposed 8,960 gpd with a current average daily flow of 247,053 gpd, which is approximately 37% of the design treatment capacity. Ghosh Engineers is of the opinion that the existing collection system has the hydraulic capacity to handle additional sewage flow from this development.

Water service to the development would be provided by connecting to an existing 8" waterline from the Clarion property. Flow testing from an existing fire hydrant located behind the Clarion was utilized to determine if the existing water system has the capacity to serve this development. The hydrant flow tested at 1,200 GPM with a static and residual pressure of 78 psi and 59 psi respectively. The water extension to the development would consist of approximately 2,355 LF of 8" waterline. Ghosh Engineers is of the opinion that the existing water system has the hydraulic capacity to provide water service to this development.

Should you have any questions concerning this matter or require additional information, please contact me at your earliest convenience.

Sincerely,

GHOSH ENGINEERS, INC.



Jeffery D. Ekstrom, P.E.
Project Manager