

Corporation of Shepherdstown

Agenda for Meeting of the Water and Sanitary Boards

October 24, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order

2. Visitors

3. Minutes of the September 26 Water and Sanitary Board Meeting

4. Financial Reports – status of Audit and PSC report

5. Flow and Quality Reports from Staff

6. Unfinished Business

- Update on Water Distribution System Construction
- Hydrant Report
- Lead Service Line Inventory and briefing on next set of requirements
- Water staff- hiring

7. New Business

- Presentation and discussion of maps of the W&S systems
- W&S extension to Rumsey Monument as addition to the Mill Street project

8. Next Meetings will be on November 21 and December 19 at 6 pm

9. Adjournment

Corporation of Shepherdstown

Minutes for Meeting of the Water and Sanitary Boards

September 26, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order

Attendees:

Water – Mr. Gatz, Ms. Bartlett, Mr. Bresland and Ms. Kemnitzer,

Sanitary - Mr. Gatz, and Mr. Heyser

2. Minutes of the August 22 Water and Sanitary Board Meeting

Approved with correction of spelling of Ms. Bartlett's name.

3. Visitors –

Jeffrey Ekstrom of GHOS Engineering who is the town's consulting engineer.

John Eisenhower and Joe Young who are representing the Colonial Hills applications.

Jim Auxer, Greg Welter and Dan Shelton who are citizens

4. Financial Reports and Preparation of the Annual PSC report

Ms. Kemnitzer questioned the status of Water Bond 03-B because the Water financial report shows that we are still making payments even though it was paid in full on June 30, 2024. She asked that the town accountants explain this when they provide a briefing on the Annual Public Service Commission report at the next meeting.

5. Flow and Quality Reports from Staff

All daily samples in acceptable ranges.

6. Unfinished Business

- PLC Installation at Sanitary Plant – Completed on September 10 at a cost of \$196,000.
- Update on Water Distribution System Construction – expected completion date is Dec 19, 2024. The cost is \$2.2 million.

- Hydrant Report – Snyder engineer will repair a few hydrants which will bring us to full operation.
- Lead Service Line Inventory – More effort will be deployed to get information from the 260 customers who have not yet responded.
- W&S staff- Hiring, Comp Time and Salary – Town Council approved salary increase at their last meeting. Hiring a new OIT for the water plant is difficult but a recruitment of a new operator for the sanitary plant is successful.

7. New Business

1. Service Applications for Considerations and Vote :

Colonial Hills Phase 3 Step 2 (for 32 houses)

Colonial Hills Phase 3A Step 1A (for 45 houses)

Colonial Hills Phase 3B Step 1 (for 15 houses)

For Sanitary Board – Mr. Heyser asked the applicants if they understood and agreed to the departments’ Main Line Extension Agreement. They answered yes. Mr. Heyser then made motions to approve each application and Mr. Gatz seconded. Motions were Approved.

For Water Board – Mr. Bresland made motions to approve each application and Ms. Bartlett seconded. Motions were Approved.

2. Purpose and Goals of the Water and Sanitary Boards for FY 2025

The mayor requested all boards and committees to express their purpose and plans for 2025, including:

- A brief description of the Board's purpose, and
- A brief statement of its key goals for FY25.

Water Board purpose as stated in the Water Ordinance –

The Water Board shall exercise the following powers, duties and responsibilities: a. Prepares and implements annual budget for water facility., b. Establishes and approves operating and maintenance procedures for the water facility. c. Recommends revisions in rate schedule, billing procedure, delinquency accounts. d. Prepares and recommends short, medium and long, range maintenance program. e. Recommends employment, discharge, advancement and addition of employees. f. Monitors operating and maintenance practice of water facility. g. Acts liaison between Council and citizens on all matters dealing with water facilities. h.

Recommends additions or expansions to the facilities. i. Approves scheduled work involving shut down of service.

Water Goals for 2025:

- maintain the current high-quality services,
- complete construction of new distribution lines to enhance pressure to customers and to install more hydrants and assure that they are operating properly,
- collaborate with local citizens plus state and county officials to protect the quality and quantity of Town Run water.
- communicate better with the public.

Sanitary Board Purpose as stated in the Sanitary Board Ordinance

The Sanitary Board shall have the control over and supervision of construction, acquisition, improvement, equipment, custody, operation and maintenance of any sewage collection system and sewage treatment plant or plants; intercepting sewers; outfall sewers; force mains; pump stations and ejector stations as hereafter may be constructed within and for the benefit of the residents of the Town of Shepherdstown as well as the collection, treatment, purification and disposal, in a sanitary manner of liquid and solid waste, night soil and industrial waste of the Town of Shepherdstown; and in addition thereto, said Board shall be vested with and shall exercise all of the rights and perform all of the duties conferred upon it by Article 13 of Chapter 16 of the Code of West Virginia, and all acts amendatory and supplementary thereto.

Sanitary Goals for 2025-

- Complete projects on its Capital Project List
- Extend service lines when possible, to bring more current water customers on to the sanitary system.

8. Next Meeting is October 24 at 6 pm

The Boards request that the staff prepare current maps of the W&S systems and provide a demo to our GIS tool at the next meeting. Ms. Kemnitzer added that Mr. Eggleston agreed in a prior email that he would like to work with the staff on this.

9. Adjourn

Shepherdstown Waterworks

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,199,424.80
RESTRICTED FUNDS BANKING	2,859,722.13
UNRESTRICTED FUNDS BANKING	137,863.60
Total Bank Accounts	\$4,197,010.53
Accounts Receivable	
141 A/R, Water Customer Billing	194,356.36
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$189,356.36
Other Current Assets	
142.71 Due to/From Govt Funds	-257,721.35
Due to/from Sewer	-5,660.57
Total Other Current Assets	\$ -263,381.92
Total Current Assets	\$4,122,984.97
Fixed Assets	
105 Fixed Asset-Constr. In Progress	2,825,660.49
105.16 Water Distribution System Upgrade	794,422.13
105.17 GIS Mapping System - Water	20,306.15
105.18 120 Water Line Replacement Project	23,420.00
Fixed Asset Adjustments	-4,580,199.91
Fixed Assets (All Funds)	12,982,720.82
Total Fixed Assets	\$12,066,329.68
Other Assets	
186.20 Deferred Outflows	18,949.00
Total Other Assets	\$18,949.00
TOTAL ASSETS	\$16,208,263.65

Shepherdstown Waterworks

Balance Sheet

As of August 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,765.74
Total Accounts Payable	\$9,765.74
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	91,922.42
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	80,694.14
Total Other Current Liabilities	\$207,799.15
Total Current Liabilities	\$217,564.89
Long-Term Liabilities	
221. Bond Payable-Long term	6,576,192.00
253.20 Deferred Inflows	42,936.00
Total Long-Term Liabilities	\$6,619,128.00
Total Liabilities	\$6,836,692.89
Equity	
215 Retained Earnings	7,030,260.05
271 Contrib. in aid of Construction	1,069,125.91
Reserved and Restricted Funds in Operating Account	826,722.94
Net Income	445,461.86
Total Equity	\$9,371,570.76
TOTAL LIABILITIES AND EQUITY	\$16,208,263.65

Note

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

Shepherdstown Waterworks: Budget to Actual August 2024

	Month of August			Year to Date			FY 25 Budget	% FY 25 Budget
	Actual	Monthly Budget	% of Budget	Actual	YTD Budget	% of Budget		
Operating Income (from Quickbooks)								
419 Water Interest Income	15,119.00	6,666.67	226.79%	29,810.00	13,333.33	223.58%	80,000.00	37%
461 Water Metered Revenue	151,799.00	150,000.00	101.20%	317,624.00	300,000.00	105.87%	1,800,000.00	18%
474 Tap Fees	0.00	833.33	0.00%	0.00	1,666.67	0.00%	10,000.00	0%
Total Income	\$ 166,918.00	\$ 157,500.00	105.98%	\$ 347,434.00	\$ 315,000.00	110.30%	\$ 1,890,000.00	18%

Operating Expenses (from Quickbooks)								
401.1 Water Billing Expenses	1,207.00	1,666.67	72.42%	2,202.00	3,333.33	66.06%	20,000.00	11%
401.2 Water Administration	2,873.00	4,166.67	68.95%	5,407.00	8,333.33	64.88%	50,000.00	11%
401.3 Water/Sewer Bill	19,165.00	16,666.67	114.99%	19,362.00	33,333.33	58.09%	200,000.00	10%
401.4 Water Plant Expenses	32,579.00	14,583.33	223.40%	43,940.00	29,166.67	150.65%	175,000.00	25%
403 Water Depreciation Expense	29,627.00	14,583.33	203.16%	59,254.00	29,166.67	203.16%	175,000.00	34%
408 Taxes-Other than Income	4,910.00	3,866.33	126.98%	8,801.00	7,732.67	113.82%	46,396.00	19%
427 Interest Expense	2,133.00	12,500.00	17.06%	4,209.00	25,000.00	16.84%	150,000.00	3%
521 Employee Screening	0.00	25.00	0.00%	0.00	50.00	0.00%	300.00	0%
601 Water Salaries & Wages	47,921.00	41,455.25	115.60%	82,364.00	82,910.50	99.34%	497,463.00	17%
604 Employee Pensions & Benefits	13,109.00	14,100.83	92.97%	23,523.00	28,201.67	83.41%	169,210.00	14%
615 Purchased Power	5,086.00	6,250.00	81.38%	10,232.00	12,500.00	81.86%	75,000.00	14%
618 Chemicals	9,839.00	7,083.33	138.90%	17,909.00	14,166.67	126.42%	85,000.00	21%
631 Contractual Svc-Engineering	0.00	5,833.33	0.00%	2,300.00	11,666.67	19.71%	70,000.00	3%
632 Contractual Svc-Accounting	1,083.00	2,083.33	51.98%	2,375.00	4,166.67	57.00%	25,000.00	10%
633 Contractual Svc-Legal	0.00	416.67	0.00%	0.00	833.33	0.00%	5,000.00	0%
635 Contractual Svc-Testing	2,141.00	2,916.67	73.41%	3,815.00	5,833.33	65.40%	35,000.00	11%
636 Contractual Svc-Other	1,061.00	2,083.33	50.93%	2,033.00	4,166.67	48.79%	25,000.00	8%
650 Transportation Expenses	0.00	416.67	0.00%	133.00	833.33	15.96%	5,000.00	3%
657 Insurance-General Liability	7,160.00	5,416.67	132.18%	14,320.00	10,833.33	132.18%	65,000.00	22%
659 Insurance-Other	0.00	0.00		0.00	0.00		0.00	#DIV/0!
660 Advertising Expense	0.00	83.33	0.00%	0.00	166.67	0.00%	1,000.00	0%
675 Administrative Lending Fees	0.00	666.67	0.00%	0.00	1,333.33	0.00%	8,000.00	0%
676 Bond Issuance Expense	0.00	0.00		0.00	0.00		0.00	#DIV/0!
Total Expenses (QB)	\$ 179,894.00	\$ 156,864.08	114.68%	\$ 302,179.00	\$ 313,728.17	96.32%	\$ 1,882,369.00	16%
Net Operating Income (QB)	-\$ 12,976.00			\$ 45,255.00				

Bond Expenses Made by Journal Entry								
03-A Water Revenue	2,241.34	2,241.34	100.00%	4,482.68	4,482.68	100.00%	26,896.08	16.67%
03-B Water Revenue	7,187.19	7,187.19	100.00%	14,374.38	14,374.38	100.00%	86,246.28	16.67%
12 Water Revenue	10,462.92	10,462.92	100.00%	20,925.84	20,925.84	100.00%	125,555.04	16.67%
17 Water Revenue	12,819.55	12,819.55	100.00%	25,639.10	25,639.10	100.00%	153,834.60	16.67%
21 Water Revenue	8,292.02	8,292.02	100.00%	16,584.04	16,584.04	100.00%	99,504.24	16.67%
Total Bond Expenses	\$ 41,003.02	\$ 41,003.02	100.00%	\$ 82,006.04	\$ 82,006.04	100.00%	\$ 492,036.24	16.67%

Total Net After Bond Expense	\$ (53,979.02)			\$ (36,751.04)				
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Restricted Income Not Part of Operating								
419.5 Capacity Accounts Interest	68.00			105.00				
474. Other Water Revenue	152,248.00			400,101.00				
Total Restricted Income	\$ 152,316.00			\$ 400,206.00				

Shepherdstown Sewer

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	49,026.15
RESTRICTED FUNDS BANKING	2,498,072.14
UNRESTRICTED FUNDS BANKING	749,082.89
Total Bank Accounts	\$3,296,181.18
Accounts Receivable	
Accounts Receivable	159,251.49
Total Accounts Receivable	\$159,251.49
Other Current Assets	
Due To/From Govt	-479,896.28
Due To/From Water	5,145.37
Other Current Assets	327.92
Total Other Current Assets	\$ -474,422.99
Total Current Assets	\$2,981,009.68
Fixed Assets	
Fixed Asset Adjustment	-4,739,024.03
Fixed Assets	14,179,985.57
Total Fixed Assets	\$9,440,961.54
Other Assets	
186.20 Deferred Outflows	12,363.00
Total Other Assets	\$12,363.00
TOTAL ASSETS	\$12,434,334.22
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	199,974.89
Total Accounts Payable	\$199,974.89
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	67,371.87
Current Liabilities	102,326.12
Total Other Current Liabilities	\$169,697.99
Total Current Liabilities	\$369,672.88
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	\$4,126,820.88

Shepherdstown Sewer

Balance Sheet

As of August 31, 2024

	TOTAL
Equity	
214 Retained Earnings	4,571,085.83
271 Contrib. in Aid of Construction	2,495,029.86
Membrane Transfer Equity Budget Only	708,073.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	12,246.30
Total Equity	\$8,307,513.34
TOTAL LIABILITIES AND EQUITY	\$12,434,334.22

Shepherdstown Sewer
Budget to Actual August 2024

	Month of August			Year to Date			FY 2025	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget	Budget	% of Budget
Operating Income (from QuickBooks)								
419 Sewer Interest Income	11,965.00	7,500.00	159.53%	23,486.00	15,000.00	156.57%	90,000.00	26%
522 Metered Sewer Revenue	134,470.00	126,831.92	106.02%	277,738.00	253,663.83	109.49%	1,521,983.00	18%
536 Tap Fees	0.00	166.67	0.00%	0.00	333.33	0.00%	2,000.00	0%
Total Operating Income	\$ 146,435.00	\$ 134,498.58	108.87%	\$ 301,224.00	\$ 268,997.17	111.98%	\$ 1,613,983.00	19%

Operating Expenses (from QuickBooks)								
401.1 Sewer Billing Expenses	1,076.00	1,000.00	107.60%	2,046.00	2,000.00	102.30%	12,000.00	17%
401.2 Sewer Administration	2,581.00	5,166.67	49.95%	5,189.00	10,333.33	50.22%	62,000.00	8%
401.3 Water Bill	21,864.00	2,500.00	874.56%	41,773.00	5,000.00	835.46%	30,000.00	139%
401.4 Sewer Plant Maintenance	4,551.00	13,150.67	34.61%	25,816.00	26,301.33	98.15%	157,808.00	16%
403 Depreciation Expense	29,576.00	31,666.67	93.40%	59,152.00	63,333.33	93.40%	380,000.00	16%
408 Taxes Other than Income	3,140.00	2,231.25	140.73%	5,003.00	4,462.50	112.11%	26,775.00	19%
701 Salaries & Wages	41,262.00	33,021.67	124.95%	69,370.00	66,043.33	105.04%	398,260.00	18%
704 Employee Benefits	9,051.00	10,186.67	88.85%	16,406.00	20,373.33	80.53%	122,240.00	13%
711 Sludge Removal	262.00	2,083.33	12.58%	1,979.00	4,166.67	47.50%	25,000.00	8%
715 Purchased Power	13,441.00	12,666.67	106.11%	25,780.00	25,333.33	101.76%	152,000.00	17%
718 Chemicals	20,244.00	10,083.33	200.77%	26,029.00	20,166.67	129.07%	121,000.00	22%
731 Contractual Svc-Engineering	0.00	416.67	0.00%	5,329.00	833.33	639.48%	5,000.00	107%
732 Contractual Svc-Accounting	1,083.00	2,083.33	51.98%	2,375.00	4,166.67	57.00%	25,000.00	10%
733 Contractual Svc-Legal	0.00	416.67	0.00%	0.00	833.33	0.00%	5,000.00	0%
735 Contractual Svc-testing	1,508.00	833.33	180.96%	3,709.00	1,666.67	222.54%	10,000.00	37%
736 Contracted Services-Other	1,061.00	1,083.33	97.94%	2,033.00	2,166.67	93.83%	13,000.00	16%
750 Transportation Expenses	0.00	333.33	0.00%	133.00	666.67	19.95%	4,000.00	3%
757 Insurance-General Liability	5,338.00	4,166.67	128.11%	10,676.00	8,333.33	128.11%	50,000.00	21%
760 Advertising	0.00	208.33	0.00%	0.00	416.67	0.00%	2,500.00	0%
775 Sewer Admin Landing Fees	0.00	1,200.00	0.00%	0.00	2,400.00	0.00%	14,400.00	0%
Total Expenses (from QB)	\$ 156,038.00	\$ 134,498.58	116.01%	\$ 302,798.00	\$ 268,997.17	112.57%	\$ 1,613,983.00	19%
Net Operating Income (QB)	\$ (9,603.00)			\$ (1,574.00)				

Additional Reserve Expenses made by Journal Entry								
Membrane Transfer Reserve	\$13,100.00	\$13,100.00		\$26,200.00	\$26,200.00		\$157,200.00	17%
10-A Sewer Bond Reserve	\$18,496.08	\$18,496.08		\$36,992.16	\$36,992.16		\$221,952.96	17%
Working Capital Reserve (PSC)	\$11,917.00	\$11,917.00		\$23,834.00	\$23,834.00		\$143,000.00	17%
Total Reserve Expenses	\$ 43,513.08			\$ 87,026.16				

Net after Reserve Expenses	\$ (53,116.08)			\$ (88,600.16)				
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Restricted Income not part of operating funds								
419.5 Capacity Accounts Interest	36.00			108.00				
536. Capacity Fees	0.00			39,912.00				
Total Restricted Income	\$ 36.00			\$ 40,020.00				

SHEPHERDSTOWN WATER DEPT.

September 2024

Pump time average 15 hours.

Gallons pumped average 672230 gallon.

Chemical usage normal up due to RAIN

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations

Concerns

-No applicants for Class 2 Operator

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

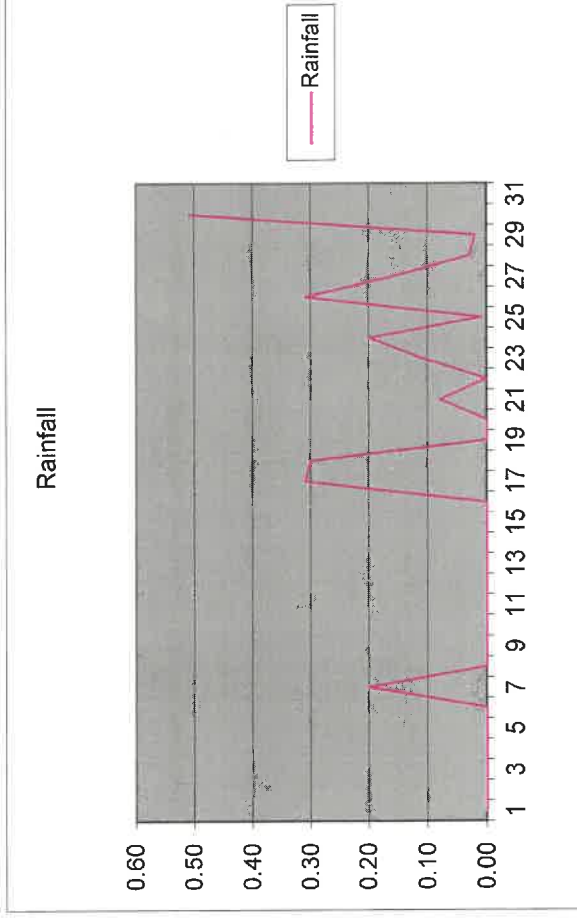
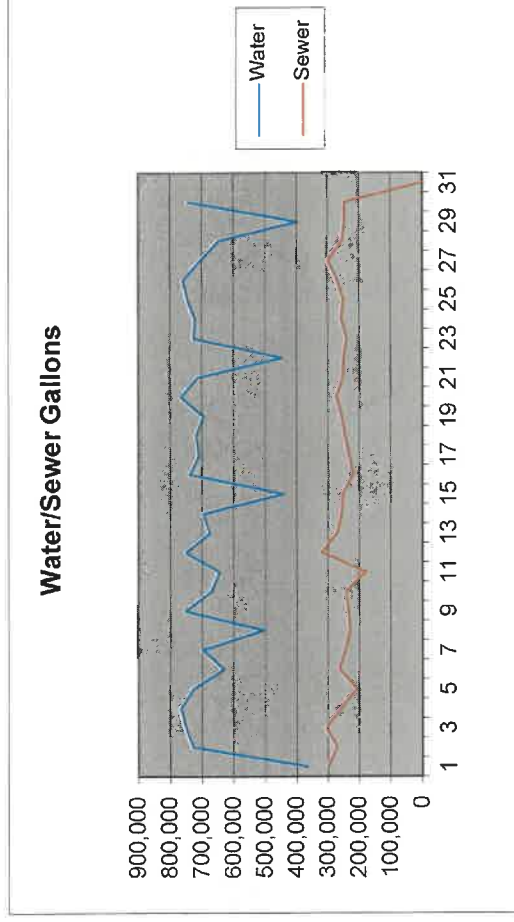
Month September Year 2024 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

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 Screening (cf)	Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)	
1				0.3031			18000													
2				0.2744			18000													
3		140	150	0.3102			18000		4750			2.5	2.8	<10		0.67	1.45	0.083		
4				0.2602			18000		7000											
5				0.2110		8	18000	13894												
6				0.2679			18000		7000											
7	0.20			0.2477			18000													
8				0.2330			18000													
9				0.2366			21000													
10				0.2454			21000		7122											
11				0.1818			21000	38122								0.84	1.07	0.018		
12				0.3250			21000	14541												
13				0.2731			18000													
14				0.2588			18000	47529												
15				0.2552			18000													
16				0.2216			18000													
17	0.31			0.2352			18000	19262								0.86	4.16	0.012		
18	0.30			0.2480			18000	17568												
19				0.2588			18000	19136												
20				0.2761		7	15000	41006												
21	0.08			0.2548			15000													
22				0.2533			18000													
23	0.11			0.2434			18000		7211											
24	0.20			0.2511			18000	16355												
25	0.01			0.2543			18000	17492												
26	0.31			0.2740			18000	55951												
27	0.16			0.3027		5	18000													
28	0.03			0.2562			15000	11605												
29	0.02			0.2511			15000	35586												
30	0.51			0.2512			21000													
31																				
Total	2.24	140	150	7.7272		20	543000	348047	33083			2.5	2.8	<10		3.08	12.49	0.132		
Average	0.19	140	150	0.2493		6.7	18100	26773	6616.6			2.5	2.8	<10		0.77	3.12	0.033		
Minimum	0.01	140	150	0.1818		5	15000	11605	4750			2.5	2.8	<10		0.67	1.07	0.012		
Maximum	0.51	140	150	0.3250		8	21000	55951	7211			2.5	2.8	<10		0.86	5.81	0.063		

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 September 2024



Date	Water	Sewer	RainFall
1	371,200	303,100	0.00
2	731,500	274,400	0.00
3	755,500	310,200	0.00
4	770,800	260,200	0.00
5	731,400	211,000	0.00
6	634,500	267,900	0.00
7	701,800	247,700	0.20
8	510,000	233,000	0.00
9	756,700	236,600	0.00
10	674,200	245,400	0.00
11	647,900	181,800	0.00
12	754,400	325,000	0.00
13	678,800	273,100	0.00
14	700,000	258,800	0.00
15	445,500	255,200	0.00
16	743,000	221,600	0.00
17	712,800	235,200	0.31
18	722,400	248,000	0.30
19	699,000	258,800	0.00
20	771,100	276,100	0.00
21	718,700	254,800	0.08
22	451,700	253,300	0.00
23	730,000	243,400	0.11
24	726,200	261,100	0.20
25	749,100	254,300	0.01
26	765,500	274,000	0.31
27	709,300	302,700	0.16
28	652,500	258,200	0.03
29	403,900	251,100	0.02
30	747,900	251,200	0.51
31	-	-	-
Avg.	672,243	249,265	0.07

September 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	0.2493	0.3250	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	2.8	2.8	Mg/l	30	60		7.24	7.24	167	334		
TSS	2.5	2.5	Mg/l	30	60		6.47	6.47	167	334		
TKN	0.77	0.86	Mg/l	3	6		1.69	1.69	17	33		
			Cnts/100									
Fecal	<10	<10	MI	200	400		N/A	N/A	N/A	N/A		
Total N	3.12	5.81	Mg/l	Rpt Only	Rpt Only		N/A	210.07	N/A	507	480.62	6091
Total P	0.033	0.083	Mg/l	Rpt Only	Rpt Only		N/A	2.13	N/A	50.7	5.68	609
Copper			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Zinc			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride	91.4	91.4	Mg/l	196	340		N/A	N/A	N/A	N/A		
Total Hardness			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.1	7.2	S.U.	Min Allowed	Max Allowed		N/A	N/A	N/A	N/A		

Field Name	Applied This Month	Year to Date Applied	Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	0.8335	37.4906	Tons			
Olcott Field 2			Tons			
Olcott Field 3	6.36	32.592	Tons	26.5	12.30-12.38	11.87-11.91
Olcott Field 4	1.512	2.952	Tons	25.2	12.30	11.91
Olcott Field 6	3.072	18.636	Tons	24.75	12.30	11.91
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			



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

Mayor Gatz

Update on Distribution project:

As of September 26th, 2024, the project is at 60% of completion. Projected completion date is December 19th, 2024. 6031 feet of 9300 feet of waterline is installed, inspected, pressure tested and soon to be sampled. Along with 17 gate valves and nine fire hydrants. Five 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 October 24th, 2024.

Sincerely,

Charles "Woody" Coe
Public Works Director
Chief Operator

HYDRANTS OUT OF SERVICE/NEED REPAIRS

388 Starkeys Landing

Remove hydrant install blowoff

HYDRANTS TO BE REMOVED AND RETIRED

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

Retire hydrant, covered by other hydrants
 Retire hydrant, covered by other hydrants
 Retire hydrant, covered by other hydrants

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

Replace hydrant
 Repair in place
 Replace hydrant
 Needs Riser
 Replace hydrant
 Repair in place
 Replace hydrant
 Install bollards/repair
 Repair in place

NEW HYDRANTS

Tack & Jack's Apartments, Duke St.

Install New Hydrant

19 Tollhouse way
 88 Tollhouse way
 72 Lyon Ridge road
 Lyon Ridge Loop
 Ridenwood way
 Opengate Lane

Install New Hydrant

HYDRANTS WITH PROPERTY ISSUES

344 Ashley dr
 161 Butcher ct

Send letter to customer
 Send letter to customer

DEDICATED HYDRANTS

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

Special tag, alert firefighters
 Special tag, alert firefighters
 Special tag, alert firefighters

NOTES

Minimum clearance for bollards: 36"
 Total gallons flushed

36'
 728,000