

Corporation of Shepherdstown
Agenda for Joint Meeting of the Water and Sanitary Boards
Thursday, September 24, 2026
6:30 P.M.
Town Hall
104 N. King Street

Join online by Zoom:

<https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmf8Pknlig4oZKNXa8i.1>

Meeting ID: 860 6712 0451

Passcode: 818383

Or join by telephone:

Dial: (301) 715-8592

1. Call to Order

2. Visitors

3. Board Members Present

- Water Board
- Sanitary Board

4. Minutes

a. July Regular Meeting

-Vote – Sanitary Board

-Vote – Water Board

5. Flow and Quality Reports

6. Financial Reports

7. Old Business

- a. Methodology for charging intraplant water usage
- b. Discussion of Water Rate Increases and timeline for application to PSC

c. Status of study in Water Department capacity fees and long-term capital needs.

d. Status of the Water and Sanitary Departments annual reports to the Public Service Commission. These are due to the PSC at the end of October.

e. Hydrant Report

8. New Business

a. Approval of FY27 expenditure for grant writing support

9. Summary for Town Council

10 Adjourn

Corporation of Shepherdstown

Agenda for Joint Meeting of the Water and Sanitary Boards

Thursday, August 27, 2026 6:30 p.m.

Town Hall 104 N. King Street Meeting

1.Call to Order

2. Visitors Greg Welter by zoom, Michael Miller by zoom, Harriet Pearson by zoom

3. Board Members Present

Sanitary Board – Mr. Gatz, Mr. Heyser and Mr. Keller

Water Board – Mr. Gatz, Mr. Shelton, Ms. Bartlett, Ms. Kemnitzer, Ms. Stratton by zoom, Mr. Eggleston by zoom.

4. Minutes

a. July Regular Meeting

Vote - Sanitary Board approves

Vote – Water Board approves

b. July Special Meeting of Water Board

Vote – Water Board approves

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

6. Financial Reports – Board members asked why ‘actuals’ are different from “end of year” since they should be the same at the end of the fiscal year. Staff acknowledged the error and supplied corrected sheets.

7. Old Business

a. Explanation of the difference between water production and wastewater influent.

Board members ask for analysis of monthly data and changes in patterns through recent years.

b. Updates on plan for the sewer department to expand service to more customers.

Board members ask for more information on what actions are possible under current law and regulations.

c. Status of preliminary engineering study of replacement of galvanized lines as required by the EPA Lead and Copper rules and merging it with the Town's sidewalk improvement project.

Boards agree that the projects should be managed together and suggest that grease trap concerns be addressed as well.

d. Hydrant Report

Staff reports that two defective hydrants will be replaced.

8. New Business

a. Tariff Increases:

-Background on water rates including the United States Department of Labor Bureau of Labor Statistics Water and Sewerage Maintenance Index measures the cost of maintaining water and sewer systems. In 2021, when our last rate increase went into effect, the index was 596.2 and rose to 745.6 in 2026, an increase of 25%.

-At this time the water Board will only seek increases in water rates and hook up fees. However, the Boards wish to immediately begin rigorous studies of capacity fees and long-term capital improvement needs that may lead to further changes to the tariff in 2027.

-The Water Board asked the staff to set up a special meeting of the Town Council and the Water and Sewer Boards to be briefed by legal counsel on the process of raising rates and the content of the application to the Public Service Commission. September 23 or 30 were suggested as possible dates.

c. Request for recommendation of major purchases to Town Council

Vote- The Sanitary Board approved the staff request to purchase a lift at a cost of \$63,900 which will be funded from the Sanitary Department Depreciation Account.

Vote- The Sanitary Board also approved the staff request to purchase an excavator. The total cost is \$81,275. The cost will be split 50-50 with the Water Department. So, \$40,637 will be contributed from the Sanitary Department Depreciation Account.

Vote- The Water Board approved the request to split the cost of the excavator. So, \$40,637 will be contributed from the Water Department Depreciation Account.

9.Summary for Town Council

- a. Capital expenditure requests for lift and excavator
- b. Joint special meeting for legal briefing on process of seeking rate increases for the Water Department.
- c. Initiation of study of capacity fees and long-term capital needs.

10 Adjourn – Next regular meetings September 24 and October 22. Plus, special meeting with Town Council possibly Sept 23 or 30.

SHEPHERDSTOWN WATER DEPT.

August 2026

Pump time average 14 hours.

Gallons pumped average 659,155.

Chemical usage normal.

All daily samples in acceptable ranges.

All Bacteriological samples passed (Absent of Bacteria)

No violations.

Concerns/ Comments

- Still fine tuning hypo bleach system
- Awaiting ballast for UV system
- OIT job posting

2026 August Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.1738	Mgd	0.302	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	Mg/l	<2	Mg/l	30			2.9	2.9	167	334		
TSS	1	Mg/l	1	Mg/l	30			1.45	1.45	167	334		
TKN	0.61	Mg/l	0.72	Mg/l	3			0.88	1.04	17	33		
Fecal	<10	Cnts/100 MI	<10	Cnts/100 MI	200			N/A	N/A	N/A	N/A		
Total N	1.83	Mg/l	3.28	Mg/l	Rpt Only	Rpt Only		N/A	82.22	N/A	507	82.22	6091
Total P	0.062	Mg/l	0.08	Mg/l	Rpt Only	Rpt Only		N/A	2.79	N/A	50.7	2.79	609
Copper		Mg/l		Mg/l	0.0094	0.0094		N/A	N/A	N/A	N/A		
Zinc		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride	94.2	Mg/l	94.2	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.10	S.U.	7.20	S.U.	6.5	Max Allowed	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	5.19636	Tons	46.04926	Tons	6	21.9		
Olcott Field 2		Tons	4.795	Tons				
Olcott Field 3		Tons		Tons				
Olcott Field 4		Tons		Tons				
Olcott Field 6		Tons		Tons				
Blair-Carter Field 1		Tons	0.852	Tons				
Blair-Carter Field 3		Tons		Tons				
Blair-Carter Field 4		Tons		Tons				
Willard Field 1	1.105	Tons	7.955	Tons	1	22.1		
Willard Field 3		Tons	8.215	Tons				
Willard Field 4		Tons		Tons				
Colbert Field 3		Tons		Tons				
Colbert Field 4		Tons		Tons				
Oakley Field 2		Tons		Tons				
Putz Field 2		Tons		Tons				

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

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

INFLUENT WASTEWATER					DIGESTERS				ACTIVATED SLUDGE	EFFLUENT TEMP.		PLANT EFFLUENT								
Date	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 Coll (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L)	
1	0.01			0.1720				15000												
2	0.46			0.1410				15000												
3	0.01			0.1440				15000	15340											
4		81.5	76.8	0.1310			7	15000	13753	5425			1		<10		7	0.59	2.17	0.084
5	0.25			0.1610				15000	15998											
6				0.1360				15000	17343											
7	0.77			0.1500				15000												
8				0.1540				15000												
9				0.1250				15000	6041											
10	0.27			0.1440				15000	18939	5500										
11				0.1530				15000	19030								7.1	0.58	3.28	0.064
12				0.1440			8	15000												
13				0.1620				15000	18782											
14				0.1560				15000	17850											
15				0.1780				15000												
16	0.81			0.1570				15000												
17	0.02			0.1780				15000	18007	5100										
18				0.1640				15000	24134								7.2	0.72	0.93	0.064
19				0.1690				15000	14258											
20				0.1420				15000	18505											
21				0.1690			8	15000												
22	0.28			0.1730				15000												
23				0.1690				15000												
24	0.05			0.2080				15000	18712	5050										
25				0.2150				15000	18708								7.1	0.56	0.928	0.039
26				0.2060			6	15000	12734											
27				0.3020				15000	19597											
28				0.2140			5	15000												
29				0.2200				15000												
30	0.06			0.1970				15000												
31				0.2530				15000	18745	5000										
Total	2.99	81.5	76.8	5.3870			34	465000	306476	26075			1		<10		28.4	2.45	7.308	0.248
Average	0.27	81.5	76.8	0.1738			6.8	15000	17026	5215			1		<10		7.1	0.61	1.83	0.062
Minimum	0.01	81.5	76.8	0.1250			5	15000	6041	5000			1		<10		7	0.56	0.928	0.039
Maximum	0.81	81.5	76.8	0.3020			8	15000	24134	5500			1		<10		7.2	0.72	3.28	0.084

MAIL ONE COPY EACH TO:

Office of Environmental Health Services
Certification & Training Program
350 Capitol Street, Room 313
Charleston WV 25301-1798

Division of Environmental Protection
ATTN: Municipal Branch
601- 57th Street
Charleston, WV 25304

Shepherdstown Waterworks — FY27 Executive Summary

Budget vs. actual performance through July 31, 2026

STORY IN BRIEF

Through July 31, 2026, operating revenue was \$141,696, 20.7% below budget. Operating expenses were \$131,801, or 16.0% under budget, producing a pre-debt operating surplus of \$9,895. After \$38,471 of bond expenses and reserve transfers, the Waterworks recorded a \$28,576 deficit. The principal concern is metered water revenue, while plant, chemical, and power costs also require monitoring.

\$141,696	\$131,801	\$9,895	(\$28,576)
Operating Revenue	Operating Expenses	Pre-Debt Operating Surplus	Final Surplus / (Deficit)

PERFORMANCE SNAPSHOT						
Metric	YTD Budget	YTD Actual	Variance	KEY VARIANCE DRIVERS		
Operating Revenue	\$178,750	\$141,696	(\$37,054)	Driver	Variance	Management Readout
Operating Expenses	\$156,846	\$131,801	(\$25,045)	Metered Water Revenue	(\$36,657)	Primary operating revenue shortfall
Pre-Debt Operating Balance	\$21,904	\$9,895	(\$12,009)	Water Plant Expenses	\$7,325	Parts and supply invoices drove overage
Bond Expenses & Transfers	\$38,990	\$38,471	(\$519)	Chemicals	\$5,246	Vendor invoices exceeded monthly budget
Final Surplus / (Deficit)	(\$17,066)	(\$28,576)	(\$11,490)	Purchased Power	\$1,411	Plant electricity exceeded monthly budget
Non-Cash Expenses	\$41,583	\$31,406	(\$10,177)	Advertising	\$971	Actual spending materially exceeded a small budget
Restricted Income	\$5,000	\$7,696	\$2,696	Restricted Income	\$2,696	Capacity fees and grant revenue exceeded plan

MANAGEMENT PRIORITIES

1. Monitor the \$36.7K metered water revenue shortfall, including billing timing, consumption, collections, and any unposted activity.
2. Monitor plant, chemical, and power costs, which together are \$14.0K above the July budget.
3. Confirm the timing and funding of the stated \$14.6K monthly Working Capital Reserve transfer; no July transfer is recorded.
4. Follow up on the approximately \$90K refund associated with the matured 03-B Water Bond.
5. Validate depreciation estimates and classification, as the source notes indicate prior-year estimates are still being used.

Source: FY 2027 budget-versus-actual schedule. Variances are actual less budget; for expenses, a positive variance indicates overspending.

Shepherdstown Waterworks
FY27 Budget vs Actuals
Through July 31, 2026

	REVENUES	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
419	Water Interest Income	\$ 139,815	\$ 145,000	\$ 12,083	\$11,686	(\$398)	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	\$ 1,806,138	\$ 2,000,000	\$ 166,667	\$130,010	(\$36,657)	
	Total Revenues	\$ 1,945,954	\$ 2,145,000	\$ 178,750	\$ 141,696	-\$ 37,054	
	Department Expense Line Items	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
	Expenses	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
401.1	Water Billing Expenses	\$ 11,189	\$ 12,000	\$ 1,000	\$747	(\$253)	
401.2	Water Administration	\$ 56,331	\$ 60,000	\$ 5,000	\$4,106	(\$894)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Water Utility Billing	\$ 231,072	\$ 240,000	\$ 20,000	\$397	(\$19,603)	Water Usage paid to the Town
401.4	Water Plant Expenses	\$ 197,019	\$ 250,000	\$ 20,833	\$28,158	\$7,325	Core & Main Martinsburg House - Invoice for \$12,654 ; Water parts \$5,040
408	Taxes (Other than Income)	\$ 60,374	\$ 55,000	\$ 4,583	\$4,327	(\$256)	Employer portion of FICA taxes and Workers Comp
521	Employee Screening	\$ 161	\$ 350	\$ 29	\$0	(\$29)	
601	Water Salaries & Wages	\$ 579,443	\$ 600,000	\$ 50,000	\$40,590	(\$9,410)	
604	Employee Pensions & Benefits	\$ 184,053	\$ 195,000	\$ 16,250	\$15,157	(\$1,093)	
615	Purchased Power	\$ 60,219	\$ 50,000	\$ 4,167	\$5,578	\$1,411	Water Plant electric - Potomac Edison Inv \$5187
618	Chemicals	\$ 129,961	\$ 140,000	\$ 11,667	\$16,913	\$5,246	Citco Wtaer Co , Inv \$9,318, \$6,457, \$1,137
631	Contractual Svc-Engineering	\$ 42,268	\$ 75,000	\$ 6,250	\$4,620	(\$1,630)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	\$ 23,642	\$ 30,000	\$ 2,500	\$917	(\$1,583)	Accounting Svc
633	Contractual Svc-Legal	\$ 6,415	\$ 8,000	\$ 667	\$84	(\$583)	
635	Contractual Svc-Testing	\$ 27,635	\$ 20,000	\$ 1,667	\$821	(\$846)	
636	Contractual Svc-Other	\$ 50,108	\$ 55,000	\$ 4,583	\$1,107	(\$3,476)	Mainly IT services - Underwater video inspection of two potable water tanks/video c rew/note/mobilization and demobilization \$4,830 (in Aug), \$22,450 clean/inspect water tower
650	Transportation Expense	\$ 3,895	\$ 3,000	\$ 250	\$123	(\$127)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	\$ 89,134	\$ 87,000	\$ 7,250	\$7,160	(\$90)	Monthly insurance is \$7,160
659	Insurance-Other	\$ 510	\$ 1,500	\$ 125	\$0	(\$125)	
660	Advertising Expense	\$ 0	\$ 300	\$ 25	\$996	\$971	

Total Expenses	\$ 1,753,427	\$ 1,882,150	\$ 156,846	\$ 131,801	(\$25,045)			

<i>Bond Expenses and Working Cap Reserve Transfer</i>					FY 27 Actuals Thru 7/31/2026		Notes and Explanations
03-A Water Bond	\$ 26,896	\$ 26,896	\$ 2,241	\$2,241	\$0		Monthly Payment of \$2,241.34
12 Water Bond	\$ 125,555	\$ 127,715	\$ 10,643	\$10,463	(\$180)		Monthly Payment of \$10,462.92
17 Water Bond	\$ 153,835	\$ 153,835	\$ 12,820	\$12,820	\$0		Monthly Payment of \$12,819.55
21 Water Bond	\$ 99,504	\$ 99,504	\$ 8,292	\$8,292	\$0		Monthly Payment of \$8,292.02
21 Water Reserve	\$ 9,931	\$ 9,931	\$ 828	\$828	\$0		Monthly Payment of \$827.55
Monthly Transfer to Working Cap Reserve	\$ 90,640		\$ 0	\$0	\$0		Monthly Transfer of \$14,600
Depreciation Reserve Account	\$ 44,600	\$ 50,000	\$ 4,167	\$3,828	(\$339)		Water Depreciation Reserve- 2.5% billing
Total Bond Expenses & Transfers	\$ 550,961	\$ 467,881	\$ 38,990	\$ 38,471			

Bond Overpayments Refund							Refund of Bond Overpayments
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	Surplus or (Deficit)				(28,576)		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation, interest expense, and admin lending fees from above.
	Non-Cash Expenses						
	Interest Expense	136,532	135,000	\$ 11,250	\$1,780		Bond Interest
	Administrative Lending Fees	3,526	4,000	\$ 333	\$0		Bond Admin Lending Fees
	Depreciation Expense	355,522	360,000	\$ 30,000	\$29,627		Utility Plant Depreciation (Estimates from prior years) \$29,626 per month (Estimates from prior years are being used here that may be causing the large overage)
	Total Non-Cash Expenses	\$ 495,580	\$ 499,000	\$ 41,583	\$ 31,406		
	Restricted Income	FY25 Budget Approved	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
419.5 Capacity Accounts Interest	\$ 616	\$ 0	\$ 0	\$ 0	\$57	\$57	This is low because this is just the interest income on the restricted portion of the bank balance
474 Other Water Revenues	\$ 173,138	\$ 5,000	\$ 5,000	\$ 5,000	\$7,638	\$2,638	Capacity Fees, Grant Revenue
	Total Restricted Income	\$ 173,754	\$ 5,000	\$ 5,000	\$ 7,696	\$ 2,696	

**Shepherdstown Sewer
FY27 Budget vs Actuals
Through July 31, 2026**

	REVENUES	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
419	Sewer Interest Income	\$ 105,867	\$ 125,000	\$ 10,417	\$9,037	(\$1,379)	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	\$ 1,640,927	\$ 1,700,000	\$ 141,667	\$107,595	(\$34,071)	
	Total Revenues	\$ 1,746,794	\$ 1,825,000	\$ 152,083	\$ 116,633	(\$35,451)	
	Department Expense Line Items	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
	Expenses	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
401.1	Sewer Billing Expenses	\$ 10,118	\$ 12,000	\$ 1,000	\$747	(\$253)	Office Supplies, Public Notices Etc
401.2	Sewer Administration	\$ 57,297	\$ 52,000	\$ 4,333	\$ 3,870	(\$464)	Mainly monthly rent paid to the Town from the Water Dept (\$1,800 per month)
401.3	Sewer Utility Billing-Water Bill	\$ 16,993	\$ 20,000	\$ 1,667	\$ 2,372	\$705	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	\$ 127,723	\$ 170,000	\$ 14,167	\$ 8,210	(\$5,957)	
408	Taxes (Other than Income)	\$ 37,739	\$ 36,000	\$ 3,000	\$ 2,469	(\$531)	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	\$ 468,719	\$ 550,000	\$ 45,833	\$ 33,274	(\$12,559)	
704	EE Pensions & Benefits	\$ 124,318	\$ 125,000	\$ 10,417	\$ 9,906	(\$510)	

711	Sludge Removal	\$ 12,902	\$ 32,000	\$ 2,667	\$ 649	(\$2,017)	
715	Purchased Power	\$ 153,434	\$ 150,000	\$ 12,500	\$ 12,862	\$362	
718	Chemicals	\$ 100,514	\$ 127,000	\$ 10,583	\$ 11,894	\$1,311	Univar Solutions, Winschel Envir, Citco, Polytrec Chemicals invoices
731	Contractual Svc-Engineering	\$ 33,273	\$ 30,000	\$ 2,500	\$ 4,215	\$1,715	
732	Contractual Svc-Accounting	\$ 23,642	\$ 30,000	\$ 2,500	\$ 1,000	(\$1,500)	
733	Contractual Svc-Legal	\$ 2,596	\$ 5,000	\$ 417	\$ 0	(\$417)	
735	Contractual Svc-Testing	\$ 16,987	\$ 15,000	\$ 1,250	\$ 1,503	\$253	
736	Contractual Svc-Other	\$ 22,828	\$ 25,000	\$ 2,083	\$ 1,107	(\$976)	IT Services
750	Transportation Expense	\$ 8,392	\$ 5,000	\$ 417	\$ 564	\$147	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	\$ 67,721	\$ 65,000	\$ 5,417	\$ 5,338	(\$79)	Monthly insurance is \$5,338
760	Advertising	\$ 0	\$ 0	\$ 0	\$ 0	\$0	
	Total Expenses	\$ 1,285,196	\$ 1,449,000	\$ 120,750	\$ 99,980	(\$20,770)	
	Gross Operating Profit	461,598	376,000	31,333	16,653	14,681	

<i>Bond Expenses and Transfers</i>	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
Membrane Transfer Reserve	\$ 157,200	\$ 157,200	\$ 13,100	\$ 13,100	\$ 0	Monthly Transfer of \$13,100
10-A Sewer Bond	\$ 221,953	\$ 221,953	\$ 18,496	\$ 19,496	\$1,000	Monthly Payment of \$18,496.08
Working Capital Reserve	\$ 143,004	\$ 120,000	\$ 10,000	\$ 11,917	\$1,917	Monthly Transfer of \$11,917
Depreciation Reserve Account	\$ 40,000	\$ 42,000	\$ 3,500	\$ 3,362	(\$138)	2.5% of Gross Revenue
Total Bond Expenses & Transfers		\$ 541,153	\$ 45,096	\$ 47,875	\$ 2,779	

Surplus or (Deficit)				(\$31,222)		This is the "True" Deficit after taking the Bond Expenses/Transfers into account and then adding back depreciation and admin lending fees from above.
Non-Cash Expenses						
Interest Expense	\$ 0	\$ 0	\$ 0	\$ 0		
Administrative Lending Fees	\$ 14,370	\$ 15,000	\$ 1,250	\$ 0	(\$1,250)	
Depreciation Expense	\$ 383,314	\$ 375,000	\$ 31,250	\$ 29,576	(\$1,674)	
Total Non-Cash Expenses		\$ 390,000	\$ 32,500	\$ 29,576		
Restricted Income	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 7/31/2026	FY 27 Actuals Thru 7/31/2026	Over/(Under) Budget Thru 7/31/2026	Notes and Explanations
419.5 Capacity Accounts Interest	\$ 379	\$ 500	\$ 42	\$ 29	(\$13)	
536 Other Wastewater Revenues	\$ 201,235	\$ 4,000	\$ 333	\$ 3,408	\$ 3,075	Capacity Fees - Sewer capacity fees
Total Restricted Income	\$201,614	\$4,500	\$375	\$3,437	\$3,062	

Water Bonds									
Bond Number	Account Balance as of 6/30/2026	Monthly Deposit from Treasurer	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Statement Balance as of 6/30/26	Bond Balance as of 7/31/2026	Remaining Principal Balance Outstanding, as of 7/31/2026
SHE-W-1-03-A-JE-12	\$7,370	\$2,244	\$22	\$0	\$0	\$0	\$9,635	\$174,849	\$174,849
SHE-W-1-12-X-JE-12	\$18,519	\$10,473	\$55	\$0	\$0	\$0	\$29,048	\$2,865,692	\$2,865,692
SHE-W-1-17-X-JE-12	\$65,522	\$12,761	\$195	\$0	\$0	\$0	\$78,478	\$2,120,000	\$2,120,000
SHE-W-1-21-X-JE-12	\$9,833	\$8,300	\$29	\$6,496	\$1,780	\$25	\$9,862	\$908,705	\$902,209
Totals	\$101,243	\$33,779	\$301	\$6,496	\$1,780	\$25	\$127,023	\$6,069,246	\$6,062,750
Sewer Bonds									
Bond Number	Account Balance as of 6/30/2026	Monthly Deposit from Treasurer	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Statement Balance as of 6/30/26	Bond Balance as of 7/31/2026	Remaining Principal Balance Outstanding, as of 7/31/2026
SHE-S-1-10-A-JE-12	\$27,592	\$18,515	\$82	\$0	\$0	\$0	\$46,189	\$3,314,232	\$3,314,232
Totals	\$27,592	\$18,515	\$82	\$0	\$0	\$0	\$46,189	\$3,314,232	\$3,314,232
Water Reserve Funds									
Reserve Number	Reserve Balance as of 6/30/2026	Monthly Deposit / Refund to Issuer	Interest Earned	Reserve Balance as of 7/31/26	Maximum Reserve Requirement	Over/(Under) Funded	Notes		
SHE-W-2-03-A-JE-12	\$23,682	\$0	\$70	\$23,752	\$23,316	\$436			
SHE-W-2-12-X-JE-12	\$127,208	\$0	\$379	\$127,586	\$125,304	\$2,282			
SHE-W-2-17-X-JE-12	\$155,928	\$0	\$464	\$156,392	\$153,528	\$2,864			
SHE-W-2-21-X-JE-12	\$52,186	\$828	\$155	\$53,169	\$99,306	(\$46,137)			
Totals	\$359,033	\$797	\$1,068	\$360,898	\$401,454	-\$40,556			
Sewer Reserve Funds									
Reserve Number	Reserve Balance as of 6/30/2026	Monthly Deposit / Refund to Issuer	Interest Earned	Reserve Balance as of 7/31/26	Maximum Reserve Requirement	Over/(Under) Funded	Notes		
SHE-S-2-10-A-JE-12	\$210,356	\$0	\$626	\$210,982	\$207,140	\$3,842			
Totals	\$210,356	\$0	\$626	\$210,982	\$207,140	\$3,842			

Shepherdstown Sewer

Balance Sheet As of July 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	801.05
RESTRICTED FUNDS BANKING	2,963,459.49
UNRESTRICTED FUNDS BANKING	243,224.73
Total Bank Accounts	\$3,207,485.27
Accounts Receivable	
Accounts Receivable	152,532.11
Total Accounts Receivable	\$152,532.11
Other Current Assets	
Due To/From Govt	-486,366.97
Due To/From Water	44,541.01
Other Current Assets	327.92
Total Other Current Assets	\$ -441,498.04
Total Current Assets	\$2,918,519.34
Fixed Assets	
105 Construction in Progress	6,750.00
Fixed Asset Adjustment	-5,462,401.89
Fixed Assets	14,610,344.82
Total Fixed Assets	\$9,154,692.93
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	\$4,428.00
TOTAL ASSETS	\$12,077,640.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	44,011.00
Total Accounts Payable	\$44,011.00
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	69,154.93
Current Liabilities	52,781.02
Total Other Current Liabilities	\$121,935.95
Total Current Liabilities	\$165,946.95

Shepherdstown Sewer

Balance Sheet

As of July 31, 2026

	TOTAL
Long-Term Liabilities	
221. Bonds Payable-Long Term	3,314,232.00
253.20 Deferred Inflows	13,184.00
Total Long-Term Liabilities	\$3,327,416.00
Total Liabilities	\$3,493,362.95
Equity	
214 Retained Earnings	4,579,882.67
271 Contrib. in Aid of Construction	2,496,529.86
Membrane Transfer Equity Budget Only	1,009,373.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	-22,586.56
Total Equity	\$8,584,277.32
TOTAL LIABILITIES AND EQUITY	\$12,077,640.27

Note

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

Shepherdstown Water and Sewer
Bank and Sweep Accounts

Balances as of August 31, 2027									
Account	Last 4 of Account No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments	
Water Operating	6217	Water	\$10,030.76	\$505,937	\$515,967	\$515,967			
Water Capital Capacity	6082	Water	\$10,030.76	\$1,595,835	\$1,605,866		\$1,605,866		
Water Working Capital Reserve	2736	Water	\$10,030.76	\$861,419	\$871,449		\$871,449		
Water Depreciation	5234	Water	\$10,030.76	\$607,052	\$617,082		\$617,082		
Water 2017 WV Municipal Bond		Water	\$10,030.76	\$373,478	\$383,509		\$383,509		
8085									
Total Water Bank Accounts.....			\$50,153.80	\$3,943,720.50	\$3,993,874.30	\$515,967.34	\$3,477,906.96		
Account	Last 4 of Account No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments	
Sewer Operating	8626	Sewer	\$10,030.76	\$973,501	\$983,532	\$983,532			
Sewer Capital Capacity	5993	Sewer	\$10,030.76	\$748,416	\$758,446		\$758,446.38		
Sewer Membrane	7180	Sewer	\$10,030.76	\$871,076	\$881,107		\$881,106.80		
Sewer Depreciation	1179	Sewer	\$10,030.76	\$598,539	\$608,570		\$608,569.80		
Sewer Working Capital Reserve	8615	Sewer	\$52.17	\$462,031	\$462,083		\$462,082.83		
Total Sewer Bank Accounts.....			\$40,175.21	\$3,653,562.50	\$3,693,737.71	\$983,531.90	\$2,710,205.81		

Shepherdstown Waterworks

Balance Sheet As of July 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,531,021.46
RESTRICTED FUNDS BANKING	2,526,113.30
UNRESTRICTED FUNDS BANKING	46,123.48
Total Bank Accounts	\$4,103,258.24
Accounts Receivable	
141 A/R, Water Customer Billing	186,403.11
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	\$181,403.11
Other Current Assets	
142.71 Due to/From Govt Funds	-1,041,303.48
Due to/from Sewer	-45,056.21
Total Other Current Assets	\$ -1,086,359.69
Total Current Assets	\$3,198,301.66
Fixed Assets	
105 Fixed Asset-Constr. In Progress	3,013,961.83
105.16 Water Distribution System Upgrade	2,638,956.11
105.17 GIS Mapping System - Water	65,975.53
105.18 120 Water Line Replacement Project	67,506.05
Fixed Asset Adjustments	-5,297,163.45
Fixed Assets (All Funds)	13,136,964.80
Total Fixed Assets	\$13,626,200.87
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	\$6,760.00
TOTAL ASSETS	\$16,831,262.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	90,876.91
Total Accounts Payable	\$90,876.91
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	93,674.84
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	66,356.76
Total Other Current Liabilities	\$195,214.19
Total Current Liabilities	\$286,091.10
Long-Term Liabilities	
221. Bond Payable-Long term	6,062,750.00
253.20 Deferred Inflows	19,767.00

	TOTAL
Total Long-Term Liabilities	\$6,082,517.00
Total Liabilities	\$6,368,608.10
Equity	
215 Retained Earnings	8,722,086.13
271 Contrib. in aid of Construction	1,072,825.91
Reserved and Restricted Funds in Operating Account	681,557.73
Net Income	-13,815.34
Total Equity	\$10,462,654.43
TOTAL LIABILITIES AND EQUITY	\$16,831,262.53

Note

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

SHEPHERDSTOWN SEWER — EXECUTIVE SUMMARY

FY27 Budget vs Actuals | Through July 31, 2026 | Source: 11.30.2025

REVENUE ACTUAL	EXPENSE ACTUAL	OPERATING PROFIT	TRUE SURPLUS / (DEFICIT)
\$116,633	\$99,980	\$16,653	(\$31,222)

STORY IN BRIEF

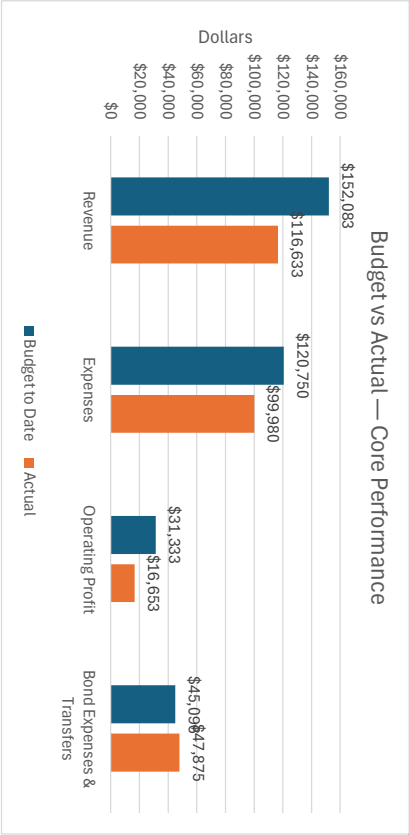
Revenue is \$35,451 below budget, driven primarily by metered sewer revenue. Operating expenses are \$20,770 under budget, partially offsetting the revenue gap, but operating profit is still \$14,681 below plan. Bond expenses and transfers are \$2,779 over budget, producing a \$31,222 true deficit. Restricted income is \$3,062 ahead of budget, largely from capacity fees.

BUDGET PERFORMANCE SNAPSHOT				
Metric	Budget to Date	Actual	Variance	
Revenue	\$152,083	\$116,633	(\$35,451)	
Expenses	\$120,750	\$99,980	(\$20,770)	
Operating Profit	\$31,333	\$16,653	(\$14,681)	
Bond Expenses & Transfers	\$45,096	\$47,875	\$2,779	
Restricted Income	\$375	\$3,437	\$3,062	
TOP EXPENSE OVERRUN DRIVERS				
Expense Line	Budget to Date	Actual	Over Budget	
Contractual Svc-Engineering	\$2,500	\$4,215	\$1,715	
Chemicals	\$10,583	\$11,894	\$1,311	
Sewer Utility Billing-Water Bill	\$1,667	\$2,372	\$705	
Purchased Power	\$12,500	\$12,862	\$362	
Contractual Svc-Testing	\$1,250	\$1,503	\$253	
Transportation Expense	\$417	\$564	\$147	

Budget vs Actual — Core Performance

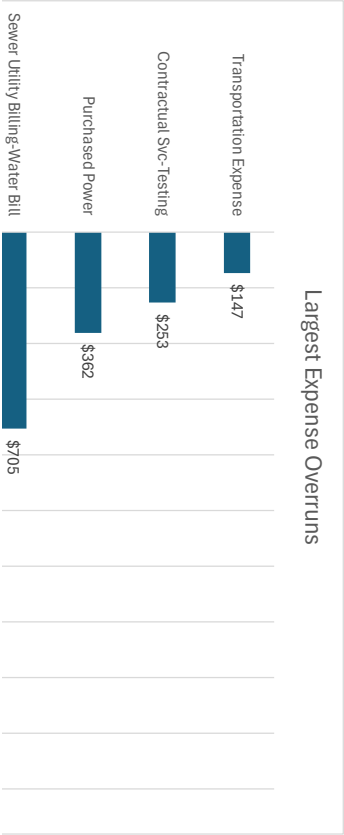
Dollars

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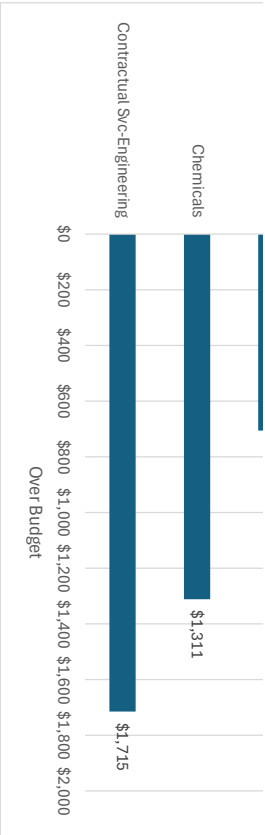
KEY MANAGEMENT TAKEAWAYS

- 1. Revenue recovery is the main priority: metered sewer revenue accounts for about 96% of the total revenue shortfall.
- 2. Expense discipline is helping: salaries and plant maintenance are the largest favorable offsets, together running about \$18,516 under budget.



3. Monitor recurring transfers and the sewer bond payment: combined transfer activity is \$2,779 above the year-to-date plan.

Data note: the source tab is named 11.30.2025, while its report heading states "Through July 31, 2026." This summary follows the report heading and underlying values.



HYDRANT PROJECT WORK LIST					
LOCATION/HYDRANT NUMBER	VALVE	ISSUE WITH HYDRANT		PROPOSED WORK PLAN	STATUS
	Y/N?	In Service?			REPORT
HYDRANTS OUT OF SERVICE/NEED REPAIRS					
388 Starkeys Landing / NO #	Yes	No	Hit by vehicle	Remove hydrant install blowoff	
Bon Aire Cul-de-sac/198	Yes	No	Valve break	Repair in place	
HYDRANTS TO BE REMOVED AND RETIRED					
Corner King & New Streets	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants	
Corner Church & New Street	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants	
East High Street (Tommy's Pizza)	No	No	4" main, inadequate supply	Retire hydrant, covered by other hydrants	
HYDRANTS IN SERVICE/NEED REPAIRS					
426 Willowdale Dr/ 201	?	Yes	too low	Needs Riser	
Steamboat Run/ 190	Yes	Yes	Leaking from top	Needs Repair	
Browns Garage/ 96	Yes	Yes	Leaking from everywhere	Needs Repair	
United Bank/ 94	Yes	Yes	Leaking base and wont drain	Needs Repair	
Green Pineapple/ 23	Yes	Yes	gets hit /in loading zone/leaking	Install bollards/repair	
NEW HYDRANTS					
Tack & Jack's Apartments, Duke St.	?	?	Taken out by drunk driver	Install New Hydrant	
HYDRANTS WITH PROPERTY ISSUES					
NONE					
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			900,000 Gallons		
All hydrants are numbered and colored (ring)					
May 2026 total hydrants 200					