Corporation of Shepherdstown
Agenda for Joint Meeting of the Water and Sanitary Boards
Thursday, October 22, 2026
6:30 P.M.
Town Hall 104 N. King Street

Join online by Zoom:
https://us06web.zoom.us/j/86067120451?pwd=fWNLscmYpiOmof8Pknlig4oZKNXa8i.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

Sanitary Board

Water Board

4. Minutes September 24 Regular Meeting

Vote – Sanitary Board

Vote – Water Board

5. Flow and Quality Reports

Explanation of the difference between the monthly average of gallons of water pumped from the water plant and the amount entering the sewer plant, and has this changed overtime.

Comparison of the above statistics with the volume of water that is billed to customers.

6. Financial Reports

7. Old Business

a. Methodology for charging intraplant water and sewer usage.

b. Discussion of Water Rate Increases and timeline for application to PSC

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

d. Status of the Water and Sanitary Departments annual reports to the Public Service Commission.

e. Hydrant Report

f. Suggestions for topics that the grant writing contractor should pursue.

8. New Business

a. Step One Application for Colonial Hills phase 3 & 3A Alternate Mainline Line Extension Agreement

b. Report on actions taken by Town Hall to alert customers about the October 14-15 service disruption.

9. Summary for Town Council

10. Next meetings

11. Adjourn

SHEPHERDSTOWN WATER AND SANITARY BOARDS MEETING

MINUTES

Thursday, September 24, 2026-6:30 p.m.

Town Hall-104 N. King Street, Shepherdstown

1.Call to Order: The Meeting was called to order at 6:30 p.m.

2. Visitors - Mr. Auxer

3. Attendance

a. Water Board Members Present: James Gatz, Marcy Bartlett, John Bresland, Jack Eggleston, Dan Shelton, Kathleen Stratton, Sue Kemnitzer

b. Sanitary Board Members Present: James Gatz, Harvey Heyser, Bob Keller

4. Approval of Minutes

a. July Regular Meeting

Vote: The Sanitary Board approved with change of wording of vote to approve purchase of excavator from "staff request to staff proposal".

Vote : The Water Board approved with change of wording of vote to approve purchase of excavator from "staff request to staff proposal".

5. Flow and Quality Reports

Boards asked for more explanation of the difference between the monthly average of gallons of water pumped from the water plant (659, 155) and the amount entering the sewer plant (173,800). Plus, the boards asked for the volume of water that is billed to customers. Staff will provide more information at the October meeting.

6. Financial Reports

Financials continue to project an operating deficit for the year for the water department.

7. Old Business

a. Methodology for charging intraplant water usage: The mayor handed out an analysis of the costs of intraplant water and sewage usage. He suggested that we explore the feasibility of charging both systems for their "domestic" use of water and sewer services only but not charge for any "production" uses of water or sewer services. A vote on this issue will be taken at the October meeting.

b. Discussion of Water Rate Increases and timeline for application to PSC: Members expressed appreciation for the briefing by legal counsel at the September 23 joint meeting with the Town Council. Decker accounting firm has begun producing financial information supporting a change in rates. It will not be ready until October.

c. Status of study of Water Department capacity fees and long-term capital needs: The boards suggest that a consultant is engaged to study our needs and prepare a thorough analysis of the financial options that we could employ to meet those needs.

d. Status of the Water and Sanitary Departments annual reports to the Public Service Commission: The staff reports that Decker accountants are working on these but they will not be ready until the end of October. Information in that report will then be used in Deckers's advice on rate increases.

e. Hydrant Report: Flushing, replacements and some repairs are completed. Eight hydrants are still in need of repair.

8. New Business

a. **Approval of FY27 expenditure for grant writing support. The** mayor asked the boards to share the cost of a new contract for grant writing services. The Water Department is asked to pay 30%, the Sanitary Department 30% and the town 40%. The boards asked for assurance that a commensurate amount of effort would be devoted to their needs. Board members are encouraged to suggest projects for the consultant.

Vote: The Water Board approves cost sharing for grant writing services.

Vote: The Sanitary Board approves cost sharing for grant writing services.

9. Summary for Town Council

a. Status of the preparing a rate increase for the water department: Simple rate increase proposal to council this fall. More comprehensive recommendations on capacity fees etc. after advice from consultants.

b. Continued focus on developing a long-range plan for capital improvements

c. Renewed effort to understand the water distribution system and why unaccounted water is so high.

10. Next meeting will be October 22**.** Then we meet again on Thursday, December 3. Due to the holiday period, we will combine the November and December meetings. Our first meeting in 2027 will be on January 28, 2027.

11. Adjourn

SHEPHERDSTOWN WATER DEPT.

Sept 2026

Pump time average 15 hours.

Gallons pumped average 675440

Chemical usage normal.

All daily samples in acceptable ranges.

All Bacteriological samples passed (Absent of Bacteria)

No violations.

Billing gallons for water Aug16/Sept15 10,459,550 gallons billed. This doesn't included loss (leaks, theft, and fire dept use) non metered (hydrants, sample lines, backwash) and adjustments

Concerns/ Comments

- hypo bleach system injector replacement
- Awaiting ballast for UV system
- OIT job posting

September 2026 Monthly Reports

	Avg.		Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2236	Mgd	0.27	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A		
BOD	<2	Mg/l	<2	Mg/l	30	60		3.47	3.47	167	334		
TSS	5	Mg/l	5	Mg/l	30	60		8.67	8.67	167	334		
TKN	0.8	Mg/l	1.70	Mg/l	3	6		1.56	3.36	17	33		
Fecal	116	Cnts/100 Ml	586	Cnts/100 Ml	200	400		N/A	N/A	N/A	N/A		
Total N	1.67	Mg/l	3.12	Mg/l	Rpt Only	Rpt Only		N/A	96.53	N/A	507	178.75	6091
Total P	0.051	Mg/l	0.09	Mg/l	Rpt Only	Rpt Only		N/A	2.95	N/A	50.7	5.74	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	91.8	Mg/l	91.8	Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Total Hardness		Mg/l		Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
					Min Allowed	Max Allowed							
PH	7.00	S.U.	7.20	S.U.	6.5	8.5		N/A	N/A	N/A	N/A		

Field Name	Applied This Month		Year to Date Applied		Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	6.306	Tons	52.35526	Tons	9	21%		
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		Tons	7.955	Tons				
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				

ES-59 (rev 5/07)

SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month September 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 Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)	Total N (mg/l)	Total P (mg/L
1		83.5	140	0.2080				15000	15383										
2	0.02			0.2570			6	15000	12971			5	<2	586		7.0	0.47	0.872	0.059
3	0.26			0.2190				15000	19288										
4				0.2320				15000											
5	0.03			0.2460			5	15000											
6				0.2130				15000	6861										
7				0.2280				15000											
8				0.2370				15000	19414	5500						7.1	1.7	2.59	0.085
9				0.2160			6	15000	12703										
10	0.01			0.2480				15000	18587										
11	0.09			0.2280			5	15000											
12				0.2380				15000											
13	0.04			0.1920				15000											
14				0.2310				15000	19383										
15				0.2280				15000	18681	6000						7.2	0.51	0.922	0.038
16				0.2220			5	15000	12936										
17	0.07			0.2450				15000	18041										
18	0.02			0.2190			6	15000						269					
19				0.2260				15000											
20	0.01			0.1960				15000	5446										
21	0.23			0.2490				17500	18885										
22	0.78			0.2700				17500		5800						7.1	0.5	0.825	<0.037
23				0.2630			6	17500	30982										
24				0.2250			4	17500	16603										
25				0.2300				17500											
26	0.07			0.2410				17500	4386	5000									
27	0.01			0.2200				17500											
28				0.2370			6	17500	18099										
29				0.2260				17500	14224	5500				<10		7.1	0.8	3.12	<0.037
30				0.2410				17500	11645										
31																			
Total	1.64	83.5	140	6.9310			49	475000	294518	27800		5	<2	855		35.5	3.98	8.33	0.256
Average	0.13	83.5	140	0.2236			5.4	15833	15501	5560		5	<2	116		7.1	0.80	1.67	0.051
Minimum	0.01	83.5	140	0.1920			4	15000	4386	5000		5	<2	269		7	0.47	0.83	0.038
Maximum	0.78	83.5	140	0.2700			6	17500	30982	6000		5	<2	586		7.2	1.7	3.12	0.085

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

Sewer Gallons Billed
August 15, 2026 - September 16, 2026

Billed	7,740,599	Sewer Plant Flow	6,432,000

Shepherdstown Sewer

Balance Sheet

As of August 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESTRICTED FUNDS BANKING	2,995,852.87
UNRESTRICTED FUNDS BANKING	978,749.76
Total Bank Accounts	**$3,974,602.63**
Accounts Receivable	
Accounts Receivable	158,822.05
Total Accounts Receivable	**$158,822.05**
Other Current Assets	
Due To/From Govt	-1,245,646.56
Due To/From Water	44,541.01
Other Current Assets	327.92
Total Other Current Assets	**$ -1,200,777.63**
Total Current Assets	**$2,932,647.05**
Fixed Assets	
105 Construction in Progress	6,750.00
Fixed Asset Adjustment	-5,491,977.94
Fixed Assets	14,610,344.82
Total Fixed Assets	**$9,125,116.88**
Other Assets	
186.20 Deferred Outflows	4,428.00
Total Other Assets	**$4,428.00**
TOTAL ASSETS	**$12,062,191.93**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	22,701.26
Total Accounts Payable	**$22,701.26**
Other Current Liabilities	
235 Cust. Dep/Int. Pay-Cash Acct	69,435.55
Current Liabilities	52,781.02
Total Other Current Liabilities	**$122,216.57**
Total Current Liabilities	**$144,917.83**

Shepherdstown Sewer

Balance Sheet

As of August 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	**$3,472,333.83**
Equity	
214 Retained Earnings	4,579,882.67
271 Contrib. in Aid of Construction	2,496,529.86
Membrane Transfer Equity Budget Only	1,022,473.00
Reserved and Restricted Funds in Operating Account	521,078.35
Net Income	-30,105.78
Total Equity	**$8,589,858.10**
TOTAL LIABILITIES AND EQUITY	**$12,062,191.93**

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 october 15, 2027

Account	Last 4 of Acccount No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments
Water Operating	6217	Water	$10,030.76	**$198,818**	$208,849	$208,849		
Water Capital Capacity	6082	Water	$10,030.76	**$1,615,009**	$1,625,040		$1,625,040	
Water Working Capital Reserve	2736	Water	$10,030.76	**$876,451**	$886,482		$886,482	
Water Depreciation	5234	Water	$10,030.76	**$628,391**	$638,422		$638,422	
Water 2017 WV Municipal Bond	8085	Water	$10,030.76	**$385,714**	$395,745		$395,745	
Total Water Bank Accounts			**$50,153.80**	**$3,704,382.63**	**$3,754,536.43**	**$208,848.63**	**$3,545,687.80**	

Account	Last 4 of Acccount No.	Entity	Bank Account Balance	Sweep Account Balance	Total Account Balance	UNRESTRICTED FUNDS	RESTRICTED FUNDS	Comments
Sewer Operating	8626	Sewer	$10,030.76	**$199,678**	$209,708	$209,708		
Sewer Capital Capacity	5993	Sewer	$10,030.76	**$762,747**	$772,777		$772,777.26	
Sewer Membrane	7180	Sewer	$10,030.76	**$886,119**	$896,150		$896,149.63	
Sewer Depreciation	1179	Sewer	$10,030.76	**$615,595**	$625,626		$625,626.01	
Sewer Working Capital Reserve	8615	Sewer	$52.17	**$428,254**	$428,306		$428,306.02	
Total Sewer Bank Accounts			**$40,175.21**	**$2,892,392.04**	**$2,932,567.25**	**$209,708.33**	**$2,722,858.92**	

Shepherdstown Waterworks

Balance Sheet

As of August 31, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
RESERVED FUNDS BANKING	1,492,764.70
RESTRICTED FUNDS BANKING	2,551,056.99
UNRESTRICTED FUNDS BANKING	516,895.32
Total Bank Accounts	**$4,560,717.01**
Accounts Receivable	
141 A/R, Water Customer Billing	189,673.45
143 Allow. for Doubtful Accounts	-5,000.00
Total Accounts Receivable	**$184,673.45**
Other Current Assets	
142.71 Due to/From Govt Funds	-1,550,905.78
Due to/from Sewer	-45,056.21
Total Other Current Assets	**$ -1,595,961.99**
Total Current Assets	**$3,149,428.47**
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	-5,326,790.28
Fixed Assets (All Funds)	13,136,964.80
Total Fixed Assets	**$13,596,574.04**
Other Assets	
186.20 Deferred Outflows	6,760.00
Total Other Assets	**$6,760.00**
TOTAL ASSETS	**$16,752,762.51**

Shepherdstown Waterworks

Balance Sheet

As of August 31, 2026

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	47,871.47
Total Accounts Payable	**$47,871.47**
Other Current Liabilities	
235 Customer Dep/Int Pay.-Cash Acct	93,950.84
238 Accrued Interest Payable	35,182.59
241 Misc. Current/Accrued Liab.	66,356.76
Total Other Current Liabilities	**$195,490.19**
Total Current Liabilities	**$243,361.66**
Long-Term Liabilities	
221. Bond Payable-Long term	6,056,300.00
253.20 Deferred Inflows	19,767.00
Total Long-Term Liabilities	**$6,076,067.00**
Total Liabilities	**$6,319,428.66**
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	-43,135.92
Total Equity	**$10,433,333.85**
TOTAL LIABILITIES AND EQUITY	**$16,752,762.51**

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

Shepherdstown Waterworks
FY27 Budget vs Actuals
Through August 31, 2026

	REVENUES	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 8/31/2026	FY 27 Actuals Thru 8/31/2026	Over/(Under) Budget Thru 8/31/2026	Notes and Explanations
419	Water Interest Income	$ 139,815	$ 145,000	$ 24,167	$24,585	$418	Interest Income on Waterworks bank accounts
461	Water Metered Revenue	$ 1,806,138	$ 2,000,000	$ 333,333	$280,852	($52,481)	
	Total Revenues	**$ 1,945,954**	**$ 2,145,000**	**$ 357,500**	**$ 305,437**	**-$ 52,063**	
	Department Expense Line Items	**FY 26 Actuals**	**FY27 Budget Approved**	**FY27 Budget Thru 8/31/2026**	**FY 27 Actuals Thru 8/31/2026**	**Over/(Under) Budget Thru 8/31/2026**	**Notes and Explanations**
	Expenses	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 8/31/2026	FY 27 Actuals Thru 8/31/2026	Over/(Under) Budget Thru 8/31/2026	Notes and Explanations
401.1	Water Billing Expenses	$ 11,189	$ 12,000	$ 2,000	$1,510	($490)	
401.2	Water Administration	$ 56,331	$ 60,000	$ 10,000	$7,941	($2,059)	Mainly monthly rent paid to the Town from the Water Dept ($1,800 per month)
401.3	Water Utility Billing	$ 231,072	$ 240,000	$ 40,000	$40,769	$769	Water Usage paid to the Town
401.4	Water Plant Expenses	$ 197,019	$ 250,000	$ 41,667	$39,196	($2,471)	Core & Main Martinsburg House - Invoice for $12,654 ; Water parts $5,040
408	Taxes (Other than Income)	$ 60,374	$ 55,000	$ 9,167	$9,278	$111	Employer portion of FICA taxes and Workers Comp
521	Employee Screening	$ 161	$ 350	$ 58		($58)	
601	Water Salaries & Wages	$ 579,443	$ 600,000	$ 100,000	$88,952	($11,048)	
604	Employee Pensions & Benefits	$ 184,053	$ 195,000	$ 32,500	$30,862	($1,638)	
615	Purchased Power	$ 60,219	$ 50,000	$ 8,333	$11,075	$2,742	Water Plant electric - Potomac Edison Inv $5187
618	Chemicals	$ 129,961	$ 140,000	$ 23,333	$35,687	$12,354	Citco Wtaer Co , Inv $9,318, $6,457, $1,137
631	Contractual Svc-Engineering	$ 42,268	$ 75,000	$ 12,500	$4,620	($7,880)	Lead Line Inventory and Meter Testing
632	Contractual Svc-Accounting	$ 23,642	$ 30,000	$ 5,000	$1,833	($3,167)	Accounting Svc
633	Contractual Svc-Legal	$ 6,415	$ 8,000	$ 1,333	$248	($1,085)	
635	Contractual Svc-Testing	$ 27,635	$ 20,000	$ 3,333	$3,625	$291	
636	Contractual Svc-Other	$ 50,108	$ 55,000	$ 9,167	$2,262	($6,905)	Mainly IT services - Underwater video inspection of two potable water tanks/video c rew/hotel/mobilization and demobilization $4,830 (in Aug), $22,450 clean/inspect water tower
650	Transportation Expense	$ 3,895	$ 3,000	$ 500	$265	($235)	Gasoline Purchases from Purchasing Card
657	Insurance-General Liability	$ 89,134	$ 87,000	$ 14,500	$14,320	($180)	Monthly insurance is $7,160
659	Insurance-Other	$ 510	$ 1,500	$ 250	$0	($250)	
660	Advertising Expense	$ 0	$ 300	$ 50	$996	$946	401.22 Water Administration:Communications Expense

	Total Expenses	**$ 1,753,427**	**$ 1,882,150**	**$ 313,692**	**$ 293,439**	**($20,253)**	

	Bond Expenses and Working Cap Reserve Transfer				FY 27 Actuals Thru 8/31/2026		Notes and Explanations
	03-A Water Bond	$ 26,896	$ 26,896	$ 4,483	$4,483	$0	Monthly Payment of $2,241.34
	12 Water Bond	$ 125,555	$ 127,715	$ 21,286	$20,926	($360)	Monthly Payment of $10,462.92
	17 Water Bond	$ 153,835	$ 153,835	$ 25,639	$25,639	$0	Monthly Payment of $12,819.55
	21 Water Bond	$ 99,504	$ 99,504	$ 16,584	$16,584	$0	Monthly Payment of $8,292.02
	21 Water Reserve	$ 9,931	$ 9,931	$ 1,655	$1,655	$0	Monthly Payment of $827.55
	Total Bond Expenses & Transfers	**$ 550,961**	**$ 467,881**	**$ 77,980**	**$ 76,942**		

	Bond Overpayments Refund						Refund of Bond Overpayments

	Surplus or (Deficit)				**(64,944)**		This is the "True" Deficit
	Working Cap Reserve & Depreciation Transfers				248		Notes and Explanations
	Monthly Transfer to Working Cap Reserve	$ 90,640		$ 0	$0	$0	Monthly Transfer of $14,600 - Sus
	Depreciation Reserve Account	$ 44,600	$ 50,000	$ 8,333	$7,558	($775)	Water Depreciation Reserve- 2.5% billing
	Non-Cash Expenses						
	Interest Expense	**136,532**	135,000	$ 22,500	$3,605		Bond Interest
	Administrative Lending Fees	**3,526**	4,000	$ 667			Bond Admin Lending Fees
	Depreciation Expense	**355,522**	360,000	$ 60,000	$59,254		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**	**$ 83,167**	**$ 62,859**		
	Restriced Income	FY25 Budget Approved	FY27 Budget Approved	FY27 Budget Thru 8/31/2026	FY 27 Actuals Thru 8/31/2026	Over/(Under) Budget Thru 8/31/2026	Notes and Explanations
419.5	Capacity Accounts Interest	$ 616	$ 0	$ 0	$2,925	$2,925	Capacity Accounts Interest
474	Other Water Revenues	$ 173,138	$ 5,000	$ 833	$4,800	$3,967	Capacity Fees, Grant Revenue
	Total Restricted Income	**$ 173,754**	**$ 5,000**	**$ 833**	**$ 7,725**	**$ 6,891**	

Water Bonds

Bond Number	Account Balance as of 7/31/2026	Monthly Deposit from Treasurer	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Statement Balance as of 8/31/26	Bond Balance as of 8/31/2026	**Remaining Principal Balance Outstanding, as of 8/31/2026**
SHE-W-1-03-A-JE-12	$9,635	$2,244	$30	$0	$0	$0	$11,909	$174,849	**$174,849**
SHE-W-1-12-X-JE-12	$29,048	$10,473	$89	$0	$0	$0	$39,610	$2,865,692	**$2,865,692**
SHE-W-1-17-X-JE-12	$78,478	$12,761	$241	$0	$0	$0	$91,480	$2,120,000	**$2,120,000**
SHE-W-1-21-X-JE-12	$9,862	$8,300	$30	$6,450	$1,826	$25	$9,892	$908,705	**$902,255**
Totals	$127,023	$33,779	$390	$6,450	$1,826	$25	$152,891	$6,069,246	**$6,062,796**

Sewer Bonds

Bond Number	Account Balance as of 7/31/2026	Monthly Deposit from Treasurer	Interest Earned	Principal Portion of Payment	Interest Portion of Payment	Service Fee & Admin Fee	Statement Balance as of 8/31/26	Bond Balance as of 8/31/2026	**Remaining Principal Balance Outstanding, as of 8/31/2026**
SHE-S-1-10-A-JE-12	$46,189	$18,515	$142	$0	$0	$0	$64,845	$3,314,232	**$3,314,232**
Totals	$46,189	$18,515	$142	$0	$0	$0	$64,845	$3,314,232	**$3,314,232**

Water Reserve Funds

Reserve Number	Reserve Balance as of 7/31/2026	Monthly Deposit / Refund to Issuer	Interest Earned	**Reserve Balance as of 8/31/26**	Maximum Reserve Requirement	Over/(Under) Funded	Notes
SHE-W-2-03-A-JE-12	$23,752	$0	$73	**$23,825**	$23,316	$509	
SHE-W-2-12-X-JE-12	$127,586	$0	$391	**$127,978**	$125,304	$2,674	
SHE-W-2-17-X-JE-12	$156,392	$0	$480	**$156,871**	$153,528	$3,343	
SHE-W-2-21-X-JE-12	$53,169	$828	$163	**$54,159**	$99,306	($45,147)	
Totals	$360,898	$797	$1,107	**$362,803**	$401,454	-$38,651	

Sewer Reserve Funds

Reserve Number	Reserve Balance as of 7/31/2026	Monthly Deposit / Refund to Issuer	Interest Earned	**Reserve Balance as of 8/31/26**	Maximum Reserve Requirement	Over/(Under) Funded	Notes
SHE-S-2-10-A-JE-12	$210,982	$0	$647	**$211,630**	$207,140	$4,490	
Totals	$210,982	$0	$647	**$211,630**	$207,140	$4,490	

Shepherdstown Sewer
FY27 Budget vs Actuals
Through August 31, 2026

	REVENUES	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 8/31/2026	FY 27 Actuals Thru 8/31/2026	Over/(Under) Budget Thru 8/31/2026	Notes and Explanations
419	Sewer Interest Income	$ 105,867	$ 125,000	$ 20,833	$19,825	($1,008)	Interest Income on Sewer bank accounts
522	Metered Sewer Revenue	$ 1,640,927	$ 1,700,000	$ 283,333	$240,026	($43,308)	Metered Sewer Revenue
	Total Revenues	**$ 1,746,794**	**$ 1,825,000**	**$ 304,167**	**$ 259,851**	**($44,316)**	
	Department Expense Line Items	**FY 26 Actuals**	**FY27 Budget Approved**	**FY27 Budget Thru 8/31/2026**	**FY 27 Actuals Thru 8/31/2026**	**Over/(Under) Budget Thru 8/31/2026**	**Notes and Explanations**
	Expenses	**FY 26 Actuals**	**FY27 Budget Approved**	**FY27 Budget Thru 8/31/2026**	**FY 27 Actuals Thru 8/31/2026**	**Over/(Under) Budget Thru 8/31/2026**	**Notes and Explanations**
401.1	Sewer Billing Expenses	$ 10,118	$ 12,000	$ 2,000	$1,510	($490)	Office Supplies, Public Notices Etc
401.2	Sewer Administration	$ 57,297	$ 52,000	$ 8,667	$ 7,751	($916)	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	$ 3,333	$ 3,552	$219	Water Usage paid to the Town
401.4	Sewer Plant Maintenance	$ 127,723	$ 170,000	$ 28,333	$ 19,268	($9,065)	
408	Taxes (Other than Income)	$ 37,739	$ 36,000	$ 6,000	$ 5,824	($176)	Employer portion of FICA taxes and Workers Comp
701	Salaries & Wages	$ 468,719	$ 550,000	$ 91,667	$ 77,330	($14,336)	
704	EE Pensions & Benefits	$ 124,318	$ 125,000	$ 20,833	$ 20,038	($795)	

711	Sludge Removal	$ 12,902	$ 32,000	$ 5,333	$ 2,089	($3,245)	
715	Purchased Power	$ 153,434	$ 150,000	$ 25,000	$ 26,229	$1,229	Diesel Fuel; Electric Power
718	Chemicals	$ 100,514	$ 127,000	$ 21,167	$ 19,220	($1,947)	Univar Solutions, Winschel Envir , Citco, Polytec Chemicals invoices
731	Contractual Svc-Engineering	$ 33,273	$ 30,000	$ 5,000	$ 5,588	$588	
732	Contractual Svc-Accounting	$ 23,642	$ 30,000	$ 5,000	$ 2,082	($2,918)	
733	Contractual Svc-Legal	$ 2,596	$ 5,000	$ 833	$ 248	($585)	
735	Contractual Svc-Testing	$ 16,987	$ 15,000	$ 2,500	$ 4,238	$1,738	
736	Contractual Svc-Other	$ 22,828	$ 25,000	$ 4,167	$ 2,262	($1,905)	IT Services
750	Transportation Expense	$ 8,392	$ 5,000	$ 833	$ 3,822	$2,988	Gasoline Purchases from Purchasing Card
757	Insurance-General Liability	$ 67,721	$ 65,000	$ 10,833	$ 10,676	($157)	Monthly insurance is $5,338
760	Advertising	$ 0	$ 0	$ 0	$ 0	$0	
	Total Expenses	**$ 1,285,196**	**$ 1,449,000**	**$ 241,500**	**$ 211,726**	**($29,774)**	
	Gross Operating Profit	**461,598**	**376,000**	**62,667**	**48,125**	**14,542**	

Bond Expenses	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 8/31/2026	FY 27 Actuals Thru 8/31/2026	Over/(Under) Budget Thru 8/31/2026	Notes and Explanations
10-A Sewer Bond	$ 221,953	$ 221,953	$ 36,992	$ 36,992	($0)	Monthly Payment of $18,496.08
Total Bond Expenses & Transfers		**$ 541,153**	**$ 90,192**	**$ 36,992**	**$ 2,779**	

Surplus or (Deficit)				**$11,132**		This is the "True" Surplus / Deficit
Monthly Transfers						
Membrane Transfer Reserve	$ 157,200	$ 157,200	$ 26,200	$ 26,200	$0	Monthly Transfer of $13,100
Working Capital Reserve	$ 143,004	$ 120,000	$ 20,000	$ 23,834	$3,834	Monthly Transfer of $11,917
Depreciation Reserve Account	$ 40,000	$ 42,000	$ 7,000	$ 6,652	($348)	2.5% of Gross Revenue
Total Monthly transfers				**$ 56,686**		
Non-Cash Expenses						
Interest Expense	$ 0	$ 0	$ 0	$0		
Administrative Lending Fees	$ 14,370	$ 15,000	$ 2,500	$0	($2,500)	
Depreciation Expense	$ 383,314	$ 375,000	$ 62,500	$59,152	($3,348)	
Total Non-Cash Expenses		**$ 390,000**	**$ 65,000**	**$ 59,152**		

	Restricted Income	FY 26 Actuals	FY27 Budget Approved	FY27 Budget Thru 8/31/2026	FY 27 Actuals Thru 8/31/2026	Over/(Under) Budget Thru 8/31/2026	Notes and Explanations
419.5	Capacity Accounts Interest	$ 379	$ 500	$ 83	$57	($26)	
536	Other Wastewater Revenues	$ 201,235	$ 4,000	$ 667	$6,216	$5,549	Capacity Fees - Sewer capacity fees
	Total Restricted Income	**$201,614**	**$4,500**	**$750**	**$6,273**	**$5,523**	

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

INTEGRITY FEDERAL SERVICES

COLONIAL HILLS SUBDIVISION - PHASES 3 & 3A
TOWN OF SHEPHERDSTOWN
WATER & SEWER BOARD
STEP 1 DESIGN NARRATIVE

OCTOBER 7, 2026

Mr. Coe:

The following Step 1 applications regarding Colonial Hills Subdivision, Phases 3 & 3A, is for the purpose of accomplishing the following:

Phase 3 (SFD):

1. The removal of Pump Station #2 and its associated connection to the existing forcemain along Potomac Farms Drive, from the Colonial Hills Subdivision Phase 3 Plans.
2. In place of the formerly proposed Pump Station #2, individual E-ONE grinder pumps are now proposed with an associated collection forcemain to sewer Lots S35-S47. The proposed collection forcemain will connect to the proposed gravity sanitary sewer at Lot S34.
3. Removal of Pump Station #3 from the Phase 3 Plans. Pump Station #3 is now proposed with Phase 3A (townhomes) and will be constructed prior to the start of construction for Phase 3 (single family detached lots).
4. Removal of the portion of gravity sanitary sewer and forcemain that fall north of Higbee Lane, within Phase 3A.

Phase 3A (TH's):

1. As stated in items #3 and #4 above, Pump Station #3 is now proposed to be constructed with Phase 3A, as well as the gravity sanitary sewer flowing to Pump Station #3 from Phase 3, and the forcemain from Pump Station #3 located within Higbee Lane.
2. Phase 3A will begin construction prior to Phase 3. Pump Station #3 will be constructed and active prior to the construction of Phase 3.

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.**

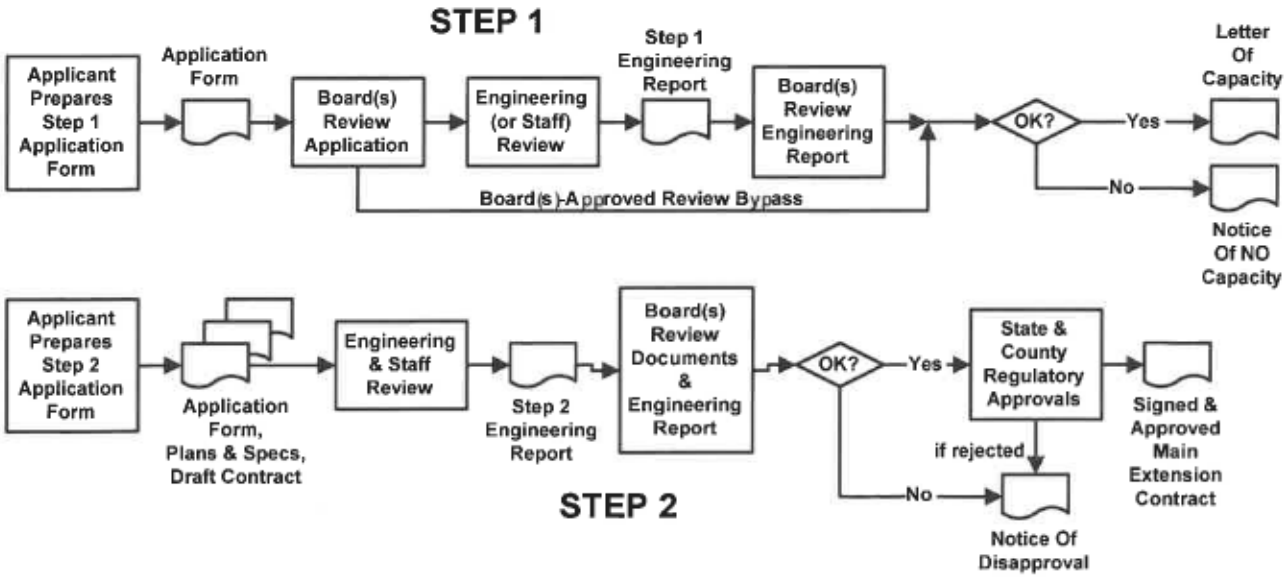
☑	**Step 1**	**Application for Letter of Capacity and Extension of Main with Sketch Plan**
☐	**Step 2.**	**Detailed Engineering Design and Contract Agreement for Extension of Main**

<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: 10/6/2026

B. Applicant Information:

Name: DRB Group West Virginia LLC

Telephone Number: (240) 420-6046

FAX Number:

Mailing Address: 10313 Arnett Dr, Ste 101

Hagerstown, MD 21740

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

Name:

Firm Name: Integrity Federal Services

Telephone Number: (304) 725-8456

FAX Number:

Mailing Address: 148 S. Queen Street, Suite 201

Martinsburg, WV 25401

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

151 Higbee Lane

Shepherdstown, WV 25443

District: 9 Shepherdstown

Tax Map: 8 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 Proposed: 2,579 LF Water & 2,594 LF Sewer

(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 ft^2): _____
  - (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: 11/1/2026
- (2) Projected Extension Completion Date: 6/1/2027
- (3) Start of Required Utility Service: 6/1/2027
- (4) Build Out Date: 6/1/2027

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 ±10% in the number of proposed residential units.
- A change in the number of proposed industrial or commercial units.
- A change of ±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)	10/7/26 (Date)
Land Acquisition Manager (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, of 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.

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.

COMPASS COLONIAL HILLS, LLC
1552 SMITHFIELD PLACE
CENTREVILLE, VA 20120

October 6, 2026

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

The undersigned Colonial Hills, LLC, hereby authorizes DRB Group West Virginia, LLC, to file an APPLICATION TO EXTEND WATER AND/OR SEWER MAINS for that certain project located in the Shepherdstown Tax District, Higbee Lane, being Tax Map 8, P/O Parcel 10.

Compass Colonial Hills, LLC

By: _____

Dominic Taddeo, Managing Director

COMMONWEALTH OF Fairfax Virginia

COUNTY OF Fairfax, to wit:

I HEREBY CERTIFY, that on this 7 day of October, 2026, before me, the subscriber, a Notary Public, personally appeared Dominic Taddeo, who acknowledged himself to be the Managing Director of Compass Colonial Hills, LLC, and that he executed the foregoing instrument for the purposes therein contained.

AS WITNESS my hand and Notarial Seal:

_____
Notary Public

DANIELA PRIORETTI
Notary Public
Commonwealth of Virginia
Registration No. 00380480
My Commission Expires Feb 28, 2029

EXHIBIT A

GENERAL NOTES:

1. ALL PROPOSED UTILITY LOCATIONS ARE APPROXIMATE AND MAY CHANGE DUE TO FINAL ENGINEERING.

2. ALL DISTANCES FOR APPLICATION "ITEM F" HAVE BEEN MEASURED FROM THE PROPOSED ENTRANCE LOCATION.

LEGEND:

- PROPOSED WATERLINE
- EXISTING WATERLINE
- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY FORCE MAIN
- EXISTING SANITARY FORCE MAIN
- PROPOSED MANHOLE
- EXISTING MANHOLE
- INDIVIDUAL GRINDER PUMP

EX. SANITARY SEWER PUMP STATION #3 FROM PH 3A

EXISTING 4" SANITARY FORCE MAIN (+/-930 L.F.) FROM PH 3A

PROPOSED 8" GRAVITY SANITARY SEWER (+/-1623 L.F.)

EXISTING SITE BOUNDARY

PROPOSED 8" WATERLINE (+/-1854 L.F.)

PROPOSED 4" SANITARY FORCE MAIN FOR GRINDER PUMP COLLECTION (+/-971 L.F.)

PROPOSED 8" WATERLINE (+/-725 L.F.)

SINGLE-FAMILY LOT (TYP)

EXISTING ENTRANCE

EXISTING ENTRANCE

OPEN SPACE 2

SWM POND B

SWM POND C

HIGBEE LANE

HARRIS POINT

WALPER DRIVE

PEACE SUMMIT WAY

LOWE DRIVE

COMEGY DRIVE

WV ALTERNATE ROUTE 45 (POTOMAC FARMS DRIVE)

FEDERAL GROUP INC TAX MAP 5, PARCEL 10.9 DB. 857 PG. 463 30.01 AC USE: VACANT

COMPASS COLONIAL HILLS, LLC T.M. 5, PAR. 10 D.B. 959, PG. 178 USE: VACANT ZONED: RESIDENTIAL GROWTH

EX. STORMWATER MANAGEMENT ESMT (D.B. 1184, PG. 294)

N/F FEDERAL GROUP INC T.M. 5, PARCEL 10.9 DB. 857 PG. 463 USE: EXISTING HOTEL

N/F LUCILLE B. WALTZ D.B. 679, PG. 854 T.M. 8, PAR. 9.1

N/F LUCILLE B. WALTZ D.B. 212, PG. 586 T.M. 8, PAR. 9

N/F STEVEN M. WANDLESS D.B. 934, PG. 474 T.M. 8, PAR. 9.3

N/F ARMAND J. & TANYA M. SHIBEN D.B. 820, PG. 124 T.M. 8, PAR. 9.2

N/F JOHN D. LOWE III ET AL D.B. 1021, PG. 628 T.M. 5, P/O PAR. 5

N/F RANKIN PROPERTIES LLC D.B. 1015, PG. 89 T.M. 8, PAR. 8.1

N/F NATALIE J. HOFFMANN D.B. 1019, PG. 741

INTEGRITY FEDERAL SERVICES
148 S. Queen Street, Suite 201
Martinsburg, WV 25401
Phone: 304-725-8456
www.ifs-ae.com

COLONIAL HILLS PHASE 3
JEFFERSON COUNTY, WEST VIRGINIA

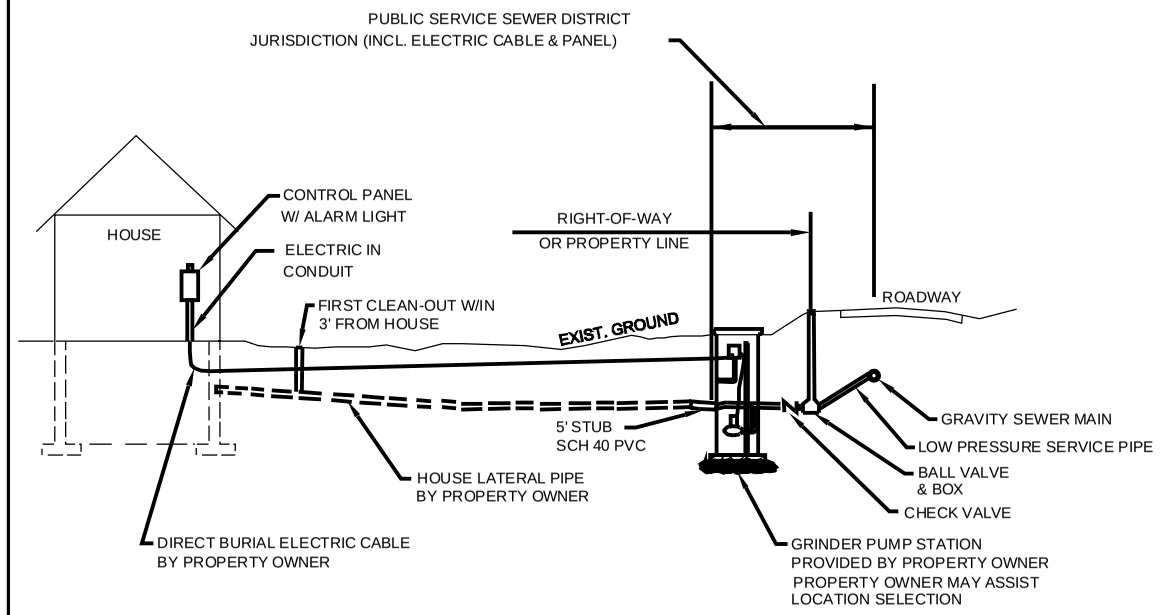
PLAN IS FOR ILLUSTRATIVE PURPOSES ONLY.

EXHIBIT A - PRELIMINARY UTILITY PLAN
PROJ. NO.: 2436-0107
SCALE: 1"= 150'

EXHIBIT B

NOTES

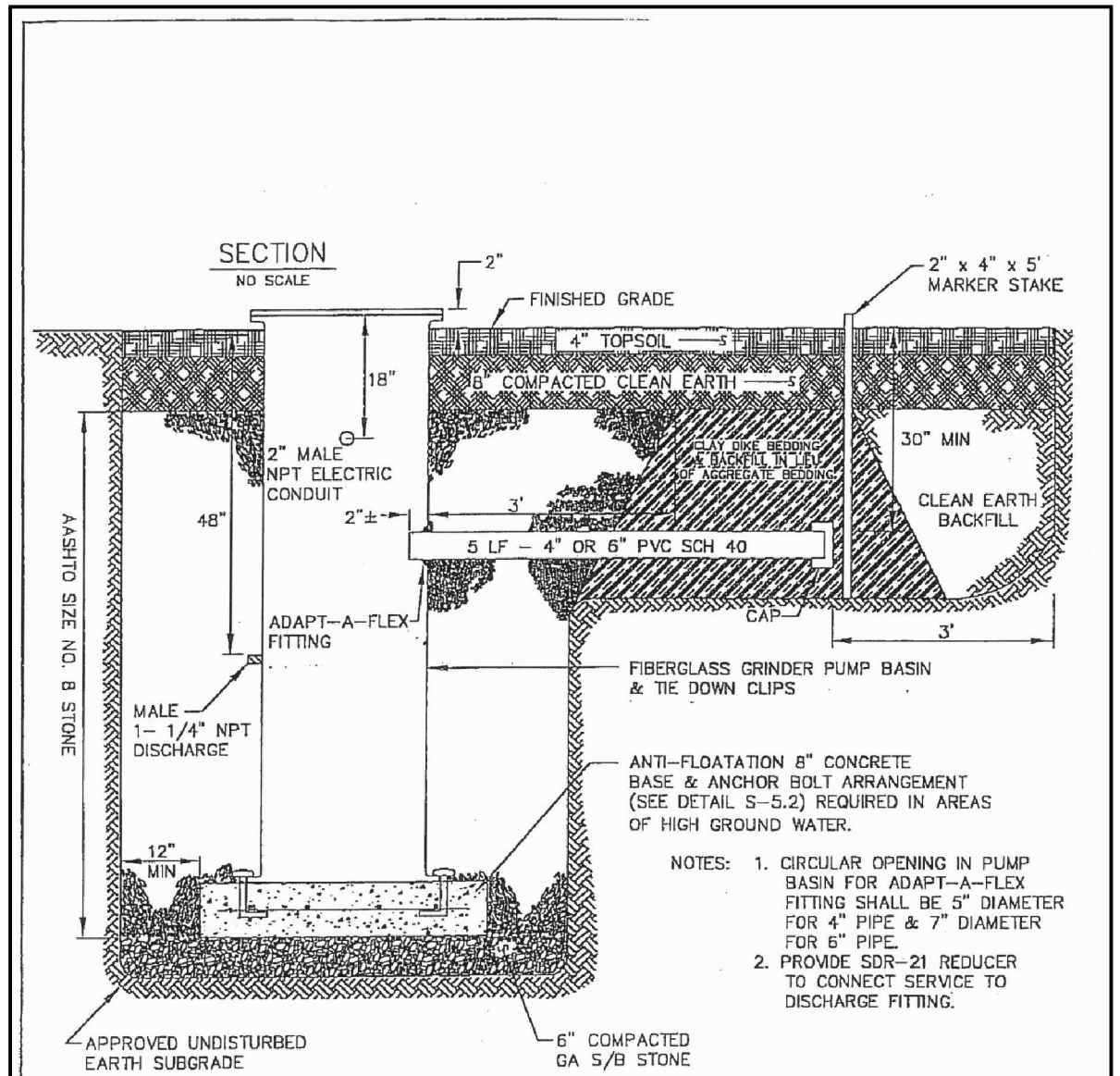
1. LOW PRESSURE SERVICE PIPE TO BE PVC SDR-21, GASKET JOINT.
2. CONNECT BALL & CHECK VALVE USING GASKET X MALE THREAD ADAPTORS.
3. INTERMEDIATE CLEANOUT IN HOUSE LATERAL PIPING AT 75' INTERVALS MAXIMUM SPACING.
4. HOUSE LATERAL PIPING SHALL BE SDR 21, SDR 26, HEAVY WALL.
5. CERTIFIED INSTALLER TO INSTALL WHOLE SYSTEM INCLUDING CONTROL PANEL W/ALARM.
6. HOMEOWNER RESPONSIBLE FROM HOME UP TO CURB STOP VALVE (CURB KEY)
7. SYSTEM COMES WITH 3-5 YEAR MANUFACTURER WARRANTY WITH ABILITY TO EXTEND
8. SHEPHERDSTOWN RESPONSIBILITY STARTS AT CURB STOP WITH EASEMENT OVER THE PHYSICAL LOCATION OF THE GRINDER PUMP STATION AND THE PRIVATE PRESSURE LATERAL PATH.



TYPICAL GRINDER PUMP SERVICE ARRANGEMENT	REVISION DATES	PUBLIC SERVICE SEWER DISTRICT JULY 2000 S-4.1

THE FOLLOWING LOTS ARE TO BE PROVIDED WITH GRINDER PUMP SERVICE:

LOTS S35 - S47



GRINDER PUMP INSTALLATION	REVISION DATES	PUBLIC SERVICE SEWER DISTRICT JULY 2000 SD–8

INTEGRITY FEDERAL SERVICES
148 S. Queen Street, Suite 201
Martinsburg, WV 25401
Phone: 304-725-8456
www.ifs-ae.com

COLONIAL HILLS PHASE 3
JEFFERSON COUNTY, WEST VIRGINIA

PLAN IS FOR ILLUSTRATIVE PURPOSES ONLY.

EXHIBIT B - GRINDER PUMP DETAILS
PROJ. NO.: 2436-0107

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.**

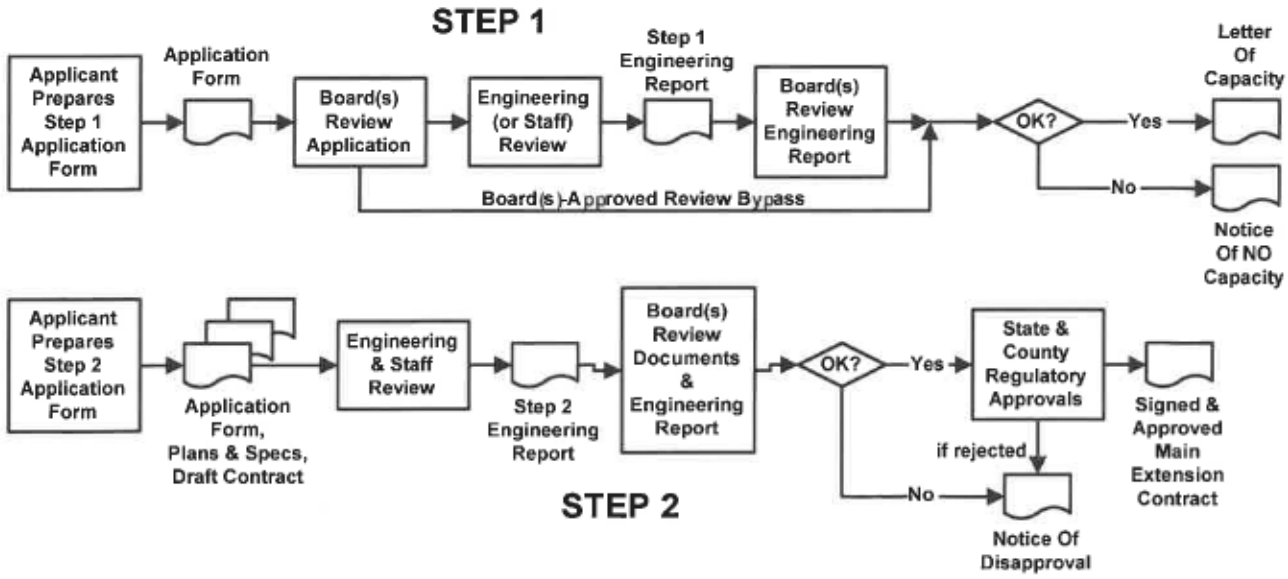
☑	**Step 1**	**Application for Letter of Capacity and Extension of Main with Sketch Plan**
☐	**Step 2.**	**Detailed Engineering Design and Contract Agreement for Extension of Main**

<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: 10/6/2026

B. Applicant Information:

Name: DRB Group West Virginia LLC

Telephone Number: (240) 420-6046

FAX Number:

Mailing Address: 10313 Arnett Dr, Ste 101

Hagerstown, MD 21740

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

Name:

Firm Name: Integrity Federal Services

Telephone Number: (304) 725-8456

FAX Number:

Mailing Address: 148 S. Queen Street, Suite 201

Martinsburg, WV 25401

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

151 Higbee Lane

Shepherdstown, WV 25443

District: 9 Shepherdstown

Tax Map: 8 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 Proposed: 1,824 LF Water & 2,317 LF Sewer

(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 ft^2): _____
  - (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: 11/1/2026
- (2) Projected Extension Completion Date: 6/1/2027
- (3) Start of Required Utility Service: 6/1/2027
- (4) Build Out Date: 6/1/2027

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 ±10% in the number of proposed residential units.
- A change in the number of proposed industrial or commercial units.
- A change of ±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) — 10/07/2026 (Date)

Land Acquisition Manager

(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, of 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.

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.

COMPASS COLONIAL HILLS, LLC
1552 SMITHFIELD PLACE
CENTREVILLE, VA 20120

October 6, 2026

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

The undersigned Colonial Hills, LLC, hereby authorizes DRB Group West Virginia, LLC, to file an APPLICATION TO EXTEND WATER AND/OR SEWER MAINS for that certain project located in the Shepherdstown Tax District, Higbee Lane, Tax Map 8, P/O Parcel 10.

Compass Colonial Hills, LLC

By: _____

Dominic Taddeo, Managing Director

COMMONWEALTH OF Virginia

COUNTY OF Fairfax, to wit:

I HEREBY CERTIFY, that on this 7 day of October 2026, before me, the subscriber, a Notary Public, personally appeared Dominic Taddeo, who acknowledged himself to be the Managing Director of Compass Colonial Hills, LLC, and that he executed the foregoing instrument for the purposes therein contained.

AS WITNESS my hand and Notarial Seal:

_____
Notary Public

DANIELA PRIORETTI
Notary Public
Commonwealth of Virginia
Registration No. 00380480
My Commission Expires Feb 28, 2029

EXHIBIT A

GENERAL NOTES:

1. ALL PROPOSED UTILITY LOCATIONS ARE APPROXIMATE AND MAY CHANGE DUE TO FINAL ENGINEERING.

2. ALL DISTANCES FOR APPLICATION "ITEM F" HAVE BEEN MEASURED FROM THE PROPOSED ENTRANCE LOCATION.

LEGEND:

- PROPOSED WATERLINE
- EXISTING WATERLINE
- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER
- PROPOSED SANITARY FORCE MAIN
- EXISTING SANITARY FORCE MAIN
- PROPOSED MANHOLE
- EXISTING MANHOLE

N/F
SHEPHERDSTOWN PUBLIC LIBRARY
T.M. 8, PARCEL 11
D.B. 1085, PG. 186
USE: VACANT

N/F
GAITHER L & ETHEL L WALTZ
T.M. 8, PAR. 12
DB. 324, PG. 209
USE: VACANT

EX. STORMWATER MANAGEMENT ESM'T (D.B. 1184, PG. 294)

SANITARY SEWER PUMP STATION #3

OPEN SPACE "E"

OPEN SPACE "D"

LOT T89
LOT T88
LOT T87
LOT T86
LOT T85

LOT T90
LOT T91
LOT T92
LOT T93
LOT T94
LOT T95
LOT T96
LOT T97
LOT T98
LOT T99
LOT T100
LOT T101
LOT T102

ROAD "C"

PROPOSED 4" SANITARY FORCE MAIN (+/-624 L.F.)

EXISTING SITE BOUNDARY

N/F
SHEPHERDSTOWN VOLUNTEER FIRE DEPARTMENT
T.M. 8, PAR. 10.5
D.B. 971, PG. 182
USE: FIRE DEPARTMENT

LOT T113
LOT T112
LOT T111
LOT T110
LOT T109
LOT T108

OPEN SPACE "A"

LOT T103
LOT T104
LOT T105
LOT T106
LOT T107

LOT T117
LOT T116
LOT T115
LOT T114

OPEN SPACE "F"

LOT T118
LOT T119
LOT T120
LOT T121

LOT T84
LOT T83
LOT T82
LOT T81

TOWNHOUSE LOT (TYP)

ROAD "B"

ROAD "A"

LOT T80
LOT T79
LOT T78
LOT T77
LOT T76

LOT T75
LOT T74
LOT T73
LOT T72
LOT T71
LOT T70
LOT T69
LOT T68
LOT T67
LOT T66
LOT T65
LOT T64
LOT T63
LOT T62
LOT T61

INGRESS/EGRESS EASEMENT R/W VARIES
D.B. 971, PG. 182

N/F
JESSE R. VAN EVERA ET AL
T. M. 8, PAR. 14
D.B. 817, PG. 375

OPEN SPACE "C"

OPEN SPACE "B"

N/F
JESSE R. VAN EVERA ET AL
T.M. 8, PAR. 10.2
D.B. 817, PG. 375

PROPOSED 8" GRAVITY SANITARY SEWER (+/-1693 L.F.)

PROPOSED 8" WATERLINE (+/-1824 L.F.)

EXISTING ENTRANCE

HIGBEE LANE

S16
S17
S18
S19
S20
S21
S30
S31

47 of 53

INTEGRITY FEDERAL SERVICES
148 S. Queen Street, Suite 201
Martinsburg, WV 25401
Phone: 304-725-8456
www.ifs-ae.com

COLONIAL HILLS PHASE 3A

JEFFERSON COUNTY, WEST VIRGINIA

PLAN IS FOR ILLUSTRATIVE PURPOSES ONLY.

EXHIBIT A - PRELIMINARY UTILITY PLAN
PROJ. NO.: 2436-0107
SCALE: 1"= 100'

GHOSH ENGINEERS

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1 Dunbar Plaza, Suite 200
Dunbar, WV 25064

October 9, 2026

Mr. Charles Coe
Public Works/Utility 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 October 7, 2026, Ghosh Engineers 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 shown on plans prepared by Integrity Federal Services, the proposed development will have a daily consumption of 8,960 GPD for sewer and a peak water flow of 55 GPM based on a proposed 32 units.

The additional flow of 8,960 GPD would increase the operating time of the Main Pump Station by approximately 22 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. 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 from an existing 8" waterline located on Potomac Farms Drive. Flow testing from an existing fire hydrant located at the Branson Circle cul-de-sac was utilized to determine if the existing water system has the capacity to serve this development. The hydrant flow tested at 1,170 GPM with a static and residual pressure of 76 psi and 56 psi respectively. The water system to the development consists of 2,350 LF of existing 8" PVC waterline and the development consists of approximately 2,579 LF of proposed 8" PVC waterline that includes fire hydrants to provide fire protection. The peak water demand of 55 GPM and a fire flow demand of 250 GPM were used in the analysis. The pressure range in the development was determined to be approximately 50 to 56 psi. 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

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Dunbar, WV 25064

October 9, 2026

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

RE: Colonial Hills Phase IIIA Water and Sewer Capacity Review

Dear Mr. Coe,

Per your request on October 7, 2026, Ghosh Engineers has reviewed the information provided in the application to extend water and sewer to the proposed Colonial Hills Phase IIIa Development, to determine if the existing water and sanitary sewer systems have adequate capacity to serve this new development. Based on the information shown on plans prepared by Integrity Federal Services, the proposed development will have a daily consumption of 17,080 GPD for sewer and a peak water flow of 76 GPM based on a proposed 61 units.

The additional flow of 17,080 GPD would increase the operating time of the Main Pump Station by approximately 42 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. 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 located on Potomac Farms Drive. Flow testing from an existing fire hydrant located at the Branson Circle cul-de-sac was utilized to determine if the existing water system has the capacity to serve this development. The hydrant flow tested at 1,170 GPM with a static and residual pressure of 76 psi and 56 psi respectively. The water system to the development consists of 2,350 LF of existing 8" PVC waterline and the development consists of approximately 1,695 LF of proposed 8" PVC waterline that includes fire hydrants to provide fire protection. The peak water demand of 76 GPM and a fire flow demand of 250 GPM were used in the analysis. The pressure range in the development was determined to be approximately 50 to 56 psi. 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

SHEPHERDSTOWN WATER AND SANITARY BOARDS MEETING

MINUTES

Thursday, September 24, 2026-6:30 p.m.

Town Hall-104 N. King Street, Shepherdstown

1.Call to Order: The Meeting was called to order at 6:30 p.m.

2. Visitors - Mr. Auxer

3. Attendance

a. Water Board Members Present: James Gatz, Marcy Bartlett, John Bresland, Jack Eggleston, Dan Shelton, Kathleen Stratton, Sue Kemnitzer

b. Sanitary Board Members Present: James Gatz, Harvey Heyser, Bob Keller

4. Approval of Minutes

a. July Regular Meeting

Vote: The Sanitary Board approved with change of wording of vote to approve purchase of excavator from "staff request to staff proposal".

Vote : The Water Board approved with change of wording of vote to approve purchase of excavator from "staff request to staff proposal".

5. Flow and Quality Reports

Boards asked for more explanation of the difference between the monthly average of gallons of water pumped from the water plant (659, 155) and the amount entering the sewer plant (173,800). Plus, the boards asked for the volume of water that is billed to customers. Staff will provide more information at the October meeting.

6. Financial Reports

Financials continue to project an operating deficit for the year for the water department.

7. Old Business

a. Methodology for charging intraplant water usage: The mayor handed out an analysis of the costs of intraplant water and sewage usage. He suggested that we explore the feasibility of charging both systems for their "domestic" use of water and sewer services only but not charge for any "production" uses of water or sewer services. A vote on this issue will be taken at the October meeting.

b. Discussion of Water Rate Increases and timeline for application to PSC: Members expressed appreciation for the briefing by legal counsel at the September 23 joint meeting with the Town Council. Decker accounting firm has begun producing financial information supporting a change in rates. It will not be ready until October.

c. Status of study of Water Department capacity fees and long-term capital needs: The boards suggest that a consultant is engaged to study our needs and prepare a thorough analysis of the financial options that we could employ to meet those needs.

d. Status of the Water and Sanitary Departments annual reports to the Public Service Commission: The staff reports that Decker accountants are working on these but they will not be ready until the end of October. Information in that report will then be used in Deckers's advice on rate increases.

e. Hydrant Report: Flushing, replacements and some repairs are completed. Eight hydrants are still in need of repair.

8. New Business

a. **Approval of FY27 expenditure for grant writing support. The** mayor asked the boards to share the cost of a new contract for grant writing services. The Water Department is asked to pay 30%, the Sanitary Department 30% and the town 40%. The boards asked for assurance that a commensurate amount of effort would be devoted to their needs. Board members are encouraged to suggest projects for the consultant.

Vote: The Water Board approves cost sharing for grant writing services.

Vote: The Sanitary Board approves cost sharing for grant writing services.

9. Summary for Town Council

a. Status of the preparing a rate increase for the water department: Simple rate increase proposal to council this fall. More comprehensive recommendations on capacity fees etc. after advice from consultants.

b. Continued focus on developing a long-range plan for capital improvements

c. Renewed effort to understand the water distribution system and why unaccounted water is so high.

10. Next meeting will be October 22**.** Then we meet again on Thursday, December 3. Due to the holiday period, we will combine the November and December meetings. Our first meeting in 2027 will be on January 28, 2027.

11. Adjourn

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October 9, 2026

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

RE: Colonial Hills Phase III – Step 1 Design Narrative & Preliminary Utility Plan

Dear Mr. Coe,

Per your request on October 7, 2026, Ghosh Engineers has reviewed the Step 1 Design Narrative and Exhibit A Preliminary Utility Plan provided in the application to extend water and sewer to the proposed Colonial Hills Phase III Development. Ghosh Engineers does not recommend the Corporation of Shepherdstown accept the installation of proposed grinder stations at each lot (35 thru 47). We would recommend the installation of gravity sewer system and pump station to serve Lots 35 thru 47. The pump station should be in located the area for SWB Pond B and would also be able to serve the possible Rankin Property proposed development.

I know the developer has stated that the Town would not be responsible for maintenance of the grinder stations but I feel that once the development is complete and homeowners have trouble with their grinder station, they will contact the Town for assistance.

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

Sincerely,

GHOSH ENGINEERS, INC.

Jeffery D. Ekstrom, P.E.
Project Manager