

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER BOARD

June 25, 2020

Attendees: **Water Board** – J. Auxer (Mayor and Chair), J. Bresland, M. Godfrey, S. Kemnitzer (Chair), A. Slater
 Town Staff – C. Coe, F. Welch, D. Nickerson

At the Call-To-Order the Chair reminded Board members present that this was a meeting for the Water Board only and that the principle point on the Agenda was to review, comment and act on the 2021 Water Budget.

1. **CALL TO ORDER.** The Water Board meeting was called to order by J. Auxer at 12:37 pm at Town Hall in Shepherdstown, West Virginia, with members attending remotely via Zoom Meeting
2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the May 28, 2020 regular meeting were reviewed and approved after correcting for the erroneous date.
3. **VISITORS.** None.
4. **FINANCIAL.**

Regarding the Financial Statement:

- A suggested was made to do away with pages W1-W7 of the statement, this was not accepted
- A question was posed as to higher water utility billing (for sewer use); plant operators responded that this was indeed due to higher backwash volumes from the water treatment plant being sent to the sewage plant
- Mention was made that most capital projects were realized in 2019 and show as a result in lower year-to-date costs in 2020
- Mention was made of lower pumping volumes being explained due to mostly to Shepherd Univ. closure and other Covid-19 reductions around town; however minimum volumes on service bills were protecting water service receipts from dropping too low
- Mention was made of fixed asset purchases (page W-15) are recorded at project completion and are thereafter carried on the balance sheet

5. **Resumption of Water Service fee charges as of July 1, 2020.**

There was active conversation around the West Virginia Public Service Commission's General order 262.5 of June 17, 2020. In the end, the Water Board unanimously supported the Town in ending its voluntary suspension of billing as of July 1. The Town did note that payment had generally been very good during the suspension and expected very few cases to go to termination of service. A.Slater volunteered to author a draft letter to customers of such on behalf of the Mayor and the Board; a gesture roundly accepted.

6. **MAYOR'S Comments.**

J. Auxer noted that no Town employees had caught the Covid-19 virus.

Town officials reported excellent progress on the hydrant testing action; being about ½-way through the effort

Town officials reported that the WVU Emergency Clinic connection was completed and running

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:10pm. The next regular meeting of the Water Board will be Thursday July, 30 @12:30 pm via Zoom/phone.

Respectfully submitted, M.Godfrey