

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

September 30, 2021

ATTENDEES: Water Board- Auxer (Mayor), J. Bresland (via telephone), J. Ford, M. Godfrey, A. Slater
Sanitary Board- J. Auxer (Chair), H. Heyser, R. Keller
Town Staff- F. Welch, D. Nickerson
Engineer- J. Ekstrom, Ghosh Engineering

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:30 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the August 27, 2021, regular meeting were reviewed and approved as submitted.

3. VISITORS.

There were no visitors.

6.c. WATER PLANT IMPROVEMENT PROJECT- UPDATE.

J. Auxer requested this agenda item and the following item (7.b.) be taken out of order to accommodate invited consulting engineer Jeff Ekstrom.

J. Ekstrom presented Schedule B, Water Treatment Plant Improvements (9-22-21), Final Total Project Cost and Sources of Funding, where he reviewed the schedule in detail. He advised that he would work closely with Town staff on cash draws as appropriate for the various categories of funds. J. Auxer reported that the Town Council has approved allocating \$421,000 of ARP funds to help defray the total cost, which is included in Schedule B; he noted that this reassignment of funds will allow more capacity account funds to be utilized as the Town's match for the \$1.7 million Army Corps of Engineers grant designated for the water distribution project be devoted to that project in its entirety. Ekstrom then reported on a pre-construction meeting held with the contractor, advising the contractor is issuing construction design submittals and is ordering materials. He expects work to begin in earnest in April 2022, with an expected completion date in August 2022. However, installation of the ultra-violet system will begin earlier in March 2022 with an expected completion date in April 2022.

7.b E-MAIL FROM CAM SIEGRIST

J. Auxer asked the boards to review the email from Bond Counsel Cam Siegrist, of Bowles Rice, requesting a \$5,000 increase (from \$25,000 to \$30,000) in his legal fees for services in connection with the issuance of the Corporation of Shepherdstown Water Revenue Bonds as regards the water plant improvement project. In discussion it was noted that this requested increase did not represent any hard costs, only legal time associate with the bonds and only due to the project cost increase. After due discussion:

ACTION ITEM: J. FORD MOVED AND A. SLATER SECONDED THAT THE WATER BOARD REJECT THE LEGAL FEE INCREASE PROPOSED BY CAM SIEGRIST, UNANIMOUSLY ADOPTED BY THE WATER BOARD.

J. Ekstrom exited the meeting at this time (12:54PM).

4. FINANCES.

4.a. FINANCIAL STATEMENTS- REVIEW.

H. Heyser and R. Keller again expressed concern and frustration over the accuracy and value of the financial statements due to missing or inaccurate information, noting an exceptional example on statement S7, account 403- Depreciation, where there was no expense posted for the month once again. Discussion ensued as regards to other observations, concerns, and options to address the deficiencies. J. Auxer will confer with the Town's Finance Committee on a possible resolution. M. Godfrey inquired of several line items that already reached 100% of budget level only two-months into the fiscal year. J. Auxer reminded the boards that they should get their questions into D. Nickerson prior to the board meeting to allow time to research and prepare for the response. H. Heyser observed that it may be timely to begin steps for a sewage rate increase, although the poor condition of the financial statements makes this determination difficult. J. Auxer stated that he would contact rate consultant David Decker and have him conduct some analysis and attend a future board meeting. J. Bresland requested the financial statements be realigned and reformatted to provide current-month and year-to-date activity, both in comparison to budget.

5. FLOW AND QUALITY REPORTS.

5.a WATER - NO VIOLATIONS.

F. Welch reported that water produced follows all applicable regulations and requirements and that there were no violations during the month.

5.b. SANITARY REPORTS – NO VIOLATIONS.

F. Welch reported that treated sewage water discharged follows all applicable regulations and requirements and that there were no violations during the month. R. Keller observed that even with the extensive rainfalls during the month sewage flows were not adversely increased. F. Welch responded that efforts to improve the efficacy of storm drains have contributed to this improvement. F. Welch also observed that nitrogen levels are exceptionally low, noting that the plant and operators are doing a good job.

6. UNFINISHED BUSINESS.

6.a FIRE HYDRANTS- STATUS REPORT.

F. Welch reported that all fire hydrant repairs that were initially reported have been completed. He discussed some additional hydrant work including restoring a hydrant on Duke Street that had been removed as a result of a car crash. He commented further that the hydrant repair contractor, Kable Excavating LLC, had been performing good work at a reasonable price.

6.b SEWER USE ORDINANCE – REVISION AND COMMENTS.

J. Auxer reported that no additional progress has been made on this effort. R. Keller noted we have a rough draft and that the next step will be getting out performing research which would best be conducted after the threat of COVID has diminished. He also noted that we need to be cognizant of the cost impact to businesses, in particular restaurants, as we roll out a new ordinance impacting grease traps.

6.c WATER PLANT IMPROVEMENT PROJECT-UPDATE.

This agenda item was taken up earlier in the meeting.

7. NEW BUSINESS.

7.a POSSIBLE WATER/SEWER SERVICE TO NEW SCHOOL COMPLEX ON RT. 230.

F. Welch reported that he discussed the option of bringing Town water and sewer to the new school complex with Brandon Caton, Coordinator of Maintenance for Jefferson County Schools. F. Welch further reported that B. Caton is seriously interested in the provision of our services and will be investigating this arrangement as the school building projects begin. A. Slater asked how engineering was conducted to develop the customer's cost for line extension. F. Welch advised that is the customer's responsibility to conduct and pay for. A. Slater suggested we consider controlling the engineering for substantive line extensions by having our engineer conduct the analysis and design and bill the customer for that phase of the service in advance. M. Godfrey observed that we may add a significant number of new connects along the line, both existing homes/buildings and future new construction, and we should be mindful of that possibility in designing the line extension.

7.b E-MAIL FROM CAM SIEGRIST.

This agenda item was taken up earlier in the meeting.

7.c. PURCHASE OF TRUCK AT WATER PLANT.

F. Welch reported on the age, extensive wear, and unreliable status of the present pick-up truck utilized by the water plant and requested approval to replace the vehicle. After further discussion:

ACTION ITEM: A. SLATER MOVED AND M. GODFREY SECONDED THAT THE WATER BOARD APPROVE THE COMPETITIVELY BID PURCHASE OF A NEW REPLACEMENT PICK-UP TRUCK FROM THE I&R FUND, UNANIMOUSLY ADOPTED BY THE WATER BOARD.

7.d. PURCHASE OF LAWN TRACTOR AT WATER PLANT.

F. Welch reported on the need for a lawn tractor at the water plant and discussed two bid proposals included in the board packet. After further discussion:

ACTION ITEM: A. SLATER MOVED AND M. GODFREY SECONDED THAT THE WATER BOARD APPROVE THE COMPETITIVELY BID PURCHASE OF A LAWN TRACTOR FROM THE I&R FUND, UNANIMOUSLY ADOPTED BY THE WATER BOARD.

8. MAYOR'S REPORT.

J. Auxer reported the conversion of customer utility billing statements from post-cards to statement format will be effective November 1.

J. Auxer reported that Mr. Deamer attended the latest Town Council meeting to discuss broadband and the Town leasing water tower rooftop space for antennas. He also advised that Mr. Hofe will be attending the next meeting to show the Council actual antennas and further discuss this opportunity.

J. Auxer discussed future water/sewer board meetings being in person or virtual. After discussion, it was agreed that in-person with appropriate separation was preferred, and this could best be accommodated at the Community Club on their second-floor as the best option. J. Auxer stated that would be arranged and will be the venue for our October meeting.

9. NEXT MEETING DATE.

Thursday, October 21, 2021, at 12:30PM, 2nd floor of the Community Club's War Memorial Building.

10. CONSENT.

No action.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

See above.

12. DRAFT AGENDA FOR NEXT MEETING.

No action.

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:50PM.

Respectfully Submitted: A. Slater