

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

February 23, 2022

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, S. Kemnitzer (Chair), M. Godfrey
Sanitary Board – J. Auxer (Chair), H. Heyser (via phone)
Town Staff –C. Coe, C. Painter, K. Shipley, F. Welch, J. Ekstrom
Visitors: Evan Boggess

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:36 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the January 25, 2022, regular meeting were reviewed and approved as submitted.

3. VISITORS.

6.c. BOGCESS WATER ADJUSTMENT - REPORT BY CRYSTAL PAINTER.

J. Auxer requested this agenda item be taken out of order to accommodate Mr. Boggess.

Background: The bills of Mr. Boggess and a Ms. Dawn Jones were switched for approximately 5 years, during which time Mr. Boggess paid Ms. Jones' bill and vice versa. The result was that Ms. Jones overpaid by approximately \$2600 (approximately \$45/month) and Mr. Boggess underpaid by the same amount.

Mr. Robert Cramer of the West Virginia Public Service Commission was asked for his opinion on the matter and it was that Mr. Boggess should be asked to repay 3 months of his underpayment (approximately \$130).

ACTION ITEM: S. KEMNITZER MOVED AND J. FORD SECONDED THAT MR. BOGCESS' REPAYMENT SHOULD BE DONE IN ACCORDANCE WITH THE ADVICE OF THE PSC - I.E. HE SHOULD BE CHARGED FOR 3 MONTHS OF HIS UNDERPAYMENT (APPROXIMATELY \$130). MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.

ACTION ITEM: J. FORD MOVED AND S. KEMNITZER SECONDED THAT MS. JONES SHOULD BE REIMBURSED FOR HER FULL OVERPAYMENT MINUS WHATEVER CREDIT SHE HAS ALREADY BEEN GIVEN. (C. PAINTER ESTIMATED THAT MS. JONES IS STILL OWED APPROXIMATELY \$2000). MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.

4. FINANCES.

J. Auxer explained that the accounting consultant hired by the Town (Dana Fogle) has reported that she would have all the records thru the end of calendar year 2021 reconciled by the end of February 2022.

S. Kemnitzer requested that those reconciled records be made available to the Board members as soon as they are available. J. Auxer agreed.

J. Auxer reported that a new accounting clerk had been hired. S. Kemnitzer inquired as to what type of training was planned. J. Auxer said that she would have ongoing access to Ms.

Fogle (who has general expertise in Municipal accounting) and also would have access to David Decker who has specific expertise in Municipal Utility accounting.

5. FLOW AND QUALITY REPORTS.

5.a WATER - NO VIOLATIONS.

C. Coe reported there were no violations for the month.

5.b. SANITARY REPORTS – NO VIOLATIONS.

K. Shipley reported there were no violations for the month. He noted that they were currently about half through the process of cleaning the membranes.

6. UNFINISHED BUSINESS.

6.a SEWER USE ORDINANCE – REVISION AND COMMENTS - SPRING 2022.

J. Auxer reported that no progress has been made on this effort.

6.b WATER PLANT IMPROVEMENT PROJECT - JEFF EKSTROM TO REPORT.

J. Ekstrom reported that the project was on schedule with the latest effort being work done on the Town Run intake.

7. NEW BUSINESS.

7.a EXPLANATION OF NEW LEAD AND COPPER RULE - 120 WATER REPRESENTATIVE - (1) CHAZZ PRINTZ LETTER ENCLOSED - (2) MAYOR'S LETTER ENCLOSED - (3) RESPONSE FROM JOE RITANO.

J. Auxer stated that as part of the due diligence for contracting with 120 Water several of their references had been checked and all the responses were positive.

S. Kemnitzer asked J. Ekstrom what his advice would be in regard to contracting with 120 Water. He responded that they have executed similar contracts for several other WV utilities and, as far as he knows, their work has been well received.

C. Coe explained that we only received one bid on this project (120 Water) but that it was appropriate to move forward with no other bids because 120 Water is the only company in the United States that is approved by the EPA to do this work.

7.b SANITARY SURVEY - WOODY COE REPORT.

C. Coe stated that there were no deficiencies reported in the survey but there were several recommendations. He is working to address all the recommendations. Two of the recommendations require expenditures: 1) There is a need to hire an Operator-in-Training and 2) We need a GSI system to continue with leak detection in order to get our water loss under 15%. He requested a motion to approve those items.

ACTION ITEM: S. KEMNITZER MOVED AND J. BRESLAND SECONDED TO AUTHORIZE THE HIRING OF AN OPERATOR-IN-TRAINING AND TO AUTHORIZE C. COE TO OBTAIN ESTIMATES FOR A GSI SYSTEM. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.

8. MAYOR'S REPORT.

J. Auxer discussed a Federal grant funding opportunities that the Town is presently pursuing for water and waste water infrastructure.

J. Bresland mentioned that he was told at another meeting that all Municipal public meetings had to be advertised on the WV Secretary of State's Open Meeting website. J. Auxer said that he was not aware of this requirement but would look into it.

9. NEXT MEETING DATE.

Thursday, March 24, 2022, at 12:30PM at the Community Club.

10. **CONSENT.**
No action.
11. **SUMMARIZE ACTION ITEMS FROM THIS MEETING.**
No action.
12. **DRAFT AGENDA FOR NEXT MEETING.**
No action.
13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 1:06PM.

Respectfully Submitted: J. Ford