

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

March 24, 2022

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroech
Sanitary Board – J. Auxer (Chair), H. Heyser (via phone)
Town Staff –B. Bennett, C. Coe, K. Shipley, F. Welch
Visitors: Sylke Knuppel

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 12:32 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the February 23, 2022, regular meeting were reviewed and approved as submitted.

3. VISITORS.

S. Knuppel introduced herself. She works as a Civil Engineer, has resided in the Shepherdstown area for 4 years and is a Water customer.

4. FINANCES. Financial Statements Discussion

J. Auxer explained that the accounting consultant (Dana Fogle) has estimated that the financial statements will be fully reconciled by the end of May.

S. Kemnitzer asked what her process was. J. Ford stated that there was no special process but that she has reconciled all the outstanding transactions, whereas some of the transactions had been unreconciled in the past.

M. Godfrey stated that there are several layers of detail missing from the latest reports that are useful and that we have been used to seeing.

S. Kemnitzer suggested some format changes that she would find useful.

J. Auxer suggested that M. Godfrey and S. Kemnitzer send their changes to him and that he would pass them along to D. Fogle at their next meeting. J. Ford suggested that, if possible, M. Godfrey and/or S. Kemnitzer should attend the meeting and present their requests in person.

S. Kemnitzer asked that we have an agenda item on next month's agenda to have a detailed discussion of the FY 2022/2023 budget.

M. Godfrey noted that the Water income on the latest reports is significantly above expenses. F. Welch stated that it might not be as it appears since there have been several significant expense items in recent months not shown on the finance report.

S. Kemnitzer asked if the recent reconciliation had uncovered anything worrisome. J. Ford stated that one worrisome thing came up: the consultant informed us that some accounts had not been reconciled since April of 2021.

5. FLOW AND QUALITY REPORTS.

5.a WATER - NO VIOLATIONS.

C. Coe reported that things were working well in general and that all readings were less than maximum allowable levels.

5.b. SANITARY REPORTS – NO VIOLATIONS.

K. Shipley reported that everything was going well but that the current reports were not available because the lab did not deliver them due to Covid issues.

6. UNFINISHED BUSINESS.

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

H. Heyser reported that no progress has been made on this effort.

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

C. Coe reported for J. Ekstrom that the project is on schedule. Currently the plant is intermittently running at half capacity so that work can proceed on the idled portion of the plant. To date they have had no difficulty meeting their required output.

C. Coe reported that the aging plant fence (40+ years) is causing problems. Project has \$13K allocated for repairing sections of the fence that the contractors have had to disassemble but the condition of the fence has made it impossible to repair. C. Coe suggested that we should remove the requirement for the contractor to repair the fence (also remove the \$13K from the contract) and plan to rebuild the entire fence ourselves at an estimated cost of \$31K. J. Bresland and S. Kemnitzer stated that they agreed with that decision and there was no disagreement.

M. Godfrey stated that he recently toured the plant and was impressed with effort and results of the project.

6.c UPDATE ON WATER DISTRIBUTION PROJECT - JEFF EKSTROM TO REPORT.

J. Auxer reported in J. Ekstrom's absence. He stated that the \$2Million Congressional grant has been approved. It requires a 25% match from Water, which is currently available from capacity fees.

S. Knuppel asked if this project was considered maintenance or upgrade. F. Welch responded that it will be mainly upgrade - specifically upgrading the capacity delivered to Mecklenburg Heights in order to provide capacity required for fire hydrants.

S. Kemnitzer asked if there would be any special accounting requirements. J. Auxer stated that we are still waiting to get information as to how to administer the grant.

7. NEW BUSINESS.

7.a SHEPHERD VIEW APTS - APPROVAL OF STEP II - HOY SHINGLETON WORKING ON ALTERNATE MAINLINE EXTENSION AGREEMENT - TO BE SENT TO PSC.

F. Welch stated that the Alternate Mainline Extension Agreement is the only outstanding issue, that H. Shingleton had submitted it to the PSC and expects to hear from them in about 1 month.

7.b SHEETZ STORE - APPROVAL OF STEP II - HOY SHINGLETON WORKING ON ALTERNATE MAINLINE EXTENSION AGREEMENT - TO BE SENT TO PSC.

K. Shipley explained that all water lines have been completed and that 52 of the 62 feet of drilling under Route 45 required to connect the sewer line to the existing system have been completed.

F. Welch stated that H. Shingleton is preparing to send the Alternate Mainline Extension Agreement to the PSC.

8. MAYOR'S REPORT.

C. Coe explained that he and M. Godfrey were working together to audit the Lead and Copper Rule project being executed by 120Water. They have a meeting scheduled with the contractor next week to define responsibilities.

S. Kemnitzer stated that there was a need to inform customers of this project. C. Coe stated that there was a plan to send informative postcards to the customer base.

M. Godfrey explained that to execute this project we need a GIS tool in order to accurately map the existing system. C. Coe stated that we had solicited bids and, to date, have received only 1 response.

9. NEXT MEETING DATE.

Thursday, April 28, 2022, at 12:30PM at the Community Club.

10. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

As per S. Kemnitzer's request we should have an agenda item on next month's agenda to have a detailed discussion of the budget.

11. DRAFT AGENDA FOR NEXT MEETING.

12. ADJOURNMENT. J. Auxer adjourned the meeting at 1:33 p.m.

Respectfully Submitted: J. Ford