

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

October 27, 2022

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, S. Kemnitzer (Chair), S. Knuppel (phone), C. Stroeck
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, K. Shipley, F. Welch
Visitors: None

1. CALL TO ORDER.

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

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the October 5, 2022, regular meeting were reviewed and approved as submitted.

R. Keller raised an issue for which discussion was deferred to the Financial Statements section of the meeting (see below).

3. VISITORS. - No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS.

R. Keller noted that for 2 items in the billing statements - 'Water Billing - Plant' in the sewer statements and 'Sewer Billing - Plant' in the water statements - the item titles are confusing. S. Kemnitzer agreed. It was decided that the Staff should recommend updated titles.

ACTION ITEM: STAFF (F. WELCH) TO RECOMMEND UPDATED TITLES FOR THE 2 ITEMS IN QUESTION AT NEXT MONTH'S MEETING.

R. Keller asked why the values of the 2 items mentioned above are so different - \$2,250 for water and \$67,645 for sewer. F. Welch explained that sewer used a lot of water due to some of the actions taken during the month. R. Keller stated that the amount paid by Water for sewer services appears to be quite low. F. Welch stated that he would have to investigate that.

ACTION ITEM: F. WELCH TO REPORT ON THE VALIDITY OF THE 'SEWER BILLING - PLANT' ITEM AT NEXT MONTH'S MEETING.

R. Keller raised an issue regarding the 'Sewer Plant Maintenance' item in the sewer Budget vs Actuals report. The value of the item contains the amount set aside for membrane replacement. It is R. Keller's understanding the this amount was to be accounted for separately from ongoing maintenance expenses. In the ensuing discussion it was decided to ask D. Decker to advise us on how to best account for the membrane replacement costs.

ACTION ITEM: J. AUXER TO ASK D. DECKER FOR A RESPONSE IN TIME FOR NEXT MONTH'S MEETING.

S. Kemnitzer noted that the water Balance Sheet report is dated April 30, 2022 when all the other reports are as of August 2022. B. Bennett stated that she thought it was just a typo and that she would check that.

ACTION ITEM: B. BENNETT TO VERIFY THAT THE WATER BALANCE SHEET REPORT CONTAINED DATA AS OF AUGUST 2022.

S. Kemnitzer noted that we are being presented with numbers that are 2 months out-of-date. B. Bennett explained that was to be expected, due to the lag in getting credit card reports and then having the expenditures correctly allocated to water and sewer. S. Kemnitzer asked if that would present an issue when we have to do end-of-year expenditure planning. It was decided that we should put that question to D. Decker when he next attends a meeting.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

F. Welch reported that the water reports had not been updated since our last meeting.

5.b. SEWER REPORTS.

F. Welch reported that everything is in good order.

There was some discussion concerning storm water incursion into the sewer system. It was noted that even after fairly heavy rains incursion seems to be quite limited.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

F. Welch noted several things:

Several pieces of equipment have been recently delivered, notably the generator.

The raw water pump was delivered in pieces, which is not acceptable. It was returned and we are currently waiting for an acceptable delivery.

A lot of electrical work has been accomplished and the fencing work has begun.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

F. Welch reported that J. Ekstrom has been in close contact with the Army Corps of Engineers (ACE) and has included updated budget information in the packet. The budget information shows that our cost has increased by approximately \$150K, bringing the total to \$735K, due to 2 items:

Evidently, the ACE administrative costs are paid directly from the grant, and they total \$100K.

J. Ekstrom also found that we must provide Environmental Reports to the ACE and he estimates the cost of those reports to be \$51K.

There was some discussion as to what we should expect to see as the next steps in the project and it was decided to have J. Ekstrom update us on that.

ACTION ITEM: J. EKSTROM TO PROVIDE SOME DETAIL ON NEXT STEPS IN THE WATER DISTRIBUTION PROJECT.

S. Knuppel asked when we would need to spend the \$735K. F. Welch responded that the money is already in the Capacity and I&R funds and that J. Ekstrom thinks it would not be spent until toward the end of the project. S. Knuppel asked when the project is expected to start/end. F. Welch said that it would not start until spring of 2023 and is expected to complete in 2024.

7. OLD BUSINESS.

7.a HYDRANT REPORT - ENCLOSURE IN PACKET - SAME AS LAST MONTH.

F. Welch stated that the general status is that we are waiting on contractors.

He also stated that there is a hydrant, for which we are responsible, that has recently been reported out of service at Cress Creek which has not yet been included in the report.

7.b PFAS - TESTING.

F. Welch said that he intends to speak with Than Hitt and Andrea Tokranov of the USGS concerning doing testing of the Shepherdstown water supply, including PFAS tests.

7.c VEHICLE FOR WATER PLANT.

K. Shipley reported on the issues regarding purchase of a new vehicle that had been approved by the Water board several months ago. The low-bidder reneged on the deal due to the unavailability of the proposed vehicle. K. Shipley is currently looking at the used-vehicle market for an acceptable-quality vehicle that can be obtained within the approved budget.

8. MAYOR'S REPORT.

J. Auxer reported that the American Rescue Plan grant of \$429K has been received and that the Finance Committee recommended allocating the money to address the current issue with the fan press at the sewer plant.

H. Heyser thanked F. Welch and K. Shipley for their help at the Finance committee meeting.

J. Auxer stated that the recommendation would go before the Town Council for a final vote at their next meeting.

9. NEXT MEETING DATE.

Next meeting is scheduled for December 1 12:30 p.m. at Town Hall.

10. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: Staff (F. Welch) To recommend updated titles for the 2 items in question at next month's meeting.

4.a: F. Welch to report on the validity of the 'Sewer Billing - Plant' item at next month's meeting.

4.a: J. Auxer to ask D. Decker for a response in time for next month's meeting.

4.a: B. Bennett to verify that the water balance sheet report contained data as of August 2022.

6.b: J. Ekstrom to provide some detail on next steps in the water distribution project.

11. DRAFT AGENDA FOR NEXT MEETING.

12. ADJOURNMENT. S. Kemnitzer adjourned the meeting at 1:23 p.m.

Respectfully Submitted: J. Ford