

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

March 23, 2023

ATTENDEES: Water Board – J. Auxer (Mayor), J. Ford, M. Godfrey, S. Kemnitzer (Chair), S. Knuppel, C. Stroeck
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, K. Shipley, F. Welch
Visitors: G. Welter

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the February 23, 2023, regular meeting were reviewed and approved as submitted.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

S. Kemnitzer submitted questions before the meeting and these were addressed at this time:

Q1 - Explanation of sometimes large discrepancies in the Budget vs Actual report.

F. Welch explained that some items are budgeted on a monthly basis and other items have their entire annual budget value budgeted in only 1 or 2 months. It was suggested that, whenever possible, the items in the 23/24 budget be budgeted in a monthly fashion. B. Bennett agreed.

Q2 - Based on January financial reports: a) variations from budget; b) trends in revenues and expenses; c) should the budget be revised; d) how does this information inform the 23/24 budget?

F. Welch addressed a variation in expenditures for insurance and stated that he would have to research the cause. J. Auxer stated that he thought items a, b and d could be addressed during the upcoming budget process meetings.

Re item c, it was suggested that the process of making formal budget adjustments be understood so that periodic adjustments can be made during the 23/24 fiscal year. B. Bennett agreed.

Q3 - What is the plan for preparing the 23/24 budget?

J. Auxer presented several dates when D. Decker and D. Sweeney would be available to attend budgeting meetings. After some discussion it was decided to hold the Water budget meeting on April 25 at 1PM and the Sewer budget meeting on May 3 at 1PM.

Q4 - Please give us a progress report on the expenditures for the water plant improvement project and the water distribution project.

Progress report for water plant improvement project was prepared but not included in the meeting packet. Copies were made and distributed at the meeting. Progress report for the water distribution project was not yet available.

ACTION ITEM: J. EKSTROM TO PREPARE PROGRESS REPORT FOR WATER DISTRIBUTION PROJECT FOR NEXT MONTH'S MEETING.

4.b PSC REPORTS - 6-30-2022 - AVAILABLE AT MEETING.

No additional information presented.

4.c FINANCIAL STATEMENTS - DECKER & CO.

No additional information presented.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported all readings have been good and that quarterly samples will be done soon.

5.b. SEWER REPORTS.

K. Shipley reported that everything is in good order.

K. Shipley reported that he has received an email that said our new press is scheduled for delivery to the port of Baltimore on 3/27 and hopefully will be delivered to us by the 2nd week of April.

K. Shipley reported on the status of the Toll House Woods development: wet well is set, 16 manholes finished and 2644' of 8" sewer line has been installed. S. Kemnitzer stated that we need to communicate to the County our concerns about preservation of the Town Run water supply. M. Godfrey suggested that we send a copy of the State approval of Town Run as our secondary water source.

ACTION ITEM: J. AUXER TO SEND A COPY OF THE STATE APPROVAL OF TOWN RUN AS OUR SECONDARY WATER SOURCE TO THE COUNTY DEPARTMENT RESPONSIBLE FOR OVERSIGHT OF THE TOLL HOUSE WOODS DEVELOPMENT.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

F. Welch stated that we are still waiting on drives and that the raw water pumps are still several weeks out. He also reported that there is a problem with a sludge pump and that a vendor representative is scheduled to come and address the problem.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

No report.

7. NEW BUSINESS.

7.a WATER TANK CLEANING AND ANODE REPLACEMENT.

F. Welch presented a proposal from Liquid Engineering to perform the 5-year cleaning of the tanks for \$9840. Anode replacement would also be done at \$475/hour.

ACTION ITEM: S. KNUPPEL MOVED, M. GODFREY SECONDED, THAT THE LIQUID ENGINEERING PROPOSAL BE ACCEPTED. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.

7.b FINANCIAL TRAINING.

J. Auxer stated that this would be done during the budget process meetings.

7.c EPA DRINKING WATER MANAGEMENT BRANCH - PARTNERING WITH SMALL WATER UTILITIES TO STUDY LEAD SERVICE LINE ISSUES.

S. Kemnitzer asked if we want to participate in this study.

C. Coe stated that we need to get our inventory done first. S. Kemnitzer suggested that the research project might help with the inventory. S. Knuppel and M. Godfrey both expressed concerns that the double effort and/or confusion might result.

G. Welter stated that one thing the research project should be used for is to do lab testing on any pipe that is removed during this process.

ACTION ITEM: S. KEMNITZER TO CONTINUE COMMUNICATION WITH THE EPA ABOUT POSSIBLE PARTICIPATION IN THEIR LEAD SERVICE LINE RESEARCH PROJECT.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET.

M. Godfrey asked if moving hydrants affects homeowner insurance. C. Coe stated that we are not moving any hydrants. One is being removed but there is another hydrant quite close.

8.b ACTION ITEMS: MAYOR AUXER TO WORK WITH D. FOGEL TO IMPROVE FINANCIAL STATEMENTS.

J. Auxer stated that this effort is ongoing. M. Godfrey volunteered to try to create an example of a profit and loss trend report.

ACTION ITEM: M., GODFREY TO CREATE AN EXAMPLE OF A PROFIT AND LOSS TREND REPORT.

8.c ACTION ITEMS: J. EKSTROM TO PROVIDE 1-PAGE DESCRIPTION OF GIS WORK.

Report was included in the packet. M. Godfrey asked if the Ghosh costs are already priced into the project. C. Coe verified that they are.

8.d PFAS - TESTING.

Nothing new to report.

9. MAYOR'S REPORT.

Nothing to report.

10. NEXT MEETING DATE.

J. Auxer asked if we should cancel the April meeting since we are having 2 budget meetings (Water and Sewer meeting separately). There was general agreement. M. Godfrey requested that the financial information that would normally be contained in the meeting packet be emailed even though there would be no meeting.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: J. Ekstrom to prepare progress report for water distribution project for next meeting.

5.b: J. Auxer to send a copy of the State approval of Town Run as our secondary water source to the County Department responsible for oversight of the Toll House Woods development.

7.c: S. Kemnitzer to continue communication with the EPA about possible participation in their lead service line research project.

8.b: M. Godfrey to create an example of a profit and loss trend report.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:10 p.m.

Respectfully Submitted: J. Ford