

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**

May 25, 2023

**Attendees:** **Water Board** – J. Auxer (Mayor), J. Bresland, S. Kemnitzer (Chair), M. Godfrey, S. Knuppel (via phone)  
**Sanitary Board** – J. Auxer (Chair), H. Heyser, B. Keller  
**Town Staff** – C. Coe, K. Shipley, F. Welch, C. Painter, S. Grove, B. Bennett

**1. CALL TO ORDER.**

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

**2. MINUTES FROM PRIOR MEETING.**

The proposed minutes of March 2023 were cited; H. Heyser motioned to approve, seconded by B. Keller and unanimously approved.

The proposed minutes of the special Water Board meeting of April 2023 regarding the FY 2023-24 water budget were reviewed. J. Auxer made a motion to approve, which was seconded by S. Kemnitzer and unanimously approved.

**3. VISITORS-Clean Water West Virginia**

J. Auxer introduced S. Meyers from the West Virginia State Health Department to Present to Charles “Woody” Coe, Shepherdstown’s Water Plant Chief Operator with the Perkins Boynton Annual award for outstanding service in the category of Large System Management. Mr. Meyers read from his citation written for the presentation of the award. The combined boards congratulated Wood on his notable achievement. Print Media was present, and photos were taken to record the event. (This portion of the meeting preceded the above to accommodate visitors and staff)

**4. Financial Statements and Budget**

The monthly financial statements were reviewed and generated no comment other than the need to complete the FY 2022-23 financial documents at the earliest possible moment.

The proposed FY 2023-24 budgets were also reviewed.

S. Kemnitzer asked if the budget contains a salary increase for the W&S staff and, if so, how much. J. Auxer stated that the budget contained a 2% increase for all Town employees. S. Kemnitzer asked that the W&S boards have input to these decisions in the future.

Subsequent discussion requested that the staff return to a future meeting to better define the line item “Depreciation” and how it was used for the water budget.

**ACTION ITEM: MOTION BY S. KEMNITZER, SECONDED BY M. GODFREY, TO APPROVE THE PROPOSED WATER BUDGET FOR FY 2023-24. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

**ACTION ITEM: MOTION BY H. HEYSER, SECONDED BY R. KELLER, TO APPROVE THE PROPOSED SEWER BUDGET FOR FY 2023-24. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

R. Keller noted that a review of both budgets would be in order pending finalization of this year's financial report(s).

**5. FLOW AND QUALITY REPORTS.**

**5.a WATER**

Comments on the actual F&Q reports presented were absent, all systems for both water and sewer are operating nominally nearing completion; contractors completed wiring and panels for the return sludge pump controls and that sediment tank sludge will now be handled far more efficiently. There was a discussion of the planned LCR report: why was there an evident violation reported when there were none, why the report was to be included in the June customer general mailing and how would this be perceived in public. C. Coe responded by informing the Board that the error was in fact a glitch in the State's reporting and could not be resolved at the Town's level and indicated he was working with the state to resolve the issue. Further Mr. Coe reported that the LCR mailing followed a prescribed (by State) format and was required under the law. It was suggested but unresolved that the Town should write a more layperson-friendly summarizing letter to the public. M. Godfrey volunteered to draft such if need be.

**5.b. SANITARY**

Additional to the above, K. Shipley reported that the new sludge de-watering system has been installed and functioning at a high level and will very likely reduce the Town's sludge disposal requirement. R. Keller expressed the Board's satisfaction with the effort to acquire and install this system.

**6. UNFINISHED BUSINESS.**

**6.a FIRE HYDRANTS**

Fire hydrant upgrading continues with good progress. A new hydrant is required in downtown due to an errant driver.

**6.b. WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECT**

J. Ekstrom was not present to discuss, but the Corps of Engineers submitted to the Town an updated process workflow indicating that the project is on track for eventual implementation. S. Kemnitzer requested further precision on how the project will eventually be financed by the Corps, citing the need for the Town to plan accordingly.

**6.c. WATER PLANT IMPROVEMENT PROJECT**

New pump units are ready for installation and pump drives are installed. Each unit will require 40 days of mostly off-line work (sequentially) to be put into operation. S. Kemnitzer requests a more complete budget update on the water plant improvement project (along the lines of that last prepared by J. Ekstrom) for the next meeting.

**7. New Business**

Shepherd University requested an account adjustment credit be applied to water invoices for the period from July 14 2022 to December 14 2022. Their investigation showed that the excess water usage was due to leaking toilet valves which have since been replaced.

**ACTION ITEM: MOTION BY S. KEMNITZER, SECONDED BY M. GODFREY, TO DENY THE ACCOUNT ADJUSTMENT CREDIT REQUESTED BY SHEPHERD UNIVERSITY BECAUSE THE REQUEST DID NOT SATISFY THE REQUIREMENTS OF THE PSC APPROVED RATE STRUCTURE. MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

Town run as a secondary source is pending finalization on water quality sampling over a designated medium-term period and will likely not be available As a source until early 2024

**6.d. Previous Action Items:**

- Letter of State approval of Town Run as a secondary source was delivered to Toll House Woods and Jefferson County **(done)**
- M. Godfrey reported that a trend analysis of Profit/Loss reporting was not possible at this time due to inconsistent data. **(done)**
- S. Kemnitzer continuing to be the lead for the Town on the lead service line issue **(ongoing)**

**7 MAYOR'S REPORT.**

Mayor Auxer reports no new developments.

**8. NEXT MEETING DATE.**

June 29, 2023, at 1:00PM. (at Town Hall)

**9 ADJOURNMENT. J. Auxer adjourned the meeting at 2:05 PM.**

Respectfully Submitted: M.Godfrey