

MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

February 23, 2023

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), S. Knuppel (phone), C. Stroech
Sanitary Board – J. Auxer (Chair), H. Heyser
Town Staff – B. Bennett, C. Coe, J. Ekstrom, K. Shipley, F. Welch
Visitors: R. Burton, B. Crislip, J. Glance, R. Lancaster (all representing WV American Water), S. Reel (representing Jefferson Utilities, Inc.), G. Walter

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.

H. Heyser questioned 2 items and F. Welch stated that he had already updated those.

The proposed minutes of the January 26, 2023, regular meeting were reviewed and approved as submitted with updates.

3. VISITORS.

R. Lancaster introduced herself and the other American Water (AW) representatives.

J. Auxer commented that they should know that the environment is always one of our primary concerns.

M. Godfrey asked if they have done any PFAS testing. R. Burton replied that they had not. S. Reel said that Jefferson Utilities (JUI) has done some PFAS testing.

J. Bresland enquired as to the status of the pending AW purchase of JUI. R. Burton replied that they are waiting for PSC approval.

J. Bresland stated that the Jefferson County school board had voted to use a septic system at the new schools to be built outside Shepherdstown rather than become a Shepherdstown water/sewer customer and that we found that to be disappointing. S. Reel agreed that it was a bad decision.

4. FINANCES.

4.a FINANCIAL STATEMENTS.

H. Heyser noted several entries in the Budget vs. Actual report for Sewer in which there were large discrepancies between the budget and actual values. He thought that those discrepancies should be explained if the numbers are correct and if the budgeted numbers are not correct (e.g. the original budget was in error or circumstances have changed since the budget was prepared) then a budget adjustment should be prepared.

He also noted that the inclusion of the Membrane Transfer Reserve item under Other Expenses skewed the Net Income value unrealistically.

J. Auxer stated that it is possible the budget needs to be adjusted. However, he and the accounting staff are still working with Dana Fogle on the accounting process. He said that he would attempt to have improved reporting for next month's meeting.

ACTION ITEM: J. AUXER TO WORK WITH D. FOGLE AND ACCOUNTING STAFF TO IMPROVE THE REPORTS FOR NEXT MONTH'S MEETING.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported that everything is in good order.

5.b. SEWER REPORTS.

K. Shipley reported that everything is in good order. He specifically noted that the phosphorous and nitrogen test values were below the allowable limits.

K. Shipley reported that the 4 membranes which needed to be replaced have been replaced and that the process of cleaning the membranes is in progress.

J. Bresland asked about the status of Covid testing. K. Shipley replied that it is currently on hold due to the membrane cleaning process and that he is waiting on a reply to some process questions from WVU.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom stated that we are currently waiting on equipment deliveries.

He said that the Filter Control Panels are due to be delivered by the end of March and the Raw Water Pump Discharge Head Assembly is expected in 6 weeks.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

J. Ekstrom stated that the Army Corps of Engineers have reviewed the phase 1 survey and we are waiting for them to inform us to proceed.

S. Kemnitzer asked if we know how the money distribution will work; i.e. will we receive the money and then spend it as we proceed or will we have to provide the money to proceed on the project and then get reimbursed. J. Ekstrom said that he is not sure but that he believes it will be the former.

6.c GIS INFORMATION CONTRACT.

F. Welch said that the enclosure was not actually a contract.

J. Ekstrom explained that it was a subscription agreement for 3-user access to the GIS tool.

S. Kemnitzer asked if we could get a short (1 page) description of the project, including who will own the data and how it will be secured

ACTION ITEM: J. EKSTROM TO PROVIDE A 1-PAGE DESCRIPTION FOR NEXT MONTH'S MEETING.

7. NEW BUSINESS.

7.a WATER TANK CLEANING AND ANODE REPLACEMENT.

F. Welch explained that we have a contract with a company (Liquid Engineering) to clean the tanks and replace the anodes every 5 years. They have done it 3 times and are due to do it again but have informed us that they can no longer fulfill the contract due to labor shortages. F. Welch has emailed them about negotiating a price to perform the cleaning and replacement on a one-time basis but has yet to hear back.

C. Coe said that he did not know of any other companies who could do the job. S. Reel mentioned 2 other companies to contact.

J. Bresland asked how much the service costs. F. Welch said about \$5K.

8. OLD BUSINESS.

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

C. Coe stated that the status is the same as last month. Two hydrants were fixed - one at the Green Pineapple and one at Cress Creek. The hydrant at the Green Pineapple still needs bollards installed.

8.b ACTION ITEMS: SUE KEMNITZER - BOND FORMATTING.

S. Kemnitzer stated that she and B. Bennett have been making good progress on the task and will continue to work on it.

8.c PFAS - TESTING.

S. Kemnitzer recognized the staff's good work and noted that Potomac River Keepers are planning to start testing in the Potomac.

M. Godfrey stated that C. Coe has received information on how much it will cost to use Pace Labs for the testing.

S. Kemnitzer said that we should not start testing with Pace Labs until we verify what testing we can get done by River Keepers, which we think will be free of charge to us.

9. MAYOR'S REPORT.

C. Coe reported on the lead testing project. The 120 team is still compiling as much of the inventory as they can do and we will have to fill in the gaps. The inventory needs to be delivered to the EPA in October 2024.

J. Auxer stated that he is having a meeting with other local mayors next week to discuss HAZMAT response in general and train safety specifically.

10. NEXT MEETING DATE.

Next meeting is scheduled for March 23 1:00 p.m. at Town Hall.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: J. Auxer to work with D. Fogle and accounting staff to improve the reports for next month's meeting.

6.c: J. Ekstrom to provide a 1-page description for next month's meeting.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 1:30 p.m.

Respectfully Submitted: J. Ford