

MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

July 27, 2023

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, M. Godfrey, S. Kemnitzer (Chair), S. Knuppel
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, J. Ekstrom, C. Painter, K. Shipley, F. Welch
Visitors: Mr. Sen

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 edited draft minutes of the June 29, 2023 meeting were approved.

3. VISITORS.

D. Sweeney was present and participated in the board discussion covering Finances (see below).

Mr. Sen presented a claim for billing adjustments rising from a leak in his household. This was subsequently denied via a unanimous water board resolution, due to the fact that the situation did not meet the tariff requirements for an adjustment.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

The board reviewed financial statements for the period ending June 30, 2023 (entire FY 23). New formatting of reports allowed a clearer presentation, something appreciated and recognized by multiple board members. Several questions surfaced relative to the line item of Depreciation and its handling in different accounts. D.Sweeney gave lengthy and detailed explanations on WV PSC rules regarding public utility recording of depreciation and the differences between non-cash transactions and depreciation across accounts. Questions remained as to how depreciation could be included in the Sewer budget for FY 24, while not appearing on the Water service budget (although it was pointed out that this was removed by Water Board members at the time of budget preparation and subsequently approved). D.Sweeney offered to write a detailed email explaining the handling of depreciation and submit to the board members. R.Keller requested that staff consider adding non-operating account transactions to the bottom of future financial reports to assist in Board understanding and transparency.

There was a subsequent discussion on the matter of the Bonds issued for financing capital improvements to the water and sewer systems; especially pertaining to the Water side due to more numerous and complex bond issuance of the past twenty years. It was suggested to add an agenda item to the next meeting to decide specifically the disposition of the residual 2003 Water bond.

Following a discussion of the various stages of implementation of different construction projects (as evidenced by J.Ekstrom reports), D.Sweeney offered to include a further explanation of project funding, accounting and the involved bonds.

5. FLOW AND QUALITY REPORTS.

5.a WATER & SANITARY REPORTS.

Flow and quality reports were all within normal range for both bacteriological and chemical. The shortened format was appreciated and noted by members. The erroneous WV State finding on 'Shepherdstown's water quality in the spring was officially rescinded (formal written notice received). Following a question. C.Coe explained the pretreatments he was deploying to suppress algal blooms

and maintain low disinfection by-products.

6. UNFINISHED BUSINESS.

6.a FIRE HYDRANTS.

No change in the hydrant report.

6.b WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECT.

J. Ekstrom explained that the Corps of Engineers is now formally committed to the project and it is in the final design/review stage. It should begin breaking ground by late fall.

6.c WATER PLANT IMPROVEMENT PROJECT.

New pump units are installed and settling tank cleaning - lasting 4 weeks and involving shutdown of one side, then subsequently the other of the production streams – will start by mid-August.

The new GIS system wide mapping system is nearing completion and staff views are very positive. This will also assist the 120Water (on lead service issues) in updating meter locations. S, Kemnitzer requested an updated 120Water report by October 2023. This will be done on time.

7. NEW BUSINESS.

The water board discussed whether to modify, improve or just communicate its leak adjustments policy.

The sewer board discussed capital improvements line items shown in budgets and suggested reviewing these in the future.

The water board discussed with staff the ongoing issue of unaccounted water (system leaks) which have run between 18-20% over the last 3 years. This remains an unresolved issue that needs to be given priority attention.

J. Bresland reported on the Safe Water Collaborative becoming more active in the area and now focusing on (with a limited amount of funding) on riparian buffers for critical water sources.

8. OLD BUSINESS.

ACTION ITEMS: S. KEMNITZER TO CONTINUE COMMUNICATION WITH THE EPA ON LEAD SERVICE LINE RESEARCH PROJECT.

S. Kemnitzer reported that the EPA was contacted but has deferred until a future phone meeting is held.

9. MAYOR'S REPORT.

Mayor Auxer reported on the matter of using Town Run as the secondary source, which should be operational and permitted by year's end and once the water treatment plant is fully automated. This was the subject of a recent Town meeting. The Rotary Club intends to upgrade the springhouse at Morgan Grove. There is concern about storm runoff into Town Run in the asphalted parking areas around and including Jefferson Bank.

10. NEXT MEETING DATE.

Our next regular meeting will be Thursday, 31 August at 1:00 PM.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

D.Sweeney to provide supplemental written material on Depreciation and Bond Expenditures.

Staff (J. Ekstrom, C Coe) to arrange for a demo of the GIS system.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:45 p.m.

Respectfully Submitted: M. Godfrey