

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

September 28, 2023

**ATTENDEES: Water Board** – J. Auxer (Mayor), J. Ford, M. Godfrey, S. Kemnitzer (Chair)  
**Sanitary Board** – J. Auxer (Chair), H. Heyser, R. Keller  
**Town Staff** – B. Bennett, J. Ekstrom, S. Grove, C. Painter, K. Shipley, F. Welch  
**Visitors:** J. Mitchell, 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 August 31, 2023, regular meeting were reviewed and approved.

**3. VISITORS.**

J. Mitchell introduced himself as the GIS Manager for Ghosh Engineering. He reported on the status of the ongoing GIS project - mapping of the water distribution system is almost complete and mapping of the sewer system should begin soon. M. Godfrey asked if the mapping of Mecklenburg Heights reflects the system as it was before or after the current Water Distribution System Update project. K. Shipley stated that it reflects the system before the project and will be updated when the project has been completed.

**4. FINANCES.**

**4.a FINANCIAL STATEMENTS - ENCLOSURE.**

S. Grove explained why the financial reports are presented 2 months in arrears by using an example. When we expend money in August it takes up to a month for those charges to show up on our credit card bills and to be recorded in our books correctly. So we cannot accurately reconcile all of August's expenses until approximately the end of September. For that reason the fully reconciled August financials cannot be presented to the boards until the October meeting.

B. Keller said the the errors noted in last month's meeting had been corrected except for the Contractual Services item. S. Grove said that she checked those numbers and that they are correct. They were unexpectedly high because of expenses associated with the GIS project and should be updated when a budget adjustment is done.

M. Godfrey asked for a further explanation as to why the financial reports cannot reflect the current August expenditures. S. Grove explained that to accurately do that in such a way that we don't have to make many subsequent journal-entry corrections would require us to go to a cash accounting basis and the State of WV recommends that we use an accrual basis.

S. Kemnitzer asked if the State report was on schedule. S. Grove stated that it was late and that we have already applied for and been granted an extension.

**5. FLOW AND QUALITY REPORTS.**

**5.a WATER REPORTS.**

F. Welch reported that everything is in good order.

**5.b. SEWER REPORTS.**

K. Shipley reported that everything is in good order.

H. Heyser noted that no numbers had been reported for copper. F. Welch stated that we no longer are required to report copper as per our current permit.

**6. UNFINISHED BUSINESS.**

**6.a WATER PLANT IMPROVEMENT PROJECT.**

J. Ekstrom reported that filter #1 is now operational. Filter #2 is currently out of service and is expected to be back in operation by October 10th.

M. Godfrey asked if the project's total cost was expected to be within the budget. J. Ekstrom replied that we should be very close to the budgeted total barring unforeseen eventualities.

**6.b UPDATE ON WATER DISTRIBUTION PROJECT.**

J. Ekstrom reported that we have been authorized to advertise for bids and we expect to be ready to open the bids on November 1st.

**7. NEW BUSINESS.**

**7.a J. BRESLAND - SAFE WATER CONSERVATION COLLABORATIVE - UPDATE.**

J. Bresland was not in attendance so there was no report on this item.

**7.B S. KEMNITZER - CONSTRUCTION NEAR TOWN RUN.**

J. Auxer stated that the construction was being monitored daily and that the Town was working on an ordinance update to address protecting Town Run during any future building projects.

K. Shipley stated that the Toll House contractor had taken drone photographs of the Town Run buffer area before construction began and recently and that they showed that the buffer has not been disturbed.

B, Keller stated that the Toll House construction seems to have taken care to ensure that storm water runoff will be kept from entering Town Run.

**8. OLD BUSINESS.**

**8.a HYDRANT REPORT - ENCLOSURE IN PACKET.**

There was no comment on this issue.

**8.b.1 ACTION ITEMS: M. GODFREY TO CREATE AN EXAMPLE OF A PROFIT AND LOSS TREND REPORT.**

This item should have been closed.

**8.b.2 ACTION ITEMS: S. GROVE - PROVIDE EXPLANATION OF THE SEWER CONTRACTUAL SERVICES ACCOUNTING ITEMS.**

Completed (see item 4.a above). This item should be closed.

**8.b.3 ACTION ITEMS: PLC REPLACEMENT UPDATE - ORDERED.**

K. Shipley reported that a PLC card failed and the sewer plant was shut down for 5 hours. The vendor (Aqua) overnighted 2 used cards and one of those was used to fix the issue. A new PLC has been ordered from Aqua, however it is not yet available because it is still in engineering.

A discussion ensued as to whether or not the expenditure for the PLC system had previously been officially approved by the Sewer Board.

**ACTION ITEM: MOTION BY H. HEYSER, SECONDED BY R. KELLER, TO APPROVE THE EXPENDITURE OF UP TO \$200,000 TO OBTAIN A NEW PLC SYSTEM FROM THE ORIGINAL VENDOR (AQUA). MOTION PASSED UNANIMOUSLY WITH NO FURTHER DISCUSSION.**

**8.b.4 ACTION ITEMS: MAYOR - TALKED TO STEVE PEARSON (OBSERVER) ABOUT TOWN RUN.**

The Mayor spoke with Mr. Pearson regarding publishing an informative story about Town Run.

**8.b.5 ACTION ITEMS: DANIEL SWEENEY - EXPLANATION OF DEPRECIATION.**

Mr. Sweeney provided an explanation via email. It was also suggested that this item should be addressed when we have our next discussion concerning budget reporting.

**9. MAYOR'S REPORT.**

No items to report.

**10. NEXT MEETING DATE.**

Our next regular meeting will be Thursday, 26 October at 1:00 PM.

**11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.**

No new action items assigned.

**12. DRAFT AGENDA FOR NEXT MEETING.**

**13. ADJOURNMENT. J. Auxer adjourned the meeting at 1:46 p.m.**

**Respectfully Submitted:** J. Ford