

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 26, 2023

Attendees: Water Board – J. Auxer (Mayor), J. Bresland, S. Kemnitzer (Chair), M. Godfrey, S. Knuppel
Sanitary Board – J. Auxer (Chair), H. Heyser, B. Keller
Town Staff – C. Coe, K. Shipley, F. Welch, C. Painter, R. Oviatt, B. Bennett
Engineer – J. Ekstrom
Town Council – C. Stroeck (Water Board)

1. CALL TO ORDER

The Water and Sanitary Boards meeting was called to order to J. Auxer at 12:35 pm.

2. MINUTES FROM PRIOR MEETING

The prior minutes from December 1, 2022 meeting were cited; H. Heyser motioned to approve for sewer, B. Keller seconded, J. Bresland motioned to approve for water and M. Godfrey seconded. Unanimously approved.

The prior minutes from the special Sanitary Board December 8, 2022 meeting were cited; B. Keller motioned to approved for sewer, H. Heyser seconded, unanimously approved.

3. VISITORS

J. Auxer noted that Stephanie Reel (Jefferson Utilities) and Rachel Lancaster (West Virginia American Water) were originally planning to attend today's meeting to inform the Boards that Jefferson Utilities is being purchased by West Virginia American Water. There is an article included in the Board package. They were not able to attend but did speak with J. Auxer. He noted that they also discussed the upcoming School Board site and service for it. J. Bresland informed the Boards that the School Board had just voted to proceed with onsite well and septic.

Greg Welter was in attendance and informed the Boards that he and others have been appointed to a committee to review the Shepherdstown comprehensive plan as a first step to updating the plan. Their scope of work is to review the existing goals of the plan and to report on the status of implementation and what goals in the plan remain to be done. HE also mentioned that he is a relatively new resident to Shepherdstown as of 2 years ago, and lives in Shepherd's Village. He is a professional engineer. He has worked in environmental engineering and has worked with clients including DC Water and WSSC.

B. Keller provided some historical background regarding service for communities near the edges of town and prior discussions on connecting those communities to the town system. He noted that the town is

open and encouraging new customers. B. Keller reiterated the Water and Sewer Boards role is strictly public service and does not get involved in the political side.

J. Auxler noted that the town demanded that we be able to install a 12" watermain to serve some of the communities. However, the Board can not compel individual homeowners to connect to the town system.

S. Kemnitzer and H. Heyser provided overview of the evolution of the comprehensive plan and its boundary. S. Kemnitzer mentioned service extensions are driven by applications to connect to the town system, the Board does not typically propose extensions to the town system. H. Heyser noted the Sewer Board has priorly recommended extension of service to Mecklenburg and ??.

Greg Welter noted he will be following up with folks to discuss the committee's work.

4. FINANCIAL STATEMENTS

H. Heyser asked a question regarding 401 Maintenance and 403 Depreciation. He's especially questioning how actual Depreciation is significantly lower than Budget and how that is possible. S. Kemnitzer noted she had the same question for the Water statements. J. Auxler noted that we need to understand those line items and that putting off Maintenance is not preferable.

J. Auxler noted that the Sewer Board has some critical budget considerations right now, especially with respect to the press. The town has identified funding to pay for the press.

M. Godfrey asked a question regarding the status of confirming permission to use the reserve account for certain expenditures. J. Auxler informed the Board that an answer is pending from the Public Service Commission on what expenditures the new reserve account can be utilized for.

S Kemnitzer noted that bond statements were the same and that she volunteered to follow-up with Staff on updating the formatting of these.

5. FLOW AND QUALITY REPORTS

Water

C. Coe reported that all tests were within expected ranges and operating normally. He asked if there were any questions- none were raised.

Sewer

K. Shipley provided overview on current hauling status which is a total of \$20,000 currently, and that there will be a significant savings when they change hauling to ** plant. The current fees are averaging \$4,480 per week and new fee will be \$1,450 per week. This expense will continue until the new press is installed (estimated for April 2023). H. Heyser thanked Staff for finding a solution to hauling and reducing costs.

6. UNFINISHED BUSINESS

Jeff Ekstrom provided overview of the Water Plant Improvement Project. They have some of the equipment up and running. Just waiting on control panels for water treatment filtration, expected in

February, which will control the filters and the remainder of the plant including the UV. Cannot bring online until those panels are in-place. Also waiting on raw water pumps.

Water Distribution Project by Jeff E. First hurdle was Environmental Assessment and Archeological study. Those are completed and there were no issues found. That is under review by USACOE. When that review is complete, then the USACOE will review proposed project plans. They are on schedule to bid in May and expect to go to construction later this year.

M. Godfrey asked if Staff has acted to keep Mecklenburg HOA informed. Frank mentioned Mecklenburg HOA rep reaches out to him regularly for updates.

J. Auxler and J. Bresland noted the Jefferson County School Board voted 3-2 to move forward with well and septic for the new school sites, versus public system connections.

J. Auxler noted the American Water representative was not in attendance today.

Inaccessible Water Meters – C. Coe noted there are approx. 11 meters in town, 7 inside and remaining 5 are outside that have accessibility issues. He wanted to make Board aware they need to be moved outside and they currently do not have access into homes to get to the interior meters. They would have to shut down water to entire sections of town to replace meters which they have been reluctant to do. B. Keller asked if a freezing company had been considered. C. Coe noted that for the inside meters they have not pursued that for the inside meters. For the inside meters they do not have access- vary from a 2", 3", and (2) -4" valves. They do not have a valve so water cannot be shutdown. Outdoor meters will need to have a valve installed (currently don't have one) and need to be updated.

Bond information from David Decker – Sue K mentioned it's the same summary sheet as before. She volunteered to follow-up and get the bond information updated.

GIS information – James Mitchell with Ghosh attended the meeting and provided an overview for the Boards and what they are proposing to provide. Offering to set-up a display that can track assets and inventory and the ability to view all the assets. Can track addresses, type of meter, product number of meter, serial number of meter, photo of meter, etc. It can be expanded with growth of customer base. Jeff E mentioned they are going to show Charlie a sample of the system since they have already input water information. They are engaging this since they are currently doing some Health Department work for C. Coe. Sue K asked for a demonstration of the system. B. Keller mentioned older systems that were installed that they don't have locations for so this would be useful for historical data. M. Godfrey asked about a completion date. J. Eckstrom and J. Mitchell mentioned completion would take approximately a month. James has base GIS setup after about 10 hours of effort and just needs to add information. Involves about a week of collection and then inputting all that information into the system.

S. Kemnitzer asked C. Coe for an update on the status of the system lead study. Data has been collected and they are currently reviewing the trouble spots and identifying what needs to be done for those connections. J Eckstrom said that could be integrated into the GIS database. This will be added to the Old Business agenda for next meeting.

7. OLD BUSINESS ITEMS-

HYDRANT REPORT

Charlie noted they are estimating March for repair on three hydrants that Staff cannot fix.

PFAS

M Godfrey mentioned that three water members attended the forum last night that was moderated by John Doyle, and included a representative from the Potomac Riverkeeper. Presentation was on PFAS substances and testing attended by a representative from WV Rivers, and Senior Advisor to the EPA Administrator, Ron Snyder. It was a very comprehensive overview of a complex and evolving issue.

M. Godfrey noted that he has been tasked with researching and understanding this issue. Currently there are no Federal or West Virginia State regulations on PFAs. EPA has issued Health Advisory Limits (HAL's) in September 2022 which does propose a limit of 4 part per quadrillion. Another agency ***, proposed a standard of 1 part per trillion. These limits are below any current testing technology detectability limits. There is one lab in the Midwest tasked with developing a protocol for PFAS testing that is currently being peer-reviewed by other labs. There are other labs, including PACE that claim they can test to this standard. This is an issue that is evolving and garnering attention. M Godfrey recommended to the Water Board that as a utility, we take a position of transparency.

Current understanding is the best way to address these issues are at the source or point of use.

J. Bresland noted there was also a state legislator, Evan Hanson, that discussed a new proposed bill, SB 485 and asked for residents to submit written support for this legislation. S. Kemnitzer mentioned the bills have to be submitted and accepted by March 2, 2023 to be considered in this session. It is unclear as to the details of what the bill proposes to do.

M Godfrey noted that only 13 states have promulgated their own guidelines regarding PFA's in absence of Federal guidelines. Based on his understanding, reverse osmosis is one technology and potentially activated carbon that are applied at point of use. This would be economically infeasible at the plant.

Per visitor Greg Welter, Martinsburg has installed activated carbon at the Martinsburg airfield. He discussed notes he had taken from last night's forum as well.

J Bresland informed the Boards that Ron Snyder stated the EPA has developed a drinking water facility standard for PFAs and it was sent to OMB and it is currently being discussed by interagency groups.

C. Coe mentioned the Emerging Contaminants course that he and Frank took explained the WV is shooting for a standard of 4 parts per trillion. The best test that he can find only tests to a level of 10 ppm.

S. Kemnitzer noted that on Monday, USGS nearby and Staff will be having further discussions on how to collaborate on this testing issue in an information session. The Board intends to continue to monitor how this issue evolves and stay informed.

S. Kemnitzer noted a report that had been completed by *** that

MAYOR'S REPORT

J. Auxler noted Council approved the recommended 19% rate increase and estimates by June the new rate is expected to go into effect.

Sue K asked about the new job posting for a new Town Administrator and how that person will be interacting with the Boards. J. Auxler will bring in candidates for interviews that will be revised by a group of people to decide who will be interviewed. She expressed her recommendation that they have financial management skills.

S. Kemnitzer held training on January 19th training. J Auxler confirmed the training was recorded and noted we can go through Amy at the University to make that training available for the Board members.

ACTION ITEMS

S. Kemnitzer will be working on bond formatting post meeting.

ADJOURNMENT

J. Auxler adjourned the meeting. Motion to adjourn- B. Keller motioned, M. Godfrey seconded the motion, unanimous approval.