

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

December 7, 2023

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroech
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, J. Ekstrom, S. Grove, K. Shipley, F. Welch
Visitors: G. Welter

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:02 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the October 26, 2023, regular meeting were reviewed and were approved with revisions suggested by H. Heyser and J. Bresland.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

S. Grove remarked on some items from the financial statements:

She investigated Water item 427 Interest Expense, which was thought to be in error, but it turned out to be correct. It will require a budget revision, however D. Decker recommended waiting until the end of the year to consider the budget revision.

Water statements show an operating deficit, which will have to be addressed at some point.

Sewer statements show an operating deficit, but it is decreasing due to the effect of the recent rate increase.

M. Godfrey noted that the Water FY24 Budget column in the statement has up to 15 incorrect expense items. S. Grove agreed that some of the numbers are incorrect.

ACTION ITEM: S. GROVE TO ENSURE THAT THE WATER FINANCIAL STATEMENT IS UPDATED TO HAVE THE CORRECT VALUES FOR THE FY24 BUDGET.

MOTION: M. GODFREY MOTIONED, S. KEMNITZER SECONDED, THAT THE JANUARY AGENDA INCLUDE A DISCUSSION OF THE FY23/24 WATER BUDGET AND A POSSIBLE REVISION. J. FORD, M. GODFREY, S. KEMNITZER, C. STROECH VOTED TO APPROVE AND J. BRESLAND VOTED TO NOT APPROVE. MOTION WAS APPROVED.

H. Heyser requested that the staff be prepared to discuss the Sewer Capital Improvements list at the January meeting.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

C. Coe reported that everything is in good order and that we have received the results of the PFAS tests. The readings from the river and from Town Run were (in parts/trillion):

PFAS: River 1.1, Town Run 0
PFAO. River 1.3, Town Run 0

S. Kemnitzer suggested that a paragraph explaining these results be included in the next letter that goes out to customers. There was general agreement.

5.b. SEWER REPORTS.

K. Shipley reported that everything is in good order.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom reported that the raw water pumps will be installed next week and that we are waiting for the delivery of UV equipment, with January 8 being the currently expected date. Those are the only outstanding items.

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

S. Kemnitzer asked for a summary of the project to date. J. Ekstrom summarized the project up to the current status, which included advertising for bids and receiving 2. There were several options included in the packet. J. Ekstrom recommended that we approve option #5 which includes Mecklenburg Heights water distribution upgrade, Mill Street fire protection upgrade and the installation of two gate valves at High Street.

MOTION: S. KEMNITZER MOTIONED, M. GODFREY SECONDED, THAT WE EXECUTE OPTION #5 OF THE WATER DISTRIBUTION PROJECT AT A COST OF \$2,310,288. MOTION WAS UNANIMOUSLY APPROVED WITH NO FURTHER DISCUSSION.

S. Kemnitzer requested that J. Ekstrom distribute updated construction cost information for option #5 by 12/8.

ACTION ITEM: J. EKSTROM TO DISTRIBUTE UPDATED CONSTRUCTION COST INFORMATION FOR OPTION #5 TO THE WATER BOARD MEMBERS BY 12/8.

At this point C. Stroeck left the meeting.

7. NEW BUSINESS.

7.a MAINLINE EXTENSION RENEWAL TERMS.

F. Welch discussed a proposed change to the Mainline Extension Agreement such that in the case of a pending agreement (i.e. one for which the construction has not yet begun) the plans would have to be resubmitted for review every 3 years.

R. Keller asked if the agreement would still have to be renewed each year. F. Welch and K. Shipley stated that it would. R. Keller suggested that we consider removing that requirement if we added the proposed resubmittal requirement.

S. Grove said that the proposed change should be reviewed along with the existing agreement.

ACTION ITEM: S. GROVE AND F. WELCH TO PRESENT A PROPOSED, UPDATED MAINLINE EXTENSION AGREEMENT AT THE NEXT REGULAR MEETING.

At this point J. Ekstrom left the meeting.

7.B ORDINANCE REVISION - EROSION AND STREAM PROTECTION.

The meeting package included, as an informational item, a proposed update to the Town's planning ordinances that attempts to protect streams and ensure against erosion during building projects.

H. Heyser asked if it has been coordinated with the flood plan ordinance. J. Auxer replied that it had and had also been approved by DEP personnel.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET.

K. Shipley reported that he and the contractor (Kable) toured the hydrants that need to be fixed and that they had decided to start the effort with the hydrant behind the Market House.

K. Shipley also reported that a bollard was needed to protect the hydrant at Princess and German Streets. There was general agreement to that.

9. MAYOR'S REPORT.

There was a discussion concerning the need to potentially include new members on both boards. It was decided that we needed a better understanding of the charters of the boards in order to address this issue.

ACTION ITEM: J. AUXER TO ENSURE THAT A COPY OF THE CHARTERS OF BOTH BOARDS IS INCLUDED IN THE PACKET FOR NEXT MONTH'S MEETING.

10. NEXT MEETING DATE.

There was some discussion about changing the regular meeting date from the 4th Thursday at 1:00 PM to another day and/or another time but no consensus was reached. Our next regular meeting will be Thursday, 25 January at 1:00 PM.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a: S. Grove to ensure that the water financial statement is updated to have the correct values for the FY24 budget.

6.b: J. Ekstrom to distribute updated construction cost information for option #5 to the water board members by 12/8.

7.a: S. Grove and F. Welch to present a proposed, updated Mainline Extension Agreement at the next regular meeting.

9: J. Auxer to ensure that a copy of the charters of both boards is included in the packet for next month's meeting.

12. DRAFT AGENDA FOR NEXT MEETING.

13. ADJOURNMENT. J. Auxer adjourned the meeting at 2:59 p.m.

Respectfully Submitted: J. Ford