

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**

January, 26, 2024

**Attendees:** **Water Board** – J. Auxer (Mayor), S. Kemnitzer (Chair), M. Godfrey, S. Knuppel (phone)  
**Sanitary Board** – J. Auxer (Chair), H. Heyser  
**Town Staff** – C. Coe, K. Shipley, F. Welch, S. Grove, B. Bennett  
**Engineer** – J. Ekstrom  
**Town Council**- C. Stroech (Water Board)

**1. CALL TO ORDER.**

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

**2. MINUTES FROM PRIOR MEETING.**

The proposed minutes of the October 27, 2022 were cited; H. Heyser motioned to approve, seconded by M. Godfrey and unanimously approved.

**3. VISITORS**

No Visitors to report

To accommodate J Ekstrom's travel, the Boards allowed him to present an update of ongoing work earlier in the meeting than scheduled.

The Water Improvement Project is in its final stages. After some issues with a basin pump, this was resolved to Engineer's satisfaction. The ultra-violet unit is installed and running. All pending construction items will be completed by mid-March.

The Mecklenburg system replacement project will start soon. J. Ekstrom reported a positive meeting (Phone) with the Army Corps. Contracts have been signed with the technical companies to execute the work. rey and unanimously approved.

**4. Financial Statements**

S. Grove and Board members remarked upon the greatly improved presentation and the correction of previous errors in the water budget columns.

Water Board postponed until the February meeting (29 Feb) further discussion of the water budgets in order to allow interested Board members to participate then.

There we no questions regarding the Sewer 2023-24 budgets during the meeting.

**5. FLOW AND QUALITY REPORTS.**

**5.a WATER**

There were no questions regarding water F&Q reports. All systems performing nominally.

**5.b. SANITARY**

There were no questions regarding water F&Q reports. All systems performing nominally.

**6. UNFINISHED BUSINESS.**

**6.a FIRE HYDRANTS**

K.Shipley walked the Boards through the current state of hydrant upgrade and replacement. Everything is on track.

**6.b** SCADA (control board system for the wastewater plant) has been ordered from Aqua Aerobica.

**6.c** The 120 Water Survey as proposed had several options (all to be paid by the Water budget). C.Coe went through all the options. Staff recommended the return self-mailer option. M.Godfrey motioned to approve the return self-mailer option. S.Kemnitzer seconded, the motion was approved.

**6.d** The bids for the purchase of a new truck to add to the utilities were reviewed. S.Kemnitzer motioned for the Water Board, H.Heyser motioned for the Sewer Board, to opt for the truck whose purchase charges would be assigned as follows: 25% (\$45K) from the water budget, 25% (\$45K) from the sewer budget, and 50% (\$90K) from the Corporation of Shepherdstown budget. The motions passed.

**6.e** The newly revised Mainline Extension process for contractors requests and the revised documents were approved as follows: S.Kemnitze makes a motion to accept for the Water Board, C. Stroeck, seconded; H.Heyser motion the same for the Sewer Board, J.Auxer seconded. The motion passed unanimously.

**6.f** The recurring conversation about how the Boards should address coming vacancies, was postponed for an additional 30 days for research and further reflection.

**6.g** On the matter of mitigation efforts to reduce stormwater quantity of effluent as well as improve water quality (especially regarding Town Run), K.Schulz has approached utility staff to use our utility billing mailings to educate our users. Conversation was generally positive, encouraging follow-up meetings. It was held however, that the Boards should have final approval of content.

**6.h Previous Action Items:**

Previous action items were cleared and completed. There were no action items noted at this meeting.

**7 MAYOR'S REPORT.**

Mayor Auxer had nothing new.

**8. NEXT MEETING DATE.**

February 29, 2024, at 1:00PM. (at Town Hall)

**9 ADJOURNMENT.** J. Auxer adjourned the meeting at 2:00 PM.

Respectfully Submitted: M.Godfrey (Feb 9, 2024)