

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

March 28, 2024

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

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by S. Kemnitzer at 1:05 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the February 29, 2024, regular meeting were reviewed and were approved with revisions suggested by S. Kemnitzer and H. Heyser.

Some comments were made at this point about whether the Jefferson County School Board had decided to connect to Shepherdstown Water/Sewer for their new Shepherdstown elementary school. See item 7.a below.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

S. Kemnitzer reminded the board members that we plan to do a deep dive into the finances next month and requested that they submit questions to S. Grove 2 weeks prior to the meeting (i.e. by April 11) to ensure that she has time to formulate answers.

M. Godfrey asked if we could have a Balance Sheet report distributed before that.

ACTION ITEM: S. GROVE TO DISTRIBUTE A BALANCE SHEET REPORT TO ALL BOARD MEMBERS PRIOR TO APRIL 11.

J. Bresland asked whether we should actually be showing a loss when depreciation is considered. S. Grove agreed that we should and explained that she was investigating exactly how the depreciation should be accounted for.

M. Godfrey asked why two Water accounts (631 Contractual Svc-Engineering and 632 Contractual Svc-Accounting) are so far over budget.

S. Grove explained that, re account 631, the costs of the GIS project were more than expected. J. Ekstrom said that the project is almost done and there will not be a lot more costs coming in.

S. Grove explained that, re account 632, we paid for several years' worth of audits this year and that had not been budgeted for.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORTS.

There were no comments or questions regarding the Water reports.

5.b. SEWER REPORTS.

There were no comments or questions regarding the Sewer reports.

6. UNFINISHED BUSINESS.

6.a WATER PLANT IMPROVEMENT PROJECT.

J. Ekstrom reported that the 2nd pump is due to arrive this week and be installed next week. The project is on schedule to be complete next Thursday (April 4).

6.b UPDATE ON WATER DISTRIBUTION PROJECT.

J. Ekstrom reported that the contractor has most of the necessary equipment in their staging area. The pipe is scheduled to be delivered next week and they are still waiting on the fittings and valves. Current estimate is that they will be able to start work in 2 weeks. He also explained that he is still working on getting clarification on the exact payment mechanics with respect to the Army Corps of Engineers.

6.c 120 WATER - CUSTOMER SURVEYS - EXPLANATION.

S. Grove reported that she had a phone call from WV Rural Water suggesting that we not send out the surveys because they had to recall a large number of their surveys due to inadequacies. However, the 120 Water surveys were reviewed and found to be adequate. S. Grove has a meeting scheduled with WVRW on April 8 to review the survey information.

At this point J. Ekstrom left the meeting.

6.d WATER BOARD MEMBERS AND TERMS.

S. Kemnitzer asked J. Ford if he would like to be nominated for another term and he agreed that he would. She said that S. Knuppel has decided not to serve another term, that she had received a resignation letter to that effect and that she believed Jack Eagleton is interested in serving and would suggest that he volunteer to do so.

J. Auxer said that he would submit the nomination of J. Ford to Town Council for approval.

ACTION ITEM: J. AUXER TO SUBMIT THE NOMINATION OF J. FORD FOR ANOTHER TERM ON THE WATER BOARD TO TOWN COUNCIL.

It was generally agreed that we should wait until next month to discuss the terms of J. Bresland and R. Keller.

6.e 3M PFAS SETTLEMENT.

S. Grove explained that this item should not have been included on the agenda.

7. NEW BUSINESS.

7.a SCHOOL BOARD WATER/SEWER DECISION.

S. Grove said that she spoke with the school board facilities representative who told her it was too late to change the decision to not connect to Shepherdstown water and sewer.

J. Bresland reported that he spoke with the sanitarian in the County Health Department and was told that because of the size of the well water and septic systems the permits had been issued at the state level.

7.b WATER QUALITY REPORT.

S. Kemnitzer suggested that we include non-technical information that would be informative to customers in future mailings of the State-mandated Water Quality report. There was general agreement.

J. Ford suggested that one or more members of the board should take the lead rather than create more work for the staff. S. Kemnitzer suggested that she and J. Ford take the lead and he agreed.

8. **OLD BUSINESS.**

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

C. Coe reported that the report included in the packet was up-to-date and that work on hydrants would be done after the end of the current school year in order to minimize disruptions.

9. **MAYOR'S REPORT.**

The Mayor reiterated the need to get any financial questions to S. Grove in a timely fashion.

10. **NEXT MEETING DATE.**

Our next regular meeting will be Thursday, 25 April at 1:00 PM.

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

4.a: S. Grove to distribute a Balance Sheet report to all board members prior to April 11.

6.b: J. Auxer to submit the nomination of J. Ford for another term on the Water board to Town Council.

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

13. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 1:39 p.m.

Respectfully Submitted: J. Ford