

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

April 25, 2024

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

**1. CALL TO ORDER.**

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:01 p.m.

**2. MINUTES FROM PRIOR MEETING.**

The proposed minutes of the March 28, 2024, regular meeting were reviewed and were approved without comment.

**3. VISITORS.**

Monica White, of the WV State Health Department, was present for the review of the 2024 Source Water Protection Plan. (See item 7.b below).

**4. FINANCES.**

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

S. Grove addressed a question posed by R. Keller regarding the higher than usual revenue posted in a recent month. S. Grove explained that a Shepherd University account had been under-charged for several previous months due to an error in the meter reading software used by a third-party. The resultant underpayment was corrected and that resulted in the higher-than-usual revenue.

J. Bresland questioned an item titled 'Payroll Revenue' included in a recent newspaper article. S. Grove explained that it represented money paid by Water and Sewer to the Corporation due to Town staff who are paid by the Corporation but spend some of their time working for Water or Sewer.

R. Keller thanked the staff for their efforts that have resulted in much improved reports.

M. Godfrey thanked S. Grove for the explanation of some issues regarding depreciation which she had provided but added that he still had questions about how we should properly account for depreciation. There was some general discussion of the issue and it was agreed that the issue should be further discussed at the upcoming budget meetings.

S. Kemnitzer asked what the status of the ongoing audits was. S. Grove stated that audits have been completed through 2021 and that the 2022 audit was in progress.

**5. FLOW AND QUALITY REPORTS.**

**5.a WATER REPORTS.**

R. Keller inquired about the meaning of the phrase 'All bacteriological samples were ABSENT'. C. Coe said that it was the accepted manner to report that no bacteria were found. R. Keller suggest that the meaning would be clearer if it said 'No bacteria were present in the samples'.

M. Godfrey inquired about the implication of including 'Lead and Copper inventory' under the heading 'Concerns:'. C. Coe explained that the process of collecting the data for the inventory would likely take longer and be more expensive than originally expected because only 20% of the customers had

returned their mail-in survey responses and that Water staff will have to physically visit customer sites to collect that data. He added that WV Rural Water has no staff available to help with this effort.

**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 project has been completed.

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

J. Ekstrom reported that the project will start on Monday April 29 and that door hangers are being distributed to the affected residents explaining what to expect. He also said that Region 9 has new grant money available which might be able to be applied to this project. J. Auxer stated that staff were pursuing that avenue of possible funding.

**6.c 120 WATER - CUSTOMER SURVEYS - EXPLANATION.**

See item 5.a above.

**6.d WATER/SEWER BOARD MEMBERS AND TERMS.**

J. Auxer asked J. Bresland and R. Keller if they would like to be nominated for another term on their respective boards and they agreed that they would.

**MOTION: S. KEMNITZER MOTIONED, M. GODFREY SECONDED, TO NOMINATE J. BRESLAND FOR ANOTHER TERM ON THE WATER BOARD AND R. KELLER FOR ANOTHER TERM ON THE SEWER BOARD. MOTION WAS APPROVED WITHOUT DISCUSSION.**

**ACTION ITEM: J. AUXER TO SUBMIT THE NOMINATIONS OF J. BRESLAND AND R. KELLER TO TOWN COUNCIL.**

**6.e 3M PFAS SETTLEMENT.**

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

S. Kemnitzer reported on new rules issued by EPA in April that companies that produce PFAS will be subject to Superfund regulations and that water plants must be reporting no more than 4-parts-per-trillion PFAS within 3 years.

**7. NEW BUSINESS.**

**7.a BUDGET MEETINGS.**

The proposed schedule for budget meetings - Sewer on May 8 at 1:00 p.m. and Water on May 10 at 1:00 p.m. - met with general approval.

**7.b 2024 SOURCE WATER PROTECTION PLAN UPDATE.**

M. White distributed a document which summarized the updates made to produce the 2024 version of the plan. She also made available a complete copy of the plan with the redactions required by Homeland Security.

J. Ekstrom summarized the updates and stated that the Water Board meeting was the public meeting required for approval of the update.

J. Bresland asked where a listing of the RCRA sites could be found. M. White stated that the EPA website shows all non-confirming sites.

M. Godfrey asked if any of the redacted sites were something we should be worried about. J. Ekstrom replied that none were.

G. Welter stated that he did not think there had been enough public notice given for the meeting. There was a general discussion regarding the public notice and whether it could be done more effectively. J. Auxer and J. Ekstrom both stated that the legal requirements for public notice had been met.

G. Welter also stated that the scope of the redactions renders a review of the full document not very meaningful. There was some agreement expressed but M. White and J. Ekstrom explained that the redactions are dictated by Homeland Security and neither the Water Board nor the WV State Health Department can change them.

J. Auxer asked whether we should schedule another public meeting. S. Kemnitzer suggested that it would be more effective to include information about the report in the annual report that she and J. Ford are scheduled to prepare for distribution to the customer base. There was general agreement to that suggestion.

**MOTION: M. GODFREY MOTIONED, S. KEMNITZER SECONDED, THAT THE SOURCE WATER PROTECTION PLAN UPDATE SHOULD BE SUBMITTED AS PREPARED ON SCHEDULE. MOTION WAS APPROVED WITHOUT DISCUSSION.**

R. Keller directed a statement to M. White to the effect that he thought the State should help us to get new users of water/sewer in the Shepherdstown area to use the Corporation's services. M. White replied that potential residential customers come under the jurisdiction of the County.

H. Heyser stated that it was a State decision to have the new Shepherdstown elementary school not use Corporation services. M. White agreed and said that she would pass along our concerns.

G. Welter mentioned that it is his understanding that the County has no 5/10 year water/sewer plan.

**8. OLD BUSINESS.**

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

C. Coe reported that the annual hydrant flush would be done on 4/29 and the hydrant status list would be updated with any issues found during that process. Also, the work on hydrants that need to be repaired or replaced would start after Shepherd graduation.

**9. MAYOR'S REPORT.**

No report.

**10. NEXT MEETING DATE.**

Our next regular meeting will be Thursday, 23 May at 1:00 PM.

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

6.d: J. Auxer to submit the nominations of J. Bresland for another term on the Water board and R. Keller for another term on the Sewer board to Town Council.

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

**13. ADJOURNMENT.** J. Auxer adjourned the meeting at 2:28 p.m.

**Respectfully Submitted:** J. Ford