

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

June 21, 2024

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, S. Grove, K. Shipley
Visitors: G. Welter

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. REVIEW AND APPROVAL OF DRAFT WATER AND SANITARY BOARD MINUTES OF May 10 and 23, 2024.

The proposed minutes of the May 10, 2024 special meeting were reviewed and were approved without comment.

The proposed minutes of the May 23, 2024 regular meeting were reviewed and were approved without comment.

The proposed minutes of the May 30, 2024 regular meeting, which had been distributed to the boards electronically and revised in response to comments by S. Kemnitzer and J. Bresland, were approved as revised.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

R. Keller thanked the staff for updating the Sewer financials with reserve expenses, including the working capital reserves.

M. Godfrey and S. Kemnitzer stated that they needed more details regarding the various restricted accounts. S. Grove agreed and offered to create a new report that detailed all the various bank accounts.

ACTION ITEM: S. GROVE TO PROVIDE A REPORT THAT DETAILS THE VARIOUS WATER BANK ACCOUNTS AT NEXT MONTH'S MEETING.

S. Kemnitzer inquired about the status of the new financial system that has been discussed at previous meetings. S. Grove stated that it had been approved by Town Council but that it would be some time before it was in full use as it has to be purchased, installed and tested. In addition the staff will have to be trained to use it.

J. Ford commented that when the transfers necessary to account for the restricted accounts are considered along with the operating net income it appears that there is a shortfall that will require a rate increase for water. S. Kemnitzer suggested that we wait until we have the end-of-year numbers for the 2023/2024 fiscal year before we address that. There was general agreement to that.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORT - INFORMATION ITEM.

J. Bresland stated that he heard there was a water problem at the Shepherd dorms being used by CATF. C. Coe explained that it had been caused by the Shepherd maintenance staff checking the back-flush valves and that it had cleared up after they were done.

5.b SEWER - REPORTS - INFORMATION ITEM.

R. Keller inquired as to why there was no sludge applied to fields in May. K. Shipley explained that it could not be done while the fields were covered with hay and that as soon as the hay was fully harvested the sludge applications would resume.

K. Shipley explained that a sewer plant 16" bioreactor sludge valve that was 15 years old had failed and that, without it, the plant was running at half capacity. He explained that he is currently getting estimates from vendors for purchase and installation of a new valve and that while the plant is operating without the valve the quality numbers might not be as good as we are used to seeing.

6. UNFINISHED BUSINESS.

6.a UPDATE ON WATER DISTRIBUTION PROJECT - KENNY SHIPLEY.

K. Shipley reported that the project was proceeding on schedule - 1980 ft. of 6" line has been installed along with three new fire hydrants.

S. Kemnitzer asked if there was any update concerning the cash flow from the Army Corps of Engineers. S. Grove explained that we had recently received our first check from ACE and that the process is to submit a voucher after expenditures are made and then to get paid in arrears. S. Kemnitzer asked how long it takes to get paid and S. Grove said that she did not know but that Amy Boyd should know.

7. NEW BUSINESS.

7.a EQUIPMENT NEW/REPLACEMENTS PURCHASES - CHARLES COE.

C. Coe presented a list of required equipment investments, some of which are new purchases and some repairs. The costs were broken down into Town, Water and Sewer portions.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE THE SEWER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

MOTION: J. BRESLAND MOTIONED AND M. GODFREY SECONDED TO APPROVE THE WATER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

S. Kemnitzer suggested that C. Coe develop a full list of capital expenditures that he expects to need in the coming fiscal year. There was general agreement.

J. Ford suggested that we make these expenditures using money from the Working Capital reserve fund in order to test whether or not the Public Service Commission would accept or reject such usage. There was general agreement.

7.b MAIN PUMP STATION PLC - KENNY SHIPLEY.

K. Shipley explained that replacement of the pump station's obsolete PLC has already been approved by the board but that it was recently discovered that two drives associated with the PLC are also obsolete and must be replaced at the same time. He further explained that he is in the process of obtaining prices for replacing those drives.

K. Shipley stated that the wastewater PLC is scheduled to be replaced in July and that the vendor had recently informed him that there is a PLC software upgrade available to control MicroC dosing. Currently, since it cannot be automatically controlled, it is done on a 24/7 basis and the chemicals used are fairly expensive. Doing it in a manner controlled by the PLC would save approximately \$69K per year. The vendor is going to provide K. Shipley with a cost for the software upgrade and he requested

guidance on making the buy/no-buy decision. It was suggested that if the cost of the upgrade did not exceed \$70K the ROI for such a purchase would be no more than one year, making it a viable decision.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE PURCHASE OF THE SOFTWARE PACKAGE TO CONTROL MICROC DOSING IF THE COST DOES NOT EXCEED \$70K. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

7.c WATER BOARD MEMBER VACANCY.

The meeting packet included an application from J. Auxer to fill the current Water Board vacancy, given that he will no longer be a member of the board as of July 1, 2024. S. Kemnitzer had submitted a nomination for Jack Eggleston via email prior to the meeting. M. Godfrey stated that his understanding of the process was that a nominee must submit an application to be considered. There was some discussion of this without a definitive resolution.

MOTION: C. STROECH MOTIONED AND M. GODFREY SECONDED TO RECOMMEND THAT TOWN COUNCIL APPROVE THE APPOINTMENT OF J. AUXER TO THE WATER BOARD. THE MOTION WAS APPROVED WITH J. BRESLAND, J. FORD, M. GODFREY, C. STROECH VOTING FOR AND S. KEMNITZER VOTING AGAINST.

7.d NEW HIRE: OIT SEWER/ OIT WATER/ PIPE FITTER/ LABORER.

C. Coe reviewed the pending new hires.

7.e BAVARIAN INN METER ISSUE.

C. Coe reported that while performing standard meter testing at the Bavarian Inn it was discovered that a significant amount of water seemed to not be registered by the meter. He suspected that it was somehow flowing through the fire protection piping. He discussed the issue with the owner of the Bavarian Inn, who approved making whatever updates were needing to resolve the issue.

7.f REVIEW CUSTOMER NEWS LETTER.

S. Kemnitzer explained that she and J. Ford have created a draft of a news letter to be distributed to customers. However, an experienced science writer had recently volunteered to provide edits and those had not yet been integrated into the news letter, so it is not ready for review.

7.g COMPREHENSIVE PLAN. - REVIEW OF GOALS.

A section of the recent Comprehensive Plan review was included in the package and there was some discussion of the five goals that had been assigned to Water and Sewer boards. It was decided that board members should review the goals independently and send comments to S. Kemnitzer.

ACTION ITEM: ALL BOARD MEMBERS TO REVIEW THE COMPREHENSIVE PLAN GOALS ASSIGNED TO WATER AND SEWER BOARDS AND PROVIDE COMMENTS TO S. KEMNITZER.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET - CHARLES COE.

C. Coe reported that the contractor currently used for hydrant repair (Kable) had not been responsive. He has asked the contractor currently working on the Water Distribution project (Snyder) to provide an estimate.

9. MAYOR'S REPORT.

No mayor's report.

10. NEXT MEETING DATE.

Next meeting is scheduled for 25 July, 2024 at 1:00 p.m.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a - S. Grove to provide a report that details the various water bank accounts at next month's meeting.

7.g - All board members to review the comprehensive plan goals assigned to water and sewer boards and provide comments to S. Kemnitzer.

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

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:58 p.m.

Respectfully Submitted: J. Ford