

SHEPHERDSTOWN WATER AND SANITARY BOARDS MEETING MINUTES

Thursday, July 23, 2026 - 6:30 p.m.

Town Hall - 104 North King Street, Shepherdstown

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Attendance

- a. Water Board Members Present:** James Gatz, Marcy Bartlett, Dan Shelton, Kathleen Stratton, Sue Kemnitzer and John Bresland
- b. Sanitary Board Members Present:** James Gatz and Bob Keller.
- c. Members Absent:** Jack Eggleston of Water Board; Harvey Heyser of Sanitary Board.
- d. Staff Members Present:** Charles Coe, Kenny Shipley, Dwayne Swisher, Maged Kirollos and Hunter Wetzel

3. Approval of Minutes

a. June 25, 2026 Meeting Minutes:

Vote: The Water Board approved the minutes with an addition noting that an omitted New Business item had been discussed earlier in the meeting.

Vote: The Sanitary Board approved the minutes with the same change.

4. Flow and Quality Reports

- a. Water Report:** All daily and bacteriological samples were acceptable, with no violations. Staff reported improvement in the hypochlorite system, and receiving five applicants for the operator-in-training position.
- b. Wastewater Report:** Quality measures remained within permit limits. Staff also reported several unplanned control, transmitter, and actuator repairs at the treatment facilities.

- c. System Volume Review:** The boards discussed the difference between water production and wastewater influent. Staff will compare metered usage for customers and will report at the next meeting.

5. Financial Reports and Budgets

The boards thanked the financial officer for excellent improvements in the display of financial information and for more sophisticated analysis of our financial situation. Water Department revenues continue to fall short of operating expenses and necessitate a review of rate increases.

6. Lead Service Line Replacement Plan

Staff explained the EPA Lead and Copper Rule Improvements rule. It requires replacement of galvanized lines which might have been connected to lead lines in the past. The Water Board agreed with the mayor's suggestion that this project be managed in conjunction with the town's plan to improve sidewalks. The Board asked for a proposal for a preliminary engineering report and is willing to hold a special meeting, before our regularly scheduled time, to consider it.

7. Ongoing Business

- a. Hydrant Report:** Staff reported that the leaking hydrant at Church and German Streets was replaced, requiring an approximately three-hour water service interruption.
- b. Sampling of Biosolids for PFAS:** Staff reported that affected landowners had been notified of the low-to-negligible PFAS results. The boards requested that written results be sent to the landowners for their records.
- c. Expansion of Sanitary Sewer Service:** The Sanitary Board discussed using available treatment capacity to serve additional nearby properties, especially those which already get water service. Members requested a list of potential service areas and further

review of legal requirements, costs, funding, and a plan for extending service.

8. New Business

Water and Sanitary Tariff and Rate Review: The boards discussed beginning a review of water and sewer rates, tariffs, and service fees. Discussion included consultant support, public and Town Council review, Public Service Commission requirements, and one-to-five-year and five-to-ten-year capital needs. The existing Water Tariff was effective in February 2021. The existing Sanitary one was effective in April of 2023.

Vote: The Water Board voted to start preparing an application to the WV Public Service Commission to increase rates and fees in the water tariff. The board set the goal of submitting an application by December 2026 so that potential new revenue would be received by May of 2027 and align with the next budget cycle. This would be the Water Department's first-rate increase in six years.

Vote: The Sanitary Board voted to participate in the planning process with the Water Board but set no date for seeking a rate increase.

9. Next Meetings

The Water Board agreed to hold a virtual meeting as soon as possible to vote on a preliminary engineering study of the galvanized line replacement required under the EPA lead and copper line replacement regulations. The next regular meetings are scheduled for August 27 and September 24, 2026, at 6:30 p.m.

10. Adjournment

- a. The meeting was adjourned at 8:30 p.m.