SHEPHERDSTOWN WATER AND SANITARY BOARDS MEETING

MINUTES

Thursday, September 24, 2026-6:30 p.m.

Town Hall-104 N. King Street, Shepherdstown

1.Call to Order: The Meeting was called to order at 6:30 p.m.

2. Visitors - Mr. Auxer

3. Attendance

a. Water Board Members Present: James Gatz, Marcy Bartlett, John Bresland, Jack Eggleston, Dan Shelton, Kathleen Stratton, Sue Kemnitzer

b. Sanitary Board Members Present: James Gatz, Harvey Heyser, Bob Keller

4. Approval of Minutes

a. August Regular Meeting

Vote: The Sanitary Board approved with change of wording of vote to approve purchase of excavator from "staff request to staff proposal".

Vote : The Water Board approved with change of wording of vote to approve purchase of excavator from "staff request to staff proposal".

5. Flow and Quality Reports

Boards asked for more explanation of the difference between the monthly average of gallons of water pumped from the water plant (659, 155) and the amount entering the sewer plant (173,800). Plus, the boards asked for the volume of water that is billed to customers. Staff will provide more information at the October meeting.

6. Financial Reports

Financials continue to project an operating deficit for the year for the water department.

7. Old Business

a. Methodology for charging intraplant water usage: The mayor handed out an analysis of the costs of intraplant water and sewage usage. He suggested that we explore the feasibility of charging both systems for their "domestic" use of water and sewer services only but not charge for any "production" uses of water or sewer services. A vote on this issue will be taken at the October meeting.

b. Discussion of Water Rate Increases and timeline for application to PSC: Members expressed appreciation for the briefing by legal counsel at the September 23 joint meeting with the Town Council. Decker accounting firm has begun producing financial information supporting a change in rates. It will not be ready until October.

c. Status of study of Water Department capacity fees and long-term capital needs: The boards suggest that a consultant is engaged to study our needs and prepare a thorough analysis of the financial options that we could employ to meet those needs.

d. Status of the Water and Sanitary Departments annual reports to the Public Service Commission: The staff reports that Decker accountants are working on these but they will not be ready until the end of October. Information in that report will then be used in Deckers's advice on rate increases.

e. Hydrant Report: Flushing, replacements and some repairs are completed. Eight hydrants are still in need of repair.

8. New Business

a. **Approval of FY27 expenditure for grant writing support. The** mayor asked the boards to share the cost of a new contract for grant writing services. The Water Department is asked to pay 30%, the Sanitary Department 30% and the town 40%. The boards asked for assurance that a commensurate amount of effort would be devoted to their needs. Board members are encouraged to suggest projects for the consultant.

Vote: The Water Board approves cost sharing for grant writing services.

Vote: The Sanitary Board approves cost sharing for grant writing services.

9. Summary for Town Council

a. Status of the preparing a rate increase for the water department: Simple rate increase proposal to council this fall. More comprehensive recommendations on capacity fees etc. after advice from consultants.

b. Continued focus on developing a long-range plan for capital improvements

c. Renewed effort to understand the water distribution system and why unaccounted water is so high.

10. Next meeting will be October 22**.** Then we meet again on Thursday, December 3. Due to the holiday period, we will combine the November and December meetings. Our first meeting in 2027 will be on January 28, 2027.

11. Adjourn