

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
September 29, 2016

Attendees: **Water Board** – J. Auxer, M. Everhart, J. Brady, G. Engebretsen, J. Bock, J. Ford
 Sanitary Board – J. Auxer, H. Heyser
 Town Staff - F. Welch, K. Shipley
 Town Engineer - none

Visitors: Greg Welter
 Lisa McCauley
 Charlotte Baker-Shank

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:44pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the September 1 regular meeting were approved as presented.
3. **VISITORS.** See Item 6.d below.
4. **FINANCES.** No comments.
5. **FLOW AND QUALITY REPORTS.** Nitrogen levels have risen some, typical for this time of year. Staff believes this may be related to students returning to Shepherd U. for the fall semester. Also, a UV system manufacturer visited the Shepherdstown waste water treatment plant (WWTP), and performed tests on the effluent that confirmed the high quality of the water being returned to the Potomac River.
6. **UNFINISHED BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** No new developments.
 - 6.b **GRAVITY SEWER LINE.** No new developments. Participants are still reviewing all options.
 - 6.c **DIRECT WATER LINE TO WATER TANKS (CROSS-CONNECTION PROGRAM).** Town attorney is reviewing draft ordinance.
 - 6.d **SHEPHERDSTOWN EAST DEVELOPMENT.** Several visitors were in attendance to answer any questions regarding the Shepherdstown East water and sewer Step 2 application.

ACTION ITEM: J. BOCK MOVED THAT, IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE PROCEEDING TO STEP 2 WITH THE WATER SERVICE APPLICATION 2-16-001 FROM SHEPHERDSTOWN EAST DEVELOPMENT, LLC, WITH THE CONDITION THAT THE APPLICANTS FIRST PROVIDE AN EXPLANATION OF THE CALCULATIONS USED IN DETERMINING PER UNIT WATER USAGE. NO OBJECTIONS WERE MADE.

ACTION ITEM: H. HEYSER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE PROCEEDING TO STEP 2 WITH THE SEWER SERVICE APPLICATION 2-16-001 FROM SHEPHERDSTOWN EAST DEVELOPMENT, LLC, WITH THE CONDITION THAT THE APPLICANTS FIRST

PROVIDE AN EXPLANATION OF THE CALCULATIONS USED IN DETERMINING PER UNIT WATER USAGE. NO OBJECTIONS WERE MADE.

7. NEW BUSINESS.

7.a WATER METER REPLACEMENT.

ACTION ITEM: M. EVERHART MOVED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO RECOMMEND ACCEPTANCE OF A \$601,606 (PLUS ENGINEERING COSTS) BID FOR WATER METER REPLACEMENT THROUGHOUT THE SHEPHERDSTOWN SYSTEM. THE MOTION PASSED UNANIMOUSLY.

7.b WWTP – SETTLING AREA. The car port has been delivered.

7.c WWTP – FLOW METER.

ACTION ITEM: H. HEYSER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD ACCEPT A BID FOR \$7,750 FROM DAMAN SUPERIOR, LLC TO PROVIDE A WWTP FLOW METER, BASED ON RECOMMENDATIONS FROM TOWN STAFF AND CONSULTING ENGINEERS. NO OBJECTIONS WERE MADE.

7.d SOLAR PANELS. Board members were provided with a “Preliminary Solar Array Proposal” from Mountain View Solar and Wind, LLC for review and discussion. The array would be installed at the Shepherdstown WWTP complex. J. Brady led a discussion on numerous issues concerning the proposal, including:

- * 12-13 year payback, versus a 10 year warranty on the panels
- * Questions concerning the invertors
- * Annual maintenance costs
- * Weather concerns such as hail damage, and subsequent panel replacement costs
- * What is the experiential data on panel degradation (loss of efficiency over time) – more than three years of data is required
- * Issues with attaching panels to a metal roof – data from previously installed projects

Board members will continue to study this issue, with Mountain View Solar invited to provide additional information which addresses these issues.

7.e NEW STREET TASK ORDER. Board members reviewed a proposed work order submitted by The Thrasher Group, Inc. for engineering and other services concerning the New Street project.

ACTION ITEM: J. BOCK MOVED THAT, IF THERE ARE NO OBJECTIONS, THE WATER BOARD ACCEPT WORK ORDER #2 FROM THE THRASHER GROUP, INC. FOR \$63,000 TO PROVIDE ENGINEERING AND OTHER SERVICES FOR THE NEW STREET UTILITY AND STORMWATER IMPROVEMENTS PROJECT. NO OBJECTIONS WERE MADE.

ACTION ITEM: H. HEYSER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD ACCEPT WORK ORDER #2 FROM THE THRASHER GROUP, INC. FOR \$63,000 TO PROVIDE ENGINEERING AND OTHER SERVICES FOR THE NEW STREET UTILITY AND STORMWATER IMPROVEMENTS PROJECT. NO OBJECTIONS WERE MADE.

Estimates for the project are \$393,470 for construction plus \$63,000 for engineering services = \$456,470.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:35pm. The next regular meeting is scheduled for Thursday, October 27 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock