

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
September 1, 2016

**Attendees:**     **Water Board** – J. Auxer, S. Kemnitzer, M. Everhart, J. Brady, J. Ford  
                  **Sanitary Board** – J. Auxer, R. Keller  
                  **Town Staff** - F. Welch, C. Coe, K. Shipley  
                  **Town Engineer** - none

**Visitors:**    none

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:35pm at Town Hall in Shepherdstown, West Virginia.

2.     **MINUTES FROM LAST MEETINGS.** The draft minutes of the July 28, 2016 regular meeting were approved as presented.

3.     **VISITORS.** Matt Pennington and Colin Williams

Mr. Williams, of Mountain View Solar presented a plan for a solar panel installation that would provide approximately 10% of the water/sewer plant electricity. He promised to send details to the board members.

Mr. Pennington informed us that the Chesapeake Bay program funds similar solar projects on a 50/50 share basis.

4.     **FINANCES.** No substantive comments.

5.     **FLOW AND QUALITY REPORTS.**

F. Welch reported that the effluent phosphorus levels were reduced via chemical adjustments. B. Keller asked what was the cause of the elevation and F. Welch stated that it often happens when school resumes at Shepherd University.

6.     **UNFINISHED BUSINESS.**

6.a    **WATER PLANT UPGRADE.** On hold.

6.b    **GRESS CREEK PUMP STATION.** Bids were received and project was awarded to lowest bidder, Snyder Environmental. Bids were:

Alvarez Contractors: \$260,125  
Underground Contractors: \$243,600  
Snyder Environmental: \$92,600

6.c    **SOURCE WATER PROTECTION.** C. Coe to send meeting dates to board members.

6.d    **GRAVITY SEWER LINE.** No new developments.

6.e    **DIRECT WATER LINE TO WATER TANKS (CROSS-CONNECTION PROGRAM).** No new developments.

- 6.f **SHEPHERDSTOWN EAST DEVELOPMENT.** They have submitted a concept plan.
- 6.g **WATER METER TESTING RESULTS.** C. Coe reported that 4 3-inch and 4 4-inch meters were tested and they all failed, reading too low.
7. **NEW BUSINESS.**
- 7.a **WATER METER TESTING AND REPLACEMENT.** See 6.g above for testing results. F. Welch reported that bids have been requested for replacing the water meters.
- 7.b **POLICY FOR READING NEW WATER METERS.** C. Coe reported that 200 new Sensus iPERL water meters have been installed. With these meters a data download can be done to a laptop giving a detailed record of recent water usage. This capability can be used to gather information for customers when they have questions about their billing and/or usage, however it is a time-consuming process.
- ACTION ITEM: M. Everhart motioned, and J. Brady seconded, that when data downloading is used to investigate a meter reading question the first reading is free and a charge of \$25 will be levied for each subsequent reading.**
- 7.c **SETTLING AREA COVERS.** F. Welch reported that car port covers seem to be the best solution for this problem.
- ACTION ITEM: J. Brady motioned, and M. Everhart seconded, to authorize the purchase of 2 car port covers to cover the settling tanks at a cost of approximately \$4500.**
- 7.d **INTERSTATE COMMISSION MEMBERSHIP.** C. Coe reported that Shepherdstown is now a member.
- 7.e **WASTEWATER PLANT FLOW METER.** F. Welch reported that the Town engineer recommended a consultant to look at the problem. Consultant reported that excess turbulence was causing the erroneous readings. Staff and Town engineer are considering alternative solutions and will report next month.
8. **MAYOR'S REPORT.** Nothing to report.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:26pm. The next regular meeting is scheduled for Thursday, September 29 at 6:30pm at Town Hall.

Respectfully submitted, J. Ford