

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
August 10, 2017

**Attendees:**     **Water Board** – M. Everhart, J. Auxer, J. Brady, J. Bresland, S. Kemnitzer, J. Bock  
                  **Sanitary Board** – J. Auxer, H. Heyser, R. Keller  
                  **Town Staff** – F. Welch  
                  **Town Engineer** – J. Ekstrom, Thrasher  
                  **Visiting Engineer** – D. Mangin, Thrasher

**Visitors:** Peter Fischer

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by S. Kemnitzer at 6:32pm at Town Hall in Shepherdstown, West Virginia.
  
2.     **MINUTES FROM PRIOR MEETING.** The draft minutes of the June 29, 2017 regular meeting were reviewed, with the following revisions: To each action item where appropriate, indicate that no objections were noted.
  
3.     **VISITORS.** Mr. Fischer disputed his bill for the period May 15 through June 16, 2017. Board had to refer Mr. Fischer to the Public Service Commission appeal process. J. Auxer asked that all Board members be made familiar with the Town's leak adjustment policy. J. Bock recommended that customers with complaints be better informed by Town staff about the process and the Board's limitations prior to attending a meeting.
  
4.     **FINANCES.** S. Kemnitzer ask that all Board members be provided with a copy of the Final Fiscal 2017-2018 operating budgets for the Water Department and the Sewer Department.  
  
      Comments on the July 1, 2016-May 31, 2017 financials: H. Heyser commented that, after 11 months, both the Water Department and the Sewer Department have each spent only about 1/3 of "one-time expenses." There was some discussion as to whether staff withhold potential projects in order to ensure a balanced budget, but Mayor Auxer and F. Welch indicated that is not the case.
  
5.     **FLOW AND QUALITY REPORTS.** The reports for June 2017 were reviewed. F. Welch explained why there is a large discrepancy between the drinking water volume and the sewer volume. In part this is due to customers who use our water but not our sewer system. Also, Shepherd U. uses a lot of water that does not enter the sewer system.  
  
      F. Welch indicated that nitrogen levels will be high for the waste water plant effluent in the reports provided next month. Town staff are currently working on the problem.
  
6.     **UNFINISHED BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** No change since last month.
  - 6.b    **SHEPHERDSTOWN EAST DEVELOPMENT.** Project is underway, laying some pipework. The Town will not have to pay for easements or other improvements involved with Shepherdstown East.
  - 6.c    **DEDICATED WATER LINE PROJECT.** Easements have been approved. A potential problem with the State Highway Dept. has been resolved. Work will begin in the first part of September.

- 6.d **WATER METER REPLACEMENT.** Only about 11 meters left to replace. F. Welch indicated the new system, with automated and remote reading, is a very good one.
- 6.e **WASTE WATER TREATMENT PLANT – FLOW METER.** Went into operation on July 13.
- 6.f **NEW STREET TASK ORDER.** This project is currently on hold, until other projects are completed. Looking to go to bid next spring.
- 6.g **COMPREHENSIVE PLAN GOALS.** Nothing at this meeting.
- 7. **NEW BUSINESS.**
- 7.a **VEHICLE – WATER PLANT.** Board members were provided with request for a needed van, which the Town should be able to purchase within the current operating budget.

**ACTION ITEM: S. KEMNITZER MOVED, AND M. EVERHART SECONDED, THAT IF THERE ARE NO OBJECTIONS, TOWN STAFF BE AUTHORIZED TO SEEK BIDS FOR A NEW VAN FOR THE WATER DEPARTMENT. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

- 7.b **PROPOSED NATURAL GAS PIPELINE.** A discussion was held regarding the proposed Mountaineer Gas natural gas pipeline into Jefferson County. D. Mangin from Thrasher Engineering provided expert technical information, stating that the risk to water and sewer operations are very low. A proposed pipeline under the Potomac River at Hancock is also considered low risk. This pipeline would be a low-pressure line.
- 7.c **PETER A. FISCHER – WATER BILL.** See Item 3 above.
- 8. **MAYOR’S REPORT.** No report given at this meeting.
- 9. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 7:31pm. The next regular meeting is scheduled for Thursday, September 28 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock