

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
November 9, 2017

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

**Visitors:**     Jessie Ward  
                  Tracy Cannon  
                  Laura Steepleton

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:32pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM PRIOR MEETING.** The draft minutes of the September 28, 2017 regular meeting were reviewed, and approved as submitted.
3.     **VISITORS.** The three visitors made a presentation regarding the proposed natural gas pipeline, which will cross under both the Potomac River and Opequon Creek. They are concerned about a possible incident during construction which could release construction mud and/or diesel oil into the water, reaching the Shepherdstown water plant in a short time. Town staff explained the Town's secondary water source from Town Run. There was discussion about previous comments received by the Water and Sanitary Boards, including information provided by Thrasher Engineering and from numerous private citizens.
4.     **FINANCES.** The financial statements for July 1, 2017 through October 31, 2017 were reviewed. There was an extended discussion about matching monthly actual figures versus budgeted, which is very difficult to compare with the current reporting. R. Keller also asked about the sewer administration costs - \$14K budgeted, \$27K actual – D. Nickerson said it may be related to extra time spent on handling calls regarding the new water meters (cost is split between the two departments). The overall goal is to provide the Boards with good summary information each month that allows for a clear understanding of the current status, highlights any problem areas, and informs good decision-making. Board members are welcome to come to Town Hall at any time to meet with staff and discuss the budget figures and other information.
5.     **FLOW AND QUALITY REPORTS.** The reports for September 2017 were reviewed. Nitrogen levels are still high, relative to normal operating levels (although still within permit limits). Town staff are discussing the problem with engineers. Staff is very actively pursuing the issue, and have been instituting various changes to address the nitrogen issue.
6.     **UNFINISHED BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** No change since last month.
  - 6.b    **SHEPHERDSTOWN EAST DEVELOPMENT.** Project is underway, with water and sewer lines currently being installed.
  - 6.c    **DEDICATED WATER LINE PROJECT.** Installation begins November 13, 2017.

- 6.d **NEW STREET TASK ORDER.** Looking to go to bid next spring.
- 6.e **COMPREHENSIVE PLAN GOALS.** No report this month.
- 6.f **COLONIAL HILLS – PHASE 3A.** Public Service Commission is reviewing proposed changes.
- 6.g **TOWN RUN SAMPLING.** Project is continuing.
- 6.h **CRYPTOSPORIDIUM SAMPLING.** This sampling will be required every two weeks for one year, per the State Health Department. Sampling will begin in January.
- 7. **NEW BUSINESS.**
  - 7.a **PUBLIC SERVICE COMMISSION REPORT ON “UNACCOUNTED FOR WATER”.** Town staff are meeting with Thornburg on November 14-15. Thornburg staff will research the problem in four-day blocks until they are able to provide answers and proposed solutions.
  - 7.b **FIRE HYDRANTS.** Shepherdstown Fire Department has relayed to the Town Staff that they are concerned about some of the fire hydrants. A meeting has been scheduled. Some fire hydrants may need to be adjusted or replaced. According the F. Welch, only 10 out of 170 hydrants tested poorly recently.  
  
R. Keller mentioned that Shepherdstown needs a policy for water sprinklers in buildings (rate structure). Fire sprinklers are on a separate line, and do not go through the meters.
  - 7.c **MECKLENBURG WATER LINE UPGRADE.** Anticipating receiving a letter from Mecklenburg residents regarding upgrading water lines (currently lines are too small in some sections). Any effort would hopefully be related to discussions on providing sewer service to Mecklenburg.
  - 7.d **LETTER FROM MT. NEBO.** The Mt. Nebo Lodge on East German Street has complained about low water pressure/antiquated main waterline. F. Welch said any solution is not easy, but the project needs to be studied and placed on the projects list.
- 8. **MAYOR’S REPORT.** Nothing this month.
- 9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:44pm. The next regular meeting will be scheduled at a later time.

Respectfully submitted, J. Bock