

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
October 4, 2018

Attendees: **Water Board** – J. Auxer, J. Brady, J. Bock, J. Bresland, J. Ford, D. Springer
 Sanitary Board – J. Auxer, R. Keller
 Town Staff – F. Welch, C. Coe
 Town Engineer – none


Visitors: **Cris Kinsella**
 James Smith

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:29pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the July 26, 2018 regular meeting were reviewed and approved as submitted.
3. **VISITORS.** See Item 7.b.
4. **FINANCIAL STATEMENTS FOR JULY 1, 2018 – AUGUST 31, 2018.** J. Bock had contacted D. Nickerson when he noted that the Water Department actual expenditures showed zero charges for accumulated depreciation and for interest expense, while the budgeted figures were substantial; this appears to be in error and renders the overall numbers inaccurate. Several additional items on both the Water Department and Sanitary Department spread sheets appear questionable. Staff will be reviewing and addressing these concerns.
5. **FLOW AND QUALITY REPORTS.** Everyone praised the new format for the flow and quality reports. See also Item 7.d below.
6. **UNFINISHED BUSINESS.** None shown on the agenda.
7. **NEW BUSINESS.**
- 7.a **ROUTE 45 WEST SEWER EXTENSION.** A new ROCS service station/convenience store and a WVU Urgent care facility will be built beside Sheetz on West German Street, the entire area will need improved sewer service. Town engineers Thrasher have studied the proposed new buildings and potential designs for the expanded sewer service. Board members also discussed designing the upgrades such that future expansion to connect additional neighborhoods (Colonial Hills Phase II, Mecklenburg Heights, Heatherfield, and others) would be facilitated.
- 7.b **MS. CRIS KINSELLA – WATER BILL ISSUE.** Ms. Kinsella was present, with James Smith, to ask for an adjustment to her water bill. One recent bill was much higher than the others. Meter readings show usage throughout all hours on several days. Town staff could not identify any issues with the meter or outside connections, although the customer declined to have the meter checked, as it is new. She additionally questioned the amount of gallons she was charged for, versus what she construes as showing on the bill. Ms. Kinsella was referred to the WV Public Service Commission for her appeal.
- 7.c **RAIN GAUGE/FLOW METER SYSTEM; REFRIGERATED SAMPLER.** F. Welch presented quotes for purchase of both a rain gauge and a refrigerated sampler.

ACTION ITEM: R. KELLER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE PURCHASING FROM ADVANCE INSTRUMENTS, INC. A SIGNATURE ULTRASONIC FLOW METER SYSTEM AND ACCOMPANYING ATTACHMENTS, AND A 6712FR REFRIGERATED SAMPLER AND ACCOMPANYING ATTACHMENTS, FOR \$11,366 PLUS INSTALLATION CHARGES. THE MOTION WAS APPROVED WITHOUT OBJECTION.

7.d DEP – NITROGEN AND COPPER LEVELS. F. Welch explained that last year the Shepherdstown WWTP effluent went over our permitted limit for total nitrogen poundage. We will be fined. The levels tend to fluctuate, and the causes are not obvious. The State may classify Shepherd University as an industrial user. Also, we exceeded the copper limit during three separate months. We will need to put in system adjustments (perhaps \$10,000-\$15,000) to deal with the copper issue. Sanitary Board members encouraged Town staff to pursue the required upgrades.

ACTION ITEM: R. KELLER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE PURSUING NECESSARY WASTEWATER PLANT IMPROVEMENTS/UPGRADES TO ADDRESS THE VIOLATIONS OF OUR EFFLUENT PERMIT LEVEL FOR COPPER. THE MOTION WAS APPROVED WITHOUT OBJECTION.

7.e CHEMTRAC – LABORATORY CHARGE ANALYZER. C. Coe explained this new technology and said it will pay for itself. This equipment would be used every day to adjust for turbidity changes in the Potomac River. This should provide a savings on overall chemical expenses, which are significant. Charles Town has had this equipment for two years, with no problems. Board members recommended that a service contract should be obtained for this equipment. Additional information was requested and to have this presented at the next Board meeting, or at a special meeting. If the cost/benefit analysis is positive, then the Water Board is inclined to support the purchase of the LCA-03 and  for \$14,600 plus the cost of a service contract.

7.f LEAK DETECTION GRANT. Thrasher, on our behalf, has applied for a Federal grant for \$20,000. F. Welch said if we receive the grant, we might want to supplement the grant money to have a complete review of the entire water distribution system. F. Welch said Shepherdstown is not an easy place to detect leaks.

7.g UNACCOUNTED-FOR WATER. F. Welch completed an analysis which shows unaccounted-for water at 23% this past year (mid-June 2017 to mid-June 2018), versus 48% the previous twelve months, a substantial improvement. The industry goal is 15% or less, but that is difficult to achieve with a very old distribution system in an area with karst geology.

7.h MEDIUM DUTY UTILITY TRUCK. The Water Department, Sanitary Department and Public Works Department currently have a jointly-used 2003 utility truck. F. Welch proposed purchasing a new truck with a utility bed, crane, and additional required equipment. The new truck would be for use by the three departments, Water, Sewer, and the Corporation (Public Works). F. Welch estimated the cost at \$120,000.

ACTION ITEM: R. KELLER MOVED, THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE GOING TO BID FOR A NEW UTILITY TRUCK FOR USE BY THE SANITARY DEPARTMENT, THE WATER DEPARTMENT, AND THE PUBLIC WORKS DEPARTMENT. THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: J. BRADY MOVED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE GOING TO BID FOR A NEW UTILITY TRUCK FOR USE BY THE SANITARY DEPARTMENT, THE WATER DEPARTMENT, AND THE PUBLIC WORKS DEPARTMENT. THE MOTION WAS APPROVED WITHOUT OBJECTION.

- 7i. **NEW MEMBRANES.** F. Welch alerted the Boards that we will be needing to purchase new membranes for the WWTP in the near future, and that it will be expensive. He estimated that just 80 new membranes will cost \$200,000, plus shipping, and more than that will be needed. The Mayor has asked David Decker to provide an analysis for WWTP maintenance (5-year plan), and Mr. Decker will come and talk to the Boards when that analysis is ready.
8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:07pm. The next regular meeting is scheduled for Thursday, December 6 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock