

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
December 5, 2019

Attendees: **Water Board** – J. Auxer (Mayor), J. Bock, J. Bresland, M. Godfrey, S. Kemnitzer (Chair), J. Ford
 Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
 Town Staff – F. Welch, R. Coe, K. Shipley, D. Nickerson
 Engineer – J. Ekstrom, Ghosh Engineering

Visitors: John Michael, Mecklenburg Maintenance Association, Inc.
 Pete Keller, Mecklenburg Maintenance Association, Inc.

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the October 31, 2019 regular meeting were reviewed and approved as submitted, with three minor edits.
3. **VISITORS.** See 6.g below.
4. **FINANCIAL STATEMENTS FOR JULY 1, 2019 – OCTOBER 31, 2019.** D. Nickerson confirmed statements are complete as of October 31. H. Heyser indicated some accounts, such as depreciation, are not kept current, and revenue appears to be down (no explanation provided). Board members asked for some research to determine why revenue is below budget. It is possible the actual revenue figures are one month behind the budget numbers. It was requested to provide accurate numbers to compare in future months, on a month by month basis.

The Mayor suggested, and the Board members agreed, to hold a special meeting on January 9 at 1:00pm specifically to discuss the budget.

5. **FLOW AND QUALITY REPORTS.** Reports for September and October were reviewed. The system suffered a significant leak under German Street that impacted flows through October 11, when repairs were completed. M. Godfrey asked for an explanation of the first column on the Monthly Report (some are single actual readings, some are averages of actual readings). The columns are set up to reflect the exact reporting required to the State.

J. Bresland asked that additional data on drinking water be provided to the Boards, since it is already collected by Town staff on a routine basis. This information is in the annual report. R. Coe agreed to provide some key data on water quality each month; he will meet with J. Bresland and S. Kemnitzer to discuss what information can be provided. S. Kemnitzer said that she is getting questions from customers concerning water quality information.

M. Godfrey provided information (handout) from the Environmental Working Group website that shows some key numbers for Shepherdstown in comparison to other WV towns and Washington DC. In the future, with blending source water from the Town Run with Potomac River water, our numbers should decrease in most categories.

6. **UNFINISHED BUSINESS.**

- 6.a **APPLICATION #011-18 – ROCS – APPLICATION TO EXTEND WATER AND SEWER MAINS – STEP II.** No further activity at this site as of this date.

- 6.b **APPLICATION #003-19 – SENECA CROSSING (WVU MEDICAL BUILDING) – STEP II.** There has been much activity on this construction site – the project is moving forward.
- 6.c **WATER PLANT IMPROVEMENT PROJECT.** J. Ekstrom provided handouts with estimated costs for the Water Plant Improvement Project, totaling \$1.9 million, of which \$1.43 million will be construction costs plus contingency. The \$1 million from Corporation of Shepherdstown is not a grant, and should more accurately be labeled as “Local Funding.”

ACTION ITEM: M. GODFREY MOVED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO REQUEST SUBMITTAL OF A TASK ORDER FROM GHOSH ENGINEERING FOR THE CORPORATION OF SHEPHERDSTOWN WATER IMPROVEMENTS PROJECT, WITH A PROBABLE CONSTRUCTION COST OF \$1,430,000 AND ESTIMATED TOTAL PROJECT COST OF \$1,905,000. THE MOTION WAS APPROVED WITHOUT OBJECTION.

- 6.d **REVISED APPLICATION FORM.** Action delayed until the revision of the Sewer Use Ordinance is completed.
- 6.e **SEWER USE ORDINANCE – REVISION AND COMMENTS.** Still trying to obtain additional information from some outside sources. The Sewer Board will meet next year to continue to work on this revision.
- 6.f **CONSENT ORDER (WV DEPARTMENT OF ENVIRONMENTAL PROTECTION).** [Referencing handout: Letter from the West Virginia Department of Environmental Protection dated May 28, 2019, with Draft Consent Order] Still waiting for additional action in from the DEP. This issue is related to Copper Removal System which has been previously approved by the Sanitary Board.
- 6.g **MECKLENBURG MAINTENANCE ASSOCIATION.** J. Michael and Pete Kelley of the Mecklenburg Maintenance Association (MMA) addressed the Boards. The neighborhood includes approximately 160 homes. The lack of proper fire protection, due to low water pressure and too few hydrants, is a major concern. A recent home fire in the neighborhood highlighted the problem. Frequent leaks with the old water system is also a problem. The MMA has received no response from the Water Board over the last two years. There are also plans to resurface roads, and additional leaks would be very problematic, as the MMA doesn't want to have to dig up new roads.

The Boards were provided with a map of water lines in Mecklenburg Heights. Existing water lines are too small and cannot support fire hydrants, which require at least a six inch line. Questions – What would be the cost to replace the existing water lines? Is there any money available? Could capacity funds be used? Are State grants possible? (Doubtful, because of current rates and high median household income in Jefferson County. Federal funds not a likely source for the same reasons). Can we float bonds to pay for a project like new pipelines in Mecklenburg Heights? (Will have to consult staff). Mayor asked how we might work with Mecklenburg Heights not only to upgrade the water system but also connect to the Shepherdstown Sewer System at the same time. R. Keller expressed strong desire to provide neighborhoods like Mecklenburg with improved water service and have the homes connected to the sewer system. Mr. Michael explained that cost is a real issue for most residents in the neighborhood, many of whom are retired and on fixed incomes. The footwork on gathering information and applying for funding is the responsibility of the MMA, but the Town can assist with the process.

7. **NEW BUSINESS.**

- 7.a **TASK ORDER FOR COPPER REMOVAL SYSTEM.** Action completed at the last regular meeting.

- 7.b **DWSPP LAND PRIORITIZATION PROJECT.** The Water Board was presented with a request from the Potomac River Basin Drinking Water Source Protection Partnership to provide funds to support the Partnership's Land Prioritization Project, an effort to map and prioritize land parcels in the basin as to their potential to protect drinking water quality and their potential pollution contribution.

ACTION ITEM: M. GODFREY MOVED, AND J. BRESLAND SECONDED, FOR THE WATER BOARD TO APPROVE A CONTRIBUTION OF \$200 TO SUPPORT THE POTOMAC RIVER BASIN DRINKING WATER SOURCE PROTECTION PARTNERSHIP'S LAND PRIORITIZATION PROJECT LED BY THE INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN. THE MOTION WAS APPROVED WITHOUT OBJECTION.

8. **MAYOR'S REPORT.** Items were mentioned for discussion at future meetings:

- * S. Kemnitzer – Morgan's Grove Park – expanded soccer use is one proposal – what would be the technical requirements to get water and sewer to the park? Would like to have this issue on future agenda. K. Shipley said water is doable, sewer very difficult unless Tollhouse Roads development participated.
- * R. Keller – New Shepherdstown Library – application coming in for water and sewer – lines to be constructed – will be on the agenda at the next regular meeting.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 3:05pm. The next regular meeting is scheduled for Thursday, January 30 at 1:00pm at Town Hall.

Respectfully submitted, J. Bock