

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 30, 2020

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

Visitors: Tanner Haid, West Virginia Waters
 Ryan Perks, Shepherdstown Public Library
 Toni Milbourne
 Jessie Ward

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 December 5, 2019 regular meeting were reviewed and approved as submitted.
3. **VISITORS.** See Items 6.f and 7.a below.
4. **FINANCIAL STATEMENTS.** None available for this meeting.
5. **FLOW AND QUALITY REPORTS.**
6. **UNFINISHED BUSINESS.** H. Heyser noted that the sewer flow levels seem to have been significantly reduced. F. Welch attributed this to a recalibrated flow meter and to system improvements that have reduced storm water infiltration. M. Godfrey asked F. Welch if there was anything in the quality reports to which he wanted to draw our attention. F. Welch noted 2 things: re sanitary, he noted that the nitrogen levels are as low as they have ever been; re water, he noted that the bacteria samples for December were all as they should be.
- 6.a **WATER PLANT IMPROVEMENT PROJECT.** Questions regarding the improvement project: Will the changes alter the chemicals in the water? J. Ekstrom said no. There will be some increases in efficiencies, including adding ultraviolet filtration. Also redoing the controls to improve the operation, and putting in emergency back-up. Improvements should not increase expenses, but don't necessarily believe there will be a savings. Footprint of the plant will not change, other than a secondary pump station installation. The task order for Ghosh Engineering requested at the previous regular meeting has been received by the Mayor.
- 6.b **REVISED APPLICATION FORM.** Action delayed until the revision of the Sewer Use Ordinance is completed.
- 6.c **SEWER USE ORDINANCE – REVISION AND COMMENTS.** Revisions to be typed.
- 6.d **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. F. Welch stated that has recently come across a chemical additive that removes copper and would be a much less expensive alternative to the previously approved system. Current plan is to test the effectiveness of that additive before proceeding with the Copper Removal System purchase.

6.e **MECKLENBURG MAINTENANCE ASSOCIATION.** Ongoing efforts to address concerns.

6.f **SAFE WATER CONSERVATION COLLABORATIVE.** T. Haid provided an update on the Safe Water Conservation Collaborative and their accomplishments to date. Working on land conservation easements, with some key accomplishments. Information is on their website, safewatercollaborative.org. The Collaborative is getting good publicity for their work. Looking to host a community meeting in June. J. Bresland represents the Shepherdstown boards on the Collaborative. S. Kemnitzer suggested all Board members sign up for the West Virginia Rivers email feed. J. Ekstrom mentioned funding in the Federal Farm Bill for source water protection (through the Department of Agriculture's Natural Resources Conservation Service (NRCS) program). There was also a discussion about potential resources to address leaking septic tanks.

7. **NEW BUSINESS.**

7.a **APPLICATION #011-19 – SHEPHERDSTOWN PUBLIC LIBRARY – APPLICATION TO EXTEND WATER AND SEWER MAINS – STEP I.** The Library plans to tie into the system planned for the Colonial Hills Phase III development. The Library plans on a temporary sewer pump station until the residential development is built out. Construction is planned to start on the new library this spring.

ACTION ITEM: J. FORD MOVED, AND M. GODFREY SECONDED, FOR THE WATER BOARD TO APPROVE THE SHEPHERDSTOWN PUBLIC LIBRARY'S STEP 1 APPLICATION (TO PROVIDE A LETTER OF AVAILABLE WATER SERVICE). THE MOTION WAS APPROVED WITHOUT OBJECTION.

ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO APPROVE THE SHEPHERDSTOWN PUBLIC LIBRARY'S STEP 1 APPLICATION (TO PROVIDE A LETTER OF AVAILABLE SEWER SERVICE). THE MOTION WAS APPROVED WITHOUT OBJECTION.

7.b **APPLICATION TO JOIN THE SHEPHERDSTOWN WATER BOARD – AUSTIN SLATER.** Mr. Slater's resume was provided to the Water Board members for review.

ACTION ITEM: M. GODFREY MOVED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE TOWN COUNCIL APPOINTMENT OF AUSTIN SLATER TO THE SHEPHERDTOWN WATER BOARD. THE MOTION WAS APPROVED WITHOUT OBJECTION.

8. **MAYOR'S REPORT.** J. Bresland brought to our attention that there is a proposed update to the Federal regulation concerning the release of hazardous materials and noted that this would apply to our handling of chlorine.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:15pm. The next regular meeting is scheduled for Thursday, February 27 at 1:00pm at Town Hall.

Respectfully submitted, J. Bock / J. Ford