

DRAFT MINUTES
CORPORATION OF SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS

August 27, 2021

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, S. Kemnitzer (Chair), A. Slater
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff –C. Coe, C. Painter, K. Shipley, F. Welch,
Visitors: David Deamer and Michael Hofe, Broadband
Steve Pearson, The Observer

1. CALL TO ORDER.

The Water and Sanitary Boards meeting was called to order by J. Auxer at 1:00 p.m.

2. MINUTES FROM PRIOR MEETING.

The proposed minutes of the July 22, 2021, regular meeting were reviewed and approved as submitted.

3. VISITORS.

6.d. UNFINISHED BUSINESS, BROADBAND.

J. Auxer requested this agenda item be taken out of order to accommodate invited visitors Michael Hofe and David Deamer, to discuss the prospect of locating broadband service provider antennae on the Town water tower under a lease agreement. J. Auxer first asked D. Deamer, Region 9 Broadband coordinator, to present his report. D. Deamer presented a propagation study modeling the Town water tower as a location for broadband antennas. D. Deamer reported that the location is a favorable site and could operate to provide broadband to many underserved customers in the area. He also advised that the most likely technology would be A point-to-multipoint line-of-sight radio frequency system. In closing, D. Deamer advised he would assist potential service providers in seeking Federal assistance grant funding. Michael Hofe, a municipal broadband marketing representative, was then asked to comment on the system. He shared that the antennae on the water tower would most likely communicate with a small 8"-10" square antennae that would be located on the customers home, providing from 25MBS to 100MBS. He also shared, as an example, that a potential service provider could be Telegia, a firm that currently operates in the Frederick and Hagerstown areas.

J. Auxer asked M. Hofe to describe his role in facilitating this type of service. M. Hofe advised that he has worked for agent Charles Town for over 10-years managing attachments to their water towers with communications providers. He advised that it would not be unusual to have four carriers on one tower. He then reviewed the business model that he would recommend for Shepherdstown to have broadband service providers attach to the water towers. That process, where M. Hofe would act at the Town's representative in seeking out prospective carriers and conducting lease negotiations, includes: (1) once a service provider has notified their intent to negotiate, we should conduct a baseline structural analysis of the water tank to ensure the tank may safely accommodate the antennas, which may include some modest upfront engineering fees to the Town; (2) an application will be completed by the interested carrier and a fee will be assessed to the carrier, which includes Hofe's fee for lease negotiations and a structural engineer, typically \$2,950 (50% payable to Hofe and 50% to a structural engineer), to study that specific carrier's loading on the tower, and for Hofe to conduct lease negotiations; and (3) a \$2,500 fee payable by the carrier for contractor qualification and construction management, which would be managed by M. Hofe. M. Hofe advised the Town could expect a monthly lease payment of \$500 per month for one point-to-multipoint antenna on the tower; however, if a national wireless carrier wanted access for both broadband and mobile services then the lease would be approximately \$2,000 month, reflecting the greater burden on the tower.

H. Heyser inquired of possible encumbrances the antennas could pose to town staff in their operation of the water tower, to which M. Hofe advised that in his 10-years with the City of Charles Town they never had a problem or interference from the carrier's equipment or activity. A. Slater inquired of the typical lease term, to which M. Hofe advised they are normally 5-years in duration with a series of automatic 5-year renewals, lasting upwards to 30-years in duration.

R. Keller exited the meeting at this time (1:35PM).

J. Auxer and J. Ford discussed the appropriate protocol and path forward for further consideration of this opportunity and concluded that the Town Council should react based on the action of the Water Board.

ACTION ITEM: A. SLATER MOVED AND J. FORD SECONDED THAT THE WATER BOARD RECOMMENDS THE TOWN COUNCIL REVIEW AND CONSIDER UTILIZING THE TOWN WATER TOWER(S) FOR BROADBAND SERVICE PROVIDERS AS OUTLINED IN THE PRESENTATION BY M. HOFE, UNANIMOUSLY ADOPTED BY THE WATER BOARD.

Messrs. M. Hofe and D. Deamer were excused from the meeting.

4. FINANCES.

4.a. FINANCIAL STATEMENTS- REVIEW.

H. Heyser expressed concern and frustration over the accuracy and value of the financial statements due to missing or inaccurate information, noting an exceptional example on statement S7, account 403- Depreciation, where there was no expense posted for the month of July. Discussion ensued as regards to other observations, concerns, and options to address the deficiencies. J. Auxer will confer with the Town's Finance Committee on a possible resolution.

5. FLOW AND QUALITY REPORTS.

5.a WATER - NO VIOLATIONS.

C. Coe stated that all the water-related reports are in compliance, all metrics were within guidelines, and bacteria was absent, adding there were no violations for the month of July. He noted that the river level was down resulting in higher algae concentrations.

J. Bresland reported that the the United States Geological Service (USGS) is proposing a Groundwater Quality Assessment of Jefferson County. He shared that groundwater resources are vital to the rural residents of Jefferson County and several public water systems which rely on groundwater as their primary water source. Shepherdstown relies on the spring fed Town Run as its secondary source. The USGS assessment will sample 90 sites, 70 wells and 20 large springs for a broad suite of chemical constituents. The assessment is scheduled for completion by the end of federal FY 2024. The budgeted total cost is \$600,000 with USGS matching funds of \$150,000 and a Jefferson County contribution of \$450,000.

C. Coe reported that a meeting organized by the West Virginia Department of Environmental Protection will be held at the Morgan's Grove Park pavilion at Noon on August 30, 2021, to discuss preserving and protecting the Town Run watershed and ensuring the highest quality of the water.¹

¹ Post meeting note: Attending the meeting for the Water Board was J. Auxer, S. Kemnitzer, A. Slater, F. Welch, and C. Coe. The meeting was facilitated by representatives of the West Virginia Department of Environmental Protection, aiming to develop a collaborative cross section of stakeholders interested in working to preserve and protect the Town Run and associated watershed. Also represented was Shepherd University, the Community Club, the Downstream Project, and the West Virginia Conservation Agency; additional stakeholders will be recruited. Additional meetings and organizational efforts, including forming a board, were discussed and are contemplated.

5.b. SANITARY REPORTS – NO VIOLATIONS.

K. Shipley reported there were no violations for the month. He noted that sludge spreading would be resuming shortly.

6. UNFINISHED BUSINESS.

6.a FIRE HYDRANTS- STATUS REPORT.

K. Shipley advised that two more hydrants have been completed and returned to service since the last report: Tinsley Circle, and Clarion Hotel. The updated spreadsheet was reviewed that continues to show progress on this project. K. Shipley advised that the repair contractor, Kable Construction, was pulled off our work to attend to an emergency job but will return soon. A. Slater advised that he called Shepherdstown Volunteer Fire Department Chief Ross Morgan to discuss the project. He reported that Chief Morgan is pleased with the progress and appreciates the frequent communication from both K. Shipley and C. Coe on the status of the hydrants.

6.b SEWER USE ORDINANCE – REVISION AND COMMENTS.

J. Auxer reported that no progress has been made on this effort. He referred the boards to an article he included in the meeting packet regarding fats, oils and grease (FOG) and the adverse impact on the sewage system when dumped down the drain.

6.c BERKELEY SPRINGS WATER TASTING COMPETITION.

C. Coe reported that Shepherdstown water ranked at the 11th position in the water tasting competition, scoring 217 out of a possible 396 points.

6.d BROADBAND.

Addressed earlier in the meeting.

6.e FLOURIDATION AWARD.

J. Auxer directed attention to a letter included in the meeting packet regarding an announcement by the West Virginia Department of Health and Human Services which recognized Shepherdstown, among others in the state, for winning the Water Fluoridation Quality Award from the U.S. Center for Disease Control.

7. NEW BUSINESS.

7.a POSSIBLE WATER/SEWER SERVICE TO NEW SCHOOL COMPLEX ON RT. 230.

J. Auxer advised that the Jefferson County Board of Education (JCBOE) has not formally approached the Town regarding water and sewer service to their proposed new elementary and middle schools on Rt. 230 south of town. He also noted that the distance to serve those schools from our closest mains is 1.7 miles, which represents a considerable investment in system extension, which would ultimately be borne by the JCBOE; but that adequate system capacity does exist to serve the schools. After further discussion, F. Welch was directed to contact the JCBOE Vice President of Facilities to discuss this opportunity.

8. MAYOR'S REPORT.

J. Auxer discussed several Federal grant funding opportunities that the Town is presently pursuing for water and waste water infrastructure.

9. NEXT MEETING DATE.

Thursday, September 30, 2021, at 12:30PM.

10. CONSENT.

No action.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

No action.

12. **DRAFT AGENDA FOR NEXT MEETING.**

No action.

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:45PM.

Respectfully Submitted: A. Slater