

MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
September 28, 2017

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

**Visitors:** Rick Fink, Colonial Hills  
              Ryan Perks, Colonial Hills

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:30pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM PRIOR MEETING.** The draft minutes of the August 10, 2017 regular meeting were reviewed, and approved as submitted.
3.     **VISITORS.** See Item 6.g below.
4.     **FINANCES.** S. Kemnitzer had questions on the Water Department budget, where the actual numbers were quite different from those budgeted for specific items, such as legal expenses. She also asked to be able to compare last year's numbers with this year's numbers. F. Welch indicated that the budgeting staff is new and there is still a learning curve on the budget presentations and on allocations to each account. R. Keller pointed out that the overall income and expense numbers are tracking well with the budget for both Water and Sewer. S. Kemnitzer repeated her request that copies of the full budget for fiscal July 1, 2017 through June 30, 2018 be provided to the Boards.
5.     **FLOW AND QUALITY REPORTS.** The reports for August 2017 were reviewed. Flows for sewer reflect new metering. F. Welch indicated the rain gauge is not working properly. Nitrogen still shows as high (high poundage), but is trending in the right direction. Phosphorus readings are still very good. F. Welch just re-submitted for new permit limits, to be approved by WV DEP.
6.     **UNFINISHED BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** No change since last month. C. Coe reported that covers have been placed on basins, saving a lot on disinfection byproducts. Not currently mixing water from Town Run. In the future, hope to have two pumps in Town Run, and mix 30% Potomac River water with 70% Town Run water during the summer months.
  - 6.b    **SHEPHERDSTOWN EAST DEVELOPMENT.** Project is underway, with water and sewer lines currently being installed.
  - 6.c    **DEDICATED WATER LINE PROJECT.** Installation is anticipated to begin between the end of October and the beginning of November.
  - 6.d    **WASTE WATER TREATMENT PLANT – FLOW METER.** Went into operation on July 13.
  - 6.e    **NEW STREET TASK ORDER.** Looking to go to bid next spring.
  - 6.f    **COMPREHENSIVE PLAN GOALS.** No report this month.

- 6.g **COLONIAL HILLS – PHASE 3A – STEP 2 APPROVAL.** Visitors Rick Fink and Ryan Perks, both representing the Colonial Hills development, attended to discuss this application for both water and sewer. They are looking to go to construction in spring of 2018.

**ACTION ITEM: J. BOCK MOVED, AND J. BRADY SECONDED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE THE STEP 2 APPLICATION FOR COLONIAL HILLS PHASE 3A. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

**ACTION ITEM: R. KELLER MOVED THAT IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVE THE STEP 2 APPLICATION FOR COLONIAL HILLS PHASE 3A. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

- 6.h **TOWN RUN SAMPLING.** Water is hard, but non-detectable organics.

- 6.i **CRYPTOSPORIDIUM SAMPLING – OCTOBER 3, 2017.** This sampling will be required every two weeks for one year, per the State Health Department.

7. **NEW BUSINESS.**

- 7.a **VEHICLE – WATER PLANT.** As this purchase was approved at the last meeting, the request for bids has been published.

- 7.b **METERING PUMPS.** Town staff are requesting the purchase of two metering pumps for regulating chemicals at the Water Plant. These will auto-calibrate the chemicals required and should provide an overall savings and greater efficiency.

**ACTION ITEM: M. EVERHART MOVED, AND J. BRESLAND SECONDED, THAT IF THERE ARE NO OBJECTIONS, THE WATER BOARD APPROVE THE PURCHASE OF TWO METERING PUMPS FOR REGULATING CHEMICALS AT THE WATER PLANT, IN THE AMOUNT OF \$4,848. THE MOTION WAS APPROVED WITHOUT OBJECTION.**

- 7.c **PUBLIC SERVICE COMMISSION REPORT ON “UNACCOUNTED FOR WATER”.** F. Welch reported on “unaccounted for water” – drinking water treated but not showing up in any meters. Ending figure was 38-40% unaccounted for, which is extremely high. F. Welch said the Town staff has researched everything they can think of, and cannot find the problem. The Public Service Commission (PSC) expects this number to be no more than 15-20%. R. Keller suggested additional meters be placed on major branches of the distribution system to try to narrow down where the unaccounted for water is leaving the system. Also, research into the specific mechanics of the billing system was suggested. Town staff was also asked to consult with Thrasher engineers to help resolve this issue. The consensus of the board members present was that this issue should be a priority for the staff.

8. **MAYOR’S REPORT.** The Mayor reported on some recent problems (threatening behavior) when Town staff attempted to cut off water due to lack of payment. As a result, and in continuing compliance with PSC and other regulations, in the future those subject to cut-offs due to non-payment will be informed that it is against the law to trespass on or tamper with Town property (the water meter and connections), or to threaten public workers, and the appropriate law enforcement officials will be contacted and utilized as necessary in the event of any problems.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:00 pm. The next regular meeting is scheduled for Thursday, November 9 at 6.30 pm at Town Hall.

Respectfully submitted, J. Bock