

Corporation of Shepherdstown

Agenda for Meeting of the Water and Sanitary Boards

July 25, 2024

Town Hall 104 N. King Street

6:00 pm

1. Call to Order
2. Minutes of the June 21 Meeting - Review and Vote
3. Visitors
4. Financial Reports from Town Administrator
5. Flow and Quality Reports from Staff
6. Unfinished Business
 - Update on Water Distribution System Construction
 - Hydrant Report
 - Lead Service Line Inventory
7. New Business
 - Hiring Progress for W&S staff
 - Water Newsletter – Review and Vote
8. Next Meeting August 22 at 6 pm
9. Adjournment

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

June 21, 2024

ATTENDEES: Water Board – J. Auxer (Mayor), J. Bresland, J. Ford, M. Godfrey, S. Kemnitzer (Chair), C. Stroech
Sanitary Board – J. Auxer (Chair), H. Heyser, R. Keller
Town Staff – B. Bennett, C. Coe, S. Grove, K. Shipley
Visitors: G. Welter

1. CALL TO ORDER.

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

2. REVIEW AND APPROVAL OF DRAFT WATER AND SANITARY BOARD MINUTES OF May 10 and 23, 2024.

The proposed minutes of the May 10, 2024 special meeting were reviewed and were approved without comment.

The proposed minutes of the May 23, 2024 regular meeting were reviewed and were approved without comment.

The proposed minutes of the May 30, 2024 regular meeting, which had been distributed to the boards electronically and revised in response to comments by S. Kemnitzer and J. Bresland, were approved as revised.

3. VISITORS.

No visitor comments.

4. FINANCES.

4.a FINANCIAL STATEMENTS - ENCLOSURE.

R. Keller thanked the staff for updating the Sewer financials with reserve expenses, including the working capital reserves.

M. Godfrey and S. Kemnitzer stated that they needed more details regarding the various restricted accounts. S. Grove agreed and offered to create a new report that detailed all of the various bank accounts.

ACTION ITEM: S. GROVE TO PROVIDE A REPORT THAT DETAILS THE VARIOUS WATER BANK ACCOUNTS AT NEXT MONTH'S MEETING.

S. Kemnitzer inquired about the status of the new financial system that has been discussed at previous meetings. S. Grove stated that it had been approved by Town Council but that it would be some time before it was in full use as it has to be purchased, installed and tested. In addition the staff will have to be trained to use it.

J. Ford commented that when the transfers necessary to account for the restricted accounts are considered along with the operating net income it appears that there is a shortfall that will require a rate increase for water. S. Kemnitzer suggested that we wait until we have the end-of-year numbers for the 2023/2024 fiscal year before we address that. There was general agreement to that.

5. FLOW AND QUALITY REPORTS.

5.a WATER REPORT - INFORMATION ITEM.

J. Bresland stated that he heard there was a water problem at the Shepherd dorms being used by CATF. C. Coe explained that it had been caused by the Shepherd maintenance staff checking the back-flush valves and that it had cleared up after they were done.

5.b SEWER - REPORTS - INFORMATION ITEM.

R. Keller inquired as to why there was no sludge applied to fields in May. K. Shipley explained that it could not be done while the fields were covered with hay and that as soon as the hay was fully harvested the sludge applications would resume.

K. Shipley explained that a 16" valve that was 15 years old had failed and that, without it, the plant was running at half capacity. He explained that he is currently getting estimates from vendors for purchase and installation of a new valve and that while the plant is operating without the valve the quality numbers might not be as good as we are used to seeing.

6. UNFINISHED BUSINESS.

6.a UPDATE ON WATER DISTRIBUTION PROJECT - KENNY SHIPLEY.

K. Shipley reported that the project was proceeding on schedule - 1980 ft. of 6" line has been installed along with three new fire hydrants.

S. Kemnitzer asked if there was any update concerning the cash flow from the Army Corps of Engineers. S. Grove explained that we had recently received our first check from AEC and that the process is to submit a voucher after expenditures are made and then to get paid in arrears. S. Kemnitzer asked how long it takes to get paid and S. Grove said that she did not know but that Amy Boyd should know.

7. NEW BUSINESS.

7.a EQUIPMENT NEW/REPLACEMENTS PURCHASES - CHARLES COE.

C. Coe presented a list of required equipment investments, some of which are new purchases and some repairs. The costs were broken down into Town, Water and Sewer portions.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE THE SEWER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

MOTION: J. BRESLAND MOTIONED AND M. GODFREY SECONDED TO APPROVE THE WATER PORTION OF THE PRESENTED EQUIPMENT EXPENDITURES. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

S. Kemnitzer suggested that C. Coe develop a full list of capital expenditures that he expects to need in the coming fiscal year. There was general agreement.

J. Ford suggested that we make these expenditures using money from the Working Capital reserve fund in order to test whether or not the Public Service Commission would accept or reject such usage. There was general agreement.

7.b MAIN PUMP STATION PLC - KENNY SHIPLEY.

K. Shipley explained that replacement of the pump station's obsolete PLC has already been approved by the board but that it was recently discovered that two drives associated with the PLC are also obsolete and must be replaced at the same time. He further explained that he is in the process of obtaining prices for replacing those drives.

K. Shipley stated that the wastewater PLC is scheduled to be replaced in July and that the vendor had recently informed him that there is a PLC software upgrade available to control MicroC dosing. Currently, since it cannot be automatically controlled, it is done on a 24/7 basis and the chemicals used are fairly expensive. Doing it in a manner controlled by the PLC would save approximately \$69K per year. The vendor is going to provide K. Shipley with a cost for the software upgrade and he requested

guidance on making the buy/no-buy decision. It was suggested that if the cost of the upgrade did not exceed \$70K the ROI for such a purchase would be no more than one year, making it a viable decision.

MOTION: H. HEYSER MOTIONED AND R. KELLER SECONDED TO APPROVE PURCHASE OF THE SOFTWARE PACKAGE TO CONTROL MICROC DOSING IF THE COST DOES NOT EXCEED \$70K. THE MOTION WAS APPROVED WITHOUT FURTHER DISCUSSION.

7.c WATER BOARD MEMBER VACANCY.

The meeting packet included an application from J. Auxer to fill the current Water board vacancy, given that he will no longer be a member of the board as of July 1, 2024. S. Kemnitzer had submitted a nomination for Jack Eggleston via email prior to the meeting. M. Godfrey stated that his understanding of the process was that a nominee must submit an application to be considered. There was some discussion of this without a definitive resolution.

MOTION: C. STROECH MOTIONED AND M. GODFREY SECONDED TO RECOMMEND THAT TOWN COUNCIL APPROVE THE APPOINTMENT OF J. AUXER TO THE WATER BOARD. THE MOTION WAS APPROVED WITH J. BRESLAND, J. FORD, M. GODFREY, C. STROECH VOTING FOR AND S. KEMNITZER VOTING AGAINST.

7.d NEW HIRE: OIT SEWER/ OIT WATER/ PIPE FITTER/ LABORER.

C. Coe reviewed the pending new hires.

7.e BAVARIAN INN METER ISSUE.

C. Coe reported that while performing standard meter testing at the Bavarian Inn it was discovered that a significant amount of water seemed to not be registered by the meter. He suspected that it was somehow flowing through the fire protection piping. He discussed the issue with the owner of the Bavarian Inn, who approved making whatever updates were needing to resolve the issue.

7.f REVIEW CUSTOMER NEWS LETTER.

S. Kemnitzer explained that she and J. Ford have created a draft of a news letter to be distributed to customers. However, an experienced science writer had recently volunteered to provide edits and those had not yet been integrated into the news letter, so it is not ready for review.

7.g COMPREHENSIVE PLAN. - REVIEW OF GOALS.

A section of the recent Comprehensive Plan review was included in the package and there was some discussion of the five goals that had been assigned to Water and Sewer boards. It was decided that board members should review the goals independently and send comments to S. Kemnitzer.

ACTION ITEM: ALL BOARD MEMBERS TO REVIEW THE COMPREHENSIVE PLAN GOALS ASSIGNED TO WATER AND SEWER BOARDS AND PROVIDE COMMENTS TO S. KEMNITZER.

8. OLD BUSINESS.

8.a HYDRANT REPORT - ENCLOSURE IN PACKET - CHARLES COE.

C. Coe reported that the contractor currently used for hydrant repair (Kable) had not been responsive. He has asked the contractor currently working on the Water Distribution project (Snyder) to provide an estimate.

9. MAYOR'S REPORT.

No mayor's report.

10. NEXT MEETING DATE.

Next meeting is scheduled for 25 July, 2024 at 1:00 p.m.

11. SUMMARIZE ACTION ITEMS FROM THIS MEETING.

4.a - S. Grove to provide a report that details the various water bank accounts at next month's meeting.

7.g - All board members to review the comprehensive plan goals assigned to water and sewer boards and provide comments to S. Kemnitzer.

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

13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 2:58 p.m.

Respectfully Submitted: J. Ford

SHEPHERDSTOWN WATER DEPT.

June 2024

Pump time average 14 hours.

Gallons pumped average 620,797.

Chemical usage normal

All daily samples in acceptable ranges

All Bacteriological samples passed (Absent of Bacteria)

No violations

Concerns:

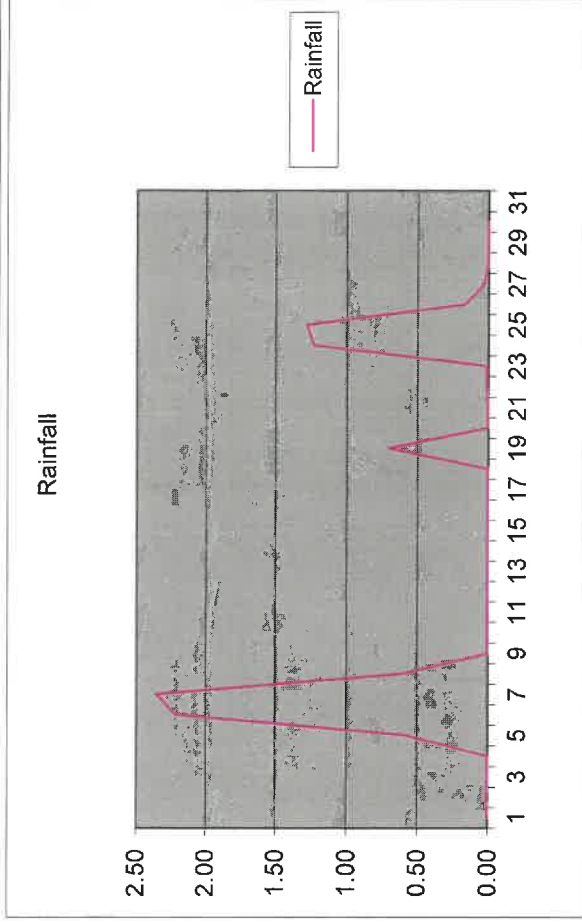
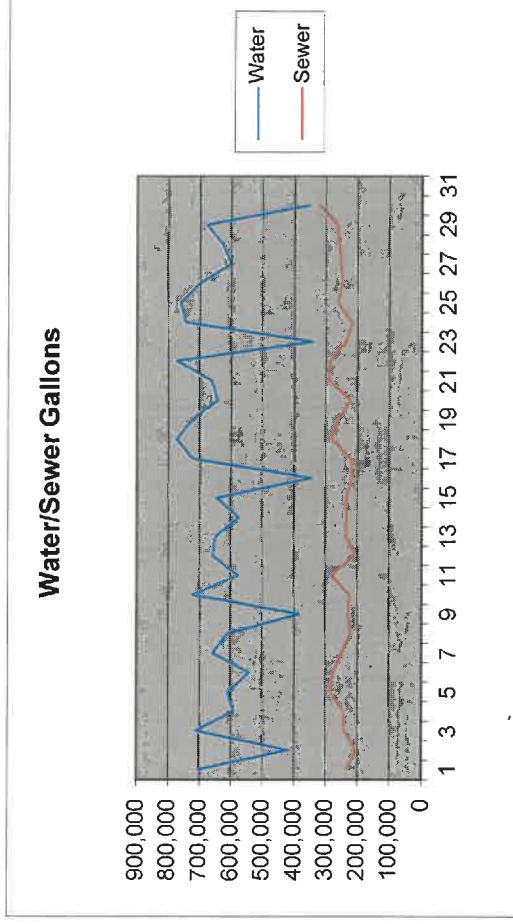
- Lead and Copper inventory

- OIT

- Operator class 2 needed. As one of our operators accepted a full-time position at Charles town waterplant. Effective 8-8-24

Water/Sewer Flows June 2024

Date	Water	Sewer	RainFall
1	706,700	230,600	0.00
2	422,400	204,500	0.01
3	714,000	239,000	0.00
4	596,500	242,400	0.00
5	613,500	284,800	0.58
6	547,100	275,100	2.21
7	661,900	247,700	2.35
8	614,600	220,300	0.60
9	388,200	226,600	0.00
10	724,100	223,100	0.00
11	579,600	281,000	0.00
12	661,800	206,800	0.00
13	653,500	233,700	0.00
14	579,200	232,800	0.00
15	649,800	234,000	0.00
16	349,000	213,100	0.00
17	725,800	219,300	0.00
18	777,100	279,300	0.00
19	728,000	260,500	0.70
20	647,200	221,000	0.00
21	666,100	288,600	0.00
22	777,500	286,900	0.01
23	347,100	235,400	0.01
24	749,700	216,500	1.23
25	764,900	263,500	1.28
26	705,500	248,000	0.17
27	604,100	253,500	0.03
28	631,300	258,200	0.00
29	682,400	264,000	0.00
30	356,800	321,400	0.00
31			
Avg.	620,847	247,053	0.31



SUMMARY OF WASTE WATER TREATMENT PLANT OPERATIONS

Month June Year 2024 Plant Shepherdstown W.W.T.P. City Shepherdstown Operator Kenny Shipley

Date	INFLUENT WASTEWATER				Grill and Screening (ch)	DIGESTERS		ACTIVATED SLUDGE	EFFLUENT TEMP.	PLANT EFFLUENT									
	Rainfall (inches)	TSS (mg/l)	BOD ₅ (mg/l)	Flow (mgd)		Temp (F°)	pH			Sludge Added (gal)	Removed (gal)	M.L.S.S.	Degrees Celsius	TSS (mg/l)	BOD ₅ (mg/l)	Fecal Coli (per 100 ml)	DO (mg/l)	pH	TKN (mg/l)
1			0.2306				18000												
2	0.01		0.2045				18000												
3			0.2390				18000	59974	5133										
4		36	0.2424				18500	43113											
5	0.58		0.2848			7	16500	17355											
6	2.21		0.2751				16500												
7	2.35		0.2477				16500	75113											
8	0.6		0.2203				16500												
9			0.2266				16500												
10			0.2231				16500	19930	5015										
11			0.2810				16500	57084											
12			0.2068				16500	17806											
13			0.2337				16500	19586											
14			0.2328			9	16500												
15			0.2340				16500												
16			0.2131				16500	66998											
17			0.2193				15000	17274											
18			0.2793				15000		5107										
19	0.7		0.2605				15000	61724											
20			0.2210				15000												
21			0.2886				15000												
22	0.01		0.2869				15000	56128											
23	0.01		0.2354				15000	19625											
24	1.23		0.2165			7	15000												
25	1.28		0.2635				15000	19836											
26	0.17		0.2480				15000	15773											
27	0.03		0.2535				15000	19934											
28			0.2582				15000		5072										
29			0.2640				15000	61576											
30			0.3214				15000												
31																			
Total	9.18	36	67.8	7.4116		23	478500	644829	20327										
Average	0.77	36	67.8	0.2391		7.7	15950	37931	5082										
Minimum	0.01	36	67.8	0.2045		7	15000	15773	5015										
Maximum	2.35	36	67.8	0.3214		9	18000	75113	5133										

MAIL ONE COPY EACH TO:
 Office of Environmental Health Services
 Certification & Training Program
 350 Capitol Street, Room 313
 Charleston WV 25301-1798

Division of Environmental Protection
 ATTN: Municipal Branch
 601- 57th Street
 Charleston, WV 25304

June 2024 Monthly Reports

	Avg.	Max		Avg. Allowed	Max Allowed		Avg. Lbs.	Max Lbs.	Avg. Lbs. Allowed	Max Lbs. Allowed	Yearly Lbs.	Yearly Lbs. Allowed
Flow	0.2391	0.3214	Mgd	0.6670	Rpt Only		N/A	N/A	N/A	N/A	N/A	
BOD	<2	<2	Mg/l	30	60		4.04	4.04	167	334		
TSS	3.0	3.0	Mg/l	30	60		6.06	6.06	167	334		
TKN	0.59	0.71	Mg/l	3	6		1.31	1.65	17	33		
Fecal	<10	<10	Cnts/100				N/A	N/A	N/A	N/A		
Total N	1.18	1.48	Mg/l	Rpt Only	Rpt Only		N/A	72.94	N/A	507	1958.09	6091
Total P	<0.10	<0.10	Mg/l	Rpt Only	Rpt Only		N/A	6.18	N/A	50.7	83.29	609
Copper			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Zinc			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Lead			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Aluminum			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
Chloride	97.2	97.2	Mg/l	196	340		N/A	N/A	N/A	N/A		
Total Hardness			Mg/l	Rpt Only	Rpt Only		N/A	N/A	N/A	N/A		
PH	7.1	7.2	S.U.	6.5	8.5		N/A	N/A	N/A	N/A		

Field Name	Applied This Month	Year to Date Applied	Loads	Percent Solids	2 Hr PH	24 Hr PH
Landfill	10.4876	35.5551	8	22.2		
Olcott Field 2						
Olcott Field 3		23.502				
Olcott Field 4		1.44				
Olcott Field 6		12.648				
Blair-Carter Field 1		3.684				
Blair-Carter Field 3						
Blair-Carter Field 4						
Willard Field 1		25.511				
Willard Field 3						
Willard Field 4						
Colbert Field 3						
Colbert Field 4						
Oakley Field 2						
Putz Field 2						



Corporation of Shepherdstown
P.O. Box 248
Shepherdstown WV 25443

Stephanie Grove

Update on Distribution project:

As of July 8th, 2024, the project is at 20% completion. Projected completion date is December 19th, 2024. 1670 feet of 9300 feet of waterline is installed, inspected, pressure tested and soon to be sampled. Along with two gate valves and three fire hydrants. The sitework is currently located in Mechlenburg Heights. Service interruptions will be minimal but are necessary. Customers will be notified 24 hours in advance of any type of service loss. Next progress meeting with Snyder Environmental (the contractor) will be July 27, 2024.

Sincerely,

Charles "Woody" Coe
Public Works Director
Chief Operator

HYDRANTS OUT OF SERVICE/NEED REPAIRS

388 Starkeys Landing

Yes No Hit by vehicle

Remove hydrant install blowoff



HYDRANTS TO BE REMOVED AND RETIRED

Corner King & New Streets
 Corner Church & New Street
 East High Street (Tommy's Pizza)

Yes No 4" main, inadequate supply
 Yes No 4" main, inadequate supply
 ? 4" main, inadequate supply

Retire hydrant, covered by other hydrants
 Retire hydrant, covered by other hydrants
 Retire hydrant, covered by other hydrants



HYDRANTS IN SERVICE/NEED REPAIRS

Willowdale/Martha
 High Street at Stutzman-Slonaker Hall
 W. High st/ N. Duke st.
 426 Willowdale Dr
 Corner Brown alley and German
 Jala Yoga
 302 N Princess St
 Green Pineapple
 Food lion

Yes No Drain
 Yes No Drain
 ? Hard to operate
 ? too low
 ? Cant operate
 Yes Leaking everywhere
 Yes Operate with valve
 Yes gets hit /in loading zone/leaking
 Yes Leaking at base

Replace hydrant
 Repair in place
 Replace hydrant
 Needs Riser
 Replace hydrant
 Repair in place
 Replace hydrant
 Install bollards/repair
 Repair in place



NEW HYDRANTS

Tack & Jack's Apartments, Duke St.
 19 Tollhouse way
 88 Tollhouse way
 72 Lyon Ridge road
 Lyon Ridge Loop
 Ridewood way
 Opengate Lane

? Taken out by drunk driver
 Yes
 Yes
 Yes
 Yes
 Yes
 Yes

Install New Hydrant



HYDRANTS WITH PROPERTY ISSUES

344 Ashley dr
 161 Butcher ct

Yes Remove flowers
 Yes remove wall and garden (around hydrant)

Send letter to customer
 Send letter to customer



DEDICATED HYDRANTS

SU Baseball field end of High Street
 SFD Fire Hall
 Mecklenburg Heights

Open only w/permission of Water Dept.
 Open only w/permission of Water Dept.
 Open only w/permission of Water Dept.

Special tag, alert firefighters
 Special tag, alert firefighters
 Special tag, alert firefighters



NOTES

Minimum clearance for bollards: 36"
 Total gallons flushed

36'
 728,000