

**Harpers Ferry Water Commission Regular Meeting
Meeting Minutes – Wednesday, February 15, 2023, 7 p.m.
Harpers Ferry Town Hall, 1000 Washington Street,
Harpers Ferry, WV 25425**

Present: Laurel Drake (chair), Mack McCarty (commissioner), Donnie Hampshire (commissioner), Deb Kelly (financial officer)

Absent: Steve Paradis (public works admin), Gino Sisco (vice chair and Bolivar rep)

Present in audience: Michael Rock, Greg Vaughn

The meeting was called to order at 7:10 pm.

The minutes from the meeting of January 18, 2023, were approved.

The agenda was approved as presented.

Chairman's Remarks

In her remarks, Laurel mentioned that she plans to resign from the Water Commission as of June 30, 2023, so that new elections would be held at the June, 2023, meeting.

Financials

- Budget vs Actual for Dec. 2022
- Profit and Loss in Water Budget for Dec. 2022
- Update on grants and other funding for Water Department projects

Deb presented the financials. She said we have selected several parts of our water distribution project to be funded by the nearly \$2.5 million dollars we expect to receive from West Virginia Water Development Authority.

Public Works Administrator Report

Steve sent his report to the Water Commission, as he was unable to attend. Some of the statistics he reported were:

- Finished water pumped to Tanks: 6,382,217 gallons
- Coagulant use reduced to 5 lbs/day, a reduction of approx. 75% compared to November
- Operating time: 334 hours, 11 hours/day
- Prospect St. tank levels (measured at midnight) ranged from 76% to 95%, averaging 87%
- Metered water: 2,701,600 gallons
- Meters charged: 830
- Total receipts from water bills: \$115,085
 - Recent Termination of water history:

MONTH	22-Aug	22-Sep	22-Oct	22-Nov	22-Dec	23-Jan
NUMBER OF TERMINATION LETTERS	41	129	99	109	63	74
ACTUAL DISCONNECTIONS	3	5	1	0	4	0

- Plant rebuild status – shower installation this week; GD&F electrical punchlist completed last week; Alvarez coordinating air compressor repair scheduled for Feb 28
- Dept. of Health and Human Resources violations all rescinded with exception of 3 from March 2022 that were due to failure to submit a bacteriological sample with associated chlorine samples. Responses have been submitted to DHHR and will be sent to customers in March bills per DHHR requirements
- Leaks repaired on Spring Street and on Gilbert Street.

Old Business revisited -

- **Elk Run and our Spring -**

Laurel made a motion to recommend to the Town Council that the Water Department take the necessary steps to make the pipeline from the spring to the intake at the water plant fully operational as soon as possible. The motion was seconded by Donnie and passed unanimously.

- **Leak Adjustment Policy**

We looked at the steps required to change the leak adjustment rate in the water tariff.

- Once the reworked tariff comes back from the ordinance review committee, we will have the first hearing at the next TC meeting.
- Then in the next billing cycle, we will both publish the new leak adjustment rate ordinance in a newspaper ad and put it on a flyer to insert with the bill (at least 5 days before the next TC meeting).
- The next TC meeting will have the 2nd and final hearing of the ordinance change.

New Business -

- Earth Day (April 22 and 23) - Any Water Commission member who would like to work on the presentation and/or plan to be on hand at Sam Michaels Park for explaining our display to the public can contact Steve.
- Matt Wiseman of WV Rural Community Assistance Program has offered to make a site visit to Harpers Ferry to work with us on the service line inventory for Lead and Copper. After a discussion, it was decided to ask him to wait until there is any new information from the guidelines on data collection.

Next Regular Meeting: Wed., Mar. 15, 2023, at 7 pm.

The meeting was adjourned at 8:15 pm.