

**Minutes**  
**Harpers Ferry Water Commission**  
**June 16, 2021, 7 pm**  
**via Webinar**

**Present:**

**Members:** Bill Robinson (chair), Christy Huddle

**Others Present:** Barbara Humes (Town Council liaison), Chris Styer, Tanner Haid (WV Rivers Coalition), Angie Cummings, Deb Kelly, Robert Nelson (recording)

**Approval of Minutes:** The May 19, 2021 minutes were approved with Christy making the motion and Bill seconding it.

**Source Water Protection**

Guest Speaker Tanner Haid, WVRC, on Sourcewater Communities. Tanner discussed the three options for projects: youth education, septic tank pumping, and tree planting in the watershed. He said he would need a volunteer to coordinate the septic tank pumping project.

**Water Clerk Report**

The water clerk went over all the notification and cutoff information. The next billing insert would have the Bolivar representative position on the Water Commission.

*UNFINISHED BUSINESS:* The water clerk gave an update on NPS meter/billing issue.

*NEW BUSINESS:* There was a discussion of billing/reading discrepancies.

**Water Superintendent Report**

The superintendent gave a report on current activities.

*UNFINISHED BUSINESS:* The superintendent gave an update on radio read meter options/status.

*UNFINISHED BUSINESS:* There was discussion and action on laptop purchase request, with Bill making a motion to recommend purchase of a laptop computer as set forth in the estimate received from Advantage, inclusive of service and setup for an amount not to exceed \$1200. Christy seconded the motion and it was approved unanimously.

*NEW BUSINESS:* The commission discussed hydrant painting, including colors. The superintendent will consult with the fire chief and get back to the water commission with a recommendation.

*NEW BUSINESS:* It was determined that the water tank maintenance project should wait until after the Elks Run project is underway.

**Financials**

The water commission determined that the Town Council had already received the recommendation regarding the security deposit and leak adjustment portions of the tariff. A followup agenda request for action by the Town Council will be done by the chair.

The treasurer reviewed financials and budget.

*NEW BUSINESS:* A discussion on the required archaeologist for the Elks Run main project was followed by a motion by Christy to recommend that the Town Council approve the hiring of Heberling Associates, Inc., given that this consultant did the preliminary work for the GD&F and is highly regarded by the NPS. The motion was seconded by Bill and approved unanimously.

**Water System Improvement Project update**

*UNFINISHED BUSINESS:* Chris gave an update on the plant renovation.

*UNFINISHED BUSINESS:* Christy and Chris gave an update on Distribution System Renovation.

**Staffing and Commission**

*UNFINISHED BUSINESS:* There was brief discussion regarding developing a job description for administrator position.

*NEW BUSINESS:* There was discussion regarding hiring a former employee to assist in meter and water line location.

**Public Comment - none**

**Adjournment** The meeting was adjourned at 9:10 pm.