

**WINFIELD SANITARY BOARD
REGULAR MEETING**

MINUTES

**August 2, 2018
10:00 a.m.**

On Thursday, August 2, 2018 at 10:00 a.m. the regular meeting of the Winfield Sanitary Board was called to order by Mayor Randy Barrett, at Winfield City Hall, 12248 Winfield Road, Winfield, West Virginia.

ATTENDANCE

Those attending: Clarence Litton and Rod Burns, members; and Bill Harper, Plant Manager and Gloria Chapman, Secretary.

Others present: City Attorney Tim LaFon and Jackie Hunter, City Recorder; and Jonathan Carpenter and Corey Smith of The Thrasher Group.

PUBLIC

None.

MINUTES

The minutes of the July 5th regular meeting and were approved as presented.

FINANCIAL

Bill Approval. The bills paid for the month of July in the amount of \$ 48,169.40 were approved without objection.

Income/Expense. The financial statement for July was approved without objection.

Adjustments. The adjustments for the month of June in the amount of \$ 2,536.18, which included pool adjustments, were approved without objection.

REPORTS

Chairman – comments/reports. Mayor Barrett reported that two weeks ago representatives from WV DEP made an inspection visit to the wastewater plant. The Mayor stated that one of the WV DEP representatives was a trainee and they found debris in the contact tank.

Staff report. Plant manager Bill Harper reported that the monthly testing sample from the plant in June showed the fecal at 2500 coliforms/100 ml, and the residual for chlorine was 2.9 mg/l. He stated that he also received a call that the July fecal count was 145 coliforms/100 ml. He stated that he was not sure what caused the high fecal count, but he decided to clean out the contact tank, even though there was only 2 – 3 inches of debris in it. In addition, Bill also stated that he had AAA Septic pump out 4 lift stations. Bill reported that two new taps were installed, one at Falcon Lane and one on Bayer Island, and during the process, they replaced 60 feet of old 8” terra cotta pipe near the Community Center.

UNFINISHED BUSINESS

Thrasher Engineering’s recommendation for new wastewater plant. Jonathan Carpenter of The Thrasher Group reported that they had a special training meeting on Tuesday at their Charleston office with Kelly Lilly and Virginia McDonald of USDA for their employees to learn the “RD Apply” online loan application process and how to upload all of the required documents. Jonathan stated that Gloria Chapman was also present for the training as she will be responsible for uploading some of the financial documentation. Jonathan explained that USDA now also requires the Preliminary Engineering Report, the Environmental Report, the Services Agreements, copies of Bond documents, etc. all to be uploaded in the RD Apply system. Jonathan also stated that WV DEP has a new system called EPER (electronic permitting) system and that we are required to use also; and instead of being able to just upload Chapman’s plans, that they will have to go in and enter the information and make some updates and enter it into the EPER system.

Discuss MS-4 Program. Bill Harper, Plant Manager reported that they now have taken two samples, but he did not receive the results on the second sample yet. Bill said that he spoke with Corey Smith of The Thrasher Group and he was going to come and help Bill enter the results on the WV DEP MS4 website. Bill stated that he would need to take another sample between now and the last week of September and then another sample in the last quarter of this year, and we will be finished with the samples for this year.

High School Lift Station upgrades/bids. Mr. Jonathan Carpenter of The Thrasher Group stated that the control panel was in, but they are still waiting on the pumps from Precision Pump.

NEW BUSINESS

Thrasher Engineering amended Services Agreement for the new SBR plant.

Jonathan Carpenter of Thrasher presented copies of the new Services Agreement to Board member and City Attorney Tim LaFon and went over the areas of that changed slightly to meet the requirements of the USDA loan process. It was agreed upon that Attorney Tim LaFon would have a couple of weeks to thoroughly review the revised agreement.

Reappoint Clarence Litton to the Sanitary Board. Rod Burns made motion to appoint Clarence Litton to another three-year term on the Board. Motion carried.

GOOD OF THE ORDER

Set next meeting date for September 13th at 10:00 a.m.

ADJOURNMENT

Motion was made by Clarence Litton to adjourn at 10:59 a.m. until the next meeting on September 13, 2018.

Randy L. Barrett, Chairman

Gloria Chapman, Secretary