

**APPROVED MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**

**January 25, 2012**

Attendees:	Water Board	Sanitary Board	Town Staff
	<input type="checkbox"/> S. Kernitzer	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> F. Welch
	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> H. Heyser	<input checked="" type="checkbox"/> C. Hutzler
	<input checked="" type="checkbox"/> J. Brady	<input checked="" type="checkbox"/> R. Keller	<input type="checkbox"/> K. Shipley
	<input checked="" type="checkbox"/> J. Ford		
	<input type="checkbox"/> J. Bock		
	<input type="checkbox"/> G. Engebretson		<input type="checkbox"/> P. Dowell
	<input checked="" type="checkbox"/> B. Schill		

= present at meeting

**Visitors:** Jeff Ekstrom, Chapman Technical Group  
Sue Lawton, Gen. Manger, JCPSD  
Bill Strider, JSPSD  
Jim Cummins, JSPSD  
Jim Kelsh, Bowles Rice  
Matt Harper, Gwin, Dobson & Foreman, Inc.

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Mayor Auxer at 7:04 PM at the Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE OCTOBER 27, 2011 REGULAR MEETING.** A motion to accept the minutes of the Oct. 27th meeting as submitted was made by H. Heyser, seconded by J. Brady, and approved unanimously.
3. **VISITORS.** Jeff Ekstrom of Chapman Technical Group attended the meeting to report on items under 6a-e. Members of the Jefferson County PSD, Matt Harper of Gwin, Dobson, and Foreman, Inc., and Jim Kelsh of Bowles Rice attended to discuss the Cavaland Water System and possible service connection to the Shepherdstown water system.
4. **FINANCES.** The Boards briefly reviewed the Financial Statements as of Dec. 21st, 2011.
5. **FLOW AND QUALITY REPORTS.** The flow and quality reports were not included in the packets. F. Welch said quality was good this month. J. Brady conveyed G. Engebretson's concern regarding response to concerned citizens inquires about water quality violation notices. C. Hutzler responded that a FAQ handout was made available. H. Heyser said that the Board should issue warnings, etc. under their signature rather than Mr. Hutzler's so as to take more responsibility for problems. A lengthy discussion followed regarding steps being taken to eliminate the problems associated with treating surface water by chlorination and removing the resulting breakdown products. The Board is actively addressing upgrading the system in general (see item 6b, below). R. Keller inquired as to the apparent anomaly that we seem to be processing less water over the last few months. No definitive answers.
6. **OLD BUSINESS.**
  - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** Jeff Ekstrom reported that the upgrade project is expected to be completed so as to be online March, 2012. J. Brady inquired if any thought had been put into future expansion. J. Ekstrom answered in the affirmative.
  - 6.b **WATER TANK UPGRADE.** Permitting has been submitted to PSC and approval is expected within two weeks. The water tank upgrade will help with the current problem

by virtue of its construction and internal mixing pumps that will prevent stagnation. The current tanks only allow about 30% of the capacity to be used. A notification letter will be sent by the end of the week to neighbors and a meeting date will be set (March W/S meeting). Construction to begin June-July.

- 6.c WATER VALVE REPLACEMENT.** Phase One is complete with about 18 valves replaced. F. Welch and J. Ekstrom are strategizing to determine additional valves to be replaced in Phase Two. Report to be given at next meeting. Motion made by J. Brady and seconded by B. Schill to ask Chapman Technical to submit a task order to begin planning a water plant upgrade. Passed unanimously.
- 6.d MADDEX FARM PUMP STATION REPLACEMENT.** Equipment is scheduled to arrive and the project is to be completed within two weeks.
- 6.e LITTLE RUN ACRES.** A short discussion was held regarding the possibility of providing sewer to Little Run Acres. The estimate is about \$200K. Potential customers have not been contacted to date.
- 6.f JEFFERSON COUNTY PSD-CAVALAND WATER SYSTEM.** Mr. Jim Kelsh of Bowles Rice made a presentation in behalf of JCPSD. The Cavaland Water System serves approximately 40 customers, was constructed in 1987 by a private developer, and is in need of repairs and upgrades. Operation was assumed by the District in 1993. The Boards discussed the possibility of Shepherdstown supplying water to the Cavaland subdivision. Based on 8000 feet of 12 inch line extension was estimated to be about \$800K plus an additional \$400-800K in distribution system upgrades. Mayor Auxer conveyed the feeling of the W/S Boards that Shepherdstown envisioned that the PSD should retain the Cavaland system and construct a 12 inch line. Shepherdstown should install a meter and sell water at the bulk rate to PSD. J. Brady stated that Shepherdstown had just had three rate increases and that further increases to supply new customers were not palatable. Mayor Auxer stated that we were poised to upgrade our water plant. Mr. Kelsh inquired if Shepherdstown would be interested in operating the Cavaland system. Mayor Auxer responded that we would consider that if were desired. Operation would include repairs. H. Heyser summarized the Boards' philosophy that old customers should not subsidize new customers.

**7. NEW BUSINESS.**

- 7.a OIT Water Plant.** C. Hutzler requested to begin searching for an OIT to begin preparation for some forthcoming retirements. The estimated time to get someone certified to operate the plant is a year and nine months. The Mayor instructed C. Hutzler and F. Welch to confer with Pat Dowell to identify funding sources.
- 7.b. Explanation of Violation (Letter sent to all customers).** Discussion under Flow and Quality Report.

- 8. MAYOR'S REPORT.** The members provided some general thoughts on progress being made with the Wastewater Treatment Plant upgrade. Some discussion followed concerning rocks being thrown into a new large Aquastore tank. F. Welch reported that the Jefferson Co. Health Department now states that there are no problems with Chaplan's Choice & Heatherfield.

- 12. ADJOURNMENT.** Mayor Auxer adjourned the meeting at 8:10 PM.

Respectfully submitted, Bane Schill