

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**April 25, 2013**

Attendees:	Water Board	Sanitary Board	Town Staff
	<input checked="" type="checkbox"/> S. Kemnitzer	<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 type="checkbox"/> C. Hutzler
	<input checked="" type="checkbox"/> J. Bock	<input checked="" type="checkbox"/> R. Keller	<input checked="" type="checkbox"/> K. Shipley
	<input checked="" type="checkbox"/> J. Ford (arrived 7:09)		<input checked="" type="checkbox"/> P. Dowell
	<input checked="" type="checkbox"/> J. Brady		
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> B. Schill		

= present at meeting

**Consultant:** Jeff Ekstrom, Chapman Technical

**Visitor:** Fred Blackmer

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:02pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The minutes of the last regular meeting will be reviewed at the next (May) meeting.
3. **VISITORS.** Fred Blackmer was present to represent Twin Oaks Subdivision. See 6.d below.
4. **FINANCES.** In reviewing the financial statements for the period July 1, 2012 through March 31, 2013, H. Heyser noted income to date was a little below the budgeted amounts for both Water and Sewer. P. Dowell stated she believed both will be on budget by fiscal year end.

P. Dowell presented proposed annual budgets for the fiscal year July 1, 2013 through June 30, 2014 for both the Water Operating Fund and the Sewer Operating Fund. For Water, no rate increase is proposed for this fiscal cycle. The I&R funds should be expended, and income is anticipated to cover debt service and bond payments. Expenses for Water are budgeted to increase by \$59,500.

**ACTION ITEM: G. ENGEBRETSON MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO APPROVE THE PROPOSED WATER OPERATING FUND BUDGET FOR THE FISCAL YEAR JULY 1, 2013 THROUGH JUNE 30, 2014 AS PRESENTED TO THE BOARD. THE MOTION PASSED UNANIMOUSLY.**

The Water Board also stated appreciated for the excellent work by Crystal in her work with Water customers.

For the proposed Sewer budget, revenues do not support any additional debt, and P. Dowell indicated that future projects would have to have new sources of financing. Sewer has less cash available for new projects than Water.

**ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE THE PROPOSED SEWER OPERATING FUND BUDGET FOR THE FISCAL YEAR JULY 1, 2013 THROUGH JUNE 30, 2014 AS PRESENTED TO THE BOARD. THE MOTION PASSED UNANIMOUSLY.**

5. **FLOW AND QUALITY REPORTS.**

6. **OLD BUSINESS.**

- 6.a **WATER TANKS UPGRADE.** As of this meeting, the first new water tank was being filled, and will be on-line next week. J. Ekstrom reported the remaining older tank will be torn down the week of May 6.
- 6.b **LITTLE RUN ACRES.** The sewerage project will be moving forward, with the bid process underway and bids to be opened on May 9.
- 6.c **WATER PLANT UPGRADE.** J. Ekstrom is working on plans for the water plant upgrade. The current pilot project at the plant is being monitored, and thus far the new treatment process appears to be totally eliminating TOCs.
- 6.d **#001-13 TWIN OAKS SUBDIVISION - APPLICATION TO EXTEND WATER AND SEWER.** F. Welch indicated that an engineering review for this application was almost complete. The Town staff has been coordinating with F. Blackmer, who was present at the meeting representing Twin Oaks Subdivision; a few changes from the original proposal have been agreed upon. It was clarified that capacity fees are based upon the specific phases of development as they are constructed. The Jefferson County Board of Zoning Appeals has approved a maximum 60,000 square foot build-out for the property, but this application is specifically for a 13,000 square foot retail operation. The calculated capacity fees (water plus sewer) for this initial phase are \$83,328.

7. **NEW BUSINESS.**

- 7.a **KENSINGTON SUBDIVISION - EXTENSION OF SEWER APPLICATION.** The applicants are seeking a routine extension. The extension for the Water application was approved at a previous meeting (the Sanitary Board did not have a quorum).

**ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE AN EXTENSION OF THE APPLICATION FOR SEWER SERVICE FOR THE PROPOSED KENSINGTON SUBDIVISION. THE MOTION PASSED UNANIMOUSLY.**

8. **MAYOR'S REPORT.** No report this month.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:52pm. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, May 30, 2013.

Respectfully submitted, Jerry Bock