

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
June 27, 2013

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

Consultant: Jeff Ekstrom, Chapman Technical
Visitor: Fred Blackmer, representing Asbury Methodist Church

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by S. Kemnitzer at 7:00pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The minutes of the May 30, 2013 regular meeting were reviewed and approved with the following corrections:
 - The spelling of H. Heyser's name was corrected; and
 - Item 7d was modified to add that the reason H. Heyser recused himself from this discussion is because he is a Town employee.
3. **VISITORS.** F. Blackmer was present to represent Asbury Methodist Church. See Item 7a.
4. **FINANCES.** There were corrections for the information submitted last meeting on the 2% increases, which should show as \$6,800 for Water and \$4,500 for Sewer.
5. **FLOW AND QUALITY REPORTS.** R. Keller remarked on low flows. Quality readings look good.
6. **OLD BUSINESS.**
 - 6.a **WATER TANKS UPGRADE.** Work is being done on the foundation for the second water tank. Construction on that tank tower should begin the first of August, with a projected operational start in September. There is still some finishing work to be completed on the surface of the first tank. Some concern has been expressed about the new tanks resulting in increased water pressure, but J. Ekstrom indicated the maximum increase should be only 8.5 lbs. per square inch. It was recommended a fact sheet be developed to share with concerned water customers.
 - 6.b **LITTLE RUN ACRES.** A meeting was held earlier today. Anticipate beginning this project in mid-July.
 - 6.c **WATER PLANT UPGRADE.** J. Ekstrom said there is some concern regarding turbidity, and various potential solutions, including UV treatment or adding hydrogen peroxide, will be explored. Further discussions on this topic will be held at future Board meetings.

6.d **WASTEWATER TREATMENT PLANT MODIFICATION.** Staff are exploring alternate options for sludge disposal – this will be an ongoing topic.

7. **NEW BUSINESS.**

7.a **CAPACITY CAPITAL COST FEE FOR ASBURY METHODIST CHURCH.** F. Blackmer made a presentation on behalf of Asbury Methodist Church, and discussed the “Dream to Done” paper he had submitted for the Boards’ review. Board members explained that the capacity capital cost fees have been approved by the WV State Public Service Commission, based on an established and widely-used methodology proposed by a systems expert at Georgia Tech University, and the Boards do not have the legal authority to deviate from this method of calculation. However, the Boards agreed to send the “Dream to Done” paper to Town counsel for review.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO SUBMIT THE “DREAM TO DONE” PAPER TO THE TOWN ATTORNEY FOR REVIEW AND OPINION. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: J. FORD MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO SUBMIT THE “DREAM TO DONE” PAPER TO THE TOWN ATTORNEY FOR REVIEW AND OPINION. THE MOTION PASSED UNANIMOUSLY.

There was further discussion regarding calculation of the Church membership number, originally submitted as 226 members, for use in calculating the capacity capital cost fee. Board members agreed to review previous calculations, specifically the method used with the St. Agnes Catholic Church, to ensure consistency, and to send a letter to Asbury Methodist Church explaining the methodology and requesting all required information. F. Blackmer also asked to be provided detailed information on how the Shepherdstown fees were calculated.

7.b **BOARD MEMBER TERMS.** Water Board members voted on the nomination of John Brady, whose term on the Water Board is expiring, to serve a new term.

ACTION ITEM: J. FORD MOTIONED, AND G. ENGEBRETSON SECONDED, FOR THE WATER BOARD TO SUBMIT TO THE TOWN COUNCIL A RECOMMENDATION FOR JOHN BRADY TO SERVE AN ADDITIONAL 3-YEAR TERM ON THE SHEPHERDSTOWN WATER BOARD. THE MOTION PASSED UNANIMOUSLY.

7.c **FUNDING MAINTENANCE OF CAPITAL IMPROVEMENTS.** G. Engebretson discussed the importance of proper funding of maintenance for all of the capital improvements that have been made to the Shepherdstown water/wastewater systems. This would include up-to-date mapping and labeling of valves, etc., and a regular schedule for testing. F. Welch mentioned that adequate staffing levels are necessary to be able to operate an effective maintenance program. Board members were in full agreement of the importance of a strong maintenance program.

8. **MAYOR'S REPORT.** H Heyser complimented Town staff for ensuring the proper usage of all collected dollars, and the maintenance of correct balances in our various accounts. All Board members concurred.

9. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 8:08pm. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, July 25, 2013.

Respectfully submitted, Jerry Bock