

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

Attendees: **Water Board** - J. Auxer, J. Bock, J. Brady, G. Engebretson
 Sanitary Board - J. Auxer, H. Heyser
 Town Staff - C. Hutzler

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 J. Auxer at 7:05pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The minutes of the June 27 regular meeting will be reviewed at the August 29 meeting.
3. **VISITORS.** F. Blackmer was present to represent Asbury Methodist Church. See Item 6e.
4. **FINANCES.** H. Heyser had questions about the provisions for depreciation in the budget, which were not accurate for the Water account. P. Dowell is expected to attend the next meeting to provide explanations.
5. **FLOW AND QUALITY REPORTS.** Board members commented that the water quality numbers look good in the reports provided.
6. **OLD BUSINESS.**
 - 6.a **WATER TANKS UPGRADE.** J. Ekstrom reported the second water tank pedestal is in place. The floor for the tank is scheduled to be poured August 7, tank construction to start August 19, and the new tank to go on-line by mid-September.
 - 6.b **LITTLE RUN ACRES.** Still waiting to work with the contractor on this sewer project, which we hope to complete prior to the start of school.
 - 6.c **WATER PLANT UPGRADE.** J. Ekstrom described various actions relating to the upgrade of the water plant, including a new settling basin, a new clear well, and other system improvements and expansion. C. Hutzler will be traveling to Pittsburgh to a research center to study a potential design to be implemented here. A challenge is maintaining the new construction essentially on the same footprint as the existing operation, since the available space is limited by the lot size. H. Heyser indicated a building permit will be required.
 - 6.d **WASTEWATER TREATMENT PLANT MODIFICATION.** Town staff are looking at a new fan press to improve the capture rate. Also, improvements have been made to the wasting sludge process which has been requiring too much water. The new process helps with controlling volumes in the digester and also results in better de-watering and a thicker sludge. There may be new problems relating to very fine sludge, due to removal of more solids early in the process. On a related topic, K. Hutzler is checking into land application of the sludge.

- 6.e **CAPACITY CAPITAL COST FEE FOR ASBURY METHODIST CHURCH.** F.Blackmer again attended as a representative for Asbury Methodist Church. He provided a letter from the Church indicating he is authorized to negotiate on behalf of the Church regarding water/sewer issues, and he also provided another letter stating the Church has 201 active attenders, as well as some additional materials relating to the service request. The methodology used to determine active attenders: Average Church service attendance over the past 12 weeks, plus anyone providing a substantial gift to the Church, plus anyone participating in a Church activity/function. The Town attorney has not yet responded on the requested review of the "Dream to Done" paper submitted at the prior meeting of the Boards. J. Auxer agreed to expedite the review and the provision of responses to Mr. Blackmer.
7. **NEW BUSINESS.**
- 7.a **PURCHASE OF SKID LOADER.** Information was submitted on a request to purchase a new skid loader. The cost will be split evenly between the Water Dept. and the Sanitary Dept.
- ACTION ITEM: H. HEYSER MOTIONED, AND J. AUXER SECONDED, FOR THE SANITARY BOARD TO APPROVE THE PURCHASE OF A NEW S590 BOBCAT SKID-STEER LOADER FOR \$14,645 (INCLUDING TRADE-IN).THE MOTION PASSED UNANIMOUSLY.**
- ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE THE PURCHASE OF A NEW S590 BOBCAT SKID-STEER LOADER FOR \$14,645 (INCLUDING TRADE-IN).THE MOTION PASSED UNANIMOUSLY.**
- 7.b **WEST VIRGINIA WARN.** C. Hutzler described WV Warn to the Board members. This is an agreement for utilities to work together to share resources and work together on common issues, in order to increase effectiveness and efficiency. This should be a mutually beneficial arrangement, and especially important in the event of a disaster. Most large utilities in West Virginia, including Berkeley County, have already joined. Chris will provide a copy of the agreement for review by Board members.
8. **MAYOR'S REPORT.** No report this month.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:00pm. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, August 29, 2013.

Respectfully submitted, Jerry Bock