

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
September 26, 2013

Attendees: **Water Board** - J. Auxer, J. Bock, J. Brady, J. Ford, B. Schill
 Sanitary Board - J. Auxer, H. Heyser, R. Keller
 Town Staff - F. Welch

Consultant: Jeff Ekstrom, Chapman Technical

Visitors: none

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 7:00pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The minutes of the August 29 regular meeting were reviewed and approved as presented.
3. **VISITORS.** None.
4. **FINANCES.** H. Heyser again raised issues about the timing of expenses on the financial reports, with the proposal that certain expenses be taken across the year, rather than shown in the first month. A discussion with P. Dowell was requested.
5. **FLOW AND QUALITY REPORTS.** Board members reviewed the reports without comment.
6. **OLD BUSINESS.**
- 6.a **WATER TANKS UPGRADE.** J. Ekstrom reported the second new water tank is now complete. It is scheduled to be filled and disinfected next week, and on-line by mid-October.
- 6.b **LITTLE RUN ACRES.** The Little Run Acres sewer project was completed on September 23.
- 6.c **WATER PLANT UPGRADE.** J. Ekstrom reported that efforts on the plant upgrade are moving ahead aggressively. One positive aspect of the new process is that almost all of the backwash will now be treated at the water plant, versus sending it to the wastewater facility. The main building is being expanded to enclose the new clear well and new filters.
7. **NEW BUSINESS.**
- 7.a **PUMP STATION FOR HURNEY PROPERTY AND SURROUNDING AREA.** Due to potential new developments in the Hurney Property area, Board members noted there is the possibility of two or more new pump stations being built relatively close to each other. This brings up the need for better planning and coordination. The Boards felt they should look into taking a leadership role in promoting short- and long-term forecasting and planning for service area-wide of water and sewer system needs; in this specific example, designing a single, larger pump station that would be more efficient than multiple pump stations. It was recommended the Town Attorney be requested to provide information on shared payments and other issues. J. Auxer ask J. Ekstrom to start looking at a master plan for pump stations.

- 7.b **KENSINGTON HILLS.** Development activity was noted at Kensington Hills, and R. Keller mentioned the Boards need to be aware of developments in the service area. F. Welch indicated he would explore.
8. **MAYOR'S REPORT.** No report this month.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:38pm. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, October 24, 2013.

Respectfully submitted, Jerry Bock