

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
October 24, 2013

Attendees: **Water Board** - S. Kemnitzer, J. Auxer, J. Bock, J. Brady, J. Ford, B. Schill, G. Engebretson
 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 7:02pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The minutes of the September 26 regular meeting were reviewed and approved, with the discussion under Item 4 (Finances) rewritten.
3. **VISITORS.** None.
4. **FINANCES.** The statements were reviewed without comment.
5. **FLOW AND QUALITY REPORTS.** Two critical readings relative to water quality standards, nitrogen and phosphorus levels, are in excellent shape with the current operations at the WWTP. We now have more intense testing and monitoring than in past years, and precise calibration of operations in order to maximize the quality of the effluent.
6. **OLD BUSINESS.**
 - 6.a **WATER TANKS UPGRADE.** The second new water tower went into operation October 10. J. Ekstrom reported just a few punch list items remain to be completed for the overall water tanks replacement project. The new water tanks now provide for two days storage for the system, including fire protection.
 - 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 they will be submitting an application for planning for the upgrade, including estimates of overall costs. The plan will allow for the plant to operate continuously during the construction.
7. **NEW BUSINESS.**
 - 7.a **NOVEMBER/DECEMBER MEETING SCHEDULE.** Due to the upcoming Thanksgiving and Christmas holidays, the Boards will hold their next regular meeting on December 14, as described below. This will serve to cover both the months of November and December. The following meeting will be scheduled for January 30.
8. **MAYOR'S REPORT.** No report this month.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:23pm. The next regular meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, December 14, 2013.

Respectfully submitted, Jerry Bock