

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 26, 2015

Attendees: **Water Board** - J. Auxer, J. Bock, B. Schill, J. Ford, J. Brady (arrived 6:54), G. Engebretson
 Sanitary Board - J. Auxer, H. Heyser
 Town Staff - F. Welch, K. Shipley

Consulting Engineer: G. Belcher, Chapman Technical

Visitors: None

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:36pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the January 22, 2015 regular meeting were reviewed and approved with the added comment that it was noted that the Water Board members present stayed and assisted with the Sanitary Board meeting, even though the Water Board lacked a quorum.
3. **VISITORS.** None at this meeting.
4. **FINANCES.** Briefly discussed \$2.7 million in "433-Extraordinary Income" on page S-6 of the Sewer financials, which was explained as grant revenue.
5. **FLOW AND QUALITY REPORTS.** Nitrogen and phosphorus remain low. There have been some issues with the cleaning of membranes; discussions continue with the supplier, who claims the air pressure used for scouring membranes may be too high. It was also noted that Aqua is going to do a presentation featuring the Shepherdstown WWTP at a national trade convention in Orlando.
6. **OLD BUSINESS.**
- 6.a **WATER PLANT UPGRADE.** G. Belcher indicated the preliminary design is 80-90% complete. He is working with bond counsel and looking at the option of private financing.

The Health Department reviewed the filter system at the Water Plant; repairs are indicated.

ACTION ITEM: B. SCHILL MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO APPROVE \$22,600 FOR REPAIRS TO THE WATER PLANT FILTER SYSTEM. THE MOTION PASSED UNANIMOUSLY.

Also indicated was the need for a new valve for the backwash flow.

ACTION ITEM: G, ENGBRETSON MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO APPROVE UP TO \$15,000 FOR A NEW PRESSURE RELEASE VALVE TO CONTROL BACKWASH FLOW AT THE WATER PLANT. THE MOTION PASSED UNANIMOUSLY.

- 6.b **SLUDGE STORAGE BUILDING.** The roof is nearly completed on this new building. The new location is working out fine.

- 6.c **BIOSOLID APPLICATION - UPDATE.** This effort continues to move forward. Additional soil samples have been collected, and staff are preparing to complete an application to WVDEP.
- 6.d **REVIEW OF ENGINEERING SERVICES.** F. Welch recommended to the Boards to retain Chapman Technical for engineering services required to complete the Water Plant preliminary design and financing efforts, since those efforts are well under way; also, to retain Chapman for the New Street Project. For all other upcoming efforts, a new Request for Proposals to provide engineering services to the Town was recommended.

ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO APPROVE THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR PROVIDING ENGINEERING SERVICES TO THE SHEPHERDSTOWN SANITARY DEPARTMENT. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO APPROVE THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR PROVIDING ENGINEERING SERVICES TO THE SHEPHERDSTOWN WATER DEPARTMENT. THE MOTION PASSED UNANIMOUSLY.

- 6.e **SLUDGE SPREADER TRUCK.** Still looking at potential buys, including a truck from Berkeley County's staff that includes a GPS feature and tracks critical spreading data.
- 6.f **REPLACEMENT OF WATER LINE - ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE).** The new water line will be designed to accommodate anticipated future growth. It will extend an 8" line from the Clarion further south on Route 480, and allow for additional connection of future development.
7. **NEW BUSINESS.**
- 7.a **UNACCOUNTED-FOR WATER.** The Boards held a brief discussion on high volume pumping of water at the Water Plant. Staff is investigating.
8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:24pm.

Respectfully submitted, J. Bock