

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
June 25, 2015

Attendees: **Water Board** - J. Auxer, J. Bock, G. Engebretsen, B. Schill
 Sanitary Board - J. Auxer, H. Heyser
 Town Staff - F. Welch, P. Dowell, C. Coe
 Engineer - G. Belcher, Chapman Technical

Visitors: Alexander Tykocinsky, Electra Judson

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:43pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the May 7, 2015 regular meeting were reviewed and approved as presented.
3. **VISITORS.** The two visitors did not speak at this meeting.
4. **FINANCES.** P. Dowell spoke to the boards regarding new State requirements to maintain a cash working capital reserve of no less than one eighth (12.5%) of annual operation and maintenance expenses.

ACTION ITEM: J. AUXER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE WATER BOARD ADOPTS THE PROPOSED BUDGET REVISION #1 FOR THE SHEPHERDSTOWN WATER OPERATING FUND TO MEET STATE REQUIREMENTS TO MAINTAIN A CASH WORKING CAPITAL RESERVE, AS PRESENTED. NO OBJECTIONS WERE MADE.

ACTION ITEM: J. AUXER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD ADOPTS THE PROPOSED BUDGET REVISION #1 FOR THE SHEPHERDSTOWN SEWER OPERATING FUND TO MEET STATE REQUIREMENTS TO MAINTAIN A CASH WORKING CAPITAL RESERVE, AS PRESENTED. NO OBJECTIONS WERE MADE.

5. **FLOW AND QUALITY REPORTS.** High flows were noted, ascribed to a major leak and lots of rain over the month of May. Quality reports looked good.
6. **OLD BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** G. Belcher participated in a conference call last week concerning financing of water plant upgrades. The market for bond financing is being explored. Also, Mayor Auxer is working with local banks on potential loans.
 - 6.b **SLUDGE STORAGE BUILDING.** This project is complete.
 - 6.c **BIOSOLIDS APPLICATION – UPDATE.** Submission for approval has been made to the State, which has up to six months to approve.
 - 6.d **SLUDGE SPREADER TRUCK.** The new truck has been ordered.
 - 6.e **REPLACEMENT OF WATER LINE - ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE).** This project is currently on hold.

7. **NEW BUSINESS.**

7.a **SEWER LINE ON ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO TOLLHOUSE WOODS).** No developments at this time.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:14pm.

Respectively submitted, J. Bock