

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
August 6, 2015

Attendees: **Water Board** - J. Auxer, J. Bock, J. Brady, B. Schill, J. Ford
 Sanitary Board - J. Auxer, H. Heyser, B. Keller (arrived 6:51pm)
 Town Staff - F. Welch, C. Coe
 Engineer - none

Visitors: none

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:35pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM LAST MEETING.** The draft minutes of the June 25, 2015 regular meeting were reviewed and approved as presented.
3. **VISITORS.** None present at this meeting.
4. **FINANCES.** H. Heyser congratulated Town staff on excellent budgeting.
5. **FLOW AND QUALITY REPORTS.** Rain during the month of June appeared to have minimal impact on flows.
6. **OLD BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** Pat Dowell and David Decker are working on financial numbers, and conference calls with key parties have been held regarding a potential bond issuance.
 - 6.b **SLUDGE STORAGE BUILDING.** This project is complete.
 - 6.c **BIOSOLIDS APPLICATION – UPDATE.** The WV Department of Environmental Protection is currently reviewing Shepherdstown’s submission.
 - 6.d **SLUDGE SPREADER TRUCK.** Staff are expecting delivery of the truck next week.
 - 6.e **REPLACEMENT OF WATER LINE - ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO JANUS RESIDENCE).** Plans for the water line on Route 480 have been submitted to the State Health Department for their review and approval. The new line will be 8 inch.
 - 6.f **NEW SEWER PUMP STATION.** A discussion was held on a potential new sewer pump station, which would be located near the Shepherdstown Day Care. Pump station capacity and precise location are yet to be determined. Board members expressed the need to discuss the issues with George Kalathas, who has proposed a new development in the area. Town staff will reach out to Mr. Kalathas to further discuss his plans and the pump station, with the possibility that he could attend the next Board meeting.
 - 6.g **SECONDARY WATER SOURCE.** J. Brady raised the issue of pending requirements for secondary water source planning. J. Auxer said that this issue has been an ongoing topic at

Region 9 meetings, with the concept that all municipal facilities in Region 9 would work together on a cross-counties, integrated plan. Board members mentioned the use of both rivers (Shenandoah and Potomac) as well as other potential water sources such as abandoned quarries. Bill Clark, the Region 9 Director, has been proactive regarding the integrated solution. Region 9 has chosen Thrasher Engineering to do a study/proposal regarding secondary water sourcing. Board members expressed a desire for better connectivity between systems.

7. **NEW BUSINESS.**

7.a **SEWER LINE ON ROUTE 480 SOUTH (SHEPHERDSTOWN MIDDLE SCHOOL TO TOLLHOUSE WOODS).** This project is planned for a later date.

7.b **WATER PLANT HVAC SYSTEM.** F. Welch said there is an immediate need to replace the current HVAC system at the water plant. Estimates will be obtained and provided to the Board; he provided a rough preliminary estimate of \$6,000.

7.c **WATER PLANT STAFFING.** The Boards discussed the need for succession planning and staff retention at the Town water and waste water facilities.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:21pm.

Respectively submitted, J. Bock