

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
December 3, 2015

Attendees: **Water Board** - J. Auxer, J. Bock, J. Brady, B. Schill, J. Ford
 Sanitary Board - J. Auxer, H. Heyser, B. Keller
 Town Staff - F. Welch, C. Coe, K. Shipley
 Engineer – G. Belcher, Chapman Technical

Visitors: Fred Blackmer, Genesis Center

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 September 3, 2015 regular meeting and the draft minutes of the October 29, 2015 regular meeting were each approved as presented.
3. **VISITORS.** See Item 7.b below.
4. **FINANCES.** No comments at this meeting.
5. **FLOW AND QUALITY REPORTS.** Fecal coliform readings were higher, although still within an acceptable range. Nitrogen and phosphorus readings were very good. See also 6.a below.
6. **OLD BUSINESS.**
- 6.a **WATER PLANT UPGRADE.** The Water Plant has been in violation for exceeding the maximum levels for trihalomethanes, a problem which is also impacting other plants that have intakes on the Potomac River. The solution involves system upgrades to remove organics early in the treatment process. G. Belcher described several options for upgrading, including better aeration, blending with water from Town Run, and switching to the use of chloramine.

G. Belcher also provided a handout with draft numbers for a Phase I – Water System Improvement Project (Schedule B). The major feature is construction of a new, direct, dedicated water main from the plant to the water storage towers.

ACTION ITEM: J. FORD MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO APPROVE THE CONCEPT OF DIVIDING MAJOR UPGRADES TO THE SHEPHERDSTOWN WATER PLANT INTO PHASES, AND TO APPROVE PROCEEDING WITH PHASE I AS PRESENTED AT THIS MEETING. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: J. BOCK MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO RECOMMEND A 10% WATER RATE INCREASE TO FUND IMPROVEMENTS AND UPGRADES TO THE SHEPHERDSTOWN WATER PLANT AND WATER SYSTEM. THE MOTION WAS PASSED ON A 4-1 VOTE.

G. Belcher also discussed Task Order #6 between Shepherdstown and Chapman Technical, which covers engineering services for the design of upgrades to the Shepherdstown Water

Plant. He indicated Task Order #6 does not cover engineering work required in Phase I, and presented a Task Order #8.

ACTION ITEM: J. FORD MOTIONED FOR THE WATER BOARD TO RECOMMEND APPROVAL OF TASK ORDER #8 FOR \$362,000, AS PRESENTED AT THIS MEETING. NO OBJECTIONS WERE MADE.

- 6.b **BIOSOLIDS APPLICATION.** The WV Department of Environmental Protection is currently reviewing Shepherdstown's submission.
- 6.c **NEW SEWER PUMP STATION.** No new information.
- 6.d **MR. RUDOLPH BROPLEH – BILLING ISSUES.** Mr. Bropleh was not present at this meeting.
- 6.e **MR. FRANS CLASSEN – BILLING ISSUES.** Mr. Classen was not present at this meeting.
- 7. **NEW BUSINESS.**
- 7.a **SOURCE WATER PROTECTION/SPILL.** The spill passed downriver without any impacts. Intake on the Potomac was shut down for a brief period as a precautionary measure.
- 7.b **GENESIS CENTER.** F. Blackmer made a presentation on behalf of Genesis Center, requesting a letter of capacity for both water and sewer at the site of the proposed development. He also discussed options for water and sewer service, in particular different approaches for sewer connection. The Boards requested Mr. Blackmer complete and submit a Step 1 application.
- 7.c **CRESS CREEK PUMP STATION.** This project is in the preliminary design phase.
- 7.d **STAFF WAGE INCREASES.** [NOTE: H. Heyser recused himself from this discussion, and was absent from the room for the entire discussion] Based on staff wage category increases approved at the last regular meeting, Town Staff provided a handout indicating proposed wage expenses for each Town department for this fiscal year.

ACTION ITEM: J. BOCK MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE A PROPOSED INCREASE OF \$17,358 IN WAGE EXPENSES IN THE CURRENT YEAR BUDGET. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: R. KELLER MOVED THAT, IF THERE ARE NO OBJECTIONS, THE SANITARY BOARD APPROVES A PROPOSED INCREASE OF \$9,746 IN WAGE EXPENSES IN THE CURRENT YEAR BUDGET. NO OBJECTIONS WERE MADE.

- 8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:29pm.

Respectively submitted, J. Bock