

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
January 28, 2016

Attendees: **Water Board** - J. Auxer, B. Schill, J. Ford, S. Kemnitzer
 Sanitary Board - J. Auxer, H. Heyser
 Town Staff - F. Welch
 Town Engineer - none

Visitors: None

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:39 pm at Town Hall in Shepherdstown, West Virginia.
 2. **MINUTES FROM LAST MEETINGS.** The draft minutes of the January 7, 2016 regular meeting were approved as presented.
 3. **VISITORS.** None.
 4. **FINANCES.** No substantive comments.
 5. **FLOW AND QUALITY REPORTS.** F. Welch explained that the dips in water flow represent days when little or no pumping is done which is possible due to new water towers.
 6. **OLD BUSINESS.**
 - 6.a **WATER PLANT UPGRADE – FINANCING.** No new information.
 - 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 **WATER RATE STRUCTURE.** J. Auxer explained that it is still the plan to adjust the minimum rate.
 - 6.e **GENESIS CENTER.**
 - i. Pump Station Capacity Letter from Thrasher. Letter from Thrasher engineer stated that there is sufficient capacity at Colonial Hills pumping station for Genesis' planned use.
- ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD AND B. SCHILL MOTIONED FOR THE WATER BOARD TO AUTHORIZE F. WELCH TO ISSUE A LETTER OF CAPACITY TO GENESIS CENTER. THE MOTION PASSED WITHOUT OBJECTION.**
- ii. Kingsley Properties – reviewed Kingsley's letter stating their willingness to participate in the potential sewer line extension project.
 - 6.f **CRESS CREEK PUMP STATION.** Town Engineer is working on the bid package.
 7. **NEW BUSINESS.**

- 7.a **WORK ORDER #1 – MORGAN'S GROVE SEWER EXTENSION EVALUATION FROM THRASHER GROUP** – Provide a detailed probable opinion of construction cost and preliminary map to extend the Town's sanitary sewer system to the Morgan's Grove area.

ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO AUTHORIZE WORK ORDER #1. THE MOTION PASSED WITHOUT OBJECTION.

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:25pm.

Respectively submitted, J. Ford