

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**March 24, 2016**

**Attendees:**     **Water Board** - J. Auxer, J. Bock, G. Engebretsen, J. Ford, S. Kemnitzer, B. Schill  
                  **Sanitary Board** - J. Auxer, H. Heyser, R. Keller (arrived 6:47pm)  
                  **Town Staff** - F. Welch, C. Coe, K. Shipley  
                  **Town Engineer** - none

**Visitors:**    Mark Everhart  
                  Fred Blackmer  
                  Rudolph Brophleh

1.     **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:34pm at Town Hall in Shepherdstown, West Virginia.
2.     **MINUTES FROM LAST MEETINGS.** The draft minutes of the February 25, 2016 regular meeting were approved as presented, with one addition; the sentence "R. Brophleh was on the agenda but did not attend the meeting" was added under Item 3.
3.     **VISITORS.** R. Brophleh appeared before the Boards at this meeting to contest high water/sewer billings. Town staff agreed to continue to work with Dr. Brophleh, and recommended installation of a new water meter.
4.     **FINANCES.** S. Kemnitzer noted on the February 29 Water Department Financial Statements page W-8 Item 615 *Purchased Power* is over budget. Staff explained that the Water Plant has been pumping more water, with some extra shifts required to handle emergencies. Also, there has been an increase in electric rates. Staff agreed to review and submit a budget adjustment as needed.
5.     **FLOW AND QUALITY REPORTS.** H. Heyser noted high water flows, related to Item 4 above.
6.     **OLD BUSINESS.**
  - 6.a    **WATER PLANT UPGRADE.** Action is currently on hold at present.
  - 6.b    **BIOSOLIDS APPLICATION.** The WV Department of Environmental Protection is actively reviewing Shepherdstown's submission. Town staff have made three minor corrections to the application, as requested.
  - 6.c    **NEW SEWER PUMP STATION.** No new information.
  - 6.d    **GENESIS CENTER.** Discussions with a local property owner over a proposed route for a gravity sewer line have not been productive. Thrasher Engineering is developing an estimate for the line, to be presented at the next regular meeting.
  - 6.e    **CRESS CREEK PUMP STATION.** The winning bid for a new pump station at this location came in at a total of \$174,705.
  - 6.f    **ROUTE 480 WATER LINE REPLACEMENT.** To date, 1,060 feet of water line has been installed. The project is proceeding on schedule.

7. **NEW BUSINESS.**

- 7.a **PROPOSED WATER RATE INCREASE FOR DEDICATED WATER LINE.** Based on the latest financial information, the Water Board voted on two items which modified earlier decisions.

**ACTION ITEM: J. FORD MOTIONED, AND G. ENGBRETSSEN SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE SHEPHERDSTOWN TOWN COUNCIL AN 8% INCREASE IN THE WATER RATES, AS OPPOSED TO AND IN PLACE OF A 10% INCREASE THAT HAD BEEN PREVIOUSLY RECOMMENDED. THE MOTION PASSED UNANIMOUSLY.**

**ACTION ITEM: J. FORD MOTIONED, AND G. ENGBRETSSEN SECONDED, FOR THE WATER BOARD TO MAINTAIN THE CURRENT TARIFF STRUCTURE FOR WATER RATES, CLARIFYING THAT EARLIER PROPOSED CHANGES ARE NO LONGER RECOMMENDED. THE MOTION PASSED ON A 5-1 VOTE.**

7.b **OPERATOR IN TRAINING POSITION FOR WATER PLANT.**

**ACTION ITEM: J. BOCK MOTIONED, AND G. ENGBRETSSEN SECONDED, FOR THE WATER BOARD TO APPROVE THE HIRING OF A NEW OPERATOR-IN-TRAINING FOR THE WATER PLANT, AT \$13/HOUR. THE MOTION PASSED UNANIMOUSLY.**

7.c **LEAK DETECTION.**

**ACTION ITEM: G. ENGBRETSSEN MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO APPROVE THE TOWN STAFF MOVING FORWARD ON RESEARCH AND PURCHASE OF A LEAK DETECTION SYSTEM FOR THE WATER SYSTEM. THE MOTION PASSED UNANIMOUSLY.**

- 7.d **NEW WATER METERS.** This fiscal year's I/R budget for the Water Department includes estimated funding for installation of new water meters and an improved water meter system. Town staff presented information outlining the need to replace old meters.

**ACTION ITEM: J. BOCK MOVED, THAT IF THERE ARE NO OBJECTIONS, FOR THE WATER BOARD TO AUTHORIZE TOWN STAFF TO GO TO BID FOR THE PURCHASE AND INSTALLATION OF A NEW WATER METER SYSTEM. NO OBJECTIONS WERE MADE, AND THE ACTION WAS APPROVED.**

- 7.e **PROMOTION FOR C. COE.** F. Welch announced he would like to name Charles "Woody" Coe as Chief Operator at the Shepherdstown Water Plant.

**ACTION ITEM: B. SCHILL MOVED, THAT IF THERE ARE NO OBJECTIONS, FOR THE WATER BOARD TO APPROVE THE PROMOTION OF CHARLES "WOODY" COE TO CHIEF OPERATOR OF THE SHEPHERDSTOWN WATER PLAN. NO OBJECTIONS WERE MADE, AND THE ACTION WAS APPROVED.**

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:43pm. The next regular meeting is scheduled for Thursday, April 28 at 6:30pm at Town Hall.

Respectfully submitted, J. Bock