

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
May 31, 2018

Attendees: **Water Board** – J. Auxer, M. Everhart, J. Brady, S. Kemnitzer, J. Bock, J. Ford
 Sanitary Board – J. Auxer, R. Keller, 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 6:31pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES FROM PRIOR MEETING.** The draft minutes of the April 26, 2018 regular meeting were reviewed and approved as presented.
3. **VISITORS.** None this meeting.
4. **FINANCES.**
- 4.a **FINANCIAL STATEMENTS FOR JULY 1, 2017 – APRIL 30, 2018.** The statements were briefly reviewed.
- 4.b **BUDGET PROPOSALS FOR FISCAL YEAR JULY 1, 2018 – JUNE 30, 2019.** For the Water Dept. proposed budget, there were questions on increased projected revenue (new meters) and Water System Emergency Maintenance (\$200,000). Also same item (System Emergency Maintenance) on the Sewer budget, it is lower than one would expect. F. Welch thinks it may be a balancing item on both budgets. The proposed sewer budget is in the red, which led to a discussion on the possible need for a rate increase.

The Boards will vote on proposed budgets at next month’s meeting. Submit any questions in writing by to Debbi, who is to respond in writing to the entire boards.
5. **FLOW AND QUALITY REPORTS.** The reports for both March and April 2018 were reviewed – pumping of water at Water Plant is down: Possible reasons are that Shepherd U. is out, many leaks in the system have been repaired, and unaccounted-for water is down.
6. **UNFINISHED BUSINESS.**
- 6.a **DEDICATED WATER LINE PROJECT.** Completed, in use, working properly. Believe organics are down; no violation letters are needed this month.
- 6.b **NEW STREET PROJECT.** Has gone to bid, Snyder Environmental selected, project anticipated to start June 25. Sewer lines will probably be started first.

7. **NEW BUSINESS.**

7.a **GENESIS CENTER – SERVICE CAPACITY RENEWAL.** The Boards requested additional review to understand if there are differences from last year's submittal. Also, the applicants should be informed we plan to use Town Run as an alternative source of water for the Town.

7.b **C.I. THORNBURG CO. INC. CONTRACT.** This company has been supplying Shepherdstown for many parts, chemicals, meters, etc. The Boards had questions about the proposed contract, however. Would Shepherdstown be required to buy from CITCO? Mayor says this contract would not violate procurement requirements. Will request company representative to attend our next meeting to answer questions.

8. **MAYOR'S REPORT.** None at this meeting.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:22pm. The next regular meeting is scheduled for June 28 at Town Hall.

Respectfully submitted, J. Bock