

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
November 19, 2009

Attendees:	<u>Water Board</u>	<u>Sanitary Board</u>	<u>Town Staff</u>
	<input checked="" type="checkbox"/> S. Kemnitzer	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> F. Welch
	<input checked="" type="checkbox"/> J. Auxer	<input checked="" type="checkbox"/> H. Heyser	C. Hutzler
	<input checked="" type="checkbox"/> J. Bock	<input checked="" type="checkbox"/> R. Keller	K. Shipley
	<input checked="" type="checkbox"/> J. Brady		P. Dowell
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> J. Ford		

= present at meeting

Visitors: Bane Schill
Jeff Ekstrom, Chapman Technical

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by J. Auxer at 7:03pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE OCTOBER 29, 2009 REGULAR MEETING.** The minutes were reviewed and approved with the following corrections:
 - * Item 7.a., NEW BUSINESS - CUSTOMER COMPLAINTS, is re-labeled NEW BUSINESS - CUSTOMER REQUESTS FOR BILL ADJUSTMENTS.
 - * Under Item 6.e., LOWES PUMP STATION BYPASS, the last sentence is modified as follows: "Town staff are in the process of obtaining appraisals for eminent domain, as approved by the Sanitary Board at last month's meeting."
3. **VISITORS.** There were no visitor comments at this meeting.
4. **FINANCES.** The financial statements dated October 31, 2009 were briefly reviewed without comment.
5. **FLOW AND QUALITY REPORTS.** Reports were briefly reviewed, again without comment.
6. **OLD BUSINESS.**
 - 6.a. **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported on the formal submission of design drawings to the WV Department of Environmental Protection; DEP is expected to begin their review in January. Design is 92% complete. F. Welch has copies of the drawings, which are available for review (call for appointment).

J. Auxer provided a copy of a Town Council resolution for the Town to be reimbursed for expenses related to the wastewater treatment plant upgrade realized prior to the issuance of bonds for the upgrade. Town costs will be included in the bond issuance.
 - 6.b. **WATER SYSTEM STUDY.** No discussion on this item.
 - 6.c. **WATER TANKS.** Town officials and Engineer J. Ekstrom visited the proposed site on Shepherd Grade Road, and have begun analysis of the preferred location for the new tank. This is the highest point in the immediate vicinity at approximately 545 feet above sea level, with the proposed tank tower standing an additional 175 feet. Other locations are still under consideration; additional information will be available at the next Board meeting. Also, plans are being made to replace the existing tank with a new tank at the current location.

- 6.d. **WATER VALVE REPLACEMENT.** No valve replacements to report.
- 6.e. **LOWES PUMP STATION BYPASS.** There was strong interest in the mandatory pre-bid for this project, with eleven contractors participating. Bids are scheduled to be opened Dec. 1.

The Sewer Board was presented with a petition to begin the Town's process for approval of the Lowes pump station bypass project. The project qualifies for "green" grant funds through the State.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE A PETITION FOR THE COUNCIL OF THE CORPORATION OF SHEPHERDSTOWN TO ENACT AN ORDINANCE FOR ISSUANCE OF SEWER BONDS FOR INSTALLATION OF A GRAVITY SEWER LINE TO REPLACE THE LOWES PUMP STATION, ALL AS REQUIRED BY CHAPTER 16, ARTICLE 13 OF THE WEST VIRGINIA CODE. THE MOTION WAS UNANIMOUSLY APPROVED.

- 6.f **CHURCH STREET WATER LINE UPGRADE.** This project is progressing on schedule. Pre-bid is set for Dec. 1, with bids scheduled to be opened on Dec. 10.
7. **NEW BUSINESS.** No new business was on the agenda.
8. **ADDITIONAL ITEMS.** The following discussion items were not on the agenda.
- 8.a **FLOOD PLAIN ORDINANCE.** As required by FEMA, the Shepherdstown flood plain ordinance is in the process of being updated. Mayor Auxer praised Bane Schill for his work on the ordinance. Failure to update the ordinance and meet FEMA requirements could result in no flood insurance, no Federal loans, and no Federal disaster assistance for Shepherdstown.
- 8.b **FLAT RATE ANALYSIS.** J. Bock provided a handout on a proposed schedule for analyzing flat water rate structures and possible application to Shepherdstown. Utilities where a flat rate is in place will be studied, and options presented for use here. A key attraction of a flat rate structure is that it would promote water conservation relative to our current rate structure, which charges a lower per-unit fee for greater water usage. Bock plans to provide some initial data at the February Board meeting.
- 8.c. **NEW TOWN HALL - FINANCIAL IMPLICATIONS.** Concerns were voiced about the potential impact of the construction and operating costs of the new Shepherdstown Town Hall on the Water and Sewer budgets.

ACTION ITEM: J. Auxer agreed to provide financial information on the impact of the new Town Hall on the Water and Sewer budgets at upcoming meetings.

12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:48pm. NOTE: The next meeting of the Boards will be held in Town Hall at 7:00pm on Thursday, January 7. The following meeting is planned for Thursday, February 25 (back to the regular schedule of meeting the last Thursday of each month).

Respectfully submitted, Jerry Bock