

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
June 30, 2011

Attendees:	Water Board	Sanitary Board	Town Staff
	S. Kemnitzer - absent	<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	R. Keller - absent	K. Shipley
	<input checked="" type="checkbox"/> J. Brady		P. Dowell
	<input checked="" type="checkbox"/> J. Ford		
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> B. Schill		
		<input checked="" type="checkbox"/> = present at meeting	

Visitors: David Springer
 Jeff Ekstrom, Chapman Technical

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:00pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE MAY 26, 2011 REGULAR MEETING.** The minutes of the May 26 meeting were approved with one correction: In the second paragraph under 3. Visitors, 2nd sentence, the first word was changed from "Water" to "Sewer."
3. **VISITORS.** No visitors spoke at the meeting.
4. **FINANCES.** H. Heyser expressed concern about the "one-time expenses" budgeted in the first month of the fiscal year (July 2010) for both Water and Sewer; less than 50% of the budgeted amount has been expended after 11 months in the fiscal year.
5. **FLOW AND QUALITY REPORTS.** Board members noted the fecal coliform readings were high again for the past month. Also, the impact of rains on flows were noted.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom noted the project is on schedule and he is, overall, very pleased with progress on the plant upgrade and expansion. Anticipating a November 2011 start-up for the membrane system. H. Heyser noted that a basis for the building permit fee has been established, and estimated the fee will be in the \$2,000-\$3,000 range.
 - 6.b **WATER TANKS.** J. Ekstrom reported that this project is going well and the plans and specs will be submitted to the Health Department very soon. Another meeting with the adjacent property owner is scheduled for May 27, in the continuing effort to purchase that property. The current planned schedule calls for bids in December 2011, opening of the bids in January, and the start of construction this coming Spring. J. Bock volunteered to draft two letters, one to residents in the immediate area and another to all customers, explaining the project and the anticipated benefits, and also providing notification of a public meeting (to be scheduled).

- 6.c **WATER VALVE REPLACEMENT.** J. Ekstrom reported that all planned valve replacements and new valves are now in place, a total of 18 valves at a cost of \$188,000.
- 6.d **MADDEX FARMS PUMP STATION REPLACEMENT.** Bids were opened today. Alvarez Contractors were the low bidders at \$238,000, well under the budgeted amount of \$300,000.

ACTION ITEM: H. HEYSER MOTIONED (NO SECOND REQUIRED) FOR THE SANITARY BOARD TO APPROVE FOR THE TOWN TO ENTER INTO A CONTRACT WITH ALVAREZ CONTRACTORS FOR \$238,000 FOR CONSTRUCTION OF THE MADDEX FARMS PUMP STATION REPLACEMENT. THE MOTION PASSED UNANIMOUSLY [BOTH MEMBERS OF THE SANITARY BOARD PRESENT VOTED IN FAVOR].

7. **NEW BUSINESS.**

- 7.a **LETTERS OF REQUEST TO REAPPLY FOR WATER AND SEWER SERVICE - TOLL HOUSE WOODS AND COLONIAL HILLS PHASE III.** Two letters were received by the Boards, one for each project, requesting reinstatement of their Step I applications which had expired. J. Ekstrom indicated he had no issues with reinstatement, as there are no changes indicated to the previously submitted proposals.

ACTION ITEM: H. HEYSER MOTIONED (NO SECOND REQUIRED) FOR THE SANITARY BOARD TO AUTHORIZE REINSTATEMENT OF THE SEWER SERVICE APPLICATION FOR THE TOLLHOUSE WOODS SUBDIVISION, AND ISSUANCE OF A CONDITIONAL LETTER OF AVAILABILITY OF SERVICE. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: H. HEYSER MOTIONED (NO SECOND REQUIRED) FOR THE SANITARY BOARD TO AUTHORIZE REINSTATEMENT OF THE SEWER SERVICE APPLICATION FOR THE COLONIAL HILLS PHASE III SUBDIVISION, AND ISSUANCE OF A CONDITIONAL LETTER OF AVAILABILITY OF SERVICE. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, A MOTION FOR THE WATER BOARD TO AUTHORIZE REINSTATEMENT OF THE WATER SERVICE APPLICATION FOR THE TOLLHOUSE WOODS SUBDIVISION, AND ISSUANCE OF A LETTER OF AVAILABILITY OF SERVICE. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, A MOTION FOR THE WATER BOARD TO AUTHORIZE REINSTATEMENT OF THE WATER SERVICE APPLICATION FOR THE COLONIAL HILLS PHASE III SUBDIVISION, AND ISSUANCE OF A LETTER OF AVAILABILITY OF SERVICE. THE MOTION PASSED UNANIMOUSLY.

There was no discussion on Agenda Items 8-11.

12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:35pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, July 28.

Respectfully submitted, Jerry Bock