

DRAFT MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
March 26, 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	<input type="checkbox"/> C. Hutzler
	<input checked="" type="checkbox"/> J. Bock	<input checked="" type="checkbox"/> R. Keller	<input checked="" type="checkbox"/> K. Shipley
	J. Brady - absent		<input checked="" type="checkbox"/> P. Dowell
	G. Engebretson - absent		
	<input checked="" type="checkbox"/> J. Ford		
		<input checked="" type="checkbox"/> = present at meeting	

Visitors: None

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by J. Auxer at 7:04pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE FEBRUARY 26, 2009 REGULAR MEETING.** The minutes were reviewed and approved by the Board members with one edit - the phrase "on a portion of the new site." was added to the end of paragraph 7.b on page 2.
3. **VISITORS.** No visitors were in attendance.
4. **FINANCES.** The Boards decided to discuss finances towards the end of this meeting - see below.
5. **FLOW AND QUALITY REPORTS.** It was noted both fecal coliform and overall volume were showing increases. F. Welch indicated volume subsequently decreased, due to spring break at Shepherd University and valves being fixed at the water plant.
6. **OLD BUSINESS.**
  - 6.a. **REPLACEMENT OF PRINCESS STREET WATER MAIN.** Work is 99% completed. The project included some unanticipated expenses and ran \$18,000 over budget, but the contractors were widely praised for doing an excellent job on a difficult project.
  - 6.b. **WASTEWATER TREATMENT PLANT.** WV Department of Environmental Protection has accepted the new facility plan and the project is moving forward as expected, and will now enter the design phase. S. Kemnitzer mentioned a bill in the WV Legislature that would change procurement requirements for professional engineers, requiring price to be the primary consideration in selection processes. Board members were opposed to this bill, and supported the Mayor drafting and sending a letter stating our position against this bill to Rep. Doyle, with copies to numerous other public officials and trade associations.
  - 6.c. **WATER STUDY.** There was discussion on the possibility of obtaining some Federal/State funding for Shepherdstown's efforts to build new water towers. We are also in discussion with several banks regarding possible lines of credit to finance the construction of the tanks.
7. **NEW BUSINESS.**
  - 7.a. **AWWA-WEA CONFERENCE.** Funding request was approved as follows:

**ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE PAYMENT OF \$515 FROM THE SEWER FUND FOR C. HUTZLER AND F. WELCH TO ATTEND THE ANNUAL WV AWWA/WEA CONFERENCE IN DANIELS, WV MAY 17-20, 2009. THE MOTION WAS UNANIMOUSLY APPROVED. J. FORD MOTIONED, AND J. BOCK SECONDED, A SIMILAR MOTION FOR THE WATER BOARD, WHICH ALSO PASSED UNANIMOUSLY.**

- 7.b. CHAPMAN TECHNICAL PRELIMINARY ENGINEERING PROPOSAL.** The Boards discussed an email proposal from Jeff Ekstrom of Chapman Technical to prepare a preliminary engineering report to extend sanitary sewer service to the Mecklenburg Heights, Heatherfield, and Chapline's Choice neighborhoods. The Boards decided to discuss with J. Ekstrom at the April meeting, when he plans to be present. The desire is to have Chapman provide a preliminary feasibility study which could later be expanded to a full design proposal. F. Welch will also locate a JCPSD sewer map that would be helpful with the study.
- 8. LEAK ADJUSTMENT POLICY.** The Boards reviewed the WV Public Service Commission leak adjustment increment policy. The Boards agreed to set the incremental cost for water and sewer (in qualified situations, for consumption over and above the customer's historical average usage) at the figures promulgated by the PSC for typical incremental costs for leak adjustments.
- 4. FINANCES.** P. Dowell led a discussion of both the water and sewer budgets. She indicated that the WVMB Commission recommended that the Water Board pay off a 1973 GMAC bond (balance \$110,874) and that the Sanitary Board pay off \$17,587 owed on a line of credit with Jefferson Security Bank. The Water Board can use funds in the depreciation account as long as a required balance of \$162,000 is maintained in that account. These actions to clear some current debt service will improve efforts to secure financing for new projects.

**ACTION ITEM: J. BOCK MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO USE AVAILABLE FUNDS TO PAY OFF THE FULL OUTSTANDING BALANCE ON A 1973 BOND ISSUANCE (\$110,874). THE MOTION PASSED UNANIMOUSLY. PAYOFF WILL NOW BE SCHEDULED FOR JANUARY 2010 (VERSUS CURRENT SCHEDULED PAYOFF IN SEPTEMBER 2013).**

Additional discussion and action on the proposed July 1, 2009-June 30, 2010 fiscal year budget for the Water Board was tabled until the April meeting.

**ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO PAY OFF THE CURRENT BALANCE (\$17,587) ON A LINE OF CREDIT WITH JEFFERSON SECURITY BANK. THE MOTION WAS UNANIMOUSLY APPROVED.**

There was then additional discussion on the proposed Sewer Department budget for the coming fiscal year.

**ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO APPROVE THE PROPOSED SEWER DEPARTMENT BUDGET FOR THE FISCAL YEAR JULY 1, 2009 THROUGH JUNE 30, 2010 AS PRESENTED. THE MOTION WAS UNANIMOUSLY APPROVED.**

**ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE A 20 PERCENT INCREASE IN THE SEWER RATES. THE MOTION WAS UNANIMOUSLY APPROVED.**

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:40pm. The next meeting is scheduled for Thursday, April 23 at 7:00pm.

Respectfully submitted, Jerry Bock