

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
April 1, 2010

Attendees:	Water Board	Sanitary Board	Town Staff
	S. Kemnitzer - absent	<input checked="" type="checkbox"/> J. Auxer	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		<input checked="" type="checkbox"/> P. Dowell
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> J. Ford	<input checked="" type="checkbox"/> = present at meeting	
	K. Landrum - absent		

Visitors: Bane Schill
Wanda Grantham Smith, Shepherdstown Town Council
Jeff Ekstrom, Chapman Technical

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by J. Auxer at 7:05pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE FEBRUARY 25, 2010 REGULAR MEETING.** The minutes were reviewed and approved as submitted.
3. **VISITORS.** There were no comments from visitors at this meeting.
4. **FINANCES.** P. Dowell opened the discussion by reviewing a memo she presented to the Board entitled *Monthly Financial Statements* dated March 11, 2010. The Boards expressed their gratitude for Pat's extra efforts to explain the budget tables. H. Heyser requested the "budgeted expenses" from the first month of the fiscal year be shown as a footnote on the budget summary pages.

The Boards next discussed the Water Budget as proposed for the fiscal year July 1, 2010 through June 30, 2011. There is no water rate increase included in the proposed budget. H. Heyser brought up, during the discussion on the proposed budget, the potential uses of the capacity fund on some of the proposed infrastructure improvements for the Shepherdstown water plant and water system.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. FORD SECONDED, A MOTION FOR THE WATER BOARD TO APPROVE THE RECOMMENDED BUDGET OPTION FOR THE FISCAL YEAR JULY 1, 2010 THROUGH JUNE 30, 2011. THE MOTION PASSED UNANIMOUSLY.

The Boards next discussed the (Sanitary) Sewer Budget as proposed for the fiscal year July 1, 2010 through June 30, 2011.

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, A MOTION FOR THE SANITARY BOARD TO APPROVE THE RECOMMENDED BUDGET OPTION FOR THE FISCAL YEAR JULY 1, 2010 THROUGH JUNE 30, 2011. THE MOTION PASSED UNANIMOUSLY.

See related item 6.1.a. below.

5. **FLOW AND QUALITY REPORTS.** The reports were briefly reviewed, with no comments.

6. **OLD BUSINESS.**

6.a **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom updated the Boards regarding the wastewater treatment facility upgrade. The WV State Revolving Fund Water Development Authority changed Medium Household Income (MHI) criteria, increasing the average water rate to MHI ratio to 1.5% to qualify for the SRF low interest loan terms (0% interest, 0.5% annual administrative fee, 30 years). In order to meet this ratio and qualify for the SRF loan, the Sanitary Board took the action described in 6.a.1.

6.a.1 **SEWER RATE INCREASE.** In order for Shepherdstown to qualify for the SRF loan for \$8,627,000 and to cover the required debt service, P. Dowell recommended a 5% sewer rate increase to be effective July 2011.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, A MOTION FOR THE SANITARY BOARD TO APPROVE A 5% INCREASE IN THE SANITARY SEWER RATE, TO BE EFFECTIVE JULY 1, 2011. THE MOTION PASSED UNANIMOUSLY.

7. **WATER TANK.** An "historic analysis" has been required by the WV State Historic Preservation Office (SHPO). A Phase I SHPO survey will be completed, and a balloon test (with the impact on viewsapes analyzed using a balloon elevated to the level of the top of the proposed new water tank on Shepherd Grade) must also be conducted.

There was a brief discussion on the possibility of seeking/accepting contract offers to place cell phone antennae on the new water tower.

8. **WATER VALVE REPLACEMENT.** No action this month.

9. **WATER INTAKE AT WATER PLANT.** Following up on last month's discussion, the dual efforts of flushing the water intake and insertion of a new screen appear to be addressing the problem, and the intake is working well.

There was no discussion on Agenda Items 10-16.

17. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:44pm. The next meeting of the Boards is scheduled for Town Hall at 7:00pm on Thursday, May 27.

Respectfully submitted, Jerry Bock