

MINUTES  
SHEPHERDSTOWN, WEST VIRGINIA  
WATER & SANITARY BOARDS  
April 23, 2009

Attendees:	<u>Water Board</u>	<u>Sanitary Board</u>	<u>Town Staff</u>
	S. Kemnitzner - 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	<input checked="" type="checkbox"/> C. Hutzler
<input checked="" type="checkbox"/>	J. Bock	<input checked="" type="checkbox"/> R. Keller	K. Shipley
<input checked="" type="checkbox"/>	J. Brady - absent		<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	

**Visitors:** Dale Walter  
Jeff Ekstrom, Chapman Technical  
Kristen Ringstaff  
Two representatives for the Tobacco Warehouse Committee

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 MARCH 26, 2009 REGULAR MEETING.** The minutes were reviewed and approved as presented.
3. **VISITORS.** Two representatives for the Tobacco Warehouse Committee asked the Water and Sewer Board members and town staff to consider using the partially restored old tobacco warehouse, located at the Princess Street landing on the banks of the Potomac River in Shepherdstown, as office space for town operations. They estimated an investment of \$1.6 million to upgrade the interior, including installation of an elevator. Work has been completed on the exterior structure. It was noted the building served as the Shepherdstown Water Department offices from circa 1910-1940. Also noted that the building is located in a flood plain.
4. **FINANCES.** P. Dowell presented two options for a fiscal year Water Department budget for July 1, 2009 to June 30, 2010. One option proposed a 15% increase in water rates, and the other (recommended) option proposed a 26% increase. Although the size of the proposed increase is a serious concern, the latter option offers a balanced budget approach to accomplish the major projects facing the Water Board (water plant upgrade and improvements to the distribution system) and also to qualify for matching funds, and was regarded as the most prudent option for the long range.

**ACTION ITEM: J. BOCK MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE A 26% INCREASE IN THE WATER RATES, TO BE EFFECTIVE THIS SUMMER. THE MOTION PASSED WITH A DISSENTING VOTE FROM G. ENGEBRETSON.**

**ACTION ITEM: J. BOCK MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO APPROVE THE RECOMMENDED BUDGET OPTION FOR THE FISCAL YEAR JULY 1, 2009 TO JUNE 30, 2010. THE MOTION PASSED UNANIMOUSLY.**

There was also discussion on researching the options for moving Shepherdstown towards a flat rate for water usage. A flat rate, which has been enacted in multiple jurisdictions across the country, offers the potential to encourage conservation and keep overall costs down in future years. F. Welch and J. Bock agreed to lead an effort to gather information and present options to the Board in the coming months.

5. **FLOW AND QUALITY REPORTS.** Valving improvements have resulted in lower flows at the Water Plant.

6. **OLD BUSINESS.**

6.a **WASTEWATER TREATMENT PLANT (WWTP).** J. Ekstrom of Chapman Technical provided an update on the WWTP upgrade. They now have a floor plan for the membrane unit and other functional areas, and will be reviewing a final layout soon. The design includes skylights and more natural light for the interior of the plant. Additionally, work is being done on the design of new pumps and headworks. Current plans are to move rapidly - send the proposed design to WV DEP in July, and open bids by January 2010. Chapman has also found that the Lowes pump station, long a problem spot, is not needed and that section of the collection system can be designed for gravity flows with no need to pump. This is part of the overall wastewater upgrade, but this project will be bid separately.

6.b **WATER STUDY.** A comprehensive report on needed improvements in the Shepherdstown water system is being completed. The study proposes two phases of improvements, first to build new water tanks, then upgrades for the water plant infrastructure and distribution system.

6.c **STUDY ON THE FEASIBILITY OF SEWERING HEATHERFIELD AND ADJACENT NEIGHBORHOODS.** Sanitary Board members clarified for J. Ekstrom what the Board is requesting - a preliminary assessment of what Chapman Technical would estimate is needed to connect the Heatherfield, Chaplines Choice, and Mecklenburg Heights neighborhoods to the Shepherdstown sewer system. The study should also describe possible incremental or phasing approaches.

7. **NEW BUSINESS.**

7.a **PROPOSALS ON HOUSING FOR ROTARY FAN PRESS.** F. Welch presented three proposals for building the housing for, and installing, a rotary fan press in the back room of the Wastewater Treatment Plant. The recommended proposal was from Custom Contracting, which was also the low bid.

**ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO ACCEPT A PROPOSAL FROM CUSTOM CONTRACTING TO BUILD THE HOUSING FOR AND INSTALL A ROTARY FAN PRESS AT THE WASTEWATER TREATMENT PLANT FOR \$11,700. THE MOTION WAS UNANIMOUSLY APPROVED.**

7.b **STEP 1 - FAR-AWAY FARMS - APPLICATION #09-001.** Visitors made a brief presentation and answered questions regarding the proposed development at Far-Away Farms. Chapman Technical provided a copy of a letter sent to F. Welch on March 10 which stated that modeling studies show the proposed development could satisfactorily connect to both the water and sewer systems in Shepherdstown.

**ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO ACCEPT THE STEP 1 APPLICATION FROM FAR-AWAY FARMS AND REFER TO TOWN STAFF. THE MOTION WAS UNANIMOUSLY APPROVED. J. BRADY MOTIONED, AND J. FORD SECONDED, THE SAME MOTION FOR THE WATER BOARD. THE MOTION PASSED UNANIMOUSLY.**

8. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:12pm. The next meeting is scheduled for Thursday, May 28 at 7:00pm at Shepherdstown Town Hall.

J. Bock