

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**December 2, 2010**

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

= present at meeting

**Visitors:** Jeff Ekstrom, Chapman Technical Group  
David Cash, Chapman Technical Group

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Jim Auxer at 7:02 PM at the temporary Town Hall (W. Washington & S. Princess Streets) in Shepherdstown, West Virginia.
2. **MINUTES OF THE SEPTEMBER 30, 2010 REGULAR MEETING.** The Boards reviewed the draft minutes from the October 28<sup>th</sup> regular meeting. A motion to accept the minutes as submitted was made by H. Heyser, seconded by R. Keller, and approved unanimously.
3. **VISITORS.** Jeff Ekstrom from Chapman Technical Group provided updates on items 6a-c and input on items 5 and 7a.
4. **FINANCES.** Items 4a-c were reviewed by the Boards and no questions were raised.
  - 4a. **Finance Report as of November 15, 2010.**
  - 4b. **Financial Statements as of October 31, 2010.**
  - 4c. **Water/Sewer Y/E 6/30/10 PSC Report and Accompanying Financial Statements.**
5. **FLOW AND QUALITY REPORTS.** The Boards reviewed the flow and quality reports. S. Kimnitzer asked if there was an explanation for why there are apparent large swings in the water flow volumes. Several possibilities were offered by Board members including:
  - **Football games and other activities at Shepherd University**
  - **“Pump-ups”**
  - **Undiscovered Leaks**

Sewer flows do not seem to track with water flows with up to 30% unaccounted. This was speculated to be due to-

  - **Garden watering**
  - **Increased back-flushing at the water plant due to algae**
  - **More water customers (approx. 600) than sewer customers**
6. **OLD BUSINESS.**
  - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** Pre-construction meeting held December 2<sup>nd</sup> with contractor to start December 6<sup>th</sup>. R. Keller asked if there were any

foreseeable “snags”. H. Heyser said that the Board had no demolition or building permits in place. Mayor Auxer suggested issuing a temporary permit, as a favorable result was anticipated from the BZA.

**6.b WATER TANK UPGRADE.** Site work is done. Questions were raised as to if there were possible properties that could be acquired to make room for a second new tank to replace the second old one.

**6.c WATER VALVE REPLACEMENT.** W&L will start December 6<sup>th</sup>.

**6.d WATER BOARD MEMBER VACANCY.** The vacancy was advertised, but no applicants to date. Members should help to recruit a new member, but must be a resident.

**7. NEW BUSINESS.**

**7.a MADDEX FARM PUMP STATION REPLACEMENT.** The station was built in the 1980's and is at the end of its life. Cost to replace will be \$150-175K. New stations will be designed to have redundant pumps. R. Keller moved to begin the replacement process. The motion was seconded by H. Heyser and approved unanimously.

**7.b HIRING OF OPERATOR IN TRAINING.** Board members discussed the future need to hire a new operator to backfill possible retirements.

**7.c FILLING OF SWIMMING POOLS (added).** At the last meeting, R. Keller requested and was given permission to refill his swimming pool from a fire hydrant after repairs were made to the pool. Mr. Keller announced that after reflection he decided NOT to do this as it seemed to be problematic even though there was precedent for the Board granting this privilege. Mr. Keller suggested that unmetered fillings not be allowed in the future. A discussion of this policy will be made at the next meeting.

**7.d URBAN GROWTH BOUNDARY (added).** H. Heyser made a presentation regarding the Urban Growth Boundary. Some map overlays exist and will be consulted. Chapman Technical Group will generate a map that will cover the current service area plus extension to Trough Road and the Berkeley County line. Due to the need for quick action, a special meeting may be required.

**7.e. CHESAPEAKE BAY STAKEHOLDER'S MEETING.** F. Welch reported that Sen. H. Snyder has introduced legislation to use approx. \$4 million from excess video lottery monies to help communities meet new requirements. Board members questioned why other communities may receive help while Shepherdstown moved ahead on its own. The legislation is not finalized at this time.

**8. MAYOR'S REPORT.** Funds from INR, RNR, and operating accounts are being used to pay off the \$177K old sewer bond at the Board's request. One-half (\$240K) of the membrane replacement fund has been set back.

**12. ADJOURNMENT.** A motion to adjourn was made by H. Heyser, seconded by J. Ford and passed unanimously. J. Auxer adjourned the meeting at 8:15 PM.

Respectfully submitted, Bane Schill