

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 23, 2012

Attendees:	<u>Water Board</u>	<u>Sanitary Board</u>	<u>Town Staff</u>
	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
	J. Ford - absent		
<input checked="" type="checkbox"/>	G. Engebretson		
<input checked="" type="checkbox"/>	B. Schill	<input type="checkbox"/> = present at meeting	

Consultant: Jeff Ekstrom, Chapman Technical

Visitors: None

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:01pm at Town Hall in Shepherdstown, West Virginia.

2. **MINUTES OF THE JANUARY 25, 2012 REGULAR MEETING.** The minutes of the January 25 meeting were approved by both Boards with the following edits:
 - Under Item 5, following the sentence "The Board is actively addressing upgrading the system in general." add "See Items 6b and 6c."
 - Under Item 6c, the next to last sentence should read "Motion made by J. Brady and seconded by B. Schill to ask Chapman Technical to submit a task order to begin planning water plant upgrade."
 - Under Item 6f, in the last sentence change "phylosophy" to "philosophy."

The review of the minutes led to a discussion on water valves. J. Brady recommended establishing a plan for exercising (turning by hand) water valves on a regular schedule. J. Auxer asked that "Water Valve Exercise" be placed on the agenda every three months, starting in May.

3. **VISITORS.** No visitors attended the meeting.

4. **FINANCES.** Financial statements as of January 31, 2012 were reviewed with minimal comments. H. Heyser noted that the Sanitary revenue is about \$30,000 less than projected. 2012-2013 proposed budgets will be presented to the Boards at the March meeting (and April meeting, as needed), starting with the Sanitary Department budget. Both budgets must be approved 45 days prior to the start of the new fiscal year on July 1.

5. **FLOW AND QUALITY REPORTS.** The reports for the two prior months were reviewed.

6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** Per J. Ekstrom, construction continues to progress nicely. Potomac Edison is due out next week to put in power to the new facilities. The majority of the new equipment is in place and ready to power up. Board members were invited to visit the site to view the progress.

- 6.b NEW WATER TANKS.** All documents have been submitted to the Public Service Commission, with the exception of a letter stating ownership of all required property. This is expected to be resolved shortly, however. Anticipate permission to advertise on construction contracts by mid-March, and to go to bid in April. Immediately prior to the next regular meeting of the Boards, on Thursday March 29, a public meeting on the new water tanks will be held at Town Hall at 6:15pm. The Town will send letters to all constituents notifying them of the meeting.
- 6.c WATER VALVE REPLACEMENT.** In the upcoming Phase II, ten more valves are scheduled for installation. The same contractor (W&L Construction) from Phase I will be used. See also Item 2.
- 6.d MADDEX FARMS PUMP STATION REPLACEMENT.** Currently waiting for Potomac Edison for power installation. Board members were invited to visit the site.
- 6.e LITTLE RUN ACRES - SEWER.** No report this meeting.

7. NEW BUSINESS.

- 7.a EXTENSION REQUEST - APPLICATION #09-002 KENSINGTON SUBDIVISION WATER AND SEWER SERVICE.** The applicants provided a standard letter, dated February 13, 2012, requesting extension of the active period for their application for water and sewer service. Thirty-six townhouses are proposed for this site.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BOCKSECONDED, FOR THE WATER BOARD TO APPROVE THE EXTENSION REQUEST FOR THE KENSINGTON SUBDIVISION APPLICATION FOR WATER SERVICE. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: H. HEYSER MOTIONED (NO SECOND REQUIRED) FOR THE SANITARY BOARD TO APPROVE THE EXTENSION REQUEST FOR THE KENSINGTON SUBDIVISION APPLICATION FOR SEWER SERVICE. THE MOTION PASSED UNANIMOUSLY.

- 7.b TASK ORDER FOR STUDY ON WATER TREATMENT FACILITY UPGRADE AND EXPANSION.** J. Ekstrom of Chapman Technical presented a task order for \$663,500 to study and make recommendations to the Board regarding the upgrade and expansion of the Shepherdstown Water Treatment Plant.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. AUXER SECONDED, FOR THE WATER BOARD TO APPROVE THE TASK ORDER FROM CHAPMAN TECHNICAL FOR \$663,500 FOR STUDY AND RECOMMENDATIONS REGARDING THE UPGRADE AND EXPANSION OF THE SHEPHERDSTOWN WATER TREATMENT FACILITY. THE MOTION PASSED UNANIMOUSLY.

(IF REQUIRED) ACTION ITEM: G. ENGBRETSON MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE SHEPHERDSTOWN TOWN COUNCIL APPROVAL OF THE TASK ORDER FROM CHAPMAN TECHNICAL FOR \$663,500 FOR STUDY AND RECOMMENDATIONS REGARDING THE UPGRADE AND EXPANSION OF THE SHEPHERDSTOWN WATER TREATMENT FACILITY. THE MOTION PASSED UNANIMOUSLY.

- 8. ADJOURNMENT.** J. Auxer adjourned the meeting at 7:40pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, March 29, 2012. The meetings of the Boards will be immediately preceded by a public meeting on the new water tanks, to be held at Town Hall at 6:15pm on March 29.

Respectfully submitted, Jerry Bock