

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
July 28, 2016

Attendees: **Water Board** – J. Auxer, S. Kemnitzer, M. Everhart, J. Brady, G. Engebretsen, J. Bock
 Sanitary Board – J. Auxer, H. Heyser, R. Keller
 Town Staff - F. Welch, C. Coe
 Town Engineer - none

Visitors: none

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by J. Auxer at 6:30pm at Town Hall in Shepherdstown, West Virginia.

Special note: It was announced that William Myers retired from the Water Plant staff after 40+ years of dedicated and excellent service.
2. **MINUTES FROM LAST MEETINGS.** The draft minutes of the June regular meeting were approved as presented.
3. **VISITORS.** None
4. **FINANCES.** In reviewing the June 30 fiscal year-end financials, the Boards thanked the Town staff for doing a tremendous job in monitoring the budget and keeping expenses down.
5. **FLOW AND QUALITY REPORTS.** Phosphorus levels in the effluent will continue to be an issue, but various adjustments with the chemical applications are being tried and the results closely monitored until a solution is found.
6. **UNFINISHED BUSINESS.**
 - 6.a **WATER PLANT UPGRADE.** Some problems with algae have been noted, applying new covers over settling basins, with success to date.
 - 6.b **BIOSOLIDS APPLICATION.** Currently on track to reduce expenses by at least \$35,000/year; F. Welch said this is turning out to be a very good program.
 - 6.c **CRESS CREEK PUMP STATION.** Bids have been received and the pump has been ordered. A pre-bid meeting is scheduled for August 4, and bid openings for August 16, 2016.
 - 6.d **SOURCE WATER PROTECTION.** Shepherdstown's plan was submitted on July 1.
 - 6.e **GRAVITY SEWER LINE.** No new developments.
 - 6.f **DIRECT WATER LINE TO WATER TANKS (CROSS-CONNECTION PROGRAM).** No new developments.
 - 6.g **SHEPHERDSTOWN EAST DEVELOPMENT.** Currently reviewing submitted plans. There are options for the placement of sewer lines.

7. **NEW BUSINESS.**
- 7.a **WATER METER TESTING AND REPLACEMENT.** Testing will begin the first week in August. Will be testing 2, 3, and 4 inch meters. To date, 170 meters have already been replaced.
8. **MAYOR'S REPORT.** Mayor Auxer complimented Town staff on the great job they are doing at both the Drinking Water Plant and the Waste Water Treatment Plant.
9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:51pm. The next regular meeting is scheduled for Thursday, August 25 [later changed to Thursday, September 1] at 6:30pm at Town Hall.

Respectfully submitted, J. Bock