

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**January 7, 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. Bock	<input checked="" type="checkbox"/> R. Keller	K. Shipley
	<input checked="" type="checkbox"/> J. Brady		P. Dowell
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> J. Ford		
	K. Landrum - absent		

= present at meeting

**Visitors:** Jeff Ekstrom

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by J. Auxer at 7:02pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE NOVEMBER 19, 2009 REGULAR MEETING.** The minutes were reviewed and approved as submitted.
3. **VISITORS.** There were no visitor comments at this meeting.
4. **FINANCES.** The financial statements dated November 30 and December 14 were briefly reviewed. J. Bock raised an issue about reported net income (shown as better than budgeted), which other Board members indicated is actually misleading due to accumulating expenses that will not impact the financials until the end of the fiscal year. P. Dowell will be invited to the next meeting of the Boards to review this issue.
5. **FLOW AND QUALITY REPORTS.** Reports were briefly reviewed with minimal comment.
6. **OLD BUSINESS.**
  - 6.a. **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported that we expect final approval for the design of the plant from the WV State Department of Environmental Protection in January. An attorney for Shepherdstown is filing all required paperwork with the State. We have already received permits from Norfolk and Western Railroad and from the U.S. Corps of Engineers. J. Ekstrom anticipates advertising for bids in May and going to bid in June.
  - 6.b. **WATER SYSTEM STUDY.** No discussion on this item.
  - 6.c. **WATER TANKS.** The property owner is amenable to having the proposed new tank located at the currently preferred location on Shepherd Grade Road. J. Ekstrom said a geotechnical study will be done to ensure the site is acceptable, especially given the karstic geology of this region. The water tank, when full, could weigh as much as ten million pounds.
  - 6.d. **WATER VALVE REPLACEMENT.** No valve replacements to report.
  - 6.e. **LOWES PUMP STATION BYPASS.** Bond closing is anticipated on January 22. A conditional notice of award will be given to W.L. Construction and Paving, who submitted a winning bid of \$225,622 (handouts provided to Board members). The Shepherdstown Town Council will be asked to issue a notice of debt forgiveness for \$375,000, a technical step

required in order to qualify for a State "green" grant of that amount to cover all costs (including engineering) of the bypass project.

- 6.f **CHURCH STREET WATER LINE UPGRADE.** Bids were received on this project (handout provided to Board members). We are also ready to sign a notice of award, for which bids came in lower than expected; Heritage Contracting LLC submitted the low bid at \$98,981. This project will connect German and High streets with an 8 inch water line and address a long-standing problem of low water pressure for a number of residents in the area.
7. **NEW BUSINESS.**
- 7a. **FIRE HALL LIFT STATION.** F. Welch reported that two pumps at the Fire Hall Lift Station failed simultaneously, temporarily disrupting service for Colonial Hills, Maddox Farm, and adjacent areas. Simple fatigue of the long-serving pumps was given as the reason.
8. **DEFINITION OF SERVICE AREA.** The Jefferson County Planning Commission has contacted town staff requesting a definition of the Shepherdstown growth boundary/service area. Board members asked for more information regarding the purpose of the request, and also for the issue to be referred to the Shepherdstown Planning Commission.
9. **MAYOR'S REPORT - NEW TOWN HALL - FINANCIAL IMPLICATIONS.** Water and Sanitary Board members have expressed concerns about how the proposed new Shepherdstown Town Hall will ultimately impact the finances of the Water and Sanitary Departments. J. Auxer said numbers are not yet available, but that this topic is on the agenda for the February Town Council meeting. He hopes that the numbers will be available by April.
10. **ADJOURNMENT.** J. Auxer adjourned the meeting at 7:53pm. NOTE: The next meeting of the Boards will be held in Town Hall at 7:00pm on Thursday, February 25 (back to the regular schedule of meeting the last Thursday of each month).

Respectfully submitted, Jerry Bock