

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
October 29, 2009

Attendees:	Water Board	Sanitary Board	Town Staff
	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	<input checked="" type="checkbox"/> C. Hutzler
<input checked="" type="checkbox"/>	J. Bock	R. Keller - absent	K. Shipley
	J. Brady - absent		<input checked="" type="checkbox"/> P. Dowell
<input checked="" type="checkbox"/>	G. Engebretson		
<input checked="" type="checkbox"/>	J. Ford	<input type="checkbox"/> = present at meeting	

Visitors: Bane Schill Greg & Paula Miller
 Jeff Ekstrom Kenneth Landrum

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 SEPTEMBER 24, 2009 REGULAR MEETING.** The minutes were reviewed and approved with the following corrections:
 - * Item 3, first line: Add the word "to" between the words "Boards" and "explain"
 - * Item 6.c: Add numbers for the projected revenue that would be received from customers with this proposed addition [F. Welch to provide]

3. **VISITORS.** See item below.

- 7.a **NEW BUSINESS - CUSTOMER COMPLAINTS.** Two customer complaints regarding their water and sewer bills were received during the month (see handouts):
 - * Greg and Paula Miller appeared before the Boards to request relief. A rental unit they own at 15 Ryan Way registered extremely high water usage. Staff visited the site and re-certified the proper operation of the water meter, and no system failures were observed. The Millers were advised that, based on the available information, the Boards could not offer relief. The customers were referred to the Public Service Commission.
 - * Lance Dom submitted information on extremely high water usage metered at a residence at 203 West German St. Mr. Dom did not appear at the meeting. Based on the written information provided, the Boards determined they could not offer relief.

P. Dowell recommended the Board authorize creation of a brochure which could be provided to customers who have complaints. The brochure could explain the general procedures and guidelines, and the limitations on actions that could be anticipated from the Shepherdstown boards, and also provide contact information for the Public Service Commission.

4. **FINANCES.** P. Dowell appeared before the Boards to present proposed budget amendments for the Water Department budget. Shifting of funds allocated to several accounts was recommended to adequately fund new requirements for the PEIA insurance account. The proposed amendments also adjusted projected income due to the last rate increase being implemented one month earlier than previously budgeted, and a larger-than-anticipated Operating and I&R Fund balance at the beginning of the fiscal year.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO APPROVE AMENDMENTS TO THE CURRENT YEAR WATER DEPARTMENT BUDGET AS PRESENTED. THE MOTION WAS UNANIMOUSLY APPROVED.

P. Dowell also provided copies of the recently completed Shepherdstown Water and Sanitary Department reports to the Public Service Commission for the past fiscal year.

5. **FLOW AND QUALITY REPORTS.** The flow and quality reports were discussed briefly. Similar to last month, large swings in the coliform readings were noted, and at least partially attributed to the sampling procedures. J. Ekstrom noted the UV treatment process in the new wastewater plant should alleviate this issue. Also, a spike in flows at the wastewater plant on Sept. 8 may have been a result of the cleaning of basins at the water plant.
6. **OLD BUSINESS.**
 - 6.a. **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported solid progress on all fronts. Anticipated funding will include a \$8,627,000 loan through the WV State Revolving Fund at .5% interest for 30 years.
 - 6.b. **WATER SYSTEM STUDY.** No discussion on this item.
 - 6.c. **WATER TANKS.** The Town has not been able to secure grant funding for replacement of the Shepherdstown water tank, and thus is pursuing loan opportunities. The total anticipated cost will be \$4,956,000, with \$4,000,000 potentially coming from a WV Infrastructure Council loan at 1% for 40 years. It was noted an issue with the Historic Commission, regarding the proposed tower's impact on an historic viewscape, is still an outstanding issue.
 - 6.d. **WATER VALVE REPLACEMENT.** No valve replacements to report. F. Welch reminded the Boards that R&R funds can be used for this purpose.
 - 6.e. **LOWE'S PUMP STATION BYPASS.** This project will result in the elimination of the problematic Lowe's pump station, and qualifies for grant monies as an environmentally friendly project. A mandatory pre-bid is scheduled for Nov. 19, with the project scheduled to be put out to bid on Dec. 1. Also, three impacted property owners did not grant the Town the right of entry. Town staff are in the process of obtaining appraisals, as approved by the Sanitary Board at last month's regular meeting.
 - 6.f. **KENSINGTON - STEP I APPROVAL.** Information was provided on this proposed townhouse development.

ACTION ITEM: H. HEYSER MOTIONED FOR THE SANITARY BOARD TO APPROVE THE STEP I APPLICATION FROM KENSINGTON AND REFER THE APPLICATION TO THE TOWN ENGINEERS FOR ANALYSIS. THE MOTION WAS UNANIMOUSLY APPROVED.

ACTION ITEM: J. BOCK MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO APPROVE THE STEP I APPLICATION FROM KENSINGTON AND REFER THE APPLICATION TO THE TOWN ENGINEERS FOR ANALYSIS. THE MOTION WAS UNANIMOUSLY APPROVED.

7. **NEW BUSINESS.**
 - 7.a Refer above.
 - 7.b **APPOINTMENT TO FILL WATER BOARD VACANCY.** Kenneth "Eddie" Landrum was present at the meeting and introduced as a nominee to fill the current vacancy on the Water Board. Dr. Landrum, who lives on North Princess St., has a Ph.D. from Tulane University and has expertise in geochemistry, environmental geology, and hydrology.

ACTION ITEM: J. FORD MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE TOWN COUNCIL THE APPOINTMENT OF KENNETH LANDRUM TO THE SHEPHERDSTOWN WATER BOARD. THE MOTION WAS UNANIMOUSLY APPROVED.

8, 9, 10, 11. No action on these items.

12. ADJOURNMENT. J. Auxer adjourned the meeting at 8:07pm. NOTE: The next meeting of the Boards will be held in Town Hall at 7:00pm on Thursday, November 19, one week earlier than the typical monthly meeting, moved forward due to the Thanksgiving holiday.

Respectfully submitted, Jerry Bock