

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
February 26, 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	C. Hutzler
<input checked="" type="checkbox"/>	J. Bock	<input checked="" type="checkbox"/> R. Keller	<input checked="" type="checkbox"/> K. Shipley
<input checked="" type="checkbox"/>	J. Brady		P. Dowell
	L. Dom - absent		
<input checked="" type="checkbox"/>	J. Ford		
<input checked="" type="checkbox"/>	G. Engebretson	<input type="checkbox"/> = present at meeting	

Visitors:	Jeff Ekstrom, Chapman Technical Kristen Ringstaff Cricky Shultz Chaz Shultz	Chris Colbert Eric Lewis Mike Boltz
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1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by J. Auxer at 7:10pm at Town Hall in Shepherdstown, West Virginia. The regular meeting time had been moved up and several members were late in arriving: R. Keller at 7:15pm, J. Bock at 7:25pm, and H. Heyser at 7:30pm.
2. **MINUTES OF THE DECEMBER 18, 2008 REGULAR MEETING.** The minutes were reviewed and approved as presented by the Board members.
3. **VISITORS.** Visitors' statements were related to action items on the agenda as referenced below. To accommodate visitors and also the late arrival of some Board members, the order of items was adjusted. The item numbers below reflect the numbers shown on the original agenda.
- 6.a. **PRINCESS STREET WATER LINE.** The work has been completed.
- 3.a and 6.c. **CHAPMAN TECHNICAL REPORT ON WATER TREATMENT PLANT OPTIONS.**
J. Ekstrom of Chapman Technical made a presentation (handouts provided) on water treatment plant options for Shepherdstown. The presentation included a discussion on deficiencies at the existing plant and multiple alternatives for upgrade and expansion. The new facility must meet demands for greater capacity as well as treatment to remove disinfection by-products and inactivation of cryptosporidium. Chapman recommends the new facility have a treatment capacity of 1200 gallons per minute. Option 3, GAC filtration, receives high marks for overall effectiveness, lower operation and maintenance costs, and ease of operation. Recommended improvements to the water distribution system and new water tanks were also discussed.
4. **FINANCES.**
- 4.a. and 4.b. **FINANCIAL REPORTS OF JANUARY 31, 2009 AND FEBRUARY 11, 2009.**
Financial summaries were reviewed.
- 4.c. **COST SHARING FOR SKID LOADER.** The purchase of a skid loader was proposed, with a total cost of \$17,400, to be split equally three ways among the General Fund, Sewer Fund, and Water Fund (\$5,800 each).

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, A MOTION FOR THE SANITARY BOARD TO APPROVE PAYMENT OF \$5,800 FROM THE SEWER FUND FOR A NEW

SKID LOADER. THE MOTION WAS UNANIMOUSLY APPROVED. G. ENGBRETSON MOTIONED, AND J. BOCK SECONDED, A SIMILAR MOTION FOR THE WATER BOARD (PAYMENT OF \$5,800 FROM THE WATER FUND FOR A NEW SKID LOADER), WHICH ALSO PASSED UNANIMOUSLY.

5. **FLOW AND QUALITY REPORTS.** The reports were briefly reviewed.

7. **NEW BUSINESS.**

7.a. **FARAWAY FARMS.** Representatives from Faraway Farms submitted Application #09-001, Step 1 Mainline Extension for Water and Sewer Service. They also provided a letter from the Jefferson County Public Service District indicating JCPD's awareness and approval of Faraway Farms' discussions with the Shepherdstown utilities for water and sewer services.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, A MOTION FOR THE SANITARY BOARD TO ACCEPT THE FARAWAY FARMS STEP 1 APPLICATION AND REFER THE REQUEST TO THE TOWN ENGINEERS FOR REVIEW. THE MOTION WAS UNANIMOUSLY APPROVED. G. ENGBRETSON MOTIONED, AND J. BOCK SECONDED, A SIMILAR MOTION FOR THE WATER BOARD, WHICH ALSO PASSED UNANIMOUSLY.

7.b. **COMMERCIAL DEVELOPMENT BEHIND SHEETZ.** Representatives for a proposed, as yet unnamed mixed-use development to be located beside and behind the Sheetz on Route 45 appeared before the Boards to describe their proposal and provide early notification of their plans. The 16-acre proposal would be 90% commercial but also could have retail and residential components, with an estimated total water usage of 225 EDUs. The location is already zoned for the proposed build-out, which is anticipated over a 7-10 year period. This proposal replaces an earlier one for a proposed project with 40 townhouses at the same location on a portion of the new site.

7.c. **WASTEWATER OPERATOR CLASS I CERTIFICATION COMPENSATION.** The Sanitary Board was informed of Brian Welch's completion of requirements for his Class 1 Wastewater Treatment Plant Operator's Certification License, and a request was made to increase his compensation. The adjustment was already included in the budget.

ACTION ITEM: ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, A MOTION FOR THE SANITARY BOARD TO APPROVE A SALARY INCREASE FOR BRIAN WELCH OF \$1.50 PER HOUR BASED ON HIS COMPLETION OF HIS WASTEWATER OPERATOR CLASS I CERTIFICATION. THE MOTION WAS UNANIMOUSLY APPROVED.

6.b. **OLD BUSINESS – PROGRESS REPORT ON WASTEWATER TREATMENT PLANT.** J. Ekstrom of Chapman Technical provided an update on the WWTP upgrade. Funding is moving forward as hoped (through the WV State Revolving Fund). The facility plan has been approved and the design stage has begun. The expectation is to complete planning and design by year end, and start construction next spring (2010), with a one-year construction phase to follow.

8. **ADDITIONAL ITEM – WASTEWATER FEASIBILITY STUDY.** A discussion was held on sewerage of several critical neighborhoods adjacent to the existing system that are of major concern regarding septic tank failures and groundwater contamination.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, A MOTION FOR THE SANITARY BOARD TO REQUEST A PROPOSAL FROM CHAPMAN TECHNICAL FOR A

PRELIMINARY FEASIBILITY STUDY FOR EXTENDING SEWER LINES TO THE MECKLENBURG HEIGHTS, HEATHERFIELD, AND CHAPLIN'S CHOICE NEIGHBORHOODS. THE MOTION WAS UNANIMOUSLY APPROVED.

9. AGENDA ITEMS 9, 10, 11 – NO ACTION TAKEN.

10. ADJOURNMENT. J. Auxer adjourned the meeting at 8:45pm. The next meeting is scheduled for Thursday, March 26 at 7:00pm.

Respectfully submitted, Jerry Bock