

**DRAFT MINUTES**  
**SHEPHERDSTOWN, WEST VIRGINIA**  
**WATER & SANITARY BOARDS**  
**February 25, 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
	J. Brady - absent		P. Dowell
	G. Engebretson - absent		
	<input checked="" type="checkbox"/> J. Ford	<input type="checkbox"/> = present at meeting	
	<input checked="" type="checkbox"/> K. Landrum		

**Visitors:** Bane Schill

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by S. Kemnitzer at 7:03pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE JANUARY 7, 2010 REGULAR MEETING.** The minutes were reviewed and approved with the following rewrite of Item 7a:
  - 7a. **SANITARY SYSTEM PUMP FAILURES.** F. Welch reported that two pumps at the Fire Hall Lift Station failed simultaneously. In addition, problems were experienced at Colonial Hills and Maddox Farm. Simple fatigue of long-serving pumps was given as the reason.
3. **VISITORS.** There were no visitor comments at this meeting.
4. **FINANCES.** J. Auxer read some comments from Pat Dowell regarding the financial statements. Pat continues to work with the Boards to provide comprehensive data as well as summary pages and footnotes explaining key points. Board members also expressed interest in graphs which, as an example, illustrate gross revenues plotted against water flows.
5. **FLOW AND QUALITY REPORTS.** Board members noted high sewer flows at the end of January, and several potential causes were discussed. F. Welch reminded the Boards that activities at the water plant, such as flushing of settling basins, can have a major impact on sewer flows. It was also proposed that a large rain event Jan. 25 resulted in increased infiltration and increased sewer flows.
6. **OLD BUSINESS.**
  - 6.a. **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom (via handout) reported that we received approval for the design of the plant from the WV State Department of Environmental Protection on February 16. An attorney for Shepherdstown filed with the Public Service Commission on February 17. All permits are in hand and we have submitted the NPDES Permit Modification. J. Ekstrom anticipates advertising for bids in May or June.
  - 6.b. **WATER SYSTEM STUDY.** Action complete for now and this item will be removed from the next agenda.
  - 6.c. **WATER TANKS.** Regarding approval of inducement resolution - J. Auxer will talk with John Allen. Also, the State Historic Preservation Office is requiring a Phase I survey.

- 6.d. **WATER VALVE REPLACEMENT.** A 2 inch valve at the corner of King and New Streets was replaced.
7. **NEW BUSINESS.**
- 7a. **WATER INTAKE AT THE WATER PLANT.** F. Welch reported that we have been experiencing major problems with blocked flow of the water intake from the Potomac River. Frank and his staff have tried many different approaches to resolve the problem, including testing of the electrical system and cleaning/replacing screens. The intake line was backflushed, which seemed to work, as the intake is now functioning at 800 gallons/minute. Apparently the velocity within the line is too low, and the pipe sits idle for 12 hours stretches, both of which contribute to settling within the pipe. About \$10,000 has been spent on this issue. Another intake line is located further up river; it has been inactive since the new Rumsey Bridge construction was begun. F. Welch indicated he may attempt to utilize that intake again.
- 7b. **WEST VIRGINIA EXPO - MARCH 24-25.** Both F. Welch and J. Ekstrom plan to attend the WV Expo.
8. **MAYOR'S REPORT.** J. Auxer led a discussion on a letter from a customer complaining about rate increases. Improved communication tools explaining the facts with which the Boards are confronted, and the logic behind rate increases, would be useful. H. Heyser agreed to take the lead on drafting a "Q&A" fact sheet.
9. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 8:15pm. The next meeting of the Boards is scheduled for Town Hall at 7:00pm on Thursday, April 1 (avoiding a conflict with the WV Expo on March 25).

Respectfully submitted, Jerry Bock