

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
May 27, 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 - arrived late	<input checked="" type="checkbox"/> H. Heyser	<input checked="" type="checkbox"/> 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	<input checked="" type="checkbox"/> = present at meeting	
	<input type="checkbox"/> K. Landrum - absent		

Visitors: Bane Schill
Mike and Bonnie Austin
Jeff Ekstrom, Chapman Technical

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by S. Kemnitzer at 7:08pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE APRIL 1, 2010 REGULAR MEETING.** The minutes were reviewed and approved with the following corrections:
 - 6.a. The following sentence was added to the end of the paragraph: "In order to meet this ratio and qualify for the SRF loan, the Sanitary Board took the action described in 6.a.1."
 8. Water Valve Replacement. The sentence "Completed as reported last month" was deleted and replaced with " No action this month."
3. **VISITORS.** There were no comments from visitors at this meeting.
4. **FINANCES.** H. Heyser noted lower than budgeted numbers for water and sewer payroll, and administration costs, which may be related to opting out of PEIA. Also, F. Welch responded to an inquiry about a payment from the capacity fund of \$89,511 showing on page W-16 of the Financials by affirming the Church St. water line replacement did qualify for the use of capacity funds.

P. Dowell submitted a written recommendation for the Water Board to pay off the water meter capital lease (for touch-read meters), since money is currently available to do so and interest expense would be reduced.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO AUTHORIZE PAT DOWELL TO PAY OFF THE PROGRESSIVE BANK LOAN FOR TOUCH-READ WATER METERS (ESTIMATED JUNE PAYOFF OF \$35,307). THE MOTION PASSED UNANIMOUSLY.

5. **FLOW AND QUALITY REPORTS.** Board members noted high readings for fecal coliform; apparently the reading was taken during a leak on Princess St. when water was cut off.
6. **OLD BUSINESS.**
- 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** J. Ekstrom reported all activity is still on a good schedule; planning to advertise for bids in June, and open bids in July.

6.b WATER TANK. J. Ekstrom described on-going discussions with the WV State Historic Preservation Office (SHPO) and the Jefferson County Landmark Commission regarding the proposed location of a new water tower on Shepherd Grade. SHPO has issues concerning the impact on the viewsheds of historic properties. Jeff now believes we are unlikely to obtain approval for the Shepherd Grade location, and recommends taking a step back, and looking instead at building a new tank at the current water tank site. He also recommends looking a water system upgrades which, along with a new tank, could address current pressure and water supply issues. The upgrades would include new piping, additional valves, and a dedicated line to the new tank. Valving (or lack thereof) is a very important issue. A Board member mentioned the possibility of a booster station to support the Mecklenburg neighborhood. F. Welch mentioned that he is excited about looping the Shepherd University portion of the water system with Maddox Farm. The Boards agreed all new options need to be studied. Also, a definitive answer should be requested from Jefferson County regarding the Shepherd Grade proposed site.

6.c WATER VALVE REPLACEMENT. H. Heyser noted that during the most recent boil water alert, we were unable to isolate the problem quickly. As such, he believes valve replacement, and the addition of new valves, should be one of our highest priorities. G. Engebretson mentioned that valve replacement is on-going and a constant priority. J. Ekstrom noted that we could use part of the balance in the I/R account to address the valve issues, and take additional actions now.

ACTION ITEM: G. ENGEBRETSON MOTIONED, AND J. BOCK SECONDED, FOR THE WATER BOARD TO AUTHORIZE F. WELCH TO ISSUE A TASK ORDER TO JEFF EKSTROM/CHAPMAN TECHNICAL FOR A WATER SYSTEM VALVE REPLACEMENT PLAN THAT WOULD EXPLORE OPTIONS REGARDING WHICH VALVES TO REPLACE OR ADD, EXPLANATION OF IMPACTS OF DIFFERENT OPTIONS, COST, AND A RECOMMENDED ORDER OF PRIORITY. THE COST OF THE PLAN IS NOT TO EXCEED \$10,000. THE MOTION PASSED UNANIMOUSLY.

6.d WATER PLANT OPERATOR CERTIFICATION. See Item 7.a below.

6.e LOWES PUMP STATION BYPASS. J. Ekstrom reported that he has asked for a waiver from Public Lands to cross the creek (Town Run). Once a waiver is granted, it will take an estimated 3-4 weeks to complete the project.

7. NEW BUSINESS. Item 7.a was discussed last, to allow J. Auxer to arrive late and participate in the discussion.

7.b MINI-EXCAVATOR BIDS. F. Welch explained that the Town has been renting a mini-excavator frequently, and that it would be prudent to purchase one. A mini-excavator is handy to get into spaces in which you cannot use a backhoe. Three written bids were provided to the Boards, of which Frank recommended the used Case Model CX31B from Folcomer for \$34,250 (including trailer). The Corporation of Shepherdstown would make the purchase, with the cost to be split three equal ways between the Corporation, the Water Board, and the Sanitary Board.

ACTION ITEM: J. FORD MOTIONED, AND G. ENGEBRETSON SECONDED, FOR THE WATER BOARD TO PARTICIPATE IN THE PURCHASE OF A USED (2007) CASE MODEL CX31B MINI-EXCAVATOR AND TRAILER. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO PARTICIPATE IN THE PURCHASE OF A USED (2007) CASE MODEL CX31B MINI-EXCAVATOR AND TRAILER. THE MOTION PASSED UNANIMOUSLY.

- 7.c **AERIAL PHOTOGRAPH PURCHASE.** The Boards decided the proposed aerial photograph was not needed and would not be purchased.
- 7.a **CERTIFICATION.** Two water plant operators recently passed examinations and obtained their Class 3 Operators licenses. The Boards held a lengthy discussion on salary increases for the two employees. The Shepherdstown facility is likely to become a Class 3 plant sometime in the future, perhaps 5 years or so.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO APPROVE THE FOLLOWING SALARY INCREASES: CHARLES COE TO \$17.00 PER HOUR, AND ARNOLD WRIGHT TO \$21.25 PER HOUR. THE MOTION PASSED UNANIMOUSLY.

There was no discussion on Agenda Items 8-11.

12. **ADDITIONAL DISCUSSION - RATES.** A general discussion was held on Shepherdstown water and sewer rates and how they compare with neighboring jurisdictions. The Boards requested that a current listing of water and sewer rates for surrounding areas be provided at the next meeting of the Boards.
13. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:44pm. The next meeting of the Boards is scheduled for Town Hall at 7:00pm on Thursday, June 24.

Respectfully submitted, Jerry Bock