

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
December 1, 2011

Attendees:	Water Board	Sanitary Board	Town Staff
	<input checked="" type="checkbox"/> S. Kemnitzer	<input checked="" type="checkbox"/> J. Auxer	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"/> J. Ford		
	<input checked="" type="checkbox"/> G. Engebretson		
	<input checked="" type="checkbox"/> B. Schill		
		<input checked="" type="checkbox"/> = present at meeting	

Visitors: Jeff Ekstrom, Chapman Technical
Dennis Crosby

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:05pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE OCTOBER 27, 2011 REGULAR MEETING.** The minutes of the October 27 meeting were approved by both Boards with the following correction: Under Item 7.a, EMPLOYEE COMPENSATION, the sentence should read "C. Hutzler left the meeting and H. Heyser recused himself and also left the meeting for this discussion."
3. **VISITORS.** Customer Dennis Crosby made a presentation at the meeting, to appeal for relief from a water/sewer bill he received on or about October 31, 2011. The Boards were unable to adjust Mr. Crosby's bill based on the information provided. Mr. Crosby was advised of his right of appeal to the Public Service Commission.
4. **FINANCES.** Financial statements as of October 31 were reviewed with minimal comments. Also, the annual financials for the fiscal year ending June 30, 2011 were made available at the meeting. The annual audit went very well, with no findings from the auditors Tetrick & Bartlett.
5. **FLOW AND QUALITY REPORTS.** The reports were reviewed. Coliform readings were high in the wastewater effluent; these readings are to be expected until the facility upgrades now underway are completed. Low sewer flow rates in September and October were noted.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** Per J. Ekstrom, work continues to progress well, without any real issues. The construction completion date has been extended to February. The main pump station project is complete.
 - 6.b **NEW WATER TANKS.** We are waiting on a ruling from the PSC, expected in February or March, and hoping to go to bid in the spring.
 - 6.c **WATER VALVE REPLACEMENT.** See Item 8 below.
 - 6.d **MADDEX FARMS PUMP STATION REPLACEMENT.** Delivery of parts anticipated January 9; the pump station should be on-line by the end of June.

- 6.e LITTLE RUN ACRES - SEWER.** Frank Welch is expected to attend the Jefferson County PSD meeting Dec. 5, and the Health Dept. is also expected to attend. Mr. Welch will pursue a better understanding from those in attendance regarding JCPSD and Health Dept. policies on connecting currently unsewered communities and those served by package plants.
- 6.f JEFFERSON COUNTY PSD - CAVALAND WATER SYSTEM.** Counsel has advised it is acceptable for Shepherdstown to sell bulk water, as has been requested by JCPSD regarding the connection of Cavaland. The following motion was passed, with assurances that protections in the event of non-payment would be included in the contract. S. Kemnitzer asked J. Ekstrom whether Shepherdstown has adequate capacity, which was assured.

ACTION ITEM: J. AUXER MOTIONED, AND G. ENGBRETSON SECONDED, FOR THE WATER BOARD TO APPROVE PURSUIT OF A CONTRACT WITH THE JEFFERSON COUNTY PUBLIC UTILITY DISTRICT FOR SHEPHERDSTOWN TO PROVIDE WATER SERVICE TO THE CAVALAND DEVELOPMENT. JCPSD WILL PAY FOR THE INSTALLATION OF A 12" WATER MAIN FOR THE CONNECTION. OWNERSHIP OF THE 12" MAIN WILL PASS TO SHEPHERDSTOWN ONCE COMPLETED. A SINGLE METER ON THE WATER MAIN WILL BE USED TO ACCESS WATER USAGE, WITH JCPSD PAYING SHEPHERDSTOWN AT A BULK RATE. THE MOTION PASSED UNANIMOUSLY.

7. NEW BUSINESS.

- 7.a CUSTOMER DENNIS CROSBY - 164 FAIRMONT AVENUE.** See Item 3 above.

- 8. MAYOR'S REPORT - CAPITAL IMPROVEMENT PROJECTS FOR WATER/SEWER.** Lists of potential sewer and water projects were presented to the Boards. Please refer to the handout provided at the meeting. The sewer projects were discussed first, followed by the water projects.

Sewer Projects

1. Replace the Day Care Pump Station - \$20,000. If completed, this pump station could serve additional customers. Anticipated the price tag would actually be more than \$20,000.
2. Replace the Rte. 230 Pump Station - \$20,000
3. Rehabilitation/Replacement of sewer mains per Facility Plan - \$500,000. J. Brady suggested getting more specific in the discussion of exactly which projects, phases, etc. The Sanitary Board passed a motion specific to this item.

ACTION ITEM: H. HEYSER MOTIONED, AND J. AUXER SECONDED, FOR THE SANITARY BOARD TO AUTHORIZE DEVELOPMENT OF A SEWER MAIN REHABILITATION PLAN WITH SPECIFIC PRIORITIES, PHASES, LOCATIONS, ETC. THE MOTION PASSED UNANIMOUSLY.

4. Replace the Cress Creek Station - \$150,000
5. Storage Buildings at the Wastewater Treatment Plant - \$485,000 (would replace present buildings)

Water Projects

1. Automatic Meter Reading (AMR) with new meters and radio read - \$375,000. The last meter reading replacements were 10-11 years ago.
2. New high service pumps - \$115,000. These pumps were last replaced in 1976; the proposed replacements would also have more capacity.

3. Valve Replacement Project Phase 2 - \$175,000. Phase 1 has been successfully completed; Phase 2 could begin this spring.
4. Granular Activated Carbon (GAC) Filter Bench Scale Pilot Testing at the Water Treatment Plant - \$15,000. The GAC filter removes precursors for cancer-causing agents. Installation could also provide data for design of an upgraded water treatment facility.
5. Water line replacement - \$500,000. J. Brady mentioned that efforts are already underway to develop a specific, coordinated schedule for replacement of water lines with minimal service disruption.

ACTION ITEM: J. AUXER MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO ENDORSE THE CAPITAL IMPROVEMENTS PROJECTS LIST FOR WATER PROJECTS (PRIORITY NOT INDICATED BY ORDER). THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: J. AUXER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO ENDORSE THE CAPITAL IMPROVEMENTS PROJECTS LIST FOR SEWER PROJECTS (PRIORITY NOT INDICATED BY ORDER). THE MOTION PASSED UNANIMOUSLY.

9. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:26pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, January 26, 2012.

Respectfully submitted, Jerry Bock