

MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
September 29, 2011

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	R. Keller- absent	K. Shipley
	<input checked="" type="checkbox"/> J. Brady		P. Dowell
	<input checked="" type="checkbox"/> J. Ford		
	G. Engebretson - absent		
	<input checked="" type="checkbox"/> B. Schill	<input checked="" type="checkbox"/> = present at meeting	

Visitors: Jeff Ekstrom, Chapman Technical
Sue Lawton, Jefferson County Public Service District

1. **CALL TO ORDER.** The Water and Sanitary Boards meeting was called to order by Jim Auxer at 7:07pm at Town Hall in Shepherdstown, West Virginia.
- 2.a **MINUTES OF THE JULY 28, 2011 REGULAR MEETING.** The minutes of the July 28 meeting were approved by the Water Board with no corrections or additions (the Water Board lacked a quorum at the August 25 meeting).
- 2.b **MINUTES OF THE AUGUST 25, 2011 REGULAR MEETING.** The minutes of the August 25 meeting were approved by both Boards with no corrections or additions.
3. **VISITORS.** Sue Lawton, Executive Director of the Jefferson County Public Service District (JCPSD), attended the meeting to discuss possible action regarding the Cavaland water system. See item 7.a below.
4. **FINANCES.** Financial statements as of August 31 were reviewed with minimal comments. H. Heyser noted that water and sewer income to date for the new fiscal year (months of July and August) are slightly under budget.
5. **FLOW AND QUALITY REPORTS.** The reports were briefly reviewed.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** Several Board members were given a tour of the construction at the Shepherdstown water plant, and they expressed their appreciation to F. Welch and J. Ekstrom. Construction continues to move forward on schedule, and we are still looking at a December completion.
 - 6.b **NEW WATER TANKS.** The additional property required for construction of the two new water tanks has been acquired. Town staff have completed a Binding Commitment Letter and are ready to submit the letter on-line to the State Public Service Commission. We expect to go to bid in late spring, 2012.
 - 6.c **WATER VALVE REPLACEMENT.** Only one valve in the current phase still needs to be installed (near the water tanks). J. Ekstrom encouraged the Board to establish a project priority list that would include water plant upgrades, additional valve

replacements, and a fixed-based water meter reading system that includes leak detection.

6.d **MADDEX FARMS PUMP STATION REPLACEMENT.** We are currently waiting for equipment to arrive on site, anticipated in December.

6.e **LITTLE RUN ACRES - SEWER.** J. Ekstrom reported on preliminary analyses regarding Little Run Acres. Thirteen houses could be served by gravity sewer; an additional five homes would require a pump station. There was some discussion about how to pay for extension of sewer service to Little Run Acres; several Board members expressed the need to be consistent with all potential new customers. The concept of differential rates (for new versus existing customers) was discussed; J. Ekstrom said he believes the Public Service Commission would not allow differential rates for Shepherdstown. The following suggestions were made:

- The Sewer Board should research the key issues and obtain more factual data regarding options to connect Little Run Acres and other neighborhoods;
- Obtain clarification on the potential uses of capacity fees;
- Develop a business plan for potential expansion of the sewer system;
- Discuss key issues with the Town Attorney;
- Gain information on what JCPSD is planning, and ensure we are working in concert with the County; and
- Plan on further discussions at subsequent Board meetings on this issue.

7. NEW BUSINESS.

7.a **JEFFERSON COUNTY PSD - CAVALAND WATER SYSTEM.** Sue Lawton of JCPSD was present to discuss Cavaland with Board members. JCPSD is proposing that the Cavaland Development, currently served by well water, be added to the Shepherdstown water system as a single "bulk rate" customer. Cavaland consists of 42 homes, and has been fully built out since 1987. To connect to the Shepherdstown water system, a main line extension of approximately 7000 feet would need to be built from the existing line at Bon Aire. S. Lawton said that JCPSD would pay for the connection, which would subsequently be turned over to Shepherdstown. JCPSD has been told they cannot sell Cavaland to another utility, therefore, the proposal is to have JCPSD keep Cavaland residents as their customers.

ACTION ITEM: J. AUXER MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO APPROVE A REQUEST FROM THE JEFFERSON COUNTY PUBLIC SERVICE DISTRICT TO PURSUE ENGINEERING AND OTHER PRELIMINARY STUDIES REGARDING THE FEASIBILITY OF CONNECTING THE CAVALAND DEVELOPMENT TO THE SHEPHERDSTOWN WATER SYSTEM. THE MOTION PASSED UNANIMOUSLY.

7.b **WATER TANK INSPECTION/CLEANING.** The Water Board reviewed a proposal from Liquid Engineering Corporation for initial inspection and annual maintenance of the water tanks.

ACTION ITEM: J. AUXER MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO APPROVE A PROPOSAL FROM LIQUID ENGINEERING CORPORTION FOR A WARRANTY INSPECTION (IN 2013) AND A SUBSEQUENT CLEANING/INSPECTION IN 2017 FOR A TOTAL OF \$8,600. THE MOTION PASSED UNANIMOUSLY.

NOTE: ON A MOTION BY H. HEYSER AND A SECOND BY J. BRADY, THE BOARDS WENT INTO EXECUTIVE SESSION AT 7:58pm. THE SESSION ENDED AT 8:03pm. NO ACTION WAS REQUIRED FOLLOWING THE DISCUSSIONS HELD IN THE EXECUTIVE SESSION.

8. **MAYOR'S REPORT.** J. Auxer suggested the Boards invite S. Lawton/JCPSD to the next meeting to discuss situations like Little Run Acres (see Item 6.e). J. Ekstrom reminded the Boards that connecting additional neighborhoods and removing them from septic systems earns credits for Shepherdstown which under the Chesapeake Bay water quality regulations can be used or sold.

There was no discussion on Agenda Items 9-11.

12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:06pm. The next meeting of the Boards is scheduled at Town Hall at 7:00pm on Thursday, October 27.

Respectfully submitted, Jerry Bock