

DRAFT MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
June 25, 2009

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

Visitors:	Chris Colbert	Kristen Ringstaff
	Cricky Shultz	Chaz Shultz
	Anna-Marie Rantz	Jeff Ekstrom, Chapman Technical
	Eric Lewis	Bane Schill

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by S. Kemnitzer at 7:00pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE MAY 28, 2009 REGULAR MEETING.** The minutes were reviewed and approved by the Board members as submitted.
3. **VISITORS.** Visitors addressed the Boards on several items as described below.
4. **FINANCES.** The Boards agreed the I&R funding is adequate as funded for the coming year.
5. **FLOW AND QUALITY REPORTS.** The wastewater system is back to normal operation after the spill in April that resulted in problems. The source of contamination is still unknown.
6. **OLD BUSINESS.**
 - 6.a. **WASTEWATER TREATMENT PLANT.** J. Ekstrom reported that we are moving aggressively on the design, and aiming to get something into the State in July. The NBR design is close to being finalized. We are looking at energy efficiency overall - high efficiency motors, etc. Still anticipating the plans to be approved by September, bids to be accepted in early winter, and construction to start next spring. Also, the town may qualify for a "green grant" from US EPA for the work to eliminate the Lowe's pump station.
 - 6.b. **WATER SYSTEM STUDY.** The preliminary engineering is reported as 40% complete; financing services 40% complete; comprehensive study 100% complete; and distribution analysis 100% complete.

We no longer anticipate recovery act money for new water tanks. J. Ekstrom has explored the possibility of a low interest loan from the USDA Rural Utilities Service, and requested permission from the Board to pursue this option. The water tanks are estimated at \$5 million with overall water system upgrades estimated at \$19 million.

ACTION ITEM: J. FORD MOTIONED, AND J. BOCK SECONDED, A MOTION FOR THE WATER BOARD TO AUTHORIZE CHAPMAN TECHNICAL TO PURSUE FINANCING FOR WATER SYSTEM NEEDS, INCLUDING NEW WATER TANKS, THROUGH THE USDA RURAL UTILITIES SERVICE. THE MOTION PASSED UNANIMOUSLY.

- 6.c. **SUNNYSIDE LLC LETTER OF INQUIRY.** Sunnyside LLC is developing a new subdivision, Chriswood, and they provided a letter to the Sanitary Board requesting consideration, and a desire to work with the Board, to see if expanding the sanitary collection system and connecting Chriswood might be a viable option. Board members expressed interest as this may facilitate efforts to connect adjacent neighborhoods (see next item). The topic will be studied further and all options considered.
- 6.d. **JEFFERSON COUNTY PSD FACT SHEET REGARDING SEWER SERVICE AT MECKLENBURG HEIGHTS, CHAPLINE'S CHOICE, AND HEATHERFIELD.** Board members reviewed a six year old study completed by JCPSD on connecting these neighborhoods. It was acknowledged the project would be more expensive today. The discussion then focused on the viability of first extending the main trunk line, versus trying to do the entire project at once.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO REQUEST CHAPMAN TECHNICAL TO PROVIDE AN OVERVIEW STUDY/ANALYSIS OF THE MAJOR ISSUES AND COSTS TO SEWER THE GENERAL AREA INCOMPASSING MECKLENBURG HEIGHTS, CHAPLINE'S CHOICE, HEATHERFIELD, AND THE PROPOSED CHRISWOOD SUBDIVISION, WITH HOURLY RATE AND A TOTAL COST OF THE STUDY NOT TO EXCEED \$10,000. THE MOTION WAS UNANIMOUSLY APPROVED.

7. **NEW BUSINESS.**

- 7.a. **KNIGHTEN/SENECA STEP I APPLICATION.** Visitors described the proposed mixed-use development to the Boards. It was noted the development would require a sewer pump station.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO ACCEPT A STEP I APPLICATION FROM KNIGHTEN/SENECA AND FORWARD TO TOWN ENGINEERS FOR ANALYSIS. THE MOTION WAS UNANIMOUSLY APPROVED. J. BRADY MOTIONED, AND J. FORD SECONDED, A SIMILAR MOTION FOR THE WATER BOARD, WHICH ALSO PASSED UNANIMOUSLY.

- 7.b. **EXPIRATION OF BOARD MEMBERS' TERMS.** This item was tabled.
8. **MAYOR'S REPORT (GIVEN BY F. WELCH) - CHLORINE LEAK.** F. Welch described the incident response to the Boards. The staff will review incident readiness to determine if additional training is needed, and or if additional equipment should be purchased. Overall, it was considered an excellent hazmat response by all units participating.
9. **ADJOURNMENT.** S. Kemnitzer adjourned the meeting at 8:15pm. The next meeting of the Boards will be held in Town Hall on Thursday, July 23.

Respectfully submitted, Jerry Bock