

APPROVED MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
July 29, 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
	<input checked="" type="checkbox"/> J. Brady		P. Dowell
	G. Engebretson - absent		
	<input checked="" type="checkbox"/> B. Schill	<input checked="" type="checkbox"/> = present at meeting	

Visitors: Mike and Bonnie Austin
Jim Ford

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Jim Auxer at 8:03pm at Town Hall in Shepherdstown, West Virginia.
2. **MINUTES OF THE JUNE 24, 2010 REGULAR MEETING.** The minutes were not available and will be reviewed at the next meeting.
3. **VISITORS.** There was a brief discussion with Mike and Bonnie Austin concerning the needs for water and sewer connections for Morgan Grove Park. They were also concerned about the proposed placement of the Town's new water tanks. The Boards informed the Austins that the current thinking is to build the new tanks at the location of the current tanks, not on Shepherd Grade.
4. **FINANCES.** The Boards briefly reviewed the Water and Sanitary budget numbers. PEIA liability ("catch-up") is still being shown as an accruing liability.
5. **FLOW AND QUALITY REPORTS.** F. Welch mentioned that the staff is currently battling algae at the water plant intake, due to low flows in the Potomac River.
6. **OLD BUSINESS.**
 - 6.a **WASTEWATER TREATMENT PLANT UPGRADE.** The Sanitary Board was presented with a "Petition" (see handout) with the following motion being made:

ACTION ITEM: H. HEYSER MOTIONED, AND R. KELLER SECONDED, FOR THE SANITARY BOARD TO PETITION THE SHEPHERDSTOWN TOWN COUNCIL TO ENACT AN ORDINANCE DIRECTING THAT SEWER REVENUE BONDS IN AN AMOUNT NOT TO EXCEED TEN MILLION DOLLARS BE ISSUED BY THE CORPORATION OF SHEPHERDSTOWN FOR IMPROVEMENTS TO THE SEWER SYSTEM, INCLUDING THE IMPROVEMENT OF THE WASTEWATER TREATMENT PLANT. THE MOTION PASSED UNANIMOUSLY.
 - 6.b **WATER TANKS.** With J. Ekstrom/Chapman Technical absent, the Boards decided to postpone discussion on this issue until the next meeting.
 - 6.c **WATER VALVE REPLACEMENT.** F. Welch reported that the mapping of valves in the water system has been completed. We are currently waiting to go to bid on about ten valve replacement projects.

6.d **LOWES PUMP STATION BYPASS.** This project is nearing completion. Three property owners whose property was crossed in completing this project are suing. A court date of Sept. 21 has been set.

6.e. **FLAT WATER RATES.** A brief discussion was held. Board members were informed that Susan Webster, with the Berkeley Springs water utility, tried to pass a flat rate ordinance in Berkeley Springs. Even though her effort failed, she would be a good resource person for our efforts. Also, Poca District in southern West Virginia may have a flat rate structure. J. Auxer suggested coordinating a potential transition towards a flat rate with the rate increases proposed for July 2011. J. Auxer will ask the Town Clerk to draft a timeline.

7. **NEW BUSINESS.**

7.a **BOARD MEMBERSHIPS.** E. Landrum's interim term on the Water Board is completed. Board members were informed by J. Auxer that Bane Schill has been appointed the new Town Council representative on the Water Board (J. Ford was the previous Town Council representative). The Board members welcomed Bane. In addition, the following action was taken on membership:

ACTION ITEM: J. BOCK MOTIONED, AND J. BRADY SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE TOWN COUNCIL THE APPOINTMENT OF JIM FORD TO THE WATER BOARD. THE MOTION PASSED UNANIMOUSLY.

ACTION ITEM: J. BOCK MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO RECOMMEND TO THE TOWN COUNCIL THE REAPPOINTMENT OF JOHN BRADY TO THE WATER BOARD. THE MOTION PASSED UNANIMOUSLY.

Assuming these appointments are made, the Water Board will have full membership.

7.b **SNOWDON BYRON - WATER CONSUMPTION.** The issue was reported as resolved by J. Auxer, and was not discussed.

8. **MAYOR'S REPORT.** J. Auxer reported that the Town is applying for the building permit for the waste water treatment plant upgrade; the Landmarks Commission and the Planning Commission will be reviewing in early August. Subsequent to the meeting, F. Welch provided clarification on the following dates:

- Mandatory Pre-Bid: August 17, 2010 at 11:00 AM.
- Bid Opening; August 26, 2010 at 1:30 PM for Contract No. 1 (WWTP) and 2:00 PM for Contract No. 3 (Main Pump Station and Force Main).
- Advertising in both Charleston Gazette and the Spirit of Jefferson on July 22 or 23, 2010.

It was also agreed that the Boards should review the status of all pending water and sewer service applications at the next meeting. Town staff are to provide the status report.

There was no discussion on Agenda Items 9-11.

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

Respectfully submitted, Jerry Bock