

APPROVED MINUTES
SHEPHERDSTOWN, WEST VIRGINIA
WATER & SANITARY BOARDS
September 30, 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	<input type="checkbox"/> C. Hutzler
	<input checked="" type="checkbox"/> J. Bock	<input checked="" type="checkbox"/> R. Keller	<input type="checkbox"/> K. Shipley
	<input checked="" type="checkbox"/> J. Brady		<input checked="" type="checkbox"/> 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: Hoy Shingleton, legal counsel
 Nettie Harper, WVRCAP
 Dan Pauley, WVRCAP
 Jeff Ekstrom, Chapman Technical

1. **CALL TO ORDER.** The Water and Sanitary Boards meetings were called to order by Jim Auxer at 7:02pm at the temporary Town Hall (W. Washington & S. Princess Streets) in Shepherdstown, West Virginia.
2. **MINUTES OF THE AUGUST 26, 2010 REGULAR MEETING.** The Boards reviewed the draft minutes from the August 26 regular meeting and approved the minutes with a rewrite of Item 8.b. to indicate the discussion was about a Shepherd University proposal for hooking up a potential gray water system in the Center for Contemporary Arts building.
3. **VISITORS.** Visitors made presentations that covered Agenda Items 6.e and 7.c:

WVRCAP and WWTP Project Administration (Item 7.c; see also Item 6.a): Dan Pauley of the West Virginia Rural Community Assistance Program (WVRCAP) made a presentation to the Boards to project manage the loan and other administrative activities associated with the major expansion and upgrade of the Shepherdstown Wastewater Treatment Facility. WVRCAP is a not-for-profit West Virginia organization that has extensive experience working with West Virginia municipalities on infrastructure projects, including administration of projects involving federal and state funding. WVRCAP was recommended to the Boards by Jeff Ekstrom of Chapman Technical, who will handle construction oversight. WVRCAP would charge Shepherdstown \$50,000 for project management; this amount has already been included in the WWTP upgrade budget.

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO RECOMMEND TO THE SHEPHERDSTOWN TOWN COUNCIL THAT THE CORPORATION HIRE WVRCAP TO PROJECT MANAGE THE \$8.5 MILLION SHEPHERDSTOWN WASTEWATER TREATMENT PLANT EXPANSION AND UPGRADE. THE MOTION PASSED UNANIMOUSLY.

In addition, Mr. Pauley provided Mayor Auxer with an authorizing resolution, to be completed and signed at the next Town Council meeting, authorizing the Mayor to sign, on behalf of the Corporation, all upcoming documents related to the WWTP expansion and upgrade.

Discussion of Flat Water Rates: Hoy Shingleton, serving as legal counsel to the Boards, made a presentation to the Boards regarding flat water rates, and then led a discussion on water rates with Board members. Shepherdstown Board members are interested in promoting water conservation and have been looking at flat rates as one option. Mr. Shingleton did not believe the timing was good for changing Shepherdstown's water rates, but instead suggested completing the numerous water and sanitary facility and system upgrades the Boards are currently involved with, and gaining more information about rate options in the future. He also suggested working in tandem with surrounding jurisdictions, in particular with other communities that use the Potomac River as a drinking water source.

4. FINANCES.

4.a&b FINANCIAL STATEMENTS. Pat Dowell was present for the discussion on Finances and was able to answer questions and lead the discussions on the proposed budget revisions.

4.c WATER BUDGET REVISION. P. Dowell recommended Water Budget revisions that would shift funds to the water valve replacement account and provide for additional distribution system upgrades.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. FORD SECONDED, FOR THE WATER BOARD TO APPROVE THE WATER BUDGET REVISIONS AS PRESENTED AT THE MEETING (SEE FINANCIAL HANDOUTS). THE MOTION PASSED UNANIMOUSLY.

4.d SEWER BUDGET REVISION. Pat Dowell recommended that the Sanitary Board approve the Sewer Budget revisions as proposed, including pre-funding future obligations for the Sewer Improvement Project (\$360,000) and the Membrane Replacement Fund (\$240,000).

ACTION ITEM: R. KELLER MOTIONED, AND H. HEYSER SECONDED, FOR THE SANITARY BOARD TO APPROVE THE SEWER BUDGET REVISIONS AS PRESENTED AT THE MEETING —(1) the payoff of the Berkadia Sewer Bond with bond sinking funds, and (2) the funding of 50% of the Membrane Replacement Fund with I&R Funds replaced from bond draws. Mayor Auxer reported that after due consideration, the management of the wastewater treatment plant upgrade will be managed by town staff and not contracted to WVRCAP thus saving \$50,000. (SEE FINANCIAL HANDOUTS). THE MOTION PASSED UNANIMOUSLY.

5. FLOW AND QUALITY REPORTS. The Boards briefly reviewed the flow and quality reports.

6. OLD BUSINESS.

6.a WASTEWATER TREATMENT PLANT UPGRADE - SCHEDULE A. J. Ekstrom reported very positive developments regarding the bid process for the wastewater treatment plant upgrade and expansion. The updated Schedule A for the project, which outlines the total anticipated cost of the project, calls for a bond issuance of \$9,172,697. All approvals are anticipated in the near future, with WV State Revolving loan signing in December. The new plant will have a peak capacity of 1.5 million gallons per day, will meet Chesapeake Bay water standards, and should serve the Shepherdstown area very well in the coming years.

6.b WATER TANKS. Board members were presented with options for the design of the new tank to be built at the current tank location. A spheroid shape was chosen, which looks best, has less underutilized space, and will have lower maintenance costs.

6.c WATER VALVE REPLACEMENT - BID RESULTS. Board members were presented with a list of nine high-priority water system valve projects; these projects were put out to bid as a

package, and W-L Construction & Paving, Inc. submitted the winning bid at \$164,650. All Board members were enthusiastic about moving forward with this effort.

- 6.d **LOWES PUMP STATION BYPASS.** This "green" project has been completed, with the old pump station removed. Three eminent domain cases against the Town were settled for a total of \$21,000. Overall, the project came in under budget.
- 6.e. **FLAT WATER RATES.** See discussion under visitors (Item 3).
- 7. **NEW BUSINESS.**
- 7.a **REAPPOINTMENT OF WATER BOARD MEMBER GARY ENGBRETSON (TERM EXPIRING OCTOBER 2010).**

ACTION ITEM: J. FORD MOTIONED, AND B. SCHILL SECONDED, FOR THE WATER BOARD TO REAPPOINT GARY ENGBRETSON TO THE WATER BOARD. THE MOTION PASSED UNANIMOUSLY.

Although it was not discussed at the meeting, J. Bock submitted his resignation from the Water Board, effective October 1, 2010.

- 7.b **ALTERNATE ENERGY RESOURCES.** This item was not discussed at this meeting.
- 7.c **WVRCAP-WASTEWATER TREATMENT PLANT UPGRADE PROJECT ADMINISTRATION.**
See discussion under visitors (Item 3).
- 7.d **ROBERT KELLER - FILLING SWIMMING POOL.** [Note: R. Keller left the room for the entire discussion and vote on Item 7.d, after he had presented his request] Robert Keller informed the Boards he had drained his swimming pool water into his yard for a full cleaning/repair work he did every 10-15 years. He requested the pool be filled from a fire hydrant, which had been done in the past, and to pay only regular water fees, and not the associated sewer fees, since none of the water went into the sewer system.

ACTION ITEM: G. ENGBRETSON MOTIONED, AND J. FORD SECONDED, FOR THE TOWN STAFF TO REVIEW HISTORICAL DATA RELATING TO MR. KELLER'S REQUEST, AND CHARGE CONSISTENTLY WITH THE HISTORICAL APPROACH. SIMILAR REQUESTS FROM ANY CUSTOMER WOULD BE TREATED EXACTLY THE SAME. THE MOTION PASSED UNANIMOUSLY.

- 8. **MAYOR'S REPORT.**
- 8.a **OUTSTANDING APPLICATIONS.** Mayor Auxer provided a listing entitled "Outstanding Water and Sewer Mainline Extension Applications as of September 23, 2010." The list was very much appreciated by Board members, but additional updates were requested, in particular more specific and current data to be provided in the "Project Status" column.

There was no discussion on Agenda Items 9-11.

- 12. **ADJOURNMENT.** J. Auxer adjourned the meeting at 8:50pm. The next meeting of the Boards is scheduled at the temporary Town Hall at 7:00pm on Thursday, October 28.

Respectfully submitted, Jerry Bock