

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, February 15, 2017

Voting members present: Austin Abraham, Chairperson; Terry Davis (B); Eric Kitchen (B-alternate); Matt Hull (K); Ken Lord (K-alternate)

Members absent: Barry Levey (K); Gina Ellis (K-alternate); Judy Kerns (K-alternate); Paul Loeber (B); Bobby Mose (B-alternate)

Others present: Ernie Harr (B-alternate); Rick Bishop (K) Keedysville Town Administrator; Megan Clark (B), Boonsboro Town Manager; Pete Shumaker (B), Utilities Superintendent; Cindy Harris (B), Recording Secretary

The meeting convened at 6:30 PM at Boonsboro Town Hall.

- I. **Approval of minutes from December 7, 2016 meeting.** Motion by Member Hull, second by Member Davis to approve the minutes with no corrections. Motion carried unanimously.
- II. **Distribution of updated roster of members.** Chairman Abraham noted the updated contact list that was included in the packets.
- III. **Review Towns' actions on amendment to 1999 Water Service Charge Agreement and effect on FY17 projected costs to Keedysville.** Chairman Abraham thanked members for their work in putting together the amendment and proposed sending a letter to the Mayor and Councils to present a draft copy of what the agreement might look like as well as expressing his appreciation for the Board members work and cooperation in putting the amendment together. There were no objections from the members.
- IV. **Progress on draft replacement master agreement.** Chairman Abraham stated he has approximately 50% of the agreement drafted thus far and is still working on the costing portion. The Commission discussed the various parts of the draft agreement, including the right to serve areas outside municipal boundaries, the current water tank agreement, and how disputes would be handled.
- V. **Review Boonsboro's FY17 CIP and draft FY18 CIP.** Boonsboro Town Manager Clark reviewed the FY2017 approved Capital Outlay projects, the estimated expenditures, and actuals spent to date. She noted the bobcat, budgeted for \$20,000, would not be

purchased and Boonsboro Town Engineer Hopkins was working on designs for the weir wall stabilization. Boonsboro Town Manager Clark provided a draft Fiscal Year 2018 list of capital projects totaling \$130,000. As in previous fiscal years, capital outlay would be continued to be funded from user fees and noted some projects drop out if user fees are not received.

- VI. **Boonsboro Conservation Plan.** Boonsboro Town Manager Clark presented the draft Boonsboro Conservation Plan. She stated the plan updates the 2009 conservation plan and provides information on the existing system, demand, and projected demand of the portion of the Boonsboro system.

- VII. **New Business.** The Commission discussed efforts towards reducing the water loss.

- VIII. **Public Comment.** There was not any public comments.

Chairperson Abraham declared the meeting adjourned at 8:27 PM. The next meeting date is scheduled for Wednesday, May 17 at 6:30 PM at Keedysville Town Hall.

Submitted by: Megan Clark, Boonsboro Town Manager