

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, February 18, 2015

Voting members present: Austin Abraham, Chairperson; Terry Davis (B); Barry Levey (K);
Victoria Gudeman (K)

Members absent: Paul Loeber (B); Rob Hutzell (B-alternate)

Others present: Megan Clark (B), Town Manager; Pete Shumaker (B), Utilities Superintendent;
Eric Kitchen (B), BMUC; Ray Hoffman (B), BMUC; Matt Hull, (K-alternate-voting);

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

- I. **Approval of minutes from December 2, 2014 meeting.** Motion by Member Davis, second by Member Levey, to approve the meeting minutes with minor corrections. Motion carried unanimously.

- II. **Springhouse Project Update.** Boonsboro Town Manager Clark presented an update on the Springhouse project. She stated work completed includes the interior walls and ceiling, the floors, the roof, LED lights, and replacement of concrete for approximately \$6500.00. The remaining work includes painting, concrete work, a dehumidifier, and possible heat tracer. Town Engineer Hopkins had obtained quotes for the painting work, with Cronise Construction placing the most responsive bid for \$9,951.00. Clark stated the total remaining costs would be approximately 12,000.00, with the total project costing less than half of the budgeted amount of \$50,000.00.

Consensus of the Board to move forward with the completion of the Springhouse in the spring.

- III. **FY15 Water Fund CIP review and Preliminary FY16 CIP.** Town Manager Clark reviewed the completed Water Fund CIP projects for FY15; including \$6,752.65 spent on the Keedysville Springhouse; \$2,125.01 on billing software modifications; \$5,000 for the cleaning of the reservoir, water tower, and clearwells; \$31,724.80 for new residential water meters, and \$5,000 for Shafer Park Well Rehab; totaling \$50,602.46 to date. She stated septum sleeves for Keedysville Water Plant and a leak detection survey are projected to be completed in FY15 as well, bringing the total CIP to an estimated \$70,000.

Clark presented preliminary FY16 CIP Projects to the Board, which included 4 turbidity meters for Keedysville for \$15,000; rebuilding the high service pump at Boonsboro Water Plant for \$15,000, two utility trucks at \$50,000, and an enclosed pull-along trailer for water leak equipment at \$2,500, for a total of \$82,500.00.

The Board discussed the projects and noted the costs differences that would be included in true-up. Clark stated she would update the Board on the approval of the CIP after the BMUC approved the projects.

- IV. Cost Sharing for the Keedysville Water Plant Generator.** Member Levey stated Keedysville had bid out a generator for the Keedysville Water plant and is hoping to purchase next month for a total cost of \$43,000. He asked the Board to consider sharing the costs for the maintenance and operations of the generator.

The Board discussed the maintenance and agreed the generator should be added to the existing Boonsboro maintenance contract with Fidelity.

Motion by Member Gudeman, second by Member Davis to recommend to the Boonsboro Municipal Utilities Commission sharing of operations and maintenance costs for the new generator, including adding the generator to the existing maintenance contract. Motion passed unanimously.

- V. Open discussion of updating the various agreements.** Chairman Abraham opened the discussion with history of the Board, noting the original agreement of 1958, Arbitration in 1994 that provides details of cost-sharing, and further amendments in 1997, 1998, 2010, and 2015. He stated neither Town has wished to be a customer of each other, and has consistently wanted to have ownership in the system.

Board members, guests, and staff discussed what is important to them when updating, editing and/or drafting a new agreement with the following items mentioned:

- Consistency
- Clearly written processes
- Simplicity so others can understand
- Sustainability
- Delivering services efficiently
- Noting the existing system works, change may or may not be necessary
- Clearly defined responsibilities
- Factors that make up a shared system

Un-complicating the true-up

Board members also discussed the first and next steps in updating the agreements and agreed the existing agreements should be read and highlighted the next meeting. The Board could then begin to draft an outline to help with updating.

VI. Public comment. There was no comment from the public.

The next meeting date was set for Wednesday May 20, 2015 at 6:30 PM at Boonsboro Town Hall. The meeting was adjourned by the Chairperson with consensus of the Board at 9:17pm.

Submitted by: Megan Clark, Town Manager acting as Recording Secretary