

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Thursday, February 22, 2018

Voting members present: Austin Abraham, Chairperson; Terry Davis (B); Ernie Harr (B-alternate); Barry Levey (K); Matt Hull (K)

Members absent: Paul Loeber (B)

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

The meeting convened at 6:28 PM at Keedysville Town Hall. Chairperson Abraham started by thanking outgoing Boonsboro Town Manager Clark for all she has done for the Water Board and the Town of Boonsboro, noting she has accomplished many great things during her tenure. Those in attendance echoed these words, expressing their appreciation as well for her knowledge, hard work, and contributions to the Board, stating she would be missed.

- I. **Approval of minutes from December 6, 2017 meeting.** Member Davis questioned the verbiage related to the reservoir leak detection and the wording *“Boonsboro Police Chief and Keedysville Fire Chief will both be notified in advance”* should actually be removed. Motion by Member Hull, second by Alternate Harr to approve the minutes with the correction. Motion carried 5-0.
- II. **Status of FY18 CIP and initial projections for FY19 CIP (Megan).** Town Manager Clark provided the Board members with a copy of the Water Fund Mid Year Financial Review and reviewed the current CIP. She discussed each item listed under capital outlay projects and pointed out actual expenses are on target as projected, with the meter replacements and public works vehicle both coming in slightly under budget. The cleaning of the clear wells/reservoir/water tower will be completed in the spring.

Under the Capital Improvements Plan, Clark reviewed several key items planned in the coming years. The reservoir line replacement and installation of meter are both planned for 2019. Superintendent Shumaker said he is obtaining cost estimates now for the bi-directional meter to plan ahead for next year; engineering and plumbing work will also be required. Phase I of the reservoir replacement lines estimated at \$35,000 consists of engineering drawings and permits required prior to phase 2 which is construction. Both projects are earmarked as shared expenses, however, this subject led the Board members to a discussion of what constitutes a shared expense and the determining factors should be addressed in the new agreement. Chairperson Abraham recited from the 2015 Agreement and after much debate, the members agreed that

their interpretation of the intent of the 2015 Agreement meant that storage was not a shared expense between the towns. Abraham said this would also be discussed in December for projections. Water Modeling project is scheduled for 2020 but this may be moved forward as the RFP is currently being looked at. Also for 2020, the ongoing yearly meter replacement program is projected to conclude, the Septum Sleeve Replacements are planned, and the Crestview well investigation and pump is planned.

- III. **Review of MDE request for information.** Chairman Abraham stated both Boonsboro Town Manager Clark and Keedysville Town Administrator Bishop were contacted by John Grace of MDE regarding a complaint of various issues by Keedysville residents Benjamin and Lisa Estes. In a letter to MDE dated January 1, 2018, the Estes's requested MDE examine the Water System's compliance with its withdrawal permits and any impacts on downstream water from the operation of the Keedysville Spring by the Water System. Clark has already begun drafting a response to a series of questions from MDE. The Board discussed that water flow has been more contained since installing the weir wall and shoring the banks, where it was previously flowing around the banks. Member Davis suggested to also include the water conservation efforts both Towns have enacted including the replacement of the aging water line in Main Street in Keedysville, lowering the pressure in Keedysville, the implementation of inclining rate blocks for customer billing and improved leak detection. Clark will email a copy of her response to all members and requested responses back by Monday. On a related note, it was discussed that the plate in the weir wall is bowed which is allowing water to flow uncontrolled under the wall. Keedysville is consulting with a welder to get a new plate.
- IV. **Review Boonsboro RFP for planning for new sources (Megan)** Town Manager Clark told the group the town is soliciting proposals for future facilities on the Boonsboro side. King Road Associates and Easterday will start the next phases of their respective developments and it would be in everyone's best interests to have a water tower on the Easterday property, and suggested the possibility of getting reimbursement from the developers. She said that the water system pressure will be looked at for possible creation of a pressure zone. ARRO Group will write the RFP to address this but she added it is undecided whether water modeling will be included.

Clark said King Road Associates has 300 acres, are developing a feasibility for their next phase and could be ready to start building in 2019. Taps have already been allocated. Fletchers Grove has a potential builder to build out that development but do not have approved lots. They have allocated sewer taps which have been prepaid already. The Easterday property has reviewed concept plans for a High's store and Clark has been told there is a plan for the post office. Maryland permits have been approved and construction is anticipated to start this summer.

Chairperson Abraham and Clark plan to meet to refine the understanding of allocated taps in Boonsboro. Abraham also suggested an objective of the study in the ARRO Group RFP might include whether adding wells make sense for the future considering the development forthcoming.

- V. **Draft Water allocation methodology for new agreement – first presentation (Austin)** Chairperson Abraham stated he will save this topic for the May meeting.
- VI. **Alternate costing model for new agreement – first presentation (Austin)** Chairperson Abraham presented a draft model for an alternative method of cost sharing for Keedysville. He reviewed the current method of calculation which takes the shared capital and 50% of Boonsboro’s operating expenses multiplied by Keedysville’s water use ratio. Direct billing, customer accounting and direct cost ½ hour per day for tank and booster station are then added to arrive at Keedysville’s costs.
- In comparison, the alternative method is based on costs related to the Keedysville plant, factors the town’s percent of production into the calculations, and adds a Ready-to-Serve fee for Boonsboro’s continued ability to provide water to Keedysville. Daily operations and maintenance activities (recordkeeping, reporting, utilities, chemicals, supplies, repairs, etc.) at the Keedysville plant and tower are charged using fully burdened labor costs and Keedysville’s percent of its plant production. Costs for system-wide items such as trucks and safety equipment charged at Keedysville’s percent of the total system production. Customer accounting, meter reading, re-reads, collections charged using fully burdened labor of water/sewer clerk and public works employees times Keedysville’s percent of customer accounts. Finally, a Ready-to-Serve fee would be added based on either one million gallons at a top tier rate of \$9.30/1,000 gals or actual 30-day Keedysville usage of 1,890,411 at \$9.30/1,000 gals. The options he presented prompted much discussion by the Board including a scenario where if Boonsboro cut its water losses to 15%, Keedysville would then become the higher user percentage-wise, resulting in the town’s costs increasing by approximately \$10,000 per year. Chairperson Abraham concluded that this presentation is a first pass at this method of allocating costs to Keedysville, is not fully developed, requires further evaluation, and the topic would be brought back in May to allow for further discussion.
- VII. **Water Loss Updates (Megan and Barry)** no updates provided at this time.
- VIII. **New Business** Member Lord said he sent a letter to a neighbor who had been driving through Appomattox Court into the access road to the water tower. Superintendent Shumaker confirmed there have been no further issues since.
- IX. **Public Comment** there was no public comment

Chairperson Abraham declared the meeting adjourned at 8:31 PM. The next meeting date is scheduled for Wednesday, May 16th at 6:30 PM at Boonsboro Town Hall.

Submitted by: Cindy Harris, Recording Secretary