

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**  
**MEETING MINUTES**  
**Wednesday, February 26, 2016**

**Voting members present:** Austin Abraham, Chairperson; Terry Davis (B); Eric Kitchen (B-alternate); Victoria Gudeman (K); Barry Levey (K); Matt Hull (K-alternate)

**Members absent:** Paul Loeber (B)

**Others present:** 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. Member

- I. **Approval of minutes from December 9, 2015 meeting.** Motion by Member Hull, second by Member Levey to approve the minutes with no corrections. (Member Gudeman arrived at 6:45pm and was unavailable to vote). Motion carried unanimously.
- II. **Review of FY16 and FY17 capital projects (Megan).** Town Manager Clark reviewed the FY2016 WF CIP Budget Update. She pointed out several line items that were revised and several items that were no longer needed and thus removed as indicated. Additional water meters were expected to be purchased but would remain within budget. Also, one item not included is the upgrade of the billing software. The software currently in use is antiquated and has resulted in numerous costly modifications over the past several months. Boonsboro is in the process of evaluating different software programs and securing cost proposals. There was clarification that Keedysville pays for the cleaning and maintenance of the reservoir/clear wells/water tower but Boonsboro ensures the work is performed. Member Davis provided an update on the purchase of the correlator which is still in process. One demo has come in although additional demos have been delayed due to the weather and will proceed once the weather improves.
- III. **Review of Town water rates (Megan, Barry).** Town Manager Clark reviewed Boonsboro's tiered rate structure which went into effect July 1, 2015. Benefits include increased tracking of usage, encourages water conservation and is more equitable, especially for smaller users. Discussion ensued over benefits, current rates and whether Keedysville residents would gain benefit from such a change. Member Davis added that coupled with new meters, Boonsboro's goal is 12% water loss in two years.
- IV. **Preliminary subject matter for new water agreement (Austin).** Chairperson Abraham presented a list of proposed subject matter (attached) for the Board's consideration,

which summarized the key points of the current BKRWB Agreement. A concern was raised regarding the stability of the Agreement should a future Town wish to back out unexpectedly. Chairperson Abraham assured the members that there is an amendment process in place to protect both towns should future members decide to back out unexpectedly. Several ideas were discussed including moving to a single governing body such as WSSC where one entity takes ownership of the assets although there was not much interest in entertaining this idea. After much discussion, the Board was favorable to: 1) Continued ownership by each Town of current assets, 2) Consolidation of agreements, 3) Cost calculations should be simplified and 4) the agreement should be one of long term. Chairperson Abraham recommended the Board review his proposed list as a guide to springboard ideas to build upon and to discuss further at the May meeting. All agreed the current climate of the Board is prime to secure an amicable Agreement.

V. **New business.** There was no new business.

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

Chairperson Abraham made a motion to adjourn, seconded by Member Levey. Chairperson Abraham declared the meeting adjourned at 8:52 PM. The next meeting date is scheduled for Wednesday, May 18, 2016 at 6:30 PM at Keedysville Town Hall.

Submitted by: Cindy Harris, Recording Secretary