

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**  
**MEETING MINUTES**  
**Wednesday, May 16, 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:** Krista Davis (B), Boonsboro Town Manager; Bruce Zimmerman (B) Boonsboro Former Interim Town Manager; Pete Shumaker (B), Utilities Superintendent; Rick Bishop (K) Town Administrator; Ethan Strickler (B) Boonsboro Town Planner; Cindy Harris (B), Recording Secretary; Ray Hoffman (B)

The meeting convened at 6:33 PM at Boonsboro Town Hall.

- I. **Approval of minutes from February 22, 2018 meeting.** Motion by Member Hull and second by Member Harr to accept the minutes with no changes. Motion carried 5-0.
- II. **Posting meeting minutes and agendas (Austin)** Chairperson Abraham reminded the Board that the BKWAB meetings fall under the State's Open Meetings Act and that the meeting agenda must be made available and posted on each Town's websites the Monday prior to each meeting, preferably the Friday before. He said after the February meeting, a request was made for a copy of the minutes which had not yet been approved. Abraham worked with this person to get the information that was requested. The group agreed that draft minutes should be made available for review in person only; no copies should be distributed until the minutes are officially approved. All requests for meeting minutes should be referred to either Boonsboro Town Manager Davis or Keedysville Town Administrator Bishop.
- III. **Status of FY18 Boonsboro CIP and projections for FY19 CIP (Krista).** Town Manager Davis presented and reviewed the FY18 and FY19 Capital Outlay in the Adopted Budget. She noted the cleaning of the clear wells/reservoir/water tower was moved to FY19 as it most likely will not be completed in FY18. The FY19 Capital Outlay figures stem from the CIP the Boonsboro Municipal Utilities Commission approved last week. Under the Future Facilities Plan line item, five bids were just received for the water study RFP which will identify bad spots and low pressure among other key items. Member Harr recommended that Keedysville be included in the development process for future RFP's as members were unaware of the project. Davis will send a copy to Town Administrator Bishop for Keedysville review. This item will be revisited at the next meeting to discuss the cost as a possible projected shared cost. The replacement of the 1992 generator will also be discussed as a possible shared cost in August. Superintendent Shumaker

stated the generator is 25 years old, and could still be used as a back up and in an emergency and noted all generators are exercised every Monday. He will also research quotes for possible trade-in.

- IV. **Status of Boonsboro RFP for planning for new sources (Boonsboro staff).** There was no discussion of this topic.
  
- V. **Water Loss Updates (staff, both towns).** Chairperson Abraham reviewed the water usage report and queried members about the 10% water loss. Administrator Bishop noted there were several leaks over the winter including vacant properties whose water lines froze, thawed, and then the leaks were finally discovered. Abraham cautioned the 10% could be from an off-set of the billing and number of days in each quarter and believed the number would wash out in the upcoming quarter.

Superintendent Shumaker said he replaced the meters at the Boonsboro plant. He said despite calibrating the meters every year, the raw and finished meters had not been accurate for the past six months and is hoping the new meters will help with water loss.

The group also discussed the status of the meter installation at Lakin Avenue Extended. Shumaker said it was stalled due to an easement issue with one of the properties where the water line crosses. Members shared ideas of possible locations to install the meter and how to accurately determine whether a leak exists.

- VI. **Water capacity allocation between the Towns for new agreement (Austin).** Chairperson Abraham suggested a change in tactic on three ongoing items of discussion including: 1) water loss in Boonsboro, 2) Boonsboro determining what future connections are legally committed to developers and 3) assuming there is availability, how to divide allocations between the towns, with three members focusing on these items. Abraham noted the importance of garnering a fresh perspective on this before continuing with the agreement.
  
- VII. **New Business** Member Davis announced that the Town of Boonsboro won the State of Maryland Water System of the Year award.
  
- VIII. **Public Comment** there was no public comment

Chairperson Abraham declared the meeting adjourned at 8:25 PM. The next meeting date is scheduled for Wednesday, August 15<sup>th</sup> at 6:30 PM at Keedysville Town Hall.

Submitted by: Cindy Harris, Recording Secretary