

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, May 17, 2017

Voting members present: Austin Abraham, Chairperson; Terry Davis (B); Eric Kitchen (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; Rick Bishop (K), Town Administrator; Ray Hoffman (B), Ernie Harr (B-alternate); Cindy Harris (B), Recording Secretary

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

I. **Approval of minutes from February 15, 2017 meeting.** Motion by Member Hull, second by Member Davis to approve the minutes with no corrections. Motion carried unanimously.

II. **Review Boonsboro's FY17 CIP and draft FY18 CIP (Megan).** Boonsboro Town Manager Clark reviewed the FY17/18 Water Fund CIP Update. She noted there were not many changes since the last update. The Bobcat purchase and Water Modeling for unidirectional hydrant flushing were removed from the FY17 Capital Outlay Projects as these will not be completed within the fiscal year. BMUC approved the Weir Wall Stabilization, which work will begin June 1st and be completed this fiscal year. A new MDE permit is required. She also said that because of lower tap fee collections, the Town is not proactively replacing water meters, rather, replacing only those that are broken. Monies actually spent to date in the WF Capital Outlay included a tap/drilling machine and utility software conversion expense that were not originally budgeted.

Under FY2018 Draft Capital Outlay Projects, the rebuild of the high service pump at the Boonsboro water plant is not yet needed. The waterline replacement rehab may not be performed as the water fund budget recently approved by the BMUC resulted in a reduction of capital outlay funds to \$66,500.

III. **Water Loss Discussion (Megan).** Town Manager Clark presented the attached Boonsboro Unaccounted for Water narrative originally produced for BMUC, which provides the background and efforts to discover and combat unaccounted for water. She said the Town has an ongoing effort to reduce water loss and are continuing to find waterlines and search for unaccounted water. On Monday, May 15th, Public Works

found an old open valve on a line which they subsequently shut. This line was possibly feeding the old reservoir as it was tested and found to contain chlorine. It is too early to see the impact yet but plans are to cap this line and keep the Board updated with any new developments.

- IV. **Draft Portion – replacement master agreement (Austin).** Chairperson Abraham provided a Draft Water Service Agreement and the members held a productive discussion covering long-term shortages, alternate water sources, water allocations, cost sharing and whether termination date should be included. He requested that members look at the draft with their town’s perspective in mind as they review and edit the document. Town Manager Clark stated this could be an item to schedule on a BMUC meeting agenda to review for ideas. Chairperson Abraham noted that once agreed to by the BKWAB members, each town must review the agreement which could mean up to 1 ½ years until completion of the agreement. On the issue of cost sharing, the Board agreed a target would be to run different scenarios during the annual true up, and suggested a target deadline of the end of the year.

Chairperson Abraham asked that the representatives from each Town meet to discuss ideas on how best to handle water allocation and the cost sharing for new sources. The ideas developed by each Town will be discussed at the next meeting.

- V. **New business.** Superintendent Shumaker said he put rocks around the front of the water treatment plant entrance in an effort to prevent people from driving into the facility and improve security.

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

Chairperson Abraham declared the meeting adjourned at 8:02 PM. The next meeting date is scheduled for Wednesday, August 16th at 6:30 PM at Boonsboro Town Hall.

Submitted by: Cindy Harris, Recording Secretary