

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**  
**MEETING MINUTES**  
**Wednesday, May 20, 2015**

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

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

**Others present:** Megan Clark (B), Town Manager; Pete Shumaker (B), Utilities Superintendent; Sarah Murto Campbell (B), Recording Secretary; Eric Kitchen (B); Matt Hull (K-alternate)

The meeting convened at 6:35 PM at Boonsboro Town Hall.

- I. **Approval of minutes from February 18, 2015 meeting.** On a motion by Victoria and a second by Barry, the minutes were unanimously approved with no corrections.
  
- II. **Rules of Procedure discussion.** Austin reviewed the current rules of procedure, which are guided by the bylaws. He stated that they were created to prevent an imbalance of power, relieve tension between the parties, and facilitate collaboration. They currently allow the 5 voting members to sit at the table, along with the Recording Secretary and Boonsboro's Town Manager and Utilities Superintendent; the public must sit in the audience and is given time at the end of the meeting to speak. It was discussed that the public should be given a time limit to speak but that time limit should be on a case by case basis. It was said that open discussions and opinions are good for transparency but there should be a sign up sheet for public comments so order is maintained. Both towns should make sure that the meeting is posted on their websites in accordance with the Public Meetings Act of Maryland so the public is aware that they are happening. It was mentioned that Eric Kitchen should be appointed as an alternate for Boonsboro. Austin said he would redraft the rules of procedure for the next meeting.
  
- III. **Springhouse project update.** Megan stated that the Boonsboro Municipal Utilities Commission approved Cronise Construction to do the painting which will begin on June 1<sup>st</sup>. Pete added that the concrete is nearly finished.
  
- IV. **Boonsboro Water Fund CIP for FY2016 update.** Megan presented that last year's CIP was well within the 2015 budget. Shared costs for the new fiscal year would include turbidity meters, the Water Fund portion of utility trucks (1 for Mark and 1 for the new operator, Clint), a trailer, and a correlator. The correlator will help with leak detection and may help cut down on contractor costs in the future. The FY16 CIP also includes a new backhoe that will not be part of shared costs with Keedysville; however will be factored in to the cost of water leaks performed for Keedysville. Austin asked why there is such a large increase in expenses; this is due to salaries for the new water/sewer clerk and one-quarter of the Public Works staff. Megan also explained

the new tiered rates that Boonsboro approved for water/sewer and said that having tiered rates would help with ranking for MDE funding.

- V. **Keedysville Treatment Plant Generator Installation.** Barry confirmed that the generator is due for delivery next week; Antietam Electric will install it. He added that the concrete pad and electric are already completed.
- VI. **Review of Role of the Water Advisory Board.** Austin explained that the 1998 agreement created the BKWAB and both towns must agree to adopt any decision that the board suggests. He also mentioned that there is a 4-part purpose to the board: the board has no authority, power, or final say so it exists just to advise the towns; it is a platform for collaboration; each town remains independent; and each town remains in control of their own systems. The Board discussed the process for the decisions to take place and briefly the history of the boards and why there is individual ownership.
- VII. **Open Discussion of the Various Agreements that direct the operation and cost sharing of the Water System.** Austin volunteered to consolidate the agreements into one document, removing outdated items and starting to simplify the wording. Everyone agreed that it would be a good starting point to build off of when discussions resume. Austin said that he could probably do it over the next 9 months, especially over the winter, and have it ready for the February meeting. It was agreed that the agreements needed to be consolidated and simplified, the agreements need to have continuity and bearing on what's happening today and not when the agreements were originally made, reports should be tested out before making them a requirement, and allocation of resources needs to be defined. The general consensus seemed to be status quo with an easier understanding.
- VIII. **New business.** It was decided that the open discussion of the agreements would resume in November or February. Also, recharge and allocation would be discussed at the August meeting.
- IX. **Public comment.** There was no comment from the public.

The next meeting date was set for Wednesday, August 19, 2015 at 6:30 PM at Keedysville Town Hall. A motion to adjourn was made by Victoria and seconded by Barry. The meeting was adjourned by the Chairperson with consensus of the Board at 9:07 pm.

Submitted by: Sarah Murto Campbell, Recording Secretary