

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD

MEETING MINUTES

Wednesday, August 12, 2020

Voting members present Austin Abraham, Chairperson; Terry Davis (B), Howard Long (B), Matt Hull (K), Ken Lord, (K-alt)

Members absent Barry Levey (K),

Others present Pete Shumaker (B), Utilities Superintendent; Paul Mantello (B), Boonsboro Town Manager, Brandon Sweeney (K-potential new alternate), Rick Bishop (K), Keedysville Town Administrator, Amanda Wells, Recording Secretary

The meeting convened at 6:30 PM at Boonsboro Town Hall Meeting Chambers.

I. Approval of minutes from February 12, 2020.

Chairperson Abraham allowed a few minutes for reading the minutes. Member Hull motioned the minutes be approved and Member Long provided the second. Motion carried 5-0 to accept.

II. FY 21 projected Keedysville costs

Chairperson Abraham provided a document, "Recap of Cost Sharing Boonsboro and Keedysville Water System" for all to review, explaining the partnership between the Town of Boonsboro and the Town of Keedysville regarding the water system. The detailed document summarizes the multiple agreements that direct how the cost-sharing between the Towns is calculated in a clear and concise manner as noted by potential Keedysville Alternate Sweeney. After discussing the summary document, the Proposed Cost-Sharing Projections for FY 21 were reviewed in detail. Boonsboro Town Manager Mantello commented on the extensive amount of time that Boonsboro Staff had spent on the Weir Wall project. A consensus was reached that it is fair to project 16.5% for the Cost-Sharing as mentioned by Member Hull. Boonsboro Town Manager Mantello shared with the group that He had requested Chairperson Abraham to address the Boonsboro Mayor and Council in an upcoming Work Session to further explain the projection and true-up process. A motion was made by Member Hull to accept the FY21 projected numbers and recommend they be accepted by the Towns, and a second was provided by Member Long. The motion carried 5-0 to accept. Based on the FY21 projection as presented, Keedysville will pay \$75,549 to Boonsboro in 4 quarterly payments of \$18,887.

III. Status FY20 CIP and FY21 CIP Projects:

A. Boonsboro Town Manager Mantello provided an update on the Weir Wall

project. The project completion was discussed by Superintendent Shumaker. Member Long and Town Manager Mantello discussed the repayment of the CHIEF loan, stating the grant that had been applied for probably would not be given and that the grant application had been converted to a loan application with MDE. Town Manager Mantello stated that most likely a 1% loan would be given to the Town from MDE and that, at minimum, a first repayment to CHIEF of \$18,000 was reflected in the Boonsboro FY21 budget. Keedysville Town Administrator Rick Bishop stated that Keedysville Mayor and Council will send a letter requesting grant funding be approved for the Weir Wall construction, as it is a shared cost as defined by the current agreement between the two towns.

- B. Park Well Replacement was discussed by Boonsboro Town Manager Mantello. He stated that He and Superintendent Shumaker had been in contact with MDE and the County Health Department regarding necessary permits. He stated the current withdrawal permit will not be altered. The only new permit that will be required will be the actual installation permit. An invitation to bid will be reviewed by the BMUC on Wednesday, August 19, 2020 and upon approval, an RFP will be put out. Town Manager Mantello stated that bids will be requested for a 10" and a 12' well. Member Hull questioned Chairperson Abraham as to if the Park Well replacement which was not included in the FY21 Boonsboro budget was included in the FY 21 cost projection to which Chairperson Abraham replied that it was.

IV. **Report of field trip to Middletown concrete reservoir project (Paul)**

Boonsboro Town Manager Mantello reported that he and a few others had traveled to Middletown to discuss their reservoir project. He discussed the capital improvement fee that each water customer pays quarterly to finance the improvements to the water system. This led to much discussion about water rates in both towns, possibly implementing a capital improvement fee in both towns, and upgrades to the current reservoir. Member Davis stated that he felt Boonsboro needed to adopt a rate increase plan like that of Keedysville, in that each year the water rates increase by a percentage. The plan was voted on and approved by the Keedysville Mayor and Council for a period of five years. He also stated that adding a flat fee to each customers bill per quarter could be used for Capital improvements.

V. **Reports on 3 main tasks identified 5/16/18:**

A. **Unaccounted for water in Boonsboro**

- **Fourth quarter usage report**
- **Internal review of data collection**
- **Ultra-sonic metering at B plant and reservoir**

Chairperson Abraham reviewed the BK Water Usage chart for FY20. Boonsboro is averaging 31.2% water loss while Keedysville is averaging 16.5% water loss. Chairperson Abraham noted that production has decreased overall. Boonsboro Town Manager

Mantello discussed the ongoing review of data collection and it was noted that some duplicate EDU's had been found in the billing system for Boonsboro and that had been corrected and rounding of daily figures was eliminated, but no errors have been found in daily reporting of water production. Boonsboro Town Manager Mantello also discussed the life span of the lining of the reservoir and how ultra-sonic metering has consistently shown a loss of 15,000 gallons per day at the reservoir. He mentioned that WRA had been consulted to see how the system can be run without the reservoir so that this can be investigated further and repaired/replaced when time and funds allow. The Crestview water test was also discussed. An ultra-sonic meter was placed to measure water consumption in Crestview. Over a 12-day period there was not significant difference between the residential meters and the ultra-sonic meter, so it appears there is not a leak. This test will be repeated. Superintendent Shumaker noted that Boonsboro did not receive water from Keedysville during the test period.

B. Water Capacity Status (annual report due in August each year)

- Boonsboro Town Manager Mantello shared an updated capacity chart with the group. Boonsboro EDU count reflected the duplicates that had been removed. Chairperson Abraham noted that capacity increases as water loss is decreased. He noted that overall, the towns are a little better off regarding the available capacity. Keedysville Town Administrator Rick Bishop discussed the leaks on Main Street as one reason why the usage for Keedysville had increased.

C. System wide capacity agreement still on hold

VI. New Business

- A.** Keedysville Town Administrator Rick Bishop discussed the easement agreement near the Water Treatment plant. The agreement states that the plant must be gated. He stated that he has quotes for a new automatic gate and for a fence to secure the Weir Wall. Chairperson Abraham stated that this could be a shared cost under the existing agreement, however it appears Keedysville will be paying the entire cost of the improvements. Keedysville Town Administrator added that he hopes to have the work completed by the end of September.
- B.** Review of Boonsboro billing & customer accounting costs to Keedysville (Austin) Chairperson Abraham discussed that Boonsboro has a third-party printer. Town Manager Mantello mentioned that Boonsboro has investigated new billing software although it is not in the budget at this time. Chairperson Abraham commented that Billing software would be a shared expense under the current agreement. Keedysville Town Administrator Rick Bishop questioned how old the current software is and why a new software was necessary. Boonsboro Town Manager Mantello stated the existing software is 4 years old and was purchased because it was the cheapest option at the time, not because it was superior. The inexpensive importing of the customer data at the time made it appear to be the

best value. Chairperson Abraham asked that Boonsboro Town Manager Mantello and Keedysville Town Administrator Bishop meet to discuss the Administrative time spent working on Keedysville accounts.

VII. **System operator's report**

Superintendent Shumaker stated that all systems are working well with no problems to report.

VIII. **Public Comment None**

Chairperson Abraham declared the meeting adjourned at 8:40pm. The next meeting is December 9, 2020 at Keedysville Town Hall.

Submitted by Amanda Wells Administrative Assistant Town of Boonsboro