

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, August 16, 2017

Voting members present: Austin Abraham, Chairperson; Paul Loeber (B); Terry Davis (B); Barry Levey (K); Matt Hull (K)

Members absent: none

Others present: Eric Kitchen (B-alternate); Ernie Harr (B-alternate); Megan Clark (B), Boonsboro Town Manager; Rick Bishop (K), Town Administrator; Ray Hoffman (B); Cindy Harris (B), Recording Secretary

The meeting convened at 6:28 PM at Boonsboro Town Hall.

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

- II. **Review Boonsboro's FY18 CIP (Megan).** Boonsboro Town Manager Clark stated the Water Fund budget was recently approved and includes the fully funded CIP as requested. The CIP includes shared expenses of the reservoir cleaning; meter head displays in the Water Treatment plant; and a new truck.

Water Loss Updates (Megan and Barry). Chairperson Abraham referred to the FY2016/17 Quarterly Usage Report and noted that Keedysville's fourth quarter water usage increased to 16.8% due to leaks that had been recently discovered. This brings the yearly usage average to 14.2%, which will be used in the True-up later this year.

Member Levey said three leaks were discovered in Keedysville: one in a hydrant, a second at the bottom of Stonecrest development and the third at Coffman Farms Road/Route 34 which is the smallest but perhaps the most challenging to repair. The latter two leaks will be investigated further. He noted since the hydrant was turned off for repairs, usage numbers have gone down, returning to summer consumption levels of 50-60k per day. Town Administrator Bishop stated no meters had been replaced within the past 4 months however 100 meters are remaining to be replaced.

Town Manager Clark said that since an old valve was found and turned off in May, a full quarter of data is not yet available. However, Superintendent Shumaker has noted the reservoir is maintaining its level with the Keedysville Spring and one source in

Boonsboro, typically the Shafer Park well. Member Davis noted the reservoir is filling up faster now and added that a meter will be installed at the end of Lakin Avenue to determine if there are leaks in the line that runs thru the David property to the valve. Clark added Well 8 was down and after investigating, found a tap that was pulling air into the system. The problem was resolved and she is hoping to see results after a full quarter has passed. She said PW Superintendent Greg Huntsberry is continuing to perform leak detection in Boonsboro and should finish by September. To date, three hydrants and sixteen meters had leaks which have all been fixed. Chairperson Abraham encouraged continuing the search for leaks as the numbers being reported still do not correlate to the leaks remedied to date.

- III. **Draft Master Agreement Topic – division of allocation and support for new sources (Reports from work groups).** Chairperson Abraham stated in the current agreement, water capacity allocation for each town is on a first come, first served basis until MDE's system capacity allocation is reached. The group discussed three options at length: 1) removing the current setup in favor of a percentage allocation based on the amount each town is currently using; 2) continue with first come, first served until a pre-determined threshold is met, then divide the remaining allocations between the towns based on the percentage used by each at that time; and 3) continue on the current first come, first served basis as is with no changes. Member Hull suggested a sales agreement allowing one town to buy capacity allocation from the other. Town Administrator Bishop proposed allowing the towns to transfer allocations to each other at a percentage of the connection/allocation rates in effect at the time needed.

Town Manager Clark stated the combined usage is currently at 63% of the total system allocation. Chairman Abraham added the withdrawal limit is 683k per day on an annual averaged basis. He said according to Hagerstown, the State enacts a mandatory water conservation plan once a town reaches 85% of its allocations. He also requested Clark find out if the State requires a special review of water availability when developing a building lot.

Alternate (B) Kitchen asked for the definition of first come, first served and at what point an allocation is promised. After some discussion, it was decided that each town will seek a legal opinion from their respective lawyers as to what point an allocation is legally committed, and determine what their current allocation commitments are, to further assist with developing the division of allocations verbiage.

Chairman Abraham proceeded to discuss two options for new source funding: 1) Boonsboro pays for expansion of source or treatment facilities as long as K's source and facility supports its water needs. If after a specified period they do not support K's needs, then K should share in the costs; 2) both towns share costs of new sources and facilities with emphasis on developer contributions for growth-related needs. Member Davis posed that costs should be divided out as allocations versus a lost source scenario. The 1958 agreement stipulates each town has first right to the springs located in their

respective towns. Abraham will re-draft these two options for discussion at the next meeting, taking into account the attorney's opinions on allocation commitments and what each town is currently legally committed to. The group decided to schedule an additional meeting to address this important issue.

- IV. **New Business.** There was no new business.
- V. **Public Comment.** There was no comment from the public.

Chairperson Abraham declared the meeting adjourned at 8:27 PM. The next meeting date is scheduled for Wednesday, September 20th at 6:30 PM at Keedysville Town Hall.

Submitted by: Cindy Harris, Recording Secretary