

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, August 19, 2015

Voting members present: Austin Abraham, Chairperson; Paul Loeber (B); Terry Davis (B); Matt Hull (K-alternate); Gina Ellis (K-alternate)

Members absent: Barry Levey (K)

Others present: Megan Clark (B), Town Manager; Rick Bishop (K), Town Administrator; Pete Shumaker (B), Utilities Superintendent; Eric Kitchen (B- alternate); Ken Lord (K- alternate); Rob Hutzell (B-alternate)

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

- I. **Approval of minutes from May 20, 2015 meeting.** Motion by Member Loeber, second by Member Ellis to approve the minutes with no corrections. Motion carried unanimously.

- II. **Rules of Procedure discussion.** Austin reviewed the updated rules of procedure, guided by the existing by-laws of the Board and state the following:
Members of the Water Advisory Board, alternates and town staff or others involved with the operation of the joint water system are welcome to sit at the table during our meetings provided there is sufficient room. Discussion is open but with priority given to members of the Board. The Chair reserves the right to limit discussion to Board members at his/her discretion in accordance with the Board's Bylaws. Voting is restricted to the 5 members of the Board or alternates serving in the place of a Board member.

The Board discussed the proposed change in the procedure, which is to have an open discussion with the Chair reserving the right to limit such discussions. Consensus from the Board to move forward with the new procedure.

- III. **Springhouse project update.** Boonsboro Town Manager Clark stated the project was completed and came in well under the budgeted amount. Chairperson Abraham encouraged all members to visit the springhouse.

The Board discussed the weir walls at the springhouse and agreed this should be the next phase of the project.

- IV. **Keedysville Treatment Plant Generator Installation.** Member Hull stated the generator has been installed and on-line. Superintendent Shumaker stated the generator is started and exercised weekly.

- V. **Review of Water Usage by Town for FY14-15.** Chairperson Abraham presented the FY2014/FY2015 Boonsboro-Keedysville Water Usage Report. A total of 165,364,000 gallons of water was produced from all the sources, with Boonsboro using 85.9% and Keedysville using 14.1%. Chairperson Abraham noted the percentages of water used by each Town are used to determine costs of operations and the financial responsibility of each Town, discussed each year in the true-up. The Board discussed the water loss rates, with Boonsboro averaging above 30%. Town Manager Clark stated it is the priority of the Utilities Commission to reduce the water loss and the Commission and staff feel the water loss is due to the age of the water meters.

- VI. **Boonsboro Water Fund CIP for FY2016 update.** Town Manager Clark presented the approved FY2016 CIP as shown:

Capital Outlay Projects	
Keedysville Turbidity Meters (4)	\$15,000
Rebuild High Service Pump at Boonsboro Water Plant	\$15,000
Utility Trucks (2)	\$40,000
Enclosed Trailer for Waterleak Equipment	\$2,500
Correlator	\$9,000
Storage Building	\$6,250
Backhoe	\$17,500
TOTAL PROPOSED FOR FY16	\$105,250
<i>Estimate \$130,000 based on 20 tap fees @\$6500ea</i>	

Town Manager Clark stated the projects are funded from user tap fees from new development; and the Boonsboro Utilities Commission does not proceed with the projects unless tap fees have come into the fund during the fiscal year.

The Board discussed the correlator and agreed this project should be a priority.

- VII. **Water Allocation and Capacity Discussion.** Town Manager Clark presented information on Water Capacity based upon permitted withdrawal from the State of Maryland. She stated the combined withdrawals allowed at the three sources is 683,000 gallons per day, and the towns are currently averaging 374,896 gallons per day. The capacity allocations assumes Keedysville uses 37% and Boonsboro 63% of the capacity for the

Keedysville spring. This leaves 908 EDUs available for Boonsboro (based upon 250 gallons per day per EDU) and 100 EDUs available for Keedysville. The Board agreed 37% for Keedysville is proper assumption.

Town Manager Clark presented information included in the Water Resources element of the 2009 Comprehensive Plan; which summarizes water resources, capacity, and allocation. The Board discussed future development for both Towns and how the Boonsboro-Keedysville agreement allows for allocations to be used on a first-come first-serve basis.

The Board also discussed evaluating options to ensure that there was enough capacity and sources for projected use, including evaluating recharge, pump capacity; and new water sources.

VIII. **New business.** The Board reviewed the upcoming schedules for the quarterly meetings, including the true-up discussion in November and capital improvements in February.

IX. **Public comment.** There was no comment from the public.

The next meeting date was set for Wednesday, November 18, 2015 at 6:30 PM at Boonsboro Town Hall. Chairperson Abraham declared the meeting adjourned at 7:48pm.

Submitted by: Megan Clark, Boonsboro Town Manager