

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**  
**MEETING MINUTES**  
**Wednesday August 21, 2019**

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

**Members absent** Ken Lord, (K-alt), Rick Bishop, Keedysville Town Administrator

**Others present** Paul Mantello (B), Boonsboro Town Manager; Pete Shumaker (B), Utilities Superintendent; Ethan Strickler (B), Boonsboro Town Planner; Amanda Wells, Recording Secretary

The meeting convened at 6:25 PM at Keedysville Town Hall.

- I. **Approval of minutes from May 15, 2019**, Chairperson Abraham allowed a few minutes for reading the minutes. Member Loeber motioned that the minutes be approved, and Member Levey provided the second. Motion carried 5-0 to accept.
- II. **Status FY19 CIP and FY20 CIP Projects: FY 19:** A review of FY19 CIP was provided by Town Manager Mantello as well FY20 CIP Projects. Member Levey asked specifically what new capital would be. Member Davis replied a new well in Shafer Park and that became the main topic of discussion. It was asked if this project would be a shared cost between the two towns. Member Hull commented that if the new well was for future growth in Boonsboro then Keedysville should not be responsible for sharing the cost. Member Davis explained that the well was too small to begin with and that it is failing currently. Boonsboro Town Planner Strickler explained that even if the new well has the ability for increased capacity, MDE will not permit more usage under the Town's existing permitted capacity until water loss is within the acceptable range. Chairman Abraham stated that under the existing agreement he felt it would be shared cost, however, a new agreement is currently being drafted and he wasn't sure if it would be considered a shared cost under the new agreement. Member Loeber stated he felt the cost to replace the existing well could be shared and the extra expense should be incurred by Boonsboro if a larger well was drilled for future capacity needs.
- III. **Projected FY20 cost to Keedysville (Austin)** Chairman Abraham explained in detail the chart for Keedysville's projected costs. Chairman Abraham also explained that quarterly payments are being made to Boonsboro after the billing is completed since cash receipts are deposited daily into Keedysville's account. This replaces the old way of waiting several months for payment to be transferred. Chairman Abraham also explained that the True Up will occur at the December meeting, giving Boonsboro time to have the

audit completed. A concern was raised about the increase in the property insurance from \$7,000 to \$32,000 and Chairman Abraham commented that it would be investigated further.

IV. **Status of Boonsboro water system hydraulic study and master plan (Paul M.)** Town Manager Mantello described the findings of the water study. He mentioned that Boonsboro owns the study and that developers will be charged to use the model and work with WRA to use the model for smart growth as opposed to the old way of each developer providing information from their own engineer. Boonsboro Town Planner Strickler noted that the fees can be mixed in with APFO for developers. Chairman Abraham asked if the model is being used to formulate a CIP? Town Manager Mantello explained that the plan recommendations were very generic. Member Davis asked if the money for the study would be recouped from developers and Town Manager Mantello said absolutely. Member Levey mentioned that the study had no effect on Keedysville, as Keedysville was merely mentioned as a water source. The consensus among the voting members present was that it was not a shared cost although there was no formal vote taken.

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

A. **Unaccounted for water in Boonsboro:**

- Chairman Abraham reviewed the 4<sup>th</sup> quarter usage report and non-revenue water was discussed at length. Although the Boonsboro loss numbers decreased slightly, overall the NVR is still averaging over 10 million gallons per quarter.
- The Lakin Ave Ext meter shows no loss of water on that line. The individual meters are metering more water than what is being recorded by the monitoring meter due to the larger size (2 inch) of the monitoring meter.
- The B-K main line test conducted held pressure and no leaks were detected. Residential water was turned off during the test. Member Levey asked Superintendent Shumaker if the fire hydrants along Route 34 had been checked and he responded that they had, and no leaks were detected there. There was also discussion about whether a service line could be an unknown(un-mapped) in the system and water is just running into the ground somewhere.
- The automatic flusher meter was installed on Mill Point Rd and will be read and factored into the water usage report next quarter. Superintendent Shumaker was asked about the chlorine residual on Mill Point Road and he explained that in order to keep a constant .5 the flusher needs to run for 30 minutes.
- Chairman Abraham asked about meter calibration and replacement meters regarding unaccounted for water as well. Superintendent Shumaker replied all meters are calibrated to within 2-3% annually.

Town Manager Mantello discussed that even with over 60%-meter replacement, unaccounted for water remains constant at around 45 million gallons annually.

- B. **Permitted water compared to 2019 usage (Ethan)** Town Planner Strickler presented a very thorough comparison chart detailing the current available capacity listing the accounted for EDUs and available EDUs. Chairman Abraham asked several questions about specific developers listed on the chart which Town Planner Strickler answered. Member Davis commended Town Planner Strickler and Town Manager Mantello for the “first come first served” policy for future development.
- C. **How to divide available system-wide water capacity between the Towns in a draft new agreement- ON HOLD (Austin).** Although not formally discussed, it was suggested that capacity be reviewed at each August meeting of the BKRWB in the future. It was decided that capacity availability would run with the calendar year as opposed to the fiscal year. Keedysville voting members seemed fine with the 70 allotted EDUs in the chart at this time.

VI. **New Business**

- A. **Staff audit of water data collection process (Paul M.)** Town Manager Mantello discussed touring the water facilities and reviewing how water is measured/metered. While informative, it also led to many other questions.
- B. **Forensic billing audit/accuracy of data collection (Paul M.)** Town Manager Mantello discussed the meeting with Bill Seymour from SB&C Company who will be conducting an audit of the data collection process in the Town of Boonsboro, essentially tracking water from the moment it leaves the ground through the metering and billing process. A cost estimate for this audit ranges from \$9,000-\$15,000 with a proposal to be received early next week. The company is under contract with Washington County and recently completed an audit of Brunswick, MD. Member Levey suggested “zonal” lines in future developments to help monitor actual water usage.
- C. **Meeting with Maryland Rural Water (Paul M.)** Town Manager discussed the meeting last month with Eric Dutrow. A letter from Mr. Dutrow was included in the packet distributed prior to the meeting. Town Manager Mantello shared Mr. Dutrow would be placing the water loss issue on a forum with other water specialists, as he shared the towns confusion on the missing water as well.
- D. **Rural Community Assistance Program (Paul M.)** Town Manager explained the free rate study that Boonsboro will be receiving through this program and offered to share contact information with Keedysville if desired.

- VII. **System operator’s report (Pete)** Superintendent Shumaker reported all systems operational and in working order. Chairman Abraham asked about the new employees and Superintendent Shumaker responded that they are working out well and that he is very pleased.

VIII. **Public Comment None**

Chairperson Abraham declared the meeting adjourned at 9:15pm. The next meeting is scheduled for December 11, 2019 at 6:30pm at Boonsboro Town Hall.

Submitted by Amanda Wells Administrative Assistant Town of Boonsboro