

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**

**MEETING MINUTES**

**Wednesday, December 9, 2020**

**Voting members present** Austin Abraham, Chairperson; Terry Davis (B), Howard Long (B), Matt Hull (K), Brandon Sweeney (K)

**Members absent** none

**Others present** Paul Mantello (B), Boonsboro Town Manager, Rick Bishop (K), Keedysville Town Administrator, Lisa Riner (K), Assistant Town Administrator, Amanda Wells, Recording Secretary

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

**I. Approval of minutes from August 12, 2020**

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

**II. FY 20 true-up of Keedysville costs**

Chairperson Abraham provided a detailed explanation of the FY 20 true-up documents provided. There was discussion about the quarterly payments that Keedysville pays to Boonsboro and the lack of 1 payment, which was never invoiced. Discussion also surrounded the shared-financed amount of the Weir wall project. The CHIEF loan that was taken by Boonsboro to finance the emergency repair is due in January 2021. Member Hull asked where the money to repay the loan would be coming from and Boonsboro Town Manager Mantello stated that more than likely it will come from the Water Fund. Keedysville Mayor and Council will determine if they will repay the \$18,628, (Keedysville portion of the cost) all at once or in payments. The true up narrative is provided below:

Keedysville's (K) FY20 projected cost and actual cost were based on the following factors which are supported in the subsequent detail pages:

	<u>Budget</u>	<u>Actual</u>
Total applicable operating expense	\$581,216	\$503,917
Capital	\$88,150	\$13,600
Percent of water used	16.5%	16.4%

Billing and customer accounting	\$6,136	\$7,016
Daily operations of tank and booster station	\$6,223	\$5,977

The total amount due from K to Boonsboro (B) for the year is \$56,545 which is \$18,309 less than what was projected.

The most significant differences between budget and actual are a) shared capital was \$74,550 less than budget and b) applicable operating expense was \$77,299 less than budget. Because K was only billed for 3 estimated payments for FY20, the net result or the true-up is a final FY20 payment from K to B of \$403.

Member Hull motioned to accept the true up, Member Davis provided the second. The motion carried 5-0.

III. **Review of Boonsboro billing & customer accounting costs to Keedysville**

Boonsboro Town Manager Mantello reviewed the Customer base document which breaks down per quarter the Administrative duties of Boonsboro Administrative Assistant. The updated calculation breaks down per quarter the amount of time spent on Keedysville administrative tasks related to water. Town Manager Mantello suggested the updated Administrative cost be retroactively applied to the FY 20 true-up that was just approved by the Board. Chairperson Abraham stated the updated figure would increase the Administrative cost to Keedysville by \$2,236.00 for FY 20. Member Hull stated that he was ok with that figure because it had not been updated for over 5 years. Member Sweeney noted the cost was based on customer base and not water consumption of the system. Member Long replied that he thought this was long overdue in providing an accurate accounting of time spent. Member Davis added that this figure should be reviewed every few years based on customer base. A motion was made by Member Hull to apply the updated amount to FY 20 retroactively and Member Davis provided a second. The motion carried 5-0. Chairperson Abraham stated that the Keedysville payment to Boonsboro would be \$2,639.00 with the updated figure. Boonsboro Town Clerk will invoice Keedysville for this amount to true-up FY20.

IV. **Update on Keedysville weir project and financing**

Member Long and Town Administrator Mantello stated Boonsboro is still seeking grant assistance for the project and have a contact with the governor's office that is assisting.

V. **Status FY20 CIP and FY21 CIP Projects:**

A. Park Well Replacement was discussed by Boonsboro Town Manager Mantello. He stated that what was thought to be a simple process has become anything but, with MDE dragging their feet and requiring additional studies and information. A quote was received from Philips Well Drilling, but the project for now is on hold as He and Superintendent Shumaker work with the Source Water Protection division of MDE. The hope is to begin this project in the new year.

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

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

- **1<sup>st</sup> quarter usage report**  
Water loss is down in the 1<sup>st</sup> quarter for the second year in a row. More water was billed and slightly less water was pumped. Boonsboro had a loss of 22.6% and Keedysville loss was 13.5%.
- **Plan for reservoir leak testing (WRA study)**  
Town Manager Mantello went over the attached WRA study that details the complexity of taking the reservoir off-line for a prolonged period of time in order to determine if there is a leak at the reservoir which the ultra-sonic metering suggested. Town Administrator Bishop questioned whether the system can be off for a month. There was discussion about fire flow with a number of hydrants being unable to provide adequate pressure in the event of a fire. The consensus is that a meeting will need to take place between the Town of Boonsboro and the Fire Department prior to the reservoir going off-line. 911 will need to be advised that a tanker brigade will be necessary in the event of a fire. Additionally, the town will make ponds available to draw water from. Keedysville will make hydrants available as well. Member Davis questioned what the "next steps" will be if/when a leak is determined. Town Manager Mantello stated there is no way of knowing what will be found, so the focus is just to safely take the reservoir out of the system in the spring after there is no chance of freezing, and make the appropriate decisions based on facts, not assumptions.
- **Ultra-sonic metering at B plant and reservoir**  
Nothing to report

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

Nothing to report

**C. System wide capacity allocation as a part of a new consolidated agreement-still on hold**

The group hopes to begin to review in February 2021, well ahead of the current agreement's expiration.

VII. **Old Business**

- A. Keedysville Town Administrator Rick Bishop discussed the Keedysville Spring fence and gate replacement project. He stated that the bids had been sent out, one was accepted and that he was just waiting for the company to schedule the installation. The gate will be remote controlled and the fence itself will cross the weir wall and enclose the pump house.

VIII. **New business**

None to report

IX. **System operator's report**

Superintendent Shumaker was absent from the meeting so there was no report

X. **Public Comment**

Town Administrator Bishop stated that Member Levy has officially resigned from the board.

Member Davis stated that the annual Christmas dinner is on hold until it is safer to gather at a restaurant.

Chairperson Abraham declared the meeting adjourned at 8:10pm. The next meeting is February 10, 2021 at Boonsboro Town Hall to provide for adequate social distancing.

Submitted by Amanda Wells Administrative Assistant Town of Boonsboro