

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, December 12, 2018

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

Members absent: none

Others present: Ernie Harr (B-alternate), Paul Mantello (B), Boonsboro Town Manager; Pete Shumaker (B), Utilities Superintendent; Rick Bishop, Keedysville Town Administrator; Ethan Strickler (B) Boonsboro Town Planner; Cindy Harris (B), Recording Secretary

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

- I. **Approval of minutes from August 15, 2018 meeting.** Motion by Member Loeber and second by Member Hull to accept the minutes with no changes. Motion carried 5-0.
- II. **New Standard meeting date for December meeting (Austin)** Chairman Abraham noted the Keedysville Town Council meetings had been rescheduled to the first Wednesday of every month which could affect the BKWAB's December meetings, as was the case with this original meeting date. The members decided there was no need to vote on a schedule change unless a conflict arose in the future.
- III. **True-up FY18 Keedysville costs – ON HOLD pending Boonsboro audit** Chairman Abraham stated this is on hold for discussion until the February 2019 meeting.
- IV. **Projected costs for Keedysville FY19 (Austin)** Chairman Abraham reviewed the projected costs and calculations that went into Keedysville's estimated quarterly cost of \$18,968 within the True-up. The group discussed and a motion to accept was made by Member Davis and seconded by Member Hull. Motion carried 5-0 to accept.
- V. **Status FY19 CIP projects (B-staff)** The Future Facilities Plan line item was reviewed and Members Harr and Loeber noted this was part of the hydraulic water study just for the facilities. The 1992 Generator replacement was discussed and whether the Keedysville booster station needs a permanent or portable unit. Also, whether this would be a shared cost. It was determined if the generator is sized to handle both the booster station and Boonsboro's well #8 and sewer pump station, then Keedysville would be interested in sharing the cost. Superintendent Shumaker will have a consultant visit the sites to recommend a size for a quote.

VI. Status of Boonsboro water system hydraulic study and master plan (Ernie) Member Harr stated the study began two weeks ago with the data collection and have added weekly conference calls to encourage progress. He said all documents are being scanned and digitally available on a sharepoint site for members and WRA to communicate data needed. WRA will meet with staff onsite to validate the data and tour the town if needed. The next step is to load the data model and members should begin seeing WRA's notes. There is a timeline of April or May for the end results of the study.

VII. Reports on Three Main Tasks Identified on 5/16/18:

A. Unaccounted-for water in Boonsboro (Pete, Austin) Member Harr stated more meters are reading zero and it is possible people are removing meter heads. Boonsboro plans to purchase anti-tamper meters to address this. Superintendent Shumaker said Washington County plans to pave Lakin Avenue Extended this April and the Town plans to install the meter at that time to monitor water usage and possible leaks past that point. He has also been checking at schools, bypass valves. The meter installed at the end of Millpoint Road water line did not work and their schedules have not allowed time to address this. He also noted they have begun recording their WWTP numbers down to the gallon versus rounding, as is required by the State, this may have an effect on the water loss numbers.

B. Boonsboro Current Capacity (Ethan) Town Planner Strickler presented a review of the current taps and capacity, including several scenarios based on gallons per day consumption. As with the August meeting, it was discussed again that the results from the water study would aid in assessing the town's allocations.

C. How to divide available system-wide water capacity between the Towns in a draft new agreement – ON HOLD (Austin) Chairperson Abraham again noted this item is on hold.

VIII. System Operator's Report (Pete) Superintendent Shumaker said he could not get hold of Mr. Estes regarding moving the gate back for safer access to the pump station. The well pump was re-done at Keedysville and the new weir wall is in. He said the foam work to insulate the base in the tower is finished. Well #8 is having problems again and he is expecting the new pump tomorrow which will fix it. He will present to the BMUC that the Shaffer Park well is down to 90 gpm and we need a new well.

IX. New Business. None

X. Public Comment. None

Chairperson Abraham declared the meeting adjourned at 8:57 PM. The next meeting date is scheduled for Wednesday, February 20, 2019th at 6:30 PM at Keedysville Town Hall.

Submitted by: Cindy Harris, Recording Secretary

Correction: Attendees corrected with Board approval 2/27/19