

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, May 12, 2021

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

Members absent Terry Davis (B)

Others present Paul Mantello (B), Boonsboro Town Manager, Rick Bishop (K) Keedysville Town
Administrator, Lisa Riner (K) Assistant Town Administrator, Keedysville, Water and
Wastewater Superintendent Pete Shumaker, Amanda Wells, Recording Secretary

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

I. Approval of minutes from February 10, 2021 and March 24, 2021

Chairperson Abraham stated that all had received the previous meeting minutes by email and discussed that a change needed to be made to the length of term in the March 24, 2021 minutes, from 20 years to 25 years. Member Hull made a motion to accept the minutes as amended. Member Long provided the second. The motion carried 4-0.

II. Update on Keedysville weir project funding

Town Manager Mantello shared that funding for the weir project was approved by the MD General Assembly and the funding bill was on the governor's desk to be signed. He also shared that the MDE loan was also approved for the same project, so the Town had requested that the loan request be removed.

III. Status CIP Projects

A. FY21

1. Town Manager Mantello stated he had submitted an ARC grant request for the park well replacement and the grant was ranked 3rd on the list. He is optimistic that this project will be grant funded.
2. W/WW Superintendent Shumaker stated that the SCADA system is fully functional at Well #8. An alert is sent to his team as well as to the Town Manager. The cost of the project was just over \$4,000.00.
3. Town Manager Mantello stated there were no unbudgeted projects.

B. FY22

1. Town Manger Mantello stated the reservoir replacement will be the main project for FY2022 as well as Asset Management. He stated that the BMUC gave its approval to explore the construction of a new reservoir on the grounds of the existing reservoir. He shared that he recently met with representative from the Army Corps of Engineers and explained they may possibly be able to assist in the design, bid and build phases of a new split tank reservoir. He also shared that expected American Rescue Plan funding would be used for a portion of the cost. Speaking in reference to Asset Management, Town Manager Mantello discussed the "Planning Assistance for States" program that the Army Corps of Engineers has. This program is a 50/50 cost share program that assists in water, wastewater, and stormwater asset management. He stated he feels this will be a capitalized project in the FY22 budget by the auditors. The first step is to create an inventory of ALL assets and then compile the data into a software program. From there, an Asset Management Plan can be developed. Chairperson Abraham stated as such, this would be a shared cost. Member Hull stated that Keedysville's waster system was not mapped in the WRA water study, so Keedysville would need to get a quote to do that in order to be included in Asset Management Plan.

IV. **Unaccounted-for Water in Boonsboro**

- 3rd quarter usage report showed Boonsboro unaccounted for water was up more than 5% to 36.5%. Boonsboro did have two pretty substantial leaks this quarter which may have contributed to the increase in loss. Keedysville percentage was 14.7% which is up slightly.
- Town Manager Mantello shared the results of the Reservoir resistivity test. The test showed two areas of concern that indicate a leak. He shared that a dive team would be investigating the reservoir leak on Friday, May 14, 2021.
- The metering of the Millpoint Rd flusher remains constant at a seasonally adjusted rate of about 80,000 gallons per quarter. Superintendent Shumaker stated that as the weather warms, the amount of water required will be increased.

V. **Review sections of draft new consolidated agreement between the Towns**

Chairperson Abraham reviewed the draft agreement with the group section by section. There was great discussion. As this is just a draft, a brief summary is provided below:

- In section 1, the term was amended to 25 years.
- In section 2, the allocation of the permitted withdrawal was discussed.

Member Hull posed the question of the possibility of MDE allowing an increase in the Keedysville spring withdrawal permit. That would in theory increase capacity without leading to any additional cost. Member Sweeney stated that he felt that was better addressed in section 3 under the cost sharing section. In the section pertaining to the limitation on commitment of water capacity, Town Manager Mantello commented that the period should be increased to 24 months from 18 months. Town Manager Mantello discussed Boonsboro possibly exploring new sources to handle redundancy, however he was optimistic that a new Shafer Park well would help to solve this problem. Member Hull mentioned that the Town of Boonsboro and the Town of Keedysville do not share the same ideas on expansion. Boonsboro has strong growth potential, while Keedysville has very limited. Member Sweeney mentioned the permitted withdrawal from the spring and the actual daily withdrawal are quite different. Member Hull also stated that language needed to be included that if Boonsboro added additional sources at their sole cost, if the Keedysville spring ever failed, the Town of Keedysville would need to retroactively pay for those sources.

- In section 4 the members felt that Keedysville should only share in the responsibility for the water line that is between the two towns. The remaining water lines in each town's service area would be the sole responsibility of the town where they lie.
- In section 5, Chairperson Abraham suggested an alternate (simplified) method for assessing Keedysville financial responsibility that included adding in the time and cost associated with reading meters and adding additional costs for time spent at the booster station and tank. Town Manager Mantello mentioned that Keedysville meter stock is quite old, and that public works staff spend a good deal of time in Keedysville reading meters because of that. Town Administrator Bishop stated that meter replacement would be occurring by the end of the year to help resolve this issue.
- As a general discussion about how to formulate the best plan for compensation, it was suggested that the agreement is reviewed in the future every 5 years. Town Administrator Bishop suggested that a "checklist of items to be considered" be included in the document. Member Sweeney mentioned changes in software/technology. Costs for billing and operation and meter reading should also be included. The group also agreed that the advisory board should remain in place and they should review any proposed changes to the future agreements prior to the proposed changes going back to the town councils for approval.

VI. **Old Business**

- A. Keedysville Spring fence and gate are fully operational as reported by Town Administrator Bishop. The road still needs patched, and the ground needs some repair, but the gate is working well.

VII. **New business**

Town Manager Mantello stated that Asset Management was going to be an exceedingly long process and will require cooperation between the towns.

VIII. **System operator's report**

Superintendent Shumaker reported everything was operational and in working order and suggested everyone go home.

Chairperson Abraham declared the meeting adjourned at 8:20 The next meeting is Wednesday, August 11, 2021 at 6:30pm at Boonsboro Town Hall

Submitted by Amanda Wells Administrative Assistant Town of Boonsboro