

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, December 8, 2021

Voting members present Austin Abraham, Chairperson; Tony Nally (B-Alt), Matt Hull (K), Brandon Sweeney (K), Terry Davis (B)

Members absent Howard Long (B)

Others present Stu Mullendore (B-Alt), Paul Mantello (B), Boonsboro Town Manager, Lisa Riner (K) Town Administrator Keedysville, Sarah Baker (K-Alt), Mayor Ken Lord (K-Alt), Water and Wastewater Superintendent Pete Shumaker, Amanda Wells, Recording Secretary

The meeting convened at 6:30 PM at Boonsboro Town Hall Meeting Chambers. Chairperson Abraham acknowledged the voting members for the evening meeting were Terry Davis and Tony Nally for Boonsboro and Matt Hull and Brandon Sweeney for Keedysville.

I. Approval of minutes from August 11, 2021

Chairperson Abraham stated that all had received the previous meeting minutes by email and asked for discussion. Seeing none, Member Hull made a motion to approve the minutes and Member Davis provided the second. The motion carried 5-0.

II. FY 22 Cost sharing true-up for Keedysville

Chairperson Abraham led the group through the highly detailed true-up packet. Boonsboro's actual budget numbers taken from their audited financial statements were reviewed as were the Capital Expenses. From page 1 of the true-up packet, "The amount due from Keedysville to Boonsboro for this year is \$60,530 which is \$15,019:00 less than what was projected. This was primarily the result of lower than budgeted operating expenses and capital expenditures, and a lower than budgeted percent of total water provided to Keedysville. Boonsboro will pay this to Keedysville after the Mayor and Council of both Towns have an opportunity to review the packet.

III. Update of State Payment for Keedysville weir wall project & reimbursement to k

Town Manager Mantello shared that money had just been received and Keedysville was given a check for their reimbursement prior to the start of the meeting.

IV. Status CIP Projects

A. FY22 Park Well Replacement and ARC grant

Boonsboro Town Manager Mantello stated the full grant application to the Appalachian Regional Committee had been submitted. This grant is a matching grant for \$100,000. The total replacement cost is \$200,000. Town Manager

Mantello anticipates grant funds will be dispersed at the end of January or beginning of February and the project will occur in Spring of 2022.

- B. Boonsboro Town Manager Mantello does not see any shared unbudgeted capital expenses for FY22 at this time. Boonsboro will begin the reservoir replacement project in FY2022.
- C. There are no FY2023 capital projects at this time.

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

- A. 4th quarter usage report: Boonsboro saw a slight decline in the loss percentage to 28% while Keedysville saw an increase to 21%. Keedysville did have some leaks during the quarter which more than likely contributed to the increase in the loss percentage.
- B. Reservoir Replacement project: Boonsboro Town Manager Mantello shared that Boonsboro Mayor and Council had just received the Preliminary Engineering Report. The project is moving forward as town staff continue to seek funding from federal, state, and local agencies.

VI. **Draft new consolidated agreement between the Towns (Austin)**

Chairperson Abraham discussed the previously agreed upon dates for the special meetings. It was decided that these meeting dates would be the most well attended.
January 6, 2022, January 13, 2022, January 27, 2022 (if necessary)

VII. **Old Business**

- A. Water resources/asset management study by Army Corps of Engineers: Paul discussed cost share and GIS data storage. Boonsboro paid through a matching grant for this project. Member Sweeney noted that Keedysville will need to have their system surveyed to participate in this extensive project. Much discussion about if this would be a shared cost ensued. Chairperson Abraham stated that he felt this is a highly specialized expense and it should not be included in the true-up. It was suggested that Keedysville might sign an MOU and the costs would be billed at a decided on hourly rate. Town Manager Mantello and Member Sweeney will discuss and report back at the next meeting.

VIII. **New Business**

- A. Boonsboro water modeling for high pressure north of the booster station has resulted in a bill from WRA \$34,242. This is an estimate. The design of the water system as a whole has made this problem exceedingly difficult to resolve. Keedysville had a serious pressure issue in the town prior to the booster station being built. Now, the pressure issue appears to have moved to the transmission line itself and the Crestview neighborhood in Boonsboro. After much discussion, Member Nally made a motion that Keedysville will share in the cost of the study and Member Sweeney provided the second. The motion carried unanimously, 5-0.

Chairperson Abraham explained that this could be in the future true-up as an unbudgeted expense that would be a shared cost.

- B. Radio read test results will be available sometime next week according to Town Manager Mantello. This Advanced Metering Infrastructure will allow meters to be read on demand and will allow Boonsboro to create zones in their system. The costs will be determined per town based on meter numbers, software, etc.

- IX. Superintendent Shumaker reported all meters have recently been calibrated at the water plants and wells etc. Two will need to be replaced. The Well #8 meter at a cost of \$580.00 and the 6" meter at the booster station, at a cost of \$3300.00. He will replace them, but it will take 2 months to get them. Superintendent Shumaker also mentioned the ongoing issues with the valves at the water plant in Keedysville.

- X. Chairperson Abraham shared with the group that he is willing to serve for 2 more years and that he asks everyone to think about a replacement for the group now.

Chairperson Abraham adjourned the meeting at 8:40pm.

Submitted by:

Amanda Wells

Administrative Assistant Town of Boonsboro