

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday August 10, 2022, 6:30 PM
Boonsboro Town Hall

Voting members present: Austin Abraham, Howard Long (B), Tony Nally (B), Matt Hull (K), Brandon Sweeney (K). Others present, Paul Mantello, Town of Boonsboro Manager and Keedysville Mayor, Ken Lord.

- I. The meeting was convened at approximately 6:30 PM at Boonsboro Town Hall.
- II. Review and Approval of meeting minutes from May 11, 2022 - Motion by Matt Hull and a second by Tony Nally to approve the May 11th minutes. Motion carried 5-0.
- III. 4th quarter usage report (Austin) - Austin Abraham led the review of the 4th quarter usage prepared by Boonsboro Staff and issues with the metering. Unaccounted water in Boonsboro remains in the range of 30% for the year. Unaccounted for water in Keedysville is abnormally at -11%. Abraham reviewed the 1st, 2nd and 3rd water loss percentages and there was a discussion on the possible reasons for the negative percentage and how it will impact the loss in the future. Pete has been asked to check the meters at the plants for accuracy. The discussion on whether there could be backflow at the clay valves. Mantello states that looking at the numbers, it could possible be that usage is being accounted for 3 times. The question was asked if there is a meter on the return. Austin finished the discussion that until the meters and valves where checked, reporting another quarter usage would be needed.
- IV. FY23 Keedysville cost-sharing projections (Austin) Austin Abraham led the review of the FY23 Cost-sharing projections. Abraham reviewed the Budgeted figures, pointed out the low capital for many years, and noted the increase of capital improvements serving both town due to the upcoming projects. He reviewed the Capital shared expenses for the Reservoir, Shafer Park Well Replacement, AMI Meter project, Crestview Well decommissioning and the new Utility Billing Software. There is a 16% projection for Keedysville with a new estimated quarterly cost of \$27,150.00. Motion by Tony Nally and a second by Brandon Sweeney to approve the Proposed Keedysville Cost-Sharing Projections for FY23. Motion carried 5-0. Keedysville actual cost-share for FY23 will be calculated and payments trued-up in December 2023 after Boonsboro's FY23 financial statements are prepared.
- V. Status of CIP projects (Paul)
 - A. Park Well replacement - Paul Mantello, Boonsboro Town Manager updated the group about Park Well replacement project. He stated The Town of Boonsboro has started an RFP and is in the procurement process.
 - B. Crestview well decommissioning - Paul Mantello, Boonsboro Town Manager updated the group that the Town had met with the attorney, and she is looking

to relocate the easement. The Town needs to wait for a response and then will move forward with the procurement process. Hopefully within a couple of months the project will go out for bid.

- C. Radio read project-status - Mantello updated the group that the Town had projected cost of The AMI Project and signed the WRA proposal. The engineering proposal included 10 master meters and 8 zones. . By dividing the overall system into individually metered zones (DMAs), flow into the zone can be compared with meter readings (consumption data) to determine if loss is occurring within that zone. It will also allow the Town to detect water main breaks, or other events that require immediate attention. This will be performed in conjunction with the Town's implementation of an automated meter reading system (AMI/AMR) and the master meters will communicate with this system. He informed that he had 2 company's estimates for the Master Meters. Mantello asked that Keedysville let him know quickly whether the Town wants more than a single zone for the entire Town. The cost share for this project will depend on the specifics of the engineering and infrastructure required.
 - D. Boonsboro reservoir replacement - The FY22 Reservoir replacement project was discussed, and Mantello stated that WRA are looking at bore samples and storm water improvements.
- VI. Review of available capacity allocation – On HOLD (Austin) This item is on hold pending a resolution to the metering between the Towns discussed in item III above.
- VII. Draft new consolidated agreement between the Towns
- A. Update (if any) of cost sharing formula review (Brandon and Tony) – Tony and Brandon agree to review the Cost-sharing formula in Dec.2022.
 - B. Review schedule for moving forward (Austin) – Austin updates the group that hopefully the group should be able to have the draft completed early next year.
- VIII. Old business
- A. Water resources/asset management study by Army Corps of Engineers
 - 1. Update (Paul) – Mantello updates the group that the Army Corps of Engineers just recently restarted again due to their GIS Equipment being out of commission.
 - 2. Cost share and GIS data storage (Paul) The details of this arrangement still need to be worked out between the Towns.
 - B. Boonsboro water modeling for high pressure north of booster station and proposed engineering solutions (Paul) – Paul updated the group about the Booster Station project and research on the high-pressure situation north of the station due to the elevation difference. Mantello told the group they positioned pressure loggers to help determine where and when the spikes were occurring. The pressure loggers were positioned on Chieftan, Brookridge, Boonsboro Plant and the Keedysville Plant. The pressure loggers did show dramatic drops and spikes at certain locations; however, it was determined that a digital pressure logger would be needed to capture more data information. Mantello stated that he was hoping Md. Rural Water would be able to help acquire those digital loggers.

IX. New business

- A. Keedysville waterline replacement Bedrock/Coffman Farms Rd (Brandon) – Sweeney updated the group to the location of the project and that the Town of Keedysville has put the project out for bid.
- B. Keedysville preventative maintenance (Brandon) – Sweeney described the preventative maintenance and asked Mantello if Boonsboro had a similar program and what it included (Exercising the valves and hydrant flushing). Sweeney informed the group that the project has been put out for bids.
- C. Suggested qualifications and attributes for board chairperson (Austin) – Austin led the discussion about his potential replacement’s qualifications. The group listed attributes of neutrality, capable mediator, some water knowledge, budget knowledge, sense of humor and someone that could commit to at least 3-5 years. Two potential candidates were discussed. Paul agreed to contact one of the potential candidates and let Austin know if they are interested in learning more about the role.

X. System operator’s report (Pete) – N/A

XI. Public comment – John Burtner resident of 39 Mr. Hebron Rd., Keedysville, spoke to the group at the start of the meeting about the stream, located on his property known as Dog Run, going dry at times during recent years. He asked the group if it was a possibility, it was going dry due to pumping water from stream into the Boonsboro Pond located behind the Boonsboro Library. He witnessed Public Works pumping water and is concerned that is the reason for the dry periods. Mantello states that the Town has a permit to pump so many gallons into the pond and it is not enough to make a stream go dry. He advises Burtner to contact MDE’s waterways division. Burtner also voiced his concerns about the debris build up at the bridge downstream. It floods his fields after large rains. He is cleaning and maintaining the debris currently and recommends that the bridge be replaced in the future with a clear span bridge.

NEXT SCHEDULED MEETING: Wednesday December 14, 2022, 6:30 PM at Keedysville

The meeting was adjourned at 8:40pm.

Submitted by; Yvette May

