

Boonsboro Municipal Utilities Commission
MEETING MINUTES
Wednesday, February 16, 2022

The Mayor and Council of Boonsboro held their Regular Meeting on Monday, February 16, 2022 in the Meeting Chambers. In attendance were BMUC Chairman Stu Mullendore, Commission Members Dave Wade, Bobby Mose, Ken Eshbaugh and Colin Shanaberger. Also present were Town Manager Paul Mantello, Water and Waste Water Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry. The meeting was called to order at 6:00PM by Chairman Mullendore.

CALL TO ORDER – Chairman, Stu Mullendore

ROLL CALL

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER’S REPORT

- Motion by Ken Eshbaugh, second by Bobby Mose to approve the January 2022 Meeting Minutes & Treasurer’s Report. Motion carried.

INTRODUCTION

- **New Administrative Assistant and Utility Clerk** – Yvette May

PRESENTATION

- **SERCAP Rate Analysis Report** – Jean Holloway, Technical Assistance Provider presented the Boonsboro Water/Sewer Rate Study Highlights. Non-revenue water is gallons produced at cost but with no cost recovery through rates. Boonsboro level is 30% of production – or about 38,781,628 gallons. At the present \$6.20 rate that represents a loss of \$240,446 for water and about \$350,000 for sewer. Some of that volume may be expected – 10% - 15% is acceptable, but at 15% above that volume still means a loss of revenue in the \$200,000 - \$300,000 range. New Meters can help to solve that, but it should be examined further once new meters are installed. Public Works Superintendent Greg Huntsberry informed the Commission that most of the meters were 5 years or less in age. Holloway also spoke about the current rates and that the present \$15.00 minimum charge for water only brings in about half of the amount needed for fixed costs and the present \$55.00 for sewer recovers less than half of the amount needed to cover fixed costs. Average costs per 1,000 gallons are \$6.38 for Water and \$12.58 for Sewer, while current “first tier” rates are \$6.20 and \$9.00 77.6% of customers use 15,000 gallons or less; 89% use 20,000 gallons or less. Rate suggestions given are based on a tiered break at 15,000 rather than the current 18,000 gallons. Other recommendations were that customer charges should be a minimum of \$30.00 for water and \$100 for sewer (although \$110 is indicated) Reduce the tiered rate break from 18,000 to 15,000 gallons. Non-revenue water should be reduced to 15% of production or less; water audit is recommended. Replace meters over 10 years old and implement smart meter technology Analyze actual costs annually before setting rates for the coming year as these recommendations are based on FY 21 circumstances and predictions can change with each year. The Commission discussed the impact and possible reactions of the community and how it should be presented by a Third Party. Motion by Ken Eshbaugh, second by Colin Shanaberger to accept the SERCAP Rate Analysis Report. Motion carried.

OLD BUSINESS

- **Revised Billing Policy & EDU Allocation Correction:** Town Manager Mantello spoke about the new billing policy and the importance to correct the EDU discrepancy. Addresses with more than one residence (apartments ex.) are proposed to be charged for each household not just one fixed rate for sewer and water for that location. It was proposed that these units would have also have a Metric Volume Rate change depending on how many units at the location or address. There was a conversation about known locations and how BMUC would capture the EDU appropriately. There were also concerns about possible discriminatory actions taken in which Town

Manager Mantello stated legal has been consulted. The Commission members voiced concerns of the public reaction over this change along with possible rate changes. Mantello stated that the EDU discrepancies needed to be corrected before the rate changes.

- **American Rescue Plan Capital Planning Task Force:** ARP Taskforce Chairman Eric Kitchen went over the progress of the Capital Planning and ask question about cost of the replacement of Lead pipes on the BMUC system. He asked Public Works Superintendent Greg Huntsberry about the cost of the replacement in various locations. A conversation of lead and galvanized pipes in various locations were discussed and possible adding to the ARP Capital Planning Task Force Project.
- **WWTP Sludge Dewatering Project Update:** Town Manager Mantello proposed to the Commission to go forward with the procurement for the Sludge Storage Building and the Equipment Storage Building located at the Water /Waste Water Plant located on Monroe Road. Mantello notes that there was a projected 20% savings and that the Press had already been purchased. JR Hawkins voiced concerns of the complexity of the project and possible problems. The Commission suggested that BMUC should proceed with the Bid process to compare the Liability exposure to the savings. Motion by Colin Shanaberger, second by Dave Wade to proceed with the procurement process. Motion carried.
- **I&I on Della Lane re: Basement Drains for 217 & 219 Della Lane:** Town Manager Mantello spoke about the stormwater connections to the sewer drains along with a map of the said properties. The Commission agrees that the next step is to present to the the Mayor and Council.
- **Keedysville Booster Station Water Pressure Reduction Project Update:** Town Manager Mantello recommends that there needs to be a soft-start from the Booster station to reduce the water hammer created from the hard start of the pumps. Commission had a conversation about alternatives for addressing high pressures. Maybe a possible install of a VFD on the pumps to control the flow of the water or running a parallel line near the Crestview line. PRVs / pressure zones? Possible actions need to be taken back to the Advisory Board Keedysville. Motion by Dave Wade, second by Ken Eshbaugh to proceed with the VFD install to the pumps as a first phase. Motion carried.
- **BHS Irrigation Well Update:** Town Manager Mantello
- **Public Works Hiring:** Public Works Superintendent Greg Huntsberry Public Works Department has Logan Garrett as a new hire.

NEW BUSINESS

- **WRA Drinking Water Reservoir Replacement Design Proposal:** Town Manager Mantello presented WRA's Proposal for the replacement of the Town's aging drinking water reservoir as recommended in the January 20, 2022 Preliminary Report. The design will also include replacement of approximately 1800 feet of 12-inch water transmission main from the reservoir to the distribution system. BMUC recommends to progress and recommend to the Mayor and Council. The Commission looked at several photographs showing 4-5 large bulges and around 10 sink holes in the earth surrounding the reservoir. JR Hawkins suggested the level to be dropped to 14ft to alleviate pressure of the reservoir. Members also asked about the property being marked for safety. The Commission agreed that the appropriate steps have been taken to get recommendations from WRA for their design engineering services and that the property was properly secured.

- **BKWAB Update:** Council Member/BMUC Liaison Nally discussed how Keedysville rates have increase and possibly to consider the rates instituted by the Advisory Board.
- **Consulting Agreement – Manno & Associates:** Town Manager Mantello has advised that BMUC has hired a lobbyist, Manno & Associates and a copy credentials and Consulting Agreement was included in the packet.

SYSTEMS REPORT – Pete Shumaker, W/S Superintendent & Greg Huntsberry, PW Superintendent

- Informed that systems have had minor complications.

TOWN MANAGER REPORT – Paul Mantello, Town Manager

ADJOURNE

- Motion by Chairman Stu Mullendore, second by Ken Eshbaugh to Adjourn meeting at 8:30pm. Motion carried.

Respectfully submitted,

Yvette May, Administrative Assistant