

# BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD

## MEETING MINUTES

Wednesday February 8th, 2023, 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, Keedysville Town Administrator Lisa Riner, Boonsboro Council Member Eric Kitchen (B-Alt.) and Keedysville Council Member Sarah Baker (K-Alt).

**MEETING CONVINED** at approximately 6:32 PM at Boonsboro Town Hall.

- I. **APPROVAL OF MINUTES** - Motion by Howard Long and a second by Matt Hull to approve the from December 14, 2022 and the January 25, 2023 work session minutes. Motion carried 5-0.
- II. **FY33 KEEDYSVILLE COST-SHARING TRUE-UP** Austin informed the group that the True-up is delayed due to waiting on Boonsboro's 2022 Financial Statements.
- III. **STATUS OF BOONSBORO CAPITAL PROJECTS** (Paul) -
  - A. Shafer Park Well Replacement: MDE and WCHD Permits were approved. We are waiting for warm weather to begin construction, hopefully March.

Awarded:	SHAHER PARK WELL REPLACEMENT PROJECT (\$260k)
ARC (50% Match)	\$100,000
Keedysville Contribution (15%)	\$24,000
<b>TOTAL:</b>	<b>\$124,000</b>

- B. Crestview Water Treatment Plant Decommissioning & Demolition: The well was filled in on 12/12. The County's demo permit was approved, and PW has begun the process of demolishing the building. Unfortunately, we are still waiting for the building to be deenergized by Potomac Edison and the work is taking longer than expected. Thanks to Greg and PW for the great work!
- C. Advanced Metering Infrastructure: Still no updates. Speaking with Andy @ WRA, they don't have the bandwidth to really begin working on the project. However, it's in the queue, we're also plenty busy, and once the project gets moving and with the help of the hydraulic model, it should get wrapped up quickly.
- D. Reservoir Replacement Project: We're still waiting for the 60% Plans, and we've added surveillance to the work scope.

Awarded:	RESERVOIR REPLACEMENT PROJECT (\$6.5 Million)
BOCC (Non-Matching)	\$1,000,000
DGS Grant (Non-Matching)	\$1,000,000
CDS - Van Hollen (Non-Matching)	\$1,000,000
ARC (50% Match)	\$500,000
CDS - Trone (Non-Matching)	\$5,000,000
RMEDF (Non-Matching)	\$100,000
<b>TOTAL:</b>	<b>\$8,600,000</b>

**IV. REVIEW QUARTERLY USAGE REPORT AND METERING BETWEEN TOWNS –**

Austin reviews the usage report as of January 2023. Gallons lost for Boonsboro still remains in the 20% and Keedysville is at 12.5%. It shows that monthly usage received per town has increased for the month of January but does compare to January 2022. Town Mantello did inform Austin that we did have leaking hydrants from the leak report.

**V. REVIEW WATER RATES FOR EACH TOWN-** Austin reviews the rates of Keedysville and Boonsboro. The Commission had no questions about the rates.

**VI. DRAFT NEW CONSOLIDATED AGREEMENT BETWEEN TOWNS**

- A. Revised cost sharing formula – Austin reviews the cost sharing formula and each line items proposed by Brandon. It is a more simplified chart and Austin has inserted into the new agreement. When Boonsboro gets FY22 Audit up on the website, the updated figures can be inserted into the cost-sharing formula.
- B. Review of King Rd agreements regarding allocation commitment – Austin reviewed the agreement that Paul Mantello sent out to the Board. The Board reviewed the original agreement and the BMUC amendment relating to King Road Associates. It was determined that King Road Associates paid for and completed the first stage of development of 102 commitments. There are still questions when the agreement is over since there was an amendment to the original agreement and how long Boonsboro will be committed to the other 554. Austin recommends going back to the attorney about the time frame of the agreement and how long the land is tied to the agreement. Nally suggest that we wait until Stu Mullendore reviews the agreement to get the language verified and then send it to the attorney.
- C. Should capital be based on ratio of accounts, water used, EDU's ?? Austin reviews the chart of different ratios. Based on the current usage (Boonsboro loss 26.7%), Boonsboro would be responsible for 84% and Keedysville 16%. If based on customer usage FY23, Boonsboro would be responsible for 81% and

Keedysville 18.5%. If based on EDU's, Boonsboro would be responsible for 80% and Keedysville 20%. If based on number of accounts, Boonsboro would be responsible for 78.2% and Keedysville 21.8%. The Board discussed the difference of the ratio pertaining to capital projects. A suggestion of the operational expenses would be by usage and capital expenses would be by EDU's.

- D. Is the proposed Fletcher's Grove well and treatment plant to be a shared cost? Austin states as the proposed agreements is now, Keedysville shares in the cost relating to the existing sources. Does the next source become a shared cost since there is no redundancy? If you compare the unused capacity GPD of 164,515 to the Keedysville Spring daily average flow of 220,000. We do not have full redundancy. Fletcher's Grove would be a project to reach redundancy. Town Manager Mantello suggest that we need to differentiate between a capital repair and capital improvement for future projects. Austin asked the Board, what cost will be shared in the future? Mantello suggested that if it is State Mandated capital improvement of water sources and/or water treatment, that the cost should be shared. Austin suggests adding a phrase that cost would be shared by the towns to reach a redundancy point, but if it is a capital improvement just for one town, then the cost would not be shared but be the responsibility of that town. All new infrastructure to account for future growth will be paid for through adequate public facilities at the responsibility of each town.
- E. Is the Board ready to vote on the draft and submit to the M&C's for their review and comment, and suggesting final approval be held for water loss results from reservoir project, or is more discussion needed? A few details still need to be ironed out and more information on the King Rd agreements would be helpful.

#### **OLD BUSINESS**

- A. Water resources/asset management study by Army Corps of Engineers - Paul
1. Army Corp. of Engineers is out until March.
  2. MOU GIS data storage (Paul and Lisa) – Brandon will bring a Redline draft to the next meeting.
- B. Boonsboro water modeling by WRA for high pressure north of booster station and proposed engineering solutions (Paul) – : WRA is still reviewing the data for Keedysville Booster Station / Crestview Pressure Reduction and finalizing the PER. There has not been any change.
- C. Search for board chair effective 1/1/2024 – Mantello announced that Jean Holloway expressed interest in the position. Paul will forward the

Board her email so she can meet with the Board.

- D. Discontinuance of water fluoridation - Keedysville Town Manager Lisa Riner informed Paul Mantello, that Keedysville approved the discontinuance and Mantello stated he would present it to the Mayor and Council on Monday.
- E. Keedysville tank cleaning - Pete is working with the engineer to get the water pressure issues resolved.

**NEW BUSINESS**

**SYSTEM OPERATOR'S REPORT** – Not available

**PUBLIC COMMENTS**

***NEXT SCHEDULED MEETING:*** Wed. March 8, 2023, 6:30 PM at Keedysville  
(Regular meetings are 2nd Wednesday of Feb, May and Aug and 2<sup>nd</sup> Wednesday after Thanksgiving.

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**  
**Wednesday February 8, 2023 6:30 PM**  
**Boonsboro Town Hall**

**AGENDA**

*Rules of procedure:* Members of the Water Advisory Board, alternates and town staff or others involved with the operation of the joint water system are welcome to sit at the table during our meetings provided there is sufficient room. Discussion is open but with priority given to members of the Board. The Chair reserves the right to limit discussion to Board members at his/her discretion in accordance with the Board's Bylaws. Voting is restricted to the 5 members of the Board or alternates serving in the place of a Board member.

- I. Approval of meeting minutes from December 14, 2022 + January 25, 2023 work session
- II. FY22 Keedysville cost-sharing true-up (Austin)
- III. Status of Boonsboro capital projects (Paul)
  - A. Park Well replacement – waiting for warm weather
  - B. Crestview well decommissioning
  - C. Radio read project-status
  - D. Boonsboro reservoir replacement
- IV. Review quarterly usage report and metering between the Towns
- V. Review water rates for each Town
- VI. Draft new consolidated agreement between the Towns
  - A. Revised cost sharing formula
  - B. Review of King Rd agreements regarding allocation commitment
  - C. Should capital be based on ratio of accounts, water used, EDU's ??
  - D. Is the proposed Fletcher's Grove well and treatment plant to be a shared cost?
  - E. Is the Board ready to vote on the draft and submit to the M&C's for their review and comment, and suggesting final approval be held for water loss results from reservoir project, or is more discussion needed?
- VII. Old business
  - A. Water resources/asset management study by Army Corps of Engineers
    1. Project update (Paul)
    2. MOU GIS data storage (Paul and Lisa)
  - B. Boonsboro water modeling by WRA for high pressure north of booster station and proposed engineering solutions (Paul)
  - C. Search for board chair effective 1/1/2024
  - D. Discontinuance of water fluoridation
  - E. Keedysville tank cleaning
- VIII. New business
- IX. System operator's report (Pete)
- X. Public comment

***NEXT SCHEDULED MEETING:*** Wed. May 10, 2023 6:30 PM at Keedysville  
(Regular meetings are 2nd Wednesday of Feb, May and Aug and 2<sup>nd</sup> Wednesday after Thanksgiving)



**Keedysville Cost Sharing Formula**  
**Proposed by Brandon and Tony January 25, 2023**

Ln	Description	Administration	Operations & Maintenance
1	Total Boonsboro operating costs excluding capital and debt service	\$184,594	\$509,250
2	Adjustment to any budgeted contingency (only when projecting costs)	0	20,000
3	Total operating costs	184,594	529,250
4	LESS: costs attributed to B distribution system	-40% -73,838	-40% -211,700
5	Shared operating costs	110,756	317,550
6	Cash cost of any capital expense serving both Towns	18,000	180,000
7	Debt-Service on any financed expense serving both Towns	0	0
8	Total costs to be shared	128,756	497,550
9a	Keedysville % of administrative costs based on number of accounts	21.8%	
9b	Keedysville % of operations/maintenance costs based on water		16.0%
10	Keedysville cost	28,069	79,608
11	<b>TOTAL Keedysville Annual Shared Costs</b>	<b>\$107,677</b>	

**Water Production Capacity and Available EDU's  
Projected for FY23 based on Q1+Q2 results (reservoir leaks sandbagged)**

1	Water Appropriation Permits	Permitted Daily Avg Flow GPD	Production Capacity		Available Capacity GPD	Reliable Capacity GPD
			GPM	GPD		
	Schafer Park & Well #8 WA1988G006(03)	332,000	140 + 65 GPM	<b>295,200</b>	295,200	295,200
	Keedysville Spring WA1979G012(05)	<b>220,000</b>	170 GPM	244,800	220,000	220,000
	Warrenfeltz Spring WA1979G013(06)	<b>130,000</b>	120 GPM	172,800	130,000	0
		<u>682,000</u>			<u>645,200</u>	<u>515,200</u>

2	<b>Total water withdrawn</b>					
	FY23 (Q1+Q2) x 2	128,000,000				
	Number of days	365				
	Average daily withdrawal	<u>350,685</u>				<u>350,685</u>

3	<b>Unused capacity GPD</b>	331,315				164,515
	Unused reliable capacity in EDU's				<b>250 GPD</b>	658

4	<b>EDU commitments to others by Boonsboro:</b>					
	King Road (656)		[committed until 2030]			554
	TT&K (360)		[paid, no connection yet]			18
	Easterday (153)		[paid, no connection yet]			8
	Dean 8486 LLC (Fletcher's Grove)		[paid, no connection yet]			19
	Misc. commitments					
	<b>EDU commitments by Keedysville:</b>					3
	<b>TOTAL commitments</b>					<u>602</u>
<b>EDU Surplus/(Deficit)</b>					<u>56</u>	

5	<b>If reliable capacity is held in reserve:</b>				515,200	
			Reserve	<b>5%</b>	25,760	-103
	<b>EDU Surplus/(Deficit)</b>					<u>-47</u>

6	<b>Additional EDU capacity if Boonsboro reduces unaccounted-for water to <b>15%</b>:</b>					161
	<b>EDU Surplus/(Deficit)</b>					<u>114</u>

7	<b>Reserve EDU's for Keedysville in new agreement:</b>					60
						<u>54</u>

Note: Does not include a) EDU's Boonsboro previously designated for municipal purposes or infill.  
Updated: January 26, 2023



## Boonsboro - Keedysville Water Ratios

	TOTAL	Boonsboro	Keedysville
<b>Ratio of water used</b>			
Current usage - Boonsboro loss 26.7%	128,000,000	107,484,582 84.0%	20,515,418 16.0%
Boonsboro loss drops to 20%	119,100,000	98,584,582 82.8%	20,515,418 17.2%
Boonsboro loss drops to 15%	113,300,000	92,784,582 81.9%	20,515,418 18.1%
If water loss is equal in the Towns <i>(based on FY23 customer usage)</i>		81.5%	18.5%
<b>Ratio EDU's</b>	2,187	1,749 80.0%	438 20.0%
<b>Ratio of accounts</b>	1,874	1,465 78.2%	409 21.8%

Prepared: February 4, 2023 A. Abraham



**Boonsboro Municipal Utilities Commission  
Water/Wastewater Rates**

Residential One Household Water Rate	
Water Fixed Fee	\$15.00
Usage	0-18,000gal @ \$6.20/1,000gal 18,001+ gal @ \$9.30/1,000gal

Residential One Household Waste Water Rate	
Water Fixed Fee	\$55.00
Usage	0-18,000gal @ \$9.00/1,000gal 18,001+gal @ \$13.00/1,000gal

Out of Town Residents One Household Water Rate	
Water Fixed Fee	\$22.50
Usage	0-18,000gal @ \$9.30/1,000gal 18,001+gal @ \$13.00/1,000gal

Out of Town Multifamily Residential Property Water Rates	
Water Fixed Fee	\$22.50 per Household
Usage	0-36,000gal @ \$9.30/1,000gal 36,001+ gal @ \$13.00/1,000gal
Usage	0-54,000gal @ \$9.30/1,000gal 54,001+ gal @ \$13.00/1,000gal
Usage	0-72,000gal @ \$9.30/1,000gal 72,001+ gal @ \$13.00/1,000gal
Usage	0-90,000gal @ \$9.30/1,000gal 90,001+ gal @ \$13.00/1,000gal
Usage	0-108,000gal @ \$9.30/1,000gal 108,001+ gal @ \$13.00/1,000gal
Usage	0-126,000gal @ \$9.30/1,000gal 126,001+ gal @ \$13.00/1,000gal
Usage	0-144,000gal @ \$9.30/1,000gal 144,001+ gal @ \$13.00/1,000gal
Usage	0-162,000gal @ \$9.30/1,000gal 162,001+ gal @ \$13.00/1,000gal
Usage	0-180,000gal @ \$9.30/1,000gal 180,001+ gal @ \$13.00/1,000gal
Usage	0-198,000gal @ \$9.30/1,000gal 198,001+ gal @ \$13.00/1,000gal
Usage	0-216,000gal @ \$9.30/1,000gal 216,001+ gal @ \$13.00/1,000gal
Usage	0-234,000gal @ \$9.30/1,000gal 234,001+ gal @ \$13.00/1,000gal
Usage	0-252,000gal @ \$9.30/1,000gal 252,001+ gal @ \$13.00/1,000gal
Usage	0-270,000gal @ \$9.30/1,000gal 270,001+ gal @ \$13.00/1,000gal
Usage	0-288,000gal @ \$9.30/1,000gal 288,001+ gal @ \$13.00/1,000gal
Usage	0-306,000gal @ \$9.30/1,000gal 306,001+ gal @ \$13.00/1,000gal
Usage	0-324,000gal @ \$9.30/1,000gal 324,001+ gal @ \$13.00/1,000gal
Usage	0-342,000gal @ \$9.30/1,000gal 342,001+ gal @ \$13.00/1,000gal
Usage	0-360,000gal @ \$9.30/1,000gal 360,001+ gal @ \$13.00/1,000gal

Multifamily Residential Property Water Rates	
Water Fixed Fee	\$15.00 per Household
Usage	0-36,000gal @ \$6.20/1,000gal 36,001+ gal @ \$9.30/1,000gal
Usage	0-54,000gal @ \$6.20/1,000gal 54,001+ gal @ \$9.30/1,000gal
Usage	0-72,000gal @ \$6.20/1,000gal 72,001+ gal @ \$9.30/1,000gal
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Usage	0-288,000gal @ \$6.20/1,000gal 288,001+ gal @ \$9.30/1,000gal
Usage	0-306,000gal @ \$6.20/1,000gal 306,001+ gal @ \$9.30/1,000gal
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Usage	0-342,000gal @ \$6.20/1,000gal 342,001+ gal @ \$9.30/1,000gal
Usage	0-360,000gal @ \$6.20/1,000gal 360,001+ gal @ \$9.30/1,000gal

Multifamily Residential Property Waster Water Rates	
Waster Water Fixed Fee	\$55.00 per Household
Usage	0-36,000gal @ \$9.00/1,000gal 36,001+ gal @ \$13.00/1,000gal
Usage	0-54,000gal @ \$9.00/1,000gal 54,001+ gal @ \$13.00/1,000gal
Usage	0-72,000gal @ \$9.00/1,000gal 72,001+ gal @ \$13.00/1,000gal
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Usage	0-360,000gal @ \$9.00/1,000gal 360,001+ gal @ \$13.00/1,000gal



## Town of Keedysville Water Rates

### Residential

Water Fixed Fee \$26.00

0-15,000 gals @ \$9.19000/ 1,000gal

15,000+gals @ \$11.82/1,000gal

Keedysville Debt Service Fee \$19.00/EDU

### Commercial

Water Fixed Fee \$26.00

0-15,000 gals @\$ 9.19000/1,000gal

15,000+ gals @ \$11.82/1,000gal

Keedysville Debt Service Fee \$19.00/EDU



**Boonsboro/Keedysville Regional Water System  
FY22/23 Quarterly Usage Report**

Month	Fin - Utility		Production		Raw Water Metered		Monthly Usage Received Per Town			Qtrly Gallons Billed to Customers			
	Keedysville	Well #8	Warrenfelz	& Park Well	Total	Boonsboro	%	Keedysville	%	Boonsboro	Lost	Keedysville	Lost
Jul 22	5,901,000	340,000	290,000	4,444,000	10,975,000	9,371,730	0.854	1,603,270	0.146				
Aug 22	5,667,000	445,000	400,000	4,084,000	10,596,000	8,811,470	0.832	1,784,530	0.168				
Sep 22	5,064,840	824,000	5,000	4,268,000	10,161,840	8,686,300	0.855	1,475,540	0.145				
<b>1st Qtr</b>	<b>16,632,840</b>	<b>1,609,000</b>	<b>695,000</b>	<b>12,796,000</b>	<b>31,732,840</b>	<b>26,869,500</b>	<b>0.847</b>	<b>4,863,340</b>	<b>0.153</b>	<b>20,133,932</b>	<b>25.1%</b>	<b>4,494,919</b>	<b>7.6%</b>
Oct 22	5,154,700	935,000	0	4,365,000	10,454,700	8,704,410	0.833	1,750,290	0.167				
Nov 22	5,032,221	1,259,000	8,000	4,214,000	10,513,221	8,843,900	0.841	1,669,321	0.159				
Dec 22	5,331,000	1,241,000	0	4,430,000	11,002,000	9,324,481	0.848	1,677,519	0.152				
<b>2nd Qtr</b>	<b>15,517,921</b>	<b>3,435,000</b>	<b>8,000</b>	<b>13,009,000</b>	<b>31,969,921</b>	<b>26,872,791</b>	<b>0.841</b>	<b>5,097,130</b>	<b>0.159</b>	<b>19,282,421</b>	<b>28.2%</b>	<b>4,457,809</b>	<b>12.5%</b>
Jan 23	5,787,925	1,583,000	0	4,430,000	11,800,925	9,978,400	0.846	1,822,525	0.154				
Feb 23					0	0	#DIV/0!		#DIV/0!				
Mar 23					0	0	#DIV/0!		#DIV/0!				
<b>3rd Qtr</b>	<b>5,787,925</b>	<b>1,583,000</b>	<b>0</b>	<b>4,430,000</b>	<b>11,800,925</b>	<b>9,978,400</b>	<b>0.846</b>	<b>1,822,525</b>	<b>0.154</b>				
Apr 23					0	0	#DIV/0!	11,800,925	#DIV/0!				
May 23					0	0	#DIV/0!		#DIV/0!				
Jun 23					0	0	#DIV/0!		#DIV/0!				
<b>4th Qtr</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>#DIV/0!</b>				
<b>Total 22/23</b>	<b>37,938,686</b>	<b>6,627,000</b>	<b>703,000</b>	<b>30,235,000</b>	<b>75,503,686</b>	<b>63,720,691</b>	<b>0.844</b>	<b>11,782,995</b>	<b>0.156</b>	<b>39,416,353</b>	<b>38.1%</b>	<b>8,952,728</b>	<b>24.0%</b>

Last test result:													
Adjustment %													
Adj K gals	0												
Adj B gals	0	0	0	0	0	0	0.000	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!

NON REVENUE WATER				WATER LOSS			
MILL POINT	VALLEY VIEW	MT LAUREL	FIRE	LEAKS	Hydrants		
410550				150,000		King	
635625						rd/Elmcrest	

- 1ST
- 2ND
- 3RD
- 4TH

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TOTAL