

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday, May 10th, 2023

Voting members present Austin Abraham, Chairperson; Tony Nally (B), Eric Kitchen (B-Alt), Matt Hull (K), , Ken Lord (K-Alt)

Members absent Brandon Sweeney (K)

Others present Water and Wastewater Superintendent Pete Shumaker, Jean Holloway (Chairperson candidate), Yvette May, Recording Secretary, Lisa Riner (K Town Administrator)

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

- I. **Approval of Minutes:** February 8 regular meeting, March 8 and April 26 work sessions. Board Member Ken Lord motions and second by Board Member Tony Nally to approve Minutes. Motion carried unanimously.

- II. **FY22 Keedysville cost-sharing true-up (Austin)** - Keedysville's FY22 projected cost and actual cost were based on the following factors. The shared actual operating expense was \$316,799 plus shared capital improvements of \$46,359.00, totaling \$363,158.00 operating expenses. With Keedysville's 16.2%, Keedysville's annual cost of water service totals \$58,832.00 and adding \$18,808.00 for customer billing and daily operations labor for tank and booster station leaving Keedysville's total annual expense of \$77,639.00. Keedysville's quarterly payments to Boonsboro for the year total \$83,532.00, leaving a credit for Keedysville of \$5,893.00. The most significant differences between the FY22 projected cost to Keedysville and the actual cost are 1) capital was less than projected because the Park Well replacement did not occur, although there were several smaller capital expenditures not budgeted, and 2) no contingency expenditure was required. The final true-up result for FY22 is a payment from Boonsboro to Keedysville of \$5,893. Tony Nally motions and second by Matt Hull to approve FY22 True-up to be presented to each Council. Motion carried unanimously.

- III. **Status of Boonsboro capital projects & projected CIP projects for FY24**
 - A. Park Well Replacement – Work started on May 8th for the new 10inch well and hopefully will be finished drilling on Friday. Initially the well was to be 500ft, but Phillips Well Drilling hit fill dirt and will need to drill an additional 100ft. There will be an increase of cost \$7,500.00. Per the water services agreement with Keedysville, source water capital

projects are a “shared cost” and Keedysville will be responsible for their share of the cost balance after grants.

- B. Crestview Well decommissioning. – Project is completed
- C. Advanced Radio Read Project – The Town’s meter vendor, Core & Main / Neptune, conducted both physical and computer model testing, to determine how many towers are needed and any residential meter replacements. Currently, Whitman Requardt & Associates (WRA) is working on a Preliminary Engineering Report, to create zones in the distribution system and determine where to deploy master meters.
- D. Boonsboro Reservoir Replacement – Whitman Requardt & Associates (WRA) has completed approximately 60% of design. The BMUC has selected tank technology (D-115) and the project is fully scoped. The reservoir project is now estimated at \$7-8 million, due to inflation and supply chain issues. There are several grants supporting this project, totaling \$8.1 Million. The Town is waiting for an approved \$5 million dollar earmark grant to now be appropriated and added to the Federal FY24 Budget.
- E. Shafer Park & Keedysville Water Treatment Plant Solar- Recently, the Town was awarded \$57,000, through the Maryland Energy Administration (MEA), to install solar panels on the roofs of the water treatment plants, at Shafer Park and Keedysville . The existing shingle roofs are original to the construction of the plants, in 1999, and need to be replaced before solar panels can be installed. Bids are due on 5/12. Solar Holler, out of Shepherdstown WV, assisted with the technical portion of the grant application and they will complete the installation. Currently, the Town is waiting for MEA to provide a grant agreement, so a contract can be executed with Solar Holler. Solar Holler informs us installation will take approximately 6 weeks.

IV. Review quarterly usage report and metering between the Towns (Austin) – Austin reviewed April’s usage and compared it to the previous quarters. Losses were higher in Boonsboro over the past few months, but Pete commented on a significant leak in Boonsboro that was recently repaired.

V. Draft new consolidated agreement between the Towns (Austin)

- A. King Road Agreement - No updates on King Road. Boonsboro is still working on meeting with the Developers to determine their plans and maybe draft a new agreement. Information on the 554 planned EDUs is vital in the calculation of water production capacity and availability of EDU’s for the Towns.
- B. Cost Sharing Cost - The Board agreed for the moment to continue with how cost sharing is calculated.
- C. Adopting the new draft agreement – Austin stated that adopting the new draft agreement is on hold pending clarification on the King Road agreement and depending on the outcome, and may depend on the completion of the Reservoir.

VI. Old business

- A. Water resources/asset management study by Army Corps of Engineers – Engineers still working on reports.
- B. Crestview High Pressure Bypass Project - Using the Water Model and pressure data from the field, Whitman Requardt & Associates (WRA) has identified a solution and are finalizing a Preliminary Engineering Report, involving the installation of a parallel line around Crestview and pressure reducing valves lowering pressures entering the neighborhood. This project is estimated to cost approximately \$1.2 Million. The Town's applied for state and federal funding.
- C. Board chair effective January 1, 2024 – Jean Holloway is currently attending BKWAB and is interested in filling the position.
- D. Discontinuance of water fluoridation – Pete has discontinued fluoridation. Pete and Paul had a meeting with MDE concerning the reporting of the fluoridation which has been resolved.
- E. Keedysville tank cleaning – Pete has contacted KCI and Southern Corrosion concerning how to run water from Boonsboro to Keedysville since the clay valve is not working properly. He is still waiting for a response. Pete and Matt will look into whether there is a bypass to the pumping station, however pressure control for Keedysville will be critical. Until this is resolved the tank cannot be cleaned or painted.

VII. New business

- A. Cell Tower located on Water tank – Lisa informed the Board that she had no further information from SiteLink. She also stated she talked with the Town of Walkersville about using a broker.

VIII. System operator's report

Superintendent Shumaker reported that the high service pump started to fail, and he had it rebuilt. They came to install, and he noticed it was not pumping properly. The pump was operating at 140 gallons/min and should be at 180 gallons/min. He made them take it back and correct the propellers.

- IX. Public Comment** – Keedysville resident John Burtner, 39 Mt. Hebron Rd. informed the Board of his concerns about Dog Run Stream that runs through his property drying up. He has contacted MDE and Soil Conservation about the issue. The Board instructed him to try Md Rural Water for a Geo Study. He also has an issue with the Bridge on Mt Hebron Road clogging up with debris and flooding his field. Keedysville Town Manager Lisa Riner will contact Washington County Engineering to set up a meeting with the Town, the County, an MDE official and Mr. Burtner .

Being that there was no additional discussion, Chairperson Abraham adjourned the meeting at 8:22 pm. The next regularly scheduled meeting is Wednesday, August 9th at Boonsboro Town Hall.

Submitted by Yvette May Administrative Assistant Town of Boonsboro

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
Wednesday May 10, 2023 6:30 PM
Keedysville 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 minutes: February 8 regular meeting; March 8, April 26 work sessions
- II. FY22 Keedysville cost-sharing true-up (Austin)
- III. Status of Boonsboro capital projects
 - A. Park Well replacement – waiting for warm weather
 - B. Crestview well decommissioning
 - C. Radio read project-status
 - D. Boonsboro reservoir replacement
- IV. Projected CIP projects for FY24
- V. Review quarterly usage report and metering between the Towns (Austin)
- VI. Draft new consolidated agreement between the Towns (Austin)
- VII. Old business
 - A. Water resources/asset management study by Army Corps of Engineers
 1. Project update
 2. MOU GIS data storage (Lisa)
 - B. Boonsboro water modeling by WRA for high pressure north of booster station and proposed engineering solutions
 - C. Board chair effective January 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. August 9, 2023 6:30 PM at Boonsboro
(Regular meetings are 2nd Wednesday of Feb, May and Aug and 2nd Wednesday after Thanksgiving)

Standard Agenda Schedule:

February

- Review of current year CIP projects
- Review of proposed CIP projects for coming year
- Review of water rates for each town

May

- Review of current year CIP projects
- Review of proposed CIP projects for coming year

August

- Projected costs for Keedysville for current year
- Update of current year CIP projects
- Review available capacity allocation

December

- True-up of prior year costs for Keedysville
- Review of current year CIP projects (included in projected costs for current year)
- Review of proposed CIP projects for coming fiscal year

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
PROPOSED KEEDYSVILLE COST-SHARING TRUE-UP FOR FY22

Prepared by: Austin Abraham, Chair

Presented: May 10, 2023

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Boonsboro Keedysville Water Service

Narrative of the Keedysville Cost-Sharing True-up for FY22

Keedysville's FY22 projected cost and actual cost were based on the following factors which are supported in the subsequent detail pages:

| | <u>Budget</u> | <u>Actual</u> | <u>Difference</u> |
|--|---------------|---------------|-------------------|
| Shared operating expense | \$326,956 | \$316,799 | -\$10,157 |
| Shared capital | \$80,000 | \$46,359 | -\$33,641 |
| Percent of water used | 16.0% | 16.2% | +2% |
| Billing and customer accounting | \$11,844 | \$12,144 | +\$300 |
| Daily operations of tank and booster station | \$6,574 | \$6,664 | +\$90 |

The total amount due from Keedysville to Boonsboro for the year is \$77,639 which is \$5,893 less than what was projected.

The most significant differences between the FY22 projected cost to Keedysville and the actual cost are 1) capital was less than projected because the Park Well replacement did not occur, although there were several smaller capital expenditures not budgeted, and 2) no contingency expenditure was required.

The final true-up result for FY22 is a payment from Boonsboro to Keedysville of \$5,893

| Line # from rate formula | Ln# | Description | FY20/21 | | | FY21/22 | | | FY22/23 | | |
|-----------------------------------|------|--|-----------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|------------|------------|
| | | | Budget | Actual | Difference | Budget | Actual | Difference | Budget | Actual | Difference |
| 1 | 3a-b | Boonsboro Operating Expenses | \$876,660 | \$580,702 | | \$798,768 | \$792,782 | | \$5,906,918 | | |
| 2 | | Adjustment #3 - Less budgeted contingency | (21,420) | NA | | (1,447) | NA | | (193,670) | | |
| 3 | | Adjustment #3A - Add back contingency | 30,000 | NA | | 20,000 | NA | | 20,000 | | |
| 4 | | Adjustment #4 - Less reimb'd engineering fees | | | | | | | | | |
| 5 | | Adjustment #5 - Less capital expense | (172,250) | (26,916) | | (96,500) | (140,377) | | (4,998,000) | | |
| 6 | | Adjustment #5A - Less debt-service+interest | (66,540) | NA | | (48,492) | NA | | (21,404) | | |
| 7 | | Adjustment #6 - Less direct pay by K to B | | | | | | | | | |
| 8 | | Customer billing | (6,688) | (9,794) | | (11,844) | (12,144) | | (13,319) | | |
| 9 | | Repairs by B for K | | (1,218) | | | | | | | |
| 10 | | Daily operations labor for tank + booster station | (6,197) | (6,197) | | (6,574) | (6,664) | | (7,080) | | |
| 11 | | Total applicable operating expenses | \$633,565 | \$536,577 | (\$96,988) | \$653,911 | \$633,597 | (\$20,314) | \$693,445 | \$0 | \$0 |
| 12 | 3c | Less 50% for the estimated cost of operation, maintenance & repair to B. distribution system | (316,783) | (268,289) | | (326,956) | (316,799) | | (346,722) | | |
| 13 | | Sub-total operational expense to be shared | \$316,783 | \$268,289 | (\$48,494) | \$326,956 | \$316,799 | (\$10,157) | \$346,722 | \$0 | \$0 |
| 14 | 3d | Plus cash cost of any capital improvement serving both Towns | 45,000 | 13,602 | (31,398) | 80,000 | 46,359 | (33,641) | 198,000 | | |
| 15 | 3e | Plus debt-service on any financed improvements serving both towns | 18,000 | | (18,000) | | | | | | |
| 16 | 3f | Total | \$379,783 | \$281,891 | (\$97,892) | \$406,956 | \$363,158 | (\$43,798) | \$544,722 | \$0 | \$0 |
| 17 | 2 | Keedysville % of total water pumped | 16.5% | 15.8% | | 16.0% | 16.2% | 0.2% | 16.0% | | |
| 18 | 3g | Keedysville annual cost water service | \$62,664 | \$44,539 | -\$18,125 | \$65,113 | \$58,832 | -\$6,281 | \$87,156 | \$0 | \$0 |
| 19 | | ADD: K portion of customer billing expense | 6,688 | 9,794 | | 11,844 | 12,144 | 300 | 13,319 | | |
| 20 | | ADD: Daily operations labor for tank + booster station | 6,197 | 6,197 | | 6,574 | 6,664 | 90 | 7,080 | | |
| 21 | | ADJUST: Billing related capital to K % of water accounts | | | | | | | 1,044 | | |
| 22 | | Keedysville total annual expense | \$75,549 | \$60,530 | -\$15,019 | \$83,531 | \$77,639 | -\$5,892 | \$108,599 | \$0 | \$0 |

| Ln# | Description | Budget | Actual | Difference |
|-----|--------------------------------------|--------|-------------------|------------------|
| 23 | Payments: | | | |
| 24 | Estimated quarterly cost | 18,887 | 18,887 | |
| 25 | First quarter billed | | 18,887 | 20,883 |
| 26 | Second quarter billed | | 18,887 | 20,883 |
| 27 | Third quarter billed | | 18,887 | 20,883 |
| 28 | Fourth quarter billed | | 18,887 | 20,883 |
| | | | 75,548 | 83,532 |
| 29 | True-up due to B/(due from B) | | (\$15,018) | (\$5,893) |

NOTES:

Prepared by: Austin Abraham March 20, 2023

BOONSBORO MAYOR AND COUNCIL

STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL – WATER UTILITY FUND (BUDGETARY BASIS)

Year ended June 30,

2022

| | ORIGINAL BUDGET | FINAL BUDGET | ACTUAL | ACTUAL OVER (UNDER) BUDGET |
|--|--------------------|------------------|--------------------|----------------------------------|
| OPERATING REVENUES | | | | |
| Charges for services | \$ 668,768 | \$ 683,768 | \$ 665,647 | \$ (18,121) |
| Charges for administration | 72,000 | 47,000 | 47,690 | 690 |
| Grants | - | 213,800 | 116,200 | (97,600) |
| TOTAL OPERATING REVENUES | 740,768 | 944,568 | 829,537 | (115,031) |
| OPERATING EXPENSES | | | | |
| Advertising | 1,000 | 1,000 | 1,751 | 751 |
| Capital outlay | 96,500 | 370,799 | 140,377 | (230,422) |
| Chemicals | 15,000 | 15,000 | 17,722 | 2,722 |
| Contingency fund | 1,447 | 2,154 | - | (2,154) |
| Engineering services | 5,000 | 7,000 | - | (7,000) |
| Health insurance | 90,309 | 112,500 | 106,198 | (6,302) |
| Meetings | 1,200 | 1,200 | 365 | (835) |
| Miscellaneous | 100 | 350 | 8,458 | 8,108 |
| Payroll taxes | 25,225 | 27,650 | 19,642 | (8,008) |
| Postage | 3,000 | 3,000 | 3,220 | 220 |
| Professional services | 7,000 | 7,000 | 3,375 | (3,625) |
| Property insurance | 5,000 | 8,000 | 5,946 | (2,054) |
| Repairs and maintenance | 70,000 | 70,000 | 47,708 | (22,292) |
| Retirement | 19,565 | 19,115 | 17,291 | (1,824) |
| Salaries | 299,055 | 307,000 | 256,958 | (50,042) |
| Supplies | 18,000 | 15,000 | 18,268 | 3,268 |
| Telephone | 6,000 | 6,000 | 996 | (5,004) |
| Testing | 1,000 | 1,000 | - | (1,000) |
| Tools and equipment | 4,000 | 5,000 | 4,004 | (996) |
| Training and certification | 1,000 | 1,000 | 1,899 | 899 |
| Uniforms | 3,000 | 3,000 | 1,122 | (1,878) |
| Utilities | 60,000 | 60,000 | 72,818 | 12,818 |
| Vehicles | 10,000 | 10,000 | 9,646 | (354) |
| Water/Sewer systems study and monitoring | - | 20,000 | 51,984 | 31,984 |
| Worker's compensation | 7,875 | 4,110 | 3,034 | (1,076) |
| TOTAL OPERATING EXPENSES | 750,276 | 1,076,878 | 792,782 | (284,096) |
| OPERATING INCOME | (9,508) | (132,310) | 36,755 | 169,065 |
| OTHER INCOME (EXPENSE) | | | | |
| Debt service fees | - | - | 24,113 | 24,113 |
| Connection fees | - | 10,550 | 10,550 | - |
| Grants - ARPA | 55,000 | 240,000 | - | (240,000) |
| Prior year reserves | - | 40,000 | - | (40,000) |
| Other income | - | 5,350 | 12,229 | 6,879 |
| Interest income | 3,000 | 3,600 | 4,031 | 431 |
| Interest expense | - | - | (4,145) | (4,145) |
| Debt service (principal payments) | (48,492) | (167,190) | (141,758) | 25,432 |
| TOTAL OTHER INCOME (EXPENSE) | 9,508 | 132,310 | (94,980) | (227,290) |
| NET INCOME | \$ - | \$ - | \$ (58,225) | \$ (58,225) |

Boonsboro Water Fund Capital Expense - FY22 and FY23

| Description | Capital Outlay - Cash | | | | Audited Financial Statement | | | Notes |
|--|-----------------------|-----------------------|-----------------|-----------------|-----------------------------|-------------------|------------|-------|
| | Approved Budget | Projected in Aug 2020 | | Total | Shared - Cash | Shared - Financed | Total | |
| | | Total | Shared | | | | | |
| Meter replacements | 16,500 | 16,500 | 0 | 16,500 | 0 | 0 | 20,488 | |
| Park well replacement | 80,000 | 80,000 | 80,000 | 80,000 | 0 | 0 | 0 | |
| Reservoir replacement | | | | | 73,530 | 0 | 0 | |
| Acoustic/ultrasonic leak detection equipment | | | | | 24,124 | 0 | 0 | |
| Rebuilt CLA-VAL at Keedysville WTP | | | | | 7,108 | 0 | 0 | |
| Fletchers Grove Well - yield test | | | | | 8,047 | 0 | 0 | |
| SCADA 4k system at Well #8 | | | | | 7,080 | 0 | 0 | |
| TOTAL | \$96,500 | \$96,500 | \$80,000 | \$80,000 | \$140,377 | \$46,359 | \$0 | |

FY 22

23

| Description | Capital Outlay - Cash | | | | Audited Financial Statement | | | Notes |
|----------------------------------|-----------------------|-----------------------|------------------|--------------------|-----------------------------|-------------------|------------|-------|
| | Approved Budget | Projected in Aug 2022 | | Total | Shared - Cash | Shared - Financed | Total | |
| | | Total | Shared | | | | | |
| Reservoir replacement | 4,100,000 | 4,100,000 | 0 | 4,100,000 | 0 | 0 | 0 | |
| Shafer Park well replacement | 200,000 | 200,000 | 100,000 | 200,000 | 0 | 0 | 0 | |
| Advanced metering infrastructure | 600,000 | 600,000 | ** | 600,000 | 0 | 0 | 0 | |
| Crestview well decommissioning | 80,000 | 80,000 | 80,000 | 80,000 | 0 | 0 | 0 | |
| Utility billing software | 18,000 | 18,000 | 18,000 | 18,000 | 0 | 0 | 0 | |
| TOTAL | \$4,998,000 | \$4,998,000 | \$198,000 | \$4,998,000 | \$198,000 | \$0 | \$0 | |

FY 23

Shared amount is net of ARC \$100K grant
 ** Cost share has not been determined; engineering study underway
 Need to adjust share to % of water accounts

Prepared: B Staff and Austin Abraham March 28, 2023

4.

Boonsboro/Keedysville Regional Water System
FY21/22 Quarterly Usage Report

| Month | Fin - Utility | | Production | | Raw Water Metered | | Total | | Monthly Usage Received Per Town | | | Qtrly Gallons Billed to Customers | | |
|--------------------|-------------------|-------------------|------------------|-------------------|--------------------|--------------|-------------------|--------------|---------------------------------|--------------|-------------------|-----------------------------------|-------------------|------|
| | Keedysville | Well #8 | Warrenfeltz | & Park Well | Boonsboro | % | Keedysville | % | Boonsboro | Keedysville | Lost | Boonsboro | Keedysville | Lost |
| Jul 21 | 6,039,768 | 1,225,111 | 674,350 | 4,061,411 | 9,737,188 | 0.811 | 2,263,452 | 0.189 | | | | | | |
| Aug 21 | 5,620,000 | 2,096,000 | 574,000 | 4,098,000 | 10,000,476 | 0.807 | 2,387,524 | 0.193 | | | | | | |
| Sep 21 | 5,203,000 | 1,625,000 | 268,000 | 4,149,000 | 9,663,994 | 0.859 | 1,581,006 | 0.141 | | | | | | |
| 1st Qtr | 16,862,768 | 4,946,111 | 1,516,350 | 12,308,411 | 29,401,658 | 0.825 | 6,231,982 | 0.175 | 21,170,265 | 28.0% | 4,900,670 | 21.4% | -1,331,312 | |
| Oct 21 | 6,056,000 | 1,496,000 | 88,000 | 4,150,000 | 9,884,880 | 0.838 | 1,905,120 | 0.162 | | | | | | |
| Nov 21 | 5,850,000 | 2,073,000 | 0 | 3,845,000 | 9,706,950 | 0.825 | 2,061,050 | 0.175 | | | | | | |
| Dec 21 | 6,008,000 | 1,582,000 | 27,000 | 3,950,000 | 9,673,400 | 0.836 | 1,893,600 | 0.164 | | | | | | |
| 2nd Qtr | 17,914,000 | 5,151,000 | 115,000 | 11,945,000 | 29,265,230 | 0.833 | 5,859,770 | 0.167 | 19,959,545 | 31.8% | 4,621,904 | 21.1% | -1,237,866 | |
| Jan 22 | 5,963,905 | 2,168,000 | 0 | 3,843,000 | 10,158,600 | 0.848 | 1,816,305 | 0.152 | | | | | | |
| Feb 22 | 5,197,460 | 2,028,000 | 0 | 3,363,000 | 9,016,775 | 0.852 | 1,571,685 | 0.148 | | | | | | |
| Mar 22 | 5,721,185 | 1,275,000 | 156,000 | 4,168,000 | 9,689,225 | 0.856 | 1,630,960 | 0.144 | | | | | | |
| 3rd Qtr | 16,882,550 | 5,471,000 | 156,000 | 11,374,000 | 28,864,600 | 0.852 | 5,018,950 | 0.148 | 18,815,083 | 34.8% | 4,770,472 | 5.0% | -248,478 | |
| Apr 22 | 5,335,000 | 1,581,000 | 164,000 | 3,987,000 | 9,309,100 | 0.841 | 1,757,900 | 0.159 | | | | | | |
| May 22 | 6,116,000 | 1,384,000 | 0 | 4,107,000 | 9,708,200 | 0.836 | 1,898,800 | 0.164 | | | | | | |
| Jun 22 | 6,169,000 | 1,005,000 | 92,000 | 3,879,000 | 9,539,200 | 0.856 | 1,605,800 | 0.144 | | | | | | |
| 4th Qtr | 17,620,000 | 3,970,000 | 256,000 | 11,973,000 | 28,566,500 | 0.844 | 5,262,500 | 0.156 | 19,400,535 | 32.1% | 4,821,210 | 8.4% | -441,290 | |
| Total 21/22 | 69,279,318 | 19,538,111 | 2,043,350 | 47,600,411 | 116,087,988 | 0.838 | 22,373,202 | 0.162 | 79,345,428 | 31.7% | 19,114,256 | 14.6% | | |

Cost of Daily Operations Labor at Keedysville Tank and Booster Station FY22

By agreement between the Towns Keedysville is charged for 1/2 hour per day of water operator time for routine inspection and daily operations of the water tank and booster station in Keedysville.

| Regular Time | | Shumaker | DeGrange | Hill | Morton | |
|--------------------------------|--------|-----------------|-----------------|-----------------|-----------------|------------------|
| Hourly rate | | \$31.94 | \$19.46 | \$18.41 | \$16.28 | |
| Salary for fiscal year | | \$66,444 | \$40,477 | \$38,291 | \$31,258 | |
| FICA + Medicare @7.65% | 0.0765 | 5,083 | 3,096 | 2,929 | 2,391 | |
| Health Ins (Annual) | | 6,266 | 6,266 | 16,328 | 16,328 | |
| Life Ins (Annual) | | 104 | 85 | 104 | 104 | |
| Short term disability (Annual) | | 245 | 152 | 135 | 135 | |
| Unemployment @.021 x \$8500 | | 179 | 179 | 179 | 179 | |
| Workers Compensation | 0.03 | 1,993 | 1,214 | 1,149 | 938 | |
| Pension | 0.07 | 4,651 | 2,833 | 2,680 | 2,188 | |
| Total wage and benefit | | \$84,965 | \$54,302 | \$61,795 | \$53,520 | \$254,582 |
| Regular work hours/week | | 40 | 40 | 40 | 40 | |
| Weeks employed | | 52 | 52 | 52 | 48 | |
| Annual hours paid | | 2,080 | 2,080 | 2,080 | 1,920 | |
| Less: | | | | | | |
| Personal leave | | 240 | 160 | 160 | 80 | |
| Total on job hours | | 1,840 | 1,920 | 1,920 | 1,840 | 7,520 |
| Billing hourly rate | | \$46.18 | \$28.28 | \$32.18 | \$29.09 | |
| Average rate for all 4 | | | | | | \$33.85 |

| | | | | | | |
|-----------------------------|--------|---------|---------|---------|---------|----------------|
| Overtime Rate Saturday x1.5 | | \$47.92 | \$29.19 | \$27.61 | \$24.42 | |
| FICA + Medicare @7.65% | 0.0765 | 3.67 | 2.23 | 2.11 | 1.87 | |
| Pension 7% of all wages | 0.07 | 3.35 | 2.04 | 1.93 | 1.71 | |
| Total direct cost per hour | | \$54.94 | \$33.47 | \$31.66 | \$28.00 | |
| Average of 4 employees | | | | | | \$37.01 |

| | | | | | | |
|----------------------------|--------|---------|---------|---------|---------|----------------|
| Overtime Rate Sunday x2.0 | | \$63.89 | \$38.92 | \$36.82 | \$32.56 | |
| FICA + Medicare @7.65% | 0.0765 | 4.89 | 2.98 | 2.82 | 2.49 | |
| Pension 7% of all wages | 0.07 | 4.47 | 2.72 | 2.58 | 2.28 | |
| Total direct cost per hour | | \$73.25 | \$44.62 | \$42.21 | \$37.33 | |
| Average of 4 employees | | | | | | \$49.35 |

| Day of the week |
|-----------------|
| Monday - Friday |
| Saturday |
| Sunday |
| TOTAL |

| Days in Yr | Hrs per Day | | Total |
|------------|-------------|---------|-------------------|
| 261 | 0.5 | \$33.85 | \$4,417.95 |
| 52 | 0.5 | \$37.01 | \$962.38 |
| 52 | 0.5 | \$49.35 | \$1,283.18 |
| 365 | | | \$6,663.51 |

Prepared: B staff and Austin October 8, 2022

**Boonsboro Billing and Customer Accounting for Keedysville Accounts
FY22**

| Contracted Services and Supplies | |
|---|----------------|
| Contracted Billing Service: | |
| HBP printing and mailing costs | \$4,784 |
| Other | 0 |
| Total contracted services and supplies | \$4,784 |

Administrative Asst/Water & Sewer

| | | Rate | Amount |
|--|--------------|-------------------|-----------------|
| Annual wages | 2,080 | 20.00 | \$41,600 * |
| FICA | | 0.0765 | 3,182 |
| Health Insurance | | | 16,760 |
| Life Insurance | | | 69 |
| Short Term Disability | | | 96 |
| Unemployment (first \$8,500) | | 0.021 | 874 |
| Workers Compensation | | 0.01 | 416 |
| Pension | | 0.07 | 2,912 |
| Total wage and benefits | | | \$65,909 |
| Work hours | 40 | 52 | 2080 |
| LESS: Personal Leave | | | -85 ** |
| Total on job hours | | | 1,995 |
| Billing rate per hour | | | \$33.04 |
| % time Administrative Asst on water and sewer | | | 85.0% |
| | Total | Water Only | |
| B water accounts | 1,465 | 1,465 | |
| B sewer accounts | 1,372 | | |
| K water accounts | 409 | 409 | |
| Total accounts | 3,246 | 1,874 | |
| % K+B water accounts of total accounts | | | 57.7% |
| % K accounts of total water accounts | | | 21.8% |
| Annual hours for Keedysville | | | 222.8 |
| | | | \$7,360 |

| | |
|--|-----------------|
| Total Billing and Customer Accounting | \$12,144 |
|--|-----------------|

* (blended rate 2 FT/1PT employees)

** (blended 2 FT employees)

Prepared: B staff and Austin October 6, 2022

Keedysville Annual Usage and Costs Recap FY11 - FY23

| | Total Gallons Pumped to K | % System Total Pumped to K | K Total Annual Cost | \$/1,000 Gal Pumped to K | Gallons Metered to K Customers | \$/1,000 Gal. Metered to K Customers | Total Shared Capital B + K combined | Billing Fees (incl.) |
|------------------|---------------------------|----------------------------|---------------------|--------------------------|--------------------------------|--------------------------------------|-------------------------------------|----------------------|
| FY11 | 31,025,000 | 18.6% | \$39,264 | \$1.27 | 20,933,330 | \$1.88 | \$0 | \$2,564 |
| FY12 | 26,296,000 | 15.8% | \$40,908 | \$1.56 | 19,519,970 | \$2.10 | \$20,257 | \$2,616 |
| FY13 | 23,012,000 | 14.5% | \$38,102 | \$1.66 | 19,687,738 | \$1.94 | \$13,553 | \$2,808 |
| FY14 | 23,473,000 | 14.8% | \$47,993 | \$2.04 | 18,819,588 | \$2.55 | \$71,327 | \$2,628 |
| FY15 | 23,379,000 | 14.1% | \$46,440 | \$1.99 | 19,227,111 | \$2.42 | \$14,737 | \$2,886 |
| FY16 | 22,847,500 | 14.5% | \$63,203 | \$2.77 | 18,678,173 | \$3.38 | \$50,867 | \$5,653 |
| FY17 | 23,409,500 | 14.2% | \$66,205 | \$2.83 | 19,013,756 | \$3.48 | \$109,335 | \$5,465 |
| FY18 | 22,496,900 | 14.4% | \$52,300 | \$2.32 | 19,189,694 | \$2.73 | \$16,160 | \$4,836 |
| FY19 | 23,564,867 | 16.1% | \$59,714 | \$2.53 | 19,476,957 | \$3.07 | \$14,031 | \$5,132 |
| FY20 | 23,206,313 | 16.4% | \$56,545 | \$2.44 | 19,370,629 | \$2.92 | \$13,600 | \$7,016 |
| FY21 | 22,175,833 | 15.8% | \$60,530 | \$2.73 | 19,106,451 | \$3.17 | \$13,602 | \$9,794 |
| FY22 | 22,373,202 | 16.2% | \$77,639 | \$3.47 | 19,114,256 | \$4.06 | \$46,359 | \$12,144 |
| FY23 (projected) | 23,000,000 | 16.0% | \$108,599 | \$4.72 | 19,200,000 | \$5.66 | \$198,000 | \$13,319 |



Prepared: Austin Abraham March 20, 2023

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

| Month | Fin - Utility | | Production | | Raw Water Metered | | Total | | Monthly Usage Received Per Town | | | Qtrly Gallons Billed to Customers | | |
|--------------------|-------------------|-------------------|----------------|-------------------|-------------------|----------------|-------------------|----------------|---------------------------------|----------------|-------------------|-----------------------------------|-----------------|--|
| | Keedysville | Well #8 | Warrenfeltz | & Park Well | Boonsboro | % | Keedysville | % | Boonsboro | Keedysville | Lost | Keedysville | Lost | |
| Jul 22 | 5,901,000 | 340,000 | 290,000 | 4,444,000 | 9,371,730 | 0.854 | 1,603,270 | 0.146 | | | | | | |
| Aug 22 | 5,667,000 | 445,000 | 400,000 | 4,084,000 | 8,811,470 | 0.832 | 1,784,530 | 0.168 | | | | | | |
| Sep 22 | 5,064,840 | 824,000 | 5,000 | 4,268,000 | 8,686,300 | 0.855 | 1,475,540 | 0.145 | | | | | | |
| 1st Qtr | 16,632,840 | 1,609,000 | 695,000 | 12,796,000 | 26,869,500 | 0.847 | 4,863,340 | 0.153 | 20,133,932 | 25.1% | 4,494,919 | 7.6% | -368,421 | |
| Oct 22 | 5,154,700 | 935,000 | 0 | 4,365,000 | 8,704,410 | 0.833 | 1,750,290 | 0.167 | | | | | | |
| Nov 22 | 5,032,221 | 1,259,000 | 8,000 | 4,214,000 | 8,843,900 | 0.841 | 1,669,321 | 0.159 | | | | | | |
| Dec 22 | 5,331,000 | 1,241,000 | 0 | 4,430,000 | 9,324,481 | 0.848 | 1,677,519 | 0.152 | | | | | | |
| 2nd Qtr | 15,517,921 | 3,435,000 | 8,000 | 13,009,000 | 26,872,791 | 0.841 | 5,097,130 | 0.159 | 19,282,421 | 28.2% | 4,457,809 | 12.5% | -639,324 | |
| Jan 23 | 5,787,925 | 1,583,000 | 0 | 4,430,000 | 9,978,400 | 0.846 | 1,822,525 | 0.154 | | | | | | |
| Feb 23 | 5,259,000 | 2,084,000 | 0 | 4,108,000 | 9,887,464 | 0.863 | 1,563,536 | 0.137 | | | | | | |
| Mar 23 | 5,725,000 | 2,458,000 | 0 | 4,430,000 | 10,941,624 | 0.867 | 1,671,376 | 0.133 | | | | | | |
| 3rd Qtr | 16,771,925 | 6,125,000 | 0 | 12,988,000 | 30,807,488 | 0.859 | 5,057,437 | 0.141 | 19,846,663 | 35.6% | 4,594,476 | 9.2% | -462,961 | |
| Apr 23 | | | | | 0 | #DIV/0! | 35,864,925 | #DIV/0! | | | | | | |
| May 23 | | | | | 0 | #DIV/0! | | #DIV/0! | | | | | | |
| Jun 23 | | | | | 0 | #DIV/0! | | #DIV/0! | | | | | | |
| 4th Qtr | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | #DIV/0! | 0 | |
| Total 22/23 | 48,922,686 | 11,169,000 | 703,000 | 38,773,000 | 84,549,779 | 0.849 | 15,017,907 | 0.151 | 59,263,016 | 29.9% | 13,547,204 | 9.8% | 0 | |

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

| NON REVENUE WATER | | | | WATER LOSS | | | |
|-------------------|-------------|-----------|------|------------|----------|------------------|--|
| MILL POINT | VALLEY VIEW | MT LAUREL | FIRE | LEAKS | Hydrants | King rd/Elmcrest | |
| 410550 | | | | 150,000 | | | |
| 635625 | | | | | | | |
| 167640 | | | | | | | |
| | | | | | | | |

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3RD
4TH

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PROPOSED NEW AGREEMENT BETWEEN BOONSBORO AND
KEEDYSVILLE

TOPICS FOR DISCUSSION

May 10, 2023

1. Any updates on King Rd agreements as they relate to water capacity commitment
2. Cost sharing on capital costs

Do we go forward with the current sharing based on water going to each Town or do something different?

3. Adopting the draft – what approach do we take
 - A. Continue to iron out details in the Agreement
 - B. Vote to recommend to Towns
 - C. Forward to Mayors & Councils
 - D. Hold pending clarification on King Rd agreements
 - E. Hold pending completion of Boonsboro's reservoir project

**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 | 295,200 | 295,200 |
| | Keedysville Spring | WA1979G012(05) | 220,000 | 170 GPM | 244,800 | 220,000 |
| | Warrenfeltz Spring | WA1979G013(06) | 130,000 | 120 GPM | 172,800 | 0 |
| | | | <u>682,000</u> | | | <u>645,200</u> |
| | | | | | | <u>515,200</u> |

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

| | | | | | | |
|---|---|--|--|--|--|---------|
| 3 | Unused reliable capacity GPD | | | | | 164,515 |
| | Unused reliable capacity in EDU's @ 250 GPD/EDU | | | | | 658 |

| 4 | EDU's planned for or committed to others by Boonsboro: | Planned | Committed |
|---|---|---------|------------|
| | King Road Associates (656) [not paid] | 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 | | 0 |
| | EDU's planned for or committed to others by Keedysville: | 3 | <u>45</u> |
| | EDU Surplus/(Deficit) | | 613 |

| | | | |
|---|--|--|------------|
| 6 | EDU's reserved for Keedysville per draft new agreement: | | |
| | | | <u>-60</u> |
| | | | 553 |

| | | | |
|---|---|---------|-------------|
| 5 | Reliable capacity held in reserve per draft new agreement: | | |
| | | Reserve | 10% |
| | | | 515,200 |
| | EDU Surplus/(Deficit) | | <u>-206</u> |
| | | | 347 |

| | | | |
|---|---|--|------------|
| 7 | Additional EDU capacity if Boonsboro reduces unaccounted-for water to 15%: | | |
| | EDU Surplus/(Deficit) | | <u>161</u> |
| | | | 508 |

*** In the 1/5/2009 First Amendment to the Annexation Agreement between Boonsboro and King Rd Associates, only sewer taps are 'reserved' for the Land Owner (section 2b), and the Town further ...'represents and warrants...sufficient sewer capacity to issue the sewer taps to the Land Owner (section 7). But provision of related water taps is qualified "...to the extent the Town may be authorized to make such water capacity available to the Land Owner under applicable State law, regulations and policies" (section 7). "The terms of this Agreement are intended to ensure concurrency of development and infrastructure..." (section 6). While it is Boonsboro's intent to provide water taps in connection to these sewer taps, additional water system capacity may be required at the time water connections are requested for which the Land Owner may be required to contribute. As such, available water capacity is not currently encumbered.*

Note: Does not include a) EDU's Boonsboro previously designated for municipal purposes or infill.
Updated: March 27, 2023 A. Abraham