

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Monday, December 18, 2023

Voting members present Austin Abraham, Chairperson; Tony Nally (B), Howard Long(B), Matt Hull (K), Brandon Sweeney (K)

Others present Public Works Supervisory Greg Huntsberry, Eric Kitchen (B-Alt), Ken Lord (K-Alt), Sarah Baker (K-Alt), Boonsboro Town Manager Jared Schumacher, Boonsboro Town Planner and Yvette May, Recording Secretary. Future Chairperson Jean Holloway joined the meeting via phone. The meeting convened at 6:30 PM at Keedysville Town Hall.

- I. **Approval of the August 9, 2023, Meeting Minutes.** – Motion by Board Member Sweeney and second by Board Member Long to approve Minutes. Motion carried unanimously.

- II. **FY24 Keedysville cost-sharing projection** – Chairperson Abraham reviewed the proposed projected cost-sharing and estimated payments from Keedysville to Boonsboro for FY24 are based on the following and states this will be on hold until the financial statements in January 2024. The True-up will be reviewed at the next meeting.

	<u>Budget</u>
Total applicable operating expense	\$795,689
Capital	\$170,000
Percent of water used	15.5%
Billing and customer accounting	\$13,693
Daily operations of tank and booster station	\$7,549

Shared capital includes \$150,000 for the new Park Well and \$20,000 for the new billing software that is a part of the advanced metering system. Keedysville's portion of the advanced metering system has not yet been determined.

(Note: The Park Well project was originally budgeted in FY23. Because the project is now in FY24, a reduction of capital expense is expected in the true-up for FY23.)

Boonsboro's budgeted contingency is adjusted down to \$20,000 based on past experience. Keedysville's projected percentage of total water produced is lowered from 16% to 15.5% based on the recent uptick in water pumped to Boonsboro due to an increase in water loss. The cause of the additional water loss is unknown at this time.

The projected FY24 annual payment from Keedysville to Boonsboro is \$110,578 (~~\$27,644~~)

per quarter). While shared operating expenses have increased, this amount is only slightly higher than the FY23 projected cost due to lower projected capital expense and a reduced percentage of water projected to be provided to Keedysville.

The FY24 projected annual payment by Keedysville to Boonsboro will be trued-up to actual costs in December of 2024 following completion of Boonsboro's FY24 audited financial statement.

III. Status of Boonsboro capital projects

- A. Park Well Replacement – Public Works Supervisory Greg Huntsberry informed the Board that the well is almost online. Testing is complete and Boonsboro is waiting for test results.

- B. 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) have no new updates. It has not been determined how this cost will be shared. Town Manager Schumacher states that this project is probably not in the near future.

- C. Boonsboro Reservoir Replacement – Whitman Requardt & Associates (WRA) has completed the final design. Divers entered the Reservoir, December 7, 2023, to check the sandbags for leaks due to the increased water loss per the Master usage chart. Town Planner Bowen stated that numbers look good. He stated that permits are being worked on and hopefully the project starts in Spring 2024. Mayor Long stated there are state grants supporting shovel ready projects that are being researched.

IV. Review quarterly usage report and metering between the Towns (Austin) –

Chairperson Abraham reviewed FY23-FY24 usage and compared it to the previous quarters. He stated losses were higher in Boonsboro over the past few quarters. The quarterly gallons lost for Boonsboro went from 25 % in the first quarter to 38% in July 2023 and has stayed at 38.7% loss. Gallons billed to customers have stayed constant. Chairperson Abraham also stated that on the Water Production/EDU chart, the red shows the additional flow of the new Shafer Park Well.

V. Draft new consolidated agreement between the Towns

- A. King Road Agreement – Town Planner Bowen stated he has had contact with a King Road representative and there is discussion on movement of the next phase. He stated he is in the process of researching all of the annexations and reaching out to developers.

VI. **Review Board Bylaws** – Chairperson Abraham reviewed the Bylaws. He asked the Board if there were any questions.

VII. **Old business**

A. **Water resources/asset management study by Army Corps of Engineers** –Town Manager Schumacher informed the Board that there were no new updates, and that Engineers were still working on reports. Jean Holloway suggested contacting Michael Harshman with SERCAP to complete the reports.

B. **Keedysville tank cleaning** – Board Member Matt Hull stated that water tank cleaning is completed. He stated the clay valves are now working properly.

VIII. **New business**

A. **Next Meeting Date** (Regular date is Valentines Day) should it change? – The Board discussed possible alternate dates for the next meeting. February 28,2024, was agreed on at Boonsboro Town Hall.

IX. **System operator’s report** -Public Works Supervisor Greg Huntsberry informed the Board that there were no significant issues and meter reading is completed.

X. **Public Comment** - None

There were no additional discussions, Chairperson Abraham adjourned the meeting at 7:32 pm. *The next regularly scheduled meeting is Wed. Wednesday February 28, 2024, at 6:30 PM at Boonsboro Town Hall.*

Submitted by Yvette May Administrative Assistant Town of Boonsboro

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
Wednesday December 18, 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: August 9, 2023 regular meeting
- II. FY23 Keedysville cost-sharing true-up (*if Boonsboro audit is available*) (Austin)
- III. Status of Boonsboro capital projects (Jared, Tony)
 - A. Park Well replacement and additional capacity
 - B. Advanced meter reading
 - C. Boonsboro reservoir replacement (incl. high pressure north of booster station)
- IV. Review quarterly usage report and metering between the Towns (Austin)
- V. Draft new consolidated agreement between the Towns
 - A. Update from King Rd Associates (Tony)
 - B. Review by attorney of agreements with King Rd Associates (Tony, Jared)
- VI. Review Board Bylaws
- VII. Old business
 - A. Water resources/asset management study by Army Corps of Engineers
 - B. Keedysville tank cleaning
- VIII. New business
 - A. Next meeting date (regular date is Valentines Day – change to ____?)
- IX. System operator's report (Pete)
- X. Public comment

NEXT SCHEDULED MEETING: Wed. Wednesday February 14, 2024 6:30 PM at Boonsboro

(Regular meetings are 2nd Wednesday of Feb, May, August and December)

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

**Water Production Capacity and Available EDU's
Projected for FY23-24 based on Q1+Q2 results**

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

2	Total water withdrawn					
	FY23-24 (Q1+Q2) x 2	166,064,940				
	Number of days	<u>365</u>				
	Average daily withdrawal	454,972				<u>454,972</u>

3	Unused capacity GPD	227,028				60,228
	Unused reliable capacity in EDU's	250 GPD				241

4	EDU commitments to others by Boonsboro:			planned	committed
				King Road (656)	[not paid]
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 commitments by Keedysville:		3		
	TOTAL commitments			<u>45</u>	
	EDU Surplus/(Deficit)			<u>196</u>	

5	If reliable capacity is held in reserve:			515,200	
		Reserve	5%	25,760	<u>-103</u>
	EDU Surplus/(Deficit)				<u>93</u>

6	Additional EDU capacity if Boonsboro reduces unaccounted-for water to 15%:				<u>161</u>
	EDU Surplus/(Deficit)				<u>254</u>

7	Reserve EDU's for Keedysville in new agreement:				<u>60</u>
					<u>194</u>

Note: Does not include a) EDU's Boonsboro previously designated for municipal purposes or infill.

Updated: 2.28.24

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Acts, Ordinances, Resolutions- Town
Clerk of the Circuit Clerk
Washington County

(a) WATER RATES

CALENDAR YEAR FIXED RATE TIERED RATES

2022	33	<15,000 Gals.	\$9.19 /1,000 Gals.
		>15,000 Gals.	\$11.82 /1,000 Gals.
2023	33	<15,000 Gals.	\$9.93 /1,000 Gals.
		>15,000 Gals.	\$12.77 /1,000 Gals.
2024	33	<15,000 Gals.	\$10.72 /1,000 Gals.
		>15,000 Gals.	\$13.79 /1,000 Gals.
2025	33	<15,000 Gals.	\$11.58 /1,000 Gals.
		>15,000 Gals.	\$14.89 /1,000 Gals.
2026	33	<15,000 Gals.	\$12.51 /1,000 Gals.
		>15,000 Gals.	\$16.08 /1,000 Gals.

(b) CONNECTION RATES

CONNECTION FEES

Water - \$12,000.00

Connection Fees must be paid before hook-up

BE IT FURTHER RESOLVED, ENACTED and ORDAINED that the remainder of the Ordinance together with all amendments as attached and recorded shall and does remain in full force and effect.

BOONSBORO MUNICIPAL UTILITIES COMMISSION

	Residential	Commercial	
In-Town Water Fixed Fee	\$22.50 per EDU	\$22.50 per EDU	1-Jul-23
0-18,000 gallons water	\$6.20/1,000gal	\$6.20/1000gal	
18,000 + gallons water	\$9.30/1,000gal	\$9.30/1000gal	
In- Town Waste Water Fixed Fee	\$60.50 per EDU	\$60.50 per EDU	
01-18,000 gallons water	\$9.00/1,000gal	\$9.00/1000gal	
18,000 + gallons water	\$13.00/1,000gal	\$13.00/1000gal	
Out of Town Water Fix Fee	\$34.00 per EDU	\$34.00 per EDU	
01-18,000 gallons water	\$9.30/1,000gal	\$9.30/1,000gal	
18,000 + gallons water	\$11.30/1,000gal	\$11.30/1,000gal	
Water Connection Fee		\$10,550.00	6-Feb-24
Sewer Connection Fee		\$15,500.00	