

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD  
MEETING MINUTES  
Wednesday December 11, 2024**

**Voting members present** -Chairperson Jean Holloway , Eric Kitchen (B-Alt), Tony Nalley (B), Matt Hull (K), Brandon Sweeney (K) and Judy Kerns (K-Alt).

**Others present** - Water & Sewer Superintendent Pete Shumaker, Keedysville Town Administrator Lisa Riner, Boonsboro Town Manager Rachel Souders, BMUC Chairman Colin Shanaberger and Yvette May, Recording Secretary. Absent – Board Member Long. The meeting convened at 6:30 PM at Keedysville Town Hall.

- I. Approval of minutes: August 1, 2024, regular meeting- Motion by Board Member Hull and second by Board Member Kitchen to approve Minutes. **Motion carried unanimously.**
  
- II. FY24 Keedysville cost-sharing true-up / FY25 Cost-sharing Projections – Keedysville Town Manager Riner reviewed the final true-up result for FY24. The total amount due from Keedysville to Boonsboro for the year is \$79,184 which is \$31,392 less than what was projected. The most significant differences between the FY24 projected cost to Keedysville and the actual cost are 1) capital was less than projected and 2) no contingency expenditure was required.

	<b>Budget</b>	<b>Actual</b>	<b>Difference</b>
Shared operating expense	\$397,845	\$402,872	\$5,027
Shared capital	\$170,000	\$14,996	-\$155,004
Percent of water used	15.5%	13.8%	-1.7%
Billing and customer accounting	\$13,693	\$13,145	-\$548
Daily operations of tank & booster station	\$7,549	\$8,373	\$824

**Motion by Board Member Kitchen and second by Board Member Hull to approve the cost-sharing true-up for FY24 with a payment from Boonsboro to Keedysville of \$31,392. Motion carried unanimously.**

Keedysville Town Manager Riner reviewed the proposed Projected FY25 Cost Sharing and estimated payments from Keedysville to Boonsboro. Keedysville’s projected percentage of total water produced is lowered from 15.5% to 14.5% 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 leaks in the reservoir, which is scheduled to be replaced in FY25.

While shared operating expenses have increased, this amount is slightly lower than the FY24 projected cost due to the lower projected capital expense and a reduced percentage of water projected to be provided to Keedysville.

Total applicable operating expense	\$895,568
Shared Capital	\$156,179
Percent of water used	14.5%
Billing and customer accounting	\$13,594

**Motion by Board Member Hull and second by Board Member Nalley to approve the proposed cost-sharing true-up for FY25 with a projected FY25 annual payment from Keedysville to Boonsboro is \$109,748 (\$27,437 per quarter). Motion carried unanimously.**

- III. Status of Boonsboro capital projects
  - A. Shafer Park Well – Water & Sewer Superintendent Shumaker stated he is in contact with Phillips Well Drilling and the work will be completed in January 2025.
  - B. Crestview Pressure Reducing Booster Station – Town Manager Souders stated the Engineers are still working on plans to either excavate or bore for the stream crossing.

- C. Boonsboro Reservoir Replacement – Town Manager Souders stated that all contracts are signed, and a Pre-construction Meeting was held on the 11<sup>th</sup>. HRI informed the Town the project has a start date of February 2025 with 500 days completion time.
- IV. Review quarterly usage report and metering between the Towns – Chairman Holloway reviewed the usage report with the Board noting Boonsboro’s loss still remains quite high.
- V. Review of available capacity allocation -Chairman Holloway reviewed the data with the Board. She asked why Warrenfeltz Spring’s Available Capacity GPD was more than the Permitted Daily Average Flow GPD. Water & Sewer Superintendent Shumaker stated that the Available Capacity amount was the max that he could pull/per day and the permitted Daily average only needs to be an average/day for a year.
- VI. Draft new consolidated agreement between the Towns
  - A. Keedysville Town Manager Riner stated they did receive comments from their attorney, and she would forward those comments to Boonsboro. Boonsboro Town Manager Souders stated that Boonsboro will be re-submitting the agreement to a new attorney.
- VII. Old business
  - A. Lead & Copper Inventories – Keedysville Town Manager Riner stated that the project is completed and stated the LCRRSL Inventory Spreadsheet was submitted by the deadline.
  - B. Bedrock waterline replacement engineering -Keedysville Town Manager Riner stated EADS engineering work is 60% completed. She stated she is still investigating funding.
  - C. GIS System – Keedysville Town Manager Riner stated they are talking to EADS to start putting Keedysville into a GIS System. She stated that some talks with Boonsboro are necessary since Keedysville and Boonsboro are regarded as a single water system by MDE and there needs to be an agreement drawn.
  - D. Internal Water Audit – No updates
- VIII. New business
  - A. Planning for future Meetings – Boonsboro Town Manager Souders stated that the responsibilities of creating the agenda and managing the communications to the board needed to be clarified. In reviewing the responsibilities of the Chairman, she stated those responsibilities would fall unto Chairman Holloway. The Board also discussed alternative meeting dates. The Board proposed that after the February 2025 meeting, the dates would run quarterly, January, April, July and October and remain the 2<sup>nd</sup> Wednesday of those months. The Board will vote at the February Meeting.
- IX. System operator’s report – Water & Sewer Superintendent Shumaker stated there were issues with the Spring pumps. One had been pulled and was being repaired for 2 months and the other recently had pressure relief valve issues that he had to repair. He did reach out to the company repairing the pump to stress the importance of completing the repair.
- X. Public comment - None

There were no additional discussions. **Motion by Chairman Holloway and second by Board Member Hull to adjourn the meeting at 7:23pm.** The next regularly scheduled meeting is February 12, 2024 6:30 PM at Boonsboro. (Regular meetings are 2nd Wednesday of February, May , August and December)

*Submitted by Yvette May Administrative Assistant Town of Boonsboro*