

## BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD

### MEETING MINUTES

Wednesday April 9, 2025

Voting members present -Chairperson Jean Holloway (via Teams), Eric Kitchen (B-Alt), Howard Long (B), Matt Hull (K) and Brandon Sweeney (K).

Others present - Water & Sewer Superintendent Pete Shumaker, Boonsboro Town Manager Rachel Souders, Town Planner Drew Bowen, Public Works Superintendent Greg Huntsberry and Yvette May, Recording Secretary. The meeting convened at 6:30 PM at Keedysville Town Hall..

- I. Approval of minutes: February 12, 2025 regular meeting- Noted one change December 11, 2025 to 2024. Motion by Board Member Hull and second by Board Member Long to approve February 12, 2025 Minutes. **Motion carried unanimously.**
- II. Status of Capital Projects
  - A. Shafer Park Well - Water & Sewer Superintendent Pete Shumaker stated the project is completed. He stated he couldn't take it to the full maximum capacity yet without the transducer. He stated he was able to pump 200 gallons a minute easily for a long time.
  - B. Crestview Pressure Reducing Booster Station – Boonsboro Town Manager Souders stated the Town has received 90% completed engineering plans. She stated Town Staff will be reviewing and providing comments to the engineer tomorrow morning. She stated the Town will meet with Crestview HOA to confirm an easement to run the high-pressure line. Souders stated the HOA was receptive and also discussed help with streambank restoration in that area.
  - C. Boonsboro reservoir replacement – Boonsboro Town Manager Souders stated the construction officially started last Monday and by the end of this week and maybe into the beginning of the next week, they will finish putting the new line under the road.
- III. Review quarterly usage report and metering between the Towns – Chairman Holloway reviewed the quarterly usage and noted the percentage of loss has increased for Keedysville. Member Sweeney stated that Keedysville did have a major leak that has been repaired. Superintendent Shumaker stated that according to his past numbers Boonsboro was receiving on average 140,000 gallons per day which declined to 90,000 gallons per day which confirmed Keedysville's leak. Town Manager Souders stated that Boonsboro had several major leaks along with multiple fires that required fire apparatus to hook up to hydrants. Chairman Holloway stated that Maryland Rural Water can come in and run correlators and help you identify leaks.
- IV. Review of available capacity allocation – Chairman Holloway reviewed the EDU Calculations with the Board. Questions about what numbers to use in the Withdrawal column were raised. Discussion on either using the 5-year average or quarterly usage and commitments should be taken out of the commitment columns when put online.

- V. Status of DRAFT Consolidated Agreement – Town Manager Souders stated there is no update from Boonsboro’s Lawyer. Member Sweeney also stated there is no update from Keedysville’s Lawyer. Chairman Holloway reviewed the Glossary suggestions to be added to the agreement.

**Glossary Additions – DRAFT April 2025**

**Non-Revenue Water:** The difference between the number of gallons of water actually produced and treated by the combined system and the number of gallons of water delivered to service connections in any given quarter or billing period.

**Related Costs:** Those costs that are related to or incurred during the course of specific capital improvement, equipment replacement or equipment repair.

**Shared Costs:** Those costs that are related to the installation, repair or improvement of the total system that are shared in accordance with the ratios set forth in the agreement in force at the time of the activity, unless otherwise mutually agreed upon in writing.

**Un-Accounted for Water:** The amount of water that is produced but cannot be measured or otherwise accounted for as being delivered to any service connection or used for system purposes, such as fire protection.

VI. Old Business

- A. Bedrock Water Line Replacement – Board Member Sweeney stated that they have 90% completed plans from engineering.
- B. GIS System – Board Member Sweeney reviewed the draft of the MOU for Water Asset Management with the Board. Boonsboro’s Town Planner discussed the capabilities of Boonsboro’s GIS and what is needed to complete and run GIS for Keedysville. Member Sweeney stated Keedysville already has the data collection completed and stated he thinks Keedysville would lean more towards owning their GIS and would revise the MOU for Water Asset Management.
- C. Status of Keedysville proposed Redmen Lodge – Member Sweeney stated the topic is dead. No further discussion needed. B Alt. Member Kitchen asked Sweeney how Keedysville calculates the number of EDUs on a new service location. Sweeney stated most likely by fixture count.

VII. New Business

- A. Review of proposed Capital Projects for FY 26 - Member Sweeney listed the Bedrock Waterline Replacement/Looping Project for Keedysville has 90% Engineering plans completed. Boonsboro’s Town Manger Souders list of ongoing projects included the Reservoir Replacement and Crestview Bypass Projects. Additional FY26 projects included the Chase Six Blvd. Realignment Project, the Advanced Metering Project which would be a shared cost between Boonsboro and Keedysville and the Inflow & Infiltration Project determining entry points of stormwater (Inflow) and groundwater (infiltration) into the sewer system.

VIII. Other member comments or business - none

- IX. System Operator’s Report – Water/Sewer Superintendent Shumaker stated he is still waiting for the Spring Pump Replacement to arrive from supplier. He stated there were no other issues. Public Works Superintendent Huntsberry stated Keedysville Meter Reading was completed in 3 hours this quarter and had some meters on Main Street freeze this past winter.
- X. There were no additional discussions. **Motion by Board Member Hull and second by Board Member Long to adjourn the meeting at 7:35 pm.** The next regularly scheduled meeting is July 9, 2025 6:30 PM at Boonsboro. (Regular meetings are 2nd Wednesday of January, April, July and October)