

## 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)

# **BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**

**Wednesday April 9, 2025 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 meeting minutes from February 12, 2025
- II. Status of Capital Projects
- III. Review quarterly usage report and metering between the Towns - Jean
- IV. Review of available capacity allocation – Jean
- V. Status of DRAFT Consolidated Agreement – Town Managers
- VI. Old Business
  - A. Bedrock Water Line replacement – Lisa
  - B. GIS System – Lisa
  - C. Status of Keedysville proposed Red Men Lodge
- VII. New Business
  - A. Review of proposed Capital Projects for FY 26
  - B. ????
- VIII. Other member comments or business
- IX. System Operator's Report
- X. Public Comment

Next meeting July 9, 2025 in Boonsboro

Water Production Capacity and Available EDU's FY24-25

|   |                                                 |                |                                    |                |                               |                              |                             |
|---|-------------------------------------------------|----------------|------------------------------------|----------------|-------------------------------|------------------------------|-----------------------------|
| 1 | Water Appropriation Permits                     |                | Permitted<br>Daily Avg Flow<br>GPD | GPM            | Production<br>Capacity<br>GPD | Available<br>Capacity<br>GPD | Reliable<br>Capacity<br>GPD |
|   | Shafer Park & Well #8                           | WA1988G006(03) | 332,000                            | 140 + 65 GPM   | 295,200                       | 252,000                      | 252,000                     |
|   | Keedysville Spring                              | WA1979G012(05) | 220,000                            | 170 GPM        | 244,800                       | 200,000                      | 200,000                     |
|   | Warrenfeltz Spring                              | WA1979G013(06) | 130,000                            | 120 GPM        | 172,800                       | 144,000                      | 88000                       |
|   |                                                 |                | 682,000                            |                |                               | 596,000                      | 540,000                     |
| 2 | Total water withdrawn<br>FY24                   |                |                                    |                |                               |                              | 145,126,536                 |
|   | Number of days                                  |                |                                    |                |                               |                              | 365                         |
|   | Average daily withdrawal                        |                |                                    |                |                               |                              | 397,607                     |
| 3 | Unused capacity GPD                             |                |                                    |                |                               |                              | 142,393                     |
|   | Unused reliable capacity in EDU's               |                |                                    |                |                               |                              | 250 GPD<br>570              |
| 4 | If rpermitted capacity is held in reserve:      |                |                                    |                |                               |                              |                             |
|   | Reserve                                         |                |                                    |                |                               |                              | 682,000<br>68,200           |
|   | EDU Surplus/(Deficit)                           |                |                                    |                |                               |                              | 273<br>297                  |
| 5 | Reserve EDU's for Keedysville in new agreement: |                |                                    |                |                               |                              | 60<br>237                   |
| 6 | EDU commitments to others by Boonsboro:         |                |                                    |                |                               |                              |                             |
|   | TT&K (360)                                      | water not paid |                                    | 18 sewer paid  |                               |                              | 18                          |
|   | Easterday (153)                                 | water not paid |                                    | 8 sewer paid   |                               |                              | 8                           |
|   | Dean 8486 LLC (Fletcher's Grove)                | water not paid |                                    | 18 sewer paid  |                               |                              | 56                          |
|   | Battlefield                                     | water not paid |                                    | sewer not paid |                               |                              | 48                          |
|   | Auction House                                   |                |                                    |                |                               |                              | 7                           |
|   | Highs                                           | water not paid |                                    | sewer not paid |                               |                              | 4                           |
|   | St. Paul                                        | water not paid |                                    |                |                               |                              | 4                           |
|   | EDU commitments by Keedysville:                 |                |                                    |                |                               |                              | 3                           |
|   | TOTAL commitments                               |                |                                    |                |                               |                              | 148                         |
|   | EDU Surplus/(Deficit)                           |                |                                    |                |                               |                              | 89                          |

| Year Usage        | BK Usage    |
|-------------------|-------------|
| 24-25             |             |
| 23-24             | 167,737,470 |
| 22-23             | 137,737,686 |
| 21-22             | 138,461,190 |
| 20-21             | 140,006,035 |
| 19-20             | 141,690,300 |
| Five Year Average | 145,126,536 |

| EDUs              | Gallons per day |
|-------------------|-----------------|
| Permitted         | 2,728 682,000   |
| Boonsboro Water   | 1,870 467,500   |
| Keedysville Water | 436 109,000     |

| Quarterly | Actual Usage      |                     |               |
|-----------|-------------------|---------------------|---------------|
| FY24-25   | Boonsboro gallons | Keedysville gallons | Total         |
| Q1        | 37,859,000.00     | 5,667,092.00        | 43,526,092.00 |
| Q2        | 36,408,304.00     | 5,702,876.00        | 42,111,180.00 |
| Q3        |                   |                     | #VALUE!       |
| Q4        |                   |                     | #VALUE!       |
|           |                   |                     | #VALUE!       |

| Quarterly | Actual Usage      |                     |                |
|-----------|-------------------|---------------------|----------------|
| FY23-24   | Boonsboro gallons | Keedysville gallons | Total          |
| Q1        | 34,115,910.00     | 5,640,560.00        | 39,756,470.00  |
| Q2        | 37,505,268.00     | 5,770,732.00        | 43,276,000.00  |
| Q3        | 36,187,375.00     | 5,834,625.00        | 42,022,000.00  |
| Q4        | 36,735,769.00     | 5,947,231.00        | 42,683,000.00  |
|           |                   |                     | 167,737,470.00 |

**Boonsboro/Keedysville Regional Water System  
FY24/25 Quarterly Usage Report**

| FY24-25 | Raw - Utility  | Production | Raw Water Metered |             |             | Monthly Usage Received Per Town |         |             |         | Qtrly Gallons Billed to Customers |             |             |            | Billed Gallons | Non -Revenue<br>Fire/Leaks<br>Hydrants | Total Water<br>Accounted<br>(Revenue & Non-<br>Revenue) |
|---------|----------------|------------|-------------------|-------------|-------------|---------------------------------|---------|-------------|---------|-----------------------------------|-------------|-------------|------------|----------------|----------------------------------------|---------------------------------------------------------|
| Month   | Keedysville WT | Well #8    | Warrenfeltz       | & Park Well | Total       | Boonsboro                       | %       | Keedysville | %       | Boonsboro                         | Lost        | Keedysville | Lost       |                |                                        |                                                         |
| Jul 24  | 5,993,000      | 2,569,000  | 665,000           | 5,486,000   | 14,713,000  | 12,659,990                      | 0.860   | 2,053,010   | 0.140   |                                   |             |             |            |                | 325,950                                |                                                         |
| Aug 24  | 6,071,695      | 2,567,000  | 1,072,000         | 5,326,000   | 15,036,695  | 13,215,190                      | 0.879   | 1,821,505   | 0.121   |                                   |             |             |            |                | 507,133                                |                                                         |
| Sep 24  | 5,898,397      | 2,484,000  | 526,000           | 4,868,000   | 13,776,397  | 11,983,820                      | 0.870   | 1,792,577   | 0.130   |                                   |             |             |            |                | 1,508,645                              |                                                         |
| 1st Qtr | 17,963,092     | 7,620,000  | 2,263,000         | 15,680,000  | 43,526,092  | 37,859,000                      | 0.870   | 5,667,092   | 0.130   | 21,987,825                        | 41.9%       | 5,063,373   | 10.7%      | 27,051,198     | 2,341,728                              | 29,392,926                                              |
|         |                |            |                   |             |             |                                 |         |             |         |                                   | -15,871,175 |             | -603,719   |                |                                        |                                                         |
| Oct 24  | 5,990,858      | 2,567,000  | 830,000           | 5,189,000   | 14,576,858  | 12,746,965                      | 0.874   | 1,829,893   | 0.126   |                                   |             |             |            |                | 10,000                                 |                                                         |
| Nov 24  | 5,900,322      | 2,499,000  | 352,000           | 5,016,000   | 13,767,322  | 11,958,600                      | 0.869   | 1,808,722   | 0.131   |                                   |             |             |            |                | 1103500                                |                                                         |
| Dec 24  | 6,025,000      | 2,591,000  | 0                 | 5,151,000   | 13,767,000  | 11,702,739                      | 0.850   | 2,064,261   | 0.150   |                                   |             |             |            |                | 0                                      |                                                         |
| 2nd Qtr | 17,916,180     | 7,657,000  | 1,182,000         | 15,356,000  | 42,111,180  | 36,408,304                      | 0.865   | 5,702,876   | 0.135   | 18,881,485                        | 48.1%       | 4,172,210   | 26.8%      | 23,053,695     | 1113500                                | 24,167,195                                              |
|         |                |            |                   |             |             |                                 |         |             |         |                                   | -17,526,819 |             | -1,530,666 |                |                                        |                                                         |
| Jan 25  | 6,024,000      | 2,591,000  | 534,000           | 5,414,000   | 14,563,000  | 12,075,910                      | 0.829   | 2,487,090   | 0.171   |                                   |             |             |            |                | 0                                      |                                                         |
| Feb 25  | 5,470,000      | 2,333,000  | 1,495,000         | 4,935,000   | 14,233,000  | 11,346,921                      | 0.797   | 2,886,079   | 0.203   |                                   |             |             |            |                | 0                                      |                                                         |
| Mar 25  | 6,185,000      | 2,340,000  | 1,757,000         | 4,649,000   | 14,931,000  | 12,176,918                      | 0.816   | 2,754,082   | 0.184   |                                   |             |             |            |                | 0                                      |                                                         |
| 3rd Qtr | 17,679,000     | 7,264,000  | 3,786,000         | 14,998,000  | 43,727,000  | 35,599,749                      | 0.814   | 8,127,251   | 0.186   | 18,748,872                        | 47.3%       | 4,549,049   | 44.0%      | 23,297,921     | 0                                      | 23,297,921                                              |
|         |                |            |                   |             |             |                                 |         |             |         |                                   | -16,850,877 |             | -3,578,202 |                |                                        |                                                         |
| Apr 25  |                |            |                   |             | 0           | #VALUE!                         | #VALUE! |             | #VALUE! |                                   |             |             |            |                |                                        |                                                         |
| May 25  |                |            |                   |             | 0           | #VALUE!                         | #VALUE! |             | #VALUE! |                                   |             |             |            |                |                                        |                                                         |
| Jun 25  |                |            |                   |             | 0           | #VALUE!                         | #VALUE! |             | #VALUE! |                                   |             |             |            |                |                                        |                                                         |
| 4th Qtr | 0              | 0          | 0                 | 0           | 0           | #VALUE!                         | #VALUE! | 0           | #DIV/0! |                                   | #VALUE!     |             | #VALUE!    | #VALUE!        |                                        |                                                         |
|         |                |            |                   |             | 0           |                                 |         |             |         |                                   | #VALUE!     |             | #VALUE!    |                |                                        |                                                         |
| Total   | 53,558,272     | 22,541,000 | 7,231,000         | 46,034,000  | 129,364,272 | #VALUE!                         | #VALUE! | 19,497,219  | 0.151   | #VALUE!                           | #VALUE!     | #VALUE!     | #VALUE!    |                |                                        |                                                         |

FY24-25

## RAW &amp; FINISHED READINGS

| Month  | K WTP RAW | K WTP FINISHED | K to B    | Warrenfeltz RAW | Warrenfeltz FINISHED | Park RAW  | Park FINISHED | Well 8 RAW | Well 8 FINISHED | B WTP RAW (Warrenfeltz & Park) | B WTP FINISHED METERED | Total Raw  | Total Finished | Difference Raw - Finished B WTP | Difference Raw - Finished K WTP | Difference Raw - Finish | Total Water Accounted (Revenue & Non-Revenue) | Difference of Raw-Billed | Average Water loss/ day |
|--------|-----------|----------------|-----------|-----------------|----------------------|-----------|---------------|------------|-----------------|--------------------------------|------------------------|------------|----------------|---------------------------------|---------------------------------|-------------------------|-----------------------------------------------|--------------------------|-------------------------|
| Jul 24 | 5,992,810 | 6,036,000      | 3,939,800 | 665,000         | 665,000              | 5,486,000 | 5,486,000     | 2,569,000  | 2,569,000       | 6,151,000                      | 6,462,000              | 14,712,810 | 15,067,000     | 311,000                         | 43,190                          | 354,190                 |                                               |                          |                         |
| Aug 24 | 6,071,695 | 6,111,000      | 4,250,190 | 1,072,000       | 1,072,000            | 5,326,000 | 5,326,000     | 2,567,000  | 2,567,000       | 6,398,000                      | 6,752,000              | 15,036,695 | 15,430,000     | 354,000                         | 39,305                          | 393,305                 |                                               |                          |                         |
| Sep 24 | 5,898,397 | 5,961,000      | 4,105,820 | 526,000         | 526,000              | 4,868,000 | 4,868,000     | 2,484,000  | 2,484,000       | 5,394,000                      | 5,854,000              | 13,776,397 | 14,299,000     | 460,000                         | 62,603                          | 522,603                 |                                               |                          |                         |
|        |           |                |           |                 |                      |           |               |            |                 |                                |                        | 43,525,902 | 44,796,000     | 1,125,000                       | 145,098                         | 1,270,098               | 29,392,926                                    | 14,132,976               | 142,921                 |
| Month  | K WTP RAW | K WTP FINISHED | K to B    | Warrenfeltz RAW | Warrenfeltz FINISHED | Park RAW  | Park FINISHED | Well 8 RAW | Well 8 FINISHED | B WTP RAW (Warrenfeltz & Park) | B WTP FINISHED METERED | Total Raw  | Total Finished | Difference Raw - Finished B WTP | Difference Raw - Finished K WTP | Difference Raw - Finish | Total Water Accounted (Revenue & Non-Revenue) | Difference of Raw-Billed | Average Water loss/ day |
| Oct 24 | 5,991,000 | 6,029,000      | 4,139,190 | 830,000         | 830,000              | 5,189,000 | 5,189,000     | 2,567,000  | 2,567,000       | 6,019,000                      | 6,368,000              | 14,577,000 | 14,964,000     | 349,000                         | 38,000                          | 387,000                 |                                               |                          |                         |
| Nov 24 | 5,900,000 | 5,951,000      | 4,091,600 | 352,000         | 352,000              | 5,016,000 | 5,016,000     | 2,499,000  | 2,499,000       | 5,368,000                      | 5,662,000              | 13,767,000 | 14,112,000     | 294,000                         | 51,000                          | 345,000                 |                                               |                          |                         |
| Dec 24 | 6,025,000 | 6,056,000      | 3,961,000 | 0               | 0                    | 5,151,000 | 5,151,000     | 2,591,000  | 2,591,000       | 5,151,000                      | 5,433,000              | 13,767,000 | 14,080,000     | 282,000                         | 31,000                          | 313,000                 |                                               |                          |                         |
|        |           |                |           |                 |                      |           |               |            |                 |                                |                        | 42,111,000 | 43,156,000     | 925,000                         | 120,000                         | 1,045,000               | 24,167,195                                    | 17,943,805               | 187,765                 |
| Month  | K WTP RAW | K WTP FINISHED | K to B    | Warrenfeltz RAW | Warrenfeltz FINISHED | Park RAW  | Park FINISHED | Well 8 RAW | Well 8 FINISHED | B WTP RAW (Warrenfeltz & Park) | B WTP FINISHED METERED | Total Raw  | Total Finished | Difference Raw - Finished B WTP | Difference Raw - Finished K WTP | Difference Raw - Finish | Total Water Accounted (Revenue & Non-Revenue) | Difference of Raw-Billed | Average Water loss/ day |
| Jan 25 | 6,024,000 | 6,067,000      | 3,536,420 | 534,000         | 534,000              | 5,414,000 | 5,414,000     | 2,591,000  | 2,591,000       | 5,948,000                      | 6,434,000              | 14,563,000 | 15,092,000     | 486,000                         | 43,000                          | 529,000                 |                                               |                          |                         |
| Feb 25 | 5,470,000 | 5,500,000      | 2,584,102 | 1,495,000       | 1,495,000            | 4,935,000 | 4,935,000     | 2,333,000  | 2,333,000       | 6,430,000                      | 6,809,000              | 14,233,000 | 14,642,000     | 379,000                         | 30,000                          | 409,000                 |                                               |                          |                         |
| Mar 25 | 6,185,000 | 6,206,000      | 3,430,700 | 1,757,000       | 1,757,000            | 4,649,000 | 4,649,000     | 2,340,000  | 2,340,000       | 6,406,000                      | 6,771,000              | 14,931,000 | 15,317,000     | 365,000                         | 21,000                          | 386,000                 |                                               |                          |                         |
|        |           |                |           |                 |                      |           |               |            |                 |                                |                        | 43,727,000 | 45,051,000     | 1,230,000                       | 94,000                          | 1,324,000               | 23,297,921                                    | 20,429,079               | 212,279                 |
| Month  | K WTP RAW | K WTP FINISHED | K to B    | Warrenfeltz RAW | Warrenfeltz FINISHED | Park RAW  | Park FINISHED | Well 8 RAW | Well 8 FINISHED | B WTP RAW (Warrenfeltz & Park) | B WTP FINISHED METERED | Total Raw  | Total Finished | Difference Raw - Finished B WTP | Difference Raw - Finished K WTP | Difference Raw - Finish | Total Water Accounted (Revenue & Non-Revenue) | Difference of Raw-Billed | Average Water loss/ day |
| Apr 25 |           |                |           |                 |                      |           |               |            |                 |                                |                        | 0          |                |                                 |                                 | 0                       |                                               |                          |                         |
| May 25 |           |                |           |                 |                      |           |               |            |                 |                                |                        | 0          |                |                                 |                                 | 0                       |                                               |                          |                         |
| Jun 25 |           |                |           |                 |                      |           |               |            |                 |                                |                        | 0          |                |                                 |                                 | 0                       |                                               |                          |                         |
|        |           |                |           |                 |                      |           |               |            |                 |                                |                        | 0          | 0              | 0                               | 0                               | 0                       | #VALUE!                                       | #VALUE!                  | #VALUE!                 |

## **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 connections in any given quarter or billing period.

**Related Costs:** Those costs that are directly related to or incurred during the course of a 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.

## MEMORANDUM OF UNDERSTANDING

BETWEEN  
THE MAYOR AND COUNCIL OF  
THE TOWN OF BOONSBORO, MARYLAND,  
AND  
THE MAYOR AND COUNCIL OF  
THE TOWN OF KEEDYSVILLE, MARYLAND

### **RE: WATER ASSET MANAGEMENT SYSTEM**

This Memorandum of Understanding (*MOU*) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Mayor and Council of the Town of Boonsboro, a municipal corporation (*Boonsboro*), and the Mayor and Council of the Town of Keedysville, a municipal corporation (*Keedysville*), and establishes the general terms and responsibilities for the provision of water system asset management within the town limits of both Towns. The Towns are sometimes referred to herein as “Keedysville” or “Boonsboro,” individually, and “Towns,” collectively.

### RECITALS

The Town of Keedysville owns and maintains the water system distribution infrastructure within its municipal boundaries.

The Town of Boonsboro operates the shared water system utilized by both Towns.

The geographic area within Keedysville’s municipal boundaries is included in this MOU.

The Towns recognize the importance of developing and maintaining a water asset management system for the protection of public infrastructure, health, safety, and welfare.

The Towns desire to enter into a Memorandum of Understanding (MOU) and agree upon terms that will describe how the Towns will develop and maintain a water asset management system.

This MOU consolidates terms for the development and maintenance of a water system asset management system to the present and future service areas.

NOW, THEREFORE, in consideration of the foregoing, the Towns hereto agree as follows:

1. Effective Date and Term: The effective date of this MOU is \_\_\_\_\_, 2025. The initial term of this MOU shall commence on its effective date and continue indefinitely unless terminated by the mutual agreement of all of the parties hereto.
2. Boonsboro Responsibilities: The Town will procure GIS software and maintain the inventory in the GIS system. The Town will input updated information into the Asset Management System and



ensure both Towns have access to the database. The Town will verify components within Boonsboro's distribution system as well as the shared water system are current and up-to-date within the Asset Management System.

3. Keedysville Responsibilities: The Town will pay \_\_\_\_% of the cost of the GIS software. The Town will pay to Boonsboro a fee of \$\_\_\_\_\_ on a quarterly basis for the maintenance of the inventory in the GIS system. The Town will verify components within Keedysville's distribution system are current and up-to-date within the Asset Management System.
4. Updates to the Systems: Each of the Towns shall be responsible for identifying any new, updated, or removed components within their respective boundaries. Any updates will need to be relayed to the Town of Boonsboro for input into the Asset Management System.
5. Amendments: Any modification or revision to this MOU shall be made by formal writing and adopted by resolution or other formal enactment by the Towns. Amendments shall be effective for and consistently applied to this MOU and to all subsequently approved by the parties in future amendments to this MOU.
6. Severability: The conditions and requirements of this MOU are subject to modification by acts, orders, or directives of regulatory agencies or courts of competent jurisdiction. Should any paragraph, section, or provision of this MOU be annulled by acts, orders, or directives of regulatory agencies or courts of competent jurisdiction, the remaining portions of this MOU shall remain in full force and effect.
7. Due Authorization: The Towns agree and represent to each other that this MOU has been approved by each respective governing body at a duly constituted public meeting and that each undersigned has been designated as the duly authorized signatory and representative of said governing body.

In witness whereof, the parties hereto have executed this MOU by their respective duly authorized signatories and representatives.

ATTEST:

MAYOR AND COUNCIL OF THE  
TOWN OF BOONSBORO

\_\_\_\_\_  
Rachel Souders, Town Manager

By: \_\_\_\_\_  
Howard Long, Mayor

Date: \_\_\_\_\_

(SIGNATURES APPEAR ON NEXT PAGE.)

ATTEST:

MAYOR AND COUNCIL OF THE  
TOWN OF KEEDYSVILLE

\_\_\_\_\_  
Lisa Riner, Town Administrator

By: \_\_\_\_\_  
Kenneth Lord, Mayor

Date: \_\_\_\_\_