

BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD
MEETING MINUTES
Wednesday July 9, 2025

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

Others present - Water & Sewer Superintendent Pete Shumaker and Yvette May, Recording Secretary.
The meeting convened at 6:30 PM at Boonsboro Town Hall.

- I. Approval of minutes: April 19, 2025 regular meeting- Motion by Board Member Hull and second by Board Member Long to approve April 19, 2025 Minutes. **Motion carried unanimously.**
- II. Status of Capital Projects
 - A. Shafer Park Well - Water & Sewer Superintendent Pete Shumaker stated the project is almost completed. He stated Phillips Drilling will be bringing the transducer and cable next week to install and then the black top.
 - B. Crestview Pressure Reducing Booster Station – WRA is in the process of developing specs for the project. Plans are in review and HOA approved the easement.
 - C. Boonsboro reservoir replacement –The new 12” service line is completed, and interconnections are completed. The 3ft thick slab foundation totaling 375 cubic yards was poured and is being assessed during the curing process. Boonsboro Mountain Road is open to traffic.
- III. Review quarterly usage report and metering between the Towns – Chairman Holloway reviewed the quarterly usage and noted the water loss. She noted the change in Keedysville back to 11-12%. Chairperson Holloway stated that with the completion of the new reservoir, hopefully water loss will decrease.
- IV. Review of available capacity allocation – Chairman Holloway reviewed the EDU Calculations with the Board. The Commission discussed the comparison of EDUs from using the 5-year average to the average quarterly usage. The Commission discussed the future water capacity of the Town’s and the ongoing and future projects.
- V. Status of DRAFT Consolidated Agreement – No update.
- VI. Old Business
 - A. Bedrock Water Line Replacement – Board Member Sweeney stated that engineering plans are 100 % completed. He stated they are working on securing funding for the project.
 - B. GIS System – Board Member Sweeney stated Keedysville decided to purchase their own software. Sweeney asked what software Boonsboro used. May responded ARC GIS. He asked about the licensing. May suggested he speak with Town Planner Bowen and Town Manager Souders to get details of the licensing and use.
- VII. Water Asset Management – No update
- VIII. Other member comments or business - none
- IX. System Operator’s Report – Utilities Superintendent Pete Shumaker stated he will have to send the new Spring pump back because it needs to have retrofitted flange for it to be installed. The cost estimate is around an additional

\$3,000.00- \$5,000.00. Shumaker stated that the Spring House will need attention soon as the concrete is deteriorating.

- 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 October 8, 2025 at 6:30 PM at Keedysville. (Regular meetings are 2nd Wednesday of January, April, July, and October)

Boonsboro Keedysville Water Advisory Board (BKWAB)

July 9, 2025

Boonsboro 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 April 9, 2025
- II. Status of Capital Projects
 - A. Crestview Pressure Reducing Station
 - B. Boonsboro Reservoir Replacement
- III. Review quarterly usage report and metering between the Towns - Jean
- IV. Review of available capacity allocation – Jean
- V. Revisions to DRAFT Consolidated Agreement - Jean
- VI. OLD Business:
 - A. Bedrock Water Line Replacement
 - B. GIS System progress
 - C. Revision to MOU for Water Asset Management
- VII. Member Comments/Discussion
- VIII. System Operator's Report

NEXT MEETING IS OCTOBER 8, 2025 IN KEEDYSVILLE