

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**  
**PROPOSED KEEDYSVILLE COST-SHARING TRUE-UP FOR FY24**

*Prepared by: Lisa Riner, Keedysville Town Administrator*

*Prepared: December 10, 2024*

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## Boonsboro Keedysville Water Service

### Narrative of the Keedysville Cost-Sharing True-up for FY24

Keedysville's FY24 projected cost and actual cost were based on the following factors which are supported in the subsequent detail pages:

	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
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 and booster station	\$7,549	\$8,373	\$824

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.

The final true-up result for FY24 is a payment from Boonsboro to Keedysville of \$31,392.

Ln#	Line # from rate formula	Description	FY22/23			FY23/24			FY24/25		
			Budget	Actual	Difference	Budget	Actual	Difference	Budget	Actual	Difference
1	3a-b	Boonsboro Operating Expenses	\$5,906,918	\$992,635	(\$12,433)	\$8,109,338	\$946,264	\$10,055	\$1,703,998		\$0
2		Adjustment #3 - Less budgeted contingency	(193,670)	NA		(33,983)	NA		-		
3		Adjustment #3A - Add back contingency	20,000	NA		20,000	NA		20,000		
4		Adjustment #4 - Less reimb'd engineering fees	-	-		-	-		-		
5		Adjustment #5 - Less capital expense	(4,998,000)	(289,374)	(\$12,433)	(7,257,020)	(119,002)	(\$10,055)	(594,270)		
6		Adjustment #5A - Less debt-service+interest	(21,404)	NA		(21,404)	NA		(214,160)		
7		Adjustment #6 - Less direct pay by K to B	(13,319)	(14,133)		(13,693)	(13,145)		(13,594)		
8		Customer billing	(7,080)	(8,116)		(7,549)	(8,373)		(8,747)		
10		Daily operations labor for tank + booster station	\$693,445	\$681,012	(\$12,433)	\$795,689	\$805,744	\$10,055	\$893,227		\$0
11		Total applicable operating expenses	(346,722)	(340,506)		(397,845)	(402,872)		(446,613)		
12	3c	Less 50% for the estimated cost of operation, maintenance & repair to B. distribution system	\$346,722	\$340,506	(\$6,216)	\$397,845	\$402,872	\$5,027	\$446,613		\$0
13		Sub-total operational expense to be shared	198,000	95,674	(102,326)	170,000	14,996	(155,004)	156,179		
14	3d	Plus cash cost of any capital improvement serving both Towns	-	-		-	-		-		
15	3e	Plus debt-service on any financed improvements serving both towns	-	-		-	-		-		
16	3f	Total	\$544,722	\$436,180	(\$108,542)	\$567,845	\$417,868	(\$149,977)	\$602,792		\$0
17	2	Keedysville % of total water pumped	16.0%	14.7%	-1.3%	15.5%	13.8%	-1.7%	14.5%		
18	3g	Keedysville annual cost water service	\$87,156	\$64,118	-\$23,037	\$88,016	\$57,666	-\$30,350	\$87,405		\$0
19		ADD: K portion of customer billing expense	13,319	14,133	814	13,693	13,145	(548)	13,594		
20		ADD: Daily operations labor for tank + booster station	7,080	8,116	1,036	7,549	8,373	824	8,747		
21		ADJUST: Billing related capital to K % of water accounts	1,044			1,320			0		
22		<b>Keedysville total annual expense</b>	<b>\$108,599</b>	<b>\$86,368</b>	<b>-\$22,231</b>	<b>\$110,578</b>	<b>\$79,184</b>	<b>-\$31,394</b>	<b>\$109,746</b>		<b>\$0</b>

23	Payments:	Estimated quarterly cost	27,150	27,644	27,436
24		First quarter billed	27,150	27,644	
25		Second quarter billed	27,150	27,644	
26		Third quarter billed	27,150	27,644	
27		Fourth quarter billed	27,150	27,644	
28			108,600	110,576	
29		<b>True-up due to B/(due from B)</b>	<b>(\$22,232)</b>	<b>(\$31,392)</b>	<b>\$0</b>

NOTES:

Prepared by: Lisa Riner, K Town Administrator, 12/10/24

# BOONSBORO MAYOR AND COUNCIL

## STATEMENT OF REVENUES AND EXPENDITURES – BUDGET AND ACTUAL – WATER UTILITY FUND (BUDGETARY BASIS)

Year ended June 30,

2024

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ACTUAL OVER (UNDER) BUDGET
<b>OPERATING REVENUES</b>				
Charges for services	\$ 708,000	\$ 708,000	\$ 758,435	\$ 50,435
Charges for administration	100,000	100,000	110,576	10,576
<b>TOTAL OPERATING REVENUES</b>	<b>808,000</b>	<b>808,000</b>	<b>869,011</b>	<b>61,011</b>
<b>OPERATING EXPENSES</b>				
Advertising	1,000	1,000	610	(390)
Capital outlay	7,257,020	7,257,020	119,002	(7,138,018)
Chemicals	21,600	21,600	33,252	11,652
Communications	6,000	6,000	-	(6,000)
Connections	13,000	13,000	27,730	14,730
Contingency fund	-	-	1,000	1,000
Engineering services	7,000	7,000	-	(7,000)
Health insurance	119,976	119,976	159,365	39,389
Meetings	1,200	1,200	642	(558)
Miscellaneous	2,500	2,500	11,035	8,535
Payroll taxes	29,130	29,130	22,761	(6,369)
Postage	4,500	4,500	4,180	(320)
Professional services	12,000	12,000	5,375	(6,625)
Property insurance	8,000	8,000	7,706	(294)
Repairs and maintenance	70,000	70,000	70,491	491
Retirement	23,000	23,000	19,065	(3,935)
Salaries	318,650	318,650	313,267	(5,383)
Supplies	19,000	19,000	21,547	2,547
Testing	4,000	4,000	3,970	(30)
Tools and equipment	43,375	43,375	26,149	(17,226)
Training and certification	1,000	1,000	3,941	2,941
Uniforms	1,500	1,500	2,344	844
Utilities	70,000	70,000	72,873	2,873
Vehicles	15,000	15,000	16,470	1,470
Worker's compensation	5,500	5,500	3,489	(2,011)
<b>TOTAL OPERATING EXPENSES</b>	<b>8,053,951</b>	<b>8,053,951</b>	<b>946,264</b>	<b>(7,107,687)</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(7,245,951)</b>	<b>(7,245,951)</b>	<b>(77,253)</b>	<b>7,168,698</b>
<b>OTHER INCOME (EXPENSE)</b>				
Debt service fees	23,768	23,768	24,147	379
Connection fees	10,550	10,550	10,550	-
Grants	7,131,020	7,131,020	78,640	(7,052,380)
Other income	-	-	14,189	14,189
Interest income	136,000	136,000	319,746	183,746
Interest expense	(1,549)	(1,549)	(1,972)	(423)
Debt service (principal payments)	(19,855)	(19,855)	(19,799)	56
Contingency	(33,983)	(33,983)	-	33,983
<b>TOTAL OTHER INCOME (EXPENSE)</b>	<b>7,245,951</b>	<b>7,245,951</b>	<b>425,501</b>	<b>(6,820,450)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 348,248</b>	<b>\$ 348,248</b>

**Boonsboro Water Fund Capital Expense - FY24 and FY25**

Description	Approved Budget	Projected in Aug 2023		Audited Financial Statement			Notes
		Total	Shared	Total	Shared - Financial		
					Shared - Cash	Shared - Financed	
Reservoir replacement	6,100,000	6,100,000	0	72,286	0		Shared=net of ARC \$100K grant  ** Keedysville cost share not determined. Cost will be shared based on percent of water accounts.
Shafer Park well replacement	250,000	250,000	150,000	12,708	0		
Advanced metering system (650K total):			**				
Infrastructure	630,000	630,000		1,364	0		
Billing software	20,000	20,000	20,000	0	0		
Alt 40 waterline looping	200,000	200,000	0	1,003	0		
Utility billing software	57,000	0	0	0	0		
Crestview Bypass & prV Vaults				16,859	0		
Boonsboro/Keedysville Pressure Study				2,288	2,288		
<b>TOTAL</b>	<b>\$7,257,000</b>	<b>\$7,200,000</b>	<b>\$170,000</b>	<b>\$106,508</b>	<b>\$14,996</b>	<b>\$0</b>	

FY 24

**Capital Debt Service - Shared**

Description	Approved Water Budget	Projected in Aug 2021		Actual		Notes
		Total	Shared	Total	Shared	
None						

Description	Approved Water Budget	Projected in Sept 2024		Audited Financial Statement			Notes
		Total	Shared	Total	Shared - Financial		
					Shared - Cash	Shared - Financed	
Reservoir replacement	11,000,000	11,000,000	0				Shared=net of ARC \$100K grant Keedysville's amount of \$7,770 will be paid directly to EADS
Crestview water pressure	1,200,000	1,200,000	0				
Shafer Park well replacement	256,179	156,179	156,179				
Lead Pipe Inventory	72,654	15,730	0				
Security System Upgrade	100,000	0	0				
Dean South Looping	20,000	0	0				
<b>TOTAL</b>	<b>\$12,648,833</b>	<b>\$12,371,909</b>	<b>\$156,179</b>				

FY 25

**Capital Debt Service - Shared**

Description	Approved Water Budget	Projected in Aug 2023		Actual		Notes
		Total	Shared	Total	Shared	
None						

**Boonsboro/Keedysville Regional Water System  
FY23/24 Quarterly Usage Report**

Month	Fin - Utility		Production		Raw Water Metered		Total		Monthly Usage Received Per Town				Qtrly Gallons Billed to Customers			
	Keedysville	Keedysville	Well #8	Well #8	Warrentfeltz & Park Well	Warrentfeltz & Park Well	Boonsboro	Keedysville	Boonsboro	Keedysville	%	Boonsboro	Keedysville	Keedysville	Lost	Lost
Jul 23	5,538,067	5,538,067	2,245,000	2,245,000	701,000	4,569,000	11,045,540	2,007,527	13,053,067	0.846	0.154					
Aug 23	5,704,633	5,704,633	2,567,000	2,567,000	351,000	4,548,000	11,341,250	1,829,383	13,170,633	0.861	0.139					
Sep 23	5,597,770	5,597,770	2,461,000	2,461,000	1,232,000	4,242,000	11,729,120	1,803,650	13,532,770	0.867	0.133					
<b>1st Qtr</b>	<b>16,840,470</b>	<b>16,840,470</b>	<b>7,273,000</b>	<b>7,273,000</b>	<b>2,284,000</b>	<b>13,359,000</b>	<b>34,115,910</b>	<b>5,640,560</b>	<b>39,756,470</b>	<b>0.858</b>	<b>0.142</b>	<b>20,909,160</b>	<b>4,960,865</b>	<b>4,960,865</b>	<b>38.7%</b>	<b>12.1%</b>
							FALSE								<b>-13,206,760</b>	<b>-679,695</b>
Oct 23	5,872,000	5,872,000	2,486,000	2,486,000	1,821,000	4,354,000	12,608,367	1,924,633	14,533,000	0.868	0.132					
Nov 23	6,021,000	6,021,000	1,674,000	1,674,000	1,887,000	4,508,000	12,280,775	1,809,225	14,090,000	0.872	0.128					
Dec 23	6,355,000	6,355,000	2,433,000	2,433,000	1,236,000	4,629,000	12,616,126	2,036,874	14,653,000	0.861	0.139					
<b>2nd Qtr</b>	<b>18,248,000</b>	<b>18,248,000</b>	<b>6,593,000</b>	<b>6,593,000</b>	<b>4,944,000</b>	<b>13,491,000</b>	<b>37,505,268</b>	<b>5,770,732</b>	<b>43,276,000</b>	<b>0.867</b>	<b>0.133</b>	<b>20,435,245</b>	<b>4,528,370</b>	<b>4,528,370</b>	<b>45.5%</b>	<b>21.5%</b>
															<b>-17,070,023</b>	<b>-1,242,362</b>
Jan 24	6,335,000	6,335,000	2,590,000	2,590,000	935,000	4,703,000	12,464,345	2,098,655	14,563,000	0.856	0.144					
Feb 24	5,881,000	5,881,000	2,247,000	2,247,000	000,000	5,172,000	11,438,905	1,861,095	13,300,000	0.860	0.140					
Mar 24	6,072,000	6,072,000	2,585,000	2,585,000	400,000	5,102,000	12,284,125	1,874,875	14,159,000	0.868	0.132					
<b>3rd Qtr</b>	<b>18,288,000</b>	<b>18,288,000</b>	<b>7,422,000</b>	<b>7,422,000</b>	<b>1,335,000</b>	<b>14,977,000</b>	<b>36,187,375</b>	<b>5,834,625</b>	<b>42,022,000</b>	<b>0.861</b>	<b>0.139</b>	<b>19,085,306</b>	<b>4,487,605</b>	<b>4,487,605</b>	<b>47.3%</b>	<b>23.1%</b>
															<b>-17,102,069</b>	<b>-1,347,020</b>
Apr 24	5,084,000	5,084,000	2,498,000	2,498,000	555,000	5,203,000	11,488,362	1,851,638	13,340,000	0.861	0.139					
May 24	5,869,000	5,869,000	2,577,000	2,577,000	2,390,000	3,750,000	12,513,317	2,072,683	14,586,000	0.858	0.142					
Jun 24	6,019,000	6,019,000	2,091,000	2,091,000	1,284,000	5,363,000	12,734,090	2,022,910	14,757,000	0.863	0.137					
<b>4th Qtr</b>	<b>16,972,000</b>	<b>16,972,000</b>	<b>7,166,000</b>	<b>7,166,000</b>	<b>4,229,000</b>	<b>14,316,000</b>	<b>36,735,769</b>	<b>5,947,231</b>	<b>42,683,000</b>	<b>0.861</b>	<b>0.139</b>	<b>20,169,469</b>	<b>4,532,087</b>	<b>4,532,087</b>	<b>45.1%</b>	<b>23.8%</b>
															<b>-16,586,300</b>	<b>-1,415,144</b>
<b>Total 23/24</b>	<b>70,348,470</b>	<b>70,348,470</b>	<b>28,454,000</b>	<b>28,454,000</b>	<b>12,792,000</b>	<b>56,143,000</b>	<b>144,544,322</b>	<b>23,193,148</b>	<b>185,737,470</b>	<b>0.862</b>	<b>0.138</b>	<b>80,599,170</b>	<b>18,508,927</b>	<b>18,508,927</b>	<b>44.2%</b>	<b>20.2%</b>

**Total 23/24**      **-63,945,152**      **-4,684,221**

Accounted Non Rev/Loss      1,878,488  
Un-accounted Non Rev/Loss      -62,066,664      **-4,684,221**

NON REVENUE WATER		WATER LOSS								
		MILL POINT	VALLEY VIEW	MT LAUREL	FIRE	Misc	LEAKS	Hydrants	Tower Overflow/Testing	Total
8/1/2023	National Night Out Mist									
8/9/2023	Ace Flushing									
8/10/2023	Boonsboro Mountain Rd leak	10,226			100,000	25000	10,000	40,000		185,226
8/14/2023	8267 Barn Fire	14,386			500,000		405,000		21,000	940,386
10/16/2023	Lanatfield Circle Leak	0					500,000		120,000	620,000
10/18/2023	tower testing	876				2000	100,000	30,000		132,876

## Cost of Daily Operations Labor at Keedysville Tank and Booster Station FY24 Actuals

*By agreement between the Towns Keedysville is charged for 1/2 hour per day of water operator time for routine inspection and daily operations of the water tank and booster station in Keedysville.*

		Retired 3/29/2024		Hired 3/18/2024			
Regular Time		Shumaker	DeGrange	Hill	Morton	Olthof	
Hourly rate		\$35.93	\$21.05	\$25.88	\$19.85	\$18.00	
Salary for fiscal year		\$74,734	\$37,048	\$53,830	\$41,288	\$11,520	
FICA + Medicare @7.65%	0.0765	5,717	2,834	4,118	3,159	881	
Health Ins (Annual)		8,822	8,822	20,692	20,692	8,822	
Life Ins (Annual)		104	86	104	104	104	
Short term disability (Annual)		245	152	135	135	135	
Unemployment @.021 x \$8500		179	179	179	179	179	
Workers Compensation	0.03	2,242	1,111	1,615	1,239	346	
Pension	0.07	6,375	3,004	4,239	3,479	0	
<b>Total wage and benefit</b>		<b>\$98,418</b>	<b>\$53,236</b>	<b>\$84,912</b>	<b>\$70,274</b>	<b>\$21,986</b>	<b>\$328,826</b>
Regular work hours/week		40	40	40	40	40	
Weeks employed		52	44	52	52	16	
Annual hours paid		2,080	1,760	2,080	2,080	640	
Less:							
Personal leave		240	186	160	120	25	
<b>Total on job hours</b>		<b>1,840</b>	<b>1,574</b>	<b>1,920</b>	<b>1,960</b>	<b>615</b>	<b>7,909</b>
Billing hourly rate		\$53.49	\$33.82	\$44.22	\$35.85	\$35.75	
Average rate for all 4							<b>\$41.58</b>
<b>Overtime Rate Saturday x1.5</b>		<b>\$53.90</b>	<b>\$31.58</b>	<b>\$38.82</b>	<b>\$29.78</b>	<b>\$27.00</b>	
FICA + Medicare @7.65%	0.0765	4.12	2.42	2.97	2.28	2.07	
Pension 7% of all wages	0.07	3.77	2.21	2.72	2.08	1.89	
<b>Total direct cost per hour</b>		<b>\$61.79</b>	<b>\$36.20</b>	<b>\$44.51</b>	<b>\$34.14</b>	<b>\$30.96</b>	
Average of 4 employees							<b>\$44.16</b>
<b>Overtime Rate Sunday x2.0</b>		<b>\$71.86</b>	<b>\$42.10</b>	<b>\$51.76</b>	<b>\$39.70</b>	<b>\$36.00</b>	
FICA + Medicare @7.65%	0.0765	5.50	3.22	3.96	3.04	2.75	
Pension 7% of all wages	0.07	5.03	2.95	3.62	2.78	2.52	
<b>Total direct cost per hour</b>		<b>\$82.39</b>	<b>\$48.27</b>	<b>\$59.34</b>	<b>\$45.52</b>	<b>\$41.27</b>	
Average of 4 employees							<b>\$69.20</b>

  

Day of the week	Days in Yr	Hrs per Day		Total
Monday - Friday	261	0.5	\$41.58	\$5,425.69
Saturday	52	0.5	\$44.16	\$1,148.13
Sunday	52	0.5	\$69.20	\$1,799.12
<b>TOTAL</b>	<b>365</b>			<b>\$8,372.95</b>

Prepared: B staff 12/10/24

**Boonsboro Billing and Customer Accounting for Keedysville Accounts  
FY24**

<b>Contracted Services and Supplies</b>		
Contracted Billing Service:		
HBP printing and mailing costs		\$4,493
Other		0
Total contracted services and supplies		<u>\$4,493</u>

**Administrative Asst/Water & Sewer**

		Rate	Amount
Annual wages	2,080	23.47	\$48,818
FICA		0.0765	3,735
Health Insurance			18,165
Life Insurance			86
Short Term Disability			180
Unemployment (first \$8,500)	\$8,500	0.021	179
Workers Compensation		0.01	488
Pension		0.07	3,417
Total wage and benefits			\$75,067
Work hours	40	52	2080
LESS: Personal Leave			-120
Total on job hours			1,960
Billing rate per hour			\$38.30
% time Administrative Asst on water and sewer			85.0%
	<b>Total</b>	<b>Water Only</b>	
B water accounts	1,440	1,440	
B sewer accounts	1,352		
K water accounts	409	409	
Total accounts	<u>3,201</u>	<u>1,849</u>	
% K+B water accounts of total accounts			57.8%
% K accounts of total water accounts			22.1%
Annual hours for Keedysville			225.9
			<b>\$8,652</b>

<b>Total Billing and Customer Accounting</b>	<b>\$13,145</b>
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Keedysville Annual Usage and Costs Recap FY11 - FY25

	Total Gallons Pumped to K	% System Total Pumped to K	K Total Annual Cost	\$/1,000 Gal Pumped to K	Gallons Metered to K Customers	\$/1,000 Gal. Metered to K Customers	Total Shared Capital B + K combined	Billing Fees (incl.)
FY11	31,025,000	18.6%	\$39,264	\$1.27	20,933,330	\$1.88	\$0	\$2,564
FY12	26,296,000	15.8%	\$40,908	\$1.56	19,519,970	\$2.10	\$20,257	\$2,616
FY13	23,012,000	14.5%	\$38,102	\$1.66	19,687,738	\$1.94	\$13,553	\$2,808
FY14	23,473,000	14.8%	\$47,993	\$2.04	18,819,588	\$2.55	\$71,327	\$2,628
FY15	23,379,000	14.1%	\$46,440	\$1.99	19,227,111	\$2.42	\$14,737	\$2,886
FY16	22,847,500	14.5%	\$63,203	\$2.77	18,678,173	\$3.38	\$50,867	\$5,653
FY17	23,409,500	14.2%	\$66,205	\$2.83	19,013,756	\$3.48	\$109,335	\$5,465
FY18	22,496,900	14.4%	\$52,300	\$2.32	19,189,694	\$2.73	\$16,160	\$4,836
FY19	23,564,867	16.1%	\$59,714	\$2.53	19,476,957	\$3.07	\$14,031	\$5,132
FY20	23,206,313	16.4%	\$56,545	\$2.44	19,370,629	\$2.92	\$13,600	\$7,016
FY21	22,175,833	15.8%	\$60,530	\$2.73	19,106,451	\$3.17	\$13,602	\$9,794
FY22	22,373,202	16.2%	\$77,639	\$3.47	19,114,256	\$4.06	\$46,359	\$12,144
FY23	20,322,981	14.7%	\$86,368	\$4.25	18,390,902	\$4.70	\$95,674	\$14,133
FY24	23,193,148	13.8%	\$110,578	\$4.77	18,508,927	\$5.97	\$14,996	\$13,145
FY25 (projected)	21,500,000	14.5%	\$120,737	\$5.62	18,400,000	\$6.56	\$156,179	\$13,594

Prepared: Lisa Riner, 12/10/24