

**BOONSBORO KEEDYSVILLE WATER ADVISORY BOARD**

**PROPOSED KEEDYSVILLE COST-SHARING TRUE-UP FOR FY25**

*Prepared by: Lisa Riner, Keedysville Town Administrator*

*Prepared: March 31, 2026*

**TABLE OF CONTENTS**

***Summary Documents:***

True-up Narrative FY25 ..... 1  
True-Up Chart FY25..... 2

***Detail Support Documents:***

Boonsboro Water Fund Audited Financial Report FY25 ..... 3  
Boonsboro Water Fund Capital FY25 ..... 4  
Water Usage Report FY25 ..... 5  
Daily Operations Labor for Tank and Booster Station FY25 ..... 6  
Boonsboro Billing & Customer Accounting for Keedysville FY25 ..... 7  
Annual Recap FY11 – FY26 ..... 8

## Boonsboro Keedysville Water Service

### Narrative of the Keedysville Cost-Sharing True-up for FY25

Keedysville's FY25 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	\$446,613	\$414,839	-\$31,774
Shared capital	\$156,179	\$161,840	+\$5,661
Percent of water used	14.5%	14.4%	-0.1%
Billing and customer accounting	\$13,594	\$14,965	+\$1,371
Daily operations of tank and booster station	\$8,747	\$8,734	-\$13

The total amount due from Keedysville to Boonsboro for the year is \$106,740, which is \$3,008 less than what was projected.

The Lead Service Line Inventory was a joint project undertaken by both towns. It was agreed that Keedysville would pay Boonsboro directly for its portion of the cost, rather than including it in the true-up, because the costs were based on a quote from The EADS Group instead of the typical percentage-based allocation of shared expenses. Keedysville's total cost for the project was \$7,770. Of that amount, \$6,000 has already been paid to Boonsboro, leaving an outstanding balance of \$1,770 owed to Boonsboro.

The most significant difference between the FY25 projected cost to Keedysville and the actual cost is that the shared operating expense was less than projected.

The final true-up result for FY25 is a payment from Boonsboro to Keedysville of \$1,238.

Ln#	Line # from rate formula	Description	FY23/24			FY24/25			FY25/26		
			Budget	Actual	Difference	Budget	Actual	Difference	Budget	Actual	Difference
1	3a-b	Boonsboro Operating Expenses	\$8,109,338	\$946,264		\$1,703,998	\$4,326,881		\$1,415,448		
2		Adjustment #3 - Less budgeted contingency	(33,983)	NA		-	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	(7,257,020)	(119,002)		(594,270)	(3,473,505)		(393,193)		
6		Adjustment #5A - Less debt-service+interest	(21,404)	NA		(214,160)	NA		(21,768)		
7		Adjustment #6 - Less direct pay by K to B									
8		Customer billing	(13,693)	(13,145)		(13,594)	(14,965)		(14,167)		
10		Daily operations labor for tank + booster station	(7,549)	(8,373)		(8,747)	(8,734)		(9,338)		
11		Total applicable operating expenses	\$795,689	\$805,744	\$10,055	\$893,227	\$829,677	(\$63,549)	\$996,982	\$0	\$0
12	3c	Less 50% for the estimated cost of operation, maintenance & repair to B. distribution system	(397,845)	(402,872)		(446,613)	(414,839)		(498,491)	-	
13		Sub-total operational expense to be shared	\$397,845	\$402,872	\$5,027	\$446,613	\$414,839	(\$31,775)	\$498,491	\$0	
14	3d	Plus cash cost of any capital improvement serving both Towns	170,000	14,996	(155,004)	156,179	161,840	5,661	-		
15	3e	Plus debt-service on any financed improvements serving both towns	-	-		-	-		-		
16	3f	Total	\$567,845	\$417,868	(\$149,977)	\$602,792	\$576,679	(\$26,113)	\$498,491	\$0	
17	2	Keedysville % of total water pumped	15.5%	13.8%	-1.7%	14.5%	14.4%	-0.1%	16.0%		
18	3g	<b>Keedysville annual cost water service</b>	\$88,016	\$57,666	-\$30,350	\$87,405	\$83,042	-\$4,363	\$79,759	\$0	
19		ADD: K portion of customer billing expense	13,693	13,145	(548)	13,594	14,965	1,371	14,167		
20		ADD: Daily operations labor for tank + booster station	7,549	8,373	824	8,747	8,734	(13)	9,338		
21		ADJUST: Billing related capital to K % of water accounts	1,320			0	0		0		
22		<b>Keedysville total annual expense</b>	<b>\$110,578</b>	<b>\$79,184</b>	<b>-\$31,394</b>	<b>\$109,746</b>	<b>\$106,740</b>	<b>-\$3,006</b>	<b>\$103,264</b>	<b>\$0</b>	

23	<b>Payments:</b>		27,644			27,437			25,816		
24		Estimated quarterly cost									
25		First quarter billed		27,644			27,437				
26		Second quarter billed		27,644			27,437				
27		Third quarter billed		27,644			27,437				
28		Fourth quarter billed		27,644			27,437				
28				<u>110,576</u>			<u>109,748</u>			<u>-</u>	
29		True-up due to B/(due from B)		<u><b>(\$31,392)</b></u>			<u><b>(\$3,008)</b></u>			<u><b>\$0</b></u>	

NOTES:

Prepared by: Lisa Riner, K Town Administrator, 3/31/26

# BOONSBORO MAYOR AND COUNCIL

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

Year ended June 30,

2025

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ACTUAL OVER (UNDER) BUDGET
<b>OPERATING REVENUES</b>				
Charges for services	\$ 822,000	\$ 822,000	\$ 803,924	\$ (18,076)
Charges for administration	50,000	50,000	56,124	6,124
<b>TOTAL OPERATING REVENUES</b>	<b>872,000</b>	<b>872,000</b>	<b>860,048</b>	<b>(11,952)</b>
<b>OPERATING EXPENSES</b>				
Advertising	500	500	436	(64)
Capital outlay	275,652	275,652	3,473,505	3,197,853
Chemicals	25,000	25,000	27,348	2,348
Health insurance	155,000	155,000	187,048	32,048
Meetings	1,000	1,000	315	(685)
Miscellaneous	200	200	12,597	12,397
Payroll taxes	33,458	33,458	26,987	(6,471)
Postage	4,000	4,000	4,739	739
Professional services	8,375	8,375	10,265	1,890
Property insurance	8,000	8,000	7,963	(37)
Repairs and maintenance	79,500	79,500	35,782	(43,718)
Retirement	29,900	29,900	22,223	(7,677)
Salaries	390,980	390,980	377,054	(13,926)
Software subscriptions	4,455	4,455	11,488	7,033
Supplies	19,000	19,000	12,292	(6,708)
Telephone	1,200	1,200	-	(1,200)
Testing	2,500	2,500	715	(1,785)
Tools and equipment	15,000	15,000	15,535	535
Training and certification	2,000	2,000	2,471	471
Uniforms	1,100	1,100	1,136	36
Utilities	60,000	60,000	79,205	19,205
Vehicles	14,000	14,000	13,895	(105)
Worker's compensation	5,400	5,400	3,882	(1,518)
<b>TOTAL OPERATING EXPENSES</b>	<b>1,136,220</b>	<b>1,136,220</b>	<b>4,326,881</b>	<b>3,190,661</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(264,220)</b>	<b>(264,220)</b>	<b>(3,466,833)</b>	<b>(3,202,613)</b>
<b>OTHER INCOME (EXPENSE)</b>				
Debt service fees	24,080	24,080	25,078	998
Connection fees	274,300	274,300	105,500	(168,800)
Grants	-	-	2,985,383	2,985,383
Other income	30,000	30,000	9,794	(20,206)
Interest income	150,000	150,000	167,378	17,378
Interest expense	(1,070)	(1,070)	(1,719)	(649)
Debt service (principal payments)	(213,090)	(213,090)	(20,051)	193,039
<b>TOTAL OTHER INCOME (EXPENSE)</b>	<b>264,220</b>	<b>264,220</b>	<b>3,271,363</b>	<b>3,007,143</b>
<b>NET INCOME (LOSS)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (195,470)</b>	<b>\$ (195,470)</b>

### Boonsboro Water Fund Capital Expense - FY25 and FY26

FY 25	Capital Outlay - Cash							
	Description	Approved Budget	Projected in Sept 2024		Audited Financial Statement			Notes
			Total	Shared	Total	Shared- Cash	Shared - Financed	
	Reservoir replacement	11,000,000	11,000,000	0		0		
	Crestview water pressure	1,200,000	1,200,000	0		0		
	Shafer Park well replacement	256,179	156,179	156,179	161,840	161,840		Shared=net of ARC \$100K grant Keedysville's portion was \$7,770. \$6,000 was paid directly to Boonsboro. Keedysville owes Boonsboro \$1,770.
	Lead Pipe Inventory	72,654	15,730	0	23,500	0		
	Security System Upgrade	100,000	0	0		0		
	Dean South Looping	20,000	0	0		0		
	Crestview Bypass & prV Vaults Boonsboro/Keedysville Pressure Study							
	TOTAL	\$12,648,833	\$12,371,909	\$156,179	\$185,340	\$161,840	\$0	
Capital Debt Service - Shared								
Description	Approved Water Budget	Projected in Sept 2024		Actual		Notes		
		Total	Shared	Total	Shared			
None	0	0	0	0	0			

FY 26	Capital Outlay - Cash				
	Description	Approved Water Budget	Projected in July 2025		Notes
			Total	Shared	
	Reservoir replacement	6,789,302	6,789,302	0	
	Crestview water pressure	1,342,021	1,342,021	0	
	TOTAL	\$8,131,323	\$8,131,323	\$0	
Capital Debt Service - Shared					
Description	Approved Water Budget	Projected in July 2025		Notes	
		Total	Shared		
None	0	0	0		

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

FY24-25	Raw - Utility	Production	Raw Water Metered		Total	Monthly Usage Received Per Town				Qtrly Gallons Billed to Customers			
			Warrenfeltz	& Park Well		Boonsboro	%	Keedysville	%	Boonsboro	Lost	Keedysville	Lost
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				
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				
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				
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%
											-15,871,175		-603,719
Month	Keedysville WT	Well #8	Warrenfeltz	& Park Well	Total	Boonsboro	%	Keedysville	%	Boonsboro	Lost	Keedysville	Lost
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				
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				
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				
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%
											-17,526,819		-1,530,666
Month	Keedysville WT	Well #8	Warrenfeltz	& Park Well	Total	Boonsboro	%	Keedysville	%	Boonsboro	Lost	Keedysville	Lost
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				
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				
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				
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%
											-16,850,877		-3,578,202
Month	Keedysville WT	Well #8	Warrenfeltz	& Park Well	Total	Boonsboro	%	Keedysville	%	Boonsboro	Lost	Keedysville	Lost
Apr 25	5,941,000	1,979,000	567,000	4,957,000	13,444,000	11,740,810	0.873	1,703,190	0.127				
May 25	6,143,000	2,473,000	211,000	5,442,000	14,269,000	12,495,145	0.876	1,773,855	0.124				
Jun 25	5,680,000	2,482,000	428,000	5,239,000	13,829,000	12,129,215	0.877	1,699,785	0.123				
4th Qtr	17,764,000	6,934,000	1,206,000	15,638,000	41,542,000	36,365,170	0.875	5,176,830	0.125	18,660,322	48.7%	4,584,598	11.4%
					0						-17,704,848		-592,232
Total	71,322,272	29,475,000	8,437,000	61,672,000	170,906,272	146,232,223	0.856	24,674,049	0.144	78,278,504	46.5%	18,369,230	25.6%

## Cost of Daily Operations Labor at Keedysville Tank and Booster Station FY25 Projections

*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.*

Regular Time		Shumaker	Hill	Morton	Olthof	
Hourly rate		\$42.44	\$29.04	\$21.06	\$18.91	
Salary for fiscal year		\$88,275	\$60,403	\$43,805	\$39,333	\$231,816
FICA + Medicare @7.65%	0.0765	6,753	4,621	3,351	3,009	
Health Ins (Annual)		10,160	23,897	23,897	10,160	
Life Ins (Annual)		104	104	104	104	
Short term disability (Annual)		359	245	178	143	
Unemployment @.021 x \$8500		179	179	179	179	
Workers Compensation	0.03	2,648	1,812	1,314	1,180	
Pension	0.07	6,179	4,228	3,066	2,753	
<b>Total wage and benefit</b>		<b>\$114,657</b>	<b>\$95,489</b>	<b>\$75,894</b>	<b>\$56,861</b>	<b>\$342,901</b>
Regular work hours/week		40	40	40	40	
Weeks employed		52	52	52	52	
Annual hours paid		2,080	2,080	2,080	2,080	
Less:						
Personal leave		240	160	120	120	
<b>Total on job hours</b>		<b>1,840</b>	<b>1,920</b>	<b>1,960</b>	<b>1,960</b>	<b>7,680</b>
Billing hourly rate		\$62.31	\$49.73	\$38.72	\$29.01	
Average rate for all 4						\$44.65

Overtime Rate Saturday x1.5		\$63.66	\$43.56	\$31.59	\$28.37	
FICA + Medicare @7.65%	0.0765	4.87	3.33	2.42	2.17	
Pension 7% of all wages	0.07	4.46	3.05	2.21	1.99	
<b>Total direct cost per hour</b>		<b>\$72.99</b>	<b>\$49.94</b>	<b>\$36.22</b>	<b>\$32.52</b>	
Average of 4 employees						\$47.92

Overtime Rate Sunday x2.0		\$84.88	\$58.08	\$42.12	\$37.82	
FICA + Medicare @7.65%	0.0765	6.49	4.44	3.22	2.89	
Pension 7% of all wages	0.07	5.94	4.07	2.95	2.65	
<b>Total direct cost per hour</b>		<b>\$97.31</b>	<b>\$66.59</b>	<b>\$48.29</b>	<b>\$43.36</b>	
Average of 4 employees						\$63.89

Day of the week	Days in Yr			Total
Monday - Friday	261	0.5	\$44.65	\$5,826.63
Saturday	52	0.5	\$47.92	\$1,245.83
Sunday	52	0.5	\$63.89	\$1,661.11
<b>TOTAL</b>	<b>365</b>			<b>\$8,733.57</b>

**Boonsboro Billing and Customer Accounting for Keedysville Accounts  
FY25 Actual**

<b>Contracted Services and Supplies</b>		
Contracted Billing Service:		
Printing and mailing costs		\$5,291
Other		0
Total contracted services and supplies		<u>\$5,291</u>

**Administrative Asst/Water & Sewer**

		Rate	Amount
Annual wages	2,080	24.89	\$51,771
FICA		0.0765	3,962
Health Insurance			23,897
Life Insurance			86
Short Term Disability			210
Unemployment (first \$8,500)	\$8,500	0.021	179
Workers Compensation		0.01	518
Pension		0.07	3,625
Total wage and benefits			<u>\$84,247</u>
Work hours	40	52	2080
LESS: Personal Leave			-120
Total on job hours			<u>1,960</u>
Billing rate per hour			<u>\$42.98</u>
% time Administrative Asst on water and sewer			85.0%
	<b>Total</b>	<b>Water Only</b>	
B water accounts	1,463	1,463	
B sewer accounts	1,341		
K water accounts	409	409	
Total accounts	<u>3,213</u>	<u>1,872</u>	
% K+B water accounts of total accounts			58.3%
% K accounts of total water accounts			21.8%
Annual hours for Keedysville			<u>225.1</u>
			<u>\$9,674</u>

<b>Total Billing and Customer Accounting</b>	<b>\$14,965</b>
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Keedysville Annual Usage and Costs Recap FY11 - FY26

	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%	\$79,184	\$3.41	18,508,927	\$4.28	\$14,996	\$13,145
FY25	24,674,049	14.4%	\$106,740	\$4.33	18,369,230	\$5.81	\$161,840	\$14,965
FY26 (projected)	23,696,620	16.0%	\$103,264	\$4.36	19,160,447	\$5.39	\$0	\$14,167

Prepared: Lisa Riner, 3/31/26