

BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
November 8, 2018

Notes: Motions are in bolded text below. All procurements identified in the meeting minutes will be executed in compliance with applicable State of Maryland Procurement Regulations and Town of Boonsboro Procurement Policies and Procedures and associated approval authorities.

The Boonsboro Municipal Utilities Commission (BMUC) held its regular meeting on Thursday, November 8, 2018 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. In attendance were this Meeting's Acting Chairperson Ernie Harr, Assistant Chairperson Todd Kennedy (who participated via conference call) and Commission Members Eldon "Jake" Jones, Bobby Mose, and David Wade. Also in attendance were Mayor and Council Liaison Anthony Nally, Water/Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, and Town Planner Ethan Strickler. Acting Chairperson Harr called the meeting to order at 7:00 PM.

Presentations/Information Exchanges/Discussions:

Boonsboro Wastewater Treatment Plant (WWTP) – PW Tech Volute Dewatering Press – Presentation and Discussion – Dwight Swan

The purpose of this agenda item was to affect the following goals:

1. Provide a common information baseline given the new Mayor and Council and BMUC stakeholder members since this topic was last discussed with the purpose to proceed through to a "go – no go" decision during the next Fiscal Year's Budget Cycle, currently underway. The information baseline components discussed included:
 - a. A description of the Volute Dewatering Press technology.
 - b. Flow diagrams of the integration of the equipment into the existing WWTP facility and pictures of the equipment, process, and input and output waste streams.
 - c. Benefits of the WWTP technology upgrade to the Town of Boonsboro.
 - d. Life cycle operating and maintenance costs and considerations.
 - e. Other technologies currently being used in WWTP to achieve the same dewatering function and a comparison of pros and cons among those technology options.
 - f. Order of magnitude equipment cost estimate and options.
2. Provide a solid basis for moving forward with a "Go – No Go" Decision and Associated Acquisition Execution Plan with the goal to have an Initial Draft to begin discussions at the December Regular BMUC Meeting.

King Road Associates – Future Development – Initial Presentation and Discussion

The purpose of this agenda item was to affect the following goals:

1. Begin an integrated dialog between the Town of Boonsboro and King Road Associates' and their contractors' staff relative to the development level of service needs and the current state of the Water and Wastewater System. This included the current understanding and the purpose of the ongoing or planned studies. These studies are intended to support the respective infrastructure improvements and upgrades need for additional development. The following focused topics were discussed and eventually the specifics will be developed and formalized:
 - a. On-site systems (constructed by the developers/contractors with Public Works oversight and dedicated to the Town of Boonsboro once operational) – This activity is governed primarily by

the existing Boonsboro Specifications for Water and Sanitary System Construction documents (one for each system). Both are currently being reviewed and updated as needed to reflect any regulatory or best management practices (BMPs) updates since they were last revised. Technical revisions will be reviewed and approved by the BMUC with coordination with the Mayor and council. Policy charge recommendations will be communicated with the appropriate supporting information to the Mayor and Council for consideration and action, as decided.

- b. Connection requirements and options from the proposed development into the existing water and wastewater systems. The ongoing Water and planned Wastewater studies will be actively monitored and managed, with specific details and approved modifications, as required to ensure this information is generated by these studies now that there is a specific conceptual development proposal being discussed.
 - c. Water and Wastewater Systems' wide improvements and upgrades needed to support additional development. Specifically, critical existing systems' elements such as Maryland Department of the Environment (MDE) permitted capacity and distribution and collection systems age and sizing relative to current and future demands. Critical water items are capacity and distribution system's age, sizing, and viability with expanded geography and normal and off-normal capacity needs. Critical wastewater items are cost of operations and collection system's age and sizing relative mostly to Inflow and Infiltration (I&I) issues and needed improvements. Again, managing the needs/expectations will ensure the Water and Wastewater studies support the identification of the critical systems' failure specifics to identify the upgrades needed to support additional development.
 - d. Whole systems' capital improvements such as additional water source(s) either bringing existing options on line or developing new options. Other important components being evaluated include both system wide pressure and reserve needs to ensure operational systems in both normal and off normal circumstance operations. Once again, managing the needs/expectations will ensure the Water and Wastewater studies support the identification of the critical system failure specifics to identify the additional system components needed to support additional development.
2. The timing was discussed to identify any disconnects and the six (6) month estimated schedule was not seen as a critical path item and therefore this general timeframe was decided to be consistent for all stakeholders' needs.
 3. Finally, the Water Study will be actively managed to ensure the results meet all needs and the planned Wastewater Study will be finalized to be consistent with the needs for that system, as well.

Public Comments:

There were no members of the public present at the meeting and no comments from the public were submitted for presentation during the meeting.

Meeting Motions:

The October 11, 2018 Regular Meeting Minutes were reviewed and Commission Member Mose motioned to approve the Meeting Minutes as presented. The motion was unanimously approved.

The October 2018 Treasurer's Report was presented by Commission Member Mose. The report was reviewed and discussed. Commission Member Jones motioned to approve the report as presented. The motion was unanimously approved.

The October 2018 Bills to be Paid Report was presented by Commission Member Mose. Commission Member Wade motioned to approve the payment of the bills. The motion was unanimously approved. Note: One of the key metrics being tracked is the relationship between the BMUC billing and payment cycle and payment to the General Fund for the Wastewater and Water Systems' cost sharing portions of the shared resources and the associated expenses. The BMUC billing and payment cycle results in payments by users up

to six (6) months after the costs are incurred. This has historically been a cash flow challenge under previous budget years. The BMUC has established the following metric to monitor cash flow management improvement progress. Since beginning tracking, the average cost sharing payable age for the Wastewater Fund has decreased from six (6) to four (4) months and from three (3) to the current month for the Water Fund. The established goal is to maintain the Wastewater Fund payable age as low as possible but, the short-term reasonable range is between three (3) and six (6) months with three (3) months as the target and for the Water Fund between zero (0) and three (3) months with zero (0) months as the target. This month's payable age was two (2) months for the Wastewater and the current month for the Water Systems' Funds. The last reporting period the Wastewater Fund was four (4) months and the Water Fund was zero (0) months. So, the Wastewater Fund continues to improve and the Water Fund is maintaining the optimal goal.

Unfinished Business:

Water System Hydraulic Study Status and Update

The Information Data Request documents are being populated on a Share File site with password protection. Hard copy only documents are being converted to digital format to facilitate flexibility and maximize use by others moving forward. This will streamline and improve the effectiveness and efficiency of the engineering studies and projects planned in the future.

BB&T Accounts – Check Signing Capability Update

This action item has not yet been completed and execution is continuing. In the interim, there are no issues with continued coverage of effecting BMUC business. This action will continue to be tracked through completion.

LED Lighting Fixtures and Bulbs Project Status and Update

Additional quotes were obtained, as discussed at the last Regular BMUC Meeting, and consistent with applicable State of Maryland Procurement Regulations and Town of Boonsboro Procurement Policies and Procedures and associated approval authorities. The lowest price was provided by Willdan Lighting & Electric Inc. This project was previously approved with funding from the BB&T Sewer Fund User Fees Account. This project will proceed as soon as possible.

Volute Dewatering Press Acquisition Plan

The Boonsboro Wastewater Treatment Plant (WWTP) – PW Tech Volute Dewatering Press – Presentation and Discussion by Dwight Swan provided a solid common basis starting point for moving forward with a “Go – No Go” Decision and Associated Acquisition Execution Plan. The goal is to have an Initial Draft to begin discussions at the December Regular BMUC Meeting.

2020 Budget Process and Schedule

The Initial Draft of the 2020 BMUC Water and Wastewater Funds' Budgets will be prepared to begin discussions on revising to reflect modifications needed to the historical compiled line item budget numbers, which is the recommended industry standard starting point per the Budget Task Force recommendations. The Initial Draft will be presented and serve as the basis for discussion moving forward at the December Regular BMUC Meeting.

New Business:

Seller/Buyer BMUC Billing Issue and Path Forward to Prevent Future Occurrence

There has been an initial large quantities of water use situation identified with recent transfer of ownership of homes in Sycamore Run. Initial investigations points to water newly seeded lawns as the likely cause of this large quantities use. Also, initial discussions center on differing understandings of the responsibility transfer particulars associated with Settlement and continuation of the care of an establishing lawn. Information collection is continuing and the BMUC will be updated as new information warrants.

Update for Waste Water Treatment Plant – Aqua Aerobics Quotes – Superintendent Shumaker

The discussion focused on the evolving information on the termination of support by Aqua-Aerobic Systems, Inc. of the Boonsboro's WWTP's Control System(s). This could be an expensive development to address approaching \$ 100 K. Contacts are being made with the MDE, the Maryland Municipal League (MML), and other entities with the same WWTP as Boonsboro to explore the nature of the situation and potential options as may be appropriate. This will be tracked through resolution.

Reports:

The following reports were provided to the BMUC Members.

Mayor and Council Report – Mayor and Council Liaison, Anthony Nally, provided a brief summary of Mayor and Council activities since the last BMUC meeting. Of particular interest was the discussion of the goals and evolving plans for restructuring the Town of Boonsboro's financial accounts including the BMUC Water and Sewer Fund Accounts. The goal was generally supported and the consideration of separate accounting and liquidity were the important aspects relative to the BMUC's authorities and roles and responsibility as defined in the Town of Boonsboro Charter. It was agreed that the BMUC cash flow/liquidity needs would be presented for each of the accounting funds separately tracked at the next meeting regular BMUC Meeting to ensure that while conceptually there are no issues with the proposed plan, that there are indeed no detailed issues if implemented.

Utilities Report – Pete Shumaker, Water/Wastewater Superintendent, in addition to the specific items discussed above, a brief summary of activities since the last BMUC meeting were provided. Several previously approved/budgeted activities were discussed and the status provided to keep everyone informed including the maintenance, replacements, and upgrades.

Public Works Report – Greg Huntsberry, Public Works Superintendent, in addition to the specific items discussed above, a brief summary of activities since the last BMUC meeting were provided. Of particular importance is the ongoing replacement of water meters that have exceeded their designed life and are not accurately registering water use. Recent discovered failed meters have resulted in a suspicion that these malfunctioning meters may be a major contributor in the Water System's water loss. The recommendation is to evaluate the finances of accelerating the Replacement Program schedule. A Summary Report of the status and remaining number of replacements needed will be presented at the next Regular BMUC Meeting.

Next Meeting is scheduled for 7:00 PM Thursday December 13, 2018 at 7:00 PM

Adjourn:

A motion to adjourn was made by Commission Member Wade. The Motion was unanimously approved.

Respectfully Submitted,
Ernie Harr, Secretary

Draft

Town of Boonsboro

21 North Main Street, Boonsboro, Maryland 21713

Telephone: (301) 432-5141

MINUTES OF A MEETING OF THE ENVIRONMENTAL COMMISSION

TUESDAY, November 13, 2018

PRESENT: *Commission Members:* Chairperson Kathy Vesely, Vice Chairperson Laura Schnackenberg, Jessica Renner, Leah Grasso

ABSENT: Amy Jones, Scott McIllwee, Anthony Dowell, Town Council Liaison Ray Hanson

PRESIDING: Chairperson Vesely called the regular meeting to order at 7:10 PM.

Guest: Ethan Strickler, Boonsboro Town Planner: spoke about possible grant opportunities for which the BEC might qualify.

Guest: Danny Rohrer: spoke about Farmer's Market issues and suggestions to improve the Boonsboro market.

APPROVAL OF MINUTES: After review and unanimous vote, Chairperson Vesely declared the October 2018 minutes approved as read.

OLD BUSINESS:

Rockwool Letter – Town Council voted to not approve the Rockwool opposition letter written by the BEC. Chairperson Vesely reworked the letter to be citizen-signed and will circulate around town for signatures.

Chairperson Vesely said Jeff Davidson from the Park Board (Tree Subcommittee) will be speaker at the Sustainable Maryland "Community Tree" Workshop in Hagerstown. *Update: This Workshop was cancelled due to inclement weather.*

Community Solar – Community Solar received a substantial grant enabling them to move forward. The solar farm will be in the original location outside of Williamsport.

January Town Newsletter – Chairperson Vesely and Vice Chairperson Schnackenberg will draft a short article for the January newsletter educating the town about plastic straws.

Vice Chairperson Schnackenberg shared an announcement from the Catoctin Area Sierra Club: There is an anti-pipeline event in Hagerstown at the C&O Canal HQ – Monday, November 19th at 10:00 am to request that the National Park Service NOT issue a permit to allow pipelines under the Potomac River and the C&O Canal.

NEW BUSINESS:

Commission Re-Appointments: Chairperson Kathy Vesely's and Jessica Renner's BEC terms expire this month (November 2018). Due to lack of a quorum, the BEC will vote on their terms via email.

SUBCOMMITTEE REPORTS

Farmer's Market – The Farmer's Market Executive Committee met to discuss plans for the 2019 season.

Waste Reduction – No report

Trees – No report

Public Education/Outreach – Chairperson Vesely mentioned three possibilities for speakers. She will email the ideas to Education and Outreach Subcommittee Chairperson Schnackenberg.

Green Team – No report

Monarch Butterfly – No report

TOWN UPDATE - No update as Liaison Hansen was absent.

COMMISSION MEMBER COMMENTS - No comments

ADJOURN: The meeting was adjourned at 8:28 PM.

Respectfully submitted by
Amy Jones, BEC Secretary

Next meeting: TUESDAY, December 11, 2018 – Boonsboro Town Hall. Regular meeting (7:00 p.m.)

Any person desiring a transcript of tonight's meeting shall be responsible for a competent stenographer. Items on this agenda are subject to change at the discretion of the Chairman.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, familial status, religion, or disability. To file a complaint of discrimination you may file in person with, or write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382 (TDD)".