

BOONSBORO MUNICIPAL UTILITIES COMMISSION
Wednesday, February 21st, 2023 - 6:00PM
Meeting Chambers

The Boonsboro Municipal Utilities Commission (BMUC) held their Regular Meeting on Wednesday, February 21st, 2023, in the Meeting Chambers. In attendance were BMUC Chairman Stu Mullendore and Commission Members Dave Wade, Bobby Mose and Colin Shanaberger. Also present were Assistant Mayor/BMUC Liaison Tony Nally, Town Manager Paul Mantello, Water/Sewer Superintendent Pete Shumaker and Public Works Superintendent Greg Huntsberry. The meeting was called to order at 6:00 PM by Chairman Mullendore.

CALL TO ORDER – Chairman, Stu Mullendore

ROLL CALL

PUBLIC COMMENTS

MINUTES

Regular Meeting Minutes January 18th, 2023. Council Member Colin Shanaberger motions and second by Council Member Dave Wade to approve January 18th, 2023, Meeting Minutes. Motion carried unanimously.

TREASURER'S REPORT

- Nally confirms all accounts and balances look up to date for Water/Sewer.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT Motion by Council Member Dave Wade, second by Council Member Colin Shanaberger to approve the Treasure's Report. Motion carried unanimously.

UPDATES Chairman Mullendore stated that the below updates were provided and reviewed by commission members before the meeting in writing and were asked if there were any questions/comments that needed to be discussed at the public meeting.

1. Crestview Water Treatment Plant Decommissioning & Demolition: The well was filled in on 12/12. The County's demo permit was approved, and PW has begun the process of demolishing the building. Unfortunately, we're STILL waiting for the building to be deenergized by Potomac Edison and the work is taking longer than expected.
2. Boonsboro Municipal Utilities Commission Charter Amendment: The proposed amendment was approved by the Mayor & Council, at their 1/30 Workshop. In the next few months, we can begin interviewing candidates.
3. Advanced Metering Infrastructure: Still no updates. Speaking with Andy @ WRA, they don't have the bandwidth to really begin working on the project. However, it's in the queue, we're also plenty busy, and once the project gets moving and with the help of the hydraulic model, it should get wrapped up quickly.
4. Alt. 40 Waterline Looping: We submitted our ARC application, for \$200,000. As we know from the PER, the project will cost \$2.8 Million and we've applied for Federal CDS Funding, FY24 State Budget Funding, and MDE DWSRF Funding.
5. Shafer Park Well Replacement: MDE and WCHD Permits were approved. We're waiting for warm weather to begin construction.
6. Keedysville Booster Station / Crestview Pressure Reduction: WRA is reviewing the data and finalizing the PER.
7. Reservoir Replacement Project: We're still waiting for the 60% Plans, and we've added surveillance to the work scope. We have a progress meeting with WRA, this Friday.

Council Member Colin Shanaberger motions and second by Council Member Dave Wade to include the updates in the agenda. Motion carried unanimously.

NEW BUSINESS

- WWTP Sludge Dewatering Facility – Review of Construction Bids & Recommendation to Council – Paul Mantello informs the Commission that the permit is forth coming, and the project’s procurement is finished and there were three bids. HRI, Inc., Leonard S Fiore, Inc. and Conewago Enterprises, Inc. HRI, Inc.’s total base bid was the lowest at \$2,220,787.00. The Commission reviewed the Engineer’s recommendation from the bids that were submitted. The engineer’s recommendation is to award to HRI, Inc. HRI has successfully performed similar projects and has the technical, managerial and financial resources to complete the project. Council Member Colin Shanaberger motions and second by Council Member Dave Wade to accept the engineer’s recommendations to award the project to HRI, Inc. Motion carried unanimously.
- WWTP Lagoon Dredging Project & Synagro Report (Paul) - WWTP Lagoon Dredging Project (Paul) – Paul informed the Commission that The Town of Boonsboro contracted Synagro to do a sludge judge on the 1954 Lagoon. Synagro took samples to the lab to figure out what the process should be to dewater the sludge. They took a depth test and of this 6 ½ foot lagoon there is on average 3 ½ feet of sludge. The lagoon has 3.2 million gallons of organic material of that there is 3,500 wet tons and 600 dry tons in this 1954 lagoon. The estimate for this project is 2.3 million which includes \$1.6 million for dredging, dewatering and transportation/disposal and \$700,000 to fill in lagoon. We have some grants to pay for this and is added to the MDE proposal.
- WWTP Stockpile Permit – Town Manager Paul Mantello informs the Commission that the Washington County Soil Conservation District is requiring a Stockpile Permit for the stockpile located at the Waste Water Plant. Seibert is working on the permit. The Permit application is \$5,000.00. Greg is looking into a silt fence that is required to go around the stockpile. He estimates the fence is around \$3,500.00.
- Commercial Customer Billing Audit (Yvette & Paul) Mantello informs the Commission that the letter is drafted for the commercial customers and an implementation date needs to be decided so it can then be sent to the Mayor and Council for approval by FY24. Commission confirms date to 7/1/2023. Nally advises to show the draft to the Mayor & Council February workshop. Motion by Council Member Dave Wade, second by Council Member Bobby Mose to approve the report and recommend the draft of the letter to the Commercial Accounts be presented to Mayor & Council. Motion carried unanimously.
- FY24 Utility Rate Structure Development (Eric & Colin) Eric and Colin. Their plan includes adding tiers and increasing the fixed water and sewer rates. Eric and Colin will also need to compile a list of line items where the fixed cost is derived. There is still work to be done identifying the fixed cost. The Commission discussed what is a fixed cost for water and sewer. Yvette May reviewed a tier comparison chart showing the number of users in each tier section of usage. Tony Nally suggest that we do not decrease our volume metric rate and that a majority of our users are in the 5,000 to 15,000 usage per quarter. Mantello explains that the fixed fees should be reviewed for fixed cost recovery. Mantello also suggests that we get Jean Holloway to look at the financial statements to determine what are our fixed cost.

TIERS	USAGE	FIXED WATER REVENUE	USAGE WATER REVENUE	TOTAL WATER	FIXED WASTEWATER REVENUE	USAGE WASTEWATER REVENUE	TOTAL WASTEWATER REVENUE	TOTAL REVENUE
2 TIERS	14959975	\$23,797.50	\$100,202.61	\$124,000.11	\$78,265.00	\$127,775.47	\$206,040.47	\$330,040.58
3 TIERS	14959975	\$23,797.50	\$105,396.17	\$129,193.67	\$78,265.00	\$134,114.41	\$212,379.41	\$341,573.08
4 TIERS	14959975	\$23,797.50	\$110,099.15	\$133,896.65	\$78,265.00	\$140,747.57	\$219,012.57	\$352,909.22
6 TIERS	14959975	\$23,797.50	\$106,256.74	\$130,054.24	\$78,265.00	\$135,004.23	\$213,269.23	\$343,323.46

2 TIERS			3 TIERS			USAGE	OF USERS
USAGE	RATE	# OF USERS	USAGE	RATE	# OF USERS		
W<18k	0.0063	1193	W<9k	0.0063	602	0-5000	257
W>18k	0.0093	156	W>9<18k	0.0078	591	5000-10000	432
WW<18k	0.0090	1193	w>18k	0.0093	156	10000-15000	374
WW>18k	0.0130	156	WW<9k	0.0090	602	15000-20000	168
			WW>9k<18k	0.0110	591	20000-25000	69
			WW>18K	0.0130	156	25000-30000	20
						30000-35000	11
						35000-40000	3
						40000-45000	2
						45000-50000	3
						50000-55000	2
						55000-60000	2
						60000+	6

4 TIERS			6 TIERS		
USAGE	RATE	# OF USERS	USAGE	RATE	# OF USERS
W0<5k	0.0063	257	W<5k	0.00630	257
W>5<10k	0.0073	432	W>5<10k	0.00690	432
W>10<15k	0.0083	374	W>10<15k	0.00750	374
W>15k	0.0093	286	W>15k<20k	0.00810	168
WW<5k	0.0090	257	W>20k<25k	0.00870	69
WW>5<10k	0.0103	432	W>25k	0.00930	49
WW>10<15k	0.0117	374	WW<5k	0.00900	257
WW>15k	0.0130	286	WW>5<10k	0.00980	432
			WW>10<15k	0.01060	374
			WW>15k<20k	0.01140	168
			WW>20k<25k	0.01220	69
			WW>25k	0.01300	49

- Leak Detection Review (Greg) – Public Works Supervisor Greg Huntsberry informs the Commission that from Fluid Conservation completed the leak detection survey in 4 days. They found that out of 21 Hydrants, 4 were broke and 17 were leaking. Huntsberry stated that 90% of the time, it is the Fire Department fault and 10 % contractors not operating the hydrant correctly. Mantello added that the Fire Department is supposed to be self-reporting which is not happening and suggest that the Fire Department have a designated hydrant where they fill up the tanker. The Commission recommends that there is a designated hydrant where it is metered and violations be heavily fined. Colin recommends that we capture revenue by putting a meter at the Mill Point Hydrant where it is flushed daily. Mantello suggests Yvette to call Hagerstown Water to ask what their procedure is for hooking up to hydrants. The Commission also discussed having educational classes on the operation of the hydrant for the Fire Department. Greg will check on how much signage would be for 200 hydrants.
- BKWAB Meeting Debriefing (Tony) – Tony informs the Commission that the Board will be meeting again on March 8th for a working session to work on the agreement. They have reviewed the cost sharing formula and the True-up between Boonsboro and Keedysville water. Keedysville has agreed to use the MDE standard 250 GPD. Nally informed the Commission that Jean Holloway has accepted the position of Chair and that Eric Kitchen will be an (B) Alternate to the BKWAB. The next discussion will be how will Water Ratios be determined pertaining to capital projects. Will it be by usage or EDUs.

SYSTEMS REPORT – Pete Shumaker, W/S Superintendent informed the Commission that everything is running smoothly for the most part. On the water side, there was a clay valve in Keedysville that went bad, he took apart and fixed. This saved \$7,000.00. Greg Huntsberry, PW Superintendent reviewed the Neptune Packet with the Commission is at \$185,000.00 but the estimate is without the boom. He will follow up with the cost of the boom added into the estimate. On the sewer side there was a sewer back-up in Sycamore Run.

TOWN MANAGER REPORT – Paul Mantello, Town Manager stated that Congressman Trone visited this past month and mentioned that the 5 million has been authorized but not appropriated and needs to be added to the next budget.

ADJOURN - Motion by Commission Member Bobby Mose, second by Commission Member Dave Wade to adjourn meeting at 7:45pm. Motion carried unanimously.

Respectfully submitted.

Yvette May, Administrative Assistant

NEXT MEETING – March 22nd@ 6PM

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