



BOONSBORO MUNICIPAL UTILITIES COMMISSION

Wednesday, April 20, 2022 - 6:00PM

Meeting Chambers

The Mayor and Council of Boonsboro held their Regular Meeting on Wednesday, April 20, 2022, in the Meeting Chambers. In attendance were BMUC Chairman Stu Mullendore, Commission Members Dave Wade, Bobby Mose and Colin Shanaberger. Also present were Council Member/BMUC Liaison Nally, Town Manager Paul Mantello, Public Works Superintendent Greg Huntsberry and Water/Sewer Superintendent Pete Shumaker. The meeting was called to order at 6:00PM by Chairman Mullendore.

CALL TO ORDER – Chairman, Stu Mullendore

ROLL CALL

PUBLIC COMMENTS

MINUTES

- Regular Meeting Minutes for April 20, 2022.

TREASURER'S REPORT

- Nally confirms all accounts look up to date.

REVIEW AND APPROVAL OF MEETING MINUTES and TREASURER'S REPORT

- Motion by Chairman Stu Mullendore, second by Council Member Colin Shanaberger to approve the March 2022 Meeting Minutes & Treasurer's Report. Motion carried unanimously.

OLD BUSINESS

- **Drinking Water Reservoir Replacement Project** – Town Manager discusses the status of the State Awards and Grants to provide funding to the Town of Boonsboro in Washington County to replace the town's reservoir totaling \$1,000,000. On 3/1/22 the Frederick County Dive Team based out of the New Market District Volunteer Company entered the reservoir and started assessing the condition of reservoir's walls and floor. The team reported seeing several sunken areas at the bottom of the reservoir located along the eastern and southern edges of the reservoir floor. Commander Eaves entered again to perform dye tests at locations where the reservoir wall and floor had recessed and at the drainpipe which had a visible gap between the Hypalon liner and the pipe. The videos from the second showed many cracks in the concrete liner in the east and south side walls and floor area adjacent to these sides. No substantial dips or cavities were observed along the walls of the reservoir. The sunken areas identified by the divers were observed along the eastern and southern sides of the reservoir, where the walls meet the reservoir floor; and are approximately 2 to 3 inches deep. Additionally, an approximately 4- to 6-inch gap was observed at the connection of the drainpipe and the reservoir floor. Commander Eaves performed three dye tests at the locations shown below. The first test was performed at the dip along the southern floor edge and the second test was performed at the dip observed on the northeast corner of the between the drainpipe and the reservoirs floor, here the dye was suctioned into the hole. This last test proves that water loss is occurring at this location. Based on the divers' observations and first two dye tests, the Hypalon liner appears to be in good condition with no visible cracks or holes, even over the depressions and cracks of the concrete liner. The recommendations are that the cracks and depressions in the concrete liner are not a concern due to the age of the reservoir. These cracks do not appear to be a recent development as some of them were noted in the 1985 field report. Since the Hypalon liner appears to be in good condition along the reservoir's walls and floor and there is no indication of cracks at or along the sunken areas, we anticipate that the embankments are well protected from water infiltrating the berms' soil masses. As



a temporary solution, we recommend the leak by the drainpipe and the gap in the seam adjacent to the inlet pipe be covered by tightly packed sandbags, in order to lessen the current water loss. For a more permanent solution, the reservoir would have to be drained and the liner patched in accordance with the manufacturer's instructions. Superintendent Huntsberry has completed the mud packing of the levees. A conversation about completing another dive test possibly on May 4th. The Commission discussed how and when the public should receive the Boil Notice.

- **BMUC Rate Study Subcommittee Presentation & EDU Survey Results** The committee consist of Commission Member Colin Shanaberger, Eric Kitchen and Ken Eshbaugh. Colin presented that the objective of the committee is to review, analyze, and develop a new water and sewer billing rate structure that treats all customers fairly and equitably that can be recommended to the Mayor and Council. The Committee acknowledge that over the past year, Town Manager Paul Mantello has been working closely with SERCAP, Inc. to review and create a Rate Analysis Report. After reviewing several years of Town budgets, Town water/sewer production, Town billing rates, and Town infrastructure the report was finalized. The report clearly shows that the current rate structure is not sustainable. Colin stated that SERCAP's recommendation for rate increase, although necessary, was found to be too drastic of an increase for the residents. At a minimum, the report recommends doubling the fixed rates. The current fixed fees are \$15.00 for water and \$55.00 for sewer. SERCAP recommended increasing fixed fees for water to \$30.00 and sewer to \$110.00. With this increase all customers' bills would increase by \$70 per billing cycle. This subcommittee proposed idea is to recommend a slight increase to \$22.50 for water and \$82.50 for sewer with the adjusted tier structure. The current rate structure is a tiered rate structure that only has two tiers. (Tier 1) 1-18,000gal and (Tier 2) 18,001+ gal. The recommended rate structure would expand that to six tiers. (Tier 1) 1-5,000gal/ (Tier 2) 5,001-10,000gal/ (Tier 3) 10,001-15,000gal/ (Tier 4) 15,001-20,000gal (Tier 5) 20,001-25,001gal/ (Tier 6) 25,001+ gal. Approximately 75% of customers use less than 15,000 gallons per billing cycle. Switching to the proposed tier structure would allow rates to be better tailored to each level of usage. It is important to note that each tier is billed cumulatively. The Commission discussed the idea to charge customers fixed fees based on estimated EDU. The Commission discusses if this option accurately reflected actual usage. An example would be charging a multi- unit dwelling that uses less than 20k gallons per quarter, 4 fixed fees. Less than 20k gallons is below the industry standard for an EDU. Another idea was proposed to charge fixed fees based on meter size like other local municipalities, this is not feasible for Boonsboro because we have so few large-sized meters. For example, if a customer uses 12,000 gallons, 5,000 would be billed at tier 1 rates, 5,000 would be billed at tier 2, and the remaining 2,000 at tier 3 rates. Colin reiterated that using the additional tiers allows the water and sewer rates for users of less than 10,000 gallons per quarter to actually be decreased and the third tier matches current water rates but only a slight increase to sewer rates. Again 75% of customers would fall into the first three tiers. The Town needs to correct the current water and sewer billing rates to cover increasing costs. Tony Nalley suggest that EDU's need corrected before any rate structure change. Town Manager Mantello suggest EDU's be assessed by household. Chairman Mullendore suggested to the Committee to look into how the EDU's can be modified in the new rate structure. At a minimum, the report recommends doubling the fixed rates. With this increase all customers' bills would increase by \$70 per billing cycle.
- **WWTP Sludge Dewatering Project Update** Town Manager Paul Mantello updated the Committee on the status of the Boonsboro WWTP Sludge Dewatering Facility Project. He provided the grant figures received which included \$150,000 (Not matching) and \$325,000 (matching) totaling \$425,000.00. Mantello also stated that he will be applying for an additional grant of \$500,000 (Not matching). Washington County Permit has been completed and 1st payment on the Press has been issued. The Commission discussed the timing on completing an RFP to purchase machinery needed for the project. Motion by Chairman Stu Mullendore, second by Council Member Colin Shanaberger to approve moving forward with the RFP to purchase equipment. Motion carried unanimously



- **Keedysville Booster Station Water Pressure Reduction Project Update** Superintendent Shumaker updated the Commission on his meeting with the Engineer and the evaluation of the Booster Station. Solution is PRV Valves on the ends of the lines. The Commission recommended that we borrow Pressure loggers to gage the pressure for a week to see when the high pressure is happening.
- **Shafer Park Well Replacement Project Update** Town Manager Paul Mantello updated the Commission on the status of the project. The Town of Boonsboro is waiting on the grant agreement and environmental review. The Commission discussed going ahead and start on an RFP for the project. Motion by Council Member Dave Wade, second by Council Member Bobby Mose to approve moving forward with the RFP for the project. Motion carried unanimously.
- **Public Works Hiring** Superintendent Greg Huntsberry informed the Commission that Ernest Mose is the new hire for Public Works and will start May 2nd.
- **WRA Advanced Metering Infrastructure Update** Town Manager Mantello talked about the Town's existing distribution system that consists of approximately twenty-four miles of water mains serving 1,400 customers. By dividing the overall system into individually metered zones (DMAs), flow into the zone can be compared with meter readings (consumption data) to determine if loss is occurring within that zone. It will also allow the Town to detect water main breaks, or other events that require immediate attention. This will be performed in conjunction with the Town's implementation of an automated meter reading system (AMI/AMR) and the master meters will communicate with this system. Town Manager Mantello states that the Town will need to create 8 zones and need 10 master meters. Each meter runs the cost of \$40,000.00 from Core & Main. Other competitive meters cost around \$16,000.00 per meter. The Commission decided that more cost analysis will need to be done to determine a good fit for the Town of Boonsboro. Chairman Mullendore volunteered his time to help with the analysis. WRA will meet with the Town to review the pertinent information and discuss key issues of the project. The goal of this phase is to review the existing distribution system to identify potential locations for review. The proposal assumes that all work will be completed by July 2022 with Notice to Proceed on March 15, 2022.

NEW BUSINESS

- **Water & Sewer Billing Software Quotes** Town Manager Mantello reviewed the Sales Quotation from Tyler Technologies for new software and professional services which would include the software Incode 10 Customer Relationship Management Suite and professional services by Tyler Content Management including Utility Data analysis, Utility Billing Water/Gas, Cashiering, Utility Access, Third-Party Printing Interface, Service Orders Mobile, Work Orders with a total Saas of \$9604.00 per year. The quote for the conversion and implementation of data is \$36,799.00. Diversified Technology proposal included 2 options; A Perpetual License hosted locally on your network and desktops and a subscription Cloud license. First year of annual support is included in total price and is not due again until 12 months after live date. Perpetual In-House license had a total investment of \$11,510.00 compared to the Cloud License of \$5,830.00. Annual support for In-house is \$5,408.00 compared to Cloud of \$3,120.00.
- **Fletcher's Grove Well Test Results** Town Manager informed the Commission of the status of the 230 foot well. It produces 350 gallons/min and has a capacity of producing over 500,000 per day. However, there is no room for a treatment plant near the well. The Commission discussed the alternatives for the future use of the water source.

SYSTEMS REPORT – Pete Shumaker, W/S Superintendent informed the Commission that everything is running smoothly at the Water/Sewer Plant and that he is in the middle of changing the 800 Diffuser Tubes at the plant which is very time consuming. Greg Huntsberry, PW Superintendent that water distribution is at an acceptable level with 2 issues at the park corrected and the Sewer side has had no overflows.



TOWN MANAGER REPORT – Paul Mantello, Town Manager updated the Commission on the 2024 Lead Mitigation. He stated that MDE response was that the focus of the Lead and Copper Rule Revisions has always been service lines and interior plumbing in homes/buildings. Water mains were not part of the Tiering categories for lead and copper sample sites under the Lead and Copper Rule. Chairman Stu Mullendore acknowledged the stellar efforts of Manager Mantello and Superintendent Huntsberry on collecting information about the issue and completing three submissions for earmarked funding. The Commission discussed about lead testing and working with WRA about a plan for comprehensive lead replacement needed to comply with the 2024 Lead Mitigation. Motion by Commission Member Colin Shanaberger, second by Nalley to move forward with contacting WRA. Motion carried unanimously.

ADJOURN

Motion by Water/Sewer Superintendent Pete Shumaker, second Commission Member Dave Wade to Adjourn meeting at 8:10pm. Motion carried unanimously

Respectfully submitted,
Yvette May, Administrative Assistant

NEXT MEETING – May 18, 2022 @ 6PM

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