

**BOONSBORO MUNICIPAL UTILITIES COMMISSION
REGULAR MEETING
June 13, 2019**

Notes: Motions and when necessary directly applicable discussions 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, June 13, 2019 in the Charles F. "Skip" Kauffman Building's Meeting Chambers. Participants included Assistant Chairperson Todd Kennedy and Commission Members Ernie Harr, Eldon "Jake" Jones, Bobby Mose, Bob Sweeney, and David Wade. Also in attendance were Mayor and Council Liaison Anthony Nally, Town Manager Paul Mantello, Water/Wastewater Superintendent Pete Shumaker, Public Works Superintendent Greg Huntsberry, and Town Planner Ethan Strickler. Assistant Chairperson Kennedy called the meeting to order at 7:00 PM.

The Meeting opened with a request to add an agenda item for consideration of a recommendation to the Mayor and Council for the reappointment of BMUC Member David Wade to a consecutive term. The motion to add the agenda item was made by Commission Member Bob Sweeney. The motion was unanimously approved.

A motion was made by Commission Member Bobby Mose that Commission Member David Wade be recommended for a consecutive term to the Mayor and Council. The motion was unanimously passed.

Public/Other Comments:

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

Meeting Minutes

The May 9, 2019 Regular BMUC Meeting Minutes were not available and therefore were not reviewed or discussed. The commitment was made to generate them from the recording and present them at the next BMUC Meeting. The discussion for the Meeting Minutes not being available resulted in a consensus that it was a misunderstanding on responsibility when the Secretary is unable to attend a meeting since it is not defined at this point in time.

Treasurer's Report

The May 2019 Treasurer's Report was presented by Commission Member Mose. The report was reviewed and discussed. Commission Member Harr motioned to approve the report as presented. The motion was unanimously approved.

Bills to be Paid

The May 2019 Bills to be Paid Report was presented by Commission Member Mose. Commission Member Harr motioned to approve the bills to be paid as presented. The motion was unanimously approved.

Unfinished Business:

Water Distribution System Hydraulic Model Study Status and Update

The subject Study was completed and the report is going through a review by Town of Boonsboro staff and BMUC Members for completeness and accuracy. The report will be revised to incorporate any of the review comments as decided. Once revised it will be issued as final and become a part of the collection of living documents that will be periodically updated and revised to keep the information set on this system current and reflective of the condition and status on a continual basis. There were some retrospective discussions on the level of detail and the usefulness of the information in a specific application. The discussion focused on the purpose that this study was a long-overdue baseline assessment that was critical to the next steps which included the “what-ifs” for repair, upgrades, and expansion activities. The specifics are layered onto the baseline and the baseline does not provide specifics on what next per se.

However, it was decided that this perception/consideration be factored into moving forward on the planning details of the Wastewater System Study. See the next item.

Wastewater Collection System Hydraulic Model Study Discussion of Options

The BMUC had previously approved performing the Wastewater Collection System Hydraulic Model Study and the transfer of funds from the Water Fund’s user fee retention accounts to the Wastewater Fund’s retained user fee accounts to cover the cost of this study. Additionally, a contract modification to the existing Water Study Contract was to be explored to provide the scope, schedule, and cost parameters that will be included in a modification. The specific contract modification options were discussed with the goal of providing specific enough information to focus future Inflow and Infiltration (I&I) activities to the most critical areas that would provide the greatest reduction for the cost. The positioning of sensors is the single most important factor and it was decided that further discussions with the Town staff were needed to affect a more informed placement. That information and the contract modification specifics were to be presented for discussion at the next meeting.

Water System Meter Replacement Program Status and Update

The status of the replacement program was discussed and the path forward for the immediate replacement activities and schedule and the commitment to continue with the replacement program through to completion. It was also discussed that the meter replacement program was not impacting the water loss situation as we understand it at this time.

Leak Detection Initiative Status and Update

The results of the various leak detection activities were discussed with the conclusion that we still do not have a clearly identified leak source. The leak detection service did not find anything of sufficient magnitude that could be the source of a leak and the line that was suspected to have been a potential source proved to not be leaking in any significant amounts.

New Business:

BMUC Future – Roles and Responsibilities – Focus and Needs – Associated Charter Revisions

This discussion was decided to not be ripe for discussion pending the various studies and strategic plans being prepared and planned. This discussion was tabled until the subject studies and documents are complete and can then be used for informed discussions going forward.

Water and Wastewater Systems' Integrated Strategic Plan(s)

The need for this/these plan(s) were reiterated especially as they relate to the future vision of the BMUC. Once these plans are completed a comprehensive evaluation and strategic vision and plan will be developed.

Ford Water Request Discussions and Future Considerations

The discussion on the specific of how to handle a request was discussed. It was decided that this item was not ripe for discussion. The specifics of a request cannot be known and would be purely speculative and therefore may not even reflect a future reality. It was decided to table this until and if a request were ever made.

Reports:

The following reports were provided to the BMUC Members.

Town Manager Report – Paul Mantello, Town Manager, provided an update on recent, upcoming, and ongoing activities across the Town.

Town Planner/Zoning Administrator Report – Ethan Strickler, Town Planner/Zoning Administrator, provided a summary

Mayor and Council Report – Mayor and Council Liaison, Anthony Nally, provided a brief summary of Mayor and Council activities since the last BMUC meeting.

Utilities Report – Pete Shumaker, Water/Wastewater Superintendent, provided a brief summary of activities since the last BMUC meeting.

Public Works Report – Greg Huntsberry, Public Works Superintendent, provided a brief summary of activities since the last BMUC meeting.

Adjourn:

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

Next Meeting is scheduled for Thursday August 8, 2019 at 7:00 PM.

Respectfully Submitted,

Ernie Harr
Secretary