

**CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS
MINUTES OF UTILITIES ADVISORY COUNCIL**

August 24, 2107

**Carroll County Government Office Building
225 N. Center Street, Rm. 003
Westminster Maryland 21157-5194
7 pm.**

Attendees: *Council*: Michael Wilmore, Ellen Dix, and William Wantz
Absent: Steven Miller

County Staff: Gary Dye, Wanda Brandenburg, Donnell Davis, Gail Kessler

Meeting was opened by Mr. Wilmore. Gary Dye introduced Donnell Davis as the new Deputy Director of Public Works and Gail Kessler as the Deputy County Attorney who would be conducting Open Meetings and Ethics Commission training. Due to limited time available after the training session, only new business was discussed. Gary Dye stated he would forward copies of the Agenda with the discussion points for members to review.

Reports

Minutes from meeting of 2/23/17: Minutes from the February 23, 2017 meeting were presented. The Council, on motion of Mr. Wilmore, seconded by Mrs. Dix, and carried by Mr. Wantz, officially adopted the minutes.

Council members' status:

- a. **Freedom Area business community: Updated 8/24/17** – As of this date no new volunteers have come forward to serve on the Council for the Freedom District.
- b. **Bark Hill:** A representative is still needed for this service area.

OLD BUSINESS

I. Community Investment Plan (CIP) Budgets:

- a. **Water and Sewer study – Updated 8/24/17** –The initial 4 month period for flow monitoring ended on January 26, 2017. The flow metering extension that ended April 28, 2017 did not yield enough rain for the study. On May 25, 2017, we went before the Commissioners for concurrence to extend the flow metering through the end of 2017 at an additional cost of \$153,970. This brings the total contract to \$539,920. The highest rainfall total to date was 1.85” and we need a 24 hour rain fall total of between 2.5 to 3.5 inches.
- b. **Freedom WWTP ENR upgrade project – Updated 8/24/17** – Payments to date total \$20.7 million. Project is roughly 93% complete. The anticipated completion date is September 28, 2017. The NPDES permit was re-issued on April 1, 2017. Permit Special Conditions requires MES and the County to maintain an updated list of industrial discharges and to develop a contingency plan to track & identify Industrial Discharges sources of toxicity for the Toxicity Reduction Evaluation (TRE). We have 18 months from re-issuance of permit or 12 months from completions of ENR to submit a joint action plan to MDE for review.
- c. **Hampstead WWTP ENR upgrade project – Updated 8/24/17** – The public hearing was held at the North Carroll Senior Center on April 10th at 6 pm. Public comment was provided and Trout’s Unlimited requested the comment period remain open for a maximum of 60 days. That ended on June 16, 2017. We expect the permit to be issued before 9/15/17 with an effective date of 10/1/17. We plan to go out to bid as soon as permit is issued. Agreement between Piney Run

Association/Baltimore County residents has been received and signed. New Bay Restoration Fund Eligibility guidelines received indicates we may be able to get additional \$3 mil in funding from MDE towards the ENR upgrade project.

- d. **Lower Beckleysville Road Line update – Updated 8/24/17** – The Notice to Proceed was issued on May 22, 2017. Work on the Cole farm started on 8/24/17. Construction is moving along well.
- e. **Westminster Septage Facility upgrade project – Updated 8/24/17** – The COW is waiting on final approval on permits from MDE. The project will go out to bid in several weeks upon issuance of the Construction permit.
- f. **Sykesville (MD 851) Streetscape Project – Updated 8/24/17** – Due to cuts in fuel taxes, State funding for this project has been cut. It looks like this project is cut from the State Highway budget but we have not heard anything about the project lately. No change from February meeting.
- g. **Asset Management System project – Updated 8/24/17** – The system is live and being used by field and office staff. Office staff generate problem logs and post to system generating work orders for field staff as needed. Staff is getting more comfortable using software.
- h. **Relief Sewer 2, 4, 6 & 10 – Updated 8/24/17 - Relief Sewer #10** (Sykesville Interceptor) Phase I Schoolhouse Road sewer pump station and force main preliminary design received approval from the Town Planning Commission on 8/7/17. Phase II Final Design proposal is expected from the Engineer. This will have to go to concurrence before the Commissioners. This will eliminate a problematic section of Relief Sewer #10 between the railroad tracks and the South Branch of the Patapsco River. **RS #4** is to replace about 2,050 ft. of sewer main that parallel's to Snowdens Creek Road. A preconstruction meeting and NTP was issued on 5/11/17. The project is for removing & replacing 450 ft. of vitrified clay pipe in Snowden Creek Road due to a major sag in the line. A large sink hole/cavity was encountered by the contractor at the start of excavation which stopped the project. A meeting was held on site on 8/17/17 with all parties to discuss possible solutions and cost. We may install a directional bored new sewer line 3-4 ft. offset of the existing line and install an extra manhole. We are waiting on a proposal from the contractor. **Relief #6** is to replace approximately 2,200 feet of an existing 12-inch pipe with a 16-inch pipe south of MD 32 to Piney Ridge Parkway. Currently waiting on the sewer study and model completion for recommendations. **Relief Sewer #2** – This project addresses I&I (inflow and infiltration) issues along Sunset Drive and the Carroll Highlands Pump Station. Pleasants Construction was awarded the bid to line the sewer. Lining is currently underway and approximately 1800 ft. of sewer pipe is to be lined.
- i. **Water & Sewer Specs – Updated 8/24/17** – This was approved as a Capital Project for FY18. We will be checking with Baltimore and/or Howard County to see if they used and Engineer/Consultant to prepare/design their specs.
- j. **Raincliffe Well Rehabilitation – Updated 8/24/17** – MDE's first round of comments on the permit application were received on 4/13/17 and a second set received on 7/24/17. The Total Dissolved Solids & Volatile Organic Compound (VOC) levels were above the desired threshold per MDE. Although these are secondary levels, MDE can impose special conditions on the Certificate of Potability. BOU and the Engineer proposed the blending of water from both RC-1 & RC-2 wells to dilute and reduce the levels. MDE did not approve the idea. We may need to pipe in fresh, treated water to mix or install a reverse osmosis system. We are checking into the best cost and option.
- k. **MacBeth Way Water Looping & Frank Brown Trail Project – Updated 8/24/17** – The water line portion is complete. Recreation and Parks was to finish the trail portion this spring but it was not complete as of the date.

- III. **Springfield wells and Piney Run Reservoir** – Updated 8/24/17 – \$217K was approved in the FY18 Capital Budget to bring 5 existing monitoring wells into production as additional sources of water supply for the Freedom District. Additional funding is planned through FY23. A meeting is scheduled with Resource Management for 9/26/17.
- IV. **Warfield Subdivision** – Updated 8/24/17 - Water and sewer is now the BOU’s responsibility. Assets such as manholes, fire hydrants, valves, and meter vaults are being GPS located and is almost complete. The GPS points will be put into the County GIS system. We do not have good as-built plans for Warfield system. The preliminary plan approval by BOU was on 6/1/17. The preliminary site plan & subdivision plan went before the Town Planning Commission on 8/7/17. Economic Development has an agreement to allot \$300K toward upgrading the sewer system in accordance with the sewer study done by GMB. A meeting was held on 7/26/17 to discuss how money will exchange hands. An RFP will go out to bid then get an agreement from IDA to pay and award the contract. The RFP will be generated after submittal of the capital project.
- V. **Proposed CIP Project for 2019-2024** – Updated 8/24/17 - Capital budget process is under way for FY19-24. Budget requests are due to the Budget Office on 9/13/17. O&M Budget direction is due out mid to end of October.
- VI. **County/Town/Municipality Utilities Group** – Updated 8/24/17 – We continue to keep this discussion on the table. It was discussed at the WRCC meetings in January and February. There are some interested parties but all municipalities need to be involved to make this workable.
- VII. **Sykesville MD 26 Widening & Road Improvement Project** – Updated 8/24/17 – The SHA widening project for Ft. 26 is underway. This project to relocate 800 ft. ± of 12” water distribution main has been eliminated through some design changes by SHA. The only impact to our water system is the relocation of a fire hydrant at the Tobacco Tech property. That work has been done. SHA continues to complete their work.
- VIII. **UAC By-laws** – Updated 8/24/17 – Revisions to the by-laws were presented and reviewed by members. A few minor changes from members were suggested and approved. When revisions are made to the by-laws they will be forwarded to Mr. Wilmore for signature.
- IX. **Discussion on Future Council Topics** – Updated 8/24/17 – The UAC currently has 4 members. Mr. Wilmore has completed 3 terms and is graciously staying on until a replacement is appointed. Options are being reviewed to see where the council stands for the future. Do we reduce meetings to twice a year? Do we create a UAC newsletter with same type of information and send to council members? We are open to any and all suggestions.

New Business

- I. **Open Meetings Act and Ethics Training** – Gail Kessler conducted a power point training session with the attending Council members and staff for the Opening Meetings Act and Ethics Commission. This was a requirement from the County Commissioners office for all Boards and Commission members. Council Members were given a handout of the presentation and will receive a certificate of completion from the County Attorney’s office.
- II. **Projects**
 - a. **Female Detention Center – Former Thomas O’Farrell Youth Center**, 7690 Henryton Road – This is a proposed 48 bed facility for female inmates to be built on state property. George, Miles & Buhr (GMB) are the engineers for this project. Currently no formal submittal has been received.
 - b. **Hampstead North Pump Station** – The County plans to upgrade the pump station but space is limited at the current location. A parcel of land was purchased from the IDA (Industrial Development Authority) to rebuild a bigger station. The plat and easement is being processed by the County Attorney’s office. GMB has submitted the Phase 1 design proposal.

- c. **Hampstead WWTP Effluent Force Main to BTR** – This project is part of the HWWTP ENR upgrade and is being done as a separate project due to grant funding for the ENR project. New regulations in effect have resulted in additional money being awarded for the project. The project includes a force main of about 9000 feet to be installed from the HWWTP to BTR and the discharge point for their private WWTP into Deep Run.
- d. **Freedom Rediness Center-Springfield** – This is a proposed National Guard & State facility on state property at the corner of MD 32 & MacBeth Way. Wells used by the County on the property require easements to be obtained from the State for utility access. County is currently working to obtain the easements.
- e. **City of Baltimore Water Purchase Agreement** – County staff including Public Works Director, Deputy Director, County Attorney & Utilities staff are working on a proposed amendment to the current agreement with the City for purchase of raw water from Liberty Reservoir. The current agreement expires in 2020 & the goal is to have the new agreement ready & approved prior to the expiration date.
- f. **Bulk Water Sales** – Current location at Martz Road water tower is limited to 6 haulers. Plans are to increase number of haulers of the system to deter theft of water from hydrants. There is a possibility of relocating access to the Linton water tower that would allow multiple trucks at one time to access water.

Handouts - Packets for both the Open Meetings Act and Ethics Commission PowerPoint presentations were given to all who attended the meeting.

The next meeting is scheduled for November 16, 2017 at 7 pm in Room 003.

The meeting was adjourned.

Cc: *Council Members*
Jeffrey Castonguay, Director of Public Works
Donnell Davis, Deputy Director of Public Works
Robert Burk, Comptroller
Thomas S. Devilbiss, Director, Land Use, Planning & Development
Stephanie Krome, Budget Analyst, Department of Management & Budget
Jenny Hobbs, Financial Analyst, Department of the Comptroller
Ted Zaleski, Director, Management & Budget
Utilities Advisory Council File

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