

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

**August 26, 2010**

**Carroll County Government Office Building**

**225 N. Center Street, Rm. 003/004**

**Westminster, MD 21157-5194**

**7 p.m.**

Attendees: *Council:* Michael Wilmore, Dena Bauer, Matt Candland, Leah Ann McCormick

*County Staff:* Mike Evans, Sheree Lima, Penny Gist, Jenny Hobbs, Robin Hooper, Gary Dye

*Absent:* Kathy Everly, Joe Barrington, Rob Burk, Tom Devilbiss, Frank Schaeffer (Mr. Schaeffer has accepted the Town Manager position for the Town of New Windsor and will not be attending future meetings.)

**Reports**

**Minutes from last meeting 5/27/10**

**Follow through on action items or requests:** Mr. Wilmore had previously asked that County staff present an example of lined pipe at a council meeting. Mr. Barrington was unavailable, so this will be presented at a future meeting.

**Master Plan updates/revisions:** Copies of the 8/17/10 memo from Andrea Gerhard, Planning, regarding the Fall 2010 Special Amendment to the Carroll County Master Plan for Water and Sewerage – Hampstead Water and Sewer Service Areas was distributed to the Council. The requests cover modifying the sewer and water service area maps; Table 6 (sewer) and Table 2 (water) in the plan document to reflect recommended changes in the recently adopted 2010 Hampstead Community Comprehensive Plan. Written comments are due by 9/3/10 in order for presentation to the Planning Commission on 9/21/10. Following a recommendation by the Planning Commission, a public hearing will be scheduled, where further written/oral comments may be received.

The most significant change is the inclusion of Joseph Banks company in the plan.

Ms. Bauer asked if the disputed Oakmont Green area is in the amendment. It is not. That is actually a well site and not part of the water system.

A potential future change for the Westminster water service area regards an area known as Bramble Hills involving about 13 residences. The County currently operates the system. The County is to provide a well on the Gesell property off of MD Rte. 27, to the City of Westminster in exchange for their operation and maintenance of the Bramble Hills system.

Mr. Candland questioned whether the City of Westminster extends service outside of city limits. They will, but at a higher rate.

**Old Business**

**Citizen concerns:** Mr. Evans noted that citizens are becoming more involved, particularly in the South Carroll area, in the reporting of water theft from the County system. They are contacting the State Police and Town of Sykesville Police. Mr. Candland, Sykesville Town

Manager, noted that he is receiving reports also. Currently the fine is \$500. The Commissioners have asked the County Attorney's Office to amend the fine to \$1,000.

**Need representative from business community:** This Council seat remains to be filled.

**Placing Council information on County web site:** Ms. Gist distributed a Request for Services form that Ms. Lima and Mr. Evans forwarded to the Department of Technology Services. The form requested that a new web page be created for the Council, which will include: mission statement, the standard comment/question form already being utilized, meeting schedule, current and archived minutes/agendas, and a link to the Council member list. A link will be added to the top horizontal navigation, Public Works and Bureau of Utilities web pages. The completion date is set for 10/15/10.

Ms. Gist distributed an example of the mission statement. The Council will review the information, and also the charge by the Board of County Commissioners to create a mission statement. Ms. Gist also distributed examples of the meeting date page, standard comment/question form and a copy of the member list web page.

Mr. Evans suggested the Council may want to consider other items they want added to the web page such as by-laws and the composition of the Council.

### **New Business**

**Ethics Commission:** Chapter 18, Ethics, has been amended. Part of the amendments dealt with adding the Council to the list of Boards and Commissions. The amendments were adopted by the Board of County Commissioners at the hearing. Mr. Wilmore noted that it regards the acceptance of gifts and Mr. Evans read over part of the document.

**DPW's 8/18/10 request to consider a rate study of EDU vs. meter connection fees:** Mr. Evans wrote a memo to Steve Powell, Chief of Staff, dated 8/18/10 regarding calculation of water and sewer rates, a copy of which was mailed to the Council. In that memo, Mr. Evans proposed an engineering rate study to determine connection rates and maintenance fees based on EDU's (equivalent dwelling units) and asked to require the engineer to make a recommendation on equitable methods of calculating user rates as well. A scenario using a 2" meter connection and EDU was explained to the Council. It was thought that using the EDU for calculation of maintenance fees would be more equitable especially regarding small vs. large lots. Mr. Dye noted that in cases of fire emergency, a bypass would take effect to allow for adequate supply.

**DPW's 8/3/10 letter to MDE Re: Hampstead WWTP:** Mr. Evans wrote a letter to Shari Wilson, MDE, dated 8/3/10 regarding the Hampstead Wastewater Treatment Plant BNR (biological nutrient removal)/ENR (enhanced nutrient removal) upgrades in follow up to his 6/17/10 letter (copies of which were mailed to the Council). The HWWTP is a candidate for BNR/ENR upgrades. Funding of \$200,000 was allocated to start this project. The County has been working under a consent agreement waiting on an Alternate Effluent Limit (AEL) for temperature. The BNR/ENR requirements may be effected by temperature, so planning and construction cannot move forward until temperature limits are received from MDE. Mr. Evans' letter says that we cannot go forward until we know what our permit limits are.

**DPW's 8/3/10 letter to MDE Re: Freedom WWTP:** The Council was reminded that the plant is owned and operated by MES; located on state property; collection and

operations by the County. Mr. Evans wrote a letter to Stephen Luckman, MDE/Water Management Administration, dated 8/3/10 regarding the Freedom District Wastewater Treatment Plant Permit #10-DP-0670 and MD0021512, a copy of which was mailed to the Council. In that letter, Mr. Evans requested a public hearing on the tentative determination to reissue the State Discharge Permit. The County and MES are working on upgrading the plant to ENR status. The County would be significantly responsible for the cost of design and construction. The County is concerned about the construction schedule since there isn't an agreement with the State about how much ENR funding will be available for completion. New limits are being proposed on the amount of copper that can be in the discharge that isn't consistent with what is in the water. Additional biomonitoring and toxic chemical testing will be required by the tentative determination. Mr. Evans asked for an articulation of the basis for EPA's decision that the entire WET "toxics" screen be run, when we are not aware of sufficient indication of the presence of toxins to warrant the heightened protocol.

Mr. Luckman responded to Mr. Evans on 8/18/10, a copy of which was distributed to the Council at the meeting. A footnote will be included in the permit noting that the copper limit may be modified per COMAR 26.08.02.03-2D (4). The additional biomonitoring testing is based on the WET test results and EPA's revised guidelines. Additional reasoning for the added WET testing is noted in the letter. EPA's guidelines do not allow flexible language in the construction schedule in the discharge permit. A Consent Agreement or permit modification can be requested to adjust the schedule. Mr. Luckman suggested a meeting to discuss issues rather than scheduling a hearing, since no other comments or requests for a public hearing were received.

Mr. Wilmore inquired about TMDL's (total maximum daily load). TMDL is not defined for all items that are discharged. The degree of contamination caused by everything upstream is measured.

**Capital Budget – Community Investment Plan for FY2012-2017:** Mr. Evans introduced Gary Dye, Utility Engineer, Bureau of Engineering. Mr. Dye is the liaison between the Bureaus of Engineering and Utilities. Mr. Dye prepares and oversees Public Work's capital budget. The Community Investment Plan for FY2012 to 2017 request packet was distributed to the Council for discussion after Mr. Dye presented each project. Mr. Evans explained that the first page includes phases for the next six years. Mr. Dye noted that staff prepares the requests, then an internal review of utility, roads and solid waste projects are performed. A draft then goes to Robin Hooper, in Budget, as a proposed request. Mr. Evans noted that capital and operating budgets and rates are approved by the Commissioners at the same time. Ms. Lima stated only the projects in FY2012 will be the ones sent to the Commissioners as a legal budget; the remainder of the projects is still considered in the plan. Mr. Candland asked if enterprise projects are included in the capital budget - Yes. Mr. Wilmore asked what happens to remaining capital funds at the end of the fiscal year – all funds remain until the project is complete.

- **Freedom District-Hydrant Replacements:** Mr. Dye stated there are 25 replacements per year. Mr. Wilmore asked if after 30 years if a hydrant is worth replacing. Mr. Evans said it depends on the rate of usage. Hydrants do get exercised by County operations and fire departments to prevent stagnation/contamination. Mr. Wilmore asked if old hydrants get recycled - Yes. He noted that the way the capital budget is spread out, it provides uniform replacements per year.

- **Freedom District Hydraulic Looping-Dickenson Road:** Mr. Dye said that looping mains will connect dead ends in two water lines helping water flow more evenly throughout the system and maintain a constant water pressure. Also, fewer residents are shut down from the system when fire protection is needed.
- **Freedom District-Relief Sewer No. 10 (Sykesville Interceptor):** Mr. Wilmore asked for an explanation of a relief sewer. Mr. Evans explained it relieves the volume through smaller pipes, which cost less than installing a gravity sewer system. Mr. Dye noted that lining can't be done if too much of a fault in the system; can't have "dips". Mr. Evans stated a robotic system is used for connections. Mr. Candland asked what is done in the interim – work completed quickly at night. Mr. Wilmore asked what type of material is used. Mr. Dye said clay/calcite used to be used, which is brittle; now pvc is used. Mr. Candland asked if train vibrations ever cause issues – The river has caused infiltration issues, but Mr. Dye wasn't aware of any issues with the trains. Easement, access and right-of-way costs have been calculated in the budget figure. Mr. Wilmore asked if the area had been fixed a lot by maintenance crews – Relief sewers are investigated by using cameras, which has shown various problem areas. The crews are familiar with issues.
- **Disinfection Byproduct Retrofit:** Mr. Wilmore asked if this was for a new section – Mr. Dye said the Oklahoma Avenue portion is a new section of pipe. Mr. Wilmore inquired if this is in anticipation of what MDE wants – Yes.
- **Freedom Wastewater Treatment Plant Enhanced Nutrient Removal:** Mr. Evans further explained the ENR project after Mr. Wilmore asked several questions regarding funds. Mr. Wilmore asked if the project is in the budget due to permit requirements – Yes.
- **Freedom/Hampstead Water Meter Replacements:** This project will allow for meters to be read electronically, while crews drive by homes. Currently, crews use a wand from the sidewalk. Mr. Wilmore asked if this is project is due to non-functioning meters – Yes. Diagnostics are provided via software.
- **Meter Vault Replacements:** Mr. Wilmore asked if this is the first year for this project. Ms. Hooper stated it was in for 2008. Mr. Wilmore asked if it's just housing for meters – Yes.
- **Freedom/Hampstead Sewer Main Lining:** Mr. Wilmore questioned whether this would increase the life span by 40 years or so. Mr. Evans stated that Mr. Barrington had said it extends life by 30 years for the pipe structure. Mr. Dye said a thicker pvc gives a 50 year life; less thick a 20-30 year life.
- **Freedom/Hampstead Sewer Manhole Rehabilitation:** Mr. Wilmore asked if brick or concrete is used. Mr. Dye stated brick isn't permitted. Most manholes are pre-fab (hard plastic) in order to get the height required. Mr. Candland noted that bricks in storm drain areas deteriorate from vehicle vibrations.
- **Freedom/Hampstead Sewer Studies:** Mr. Dye said this project will be completed by an independent contractor. Mr. Wilmore asked if it doesn't include areas where rehabilitation is already being done – The scope of the project hasn't been determined yet. Mr. Wilmore asked if the studies and the rehab projects will "go hand-in-glove" – Yes.
- **Tank Painting, Repair and Rehabilitation:** Mr. Wilmore asked if it's on the inside and outside of the tank and what it's made of – Yes; it's like an epoxy surface on the inside of the

steel tank. Mr. Evans explained the process; sometimes the tanks are weeks out of service. More issues might be found once inside the tank.

• **Water & Sewer Rate/Allocation Study:** Mr. Wilmore asked if the EDU issue would be revenue neutral – Yes. Mr. Evans stated that using EDU’s for calculation purposes could result in a significant savings vs. meters. Mr. Candland asked if it’s to save money for the system or to make it fairer to the customer. Is any opposition anticipated – Mr. Dye said yes, from higher users. Mr. Evans stated there will be a public hearing. Mr. Candland asked if there would be a redistribution of funds. Ms. Lima noted 5/8” meters used to be the standard house meter. Now we put in 1” but still charging for 5/8”. Mr. Evans stated that since the County now requires sprinkler systems, 5/8” meters cannot be used.

**General discussion re: CIP:** Mr. Wilmore said the plan gives an idea of what has to be done vs. what would be nice to have. Mr. Evans commented most of it regards repair, replacement and studies as the system grows. It’s a continuous process. Mr. Wilmore asked about installing bigger pipes now and then lining them later – Now we are using durable, long pipes with less joints, which avoids infiltration by roots. Mr. Wilmore inquired if pipes are put in cheaper initially – This can vary by area. The work is usually done by developers on the large lots.

Mr. Evans asked for a concurrence on the above budget plan. Ms. Lima stated this will go to the Budget Office on 9/1/10. Mr. Candland moved that the budget plan be approved by the Council. There was consensus.

The meeting was adjourned. The next meeting will be held on November 18 at 7 p.m. at the Carroll County Government Office Building, 225 N. Center Street, Rm. 003/004, Westminster, Maryland. The main topic for discussion will be the review of the operating budget.

**Remaining schedule for 2010:** November 18  
**Scheduled for 2011:** February 24, March 24, April 28

cc: Council Members  
J. Michael Evans, Director, Department of Public Works  
Joe Barrington, Chief, Bureau of Utilities  
Sheree Lima, Financial Manager, Department of Public Works  
Gary Dye, Utility Engineer, Bureau of Engineering  
Robert Burk, Comptroller  
Thomas S. Devilbiss, Deputy Director, Planning  
Robin Hooper, Budget Analyst, Department of Management & Budget  
Jenny Hobbs, Financial Analyst, Department of the Comptroller  
Steve Powell, Chief of Staff, Board of County Commissioners  
Utilities Advisory Council File

Handouts: Memo dated 8/17/10 from Andrea Gerhard, Planning, re: Fall 2010 Special Amendment to the Carroll County Master Plan for Water and Sewerage – Hampstead Water and Sewer Service Areas  
Department of Technology Services Request for Services form dated 8/18/10  
Information for County web page: examples of Mission Statement, Meeting Dates, Comment/Question Form, and Council Member List already on web  
Notice of Adoption and Ordinance No. 2010-10, Chapter 18, Ethics  
Memo dated 8/18/10 from Mike Evans to Steve Powell re: Calculation of Water and Sewer Rates  
Letter dated 8/3/10 from Mike Evans to Shari Wilson, MDE re: Hampstead BNR/ENR Upgrades  
Letter dated 8/3/10 from Mike Evans to Stephen Luckman, MDE/WMA re: Freedom District Wastewater Treatment Plant Permit #10-DP-0670 & MD0021512 and response from Mr. Luckman dated 8/18/10  
Community Investment Plan for FY2012-2017 Requests packet  
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