

CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS
MINUTES OF UTILITIES ADVISORY COUNCIL
November 15, 2012
Carroll County Government Office Building
225 N. Center Street, Rm. 003
Westminster, Maryland 21157-5194
7 p.m.

Attendees: *Council*: Michael Wilmore, Chair; Ellen Dix, Kevin Hann, Steven Miller

County Staff: Tom Rio, Jeff Topper, Joe Barrington, Penny Gist

Steven Miller was introduced as the council representative from the Water Resource Coordination Council.

Reports

Minutes from meeting of 5/10/12: The minutes of the 5/10/12 meeting were approved as distributed by electronic mail on June 20, 2012. Mr. Candland, previous council member, approved the minutes via electronic mail on June 24, 2012. The Council, on motion of Mr. Wilmore, seconded by Mr. Hann, and carried, (Mrs. Dix voted “Aye”) approved the minutes of the 5/10/12 meeting.

Master Plan Updates/Revisions: *Bramble Hills service area and well* – Mr. Barrington has been in touch with Jeff Glass. A date when they will tie into the system should be determined by the end of this year.

Old Business

Citizen Concerns:

a. Contractor/County Compliance Issues: Mr. Rio stated the County can help mediate within the first year but they don't have a mandate to wait 2 years to sign off. Mrs. Dix will email the president of the homeowners' association to this effect.

Freedom District Wastewater Treatment Plant Upgrade Status: County staff and the Maryland Environmental Service committee met with the Maryland Department of the Environment and they approved the design. We are not sure about the funding that will be received. Some funding will come from Bay Restoration. Mrs. Dix asked whether the \$8,000,000 slated for the ENR project will cover it – Yes. We are not sure when construction will begin. The State has hired an inspection team. Per the Environmental Protection Agency (EPA), the design has to be running by 2017. The construction period can be extended; we just have to meet the permit limit.

Asset Management – Geographic Information System (GIS) Status: Mr. Barrington reported that $\frac{3}{4}$ of the survey of the utilities portion is completed. The County survey crew is locating survey points and a contractual employee is entering data.

Springfield Water Tower Leaks: Mrs. Dix asked if the tower will be dismantled. Mr. Barrington said the State of Maryland just painted it. Mr. Hann asked if it will be filled with water – No, it's not supposed to be.

Bulk Water Sales: Resolution No. 863-2012 was adopted by the Board of County Commissioners on 5/24/12. The bulk water sales program began in August. Customers will purchase water from the Freedom Water Treatment Plant (Liberty Reservoir). The previous location for the last 18 years, Martz Road water tank, will still be available using the key card system.

Take-Home Vehicles: Mr. Topper relayed the following information: Eighteen employees home addresses vs. job locations were examined; plotted mileages – 300 miles, 1 day, 1 way = 600, 235 days = \$40-45,000 per year in savings – non-emergency and emergency basis. Mrs. Dix asked if employees use their own vehicle to respond to emergencies. Before Hurricane Sandy 4 employees were given permission to take a vehicle home. For unplanned emergencies they use their own. The response time vs. the cost was studied. Town of Manchester operators are allowed to take vehicles home. The County doesn't have a secure parking area available for personal vehicles. Mr. Hann said the employee might not be able to reach the area in a personal vehicle, especially during significant weather events. Mr. Wilmore questioned whether the policy is cost effective considering the fines that can be issued by the Maryland Department of the Environment. Mr. Topper noted that this was explained to the Commissioners. Mr. Hann and Mr. Miller stated they are available to address the Board about this.

Restaurants-Low Water Volume: Mr. Rio investigated why some restaurant restrooms in the Freedom area provide a low volume of water at the sinks. The County doesn't regulate this; the restaurants do this as a cost-saving measure.

Town of Sykesville Water Pipe Replacement Status: Discussion ensued again on this topic that has not been on the agenda since 1/11/12. A new Town Manager has been hired. One of his duties is to get this project on the State's list. The County is responsible for fixing the pipes; the State usually repaves and the Town is responsible for future maintenance. The State said there isn't any funding to do the paving. Mrs. Dix asked Delegate Krebs about that and she didn't know they never applied for funding. She further stated that our tax money helps pay for that, someone needs to apply. Discussion regarding water theft and leaks ensued. The industry standard is that 10 to 15% of loss is acceptable. The quarterly audit for Hampstead is in the 7 to 10% range. Manchester's is 7 to 10% also. Sykesville's system is in bad condition. The County paid about \$3,000 for leak detection equipment, which has worked well.

New Business

Bylaws: A draft as prepared by Mr. Topper was previously electronically mailed to the Council for their review. Mr. Wilmore noted that Article VII should read the same as Article IX as to what constitutes a quorum. The first sentence in Article VII shall read: "Two thirds majority of the Council members present shall constitute a quorum for the purpose of conducting business." The Council, on motion of Mr. Hann, seconded by Mrs. Dix, and carried, (Mr. Wilmore and Mr. Miller voted "Aye") approved that the bylaws include this correction. The bylaws document will be amended and forwarded to the Chair, Mr. Wilmore for signature and then presented to the Board of Commissioners.

Posting of Boards and Commissions agendas & minutes: Mr. Wilmore asked if the meeting agendas and minutes are being posted on the County's web page – Yes. Mr. Topper stated that approval of the minutes via electronic mail meets the Open Meetings Act conditions. Mr. Hann stated that this process has worked well for the last two meetings.

Council members' status:

- a. **Freedom Area business community:** A representative is still needed. Mr. Hann suggested a representative be sought from the Hampstead area business community. Mr. Rio needs to check with the County Attorney.
- b. **Bark Hill/Pleasant Valley/Bramble Hills Area:** A representative is still needed.
- c. **Freedom Area:** Mrs. Dix's term expires December 31, 2015.
- d. **Water Resources Coordination Council:** This is Mr. Miller's first meeting as a council member. He is on the WRCC and is the Town Administrator for the Town of Manchester. His term expires December 31, 2015.

Meeting dates for 2013: The meeting date list was distributed to the Council and previously posted on the web page. Meetings will remain at the County Office Building at 7 p.m. Dates are as follows: February 28, April 25, August 22 and November 21.

Water Plant Superintendent: Due to a retirement, Kevin Kontz was promoted to Water Plant Superintendent.

Usage of pipes: PVC, HDPE, ductile iron: Mr. Barrington presented information on the types of pipes that are used on County projects.

Stormwater Management Fee Assessment: Mr. Wilmore brought this up for discussion. Mr. Miller noted that Brad Plante and Jeff Glass from the Water Resource Coordination Council are on the County task force that will bring this to the Board of Commissioners. They are researching whether homes/agricultural areas should be assessed the fee. This mandate is currently unfunded. Mr. Hann stated there is a lot of stormwater work that needs to be done to comply with the law.

The meeting was adjourned. The next meeting is scheduled for February 28, 2013.

Note: Originally scheduled meeting for August 23, 2012 cancelled due to only one council member being available.

cc: *Council Members*
Thomas J. Rio, Director of Public Works
Jeffrey Topper, Deputy Director of Public Works
Joe Barrington, Chief, Bureau of Utilities
Robert Burk, Comptroller
Thomas S. Devilbiss, Deputy Director, Land Use, Planning & Development
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: Bulk Water availability news release 8/10/12
Ordinance No. 2012-01 Chapter 178, Sewer and Water – Bulk Water Rates 2012
Draft Utilities Advisory Council Bylaws
Utilities Advisory Council Meetings list
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