

**CARROLL COUNTY DEPARTMENT OF PUBLIC WORKS
MINUTES OF UTILITIES ADVISORY COUNCIL
February 26, 2015
Carroll County Government Office Building
225 N. Center Street, Rm. 007
Westminster Maryland 21157-5194
7 pm.**

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

Absent: Steven Miller, Jeffrey Topper

County Staff: Jeff Castonguay, Wanda Brandenburg

Meeting opened by Mr. Castonguay.

Reports

Minutes from meeting of 11/13/14: Minutes from November 13, 2014 were presented at the meeting. The Council, on motion of Mr. Wilmore, seconded by Mr. Hann, and carried; (Mrs. Dix voted "Aye") approved the minutes of the 11/13/14 meeting.

OLD BUSINESS

Master Plan Updates/Revisions: *Bramble Hills service area and well*

Updated 2/26/15: – This project is complete and was turned over as planned on January 1, 2015 at 12:00 am to the City of Westminster. The 2014 Consumer Confidence Reports (CCR) will be completed by the County and distributed to the residents before July 1.

Council members' status:

- a. **Freedom Area business community:** Update 2/26/15 – No changes. Mrs. Dix stated she has spoken to several business owners in the Freedom District and no one has expressed an interest in joining the Council.
- b. **Bark Hill/Pleasant Valley/A** representative is still needed. Bramble Hills removed from list. City took over 1/1/15 At 12 am.

Fat, Oil, Grease (F.O.G.) information: Updated 2/26/15 – A revised F.O.G. flyer created by the county graphic designer was handed out for review. The revision included changing the document from a tri-fold flyer into a two-sided rack card. Council members approved the change. Final version will also be placed on the UAC and Utilities website.

Fluoride Costs: Updated 2/26/15 - The water plant Superintendent is drafting letters to residents and dental firms to start the process proposing removal of fluoride from the system. He is planning to meet with MDE and other jurisdictions to see what should be done to meet requirements for notifications, public awareness, etc. to cease using fluoride in the system. Mrs. Dix mentioned that she researched this topic before and brought it to the attention of the previous Commissioners. They were not receptive to the idea. She will forward any information she has to Mr. Castonguay.

Community Investment Project (CIP) Budgets: Updated 2/26/15 –

- a. **Water and Sewer study** – The proposed w/s study is in the budget for FY16. We estimate \$500-\$600K for the study that will include condition of the pipes and define areas that need specific attention. Areas with I&I (inflow and infiltration) problems will also be defined through the study.

Some areas previously designated as needing attention may be moved out to later years based on results from the study.

- b. **Freedom WWTP ENR upgrade project** - The CAP agreement defining the maximum amount the County agrees to pay as the financial obligation towards this project was completed and sent to MES to go to the State Board. Budget share is \$8,296,702 for the County and \$2,665,220 for MES. Cost is based on 87% flows from the County going into the plant. The Sludge Process Project is being proposed to remain but under a separate line item so it won't affect ENR common improvements funding. This process will save the County \$500K± and will allow more funding towards concrete work, lighting, etc. This portion is not funded by MES. A 5% contingency factor is included in the cost. Utilities set aside an additional 5% above the contracted cost as an extra measure. Jeff explained that specific money is for the Utilities enterprise fund only. Rate money collected from water/sewer users is used for the 3R's – repair, replace and rehabilitate. Area connection money collected from developers for new developments is used for Capital improvement projects. We have signed agreements with MDE/EPA for our acceptance into the ENR program. The County could pay over \$9 million for the upgrade. Our CAP for the project is 87% of the approved project split (CCG/MES/MDE) of which keeps the County's share at \$8.3 million. If major change orders arise due to unforeseen issues or failures, we could be subject to our percentage of the work, but any and all change orders must be approved by CCG.
- c. **Hampstead WWTP ENR upgrade project** – The design is close to 70% complete with stormwater design and other required improvements underway. We are on target to meet MDE's requirement for ENR to be up and running by January 2017. Expecting MDE's approval of the PER any time now. Plans were first submitted to MDE in Sept. 2014. The proposal from GMB of the effluent line project is moving forward. The County worked with Planning and the Town of Hampstead to put BTR in priority service area to allow County to obtain discharge location. The influent line project is still underway with negotiations with Mr. Cole on easement. There is a discussion of 7.38 acres of County property with Mr. Cole as possible payment for easements across his property. The remaining 4 acres of land will be used for the easement and will allow reforestation as stream protection. Approximately 6200 ft of pipe will be installed. The intake line will run from Shiloh to Rt. 30 to Robert's Field. Mr. Castonguay handed out two sets of drawings showing the proposed effluent line to be installed behind Black and Decker. MDE has expressed approval for the change in the effluent line. The effluent will be pumped up to Rt. 30 and then gravity fed after the railroad tracks to the discharge location. The effluent will discharge into the Liberty Reservoir instead of the current Loch Raven Reservoir. TMDL limits will be lower than the allowable limits. This could help Hampstead meet future water/sewer Master Plan. The South Hampstead pumping station is now on-line. (Joseph Banks)
- d. **Westminster Septage Facility upgrade project** - Project design is at 75%. Review of the drawings was scheduled for 2/27/15. Project costs presented to date are still within project budget of \$4.8 million. The agreement was drawn up and is with our Attorney's for final review.
- e. **Pleasant Valley Water System project upgrade** – A pre-construction meeting is scheduled for March 5, 2015. We expect construction to start in mid-March. A new sewer line will be installed to process the backwash from the nitrate removal system that needs to be installed for the well. A new water line will be installed to connect the fire house well to the distribution line already in place.
- f. **Hampstead (MD 30) Streetscape project** – Project has increased into approximately \$550K due to two additional elevation conflicts identified in the latest plans from State Highway (SHA) that were provided to us by our engineers, JMT. The SHA right-of-way predates the Hampstead utilities so they have to be relocated at the owner's cost (Prior Rights). SHA has since granted us access to the Project Wise website so that we can get up-to-date drawings. A meeting is scheduled for the 2nd week of March. The County and Town of Hampstead teamed together to review plans with SHA. Hampstead anticipates mid to end of March for construction to start for the water line installation.

There were some storm drain system conflicts with our sewer lines. SHA will submit new plans with the storm drains relocated. The Town did not have a stormwater system but will have a system in place when the project is complete. New sewer lines will be increased in size to allow for future growth. Some project costs will be shared by both County and Town of Hampstead.

- g. **Sykesville (MD 851) Streetscape Project** – The groundwater study is underway. The study will determine where most of the groundwater is coming in from. The State said the County would be responsible for any water flowing in below the storm drains. Jeff Castonguay is waiting on results from the groundwater study which will indicate where the extra groundwater is coming from. This will determine who shall be responsible for any additional costs incurred due to groundwater issues. Monitoring wells are in place now which will help to keep change orders at a minimum. The Town is meeting with businesses to discuss future project impacts. Mr. Castonguay was unsure as to whether or not TMDL credits would be given by MDE for this project.
- h. **Asset Management System project** – The County is still trying to locate some local users of the top two systems selected to see an actual working system and how it will benefit us. The system needs to be user friendly for multiple levels of staff that would use it.

Black Squiggly debris – Updated 2/26/15 - Mrs. Dix brought samples of the black debris coming from the faucets in the Homeland and Winifred Manor locations. Mrs. Dix will check with Nell's Acres residents to see if they are experiencing the same problem. She also mentioned that black lines form on the inside of the toilet bowls. The biggest complaint heard is "Is the water safe to drink"? Mr. Castonguay will be discussing this issue with the superintendents from the distribution system and the water treatment plant. We will be looking into how these facilities are metered, the piping used, the age of the pipe, flushing of the lines and whether or not they are located on dead end areas.

Freedom WTP operations and staffing: Updated 2/26/15 –Plant operation is stable, but testing is difficult in the cold weather months. Further assessments of performance post-phosphoric acid cleaning will continue into spring. The plant is meeting demand. We are still working with GE. pH levels are coming in higher than should be. An additional injection system is to be installed to optimize the mixing time. Adjusting the pH allows better permeability of the membranes. Staffing changes due to early retiring has caused us to shuffle staff around. The plant is fully staffed. Mr. Castonguay is currently working to try to get credit for the backwash water that gets discharged back into Liberty Reservoir. He estimated this to save thousands of dollars if Baltimore grants the credit for the water being returned to the reservoir.

Piney Run Reservoir – Updated 2/26/15 – Piney Run currently has no water appropriation permit. The County would need to submit another plan and design of treatment/distribution to MDE with an application to reissue a water appropriation permit to get the project started again.

FY16 Operations Budget – Recommended budgets are expected to be presented to the Commissioners on March 26th. Mr. Castonguay was able to reduce the proposed MES FY16 budget for the Freedom Wastewater Treatment Plant by approximately \$200K. He discussed items such as uniform allowances and asked them to control their costs. MES resubmitted the budget with a reduction in the proposed budget.

Raincliffe Well – The well will be re-drilled. This well collapsed and has been out of service for approximately 2 years.

Warfield Development –Updated 2/26/15 – Allocations for w/s are in final drafting by the Bureau and State. The 2/20/15 meeting was a success of transferring allocations. Sewer line deficiencies noted during plan review of the system will be negotiated between County and Town of Sykesville/Developer to bring system to new prior to acceptance. The State wants the water tower back from the Town for use

as a backup supply to the Central Laundry facility and for additional income from leasing to communications companies.

NEW BUSINESS

Relief Sewer 2, 4, 6 update – Flow studies underway for 2 and 4 to determine if the system can wait until study is complete before being replaced. Money is available. Relief Sewer 6 project to be partially constructed at Hodges Road and Bartholow due to crossing of force mains. Correcting alignment to allow flows from Stone Manor pump station to not have to flow to Edgewood pump station where retention time is causing sewerage from going septic.

Antenna Vendor agreements and issues with contractors – We continue to monitor cell tower contractors with Pre and Post inspections. Mr. Hann mentioned that the Town pays an inspector to review plans for their cellular sites and once the inspector approves a notice to proceed is issued. These fees are charged to the contractor and paid up front before commencing work. He will have the Town Admin forward a copy of their agreement to Mr. Castonguay to use as a guide for our sites. Currently we are updating agreements with vendors so the new agreement is more favorable to our terms. A notice will be sent to vendors prior to the end of their 5 year term with the new agreement terms.

Water/Sewer Project Specification updates – Briefing paperwork was presented to Deputy Director to have the ability to approve changes to the document without going to the Commissioners each time. Mr. Castonguay and Gary Dye are working on updating the spec book to current standards. In-house staff has updated word documents and drawings.

Water costs vs treatment costs & process costs - Council members would like to see a pie chart detailing water costs, treatment costs and process costs.

The next meeting is scheduled for June 18, 2015 at 7 pm in Room 007. April meeting was rescheduled to this date.

The meeting was adjourned.

*Cc: Council Members
Jeffrey Topper, Deputy Director of Public Works
Jeffrey Castonguay, Bureau Chief 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
Ted Zaleski, Acting Chief of Staff, Board of County Commissioners
Utilities Advisory Council File*

Handouts: Copy of 11-13-14 Minutes
F.O.G. & Wipes flyers
Aerial view of Cole property showing existing sewer line and proposed outfall line
Aerial view of BTR (Black & Decker) property showing proposed effluent line

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