

**Utility Commission
February 4, 2019**

The regular scheduled meeting of the Delmar Utility Commission was called to order by Vice Mayor Pase. In attendance were Commission Members Dickerson and Dewald, Council Member Smith, Deputy Mayor Unsell and Town Manager Bynum- King.

Approval of Minutes

Vice Mayor Pase asked for a motion to approve the January, 2019 minutes as presented. Commission Member Dickerson made that motion which was seconded by Council Member Smith. The motion passed with 4 ayes and Vice Mayor Pase abstaining due to her absence last month.

Unfinished Business

Update- Grove Street Water Main Upgrade

Town Manager Bynum-King stated that the bid opening for the upgrade did take place on January 30th. There was a total of 3 bids received out of the 6 contractors who attended the pre-bid meeting. The bids came in high. There were 2 bids that were as high as \$1 Million and the 3rd bid came in at \$770,395. All of which exceeded the engineers estimate with the lowest bid being approximately \$100,000 higher than the engineers estimate. The bids are currently under review by the Town for accuracy. Upon the engineers review, they will make a recommendation to the Town for the project contract award. The low bidder (ECM Corp.) is a company that we have not worked with before who have a good reputation and are out of Jessup, Maryland. The contractor who did the first 2 phases of the project was the second lowest bidder. The Town is awaiting on the review from our engineering firm before awarding the bid.

Update- Back-Up Well

The Town Manager said that she did receive a letter from Mr. Cocke acknowledging the receipt of our letter and revised application submittal on January 21st. At this point our re-submittal is under review. She is hopeful that we will hear something back in the next few weeks.

New Business

The Town Manager informed the Utility Commission that the Town's personnel and engineers have been working together on a capacity management plan. Over the course of the past month, our waste water plant has received flows of 2.8 Million gallons. We are only permitted for 850,000 gallons a day. The State inspector has stated during a recent meeting with Town Manager Bynum-King that Delmar is not alone in this situation. Other systems throughout the State are having similar issues with all the rain fall and high water tables. It is believed that the majority of our excessive water issues are due to our I&I problems throughout the collection system.

Town Manager Bynum-King said that Michelle Burroughs, site inspector, from MDE was at the plant last week performing an inspection. She requested a copy of the pump stations run time report, to assess if something was happening in our system that may have been overlooked. It

was noted in the report that they were located at Holly Oak, Yorkshire Estates and Amber Ridge. Holly Oak is a mobile home park and Amber Ridge has been built-out, both with no new growth. The Yorkshire Estates pump station is the only area where there is significant building activity. The Director of Public Works and Town Engineers are assessing the situation to determine the source of the excessive run time for the pump stations with no new growth or activity.

Every month the Waste Water Treatment Plant does a DMR which is monthly data from lab reports. The DMR is due to the State no later than the 28th of the month for the previous month. The Town Manager stated that she has had a meeting with the inspector in which the inspector pointed out some things that caused concern. The Town Manager did an assessment of the existing reporting practices and determine it was necessary to impose a new in-house DMR deadline of the 15th of each month. Imposing the new in-house deadline will cause the WW Superintendent to have current data on the activities occurring within the treatment operations and if there are any issues, the matters can be addressed quicker allowing for a faster turnaround in getting the operating system back on track. In addition to the daily lab testing completed on site, the Town normally gets the outside lab reports no later than the 14th of each month. So by the 15th, we should have the information and send it to the State. This is an area of the Plant that is impacting the Consent Order that will be submitted to the Town from the State in the near future. The other areas of the Plant are functioning as well as they can based on the conditions of the weather.

Town Manager's Report

Town Manager Bynum-King said that the Town is required by the State to submit a Wastewater Capacity Management Plan when flows indicate we are at 80% of our capacity. Based on the recent flows due to the current I&I issues, it gives the impression we are exceeding the 80% bench marker. The preparation of the Capacity Management Plan involved personnel from the Administrative Office, Public Works CDC Hardin, Wastewater Treatment Operators and the Town engineer. There was a complete assessment of all the existing developments and the status of their buildout phases. In doing research, it was discovered that Wood Creek, when owned by PCS Homes, actually paid for 96 EDU's in advance. Which is very similar to what the owner of Heron Ponds did back in 2007. This probably took place at a time when the Town was considering re-structuring our impact fees. The developers took the time to pay for the EDU's in advance. The information was missed because our system at the time did not have the capacity to insert the information for electronic documentation. The information was kept in a notebook and with the move to our new building, the notebook was placed in the safe and completely overlooked. In the research of counting the vacant lots in Wood Creek, it was discovered, by the Administrative Office Staff. Our software system is now capable of allowing everything to be scanned, entered and attached to any parcel.

The Town Manager reminded the Utility Commission that their first Budget Workshop is on Wednesday, February 27th at 6:00 p.m.

Commission Comments-

Vice Mayor Pase thanked everyone for their prayers and calls and for everything that everyone did for her in her time of need.

Adjournment

Commission Member Dewald made a motion for adjournment which was seconded by Deputy Mayor Unsell. The motion passed with 5 ayes and 0 absent.

Submitted by;

Cindy Fisher
Clerk of Council