

**MEETING AGENDA**

Somerset County Sanitary District, Inc.

**Somerset County Sanitary Commission – Regular Meeting**Date: **AUGUST 10, 2017**  
**1:00 PM**Location: **Somerset County Office Complex**  
**Room 111 Princess Anne, MD**

<b>GENERAL BUSINESS – INFORMATION</b>	
1	Ms. McIntyre's visit to the plant regarding office space
2	MDE funding appropriated in Fiscal Year 2018
3	Local Government Insurance Trust – Quarterly Loss Report
4	Financial Report Quarterly Analysis
<b>PRINCESS ANNE SUBDISTRICT – INFORMATION</b>	
1	PASE – Informal meeting update
<b>SMITH ISLAND SUBDISTRICT INFORMATION</b>	
1	Rural Maryland Prosperity Investment Fund – Proposal advancement
<b>CRISFIELD SUBDISTRICT - INFORMATION</b>	
1	MDE – Crisfield Peripheral Water Meter Replacement Project
<b>GENERAL BUSINESS - ACTION</b>	
1	Approval and Ratification of Invoices
2	Approval of regular session minutes dated June 15, 2017
3	Approval of regular and executive session minutes dated June 29, 2017
4	Approval of job description – Administrative Aide
5	PKS & Company, PA – Engagement Letter
6	Regulations for Open Meetings
7	Debt Service Collection Analysis Results
<b>PRINCESS ANNE SUBDISTRICT ACTION</b>	
1	Opening of Bids – Energy-Water Infrastructure Program Improvements
<b>CRISFIELD SUBDISTRICT ACTION</b>	
1	Letter from Terry Waldron, RE: Waiving of Hookup Fee
<b>SMITH ISLAND SUBDISTRICT ACTION</b>	
1	Appointment with Bernard Rosser, RE: Disputing Charges

Somerset County Sanitary Commission  
Minutes of August 10, 2017

A regular meeting of the Somerset County Sanitary Commission was held on Thursday August 10, 2017 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Charles T. Northam, Jr., Secretary-Treasurer, Ellen Bush, Vice-Chairman, Maxine Landon, member and Janet McIntyre, member. Also in attendance were Anthony Stockus, Manager, Jennie Marshall, Administrative Aide, Starr Mister, Office Manager, Josh Taylor, P.E., Davis, Bowen & Friedel, Inc., Chris Derbyshire, P.E., George, Miles & Buhr, Peter Bozick, P.E. George, Miles & Buhr, Debra Gates, Somerset Herald and Richard Crumbacker, Somerset County Times. Public attendee's included Bernard and Betty Rosser as well as Shannon Evans, Advisory Committee Member. Adam Riffin, Chairman was absent.

Ms. Bush called the meeting to order at 1:00 p.m.

### **Discussion Items**

On June 30<sup>th</sup> 2017, Mr. Stockus and Mr. Ludy, Superintendent of the Princess Anne Wastewater Treatment Plant (WWTP) gave Ms. McIntyre a tour of the WWTP and discussed utilizing the space at the plant for administrative office space. Ms. McIntyre stated that she appreciated Mr. Stockus and Mr. Ludy's time and knowledge of the plant. Mr. Stockus added that this is one of many options we are looking at to help with office spacing since the office staff has been restructured to meet the auditors segregation of duties recommendation. Ms. McIntyre still believes that the County Complex Building is the better choice for our customers and we should consider utilizing the office across the hall, room 217.

Mr. Stockus informed the commission that MDE funds have been appropriated in the Fiscal Year 2018 Capital Budget as follows:

- \$312,500 loan funding for the Deal Island Road Water Main Loop from the Drinking Water Revolving Loan Fund.
- \$250,000 grant funding for the Smith Island Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade from the Bay Restoration Fund.
- \$2,000,000 loan funding for the Smith Island Wastewater Treatment Plant Improvements from the Water Quality Revolving Loan Fund.

Mr. Stockus reported the Sanitary District's Quarterly Loss Report from Local Government Insurance Trust. He explained that the loss is due to theft of stored materials at the WWTP in 2015. The convicted is paying restitution for the theft.

The end of year quarterly analysis was presented; overall we are under budget and ended the year with a surplus of \$133,044.46. One of the areas over budget was family health insurance coverage. Ms. McIntyre suggested looking into employee contribution next year to off-set the negative balance in that category.

### **Princess Anne-Information**

On July, 19<sup>th</sup> 2017 at 3:00 p.m. an informal meeting was held in Crisfield, MD to discuss the Princess Anne Water and Sewer Expansion Project (PASE). Ms. McIntyre inquired what our next step will be. Mr. Stockus is going to contact Mr. Luffman, Eastern Shore Intergovernmental Affairs and Mr. Otto, Delegate to discuss the next step. Attached is the summary of the informal meeting.

### **Smith Island-Information**

Mr. Stockus informed the commission that the Grant Review Board of the Rural Maryland Prosperity Fund (RMPIF) has advanced the Sanitary District to phase two of the grant process. This grant, if awarded, will help with funding of unloading materials in support of the Smith Island Clean Water Project.

### **Crisfield-Information**

Mr. Stockus informed the Commission of the SRF Drinking Water Green Grant project closeout by MDE of Crisfield Peripheral Water Meter Replacement project. He also stated that we have been reading meters for several quarters now and are ready to bill based on consumption when the City of Crisfield informs us to do so.

### **General Business-Action**

#### **Davis Bowen & Friedel, Inc.**

- Invoice dated 6/19/17 for Professional Services – Deal Island Rd Water main Project for the period 4/29/17 to 5/26/17 in the amount of \$1,094.00. Ratification only, previously approved by phone poll, 7/14/17.
- Invoice dated 6/20/17 for the Fairmount WWTP Decommission & Transmission Project for the period of 4/29/17 to 5/20/17 in the amount of \$4,769.50. Ratification only, previously approved by phone poll, 7/14/17.
- Invoice dated 6/21/17 for On-Call Legal Support for the period 4/29/17 to 5/26/17 in the amount of \$675.00. Ratification only, previously approved by phone poll, 7/14/17.
- Invoice dated 7/14/17 for Professional Services – Deal Island Rd Water main Project for the period 5/27/17 to 6/30/17 in the amount of \$1,500.00. Ratification only, previously approved by phone poll, 7/14/17.

#### **George, Miles & Buhr, LLC**

- Invoice dated 6/14/17 for Smith Island WWTP Preliminary Design for the period 4/27/17 to 5/31/17 in the amount of \$28,412.24. Ratification only, previously approved by phone poll, 7/10/17.
- Invoice dated 6/19/17 for FY 2017 PA WWTP EWIP Grant Improvements for the period 2/23/17 to 6/14/17 in the amount of \$3,087.21. Ratification only, previously approved by phone poll, 7/10/17.
- Invoice dated 7/18/17 for Smith Island WWTP Final Design for the period 6/1/17 to 6/28/17 in the amount of \$6,750.00.
- Invoice dated 7/18/17 for Smith Island WWTP Preliminary Design for the period 7/1/17 to 7/31/17 in the amount of \$5,486.21.

#### **Municipal & Financial Services Group**

- Invoice dated 8/3/17 for Professional Services – Financial Planning for the Somerset County Sanitary District and Advisory Committee for the period of 7/1/17 to 7/31/17 in the amount of \$850.

#### **Cockey, Brennan & Maloney, P.C.**

- Invoice dated 7/6/17 for legal services for the period 5/26/17 to 6/30/17. The total due is \$6,000 which was reduced from \$6,735.52 if payment is received by 7/17/17. Ratification only, previously approved by phone poll, 7/11/17.

- Invoice dated 8/1/17 for legal services for the period 7/3/17 to 7/27/17. The total due is \$1,500 which was reduced from \$1,729.09 if payment is received by 8/15/17.

#### **Somerset Well Drilling Co., Inc.**

- Invoice dated 7/31/17 for service call due to no water at Upper Fairmount Well in the amount of \$8,346.09.

The Sanitary Commission regular session minutes dated 6/15/17 were previously distributed along with regular and executive session minutes dated 6/29/17. Ms. McIntyre had a few discrepancies: she questioned Mr. Riggins seconding several motions in the 6/15/17 regular session minutes, which Mr. Stockus agreed is irregular of him to do. She also stated that the wording in the press release was not accurate. The words "average folks" replaced by "residential property owner" was not reflected in the minutes correctly. The Sanitary Commission agreed to table both sets of minutes until they can be clarified by the recordings. On a motion by Mr. Northam and seconded by Ms. Landon it was unanimously carried to approve the regular session minutes dated 6/29/17.

Mr. Northam made a motion to approve the job description of Administrative Aide; the motion was seconded by Ms. Landon. The board unanimously approved the job description of Administrative Aide.

Ms. Landon made a motion for authorization of the General Manager along with the Treasurer and/or the Chairman to sign the PKS & Company, PA engagement letter for FY 2017. The motion was seconded by Mr. Northam, this motion was carried unanimously.

We were informed by counsel that we should have our own policy on the Open Meetings Act that also reflects the state law. Mr. Northam motioned to authorize the Chairman to approve and enter the Regulations for Open Meetings into our policy; the motion was seconded by Ms. McIntyre. The Board unanimously carried a motion to approve a policy.

Mr. Stockus gave a summary of the report by the Municipal & Financial Service Group along with the Advisory Committee's evaluation of the feasibility and impact of the alternative debt revenue collection methodology for the Somerset County Sanitary District. The commission unanimously agreed to move forward with a public hearing. Ms. McIntyre suggested that we have an evening meeting in Westover, a central location for all customers. Mr. Stockus stated that the ad for the public hearing will run in both local papers for two consecutive weeks prior to the meeting.

#### **Princess Anne-Action**

Bids for Princess Anne Wastewater Treatment Facility Energy Efficiency Upgrades Energy-Water Infrastructure Program (EWIP) Improvements were opened at 1:45 by Mr. Stockus and read aloud by Chris Derbyshire, Sr. Project Manager of George, Miles, & Buhr. Attached is the Tabulation of Bids received.

#### **Crisfield-Action**

Terry Waldron of Crisfield wrote to the Sanitary Commission regarding a letter he had received from the Sanitary District concerning an illegal water and sewer hook-up at his residence. He is seeking relief due to the fact that he purchased the home in 2016 and was unaware of an improper hook-up and failure to register the additional address for that hook-up by the previous owner. Mr. Stockus recommended we back bill him for an additional unit since he has owned the property. The Commission took no action at this time and asked for the figures to approve via phone poll.

**Smith Island-Action**

Bernard Rosser, owner of property on Smith Island, wrote to the Sanitary Commission disputing his sewer bill. Ms. Landon gave some insight on what she has been told about the conditions. She stated that Mr. Rosser has two water hoses hooked up to use for water and two people verified that he does stay at the home at question overnight. Mr. Rosser arrived at the meeting at 2:10. He explained as he did in his letter, that he does not have any facilities such as the tub, toilet or sink hooked up. His intent is to replace with new fixtures after remodeling. He stated that he stays with a friend on the island and has not stayed overnight in this house at any time during 2015, 2016 and 2017. Ms. McIntyre asked Mr. Stockus if renovating a property would have any impact on the Sanitary District as far as billing. Mr. Stockus replied that it does not affect the Sanitary District. Ms. Bush asked Mr. Rosser if he had paid his sewer bill before renovating the property, he replied that yes he did. Mr. Stockus explained our policy for Smith Island that if you stay one night on the Island you contribute to the sewer system and must share the debt with all the residents of Smith Island. Ms. Rosser spoke up stating she was under the assumption that she would be charged for the year only if they stayed in their home not just spending the night on the Island. Ms. Landon expressed the expense and hardship the Islanders would face if this policy was not in place. She told Mr. Rosser that as a property owner of Smith Island he should be liable to pay his part in the sewer debt and help the community as a whole. She also informed Mr. and Ms. Rosser that people witnessed them staying overnight. Mr. Rosser denied the claims. Ms. McIntyre expressed her support for Ms. Landon's stance on the matter. Mr. Rosser asked for any consideration by the Board and requested a response in writing. The Commission took no action at this time but asked for approval of the bill to still stand via phone poll.

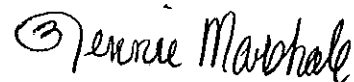
On a motion by Ms. McIntyre and seconded by Ms. Landon it was unanimously agreed to adjourn the meeting at 2:56 p.m.

Approved by:



Charles T. Northam, Jr.  
Secretary-Treasurer  
Somerset County Sanitary Commission

Respectfully Submitted:



Jennie Marshall  
Administrative Aide  
Somerset County Sanitary District

**PRINCESS ANNE SUBDISTRICT EXPANSION (PASE) PROJECT  
SOMERSET COUNTY, MD**

On 7/19/2017 at 3:00 pm an informal meeting was held in Crisfield, Maryland to discuss the referenced project. The following persons were in attendance and introductions were made.

- Mr. Ben Grumbles  
Secretary Maryland Department of the Environment
- Mr. Charles Otto  
Delegate Maryland House of Representatives
- Mr. Bunky Luffman  
Eastern Shore Intergovernmental Affairs Office of the Governor
- Mr. Roy McGrath  
Director & CEO Maryland Environmental Service
- Ms. Cecelia L. Donovan  
Managing, Director, Environmental Services Maryland Environmental Service
- Mr. Matthew Sherring  
Strategic Partnerships Executive Maryland Environmental Service
- Mr. Jason Gillespie  
Chief, Environmental Monitoring Maryland Environmental Service
- Mr. Anthony J. Stockus  
General Manager Somerset County Sanitary District, Inc.
- Mr. Joshua J. Taylor, PE  
Senior Engineer Davis, Bowen and Friedel, Inc.

A discussion followed involving the status of the PASE project and the inability of the Sanitary District and Maryland Environmental Service to come to an agreement that would satisfy all parties involved. Mr. Stockus informed the group that under the current Inter Governmental Agreement the users in the Princess Anne Sub-District would be facing excessive water rates which would cause hardships for the some of the neediest people in the poorest County in Maryland. He requested that Maryland Department of the Environment exempt the District from the secondary treatment standards imposed by the previous MDE Secretary and allow the District to use the water with minimal treatment to meet EPA Primary Standards, as it is currently being used in Crisfield, Fairmount, Princess Anne, and on Smith Island.

The PASE wells and Water Tower are currently functioning, but cannot be utilized until the operational controls and water purchasing details are resolved. Mr. Stockus stated that the amount of water available from the PASE system could allow the District to supply water to ECI in the event they would need water for expansion, as well as fulfill the needs of the District for several decades. Mr. Stockus also stated that if possible, a trade with MES of Manokin well water for Patapsco well water could provide a cost effective treatment option. He also indicated that the amount of water required by MES for RO treatment under the IGA would provide for more than the District can physically use and that a portion of that costly treated water would likely have to be drained out on the ground.

Ms. Donovan stated that MES and ECI had no need for any additional Patapsco water in the foreseeable future. She also indicated that the cost of providing reverse osmosis water had gone up substantially since the agreement was made in 2009 due to increased water treatment costs and RO reject treatment costs. Mr. Stockus stated that under the current IGA the price for the RO treated water was tied to the

consumer price index and that by District calculations would place the current price at around \$2.02 per thousand gallons, including reject treatment.

Mr. Grumbles asked if there had been any response from MDE as a consequence of our previous meeting. Mr. Stockus stated that there had been no definitive response regarding the previously proposed blending option. There was a letter from MDE regarding unidentified poor water quality at an unknown location, from an anonymous source, but the District did not receive enough information to address the complaint.

Mr. McGrath asked if there had ever been any water provided the District by MES under the IGA. Mr. Stockus stated there has not been any as of yet. Mr. McGrath stated that because IGA was approximately eight years old that it would probably be best to review the document. It was the consensus of the group to meet again after Mr. Grumbles and Mr. McGrath have had a chance to review what was discussed in the meeting.

The meeting concluded at approximately 3:30 pm.




GEORGE, MILES & BUHR, LLC

# Tabulation of Bids

PROJECT NAME: FY 2017 EWP Grant Improvements Princess Anne WWTP  
 GMB JOB NO.: R160147.A  
 BIDS OPENED: 8-10-2017, 1:45 PM

Item No.	Bid Item Description	Units	Est. Qty.	Johnston Construction Company		JJJD, Inc.		M2 Construction, LLC		Bearing Construction, Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>SCHEDULE A: LUMP SUM BID ITEM</b>											
A-1	Energy Efficiency Upgrade	LS	-		\$ 890,433.00		\$ 1,310,000.00		\$ 889,874.00		\$ 1,003,000.00
A-2	Deduct - VFDs for Influent Pumps 1, 2, 3, & 4	LS	-		\$ 32,703.00		\$ 30,000.00		\$ 30,000.00		\$ 30,000.00
A-3	Deduct - New 15 HP Blower 1, 2, 3 for EHT	LS	-		\$ 111,625.00		\$ 180,000.00		\$ 65,000.00		\$ 80,000.00
<b>SCHEDULE B: CONTINGENT UNIT PRICES ITEMS</b>											
B-1	Additional Excavation Below Grade	CY	10	\$ 225.00	\$ 2,250.00	\$ 25.00	\$ 250.00	\$ 50.00	\$ 500.00	\$ 50.00	\$ 500.00
B-2	Furnishing and Placing Misc. 4,000 psi Concrete	CY	10	\$ 815.00	\$ 8,150.00	\$ 250.00	\$ 2,500.00	\$ 250.00	\$ 2,500.00	\$ 450.00	\$ 4,500.00
<b>TOTAL BID AWARD OPTION 1 (A-1)</b>					\$ 890,433.00		\$ 1,310,000.00		\$ 889,874.00		\$ 1,003,000.00
<b>TOTAL BID AWARD OPTION 2 (A-1 - A-2)</b>					\$ 857,200.00		\$ 1,280,000.00		\$ 859,874.00		\$ 973,000.00
<b>TOTAL BID AWARD OPTION 3 (A-1 - A-3)</b>					\$ 776,600.00		\$ 1,150,000.00		\$ 824,874.00		\$ 923,000.00
<b>TOTAL BID AWARD OPTION 4 (A-1 - (A-2 + A-3))</b>					\$ 746,050.00		\$ 1,100,000.00		\$ 794,874.00		\$ 893,000.00
<b>LIST OF SUBCONTRACTORS</b>											
	Subcontractor Trade				Subcontractor's Name		Subcontractor's Name		Subcontractor's Name		Subcontractor's Name
	Electrical				John W. Tiedler, Inc.		John W. Tiedler, Inc.		John W. Tiedler, Inc.		John W. Tiedler, Inc.
	Painting				None Provided		Wenrich		Shorite Controls		Shorite Controls
	SCADA/Integrator				Shorite Controls		Shorite Controls		Shorite Controls		Shorite Controls
<b>LIST OF SUPPLIERS</b>											
	Equipment				Supplier's Name		Supplier's Name		Supplier's Name		Supplier's Name
	Blowers				Riordan Materials		None Provided		Gardner Denver		Gardner Denver

CERTIFIED BY: 

Chris B. Derbyshire, P.E.