

MEETING AGENDA

Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting

Date: November 30, 2017

Location: Somerset County Office Complex

1:00 PM

Room 111 Princess Anne, MD

| GENERAL BUSINESS - INFORMATION | |
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| 1 | Local Government Insurance Trust – Quarterly Loss Report |
| 2 | Somerset County Commissioner's Approval of EDU Method |
| PRINCESS ANNE SUBDISTRICT - INFORMATION | |
| 1 | Princess Anne WWTP Solar Project Update |
| 2 | Princess Anne WWTP Energy Reduction Project (EWIP) Update |
| 3 | P.A.S.E. Update |
| 4 | Deal Island Road Water Main Loop Update |
| 5 | Maryland Hawk Corporation/Manokin Village Update |
| FAIRMOUNT SUBDISTRICT - INFORMATION | |
| 1 | Fairmount Decommissioning Project Update |
| SMITH ISLAND SUBDISTRICT - INFORMATION | |
| 1 | Smith Island WWTP Clean Water Project Update |
| GENERAL BUSINESS - ACTION | |
| 1 | Ratification of Approved Invoices |
| 2 | Ratification of Phone Poll Approvals |
| 3 | Approval of regular session minutes dated October 12, 2017 (No executive session held) |
| 4 | Approval of Employee Policies |
| 5 | PKS & Company, P.A. - FY 2017 Audit Presentation |
| PRINCESS ANNE SUBDISTRICT - ACTION | |
| 1 | Ratification of Notice of Award Letter for the PA WWTP Energy Efficiency Upgrade Project |
| CRISFIELD SUBDISTRICT - ACTION | |
| 1 | Hookup Fee Transfer Request |
| SMITH ISLAND SUBDISTRICT - ACTION | |
| 1 | Ewell WWTP ENR Upgrade – MDE Grant Award |
| PUBLIC INPUT | |
| 1 | Letter from Crisfield Resident |

Somerset County Sanitary Commission
Minutes of November 30, 2017

A regular meeting of the Somerset County Sanitary Commission was held on Thursday November 30, 2017 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Adam Riggin, Chairman, 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, Josh Taylor, P.E., Davis, Bowen & Friedel, Inc., Chris Derbyshire, P.E., George, Miles & Buhr and Ashley Stern and Andy Haynie, PKS & Company, P.A.

Mr. Riggin called the meeting to order at 1:00 p.m.

General Business-Information

Mr. Riggin presented Ms. Landon and Mr. Northam of the Somerset County Sanitary Commission with a plaque of recognition for having more than 20 years of service on the board.

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 Board of County Commissioners for Somerset County held a special session on October 24th 2017 in which they voted to approve the Debt Collection Analysis Report based on the Municipal & Financial Services Group's recommendation "that the District adopt a flat fee per EDU for the purposes of collecting revenue to cover its current and future debt service payments, and that the fee be assessed on a quarterly or monthly basis, rather than the current practice of assessing the fee on an annual basis." It is projected to go into effect January 1st 2019.

Princess Anne-Information

Mr. Taylor, Davis Bowen and Friedel, updated the Commission on the status of the Princess Anne Waste Water Treatment Plant Solar Project. The survey is completed and they can start moving forward with the design process.

Mr. Derbyshire, George, Miles & Buhr, updated the Commission on the status of the Princess Anne Waste Water Treatment Plant Energy Reduction Project (EWIP). In regards to the Bid, GMB has issued notice of award to M2 Construction. A meeting with Mr. Stockus and the Contractor is scheduled for Dec 13th at the WWTP. It's a six month project that is set to begin in January 2018. On a motion by Mr. Northam and seconded by Ms. Landon it was unanimously carried to authorize the Chairman to sign the agreement for construction.

Mr. Stockus updated the Commission on the Princess Anne Sub-District Expansion Project; P.A.S.E. Mr. Stockus spoke with Jason Gillespie, Deputy Managing Director, Maryland Environmental Services, who express his support of the project. It is now in the hands of MDE.

Mr. Taylor updated the Commission on the Deal Island Road Water Main Loop. They are trying to find a medium between SHA requirements and what contractors are willing to do. Mr. Stockus stated, one of the issues is the angle of the pipe under the road. Mr. Taylor suggested that we may need to send a letter to SHA informing them that this requirement may be costly to our budget.

MD Hawk Corp/Manokin Village is being sold to UMES and combined with their pre-existing properties. The infrastructure is sub-standard and doesn't meet our specifications. Mr. Stockus stated, if we were

to take over the lines we would incur great costs for upgrades and repair. Mr. Stockus met with Andrew Mitchell, Attorney for UMES and Skipper Cox, Owner of Manokin Village. No resolution was reached at this meeting.

Fairmount-Information

A meeting was held in regards to the Fairmount Decommissioning project on November 29th 2017. Attendees included, Josh Taylor, Gary Pusey, Director Technical and Community Services, Donna Laird, Disaster Recovery Project Manager, Cindy Stone, Director, Community Development Programs, Maryland Department of Housing and Community Development, Tony Stockus and Jennie Marshall. Current focus is getting the vacuum building, pump station and pretreatment system for the leachate finalized. As of right now, project completion is expected between the Fall of 2018 and February 2019.

Smith Island-Information

Mr. Stockus visited Smith Island on November 11th 2017 and presented the issues and status of the Smith Island WWTP Clean Water Project. Ms. Landon made a motion for the Chairman to execute the conditions of grant award; the motion was seconded by Ms. Bush and unanimously carried by the Board. Agreement will postpone plans for Tylerton but will make Ewell, the most needed upgrade, affordable. Ms. Landon asked if we had money for the platform, Mr. Stockus replied that the new EDU method will help with the cost for this project.

General Business-Action

A. Briddell & Son, Inc.

- Invoice dated 11/27/17 for various jobs for the period 12/21/16 to 9/16/17 in the amount of \$21,744.00.

Davis Bowen & Friedel, Inc.

- Invoice dated 11/21/17 for Design-Fairmount WWTP Decommission & Transmission Project for the period of 9/30/17 to 10/27/17 in the amount of \$1,606.00.
- Invoice dated 11/21/17 for On-Call Services-Hawk Plaza/Manokin Village Engineering Services for the period of 9/30/17 to 10/27/17 in the amount of \$675.00.
- Invoice dated 11/22/17 for On-Call Legal Support for the period of 9/30/17 to 10/27/17 in the amount of \$112.50.

Phone Polls Ratification

On a motion by Mr. Northam and seconded by Ms. Bush it was unanimously approved to ratify the following Phone Polls:

Davis Bowen & Friedel, Inc.

- Invoice dated 10/30/17 for On-Call Services-JM Tawes School-Engineering Services for the period 9/02/17 to 9/29/17 in the amount of \$150.00.

- Invoice dated 10/30/17 for On-Call Services-The Reserve at Somerset for the period 9/02/17 to 9/29/17 in the amount of \$192.00.
- Invoice dated 10/30/17 for On-Call Services-Hawk Plaza/Manokin Village Engineering Services for the period of 9/02/17 to 9/29/17 in the amount of \$600.00.
- Invoice dated 10/30/17 for On-Call Services-PASE Water Distribution System Assistance for the period of 9/02/17 to 9/29/17 in the amount of \$952.25.
- Invoice dated 10/30/17 for Fairmount WWTP Decommission & Transmission Project for the period 9/02/17 to 9/29/17 in the amount of \$14,243.00.

George, Miles & Buhr, LLC

- Invoice dated 10/13/17 for Smith Island WWTP Final Design for the period 8/31/17 to 9/27/17 in the amount of \$16,550.00.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 11/03/17 for legal services for the period 10/02/17 to 10/30/17. The total due is \$800.00 which was reduced from \$915.00 if payment is received by 11/17/17.

Municipal & Financial Services Group

- Invoice dated 7/05/17 for Professional Services for the period 6/01/17 to 6/30/17 in the amount of \$5,999.00.

Jones Asphalt

- Invoice dated 10/23/17 for Asphalt Patching on Briarwood Circle in Crisfield in the amount of \$1,100.00.

Maryland Department of the Environment

- Invoice dated 10/15/17 for CY2016 Sewage Sludge Generator Fee for Princess Anne WWTP.
- Invoice dated 10/15/17 for CY2016 Sewage Sludge Generator Fee for Fairmount WWTP.

Approval of Minutes

The Sanitary Commission regular session minutes dated 10/12/17 were previously distributed, there was no executive session held. On a motion by Mr. Northam and seconded by Ms. McIntyre it was unanimously carried to approve the minutes.

On a motion by Ms. Bush and seconded by Mr. Northam it was unanimously carried to approve the Traffic and Safety Employee Policy.

Andy Haynie and Ashley Stern, with PKS & Company, P.A. were in attendance at 1:30 p.m. to present the Fiscal Year 2017 audit report of the Somerset County Sanitary District, Inc. Mr. Haynie, stated the audit report is presented with an unmodified opinion, which is the highest opinion available and reviewed. The financial highlights for the years ended June 30, 2017. Last year, Mr. Haynie recommended utilizing excess cash to reduce outstanding debt, this year he announced that we have recovered some of the debt from the past few years. Ms. Stern commended the Sanitary District staff on their immense knowledge in the finance area. Ms. Stern was proud to announce that there was no

management letter this year and everything recommended for improvement last year has been completed and satisfactory. Mr. Haynie requested the board's action to approve amending the footnote on the financial statements to reflect approving retirees at age 65 instead of 67. On a motion by Ms. Bush and seconded by Mr. Northam it was unanimously approved to amend the footnote. Mr. Haynie thanked the Sanitary District's staff for their assistance with the audit and stated he is available if there are any questions.

Fairmount-Action

Ms. Bush made a motion to authorize the Chairman to approve and sign the plat to delete property lines on Fairmount Road, the motion was seconded by Mr. Northam and unanimously carried.

Public Input

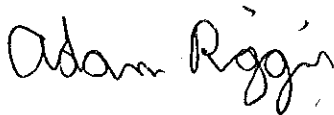
We received the attached letter. Mr. Stockus believes this is in response to the public service letter sent out to affected Crisfield residents by Earl Ludy concerning flushing particles in Crisfield. On a motion by Ms. Bush and seconded by Mr. Northam it was unanimously agreed to go into closed session at 2:03 p.m.

The Commission went from closed to open session at 3:02 p.m.

Ms. McIntyre made a motion to adopt an annual discussion job performance review for the General Manager's position. There was no second motion.

On a motion by Ms. McIntyre and seconded by Mr. Northam it was unanimously agreed to adjourn at 3:06 p.m.

Approved by:



Adam Riggin
Chairman
Somerset County Sanitary Commission

Respectfully Submitted:



Jennie Marshall
Administrative Aide
Somerset County Sanitary District

Susan Sterling
26428 Burton Ave
Crisfield MD 21817
410.726.2116



October 3, 2017

Somerset County Sanitary District
POB 326
Princess Anne, MD 21853

To Whom It May Concern:

I live by myself and try to do right for Mother Earth with recycling and not wasting resources. I have rain barrels to water my garden in the spring and summer. I take short showers and fix leaks as soon as one becomes apparent. When the new 'meters' were installed I immediately made arrangements to replace the line from my house to the meter just to be on the safe side as I have no idea how old that line was. I have water saver toilets and a water saver washer. I fill my coffee pot and indoor house plant watering can with the faucet water that first comes out before the water heater kicks in when washing dishes.

I take the same measures with energy usage, and walk or bike a lot of places to save gas in my car.

I have long felt it was unfair that I pay the same water and sewer fee as a single person as does a family of ten with a pool. But, I pay it on time, every time and swallow the unfairness.

Then I find you want me to help pay the Westover debt. which would result in doubling my bill while their bill would go to less cost than my bill now. Fair? Hardly!

Now, today I get a letter saying we may be surcharged because people are flushing diapers (I have no kids, nor do I wet myself), sanitary napkins, etc. (I have been long menopausal), reinforced paper towels (not only do I not flush those, I buy cheap ones), plastic bags (I use grocery canvas bags), etc. So, here we go again, punishing the ones who try to do right for the wrongs committed by others.

I understand you cannot identify the culprit, but when does my paying for everyone else end?

A single person pays the same home insurance costs, the same electric costs, the same water costs and twice the cost of a cell phone as a family. Let's not discuss that my tax dollars pay for those who use the system.

Can you understand my frustration and yet one more increase in payments piled on a never increasing income?

People like me, people who pay their taxes and bills on time and keep their properties in good shape, people like me who try to be good members of society, helpful, volunteering, and contributing are going to find themselves unable to continue.

Neither the County nor the Sanitary District wants or needs more properties in their possession, and I understand costs of repairs and maintaining water and sewer lines are increasing too, which should -- if nothing else -- make you see my point. But, I am not alone in wondering how much more I can take before I give up.

So, to receive this notice today, on the heels of the Westover debacle, knowing how much is being spent on Smith Island right now, knowing I pay the same as a water abusing family of ten required that I write this letter and vent.

Thank you for your time,


Susan Sterling

CC: Somerset County Commissioners