

MEETING AGENDA

Somerset County Sanitary District, Inc.

Somerset County Sanitary Commission – Regular Meeting

**Date: February 13, 2020
1:00 PM**

**Location: Somerset County Office Complex
Room 111 Princess Anne, MD**

GENERAL BUSINESS - INFORMATION	
1	30 Plus years of Service Award Recognition <ul style="list-style-type: none"> • Thomas Benson • Michael Parker
2	Financial Report Quarterly Analysis
3	Payment Plan Policy
4	Disconnection Policy
PRINCESS ANNE SUBDISTRICT - INFORMATION	
1	PASE Update
2	Deal Island Road Water Main Loop Project Update
3	Princess Anne Waste Water Treatment Plant Solar Project Update
4	Sanitary District Office Renovation Project Update
5	Brockett Square Shutoff
SMITH ISLAND SUBDISTRICT - INFORMATION	
1	Smith Island Clean Water Project Update
FAIRMOUNT SUBDISTRICT - INFORMATION	
1	Fairmount Decommissioning Project Contract Update
2	Rumbley Well House Survey
CRISFIELD SUBDISTRICT - INFORMATION	
1	Mariner's Road Water Line Update
GENERAL BUSINESS - ACTION	
1	Approval of Invoices
2	Ratification of the following Phone Polls: <ul style="list-style-type: none"> • Consent to extending service area (Sloan) • Selection of Bid for the Sanitary District Office Renovation Project
3	Approval of regular and executive session minutes dated January 16, 2020
4	Employee Expense Reimbursement Policy
5	Approval of Revised EDU Allocation List
PRINCESS ANNE SUBDISTRICT - ACTION	
1	Proposal for Professional Engineering Services – PA WWTP ENR Upgrade
2	Request of courtesy toilet leak credit – 12095 College Place
3	Approval of Dunkin Donuts As Built Plans
4	Request to forgive charges for the following properties for the Somerset County Commissioners: <ol style="list-style-type: none"> 1. Old Princess Road 2. 11909 Robyn Lane 3. 11903 Robyn Lane 4. 11897 Robyn Lane
FAIRMOUNT SUBDISTRICT - ACTION	
1	Fairmount Decommissioning Project Change Order #1
CRISFIELD SUBDISTRICT - ACTION	
1	Request to forgive charges for the following properties for the Somerset County Commissioners: <ol style="list-style-type: none"> 1. Ape Hole Road 2. Walter Jones Road 3. Calvary Road 4. 3480 State Street 5. 3575 Freedomtown Road 6. 3154 Boone Road
2	Insurance Claim – 3850 Walt Thomas Road
PUBLIC INPUT	
Please sign in with the Administrative Aide, 2 minutes will be allotted per person	
NO CLOSED SESSION SCHEDULED	

Somerset County Sanitary Commission
Minutes of February 13, 2020

A regular meeting of the Somerset County Sanitary Commission was held on Thursday, February 13, 2020 at 1:00 p.m. in Room 111 of the Somerset County Office Complex. Members present were Adam Riggin, Chairman, Charles Bagley, Vice-Chairman, Ellen Bush, Secretary-Treasurer, and Maxine Landon, Member. Also in attendance were Anthony Stockus, General Manager, Jennie Marshall, Administrative Aide, Starr Mister, Office Manager, Earl Ludy, Superintendent, Heather Konyar, Attorney, Cockey, Brennan & Maloney, Josh Taylor, P.E., Davis Bowen & Friedel, and Richard Crumbacker, Somerset County Times. Public attendees present for the 30 years of service awards included, Michael Parker, Thomas Benson, Joyce Benson, Linda Adkins, Cheryl Ludy, Jimmie Howard, Randy Coulbourne, Paul Miller, Dustin Milliner, Clay Flourney, Public Attendee, Robert McIntyre was present for entire meeting. Commission Member, Drenda Hall was absent.

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

General Information

Thomas Benson, Assistant Chief Operator of the Princess Anne Wastewater Treatment Plant, was recognized on his retirement after 30 years of service. Mr. Benson was presented with a plaque from the Sanitary District Commission and a proclamation from the County Commissioners.

Michael Parker, Chief Operator of the Princess Anne Wastewater Treatment Plant, was recognized for 30 plus years of service. Mr. Parker was presented with a plaque from the Sanitary District Commission.

Mr. Riggin commended both for their hard work through the years.

The Sanitary District Financial Quarterly Analyses report was presented. Mr. Stockus stated expenses exceeded revenues in the amount of \$107,912.69. Mr. Stockus stated the shortfall was contributed to advanced payments of the Sanitary District's loans and reimbursements not yet received for projects.

Ms. Mister requested the Sanitary Commission's guidance in establishing a payment plan for delinquent accounts with terms of how much payment will be required upfront in order to be eligible for a payment plan as well as how long the customers have to pay their balance of the plan. Currently there is no guideline of how much a "Good Faith Payment" needs to be, it is at the discretion of the Customer. The Commission decided, in order to be eligible for a payment plan, the customer must make a payment of at least 10% of the past due balance and past due balance must be paid within one year of payment agreement. A drafted policy will be presented during the March Sanitary Commission meeting for approval.

The Sanitary Commission discussed establishing a Disconnection Policy. Ms. Mister explained all the measures the Sanitary District takes to avoid having to disconnect a customer's service due to non-payment. Ms. Konyar stated having a Disconnection Policy would be a better guide for disconnections and have a better legal standing should a case go to court. The Sanitary District has received an increasing number of tenants from multi-family housing complexes complaining that their Landlords are not forwarding the water bills to them; therefore, they are not being paid in a timely manner, resulting in disconnection for non-payment. Ms. Mister suggested the option of placing doorknockers on residents doors 72-hours prior to scheduled disconnection. Ms. Mister informed the Commission there would be administrative cost to provide such service, although until we actually do a trial run it is unclear what that cost will be. Ms. Konyar recommended placing the doorknockers for

at least two quarters so the District can collect data that would provide a better understanding of the cost to provide the service. Ms. Konyar stated the Sanitary District is not required by law to provide the doorknocker service. Ms. Konyar recommended presenting the Commission with a drafted policy at the next Commission meeting to include a cost estimate provided by Mr. Ludy.

Princess Anne - Information

Mr. Stockus stated Mitchell Bonneville Jr. has repurchased the land located on Revell's Neck Road previously owned by Wal-Mart associated with the PASE project. Mr. Bonneville had a property survey performed, which determined the Sanitary District's fence surrounding the PASE well is partially on his property. Mr. Bonneville has not requested we remove the fence from his property, if he does request the fence be removed we will do so at that time.

Mr. Stockus updated the Commission on the Deal Island Road Water Main Loop Project stating we postponed advertising for Bidders until Spring when more grant funding may be available for this project.

Mr. Stockus stated the Sanitary District held a Pre-Construction meeting for the Princess Anne Wastewater Treatment Plant (PA WWTP) Solar Project on February 12, 2020. The project is scheduled to begin on March 5, 2020 and will conclude by August 2, 2020.

Mr. Stockus stated RD Meredith was the low bidder for the Office Renovation Project. DBF reviewed the low bidder's Bid Package and found all documentation to be properly submitted. They recommended the Award of the Somerset County Sanitary District Office Interior Renovation go to RD Meredith. The bid came in high at \$385,000 for construction. The Sanitary District worked with RD Meredith to value engineer the project and we were able to cut cost by \$111,115.00. The value engineering included cutting the upstairs renovation, and downgraded the downstairs offices, without compromising the safety for the office staff. Even with the value engineering, the project is over budget by \$89,000.00. The overage will be covered by cash reserves and contingency. A phone poll for Selection of Bidder for the Office Renovation Project was performed and ratified in the action portion of this meeting.

Mr. Stockus informed the Commission, 11341 Brockett Square was disconnected on January 28, 2020 during the routine water and sewer disconnections for non-payment. Prior to disconnection, the Sanitary District allowed James Lunnermon, Owner, almost a year to repair leaks at the property; however, Mr. Lunnermon has failed to provide documentation of any repairs to the property nor made any reasonable payments on the account. Following the disconnection, the Sanitary District received complaints from several tenants of the complex stating they were unaware of the scheduled disconnection since the Landlord receives all notices regarding the water bills. Although advance notice to the tenants is not legally required, the District recognizes that the tenants may not otherwise be aware of the Landlord's failure to pay for water service. On January 31, 2020, Mary Lunnermon agreed in contract to pay \$500 down and \$1,000 monthly until the past due balance of \$23,424.44 is paid in full. The contract also states, failure to make payment will result in the disconnection of water/sewer service and void any agreement with the Sanitary District. Water and sewer service was immediately restored at the property.

Smith Island - Information

Mr. Stockus informed the Commission that the Construction Documentation permit for the SIWWTP will be submitted to MDE by the end of March. Construction of the Plant is anticipated to begin October 2020.

Fairmount - Information

A progress meeting was held on February 5, 2020 between the Sanitary District and Hopkins Construction to discuss The Fairmount WWTP Decommissioning Project. The project is 45% complete; end of contract duration is scheduled for July 3, 2020.

Mr. Bagley exited the meeting at 2:45 p.m.

Mr. Stockus presented the survey of the Rumbley Well house site performed by Chris Custis Surveying. The Well house is scheduled to be demolished and cleared by the end of February.

Crisfield - Information

The Sanitary District sent letters on November 15, 2019, along with the Release Agreement, to all residents affected by the Mariners Road Water Line Project who have not returned a Release Agreement. The Release Agreements were due on January 15, 2020. 40% of the releases needed to apply for USDA funding are still outstanding following the January 15th deadline. SCSD staff will be meeting with DBF and Counsel to discuss alternatives.

General Business - Action

On a motion by Ms. Landon and seconded by Ms. Bush it was unanimously carried to approve the following Invoices:

Davis Bowen & Friedel, Inc.

- Invoice dated 1/17/20 for SCSD Office Renovations – Additional Services (Bidding Assistance) for the period of 11/30/19 to 12/27/19 in the amount of \$1,891.25.
- Invoice dated 1/17/20 for Construction Phase Services – Fairmount WWTP Decommission & Transmission Project for the period of 11/30/19 to 12/27/19 in the amount of \$5,760.00.
- Invoice dated 1/17/20 for RPR Inspection Services – Fairmount WWTP Decommission & Transmission Project for the period of 11/30/19 to 12/27/19 in the amount of \$13,022.76.
- Invoice dated 1/17/20 for General on-call Services for the period of 11/30/19 to 12/27/19 in the amount of \$1,215.00.
- Invoice dated 1/17/20 for on-call Engineering Services – Dunkin Donuts for the period of 11/30/19 to 12/27/19 in the amount of \$75.00.
- Invoice dated 1/17/20 for General on-call Planning/Engineering Services – Mariners Road Water for the period of 11/30/19 to 12/27/19 in the amount of \$525.00.

- Invoice dated 1/17/20 for On-call Engineering Services – Proposed Car Wash for the period of 11/30/19 to 12/27/19 in the amount of \$75.00.
- Invoice dated 1/17/20 for On-call – Hawk Plaza/Manokin Village Engineering Services for the period of 11/30/19 to 12/27/19 in the amount of \$860.00.
- Invoice dated 1/17/20 for On-call – The Reserve at Somerset for the period of 11/30/19 to 12/27/19 in the amount of \$1,410.00.
- Invoice dated 1/29/20 for On-call – Funding Acquisition Assistance for the period of 11/30/19 to 12/27/19 in the amount of \$420.00.
- Invoice dated 1/29/20 for Bidding – Industrial Park Water Tower Recoating – Engineering for the period of 11/30/19 to 12/27/19 in the amount of \$1,913.00.
- Invoice dated 1/29/20 for on-call Services – PASE Water Treatment Evaluation for the period of 11/30/19 to 12/27/19 in the amount of \$317.00.

Hopkins Construction Inc.

- Invoice dated 1/28/20 for Contractor's Application for Payment No. 5 in the amount of \$355,784.72.

Cockey, Brennan & Maloney, P.C.

- Invoice dated 2/06/20 for Professional Services for the month of January in the amount of \$3,150.00.

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

Consent to extending service area

Mary Sloan of Old State Road, currently not served by the Sanitary District, septic system has failed and the Health Department will not allow her to replace her septic because her property did not perk. Her only option is to connect to the Sanitary District's system at her expense. Ms. Konyar stated the City of Crisfield required the Sanitary District Board's consent to extending the service area to serve Ms. Sloan.

Selection of Bid for the Sanitary District Office Renovation Project

RD Meredith was the low bidder and recommended by DBF for the Office Renovation Project. The bid came in high at \$385,000 for construction. The Sanitary District valued engineered the project and was able to cut cost by \$111,115.00. The value engineering included cutting the upstairs renovation, and downgraded the downstairs offices, without compromising the safety for the office staff. Even after value engineering, the project came in over budget by \$89,000.00. The overage will be covered by cash reserves and contingency.

Approval of Minutes

The Sanitary Commission regular and executive session minutes dated 1/16/20 were previously distributed. On a motion by Ms. Landon and seconded by Ms. Bush it was unanimously carried to approve the regular and executive session minutes dated 1/16/20.

Employee Expense Reimbursement Policy

A Draft of the Employee Expense Reimbursement Policy was previously distributed to the Sanitary Commission. The Policy states the reimbursement amounts for the following: Employee Mileage, Conference/Workshop related expenses, meals, lodging, tolls/parking, and out-of-pocket expenses. Ms. Bush made a motion to approve the Employee Expense Reimbursement Policy. Ms. Landon seconded the motion; the motion carried unanimously.

Approval of Revised EDU Allocation List

The revised EDU Allocation list was previously distributed. There were no additions to the list, only an amendment to remove Beckford Manor, LLC; the seven lots on the list were already assessed an EDU. Ms. Bush made a motion to approve the Revised EDU Allocation list. Ms. Landon seconded the motion; the motion carried unanimously.

Princess Anne - Action

Proposal for Professional Engineering Services

Proposal for Professional Engineering Services for the Princess Anne WWTP ENR Upgrade including Preliminary Engineering and Environmental Reports was presented. The intent of the project is to review the District's existing facility and make recommendations for improvements, which allow the facility to provide Enhanced Nutrient Removal (ENR) quality effluent. Ms. Landon made a motion to authorize the Chairman to ratify the Proposal contingent upon MDE funding. Ms. Bush seconded the motion; the motion carried unanimously.

Request for courtesy toilet credit

Mary Bivens, 12095 College Place, is requesting a courtesy toilet leak credit on her December quarter water and sewer bill. The Sanitary District's Toilet Leak Policy states the maximum credit for a toilet leak is \$200 per owner. Ms. Bivens received \$126.29 for a toilet leak during the June 2017 quarter, leaving her with an available credit of \$73.71, which was already granted to her for the December quarter leak. The Commission took no action on the request.

Approval of Dunkin Donuts As Built Plans

Mr. Stockus presented the Commission with As Built Plans provided by Dunkin Donuts. The Commission had no concerns with the plans. Ms. Bush made a motion to authorize the Chairman to execute the Plans. Ms. Landon seconded the motion; the motion carried unanimously.

Request to forgive charges

Ms. Landon made a motion to forgive charges requested by the Somerset County Commissioners for the following properties they assumed thru the County Tax Sale. Ms. Bush seconded the motion; the motion carried unanimously.

1. Old Princess Anne Road totaling \$112.15
2. 11909 Robyn Lane totaling \$292.75
3. 11903 Robyn Lane totaling \$292.75
4. 11897 Robyn Lane totaling \$292.75

Fairmount - Action

Fairmount Decommissioning Project Change Order

Contract Change Order #1 was presented to the Commission for the Fairmount Decommissioning Project. The Somerset County Commission requested that the Contractor relocate the designed 3" force main out of Ring Road right-of-way. The Contractor provided a linear foot price added for installation of approximately 1900 feet of 3" HDPE pipe by directional drill method under the land access road. This change will increase project cost by \$38,000, which will be covered by the grant. Ms. Landon made a motion to approve change order #1 requested by the Somerset County Commissioners. Ms. Bush seconded the motion; the motion carried unanimously.

Crisfield - Action

Request to forgive charges

Ms. Bush made a motion to forgive charges requested by the Somerset County Commissioners for the following properties they assumed thru the County Tax Sale. Ms. Landon seconded the motion; the motion carried unanimously.

1. Ape Hole Road totaling \$342.35
2. Walter Jones Road totaling \$615.82
3. Calvary Road totaling \$309.98
4. 3480 State Street totaling \$884.93
5. 3575 Freedomtown Road totaling \$676.08
6. 3154 Boone Road totaling \$6,986.30

Insurance Claim

Barbara Dougherty, 3850 Walt Thomas Road, filed an insurance claim against the Sanitary District for damages to her home. In her claim, she states she requested the Sanitary District disconnect her water service but the service was never performed. The Sanitary District has record that the water was disconnected but no record of turning the water on at the property. Local Government Insurance Trust denied the claim request from Ms. Dougherty, finding no evidence of negligence on the Sanitary District's part. Ms. Dougherty is now requesting the Sanitary District reimburse for materials to rebuild her bathroom. It was the consensus of the Commission to support the conclusions of our

insurance company LGIT and to take no action on the request. Mr. Stockus stated he would send a response to Ms. Dougherty with their decision.

Public Input

Robert McIntyre, property owner in Westover, addressed the Board with concerns regarding the Fairmount Decommission Project. He questioned if there were any Quality Assurance and/or Quality Control processes in place between the Sanitary District and Hopkin's Construction. Josh Taylor stated he was not sure at this time if there are any formal processes in place, but reassured everyone that there are inspections done throughout the project and most importantly, a pressure test is conducted at the end of the project to assure there is proper flow and no blockages. He also added Hopkin's Construction are certified contractors using C900 AWWA standard pipe that is long-lasting and stable solution for a modern infrastructure.

On a motion by Ms. Landon and seconded by Ms. Bush it was unanimously agreed to adjourn at 3:39 p.m.

Approved by:



Ellen Bush
Secretary-Treasurer
Somerset County Sanitary Commission

Respectfully Submitted:



Jennie Marshall
Administrative Aide
Somerset County Sanitary District