

Terry L. Baker, *President*
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BOARD OF COUNTY COMMISSIONERS

**July 10, 2018
OPEN AGENDA**

- 09:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
 CALL TO ORDER, *President Terry L. Baker*
 APPROVAL OF MINUTES –June 19, 2018
- 09:05 A.M. CLOSED SESSION
(To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; to consult with counsel to obtain legal advice on a legal matter.)
- 10:15 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:20 A.M. REPORTS FROM COUNTY STAFF
- 10:30 A.M. CITIZENS PARTICIPATION
- 10:35 A.M. WELLNESS PROGRAM EVENT – 2018 WELLNESS FAIR – *Deb Peyton, Deputy Director of Human Resources, Brian Overcash, Safety Coordinator, Human Resources, Jaime Dick, Director of Fitness & Recreation, and Danielle Weaver, Director of Public Relations*
- 10:40 A.M. BID AWARD (PUR-1383) PLUMBING AND HEATING MAINTENANCE SERVICES – *Brandi Naugle, Buyer, Purchasing Department and John Pennesi, Deputy Director of Parks and Facilities*
- 10:45 A.M. COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATIONS *Tina Wilson, Sr. Grant Manager, Office of Grant Management*
- 10:50 A.M. ADULT DAY REPORTING CENTER GRANT – APPROVAL TO SUBMIT APPLICATION – *Tina Wilson, Sr. Grant Manager, Office of Grant Management and Major Craig Rowe, Washington County Sheriff's Office*
- 10:55 A.M. CONOCOCHEAGUE TREATMENT PLANT ENR UPGRADE – *Mark Bradshaw, Deputy Director, Division of Environmental Management*

- 11:00 A.M. PAUL F. AND PATRICIA B. MILLER CONSERVATION RESERVE
ENHANCEMENT PROGRAM (CREP) EASEMENT PROPOSAL (REVISED) – *Eric
Seifarth, Rural Preservation Administrator, Department of Planning & Zoning*
- 11:05 A.M. DISCUSSION OF THE JANGHEUNG CLOVER CORPORATION LEASE IN
CONJUNCTION OF THE BOCC MEETING ON JUNE 19, 2018 – *Wonro Lee, CEO,
JGBLI, Gunseon Lee, Chairman of JG Group, and Joe Lee, President, Washington
Realty Management*
- 11:15 A.M. AUDIT REQUEST – *Sara Greaves, CFO, Budget & Finance*
- 11:25 A.M. CASCADE INVESTOR RELATIONS EXPENDITURES – *Sara Greaves, CFO, Budget
& Finance*
- 11:35 A.M. BUSINESS EXPENSE POLICY – REVISION – *Sara Greaves, CFO, Budget & Finance*
- 11:40 A.M. UPDATE ON PROJECTS IN SOUTH COUNTY – *Scott Hobbs, Director and Andrew
Eshleman, Chief of Design, Division of Engineering, and Jim Sterling, Director of Public
Works*
- 11:50 A.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Wellness Program Event – 2018 Wellness Fair

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Deb Peyton, Deputy Director of Human Resources, Brian Overcash, Safety Coordinator, Jaime Dick, Director of Fitness & Recreation, Danielle Weaver, Director of Public Relations

RECOMMENDED MOTION: Informational Purposes Only

REPORT-IN-BRIEF: The Department of Health & Human Services, Recreation, Parks & Facilities, and Public Relations Department are planning the 2018 Wellness Fair for all full-time County employees and their families on Thursday, August 23, 2018 from 9:00 AM – 3:00 PM at the Washington County Ag Center on the Sharpsburg Pike.

DISCUSSION: Per our contract, Aetna provides the County with \$20,000 annually in support our wellness initiative. This year, Aetna is sponsoring the 2018 Wellness Fair. This event will include local fitness and wellness vendors such as gyms, Department of Natural Resources, Sky Zone, current health care providers Aetna, Delta Dental, and UnitedHealthcare Vision and many more. In addition, we will have demonstrations from the Washington County Sheriff's Department, Fire & Rescue, Fly Fishing demonstration, CPR, and Automated External Defibrillator (AED) instruction, and cooking demonstrations. Full-time County employees will have the opportunity to participate in wellness activities such as yoga, walking trails, basketball, golf putting, etc. for prizes. We will have a drawing for door prizes. Each employee that attends will be entered one time for the drawing. The door prizes include a Yeti cooler, golf package, camping package, Fit Bits, wireless earphones, bikes, running package, Apple watch, and much more. All full-time employees will be permitted two (2) working hours of time to attend (including travel). Food trucks will be available for participants to purchase food at the event.

FISCAL IMPACT: None

CONCURRENCES: None

ALTERNATIVES: None

ATTACHMENTS: Save the Date Flyer from Public Relations

AUDIO/VISUAL NEEDS: None

WASHINGTON COUNTY EMPLOYEE

HEALTH & WELLNESS FAIR 2018

An Event For Washington County Employees and Families



Save the Date | August 23, 2018 • 9AM to 3PM
Washington County Agricultural Education Center

FOOD, GAMES & PRIZES

Every Full Time Washington County Employee Will Be Allotted 2 Hours To Attend

Contact Division of Health & Human Services For More Details
240.313.2350





Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1383) – Plumbing and Heating Maintenance Services

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Brandi Naugle, Buyer - Purchasing Department and John Pennesi – Deputy Director, Parks and Facilities.

RECOMMENDED MOTION: Move to award the Plumbing and Heating Maintenance Service contract to the responsive, responsible low bidder, Beaver Mechanical Contractors, Inc., of Hagerstown, MD for the Base Bid amount of \$ 43,575.00.

REPORT-IN-BRIEF: Notice of the Invitation to Bid (ITB) was published in the local newspaper, listed on the State of Maryland’s “eMaryland Marketplace” website, and the County’s website. Bids were received on June 6, 2018. Eleven (11) person’s/companies registered/downloaded the bid document on-line. Two (2) bids were submitted as indicated on the attached bid tabulation matrix.

The contract services include maintenance on steam and hot water boilers, the wet sides of the heat distribution systems and domestic hot and cold-water distribution and fixtures. The contract is a one (1) year contract tentatively commencing July 1, 2018, with an option by the County to renew for up to four (4) additional one (1) year periods. In addition to County facilities, the Washington County Health Department and The Housing Authority of Washington County buildings are also included in this contract. The recommended bidder also noted on the Provisions for Other Agencies listing that they would extend the contract pricing to other Washington County Municipalities.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in various departmental/agencies budget line item accounts for these services.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation.

AUDIO/VISUAL NEEDS: N/A

**PUR-1383
Plumbing and Heating Services**

SPECIFIC SERVICES		Beaver Mechanical Contractors, Inc. Hagerstown, Maryland	C & F Maintenance & General Services, Inc. Largo, Maryland
1	ADMINISTRATION COMPLEX		
	Annual Price: Three (3) Boilers – Gas	\$600.00	\$41,628.00
	Annual Price: Two (2) 1” Backflow Preventers (BFP)	\$115.00	\$500.00
	Annual Price: Three (3) 3/4" Backflow Preventer (BFP)	\$105.00	\$750.00
	Annual Price: One (1) 4 ” Backflow Preventer (BFP)	\$160.00	\$250.00
	Annual Price: One (1) 6” Backflow Preventer (BFP)	\$195.00	\$250.00
2	AGRICULTURAL EDUCATION CENTER – Rural Heritage Museum / Extension Services Offices		
	Annual Price: Two (2) Boilers - Oil	\$280.00	\$27,752.00
3	AGRICULTURAL EXTENSION SERVICES		
	Annual Price: One (1) 1” Backflow Preventer (BFP)	\$65.00	\$250.00
4	AGRICULTURAL MULTI-PURPOSE AREA		
	Annual Price: Two (2) 1-1/2” Backflow Preventers (BFP)	\$115.00	\$500.00
5	ANTIETAM WASTEWATER TREATMENT PLANT		
	Annual Price: One (1) Boiler - Hot Water	\$225.00	\$13,876.00
	Annual Price: One (1) 2” Backflow Preventer (BFP)	\$70.00	\$250.00
6	HANGAR #31		
	Annual Price: One (1) 6” Backflow Preventer (BFP)	\$215.00	\$250.00
7	BOONSBORO LIBRARY		
	Annual Price: One (1) Boiler - Oil	\$325.00	\$13,876.00
8	CONOCOCHEAGUE WWTP CONTROL LAB		
	Annual Price: One (1) 2” Backflow Preventer (BFP)	\$70.00	\$250.00
9	CONOCOCHEAGUE WWTP HEADWORKS BUILDING		
	Annual Price: One (1) 2” Backflow Preventer (BFP)	\$70.00	\$250.00
10	CONOCOCHEAGUE WWTP SOLIDS BUILDING		
	Annual Price: Two (2) 2” Backflow Preventers (BFP)	\$140.00	\$500.00
11	COUNTY COMMUTER BUILDING		
	Annual Price: One (1) Boiler - Oil	\$220.00	\$13,876.00
12	COUNTY OFFICE BUILDING		
	Annual Price: One (1) Boiler – Gas	\$220.00	\$13,876.00
	Annual Price: One (1) 3/4” Backflow Preventer (BFP)	\$70.00	\$250.00

**PUR-1383
Plumbing and Heating Services**

SPECIFIC SERVICES		Beaver Mechanical Contractors, Inc. Hagerstown, Maryland	C & F Maintenance & General Services, Inc. Largo, Maryland
13	COURT HOUSE AND ANNEX		
	Annual Price: Two (2) Boilers – Gas	\$450.00	\$27,752.00
	Annual Price: Two (2) 1” Backflow Preventer (BFP)	\$115.00	\$500.00
	Annual Price: Four (4) 3/4” Backflow Preventers (BFP)	\$150.00	\$500.00
14	DETENTION CENTER		
	Annual Price: Three (3) Boilers - Gas	\$420.00	\$41,628.00
	Annual Price: Three (3) 1” Backflow Preventers (BFP)	\$150.00	\$750.00
	Annual Price: One (1) 1-1/4” Backflow Preventer (BFP)	\$55.00	\$250.00
	Annual Price: Two (2) 4” Backflow Preventer (BFP)	\$190.00	\$250.00
	Annual Price: One (1) 1/2" Backflow Preventer (BFP)	\$35.00	\$250.00
	Annual Price: One (1) 3" Backflow Preventer (BFP)	\$110.00	\$250.00
15	EMERGENCY MANAGEMENT FIELD OPERATIONS UNIT		
	Annual Price: One (1) Boiler – Gas	\$170.00	\$13,876.00
16	HEALTH DEPARTMENT		
	Annual Price: Five (5) Boilers - Gas	\$800.00	\$69,380.00
17	HIGHFIELD PUMP STATION		
	Annual Price: One (1) 1-1/2” Backflow Preventer (BFP)	\$75.00	\$250.00
18	HIGHWAY DEPARTMENT MAIN OFFICE		
	Annual Price: One (1) Boiler - Gas	\$190.00	\$13,876.00
19	HIGHWAY DEPARTMENT - BIG POOL		
	Annual Price: One (1) Furnace – Oil	\$240.00	\$800.00
20	HIGHWAY DEPARTMENT - KEEDYSVILLE		
	Annual Price: One (1) Boiler – Oil	\$240.00	\$13,876.00
	Annual Price: One (1) 3/4” Backflow Preventer (BFP)	\$50.00	\$250.00
21	HIGHWAY DEPARTMENT PAINT & WELD SHOP		
	Annual Price: One (1) Boiler – Oil	\$225.00	\$13,876.00
	Annual Price: One (1) 3/4" Backflow Preventer (BFP)	\$50.00	\$250.00
22	HIGHWAY DEPARTMENT - SMITHSBURG		
	Annual Price: One (1) Oil Fired Unit Heater *	\$100.00	\$850.00
	Annual Price: One (1) 3/4" Backflow Preventer (BFP)	\$50.00	\$250.00
23	LEONARD P. SNYDER LIBRARY – CLEAR SPRING		
	Annual Price: One (1) Boiler – Oil	\$330.00	\$13,876.00

**PUR-1383
Plumbing and Heating Services**

SPECIFIC SERVICES		Beaver Mechanical Contractors, Inc. Hagerstown, Maryland	C & F Maintenance & General Services, Inc. Largo, Maryland
	Annual Price: One (1) 2" Backflow Preventer (BFP)	\$75.00	\$250.00
24	MARTIN LUTHER KING CENTER, including Memorial Recreation Center		
	Annual Price: One (1) Boiler – Oil	\$400.00	\$13,876.00
25	MAUGANS MEADOWS PUMP STATION		
	Annual Price: One (1) 1" Backflow Preventer (BFP)	\$70.00	\$250.00
26	PEN MAR PUMP STATION		
	Annual Price: One (1) 1" Backflow Preventer (BFP)	\$75.00	\$250.00
27	SMITHSBURG LIBRARY		
	Annual Price: One (1) Boiler – Oil	\$335.00	\$13,876.00
	Annual Price: One (1) 1" Backflow Preventer (BFP)	\$75.00	\$250.00
28	SMITHSBURG WASTEWATER TREATMENT PLANT		
	Annual Price: One (1) 3/4" Backflow Preventer (BFP)	\$35.00	\$250.00
	Annual Price: One (1) 2" Backflow Preventer (BFP)	\$75.00	\$250.00
29	ST. JAMES PUMP STATION		
	Annual Price: One (1) 1" Backflow Preventer (BFP)	\$70.00	\$250.00
30	WATER QUALITY MAINTENANCE BUILDING		
	Annual Price: One (1) 2" Backflow Preventer (BFP)	\$80.00	\$250.00
31	WILLIAM J. DWYER CENTER		
	Annual Price: One (1) Boiler - Gas	\$235.00	\$13,876.00
32	WINEBRENNER WASTEWATER TREATMENT PLANT		
	Annual Price: One (1) Boiler – Oil	\$250.00	\$13,876.00
	Annual Price: One (1) 1-1/2" Backflow Preventer (BFP)	\$80.00	\$250.00
33	PUBLIC FACILITIES ANNEX		
	Annual Price: One (1) 3/4" Backflow Preventer (BFP)	\$45.00	\$250.00
	Annual Price: One (1) 1-1/2" Backflow Preventer (BFP)	\$60.00	\$250.00
	Annual Price: One (1) 2" Backflow Preventer (BFP)	\$60.00	\$250.00
	Annual Price: One (1) 8" Backflow Preventer (BFP)	\$245.00	\$250.00
34	HAGERSTOWN REGIONAL AIRPORT		
	Annual Price: One (1) 2" Backflow Preventer (BFP)	\$60.00	\$250.00
	Annual Price: One (1) 2-1/2" Backflow Preventer (BFP)	\$95.00	\$250.00
	Annual Price: One (1) 4" Backflow Preventer (BFP)	\$150.00	\$250.00

**PUR-1383
Plumbing and Heating Services**

SPECIFIC SERVICES	Beaver Mechanical Contractors, Inc. Hagerstown, Maryland	C & F Maintenance & General Services, Inc. Largo, Maryland
Base Bid - Specific Services Required:	\$10,025.00 *	\$402,178.00
HOURLY RATES		
Consulting And Design Service (Hourly Rate)	\$80.00	\$450.00
Regular Working Hours - Routine		
Plumber (Hourly Rate):	\$38.00	\$125.00
Helper (Hourly Rate):	\$29.50	\$55.00
Evenings and Saturdays – Emergency		
Plumber (Hourly Rate):	\$57.00	\$187.00
Helper (Hourly Rate):	\$44.25	\$82.00
Sundays and Holidays - Emergency		
Plumber (Hourly Rate):	\$98.00	\$250.00
Helper (Hourly Rate):	\$76.00	\$110.00
Total Bid Formula		
Total: Base Bid Specific Services -	\$10,025.00 *	\$402,178.00
Plus 650 Hours x Hourly Rate of Regular Plumber -	\$24,700.00	\$81,250.00
Plus 300 Hours x Regular Hourly Helper Rate -	\$8,850.00	\$16,500.00
TOTAL BID	\$43,575.00 *	\$499,928.00

*Corrected calculations based on Unit Pricing

Remarks & Exceptions:

Beaver Mechanical Contractors, Inc.

Item No. 22 Highway Dept. - Smithsburg

One (1) Oil Fired Unit Heater

*Note: Actually Three (3) Unit Heaters on site...Add \$200.00 for the other Two (2) Unit Heaters

Cunsulting & Design Service (Hourly Rate)

*Regular Weekday Schedul Only

Beaver Mechanical Contractors, Inc.

Repair parts & materials not included herein shall be billed at cost plus twenty-five (25%) percent



Agenda Report Form

Open Session Item

SUBJECT: Community Development Block Grant Application

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Tina Wilson, Senior Grant Manager, Office of Grant Management

RECOMMENDED MOTION: Move to approve a revision to the resolution of support authorizing the submission of the County's application for FY18 Community Development Block Grant funding for the Hagerstown YMCA After-School Program in Hancock.

REPORT-IN-BRIEF: The County submitted an application requesting \$51,455 for the Hagerstown YMCA After-School Program in Hancock, MD. The Department of Housing and Community Development is requesting a revised resolution to the previously submitted.

DISCUSSION: The BOCC approved to submit an application requesting \$51,455 on June 5, 2018 to be used to fund the After-School Program in Hancock, MD beginning the 2018-2019 academic year. The Office of Grant Management received a notification from DHCD requesting a revised resolution to reflect their updated 2019 Policies & Procedures Manual providing the required language in the Resolution.

The grant application was made available for public review June 20, 2018 at the Washington County Office of Grant Management located at 100 W. Washington Street, Suite 2200.

FISCAL IMPACT: The grant will provide up to \$51,455 for the Hagerstown YMCA After-School Program in Hancock and included \$2,450 of administrative funding to Washington County Office of Grant Management for the cost of administering and monitoring the grant.

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny approval of submission of requested resolution.

ATTACHMENTS: Proposed Resolution of Support

AUDIO/VISUAL NEEDS: N/A

AMENDED
RESOLUTION NO. RS-2018-___

(Authorization to Seek Community Development Block Grant (CDBG) Funds in an amount up to \$51,455.00)

RECITALS

The State of Maryland, through the Department of Housing and Community Development ("DHCD"), solicits applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant ("CDBG") Program.

The Board of County Commissioners of Washington County, Maryland, (the "Board") is eligible to apply for funds from the Maryland CDBG Program through the Maryland Department of Housing and Community Development.

The Board has held the required public hearing related to the formulation of the Board Board's CDBG application.

On June 5, 2018, the Board adopted Resolution No. RS-2018-12, authorizing the submittal of an application for Community Development Grant funds in the amount of \$51,455 for the Hagerstown YMCA After-School Program in Hancock.

Subsequent to the adoption of Resolution No. RS-2018-12, it was determined that certain required language from the 2019 Policies & Procedures Manual for the CDBG Program was not included and that required language is set forth in the Recital below.

The Board understands and acknowledges that it would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Washington County, Maryland, authorizes the submission of an application for Community Development Block Grant funds in an amount of up to \$51,455.00 for the following project(s):

Hagerstown YMCA After-School Program in Hancock, Washington County, Maryland

IT IS FURTHER RESOLVED, that the President of the Board of County Commissioners of Washington County, Maryland is authorized and empowered to execute any and all documents required for submission of the application and is further authorized and empowered to execute any subsequent Grant Agreement relating to the above-mentioned application for CDBG funds.

Adopted and effective this ____ day of _____, 2018.

ATTEST:

BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

Terry L. Baker, President

Approved as to form
and legal sufficiency:

John M. Martirano
County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740



Agenda Report Form

Open Session Item

SUBJECT: Adult Day Reporting Center Grant – Approval to Submit Application

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Tina Wilson, Office of Grant Management, Major Craig Rowe,
Washington County Sheriff Office

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY19 Adult Day Reporting Center Grant to the Governor’s Office of Crime Control and Prevention in the amount of \$270,000 and accept funding as awarded.

REPORT-IN-BRIEF: The Washington County Sheriff’s Office plans to utilize the funding provided by the grant to continue the operations of the Adult Day Reporting Center. Adult Day Reporting Centers provide community based services and treatment to offenders under parole/probation or pretrial supervision in order to reduce recidivism, jail populations, and associated corrections related costs. Day Reporting Centers are a collaborative effort of the criminal justice system, substance abuse treatment and mental health systems to treat offenders rather than using punishment as a deterrent for criminal behavior with a goal of preparing offenders to continue in the community in a meaningful and productive manner. In FY17, Washington County was awarded \$540,000 by the Governor’s Office of Crime Control and Prevention to establish the Day Reporting Center, with the option to apply for two additional years of funding with a 50% match requirement. This application is the final year grant funding from this program will be available.

DISCUSSION: The Office of Grant Management has reviewed the grant application and grant funding guidelines. The performance period of this State funded grant is one year commencing July 1, 2018. The grant will fund personnel and operating costs associated with the program. The grant requires a 1:1 match for all grant funds received.

FISCAL IMPACT: Provides up to \$270,000 to operate an Adult Day Reporting Center

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS:



Open Session Item

SUBJECT: Conococheague Treatment Plant ENR Upgrade

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Mark D Bradshaw, PE, Deputy Director, Division of Environmental Management

RECOMMENDED MOTION: Move to approve Change Order #5 for HRI Bridge Company, Inc. in the amount of \$110,469.00.

REPORT-IN-BRIEF

1. The plans indicated that the existing aerobic digester was 40 horsepower (HP). During construction it was discovered the blower was 50 HP, thus requiring larger a Variable Frequency Drive (VFD) to be installed. For more detailed information, please refer to HRI's Letter 043 dated December 2, 2017. Increase the contract amount by \$3,937.00.
2. The plans called for a new heater to be installed in the headworks, but the unit specified was not explosion proof; the headworks is considered to be a hazardous environment; thus all equipment must be explosion proof. For more detailed information, please refer to HRI's Letter 058A dated May 4, 2018. Increase the contract amount by \$33,649.00.
3. The plans called for waterstop to be installed for a new wall being constructed inside the tanks. The Contractor proposed to eliminate the waterstop resulting in a savings. This change would result in an overall net savings that is to be divided equally between the County and Contractor per the County's General Conditions - Value Engineering Change Proposal section. For more detailed information, please refer to HRI's Letter 059A dated May 24, 2018. Decrease the contract amount by \$4,287.00.
4. The lifting cables provided were too short and needed to be extended. For more detailed information, please refer to HRI's Letter 074 dated May 4, 2018. Increase the contract amount by \$1,578.00, and adds one (1) calendar day to the contract.
5. Due to existing underground utilities, the piping couldn't be connected to the final clarifies as shown on the plans and had to be reconfigured. For more detailed information, please refer to HRI's Letter 070A dated May 18, 2018. Increase the contract amount by \$26,943.00, and adds one (1) calendar day to the contract.
6. The scum pump nozzle for final clarifier #3 had to be adjusted to fit our scum box. For more detailed information, please refer to HRI's Letter 072A dated May 24, 2018. Increase the contract amount by \$1,754.00 and adds one (1) calendar day to the contract.
7. We include the Davis Bacon Wage rate in the specification at time of advertising, but a new set of wage rates had been published while the project was being advertised. The law states that if a new set

of wage rates are published ten (10) days prior to bid opening, they must be included in the specification. A new set of wage rates were published, but the County failed to issue to prospective bidders so bids were submitted based on the old wage rates. The increase between the wage rates was \$1.25 per hour, thus the Contractor is requesting the difference. For more detailed information, please see HRI's Letter 073 dated May 4, 2018 for more information. Increase the contract amount by \$3,319.00.

8. Due to existing underground utilities, the piping couldn't be connected as shown on the plans and had to be reconfigured. For more detailed information, please refer to HRI's Letter 074A dated May 24, 2018. Increase the contract amount by \$20,902.00, and add one (1) calendar day to the contract.

9. The plans failed to show connecting the existing solids building process sump mixing pump to the new MCC. For more detailed information, please refer to HRI's Letter 075B dated May 24, 2018. Increase the contract amount by \$18,403.00, and add one (1) calendar day to the contract.

10. A 4" taller scum baffle was required to keep from pushing the scum over the baffle. For more detailed information, please refer to HRI's Letter 076A dated May 24, 2018. Increase the contract amount by \$2,246.00 and adds one (1) calendar day to the contract.

11. The existing utility waterline was leaking near the headworks building. It was assumed that the Contractor had damaged the line so they dug up the line to repair it. Once it was exposed, it was determined that the fitting had a hole in it which was not caused by the Contractor. Since the damage was not caused by the Contractor, they were not responsible for making the repairs. For more detailed information, please refer to HRI's Letter 069A dated May 24, 2018. Increase the contract amount by \$2,025.00.

DISCUSSION: Due to actual construction conditions and design issues, several changes are proposed to the Conococheague WwTP ENR upgrade as outlined above. These modifications are required to maintain the daily operations of the WwTP; facilitate construction and ensure proper operation of new process in the future. Failure to proceed with the proposed changes would result in additional operations/maintenance costs of the upgrade WwTP and prevent construction from occurring as required to meet State regulations.

FISCAL IMPACT: There are adequate funds in TRP018 to cover this change order.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Change Order #5 with attachments

AUDIO/VISUAL NEEDS: N/A

**BOARD OF COUNTY COMMISSIONERS OF
WASHINGTON COUNTY MARYLAND
100 WEST WASHINGTON STREET, HAGERSTOWN, MARYLAND 21740-4735
CHANGE ORDER**

TO: HRI Bridge Company A/K/A HRI, Inc.
Consultant: 1750 West College Avenue
Contractor: State College, PA 16801
Vendor:

Change Order No. Purchase Order No.

Contract No. P/S Account No.

Project Title: Date:

The contract time will: increase decrease remain the same by: calendar days working days

Description of Change:

1. Upgrade the Aerobic Digester VFD from 40 to 50 HP.
2. Install headwork's explosion proof heater.
3. Ox-Ditch #1 & #2 waterstop credit.
4. Install longer lifting cables on the submersible pumps.
5. Adjust connection details No.2 and No.3
6. Adjust final clarifier No.3 scum pump nozzle.
7. Pay the difference between the Ironworks wage rate that was included in the specification and the actual wage rate.
8. Adjust connection detail 9.
9. Connect solids handling building process sump mixing pump to new MCC.
10. Final clarifier No. 3 scum baffle adjustment.
11. Repair broken utility waterline line near headwork building.

Reason for Change:

1. The plans indicated that the existing aerobic digester were 40 HP. During construction it was discovered the the blower were actually 50 HP, thus requiring larger VFD to be installed. For more detailed information, please refer to HRI's Letter 043 dated December 2, 2017. Increase the contract amount by \$3,937.00.
2. The plans called for a new heater to be installed in the headworks, but the unit specified wasn't explosion proof. The headworks is considered to be a hazardous environment, thus all equipment must be explosion proof. For more detailed information, please refer to HRI's Letter 058A dated May 4, 2018. Increase the contract amount by \$33,649.00.
3. The plans called for waterstop to be installed for a new wall being constructed inside the tanks. The Contractor proposed to eliminate the waterstop resulting in a savings. This change would result in an overall net savings that is to be divided equally between the County and Contractor per the County's General Conditions - Value Engineering Change Proposal section. For more detailed information, please refer to HRI's Letter 059A dated May 24, 2018. Decrease the contract amount by \$4,287.00.
4. The lifting cables provided were to short and needed to be extended. For more detailed information, please refer to HRI's Letter 074 dated May 4, 2018. Increase the contract amount by \$1,578.00, and adds one (1) calendar day to the contract.
5. Due to existing underground utilities, the piping couldn't be connected to the final clarifies as shown on the plans and had to be reconfigured. For more detailed information, please refer to HRI's Letter 070A dated May 18, 2018. Increase the contract amount by \$26,943.00, and adds one (1) calendar day to the contract.
6. The scum pump nozzle for final clarifier #3 had to be adjusted to fit our scum box. For more detailed information, please refer to HRI's Letter 072A dated May 24, 2018. Increase the contract amount by \$1,754.00 and adds one (1) calendar day to the contract.
7. We include the Davis Bacon Wage rate in the specification at time of advertising, but a new set of wage rates was published while the project was being advertised. The law states that if a new set of wage rates are published ten (10) days prior to bid opening, they must be included in the specification. A new set of wage rates were published, but the County failed to issue to prospective bids so bids were submitted based on the old wage rates. The increase between the wage rates was \$1.25 per hour, thus the Contractor is requesting the difference. For more detailed information, please see HRI's Letter 073 dated May 4, 2018 for more information. Increase the contract amount by \$3,319.00.
8. Due to existing underground utilities, the piping couldn't be connected as shown on the plans and had to be reconfigured. For more detailed information, please refer to HRI's Letter 074A dated May 24, 2018. Increase the contract amount by \$20,902.00, and add one (1) calendar day to the contract.
9. The plans failed to show connecting the existing solids building process sump mixing pump to the new MCC. For more detailed information, please refer to HRI's Letter 075B dated May 24, 2018. Increase the contract amount by \$18,403.00, and add one (1)

calendar day to the contract.

10. A 4" taller scum baffle was required to keep from pushing the scum over the baffle. For more detailed information, please refer to HRI's Letter 076A dated May 24, 2018. Increase the contract amount by \$2,246.00 and adds one (1) calendar day to the contract.

11. The existing utility waterline was leaking near the headworks building. It was assumed that the Contractor had damaged the line so they dug up the line to repair it. Once it was exposed, it was determined that the fitting had a hole in them that wasn't caused by the Contractor. Since the damage wasn't caused by the Contractor, they weren't responsible for making the repairs. For more detailed information, please refer to HRI's Letter 069A dated May 24, 2018. Increase the contract amount by \$2,025.00.

The completion date, incorporating the changes included in this change order, is:	Jul 1, 2018
The original contract sum was:	\$23,759,050.00
Net changes by previous change orders:	\$355,373.62
Contract sum prior to this change order:	\$24,114,423.62
By this Change Order, the contract sum will be changed by:	\$110,469.00
The new contract sum including this change order will be:	\$24,224,892.62

The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.

Consultant:

Finance:

Contractor/Vendor: **Taylor Neal** Digitally signed by Taylor Neal
Date: 2018.06.26 13:42:08 -04'00'

Purchasing:

Approving Agency: **Mark D Bradshaw** Digitally signed by Mark D
Bradshaw
Date: 2018.06.26 14:25:25 -04'00'

County Administrator:

Outside County Entities: Please email the signed form to ChangeOrder@washco-md.net.



Agenda Report Form

Open Session Item

SUBJECT: Paul F. and Patricia B. Miller Conservation Reserve Enhancement Program (CREP) Easement proposal—Revised.

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Eric Seifarth, Rural Preservation Administrator, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the revised Paul F. and Patricia B. Miller CREP easement project, paid for 100% by the State, in the amount of \$117,829.84 for 55.37 CREP easement acres, to adopt a curative ordinance approving the purchase of the easement, and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The Miller property is located at 17816 Spielman Road, Fairplay, and will consist of both a CREP easement and a Rural Legacy Program(RLP) easement. While both projects were approved by the County Commissioners on June 5, 2018, the CREP project is being presented again because of a revised easement dollar amount. This easement will protect roughly 5 acres of woodland and 32 acres of pastureland, as well as buffer over 3,000 feet of Marsh Run and its tributaries. The farm is located in the Priority Preservation Area (PPA), is adjacent to the historic village of Fairplay, contains an historic house, and is surrounded by other historic properties. Between the Miller CREP and RLP easements, all seven (7) development rights will be extinguished.

Washington County has been funded to purchase CREP easements on 738 acres of land since 2010. The Miller easement will serve to both protect Maryland waterways, as well as preserve the agricultural, historic, cultural and natural characteristics of the land.

DISCUSSION: For FY 2018, the State of Maryland is awarding CREP grants to eligible properties.

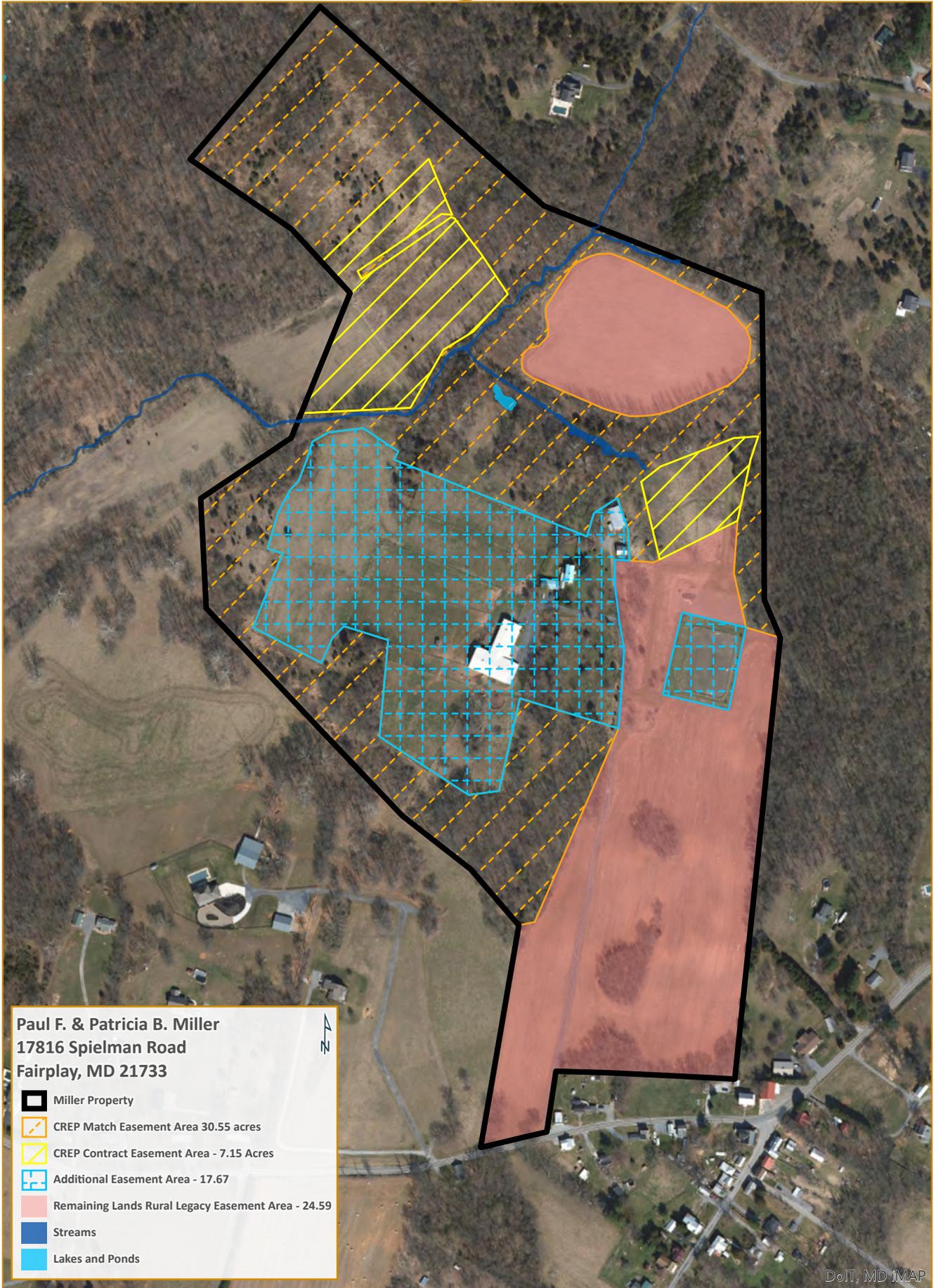
FISCAL IMPACT: CREP funds are 100% State dollars. In addition to the easement funds, the County receives up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance costs and funds to cover all legal costs and surveys.

CONCURRENCES: DNR staff approves and supports our program. A final money allocation will be approved by the State Board of Public Works.

ALTERNATIVES: If Washington County rejects these State funds for CREP, the funds will be allocated to other counties in Maryland.

ATTACHMENTS: Aerial Map, Location Map, Curative Ordinance

AUDIO/VISUAL NEEDS: Aerial Map

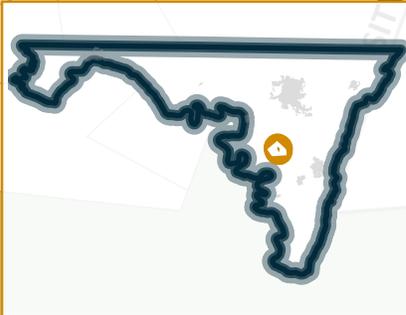
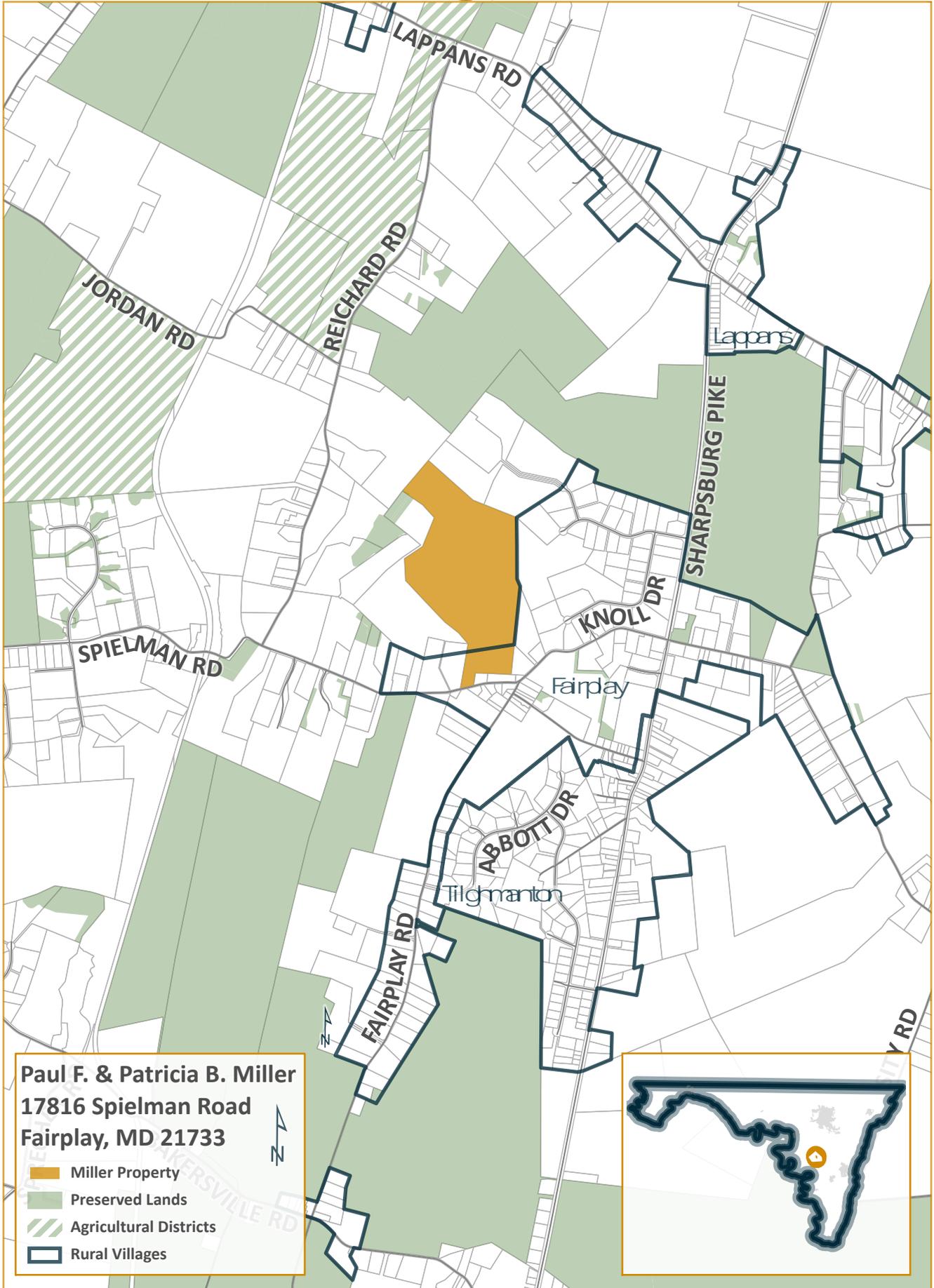


Paul F. & Patricia B. Miller
17816 Spielman Road
Fairplay, MD 21733



- Miller Property
- CREP Match Easement Area 30.55 acres
- CREP Contract Easement Area - 7.15 Acres
- Additional Easement Area - 17.67
- Remaining Lands Rural Legacy Easement Area - 24.59
- Streams
- Lakes and Ponds





CURATIVE
ORDINANCE NO. ORD-2018-

**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION
EASEMENT UNDER THE MARYLAND CONSERVATION RESERVE
ENHANCEMENT PROGRAM (CREP)**

(Re: Miller CREP Easement)

The Board of County Commissioners of Washington County, Maryland, adopted Ordinance No. ORD-2018-14 on June 5, 2018 which recorded at Liber 15, Folio 356, among the Acts, Ordinances, and Resolutions in the Office of the Clerk of the Circuit Court for Washington County, Maryland. It has been since discovered that the stated purchase price for the conservation easement was erroneous. Therefore, to correct the error, this Curative Ordinance is adopted.

RECITALS

1. The Maryland Conservation Reserve Enhancement Program ("CREP") is a federal-State natural resources conservation program that addresses state and nationally significant agricultural related environmental concerns related to agriculture.
2. CREP provides financial incentives to program participants to voluntarily remove cropland and marginal pastureland from agricultural production in order to improve, protect, and enhance water quality in the Chesapeake Bay watershed and replacing it with the best management practices including establishment of riparian buffers, grass plantings, forbs, shrubs and trees, stabilization of highly erodible soils, habitat restoration for plant and animal species, and restoration of wetlands.
3. Protection is provided through the acquisition of easements and fee estates from willing landowners currently holding a fifteen (15) year CREP contract and the supporting activities of CREP Sponsors and local governments.
4. For FY2018, the State of Maryland ("State") is awarding CREP grants to eligible Counties (the "CREP Funds").
5. Paul F. Miller and Patricia B. Miller (collectively, the "Property Owner") are the owners of real property consisting of 55.37 acres, more or less, (the "Property") in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.
6. The County has agreed to pay the approximate sum of ONE HUNDRED SEVENTEEN THOUSAND, EIGHT HUNDRED TWENTY-NINE DOLLARS AND EIGHTY-FOUR CENTS (\$117,829.84), which is a portion of the CREP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the "Miller CREP Easement").

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland that the purchase of the Miller CREP Easement is approved and that the President of the Board and the County Clerk be and are hereby authorized and directed to execute and attest, respectively, all such documents for and on behalf of the County relating to the purchase of the Miller CREP Easement.

ADOPTED this ____ day of July, 2018.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Vicki C. Lumm, Clerk

BY: _____
Terry L. Baker, President

Approved as to legal sufficiency:

John M. Martirano
County Attorney

Mail to:
Office of the County Attorney
100 W. Washington Street, Suite 1101
Hagerstown, MD 21740

EXHIBIT A--DESCRIPTION OF EASEMENT AREA

All those tracts, lots, or parcels of land, and all the rights, ways, privileges and appurtenances thereunto belonging or in anywise appertaining, situate in Election District No. 12, Washington County, Maryland, being part of the property identified by the State Department of Assessments and Taxation as tax account no. 12-004370 and being identified as:

CREP CONTRACT EASEMENT AREA 1 – 5.42 AC. ±
CREP CONTRACT EASEMENT AREA 2 – 1.73 AC. ±
CREP MATCH EASEMENT AREA 1 – 30.36 AC. ±
CREP MATCH EASEMENT AREA 2 – 0.19 AC. ±
ADDITIONAL EASEMENT AREA 1 – 16.52 AC. ±
ADDITIONAL EASEMENT AREA 2 – 1.15 AC. ±

on a plat prepared by Triad Engineering, Inc. entitled “CREP EASEMENT PLAT UPON THE LANDS OF PAUL F. MILLER AND PATRICIA B. MILLER,” dated March 28, 2018, and recorded on April 24, 2018 as Misc. Plat No. 732-733 among the Plat Records of Washington County, Maryland.

Being part of the same property which was conveyed from Michele Dolores Brown, Trustee of the Michele Dolores Brown Revocable Trust, dated August 20, 1991, to Paul F. Miller and Patricia B. Miller, husband and wife, by Deed dated April 9, 2004 and recorded in Liber 2332, Folio 736 among the Land Records of Washington County, Maryland.



Agenda Report Form

Open Session Item

SUBJECT: Discussion of the Jangheung Clover Corporation lease in conjunction of the BOCC Meeting on June 19th, 2018

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Wonro Lee, CEO of JGBLI, Gunseon Lee, Chairman of JG Group, Joe Lee, President of Washington Realty Management

RECOMMENDED MOTION:

REPORT-IN-BRIEF: The Board of County Commissioners discussed the Jangheung Clover Corporation lease and project on June 19th, 2018; this discussion was not listed as an official agenda item and important matters were discussed without JGBLI present.

DISCUSSION: JGBLI will discuss the status of the Jangheung Clover Corporation, and Master Developer Agreement regarding the project. JGBLI will also provide the preliminary June/July Korea trip report.

FISCAL IMPACT: Positive property and income tax revenue for the County.

CONCURRENCES:

ALTERNATIVES:

ATTACHMENTS: Will be provided at meeting

AUDIO/VISUAL NEEDS:

Open Session Item

SUBJECT: Audit Request

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Sara Greaves, CFO

RECOMMENDATION: For informational purposes only.

REPORT-IN-BRIEF: On June 5th a request was made regarding an audit of certain accounts and/or funds within the County. I would like to review with the commissioner's audit types and purposes.

DISCUSSION: Financial – Financial statement audits involve performing procedures to obtain evidence about the amounts and disclosures in the financial statements of an entity by an external auditor who is independent of the organization. These audits focus on accounting controls and substantive and analytical procedures that impact the general ledger or sub-ledger systems. The auditors will give an opinion as to whether or not the financial statements are reasonably free of material misstatement. Financial statement auditing is the focus of our external auditors.

Operational – Operational audits are undertaken by an organization to provide assurance over the effectiveness of internal controls, risk management and governance to facilitate the achievement of organizational objectives. They typically center around certain key activities including:

- Monitoring the effectiveness of internal controls and proposing improvements
- Investigating instances of fraud and theft
- Monitoring compliance with laws and regulations
- Evaluating risk management policies and procedures
- Examine the effectiveness, efficiency and economy of operations and processes

Forensic – A forensic audit involves the use of auditing and investigative skills to situations that may involve legal implications. Forensic audits may be required in the following instances

- Fraud investigations involving misappropriation of funds, money laundering, tax evasion and insider trading
- Quantification of loss in case of insurance claims
- Determination of claims of professional negligence relating to the accountancy profession

Many times, audits include agreed-upon procedures. An agreed-upon procedure is a standard that a client outlines when hiring an external party to perform an audit on a specific test or business process. The extent of the procedures including time period; processes reviewed; scope of sampling; and extent of total procedures will determine the audit effort and cost.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: None

AUDIO/VISUAL NEEDS: None



Open Session Item

SUBJECT: Cascade Investor Relations Expenditures

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Sara Greaves, CFO

RECOMMENDATION: Informational purposes only

REPORT-IN-BRIEF: On Tuesday 6/19/18, the Board of County Commissioners requested an update on the expenditures related to the investment and redevelopment to date for the Cascade Towne Centre.

DISCUSSION: The County has had ownership of Cascade Towne Centre since September 15, 2016 and received funds totaling \$3,554,725. These funds pay for all costs associated with Cascade town Centre, including costs related to investor relations and the redevelopment of Ft. Ritchie.

The total cost through 06/26/2018 for Cascade Town Centre redevelopment initiatives is \$684,977. These costs were incurred from 8/31/2015 through 6/26/2018. Costs incurred prior to 09/15/2016 were originally paid out of Hotel Rental Funds, but then were subsequently reimbursed through funds received at closing for Cascade Towne Centre. The remaining Fund Balance for Cascade Town Centre as of 06/26/2018 is \$1,738,511.

A change in leadership occurred in the Spring of 2017, and therefore, trips to Korea that occurred in 2015 and 2016 cannot be attested to in such detail as has been obtained for trips following that time. All funds expended in 2017 and 2018 have been formally approved by the Board. Additionally, expense approval and reporting related to documentation for such trips have become more formalized since 2017.

The Board has been committed to efforts for redevelopment and growth at Cascade for several years. Just recently, in 2017, the Board approved and staff executed the transfer of 63 acres of land to JGBLI. The land was required at that time to meet an investment opportunity. As with numerous engagements throughout the project history, staff has been diligent in meeting project time frames and deadlines.

A full listing of travel and/or business-related expenditures of the account are also provided herein

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Fund balance reconciliation, Listing of travel/business related expenditures; Detail of trip expenditures

AUDIO/VISUAL NEEDS: None

Recap of Cascade Town Centre Activity

Money transferred from Pen Mar

Deposit - Pen Mar Cash	593,564.29
Pen Mar CD matured	833,021.69
CD matured	1,327,963.22
CD matured	508,824.98
Remaining cash transfer	<u>291,351.35</u>

Contributed Capital in FY17 (Fund Balance)

3,554,725.53

Revenues in FY17

Rental Building	223,446.60
Rental Other	6,700.00
Miscellaneous	<u>10,596.79</u>

Total Revenues FY17

240,743.39

Expenses in FY17

Wages and Benefits	261,934.32
Electric	158,361.16
Sewer	114,716.58
Transfer to Hotel Rental fund to reimburse for expenses before this fund was established	323,197.52
Travel expenses	60,500.00
Other	<u>113,228.01</u>

Total Expenses in FY17

(1,031,937.59)

Fund Balance FY17

2,763,531.33

Revenues in FY18

42,133.86

Expenses as in FY18

Wages and benefits	318,574.35
Appropriation to Ft. Ritchie Community Center	170,000.00
Travel	296,489.75
Other	<u>282,089.94</u>

Total Expenses in FY18

(1,067,154.04)

Fund Balance FY18 (as of 6/26/2018)

1,738,511.15

Date	Amount	Description
8/31/2015	55,550	October 2015 Trip
10/28/2015	5,000	Sponsorship for Global Enterprise Conference
3/4/2016	59,534	April 2016 Trip
4/20/2016	35,000	Seminar and Service Fee
7/18/2016	42	P Card - Supplies
7/18/2016	2,650	P Card - Meals
7/19/2016	866	Korean Delegation gifts/supplies
7/19/2016	558	P Card - Meals
7/20/2016	7,858	P- Card - Meals
7/25/2016	4,385	P- Card - Meals
7/25/2016	1,513	P- Card - Meals
7/31/2016	3,144	P- Card - Transportation and Supplies
8/29/2016	141,950	September 2016 Trip
9/16/2016	9,492	International Expo Business Development Meeting
4/26/2017	60,500	May 2017 Trip
8/14/2017	70,000	August 2017 Trip
8/14/2017	15,600	Branding and Website
8/14/2017	60,000	Campus Development including architectural master plan design
12/5/2017	34,233	Global Enterprise Conference at Cascade
12/12/2017	52	Visitors from Korea Nov 2 2017 - Meals
12/22/2017	930	Visitors from Korea Nov 2 2017 - Meals
12/22/2017	3,386	Visitors from Korea Nov 2 2017 - Meals and transportation
1/18/2018	14,962	October 2017 Trip
2/6/2018	15,850	January 2018 Trip
2/28/2018	41,600	March 2018 Trip
2/28/2018	329	Meals
6/13/2018	39,993	June 2018 Trip
	<u>684,977</u>	

Cascade Town Centre Redevelopment Costs

October 2015 – Trip to Korea - \$55,550

Attendees: Terry Baker, John Barr, Greg Murray, Debra Murray

Airfare – 26,000

Hotel – 3,750

Meals – 4,400

Interpreter – 3,200

Transportation – 4,200

JGBLI Service Fee – 14,000

October 28, 2015 - \$5,000 – sponsorship for Global Enterprise Conference (Nov 5 and 6)

March 2016 – Trip to Korea - \$59,534*

Attendees: John Barr, Greg Murray, Sarah Sprecher, Sam Cool, Bryan Flook

Dates – 3/11/16-3/18/16

Airfare – 35,390

Hotel – 7,500

Meals – 7,500

Interpreter – 4,000

Transportation – 4,900

Investor Relations – 15,000

JGBLI Service Fee – 20,000

*PENMAR reimbursed for the cost of two individuals. \$34,756 was received for a portion of the expenses. The total cost was \$94,290.

April 20, 2016 - \$20,000 for JGBLI service fee

April 20, 2016 - \$15,000 for Investor Relations seminar

July 2016 - August 2016 - P-Card Expenditure - \$41.80 – Supplies

July 2016 - August 2016 - P-Card Expenditure - \$2,650 – Meals

July 2016 - August 2016 - Wash Co Golf Corp Korean Delegation – 866.36

July 2016 - August 2016 - P-Card Expenditure - \$557.50 – Meals

July 2016 - August 2016 - P-Card Expenditure - \$7,857.60 – Meals

July 2016 - August 2016 - P-Card Expenditure - \$4,385.37 – Meals

July 2016 - August 2016 - P-Card Expenditure - \$1,513.26 – Meals

July 2016 - August 2016 - P-Card Expenditure - \$3,144.27 – Transportation and Supplies

August 17, 2016 - International Expo Business Development Meeting – \$9,491.75 – Meals

September 2016 – Trip to Korea - \$141,950*

Attendees: Leroy Myers, Nicole Myers, Katie Yoder, Greg Murray, Sarah Sprecher, Jim Sterling, Wayne Keefer, John Barr

Dates – 9/27/16-10/9/16

Airfare – 73,600

Meals – 15,200

Hotel – 15,750

Transportation – 7,000

interpreter – 4,000

Investor Relations – 7,500

Service Fee – 30,000

*Commissioner Myers reimbursed for the cost of his spouse \$11,100. The total cost of the trip was \$153,050.

May 2017 - Trip to Korea - \$60,500

Attendees: JGBLI staff

Dates – 5/10/17-5/27/17

Travel – 25,900

Seminar – 15,000 – (seminars concentrating on the development of Cascade, gathering new investors)

Marketing Brochures – 10,000 (both for Korea and US)

Local Advertising – 9,600 (Korean Newspapers in US and Korea)

August 2017 - Trip to Korea – 70,000

Attendees: Gun Seon Lee, Junghee Lee, Wonroe Lee, Jungro Lee

Seminar Space - 34,900

Hotel/flights/meals – 35,100

August 14, 2017 – 15,600 – Branding and Website

August 14, 2017 - 60,000 - Campus Development including architectural master plan design

October 29, 2017 – November 3, 2017 – \$34,233.34 - Global Enterprise Conference at Cascade – equipment, meals, lodging, transportation

October 2017 - Trip to Korea – \$14,961.64

Attendees – Gun Seon Lee, Junghee Lee, Wonroe Lee

Dates – 10/14-10/26

Flight – 2,274.96

Lodging – 3,369.66

Meeting and Meals – 2,567.02

Transportation – 6,750

December 2017 – P-Card Expenditure - 51.78 - Meals

December 2017 - P-Card Expenditure - 929.65 – Meals

December 2017 - P-Card Expenditure - 3,386 – Meals and Transportation

January 2018 - Trip to Korea – \$15,850

Attendees – Gun Seon Lee, Wonro Lee

Dates – 1/19/18-1/28/18

Flight – 2,927

Lodging – 4,000

Meeting and Meals – 2,623

Transportation – 6,300

February 28, 2018 - P-Card Expenditure - 329.20 – Meals

March 2018 - Trip to Korea – \$41,600

Attendees: JGBLI and local contractors (construction companies, architects, engineers)

Dates – 3/3/18-3/22/18

Air Travel – 6,320

Ground Transportation – 14,250

Hotel – 10,227

Food/other - \$10,803

June 2018 – Trip 39,993 (forward funded)



Open Session Item

SUBJECT: Business Expense Policy - Revision

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Sara Greaves, CFO

RECOMMENDATION: To approve the Business Expense Policy with the revision contained herein.

REPORT-IN-BRIEF: The Business Expense Policy provides guidelines and establishes procedures for those incurring business expenses on behalf of the County. Business Expenses incurred, on Official County business, will be paid by the County if the expenses are properly authorized, reasonable, and appropriately documented. Individuals should exercise care in incurring travel and entertainment expense and are expected to spend the County funds prudently.

DISCUSSION: The County would like to make a modification to the policy which includes the addition of an overnight travel authorization form. This form will be filled out by the employee who is expected to travel overnight for work purposes prior to making any travel arrangements and/or departure. This form will be reviewed by the department head or division director and the County administrator.

Information required on the form includes travel dates, purpose of travel, benefit to the County, and cost estimates for the trip.

FISCAL IMPACT: N/A

CONCURRENCES: County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: Business Expense Policy; Overnight Travel Authorization Form.

AUDIO/VISUAL NEEDS: None



THE DIVISION OF BUDGET AND FINANCE
ACCOUNTING PURCHASING GRANTS MANAGEMENT

Section: Business Expense Policy

Purpose: The purpose of this document is to provide guidelines and establish procedures for those individuals incurring business expenses on behalf of the County.

Policy

Business Expenses incurred, on Official County business, will be paid by the County if the expenses are properly authorized, reasonable, and appropriately documented. Employees who incur such expense should neither lose nor gain personal funds as a result. Individuals should exercise care in incurring travel and entertainment expense and are expected to spend the County funds prudently. It is the responsibility of each individual incurring such expense, to comply with this policy. The Chief Financial Officer shall have the authority to make minor changes to the policy for administrative clarification or easier interpretation of the policy, providing policy intent is not affected by the change.

Eligibility

The Business Expense Policy applies to the following individuals traveling and or providing entertainment on behalf of the County, regardless of the funding source:

- All full-time and part-time employees
- Elected officials
- Boards and Commissions of the County

The expenses of an individual's spouse and family are not a reimbursable expense.

Approvals

Authority and responsibility for approval and control of business expenses rest with the department head that has the responsibility for the budget. In general, employees should not approve any business expense for an individual to whom they report. Department heads must have the business expense report approved by their division director. Division directors and elected officials will have their reports reviewed and approved by the Accounts Payable supervisor.

It is the responsibility of each individual to review and understand this policy prior to expending funds for business expense to determine if such expenses are allowable and reimbursable. The County will deny reimbursement of business related expenditures if they fail to comply with this policy.

Travel Request Approvals

Day Travel

Authorization for day travel shall be subject to approval by the department head or division director or his or her designee prior to any arrangements or departure.

Overnight Travel

All overnight travel shall be reviewed by the department head or division director and the County Administrator prior to any arrangement or departure using the Overnight Travel Authorization form.

International Travel:

All international travel shall be approved by the County Administrator prior to any arrangement or departure on the Travel Authorization form. Travel authorization for any person who maintains County employment/business status is required to submit a Travel Authorization Form even if the County will not be funding the travel expenses for any international travel.

Other:

If expenses are incurred without prior approval and no emergency existed, expenses will not be reimbursed. Emergency travel should be authorized within 24 hours of departure.

Tax Issues

It is the responsibility of the Budget and Finance Department to ensure that all business expenses meet the IRS definition of an “accountable plan.” Under the accountable plan an individual can be reimbursed for expenses provided the following three conditions are satisfied:

- ❑ The expense must have a business connection. The individual must have paid or incurred deductible expenses while performing service as an employee or official of the County.
- ❑ All individuals must adequately account to the Budget and Finance Department for these expenses within a reasonable period of time as defined under expense reporting.
- ❑ The individual must return any excess reimbursement or allowance within a reasonable period of time, as defined in the Advance Reporting section of this policy.

Under the County’s reimbursable plan, actual expenses are reimbursed directly from receipts provided by the individual. The County does not offer per diem reimbursements for any business-related expenditure.

Transportation

Automobile:

Private Automobile – Individuals may use their own automobiles to save time, transport equipment, or reduce the cost for a group traveling to a common destination. The County will reimburse the vehicles' owner by applying a standard rate per mile to the actual driving distance by the most direct route. The rate of reimbursement will be based on the most recent U.S. Federal Government reimbursement rate. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs. No reimbursement will be made for vehicle repair and other similar costs, regardless of whether it results from the individuals' act or the acts of others. The County does not assume responsibility for deductibles or other uninsured loss to the vehicle.

Automobile Rental – Individuals should use a rental car when other transportation is not available, when their use results in a cost savings, or when it is not possible to use a County owned vehicle. Minivans should be used only if transporting large or bulky material or if four or more individuals are traveling together. In other cases a compact or mid-size car should be used.

Reimbursable auto rental costs include the daily rental fee, mileage fee, gasoline charges, tolls and parking. Vehicles should be leased in the name of the Washington County Commissioners whenever possible. The County provides liability coverage for employees when they are renting a vehicle for County business. However, employees should purchase collision damage insurance from the rental company directly as this cost will be reimbursed. Spouses, friends, and other non-employees are not covered under the County's insurance.

Common Carrier:

Air Travel – Commercial air travel may include baggage fees, tips and other incidental expenses. When a lower cost can be obtained by staying over Saturday or flying on a particular day, reasonable expenses for lodging and meals for the minimum additional days may be claimed if the total cost of the reduced fare, plus the additional day's expense, is less than the lowest available airfare would have been without the additional days. Documentation of the air cost savings must be provided with the expense report.

Rail Transportation – Coach accommodations must be used on passenger railroads. First class charges are not reimbursable, unless approved by the County Administrator.

Ground Transportation - Taxi fares, including tips not to exceed 20%, are reimbursable where public transportation is not practical. This includes taxis between hotels and railroad stations or airports, between appointments or between hotels. Shuttle or limousine service to and from airports and railroads stations, plus tips not to exceed 20% are reimbursable, where such costs are less than other ground transportation. If the entity charges a stated rate for tips that exceeds 20% the County will reimburse the employee for the difference, if documented.

Other Transportation Costs:

Tolls and reasonable parking charges will be reimbursed for travel, in addition to the mileage allowance.

Costs for parking fines and moving violations are not reimbursable.

Expenses associated with normal commuting between an employee's home and regular place of business are not reimbursable.

Lodging

It is the responsibility of the individual to seek lodging that is safe, comfortable and reasonably priced when traveling more than 50 miles from their place of work or home. Individuals should use negotiated, preferred, or conference rates, wherever possible. Overnight travel that is less than 50 miles may be reimbursed if for a specific business reason or individuals are representing the County at a sponsored event.

All individuals need to provide an itemized list of all hotel charges (I.e. including room service detail and internet charges). The costs of movies or mini bar items are not reimbursable expenses.

Baggage handling and housekeeping tips are reimbursable costs not to exceed 20%.

Meals and Entertainment

Employee Meal Expenses:

Individual meals are defined as meal expenses incurred when traveling out-of-town for training or seminars. Individuals will be reimbursed for personal meal expenses provided they are documented and reasonable. Meal claims must be itemized and supported by the original receipt. The maximum amount allowed per day is \$75.00. Please remember this is a maximum amount allowed and not a per diem amount meaning that you will only be reimbursed for what is actually spent not to exceed \$75.00. The County Administrator may pre-approve increases in the per day reimbursement based on destination on a case-by-case basis.

Alcoholic beverages will not be reimbursed.

Tips included on meals will be reimbursed in addition to the maximum meal reimbursement. However, an individual's tip should not exceed 20%. If the establishment charges a stated rate for tips that exceeds 20% the County will reimburse the employee for the difference, if documented.

County Business Expenses:

Business expense includes activities that are directly related to a business purpose as defined below. Entertainment includes cost such as meals, alcoholic beverages, tips, catering services, banquet services, special functions, formal ceremony or social affair. All business expense activity must meet the following general rules to qualify:

- ❑ The person(s) entertained has a potential or actual business relationship with the County;
- ❑ Business discussions about the County will occur;
- ❑ Business discussions must involve parties from outside of county employment.

In order for reimbursed business expenses not to be reportable to the Internal Revenue Service as compensation, expense reports should contain the original receipts attached and should include the following information.

- ❑ The amount of the expense
- ❑ The date and place the expense was incurred
- ❑ The business purpose of the expense
- ❑ Identification of the person(s) or group being taken
- ❑ The business relationship of the person(s) or group

Other Business Expenses

Receptions - The County regards receptions as a gathering of individuals associated with a County sponsored event that provides the opportunity for interaction in a setting that is not purely social in nature. Unlike a business meeting, a reception may not have a specific agenda or time frame. Like a business meeting, the purpose must be related to or promote the mission of the County.

Allowable expenses may include reasonable food and beverage costs, reception room cost, service charges and gratuity. Even though it may not be possible to determine in advance how many will actually attend, a reasonable effort should be made to minimize expenses resulting from overestimated attendance.

Refreshment break - Expenses are allowable only in association with a business meeting when:

- a. Facilities are not available within the building or immediate area of the meeting where attendees could obtain and consume normal break items within a typical break period or,
- b. Having the attendees leave the meeting room would have an adverse effect on the continuity of the meeting, meaning it is expected that break items be consumed while the business meeting or program continues, or
- c. The majority of attendees are not County employees.

Refreshment break expenses must be limited to one break each morning and afternoon. The break may consist of nonalcoholic beverages such as coffee, tea or soft drinks, and at the discretion of each department, a small food items. Events that include a continental breakfast must not include additional food items at morning break.

Conference and Meetings hosted by the County - Expenses for food and beverages provided during a County-hosted conference or meeting are allowable when associated with business activities. Staff meeting or meeting with just employees are not allowable. The cost should be reasonable, based on the number of people attending. Request for payment for such meetings should include the group affiliation with the County.

Non-reimbursable meal and entertainment expense - Expenses that are disallowed include, but not limited to, birthday parties, retirement parties, weddings, births, deaths, Secretary's Day, Bosses' Day, office staff meetings, holiday dinners or activities that are not business related or sponsored by the County Commissioners specifically.

Phone Calls

Business Phone Calls:

Employees will be reimbursed for business calls made when traveling on behalf of the County.

Reasonable and or necessary phone charges made with personal cellular phones will be reimbursed. In general individuals should try to keep cellular phone usage to a minimum. Also refer to the County's cell phone policy.

The County does not reimburse for air phone usage while using air transportation.

Personal Phone Calls:

Employees may call home once per day. Phone calls shall be made in the most economical way not to exceed \$10 per day. No other personal phone calls will be reimbursed.

Non-Reimbursable Expense

It is the County's policy to reimburse individuals for all reasonable and necessary expenses incurred in transacting business for the County. However, there are specific types of expenses, which are considered to be of a personal nature and are non-allowable including but not limited to:

- Air travel insurance
- Movies
- Personal entertainment expense (i.e. sporting events, in flight movies, or other personal amusements)

- ❑ Repairs, maintenance, or insurance on personal cars
- ❑ Fines for traffic, parking or court costs
- ❑ Laundry or dry cleaning of personal items
- ❑ Greeting cards and announcements for any non-County occasion
- ❑ Spouse or family member travel costs
- ❑ Gifts, flowers or any other cost for any non-County occasion
- ❑ Shoeshine services
- ❑ Alcoholic beverages, except as allowed under the entertainment section
- ❑ Clothing or toiletry items
- ❑ Fraud protection fee for credit card
- ❑ Loss or theft of personal property
- ❑ Medical expenses (except for those out of pocket expenses incurred when the employee must seek medical care that is not covered under the County's health insurance coverage because he or she is out of town)
- ❑ Mini bar refreshments
- ❑ Personal reading material (i.e. magazines, newspapers, books)
- ❑ Saunas or massages
- ❑ Souvenirs or personal gifts
- ❑ Individual's check fees
- ❑ Employee consumables, appliances, and furnishings – the purchase of employee consumables (beverages, food, plates, cups, etc) for recurring staff meetings and or personal use are non-reimbursable. The purchase or payment of appliances and furnishings is allowed if they are part of a prior approved business function or the items are placed in a common area for general use by all (example: lunch area).
- ❑ Other expenses not directly related to the performance of County business

Travel Insurance

The following is a brief description of the insurance the County carries to cover employees on official travel. Questions relating to coverage of employees, non-employees or to whether certain travel qualifies for insurance purposes should be directed to the Risk Management personnel located within the Human Resources Department.

Business Travel Insurance:

The County maintains health, short term Disability, Life Insurance and Workers Compensation on all County employees. Circumstance and State law dictate application.

Rental Car Insurance:

The County provides liability coverage for employees when they are renting a vehicle for County business. However, employees shall purchase collision damage insurance from the rental company directly, as this cost will be reimbursed. Spouses, friends, and other non-employees are not covered under the County's insurance.

Personal Automobiles:

County employees using their own automobile to travel on official County business should maintain adequate insurance for their protection and for the protection of any passengers.

The County will not reimburse employees for any vehicle repair costs or the deductible portion of their insurance coverage. If driving your own vehicle, your policy covers vehicle damage and is primary for liability.

Personal Property:

The County maintains no insurance for loss or damage to personal property while an employee is traveling on official County business. Any loss or damage is at the risk of the employee.

County Property:

Any individual traveling with County property should contact the County's Risk Management Office to determine whether insurance should be purchased prior to travel, as the County does not automatically insure equipment for travel.

Relocation and Interview Expenses

Approval must be obtained from the County Commissioners to permit payment of any expense in connection with interviewing applicants for County positions. Department/Division personnel must provide justification regarding reimbursement request of interview candidates. All job applicant interview candidates must conform to transportation, meal, and lodging policies maintained by the County.

The following should be considered to ensure that allowing reimbursement is in the best interest of the County:

1. Job market supply and demand for skills of the prospective employee.
2. Incentive for prospective candidates to interview for the position with or without reimbursement.
3. Other reasons unique to the County and/or position.

Consideration may be given to partial reimbursement, but all candidates must be given the same consideration.

The County Commissioners may also consider relocation and temporary lodging expense for newly hired employees.

Payment Options

The County offers four methods of payment to assist individuals who incur business expenses on behalf of the County:

- ❑ Purchasing card
- ❑ Prepayments
- ❑ Advances
- ❑ Reimbursements

These payment methods are available to assist in reducing the amount that any individual should have to pay out of their own monies prior to being reimbursed by the County. However, some out-of-pocket expenses should not be considered unusual.

Purchasing Card:

The County offers a purchasing card to full-time personnel and elected officials who are required to travel or expend on behalf of the County. The purchasing charge card program is designed to provide employees with a convenient method to account for County approved travel and other business expenses without impacting the spending limits of their own personal cards.

The purchasing card helps to reduce the practice of issuing cash and check advances to eligible employees. Cards may be acquired from the program administrator located in the Budget and Finance Department. Please refer to the purchasing card policy for more detail.

Employees are expected to use the card to charge lodging, meals and other County approved business expenses. The Business Expense Policy applies to all business incurred utilizing a County purchasing card. Cardholders should also refer to the Purchasing Card Policy to familiarize themselves with what is and is not allowable to be purchased using the Purchasing Card.

Usage - The County sponsored charge cards are intended to be used only for expenses incurred in connection with official County business with the following restrictions:

- ❑ The County purchasing card may not be used to purchase any goods or services that require a County purchase order.
- ❑ The County Purchasing Card is to be used only by the holder. Under no circumstances should two separate cards be used to make a single purchase to avoid purchasing policy thresholds.
- ❑ Under no circumstance can the card be used for personal charges. This could result in termination or suspension of either or both your card and your job.
- ❑ The County is exempt from States Sales Tax in Maryland. The tax-exempt number is 30001292 and is included on the face of the purchasing card.

Responsibility – The County has liability for expense charges on the Purchasing Credit Card by the employee. It is the responsibility of the individual charge card holder to

submit a business expense report with receipts to the Office of Budget and Finance in a timely manner.

The County will not remit payment on an individual's behalf directly to any charge company.

The County encourages individuals to use the purchasing credit card whenever possible, thus reducing the need for prepayments or advances.

Termination of Card Privileges – In certain instances employees' purchasing card privileges can be terminated if one of the following occurs:

- Termination of employment from the County.
- Improper use of purchasing card. (i.e. personal use, inappropriate charges)

Under either occurrence the employee will promptly settle any remaining balances and return the card to the Department of Budget and Finance program administrator. Upon termination of employment or misuse of the card the Department of Budget and Finance will cancel all privileges associated with the card.

Prepayments:

A prepayment is a payment to a third party for services rendered in the future. A typical travel related prepayment would be registration or hotel prepayment. This may be paid by either the purchasing card or check issue.

If the County has prepaid an expense and the trip, event, or conference is canceled, a refund should be sought. Once the refund is received, it must be deposited back into the account from which the prepayment was paid.

Advances:

The County will provide cash advances for employees traveling or entertaining on behalf of the County for incidental, out-of-pocket travel expenses, such as, tips, taxis and meals not chargeable to the purchasing card. Cash advances will not be issued for airfare, lodging, conference fees, or other substantial costs that can be prepaid, prearranged, invoiced, or charged on the purchasing card.

Advances for anticipated out-of-pocket expenses will generally be issued no earlier than two weeks prior to departure and are to be used only during the travel period. The individual acknowledges by receipt of advance that it is his or her responsibility to account to the County for the amount of the advance and to repay the County for any unsubstantiated or disallowed amounts.

The advance of funds must be accounted for on the Business Expense Form to be completed at least monthly. The County will not process advances, prepayments, or reimbursements to an individual who has failed to account for a previous advance.

If the advance has not been accounted for within 90 days, the following restrictions will apply:

- Suspending of cash advance, purchasing card and or reimbursement privileges.
- The unreconciled advance will be reported to the Internal Revenue Service, as required by federal law, as taxable compensation
- Once an unsettled advance has been added to the individuals' taxable wages, it cannot be reversed even if settled.

In addition, if the funds have not been accounted for, the County will also begin collection of the outstanding amount by deductions from payroll or by other means determined necessary.

Reimbursements:

In order to be reimbursed for expenses an individual must complete a Business Expense Report with receipts attached. The completed report and accompanying information must be turned in at least monthly with monthly P-card statement.

Receipt Requirements

Receipts:

Individuals traveling and/or entertaining on official County business are required to submit dated original receipts for business related expenses. The County understands that in certain circumstances receipts are not always available (i.e. taxi cab or parking meters). However, the County expects the individual to provide receipts in most instances.

The County requires an individual traveling on official County business to submit the following documentation to substantiate expenses:

- Air or Rail transportation – original ticket receipt
- Hotel – original hotel folio showing breakdown of expense, including detail on any room charges outside of normal taxes and fees.
- Car Rental – car rental agreement receipt showing the breakdown of costs, i.e. daily rate, taxes, city, surcharge, etc.
- Personal Car Usage – receipts for tolls and parking and daily mileage log, if appropriate. Employees requesting reimbursement from in-town travel must maintain a monthly travel log, as support for the reimbursement request and shall submit the request at least monthly. If no travel log is provided no reimbursement will be made.

- ❑ Meals and Entertainment – credit card or cash register receipt showing the breakdown of items will be accepted as proper documentation. Restaurant tear tabs are not proper documentation. All receipts must include the name, location, date, and dollar amount.

Missing or Lost Receipts:

An individual incurring business expense that loses a required receipt should seek a duplicate and submit it stating that the original was lost. When either of these occurrences takes place the individual must complete and sign a missing receipt affidavit signed by both the individual and the department head.

Should the County reimburse business expense in the absence of adequate supporting documents, the individual may be required to report the County's payment of those expenses as income on the applicable federal income tax return under IRS guidelines.

Expense Reporting

The County requires all individuals to complete a 'Business Expense Report'. All expenses whether paid by credit card, cash, prepayments, or advance payments are to be accounted for on this report at least on a monthly basis.

Employees seeking reimbursement for *mileage from daily runs* within the County boundaries are required to submit their reimbursement request *on a monthly basis* along with their mileage logs.

The following forms needed to comply with this policy may be obtained on the County Outlook folders (Public Folders\Budget & Finance\Forms) or from the Office of Budget and Finance:

- ❑ Form - Business Expense Report Form
- ❑ Form - Business Meal Worksheet
- ❑ Form - Mileage Log Reimbursement Form
- ❑ Form - Missing Receipt Affidavit
- ❑ Form – International Travel Authorization Form

Individuals who comply with the policies and procedures set forth in this manual, keep accurate daily records, obtain the required receipts, and submit signed Business Expense Reports to the County are not required to report and substantiate travel advances and reimbursements on their federal tax returns. Nor is the County required to report the amounts of such advances or reimbursements to the Internal Revenue Service as income to the individual. On the other hand, unsubstantiated advances and reimbursements may be reportable as income by the individual, and the County under certain circumstances may have to notify the Internal Revenue Service of such payments. If an advance and reimbursement are reported as income and the individual claims a deduction for them, the Internal Revenue Service may disallow deductions claimed for travel expenses that are not adequately substantiated. It is, therefore, in each individual's best interest to

submit a signed Business Expense Report and appropriate receipts for each trip as defined in this policy.



Washington County, Maryland
Missing Receipt Affidavit

Airline Ticket Receipts

Attached is a copy or fax of the airline ticket receipt

I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt and have provided one of the following:

- A copy of the Corporate Credit Card record of receipt
- A copy of the itinerary invoice and form of payment (I.e., credit card statement, cancelled check)

Hotel Folio

Attached is a copy or fax of the hotel folio

I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information:

<i>Date</i>	<i>Hotel</i>	<i>City and State</i>	<i>Arrival Date</i>	<i>Departure Date</i>	<i>Rate</i>	<i>Total</i>

Car Rental Agreement

Attached is a copy or fax of the car rental agreement.

I certify that I have contacted the car rental agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:

<i>Date</i>	<i>Rental Company</i>	<i>City and State</i>	<i>Arrival Date</i>	<i>Departure Date</i>	<i>Rate</i>	<i>Total</i>

Meals

Attached is a copy or fax of the meal receipt.

I certify that I have contacted the restaurant and was unable to obtain a copy of the meal receipt. Please reimburse me based on the following information:

<i>Date</i>	<i>Restaurant</i>	<i>City and State</i>	<i># people</i>	<i>Breakfast, Lunch, or Dinner</i>	<i>Total</i>

Miscellaneous

Attached is a copy or fax of the miscellaneous expense.

I certify that I was unable to obtain a copy of the miscellaneous receipt. Please reimburse me based on the following information:

<i>Date</i>	<i>Description of Expense</i>	<i>Place of Expenditure</i>	<i>Total</i>

I the undersigned, certify that each expense described above, was (a) lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Washington County Government or any other organization for reimbursement or tax purposes.

Signature of Payee/Cardholder _____ Date _____

Authorized Signature _____ Date _____

Washington County, Maryland- Overnight Travel Authorization Form			
<i>This form must be submitted and approved prior to travel</i>			
Traveler Information			
Current Date		Travelers Name	
Department Name		Department Number	
Travel Details			
Purpose of Travel			
Name of Function / Event			
Destination			
Departure Date		Return Date	
Benefit to the County:			
<i>*Attach event agenda or course description if available.</i>			
Cost Estimates			
	Cost	Additional Information	
Air Fare	0.00		
Mileage	0.00		
Other Transp	0.00		
Lodging	0.00		
Meals	0.00		
Registration	0.00		
Other	0.00		
Total	0.00		
Request for Travel Advance			
	Circle One		
Request for Travel Advance?	Yes	No	
If you answered "No" to the above, you have completed this section. Move forward to Approvals and Acknowledgement. If you answered "Yes", please continue to complete this section.			
Do you have a P-Card?	Yes	No	
Amount of Request	0.00		
Account Number	XXXXXX		
Common Account Numbers - Mileage - 505160; Air Fare, Transportation, Lodging, Meals - 505230; Seminars/Conventions - 520040; Certification Classes - 520010; Other - Refer to Chart of Accounts			
Approvals and Acknowledgment			
I certify that the travel is necessary and directly related to the conduct of County business.			
	Employee Signature		Date
	Department Head / Division Director		Date
	County Administrator Signature		Date

Washington County, Maryland- Overnight Travel Authorization Form

This form must be submitted and approved prior to travel

Traveler Information

Current Date _____	Travelers Name _____
Department Name _____	Department Number _____

Travel Details

Purpose of Travel _____	
Name of Function / Event _____	
Destination _____	
Departure Date _____	Return Date _____
Benefit to the County: _____	

**Attach event agenda or course description if available.*

Cost Estimates

	Cost	Additional Information
Air Fare	0.00	
Mileage	0.00	
Other Transp	0.00	
Lodging	0.00	
Meals	0.00	
Registration	0.00	
Other	0.00	
Total	0.00	

Request for Travel Advance

	Circle One
Request for Travel Advance?	Yes No
If you answered "No" to the above, you have completed this section. Move forward to Approvals and Acknowledgement. If you answered "Yes", please continue to complete this section.	
Do you have a P-Card?	Yes No
Amount of Request	0.00
Account Number	XXXXXX

Common Account Numbers - Mileage - 505160; Air Fare, Transportation, Lodging, Meals - 505230; Seminars/Conventions - 520040; Certification Classes - 520010; Other - Refer to Chart of Accounts

Approvals and Acknowledgment

I certify that the travel is necessary and directly related to the conduct of County business.

Employee Signature _____	Date _____
Department Head / Division Director _____	Date _____
County Administrator Signature _____	Date _____



Agenda Report Form

Open Session Item

SUBJECT: Update on Projects in South County

PRESENTATION DATE: July 10, 2018

PRESENTATION BY: Scott Hobbs, Director and Andrew Eshleman, Chief of Design,
Division of Engineering, Jim Sterling, Director of Public Works

RECOMMENDED MOTION: N/A.

REPORT-IN-BRIEF: South County experienced significant flooding and damage to numerous roads and structures in May. The County has worked to expedite several projects and developed a plan to address the remaining public infrastructure issues in South County.

DISCUSSION: The work at Chestnut Grove Road has been on-going since June 25. This is a 50 calendar day project with the anticipated road opening in August. The geotechnical work has been completed at Garretts Mill Road Bridge and the design-build project was advertised last week. The County is utilizing an incentive/disincentive clause that may allow for a shorter duration project by 30 days. Currently the schedule has the contract completion in late March 2019. Due to this extended road closure, the County has been in discussion with the Department of Natural Resources (DNR) about the right-of-way along the old railroad between Garretts Mill Road at the bridge and Valley Road. The County has requested that DNR allow temporary public access along this corridor dependent on the County maintaining the road to acceptable standards and providing traffic calming measures to ensure the safety of the traveling public. Public notices will be made if and when this alternate route becomes available.

FISCAL IMPACT: These repair costs are reimbursed at a minimum 75 federal / 25 local share.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL TO BE USED: N/A