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BOARD OF COUNTY COMMISSIONERS

December 11, 2018

OPEN SESSION AGENDA

- 09:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES – November 27, 2018
- 09:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 09:15 A.M. REPORTS FROM COUNTY STAFF
- 09:25 A.M. CITIZENS PARTICIPATION
- 09:35 A.M. QUARTERLY REPORT AND REVENUE UPDATE - *Sara Greaves, Chief Financial Officer*
- 09:40 A.M. WASHINGTON COUNTY BLACK FLY CONTROL PROGRAM – *Delegate Neil Parrott*
- 09:50 A.M. MARYLAND THEATRE FUNDING REQUEST – *Jessica Green, Executive Director, The Maryland Theatre, and Benito Vattelana, Board President, The Maryland Theatre*
- 10:05 A.M. INTERGOVERNMENTAL COOPERATIVE PURCHASE (INGT-18-011) – SIX (6) 2019 CHEVROLET TAHOE POLICE PURSUIT VEHICLES FOR THE WASHINGTON COUNTY SHERIFF'S DEPARTMENT – *Brandi Naugle, CPPB, Buyer, Purchasing Department, and Cody Miller, Property Planning, Fleet Management, and Grants Manager, Washington County Sheriff's Department*
- 10:10 A.M. CONSTRUCTION BID AWARD – TRANSIT BUS SHELTERS – *Scott Hobbs, P.E., Director, Division of Engineering*
- 10:15 A.M. BRIEF THE BOARD ON THE COUNTY'S HIRING PROCEDURES – *Deb Peyton, Director, Health & Human Services*
- 10:25 A.M. ETHICS COMMISSION MEMBERS – APPOINTMENT PROCESS – *Cort Meinelschmidt, County Commissioner*

10:30 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 consult with counsel to obtain legal advice on a legal matter; To consult with staff, consultants, or other individuals about pending or potential litigation; to consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; and to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the development of fire and police services and staff; and (ii) the development and implementation of emergency plan.)

12:15 P.M. ADJOURNMENT

*Board of County Commissioners have been invited to attend the “Annual Washington County Department of Social Services Holiday Luncheon”
Location: 122 North Potomac Street, Hagerstown MD*



Agenda Report Form

Open Session Item

SUBJECT: Quarterly Report and Revenue Summary

PRESENTATION DATE: December 11, 2018

PRESENTATION BY: Sara Greaves, Chief Financial Officer

RECOMMENDATION: For informational purposes

REPORT-IN-BRIEF: The Office of Budget and Finance would like to brief the commissioners on the first quarter report for FY2019 and the most current monthly revenue summary.

DISCUSSION: A quarterly report is provided to the commissioners for quarters 1 through 3 of each fiscal year. This report provides the commissioners with real time data and budget to actual comparisons of major revenues and expenditures. It also provides economic data including unemployment rates and housing statistics.

In addition, each month the commissioners receive a revenue summary which provides the County's position on major revenue sources. This summary also provides a year-end projection based on the current budget to actual trend. This is meant to be a soft projection and will become more reliable as the year progresses.

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Quarterly Report September 2018

AUDIO/VISUAL NEEDS: None

FISCAL & ECONOMIC UPDATE

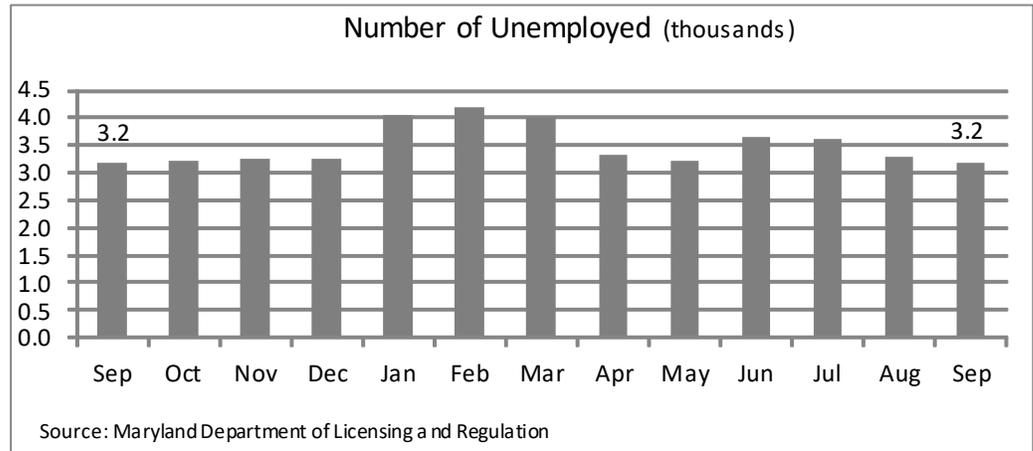
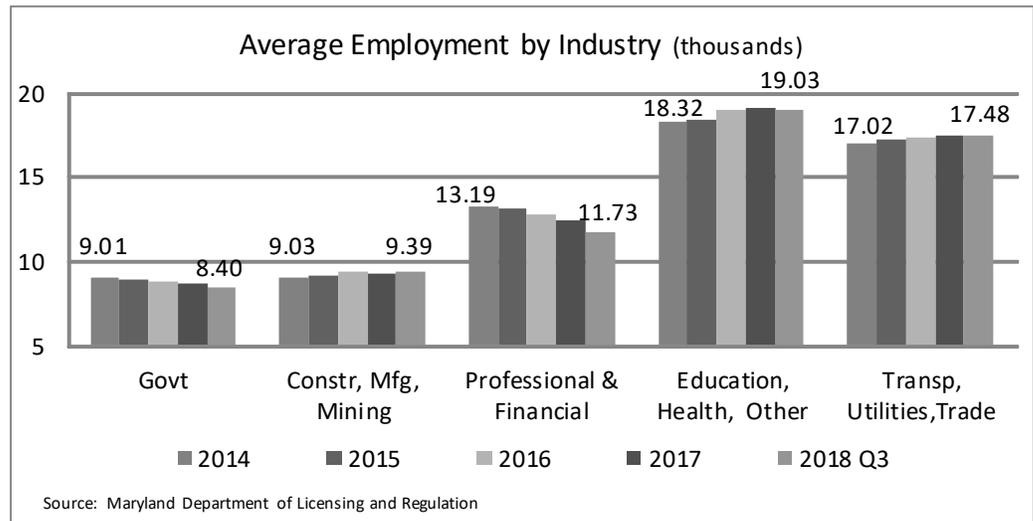
MAJOR ECONOMIC TRENDS

Inside this Report:

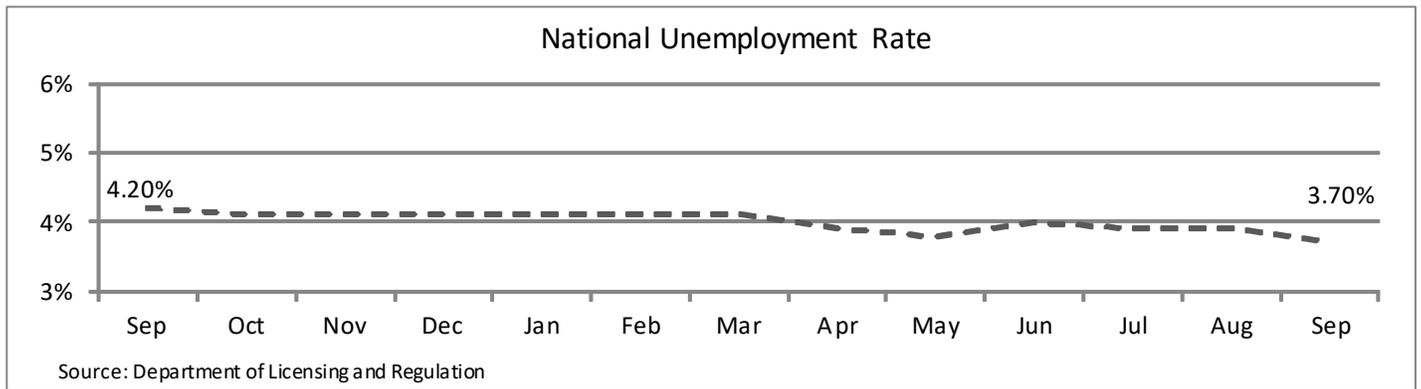
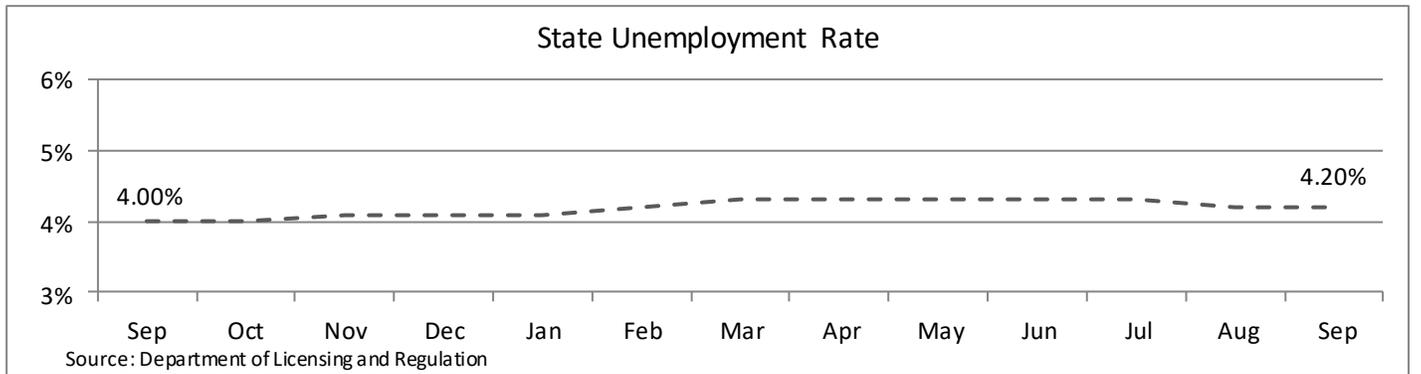
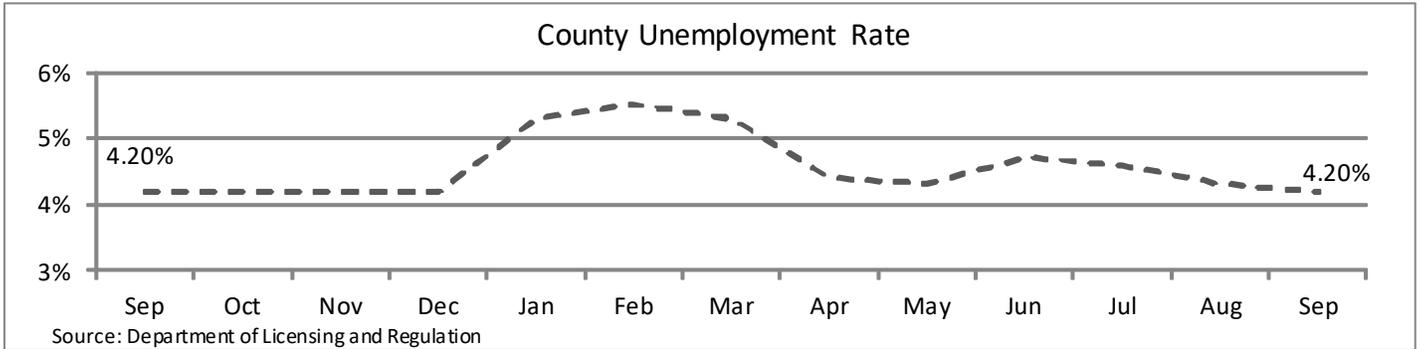
Employment Data	1
Earnings Data	2
Spending Data	3
Housing Data	4
Revenue Trends	5
Summary of Major Expenditure Trends	6
Projected Outstanding Debt June 30, 2019	7
Statement of Purpose	8

The following economic and community data trendlines display changes in data over time. Specifically, they show whether a particular set of data has increased or decreased over a certain period. Trendlines offer a simple way to identify or confirm changes in indicators, usually based on one, three, or five year periods of observation. This section offers trendline summaries which offer a snapshot of information and measure its recent economic and community performance on important metrics. Information presented in this section is based on the most recent data available at report date.

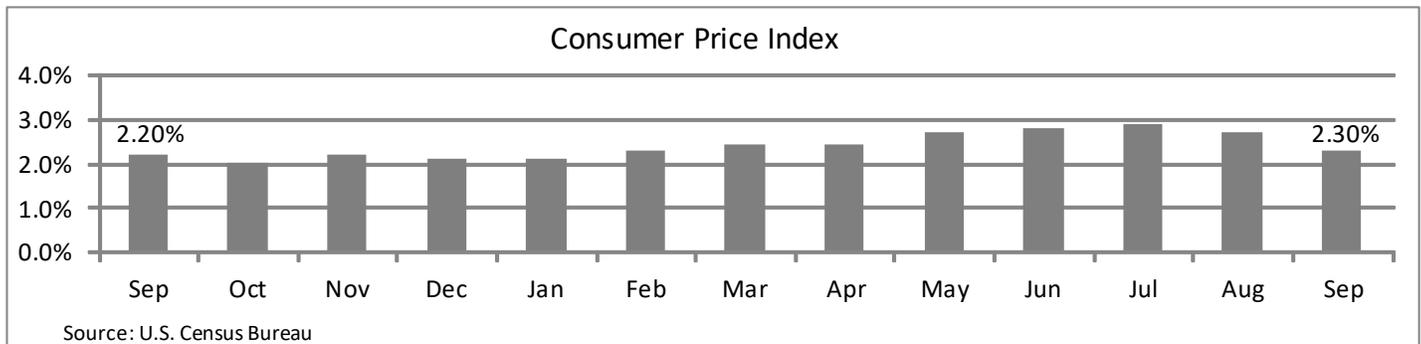
EMPLOYMENT DATA

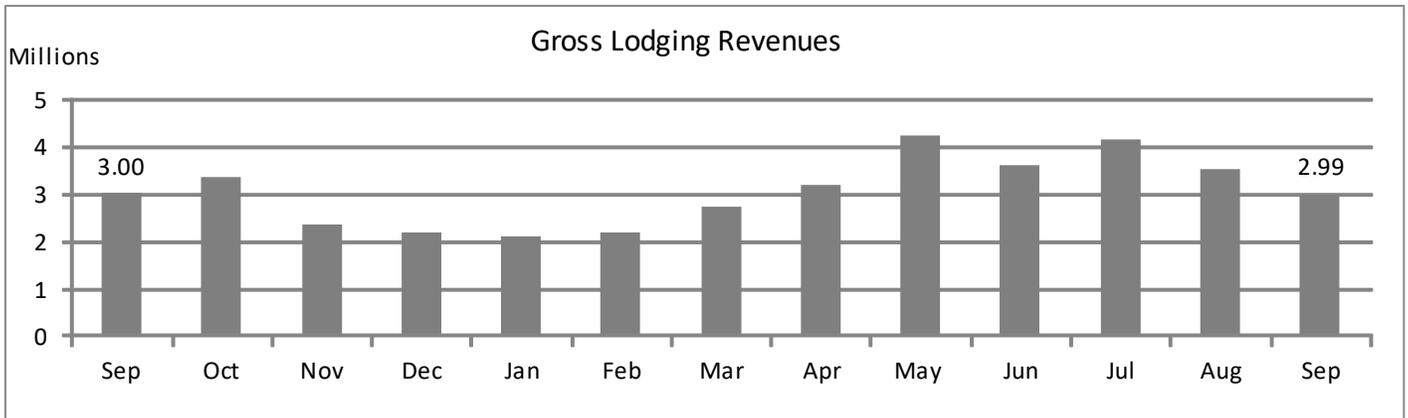
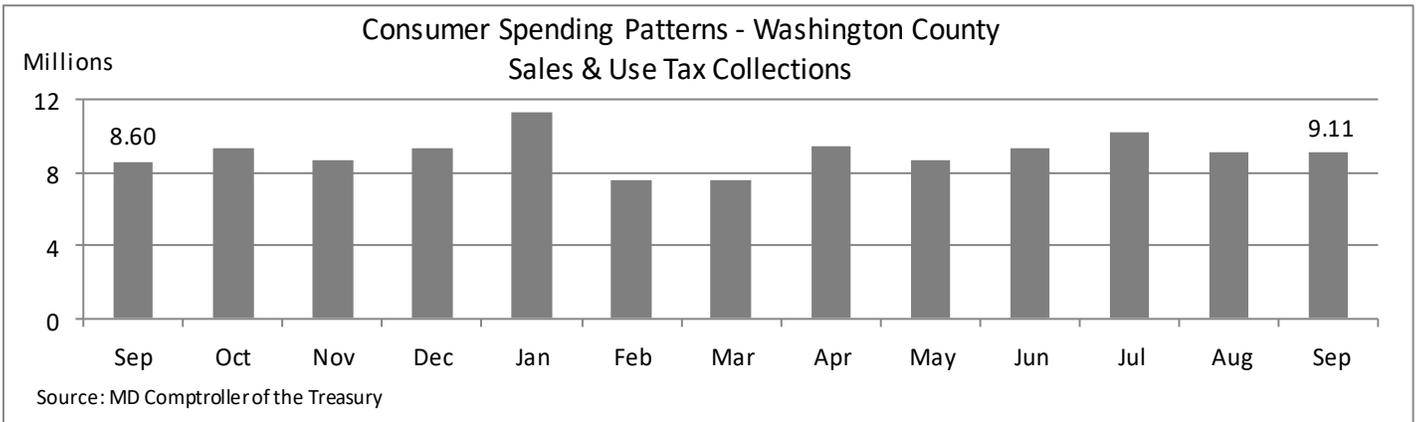
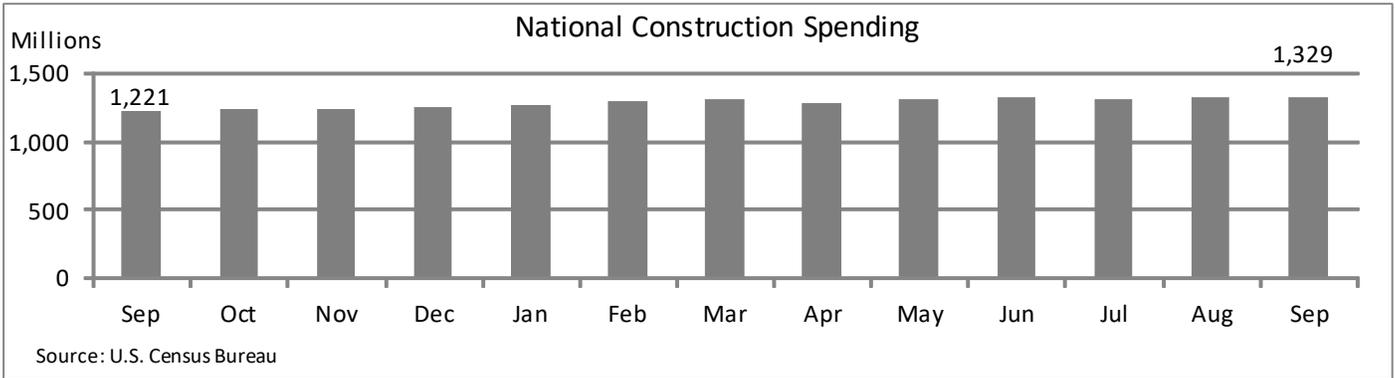


EMPLOYMENT DATA (CONTINUED)

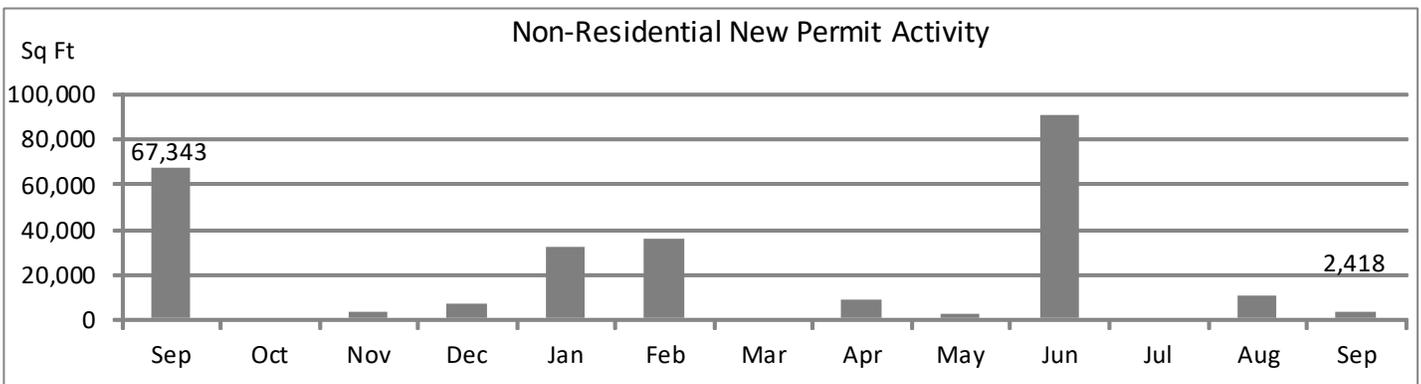


SPENDING DATA

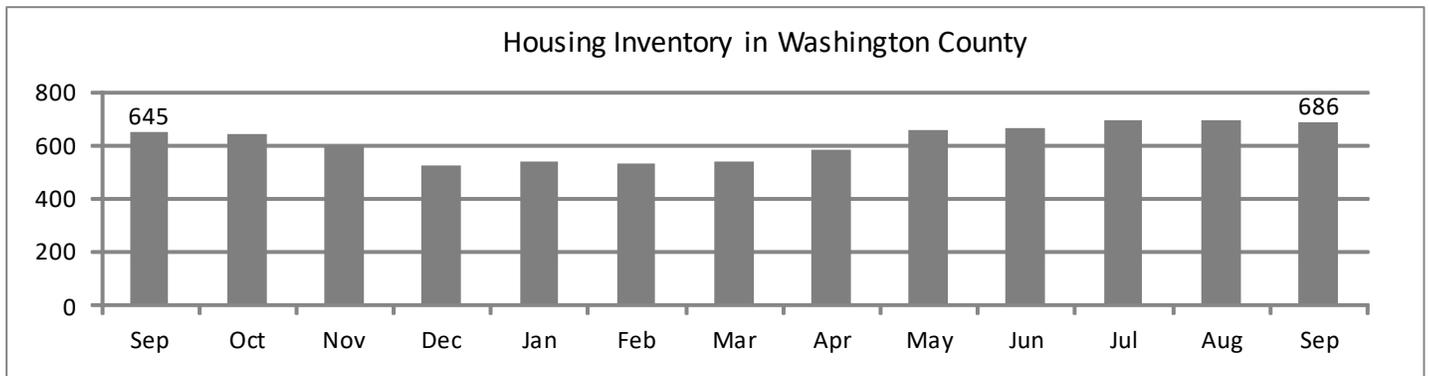
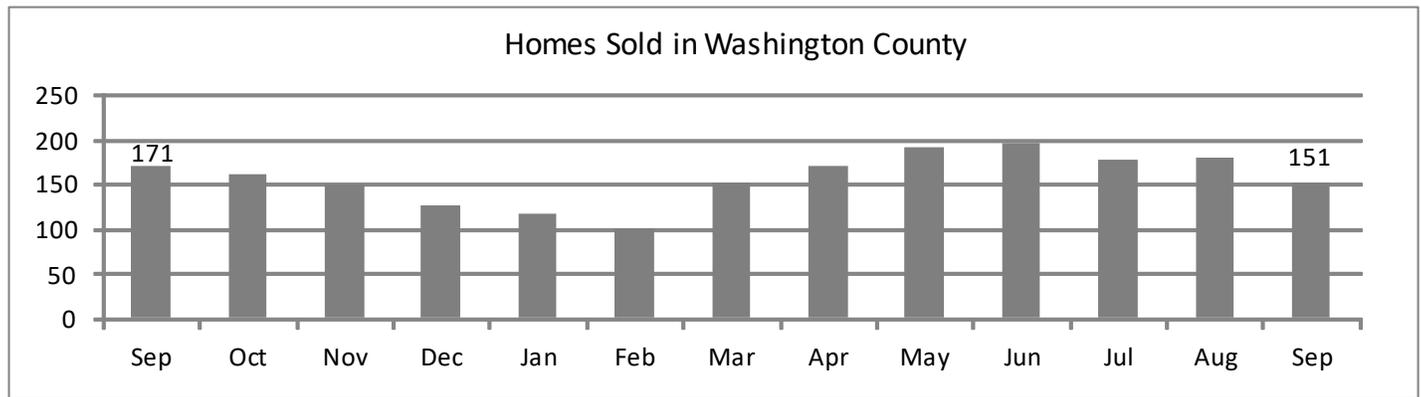
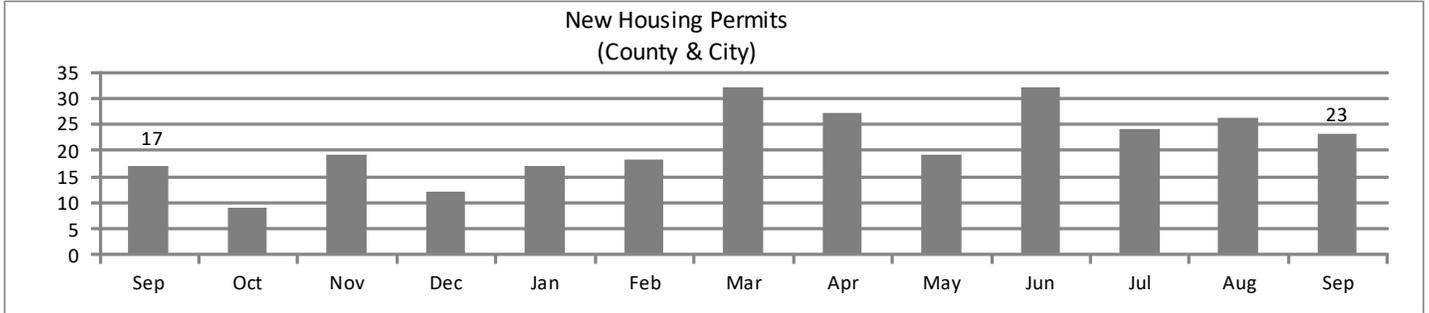




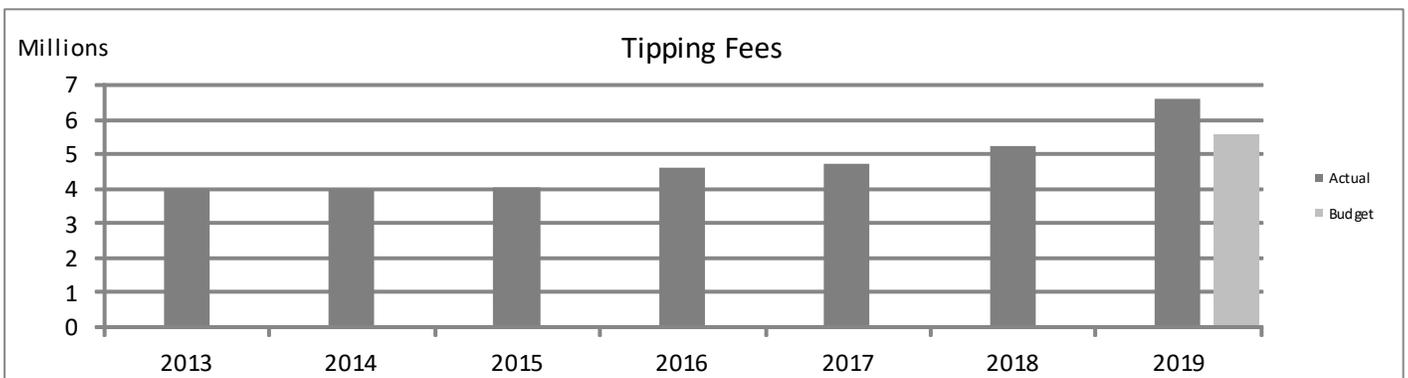
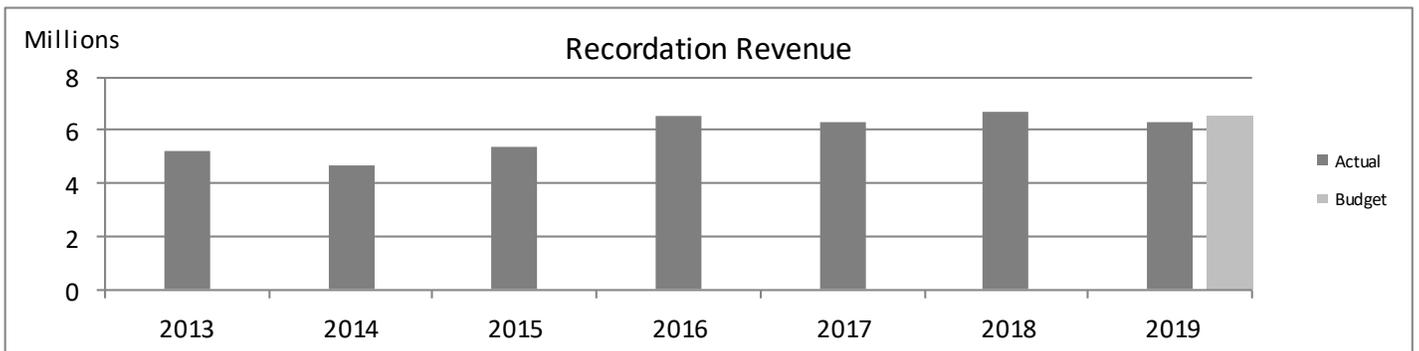
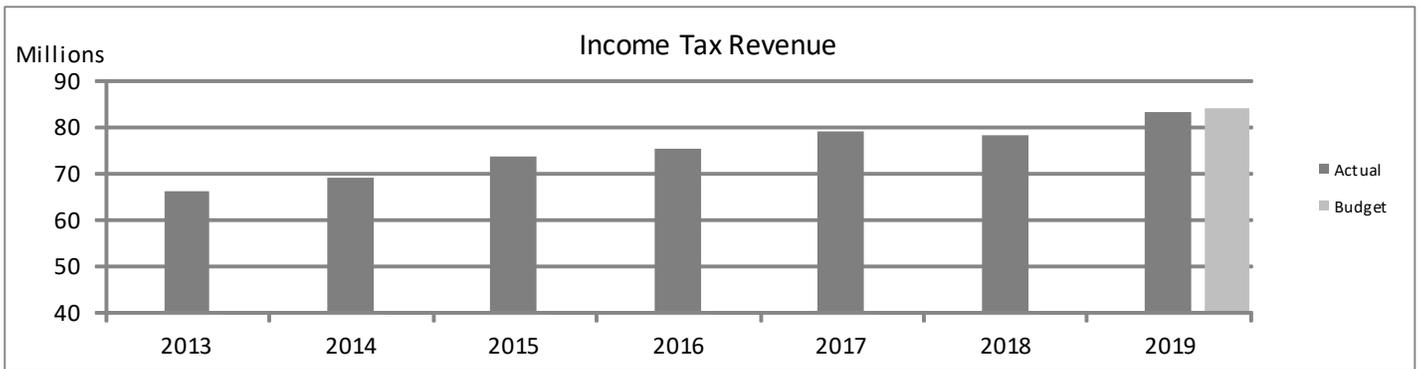
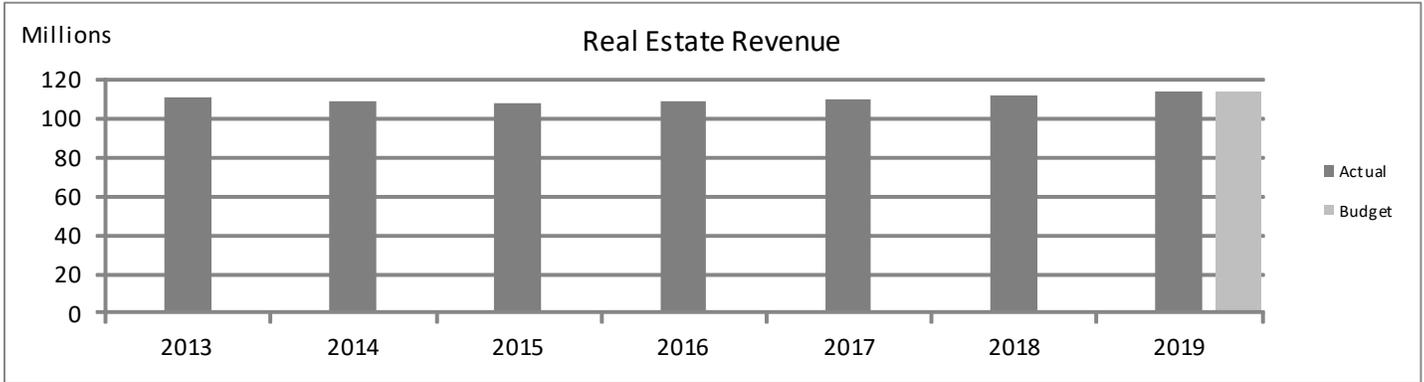
PERMIT DATA



HOUSING DATA



REVENUE TRENDS

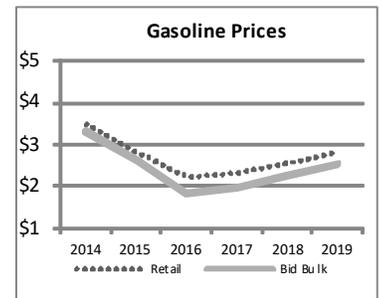


SUMMARY OF MAJOR EXPENDITURE TRENDS

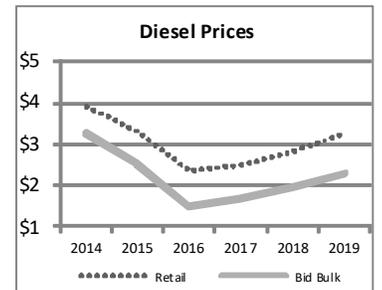
Operating Activity by Major Fund (in millions)					
Fund	Budget	Spent	Encumbered	Unexpended	% Expended
General	231.4	63.9	3.7	163.8	28%
Highway	11.2	2.3	0.2	8.6	20%
Solid Waste	8.1	1.7	2.1	4.4	20%
Water	1.5	0.3	0.0	1.1	20%
Sewer	12.7	2.9	0.1	9.6	23%
Transit	2.6	0.6	0.1	1.8	24%
Airport	2.0	0.4	0.1	1.5	20%
Golf Course	1.2	0.3	0.0	0.9	26%
Total	270.5	72.4	6.4	191.7	27%

The table to the left compares major year-to-date expenditure activity to budgeted funding. It incorporates the variance by dollar and percentage along with total expenditure activity. Funds expended and encumbered should average around 25%, if not subject to seasonal or recurring charges.

Fuel Purchased and Weighted Average Price Per Gallon				
Area	Gasoline		Diesel	
	Gallons Purchased	Average Cost	Gallons Purchased	Average Cost
Airport	1,207	2.57	552	2.29
Golf Course	2,443	2.48	1,880	2.37
Highway	29,187	2.38	33,918	2.19
Parks	6,785	2.55	1,062	2.35
Solid Waste	500	2.52	14,700	2.18
Transit	0	0	21,600	2.20
Public Safety	35,605	2.55	1,138	2.42
Water Quality	7,568	2.57	3,768	2.37
Weighted Average		2.53		2.28
Budgeted Unit Price		2.50		2.25

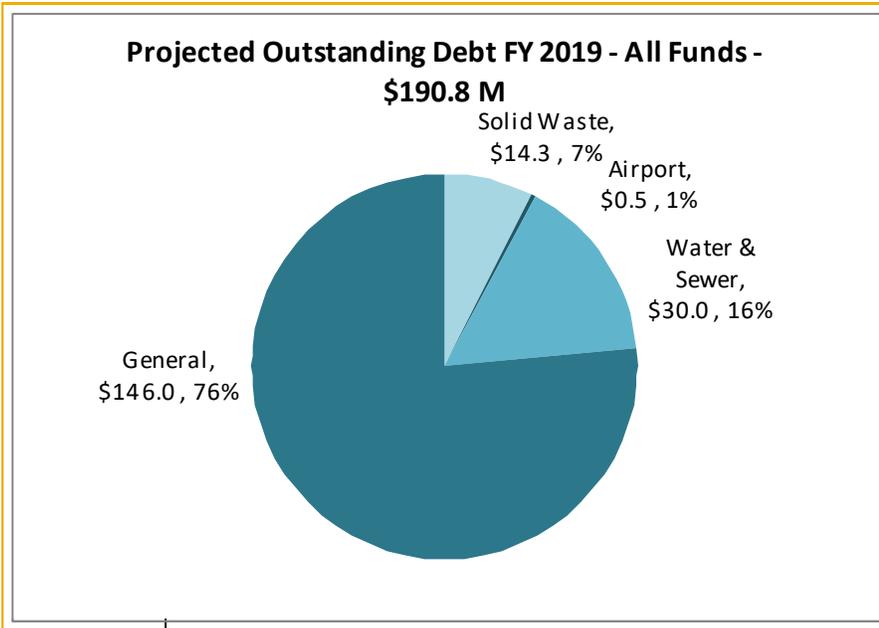


Source: retail price from eia.gov

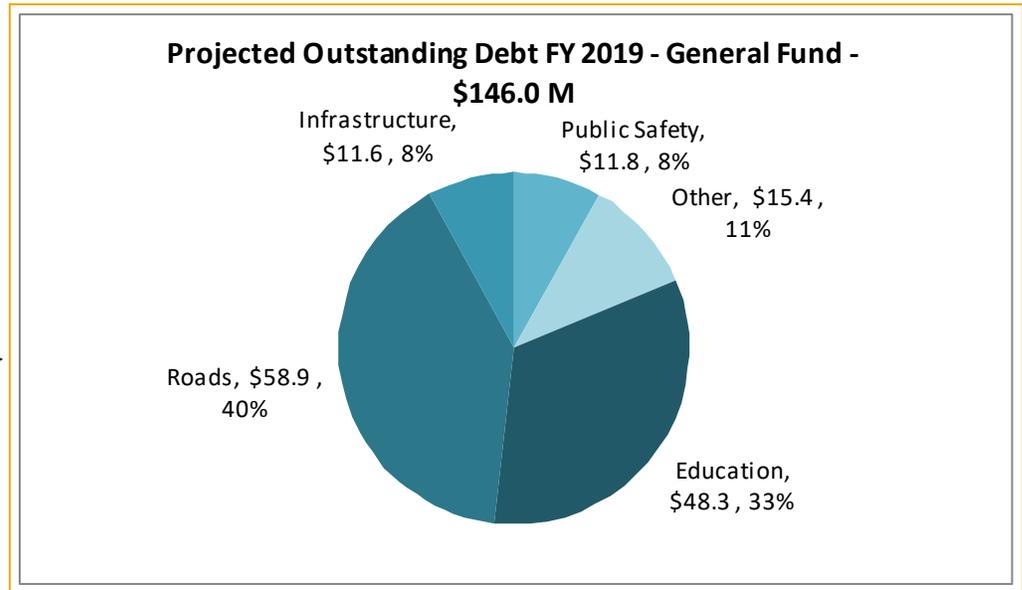


Source: retail price from eia.gov

PROJECTED OUTSTANDING DEBT JUNE 2019



The charts to the left represent current outstanding debt and anticipated borrowing for the current fiscal year ended 2019. Final determination of new bond issue amounts are typically made in the 4th quarter of the fiscal year barring any change in issuance patterns.



Bond Ratings	
Rating Agency	Fiscal Year 2018
	Rating
Standard & Poor's	AA+
Moody's	Aa1
Fitch	AA+



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STATEMENT OF PURPOSE

This report is designed to communicate the County's major financial trends for the indicated period since the issuance of the prior audited financial statements.

This report is interim in nature and abbreviated in that it does not include details for all the various funds maintained by the county. Additionally, this report omits many of the required note disclosures typically found in a fiscal year-end financial statement report. The information contained here is intended to allow management to make limited assessments of near-term trends that may have an

impact on operations and financial results. Management views this interim period as an integral part of the annual period.

The report includes information regarding some of the more notable recent developments that may impact County finances, along with summarized information relating to various operations within the county and the economic trends. This report is general in nature. The reader is cautioned that it does not provide the level of detail nor the comprehensive scope found in a fiscal year-end financial statement. Those desir-

ing or needing such information should contact The Office of Budget and Finance.

We hope that you find this report informative and meaningful. If you have any questions regarding this report, please contact The Office of Budget and Finance at 240-313-2300.

This report is provided for general information use only. The information contained in the document speaks only as of its report date.



Open Session Item

SUBJECT: Washington County Black Fly Control Program

PRESENTATION DATE: December 11, 2018

PRESENTATION BY: Delegate Neil Parrott

RECOMMENDED MOTION: To Approve funding for the Black Fly Control Program

REPORT-IN-BRIEF: To request financial support to contribute to the cost of the Black Fly Control Program in Washington County, that will be used toward spraying the Black Flies in the Potomac River during warm weather months.

DISCUSSION: Black Flies form swarms that are attracted to both people and animals. They get in the eyes, ears, and mouth, and like mosquitos they seek blood by biting their victims. Many people have reactions to these bites, such as itchy and long lasting welts or full blown allergic reactions. Horses and other animals also suffer from the bites. Black Flies are a problem for a major part of the year, and we are finding that they are increasingly causing problems to tourist destinations and outdoor recreation areas, in addition to depriving residents of the overall enjoyment of their homes and property.

In 2016, H.B. 870 (“Black Fly Control Program”) provided for funding in FY 2018 to reduce the Black Fly population which has plagued the Potomac River basin particularly in Washington County as far as 15 miles or even more away from the river. This program allows the spraying of *Bacillus thuringiensis israelensis* (Bti), a naturally occurring bacterium lethal to black flies at the larval stage but harmless to other organisms in the river. This takes place by helicopter over the Potomac River, the main source of the black flies

With the Black Fly Control Program, the Washington County Delegation has heard from constituents that the program is working and they have seen a reduction in Black Flies in the county. As the State Budget is discussed and evaluated for FY 2020 by the Department of Budget and Management, I believe that the funding for Black Fly Control Program has a better chance of being approved if Washington County has also put financial support behind the project.

FISCAL IMPACT: \$25,000 – \$62,500

CONCURRENCES: Judy Warner

ALTERNATIVES: The State chooses not to fund the program because it does not have local support and the Black Flies continue to afflict Southern Washington County.

ATTACHMENTS: Cost sheet and Cost sheet explanation provided by the Department of Agriculture, PowerPoint Presentation on the Black Flies in Southern Washington County.

AUDIO/VISUAL NEEDS: PowerPoint Presentation

Explanation of the black fly control spreadsheet

Black fly larval habitat can be identified by identifying areas of white water, of riffles, in a large rivers.

On the Potomac River, the greatest source of black flies in Washington County is near Harper's Ferry. In the pilot program, we applied pesticides to 6 locations in the Harper's Ferry location. Two of these locations were below the confluence with the Shenandoah River and Four were above the confluence with the Shenandoah River. The cost of treating each of these sites is show in the spreadsheet. The cost of treating all six sites is shown in the spreadsheet. That cost is 207,667.20 dollars at an application cost of 130 per gallon. There are four other sites on the Potomac that will produce black flies when the water levels drop, likely in July, August and September. The cost of treating each of those four sites is \$6,246.24.

It is suggested that you add 50,000 dollars to these totals in order to hire someone to run this program. The person that runs this program should be given a Position Identification Number (PIN). *This may be necessary due to the workload and current limited resources within both DNR and MDA.*

Total Estimate for an entire season on the Potomac River- \$250,000.00

The insecticide to treat any river for black flies is Vectobac 12AS. This is a bacterial insecticide that has the active ingredient of *bacillus thuringiensis* variety *israelensis*. Also, the estimates here are based on average stream flow.

Site	Site - Below Shenandoah					Totals	
Potomac River	Month	Flow		Flow rate at this site	Gals Bti	Cost of just pesticide app @130.00/gal *	
Site 1. between 340 bridge and shenandoah river confluence.							
1	July	4,500			23.4	3042	
1	July	4,500			23.4	3042	
1	August	4,100			21.32	2771.6	
1	August	4,100			21.32	2771.6	
1	September	3,900			20.28	2636.4	
1	September	3,900			20.28	2636.4	
1	May	12,000			62.4	8112	
1	May	12,000			62.4	8112	
1	June	8,000			41.6	5408	
1	June	8,000			41.6	5408	
	Cost for this site						43940
Site 2. between 340 bridge and shenandoah river confluence.							
1	July	4,500			23.4	3042	
1	July	4,500			23.4	3042	
1	August	4,100			21.32	2771.6	
1	August	4,100			21.32	2771.6	
1	September	3,900			20.28	2636.4	
1	September	3,900			20.28	2636.4	
1	May	12,000			62.4	8112	
1	May	12,000			62.4	8112	
1	June	8,000			41.6	5408	
1	June	8,000			41.6	5408	
	Cost for this site						43940
Site 3. Above confluence of Shanandoah and Potomac (the flow at Point of Rocks - the flow of Shenandoah at Milville = the flow rate at this location).							
3	July	4,500	1,440	3,060	15.912	2068.56	
3	July	4,500	1,440	3,060	15.912	2068.56	
3	August	4,100	1,510	2,590	13.468	1750.84	
3	August	4,100	1,510	2,590	13.468	1750.84	

Site	Site - Below Shenandoah				Totals	
Potomac River	Month	Flow		Flow rate at this site	Gals Bti	Cost of just pesticide app @130.00/gal *
3	September	3,900	1,500	2,400	12.48	1622.4
3	September	3,900	1,500	2,400	12.48	1622.4
3	May	12,000	3,490	8,510	44.252	5752.76
3	May	12,000	3,490	8,510	44.252	5752.76
3	June	8,000	2,410	5,590	29.068	3778.84
3	June	8,000	2,410	5,590	29.068	3778.84
Cost for this site						29946.8
Site 4. Above confluence of Shanandoah and Potomac						
4	July	4,500	1,440	3,060	15.912	2068.56
4	July	4,500	1,440	3,060	15.912	2068.56
4	August	4,100	1,510	2,590	13.468	1750.84
4	August	4,100	1,510	2,590	13.468	1750.84
4	September	3,900	1,500	2,400	12.48	1622.4
4	September	3,900	1,500	2,400	12.48	1622.4
4	May	12,000	3,490	8,510	44.252	5752.76
4	May	12,000	3,490	8,510	44.252	5752.76
4	June	8,000	2,410	5,590	29.068	3778.84
4	June	8,000	2,410	5,590	29.068	3778.84
Cost for this site						29946.8
Site 5. Above confluence of Shanandoah and Potomac						
5	July	4,500	1,440	3,060	15.912	2068.56
5	July	4,500	1,440	3,060	15.912	2068.56
5	August	4,100	1,510	2,590	13.468	1750.84
5	August	4,100	1,510	2,590	13.468	1750.84
5	September	3,900	1,500	2,400	12.48	1622.4
5	September	3,900	1,500	2,400	12.48	1622.4
5	May	12,000	3,490	8,510	44.252	5752.76
5	May	12,000	3,490	8,510	44.252	5752.76
5	June	8,000	2,410	5,590	29.068	3778.84
5	June	8,000	2,410	5,590	29.068	3778.84

Site	Site - Below Shenandoah						Totals
Potomac River	Month	Flow		Flow rate at this site	Gals Bti	Cost of just pesticide app @130.00/gal *	
	Cost for this site						29946.8
Site 6. Above confluence of Shanandoah and Potomac							
6	July	4,500	1,440	3,060	15.912	2068.56	
6	July	4,500	1,440	3,060	15.912	2068.56	
6	August	4,100	1,510	2,590	13.468	1750.84	
6	August	4,100	1,510	2,590	13.468	1750.84	
6	September	3,900	1,500	2,400	12.48	1622.4	
6	September	3,900	1,500	2,400	12.48	1622.4	
6	May	12,000	3,490	8,510	44.252	5752.76	
6	May	12,000	3,490	8,510	44.252	5752.76	
6	June	8,000	2,410	5,590	29.068	3778.84	
6	June	8,000	2,410	5,590	29.068	3778.84	
	Cost for this site						29946.8
	Total for Harper's Ferry area.						207667.2

* In FY2018, the lowest bidder bid 80.95 per gallon nad we paid 37.50 per gal of pesticide. If the contractor supplies the insecticide 130.00 per gal is likely.

Shepardstown **

7	July	1,580			8.216	1068.08
7	July	1,580			8.216	1068.08
7	August	1,510			7.852	1020.76
7	August	1,510			7.852	1020.76
7	September	1,530			7.956	1034.28
7	September	1,530			7.956	1034.28

6246.24

Williamsport **

8	July	1,580			8.216	1068.08
8	July	1,580			8.216	1068.08
8	August	1,510			7.852	1020.76
8	August	1,510			7.852	1020.76

Site	Site - Below Shenandoah				Totals	
Potomac River	Month	Flow	Flow rate at this site	Gals Bti	Cost of just pesticide app @130.00/gal *	
8	September	1,530		7.956	1034.28	
8	September	1,530		7.956	1034.28	6246.24
9	July	1,580		8.216	1068.08	
9	July	1,580		8.216	1068.08	
9	August	1,510		7.852	1020.76	
9	August	1,510		7.852	1020.76	
9	September	1,530		7.956	1034.28	
9	September	1,530		7.956	1034.28	6246.24
10	July	1,580		8.216	1068.08	
10	July	1,580		8.216	1068.08	
10	August	1,510		7.852	1020.76	
10	August	1,510		7.852	1020.76	
10	September	1,530		7.956	1034.28	
10	September	1,530		7.956	1034.28	6246.24

HB 870 – Black Fly Control Program

SPONSORED BY: DELEGATE NEIL PARROTT

THE HOUSE ENVIRONMENT AND TRANSPORTATION COMMITTEE

MARCH 2, 2016

Black Fly – *Simulium Jenningsi*



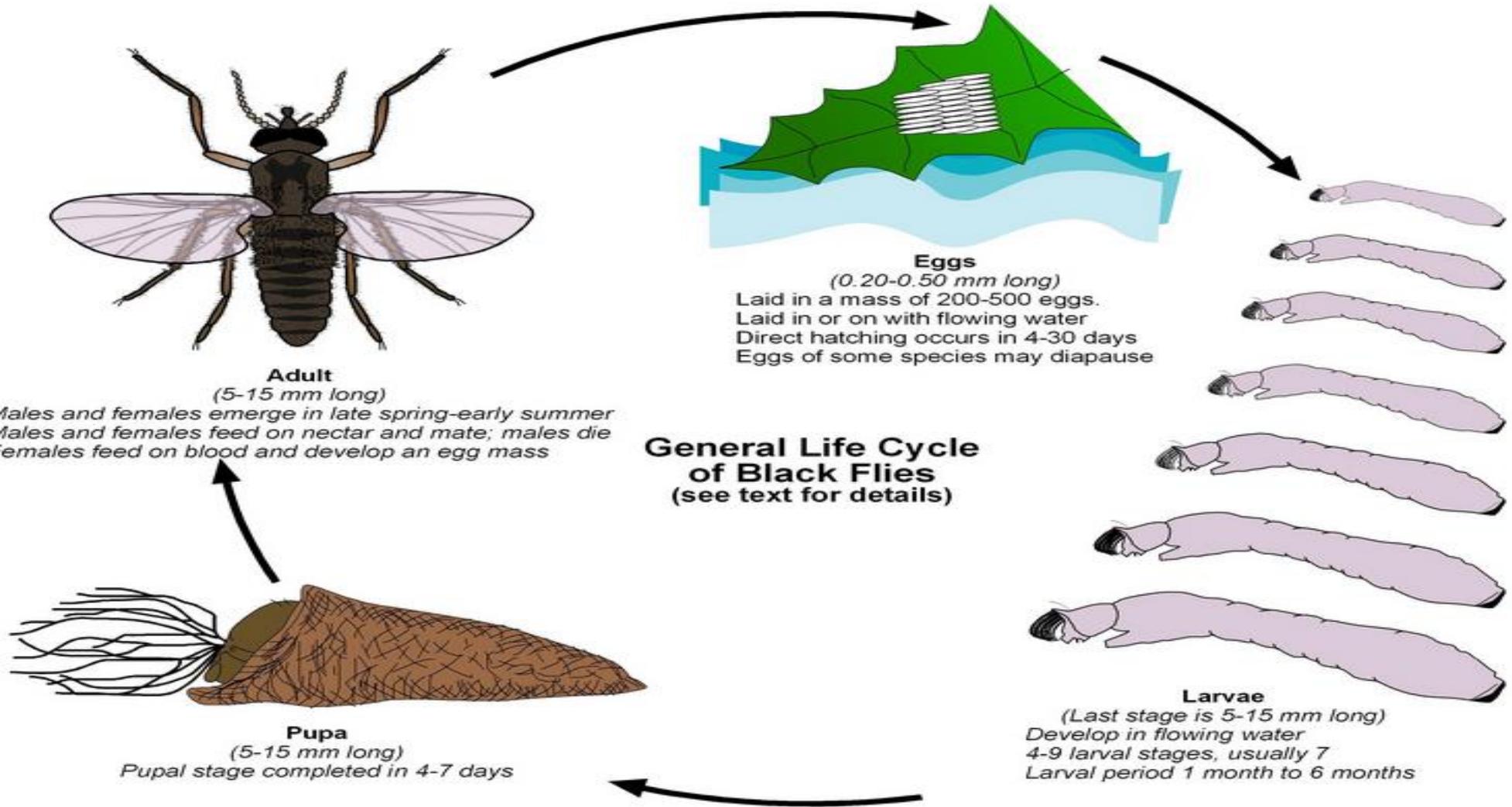
- Black flies are small, swarming, biting flies, locally called gnats.
- They breed in rivers--mainly the Potomac--and fly up to 30 miles.
- They are a severe nuisance to humans and animals, getting in the eyes, ears, nose, and mouth.

Black Fly – *Simulium Jenningsi*



- Like mosquitos, only the females attack. Often flying in swarms, they bite and suck blood around the eyes, ears, scalp, arms, and legs.
- Many people react to the bites with itchy, long-lasting welts. Some people are severely allergic to the bites.
- Black flies are present from spring through fall, during most days depending on conditions.

Black Fly – *Simulium jenningsi*



Black Fly – *Simulium jenningsi*



- The eggs are deposited in flowing waters – won't be found in ponds.
- They are found in large streams and rivers.
- Most clean, flowing waters have at least one species of black fly.
- In our case, the majority are found in the **Potomac River**.
 - This affects Southern Washington, Frederick, and parts of Montgomery County.

What Washington County has to say.

“It’s not uncommon to be standing with guests talking about the battlefield and instead of having their focus on attacks and counterattacks of America’s bloodiest day in military history, they are instead focused on aerial attacks from black flies. Their minds are away from what they’re seeing -- they’re just swatting at blackflies. You have to be walking, or pray that the wind comes up.”

Randy Buchman, a tour guide at Antietam Battlefield

“In the summer, I can't even take my 2 year old outside to play because he gets swarmed and attacked by these black flies. Bug spray doesn't work so he just misses out of the best part of childhood which is playing in your back yard.”

Sarah DiCarlo Baker, Keedysville, Maryland

What Washington County has to say.

“As soon as the weather warms up a little, the gnats are out. Our family cannot enjoy picnics, swimming in our pool or just sitting on the deck. My husband loves to garden, usually sprays himself with bug spray and still ends up with bug bites that usually swell and are very uncomfortable. We have swarms of gnats in our area.”

Christy Jones, Yarrowsburg, Maryland

“Other states have listened to their communities and have done something about it. I just want to breathe without inhaling black flies!!!”

Carol Homan, Keedysville, Maryland

“They're in my hair... they're in my nose... they're in my mouth. They bite and they sting. Black flies frequently ruin a pleasant afternoon in my garden and force me indoors.”

Kevin Raleigh, Middletown, Maryland

History – What has been done so far?

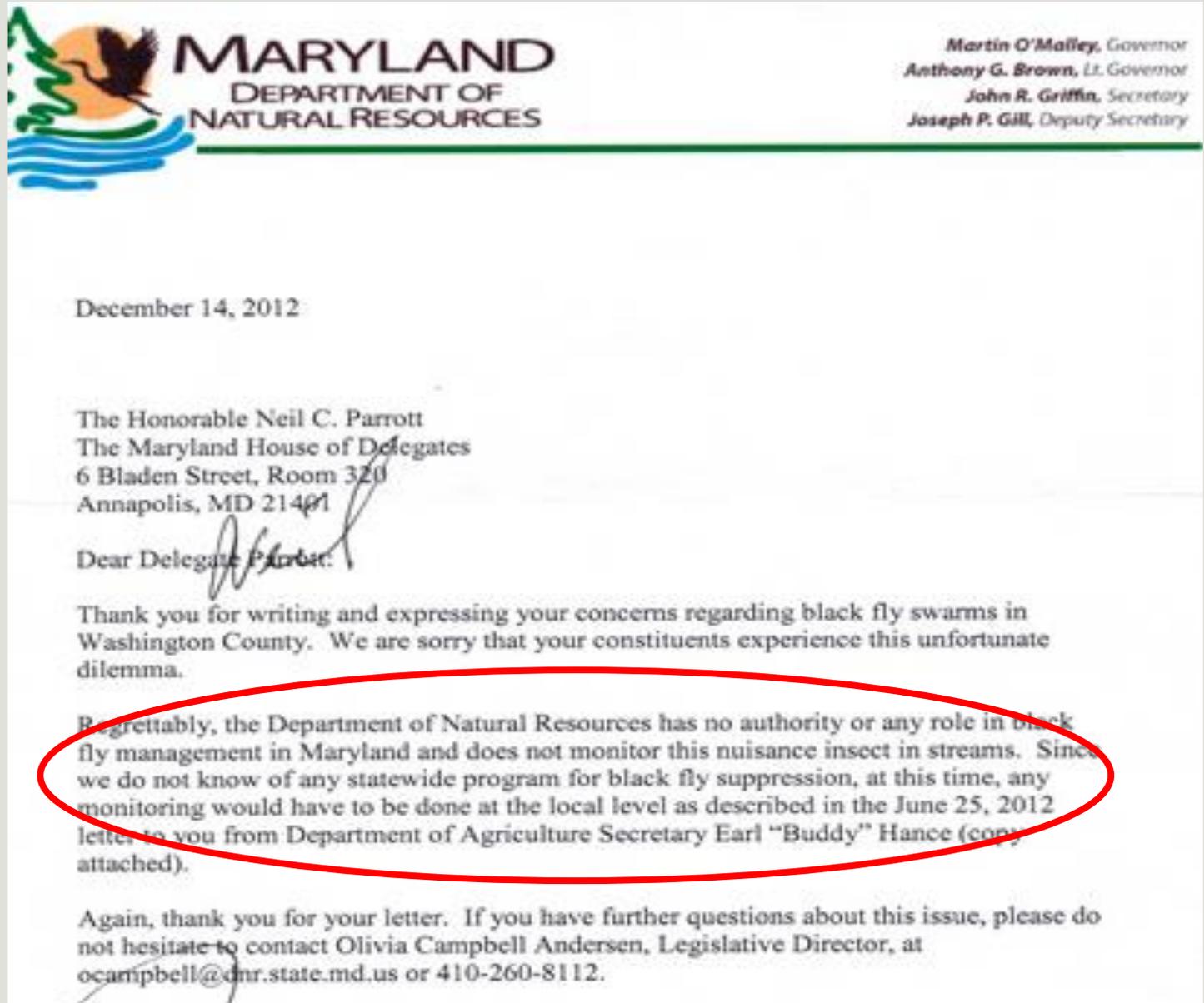


- In 2012, a group of my constituents approached me about this problem.
- It affects the quality of life in our area as well as tourism, at Antietam Battlefield, for example.
- From May to October, you can't go outside without being assaulted by these pests.
- Kids don't play outside, people don't garden – most outdoor activities are limited.

DNR: No Authority to establish a program.

This is a letter I received, after asking what could be done.

December 14, 2012



DNR: No Authority to establish a program.

This is a letter I received, after asking what could be done.

December 14, 2012

Regrettably, the Department of Natural Resources has no authority or any role in black fly management in Maryland and does not monitor this nuisance insect in streams. Since we do not know of any statewide program for black fly suppression, at this time, any monitoring would have to be done at the local level as described in the June 25, 2012 letter to you from the Department of Agriculture Secretary Earl “Buddy” Hance (copy attached).

History – Department of Entomology, Univ. of MD



- With the help of former Senator Chris Shank, the Entomology Department at the University of MD got involved, got funding, and started testing streams and rivers for the source of the black flies.
- The “Lamp Lab,” headed by William Lamp, director of the department, made significant progress to identify the problem areas.

The Lamp Lab – 2014 Objectives

Locate larval breeding sites within the Potomac River and its larger tributaries.

- Combined sampling of 2013 and 2014, *S. jenningsi* has now been identified at:
 - 6 locations within the Potomac River,
 - 1 location on Antietam Creek
 - 1 location on the Monocacy River
 - 1 location on the Shenandoah River
- DNA indicates more breeding locations will be found

The Lamp Lab – 2014 Objectives

Find the geographic range of the nuisance problem.

- Responses in 2014 came from residents in both Washington and Frederick counties (Only Washington County in 2013.)
- In addition, collection kits were distributed to residents in both counties.
- Of the 1087 identifiable flies collected by residents in 2014, all were found to be black flies, *S. jenningsi*.
- In Montgomery and Prince George's counties, specimens were also collected from locations that we had not heard from residents – very low numbers.
- **Findings: Primary nuisance regions appear to be within Washington and Frederick counties.**

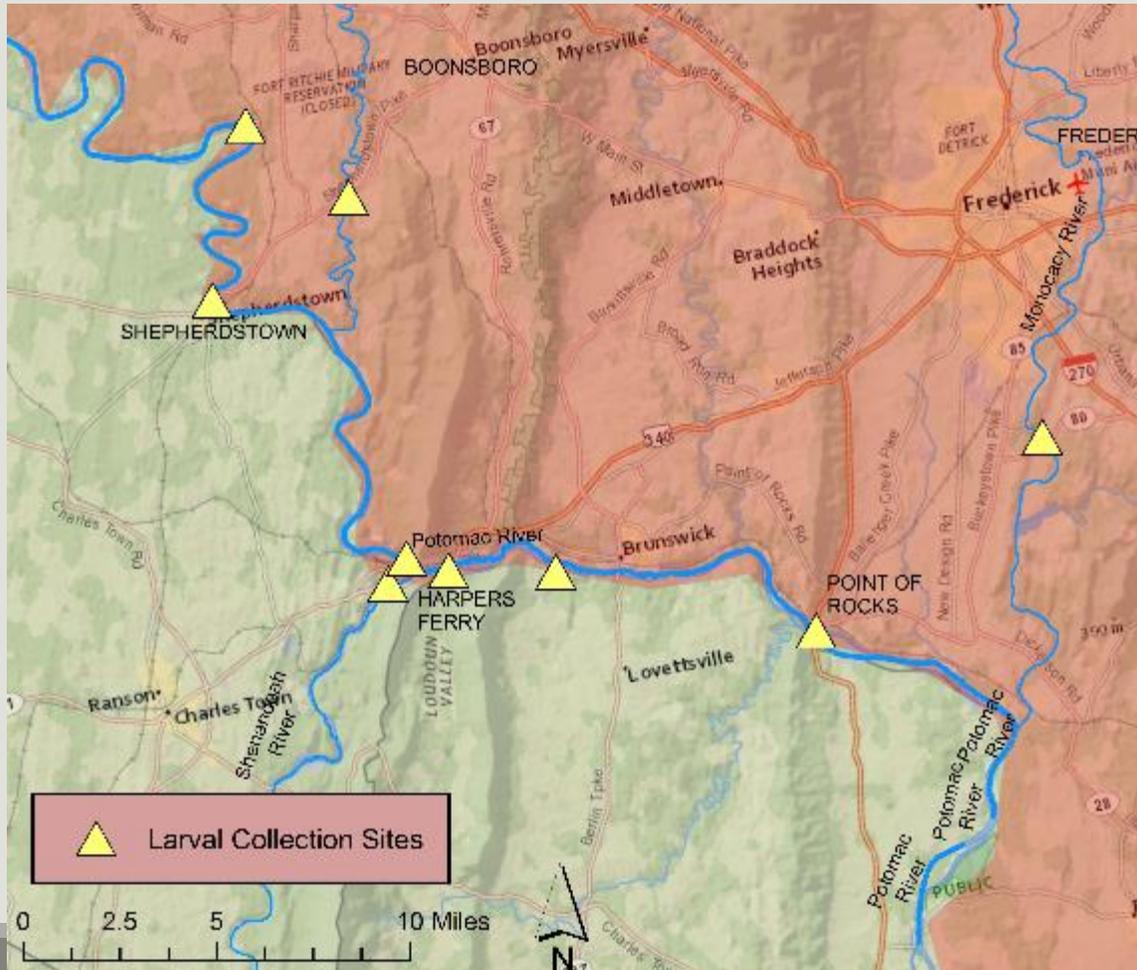
The Lamp Lab – 2014 Objectives

Determine the relationship between fly distributions and land use.



- Fly Collection: An aerial net swung over the head of a researcher – 18 sweeps per location.
- Preliminary analysis:
 - Paved areas in the sampling region were less likely to contain black flies.
 - Black flies were uncommon in the areas near Frederick and Hagerstown (biggest cities.)
- Moderate to high nuisance levels found near the smaller communities of Rohrersville, Keedysville, Middletown, Thurmont, and Brunswick.

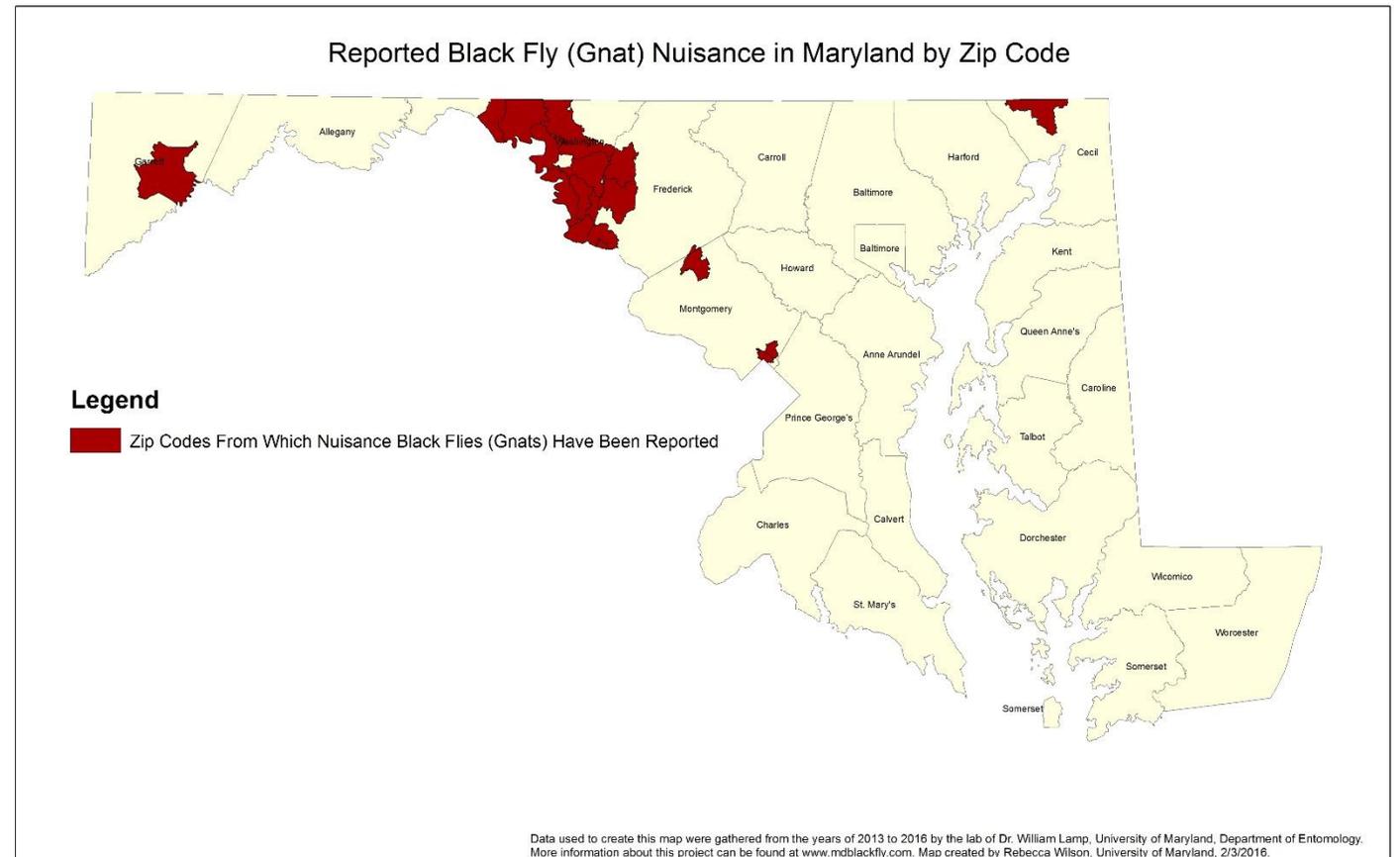
The Lamp Lab - Findings



- The yellow triangles are the breeding sites the Department of Entomology lab was able to identify over the last 2 years.
- You can see the history of their work, surveys, and findings on the website, mdblackfly.com, and the specifics in the written testimony.

The Lamp Lab - Findings

- The Lamp Lab first received nuisance complaints from residents in Washington and Frederick Counties in 2013.
- **As of February 2016, they have additionally received reports from residents in Garrett, Montgomery, and Cecil Counties.**
- These reports do not appear to indicate black flies are a new occurrence in these counties, rather that the residents are only now learning of someone to contact about the problem.



The Solution – Bti, *Bacillus thuringiensis israelensis*

- Bti was invented and patented in 1979 by Leonard J. Goldberg.
- Bti, a natural soil bacteria, is used to control both black flies and mosquitoes.
- Bti is practically non-toxic to humans and non-target insects and is photodegradeable meaning it will not build up in the environment.
- Bt must be consumed by target insect's larvae to activate the toxins; it is not a contact killer.
- Different Bt strains affect different insects.
 - VectoLex[®]CG, Aquabac[®], and LarvX[®] are examples of common trade names for Bti.
 - *Bacillus thuringiensis kurstaki* (Btk) can be used for gypsy moth control. An example is Foray 48B[®].

What are other states doing?



- Pennsylvania, New York, Idaho, Florida, West Virginia, and California have black fly control programs, using Bti, to suppress these black flies at the larval stage.
- Pennsylvania has the world's second largest black fly control program treating 1711 miles of rivers, just after the World Health Organization (WHO).
- Douglas Orr – PA DEP, Program Specialist (doorr@pa.gov)

Black Flies – Health Concerns

- These gnats have been known to carry parasites and spread diseases to humans and livestock in other areas.
- Due to the spread of river blindness and other health concerns, numerous programs have been established throughout the world to control the black fly population

World Health Organization (WHO)



- Onchocerciasis, “River Blindness” – most common cause of blindness in the world
 - Caused by the parasitic worm and transmitted to humans through exposure to repeated bites of infected blackflies of the genus Similium.
- The World Health Organization has used Bti for 30 years to combat this devastating disease from South America to Yemen with the majority of affected areas in Central Africa.
- Bti is a proven solution.

Agricultural Concerns

- "Apart from the annoyance and discomfort, black flies cause economic losses through reduced beef and milk production, reduced efficiency of agricultural and industrial workers, and spread of diseases."
- "In Canada, black flies transmit blood-borne parasites to turkeys, geese, and ducks. Cattle (not previously exposed) have died following a heavy attack by black flies in Alberta."

Fish and Macroinvertebrate Population

- Studies of Bti use conducted in Pennsylvania show minimal impact on non-target species.
- Bti, which in PA is used at half the label rate allowed by the EPA, has no effect on the fish population.

Bti for Treating Black Flies Has No Effect on Fish Population

Some Studies Examining The Effects of *Bti* on Fish

- Brook Trout, Slimy Sculpins, 10 ppm, No effects on survival, growth or diet (Gibbs et al. 1986)
- Smallmouth Bass and other species, 11.5 ppm, No effect on growth, condition, abundance (Jackson et al. 2002)
- Rock Bass, 22.5 ppm, No effect (Merritt et al. 1989)
- Brook, Brown, and Rainbow Trout (juveniles) 1,000 ppm, No mortality and no lesions (Wipfli et al. 1994)
- Bluegill Sunfish, Rainbow Trout, Sheepshead Minnow 2,500 ppm to 12,500 ppm (100-500X label rate), No mortality and no lesions (Christensen 1990)

Bti for Treating Black Flies Has No Effect on Fish Population

Studies Examining The Effects of Bti on Fish



HB 870 – What it does

- Establishes a black fly management and control program.
- Sets up Washington County as the Pilot location to begin the program.

HB 870 – What it does

- Costs to set up the program are minimal. The fiscal note indicates \$110,700 needed to hire a biologist and a contractual seasonal employee within DNR to implement the program in Washington County. Perhaps though, existing personnel could be used to set up the program.
- Based on Pennsylvania's program, the average cost to treat a mile of a river is approximately \$4,000.
- Using Pennsylvania's average cost, to treat Washington County's 35 miles of the Potomac River would cost approximately \$140,000 for the year.

HB 870 – What it does

- The program will allow the state to work with residents and county governments who want to start a black fly program. Currently, there is no avenue in Maryland to treat for black flies.
- Project funds can be obtained by grants, private sources, local funds, or a shared funding approach to manage and control the black fly population using BTi, a natural bacterium which has been proven to work safely in Pennsylvania for over 35 years.

Please vote favorably on HB 870 to:

- Manage and Control the Black Fly population.
- Increase the desirability for tourists to come to Maryland's sites like Antietam Battlefield and the C&O Canal.
- Enhance production of Dairy Cows.
- Enhance the livability of areas affected by black flies.
- Enable children in these areas to play outside more of the year.

Questions???



Open Session Item

SUBJECT: Maryland Theatre Funding Request

PRESENTATION DATE: December 11, 2018

PRESENTATION BY: Jessica Green, Executive Director, The Maryland Theatre, Benito Vattelana, Board President, The Maryland Theatre

RECOMMENDED MOTION: Move to approve the request for funding from The Maryland Theatre Association, Inc. in the amount of \$_____ for construction costs associated with the Maryland Theatre Expansion Project.

REPORT-IN-BRIEF: The Maryland Theatre (Theatre) is requesting \$2 million for construction costs associated with the Theatre's expansion.

DISCUSSION: The Maryland Theatre is returning to the Board of County Commissioners after an initial request in October 2017 for grant funding to support the construction of The Maryland Theatre Expansion Project. The Theatre embarked on a major capital campaign in September 2017 and was able to raise over \$4 million in the first year through large private pledges. In addition a public campaign was launched and continues to create public awareness of the project to generate small gifts of \$25 - \$100. Current fundraising is over \$5.5 million, however a gap of \$3 million remains. This level of fundraising was new to Theatre representatives and required a variety of resources to be utilized and acquired. The Theatre's current request is for \$2 million to assist in narrowing down the remaining funding gap. If granted, these funds will be paid directly to the contractor, Morgan-Keller Construction.

The Theatre is confident that through continued private pledges and grant applications, that the overall fundraising goal will be achieved. The receipt of this funding from the County will enable the Theatre to focus resources to the operations of the expansion in order to meet the goals for success of the new structure and the expectations for economic expenditures in our downtown.

FISCAL IMPACT: The fiscal impact will not be known until the amount of available funding from the Board of Education component of the Urban Improvement Project which can be redirected to the Theatre's expansion is determined.

CONCURRENCES: N/A

ALTERNATIVES: Deny the request

ATTACHMENTS: N/A

AUDIO/VISUAL TO BE USED: N/A



Agenda Report Form

Open Session Item

SUBJECT: Intergovernmental Cooperative Purchase (INGT-18-011) – Six (6) 2019 Chevrolet Tahoe Police Pursuit Vehicles for the Washington County Sheriff's Department.

PRESENTATION DATE: December 11, 2018

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department, and Cody Miller, Property Planning, Fleet Management, and Grants Manager, Washington County Sheriff's Department.

RECOMMENDED MOTION: Move to authorize by Resolution, for the Washington County Sheriff's Department to purchase six (6) 2019 Chevrolet Tahoe Police Pursuit Vehicles for a total cost of \$200,558.00 and to utilize the use of another jurisdiction's contract (#001B9400184) that was awarded by the State of Maryland Department of General Services Office of Procurement and Logistics.

REPORT-IN-BRIEF: The Code of Public Laws of Washington County, Maryland (the Public Local Laws) §1-106.3 provides that the Board of County Commissioners may procure goods and services through a contract entered into by another governmental entity, in accordance with the terms of the contract, regardless of whether the County was a party to the original contract. The State of Maryland Department of General Services Office of Procurement and Logistics took the lead in soliciting the resulting agreement. If the Board of County Commissioners determines that participation by Washington County would result in cost benefits or administrative efficiencies, it could approve the purchase of this service in accordance with the Public Local Laws referenced above by resolving that participation would result in cost benefits or in administrative efficiencies.

The County will benefit with direct cost savings in the purchase of the vehicles because of the economies of scale this buying group leveraged. I am confident that any bid received as a result of an independent County solicitation would exceed the spend savings that the State of Maryland's bid provides through this agreement. Additionally, the County will realize savings through administrative efficiencies as a result of not preparing, soliciting and evaluating a bid. This savings/cost avoidance would, I believe, be significant.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted in the Washington County Sheriff's Department Capital Improvement Plan (CIP) account (VEH006).

CONCURRENCES: Randy Wilkinson, Colonel, Washington County Sheriff's Department

ALTERNATIVES: Process a formal bid and the County could possibly incur a higher cost for the purchase, or do not award the purchase of vehicles.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award – Transit Bus Shelters

PRESENTATION DATE: December 11, 2018

PRESENTATION BY: Scott Hobbs, P.E., Director, Division of Engineering

RECOMMENDED MOTION: Move to award the bid for the Transit Bus Shelters contract to the lowest responsive, responsible bidder, Lone Star Builders, Inc. of Clear Spring, MD for the amount of \$69,020.

REPORT-IN-BRIEF: The project was advertised in The Herald Mail, on the County’s web site, and on the State of Maryland’s website, e-Maryland Marketplace. Three (3) bids were received on Wednesday, November 21, 2018 as listed below and on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Total Bid</u>
Lone Star Builders, Inc.	\$69,020.00
Colossal Contractors, Inc.	\$70,250.00
Priority Construction Corp.	\$112,237.50

The bids were evaluated and the low bid from Lone Star Builders, Inc. is in order. The engineer’s estimate for this work is \$65,000.

DISCUSSION: The project will include the installation of three (3) ADA accessible bus shelters on new concrete pads. The bus shelters will be located along South Potomac Street (Hagerstown Housing Authority), Frederick Street (Potterfield Pool), and East Potomac Street (Williamsport Library). This is a 120 consecutive calendar day contract, and the project is tentatively scheduled to start in late January 2019. The bid documents include Liquidated Damages in the amount of \$250.00 per calendar day for work beyond the completion date.

FISCAL IMPACT: Funding is available in Capital Improvement Plan (CIP) project (LDI037, Transportation ADA). This work is part of a Federal Transit Administration (FTA) / Maryland Transit Administration (MTA) initiative, and the County is receiving a grant for this project (80% FTA/10% MTA/10% local share). The total local cost is approximately \$7,000.

CONCURRENCES: Kevin Cerrone, Director of Transit

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation, Aerial Maps

AUDIO/VISUAL TO BE USED: N/A

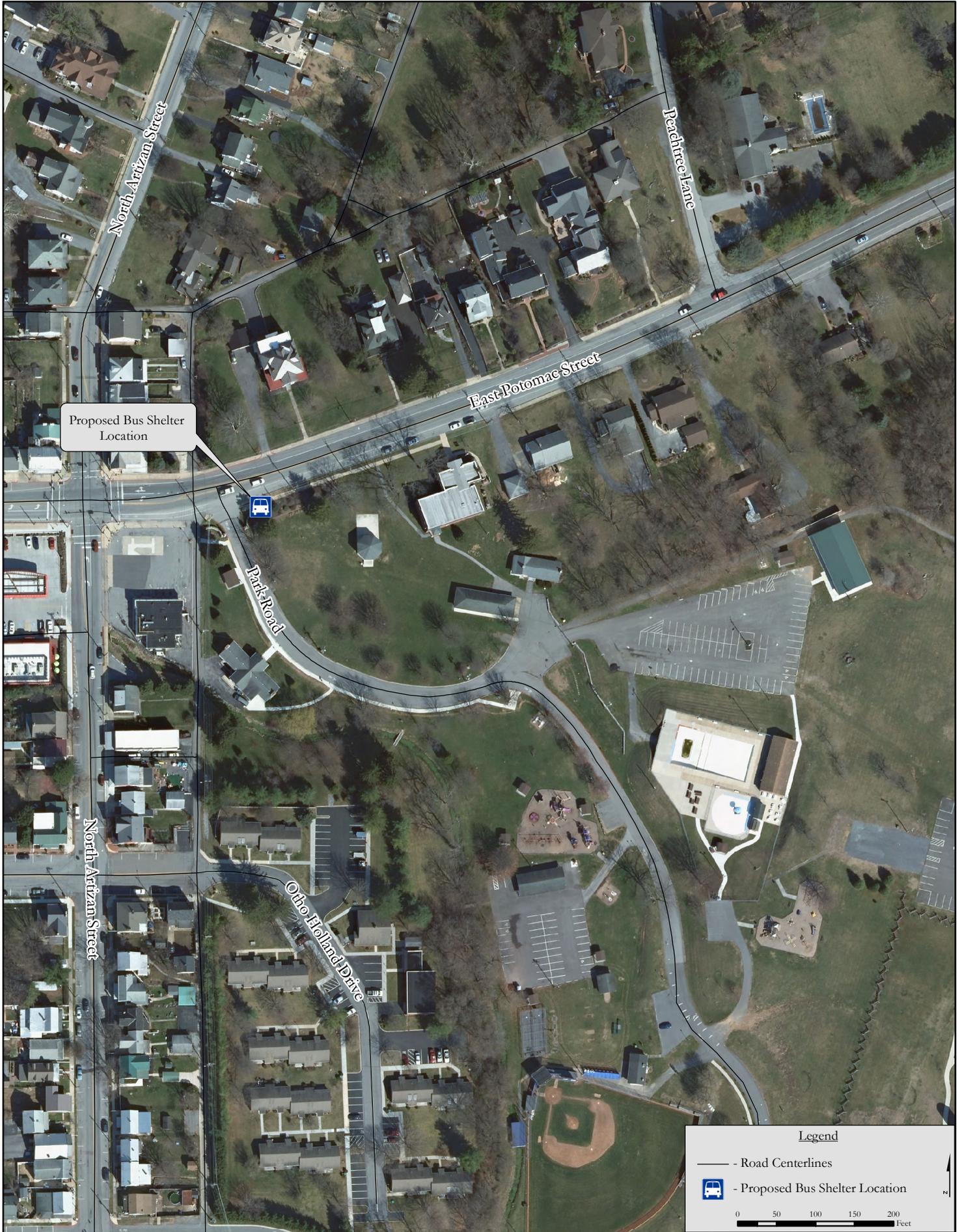
**WASHINGTON COUNTY DIVISION OF ENGINEERING
 BID TABULATION
 TRANSIT BUS SHELTER INSTALLATION
 Contract No. MS-TR-218-12
 Bid Opening: NOVEMBER 21, 2018 at 2:00pm.**



				<i>Lone Star Builders, Inc.</i> Clear Spring, MD		<i>Colossal Contractors, Inc</i> Burtonsville, MD		<i>Priority Construction Corp.</i> Baltimore, MD	
DESCRIPTION	ITEM NO.	QTY.	UNIT	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL	UNIT PRICE	ITEM TOTAL
MOBILIZATION	101	1	LS	10,865.00	10,865.00	500.00	500.00	15,000.00	15,000.00
MAINTENANCE OF TRAFFIC	102	1	LS	2,400.00	2,400.00	500.00	500.00	13,500.00	13,500.00
TEMPORARY TRAFFIC SIGNS	103	1	L.S.	3,165.00	3,165.00	500.00	500.00	3,000.00	3,000.00
CONSTRUCTION STAKEOUT	104	1	L.S.	1,800.00	1,800.00	500.00	500.00	7,500.00	7,500.00
UNCLASSIFIED EXCAVATION	201	40	C.Y	107.40	4,296.00	80.00	3,200.00	70.00	2,800.00
CONTINGENT: UNSUITABLE MATERIAL EXCAVATION	202	5	C.Y.	80.00	400.00	100.00	500.00	150.00	750.00
CONTINGENT: SELECT BACKFILL NO. 57 AGGREGATE C	301	10	C.Y.	124.60	1,246.00	80.00	800.00	95.00	950.00
PICKUP AND INSTALLATION OF PREFABRICATED BUS S	401	3	EA	4,850.00	14,550.00	3,500.00	10,500.00	9,550.00	28,650.00
MIX NO. 3 CONCRETE FOR CONCRETE PADS	501	35	C.Y.	358.00	12,530.00	1,000.00	35,000.00	600.00	21,000.00
6" GRADED AGGREGATE BASE	502	100	S.Y.	20.30	2,030.00	50.00	5,000.00	28.00	2,800.00
FULL DEPTH SAW CUT	503	150	L.F.	11.46	1,719.00	10.00	1,500.00	4.75	712.50
CONTINGENT: SUPERPAVE ASPHALT MIX FOR BASE 19	504	10	TON	395.00	3,950.00	200.00	2,000.00	275.00	2,750.00
CONTINGENT: SUPERPAVE ASPHALT MIX FOR SURFAC	505	5	TON	425.00	2,125.00	250.00	1,250.00	300.00	1,500.00
TYPE D CURB	507	75	L.F.	55.68	4,176.00	40.00	3,000.00	75.00	5,625.00
5" CONCRETE SIDEWALK AND SIDEWALK RAMPS	601	150	S.F.	14.70	2,205.00	15.00	2,250.00	25.00	3,750.00
DETECTABLE WARNING SURFACES	602	20	S.F.	30.00	600.00	50.00	1,000.00	45.00	900.00
PLACING FURNISHED TOPSOIL	701	25	S.Y.	24.00	600.00	50.00	1,250.00	18.00	450.00
TURFGRASS ESTABLISHMENT	702	25	S.Y.	14.52	363.00	40.00	1,000.00	24.00	600.00
Total					\$ 69,020.00		\$ 70,250.00		\$ 112,237.50

*denotes mathematical error

Williamsport Library Proposed Bus Shelter



Potterfield Pool Proposed Bus Shelter



Proposed Bus Shelter
Location

Legend

- Road Centerlines
-  - Proposed Bus Shelter Location

0 75 150 225 300 Feet

Hagerstown Housing Authority Proposed Bus Shelter





Agenda Report Form

Open Session Item

SUBJECT: Brief the Board on the County's Hiring Procedures

PRESENTATION DATE: December 11, 2018

PRESENTATION BY: Deb Peyton, Director, Health & Human Services

RECOMMENDED MOTION: Informational Purpose Only

REPORT-IN-BRIEF: The purpose of this agenda item is to brief the Board on the County's hiring procedures. The County's hiring procedures have been updated to provide Human Resources, the requesting departments, and the Board with consistency throughout the hiring process.

DISCUSSION: The Workflow Sheet was created to maintain consistency throughout the process. The Workflow Sheet will be attached to the front of the hiring folder to provide a check-off mechanism throughout the entire process. In addition, several other documents and processes were created and updated to assist those involved; such as, Personnel Request, Job Advertisement Request, Job Applicant Log Sheet, Approved Interview Questions, Candidate Evaluation Form, Applicant's Authorization to Release Information, Professional Telephone Reference Check, Personal Reference Check, Hiring Department Recommendation Form, Human Resources Recommendation Form, Conditional Offer Letter, and Thank You Letter. This information has provided structure to Human Resources and requesting Departments. Upon full evaluation of these documents and procedures, the Hiring Policy will be presented to the Board for approval.

FISCAL IMPACT: N/A

CONCURRENCES: Robert Slocum, County Administrator

ALTERNATIVES: N/A

ATTACHMENTS: Workflow Sheet and Conditional Offer Letter Sample

AUDIO/VISUAL NEEDS: N/A



Full Time Hiring Workflow Form

Position: _____

Department: _____

Applications Provided to: _____

Interviewer: _____

Interviewer: _____

Interviewer: _____

Interviewer: _____

Advertising/Recruiting Process	Department	Human Resources	County Administrator
Personnel request form submitted			
Request to advertise to County Administrator			
Positions grade 15 & up approved by BOCC			
Position advertised in designated media			
HR scans applications, creates application log			
Department selects interviewees & sends to HR			
HR schedules interviews			
Interview schedule notification sent to department			
*Complete with date and initials *			

Interview Process	Department	Human Resources	County Administrator
Interview conducted			
Position recommendation sheet (Form 700) completed & sent to HR			
Documents returned to HR (applications, interview notes, & Interview Record Form)			
HR reviews department's recommendations			
HR conducts reference checks / results communicated to department			
HR sends conditional offer letter			
Position request form submitted for closed session agenda			
County Administrator's office communicates closed session date			
HR and requesting department present to the BOCC			
*Complete with date and initials *			

Hiring Process	Department	Human Resources	County Administrator
HR sends the offer letter to the applicant			
Offer accepted by applicant			
Physical scheduled			
New hire entered into Personnel Management System			
Orientation scheduled			
*Complete with date and initials *			



CONDITIONAL OFFER LETTER EXEMPT – DIRECTOR LEVEL EXTERNAL CANDIDATE

December 4, 2018

Name
Street
City, State Zip

Dear Mx Surname,

Washington County is pleased to present this conditional offer of employment to you for review and consideration of the XXX position. This offer of employment is contingent upon approval by the Washington County Board of County Commissioners (Board), successful completion of the pre-employment screening process, your ability to present proof of valid work authorization for the I-9, and our receipt of a copy of your awarded XX Degree. If you are not currently a Washington County Maryland resident, you must also obtain residency in Washington County, Maryland within 6 months of your start date.

We offer the following for your review and consideration:

- Pay rate of \$XX.XX per hour; paid bi-weekly
- Employer paid Basic Life Insurance, Short and Long Term Disability
- Defined Benefit Retirement Pension Plan – employee is required to contribute 6%
- Low Cost Employee paid Medical, Dental, and Vision Insurance; Health Insurance deductions are taken on a pre-tax basis and are effective first day of the month following date of hire
- Health & Dependent Care Flexible Spending Accounts, 457(B) Retirement Plan
- (10) Paid Vacation Days; (13) Paid Holidays; (6) Personal Days; (15) Sick Days annually

Pending Board approval your employment will begin with a 1 year probationary period during which your manager will assess if your performance in this position is progressing satisfactorily.

This position is considered an Exempt position for purposes of the federal wage-hour law, which means that you will not receive additional compensation for any hours worked over 40 per week. A work week is considered Monday through Friday with potential overtime as business needs dictate. Employment for the Board of Washington County Commissioners is considered At-Will, this letter is not to be considered an employment contract.

Pending Board approval, you will report directly to XX PERSON, POSITION.

We would like to thank you for your time and consideration and look forward to hearing from you in response to this conditional offer of employment. Please let us know of your decision to accept this offer in writing within 5 business days of receipt of this letter or we will consider that you are no longer interested in this position. Pending your acceptance and Board approval on MONTH XX, 201X, your tentative start date will be MONTH XX, 201X.

Sincerely,

Debra Peyton
Director of Health & Human Services - Human Resources

I accept this offer pending Washington County Board of County Commissioner approval:

Signature

Date

100 West Washington Street, Ste 2300 | Hagerstown, MD 21740-4735 | P: 240-313-2350 | F: 240-313-2351 | TDD: 7-1-1

WWW.WASHCO-MD.NET

Revised 12.2018



Agenda Report Form

Open Session Item

SUBJECT: Ethics Commission Members – Appointment Process

PRESENTATION DATE: December 11, 2018

PRESENTATION BY: Cort Meinelschmidt, County Commissioner

RECOMMENDED MOTION: Provide direction to staff for subsequent action by the Board.

REPORT-IN-BRIEF: Pursuant to the provisions of the Ethics Ordinance, the members of the Ethics Commission are appointed by the County Commissioners. I would like to discuss a means of formalizing the appointment of members.

DISCUSSION: While the responsibility rests with the County Commissioners to appoint members of the Ethics Ordinance, I believe that a more formalized process would enhance the non-political nature of the Ethics Commission. Accordingly, I think it appropriate that certain community groups be consulted to nominate candidates for the Commission. If the Commissioners agree, the process may be formalized in a resolution adopted by the Board.

FISCAL IMPACT: None

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A