



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
WWW.WASHCO-MD.NET

BOARD OF COUNTY COMMISSIONERS
May 12, 2020
OPEN SESSION AGENDA

****In response to the existing State of Emergency, this meeting of the Board of County Commissioners will be conducted with a virtual component allowing for Commissioner and Staff participation via remote video conference****

******The meeting will be available for public viewing via the streaming manner in the customary fashion******

- 10:00 AM** **CALL TO ORDER**, *President Jeffrey A. Cline*
- 10:05 AM** **COMMISSIONERS' REPORTS AND COMMENTS**
- 10:15 AM** **REPORTS FROM COUNTY STAFF**
- 10:20 AM** **ANTIETAM FARMS, LLC – RURAL LEGACY PROGRAM EASEMENT** – *Chris Boggs, Land Preservation Planner, Planning and Zoning*
- 10:25 AM** **EMERGENCY MANAGEMENT PERFORMANCE GRANT** – *Tom Brown, Emergency Manager, Emergency Services; Allison Hartshorn, Grant Manager, Office of Grant Management*
- 10:30 AM** **BID AWARD (PUR1458) THREE (3) ROLL-UP SECURITY GRILLS** – *Rick Curry, Director, Purchasing; Terry Hill, Senior System Mechanic, Washington County Detention Center (WCDC); Craig Rowe, Major, WCDC*
- 10:35 AM** **SOLE SOURCE PROCUREMENT (PUR1472) FOOD PASS THROUGH DOORS** – *Rick Curry, Director, Purchasing; Terry Hill, Senior Systems Mechanic, WCDC; Craig Rowe, Major, WCDC*
- 10:40 AM** **BID AWARD (PUR1461) GROUNDS MAINTENANCE** – *Brandi Naugle, Buyer, Purchasing; George Sweitzer, Superintendent, Black Rock Golf Course*
- 10:45 AM** **FY2021 OPERATING BUDGET – WATER QUALITY** – *Sara Greaves, CFO; Jeremy Mose, Director, Environmental Management*
- 11:00 AM** **PUBLIC HEARING: MODIFICATION OF WATER AND SEWER RATES FY21** – *Jeremy Mose, Director, Environmental Management*
- 11:30 AM** **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)
- 11:45 AM** **RECONVENE IN OPEN SESSION**
- 11:50 AM** **ADJOURNMENT**



Agenda Report Form

Open Session Item

SUBJECT: Antietam Farms, LLC Rural Legacy Program (RLP) Easement

PRESENTATION DATE: May 12, 2020

PRESENTATION BY: Chris Boggs, Land Preservation Planner, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the Antietam Farms, LLC RLP Easement project, in the amount of \$180,930.00 for 61.31 easement acres, paid for 100% by the Maryland Department of Natural Resources, and to adopt an ordinance approving the easement purchase and to authorize the execution of the necessary documentation to finalize the easement purchase.

REPORT-IN-BRIEF: The Antietam Farms, LLC property is located on Rohrersville Rd., Rohrersville, and the easement will serve to permanently preserve a valuable scenic, environmental and historic property in the County. The parcel is made up of cropland and woodland and is bisected by Little Antietam Creek on the front of the property. It lies in a part of Washington County that was heavily trafficked during the Civil War and the Battle of Antietam.

The farm is in an area of the County close to thousands of acres of preserved farmland near Antietam Battlefield and will aid in expanding the current block of protected lands. Five (5) development rights will be extinguished with this easement. There are no dwelling on the property.

DISCUSSION: Since 1998, Washington County has been awarded more than \$23 million to purchase Rural Legacy easements on more than 7,000 acres near Antietam Battlefield in the Rural Legacy Area. RLP is a sister program to the Maryland Agricultural Land Preservation Program (MALPP) and includes the protection of environmental and historic features in addition to agricultural parameters. RLP uses an easement valuation system (points) to establish easement value rather than appraisals used by MALPP. For FY 2020, Washington County was awarded RLP grants totaling \$1,502,982. The Antietam Farms, LLC RLP Easement will use part those funds. Easement applicants were previously ranked based on four main categories: the number of development rights available, the quality of the land/land management (agricultural component), natural resources (environmental), and the historic value.

FISCAL IMPACT: RLP funds are 100% State dollars, mainly from DNR Open Space funds. In addition to the easement funds, we receive up to 3% of the easement value for administrative costs, a mandatory 1.5% for compliance/monitoring costs, and funds to cover all of our legal/settlement costs.

CONCURRENCES: Both the State RLP Board and the State Department of Natural Resources (DNR) staff have approved and support our program. A final money allocation will be approved by the State Board of Public Works.

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

ATTACHMENTS: Aerial Map, Location Map, Ordinance

**AN ORDINANCE TO APPROVE THE PURCHASE OF A CONSERVATION
EASEMENT UNDER THE MARYLAND RURAL LEGACY PROGRAM**

(Re: Antietam Farms, LLC RLP Easement)

RECITALS

1. The Maryland Rural Legacy Program (“RLP”) provides the funding necessary to protect large, contiguous tracts of land and other strategic areas from sprawl development and to enhance natural resource, agricultural, forestry and environmental protection through cooperative efforts among State and local governments.

2. Protection is provided through the acquisition of easements and fee estates from willing landowners and the supporting activities of Rural Legacy Sponsors and local, State, and federal governments.

3. For FY 2020, Washington County (the "County") was awarded a RLP grant totaling \$1,502,982.00 (the "RLP Funds").

4. Antietam Farms, LLC is the fee simple owner of real property consisting of 61.31 acres, more or less, (the “Property”) in Washington County, Maryland. The Property is more particularly described on Exhibit A attached hereto.

5. The County has agreed to pay the sum of approximately One Hundred Eighty Thousand, Nine Hundred Thirty Dollars and No Cents (\$180,930.00), which is a portion of the RLP Funds, to the Property Owner for a Deed of Conservation Easement on the Property (the “Antietam Farms, LLC RLP Easement”).

THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Washington County, Maryland, that the purchase of a conservation easement on the Property be 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 Antietam Farms, LLC RLP Easement.

ADOPTED this ____ day of _____, 2020.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Krista L. Hart, Clerk

BY: _____
Jeffrey A. Cline, President

Approved as to legal sufficiency:

B. Andrew Bright
Assistant County Attorney

Mail to:

Office of the County Attorney
100 W. Washington St., Suite 1101
Hagerstown, MD 21740

EXHIBIT A
DESCRIPTION OF EASEMENT PROPERTY

ALL that tract of farm land, and all the rights, ways, privileges, and appurtenances thereunto belonging on in anywise appertaining, situate along the East side of Maryland Route No. 67 as relocated at the Southernmost end of the Village of Rohrersville, in Election District No. 8, Washington County, Maryland, being more particularly described according to a survey made and description prepared by Joseph H. Seibert, County Surveyor, on or about July 10, 1970, as follows:

BEGINNING at a post standing at or near the end of the 9th line of the Deed from Mildred E. Rohrer, Trustee, to Paul A. Fink and Barbara L. Fink, his wife, dated October 13, 1966, and recorded in Liber 447, Folio 296 among the Land Records of Washington County, Maryland, and running thence South 81 degrees 35 minutes East 3,104.67 feet to a point; thence South 11 degrees 02 minutes West 41.25 feet to intersect the existing fence line; thence with it South 80 degrees 58 minutes East 264.0 feet to a post; thence South 11 degrees 02 minutes West 877.37 feet to a blazed tree; thence North 65 degrees 17 minutes West 312.5 feet to a post; thence North 78 degrees 53 minutes West 495.1 feet to a post; thence North 80 degrees 56 minutes West 1775.4 feet to a post; thence North 81 degrees 50 minutes West 605.1 feet to a post; thence North 80 degrees 53 minutes West 343.79 feet to intersect the East marginal line of the right of way of the State Roads Commission of Maryland for relocated Route No. 67; thence binding on said right of way North 15 degrees 10 minutes 42 seconds East 221.61 feet to a point 167 feet perpendicularly distant from base line station 20 + 50 as indicated on Plat No. 19710 of said Commission, a file in the Office of the Clerk of the Circuit Court for Washington County; thence North 74 degrees 49 minutes 18 seconds West 26.0 feet to a point; thence North 15 degrees 10 minutes 4 seconds East 300.0 feet to a point; thence South 74 degrees 49 minutes 18 seconds East 13.0 feet to a point; thence North 15 degrees 10 minutes 42 seconds East 52.7 feet to a point; thence by a curve to the left having a radius of 3,018.79 feet for a distance of 451.15 feet, the chord being North 10 degrees 53 minutes 49 seconds East 430.74 feet to a point; thence leaving said right of way and running South 18 degrees 14 minutes East 262.65 feet to the point of beginning; containing 65.27 acres of land, more or less.

THE street address of the herein described property is currently known and designated as 0 (no street number assigned) Locust Grove Road, Rohrersville, Maryland; and being further identified by the State Department of Taxation and Assessments as Tax Account No. 08-001669.

BEING part of (Parcel No. 3) of the same property which was conveyed from Char Mar Dairy, II, LLC (a Maryland limited liability company) to Antietam Farms, LLC (a Maryland limited liability company) by Deed dated February 8, 2018, and recorded in Liber 5704, folio 319 among the Land Records of Washington County, Maryland.



Agenda Report Form

Open Session Item

SUBJECT: Emergency Management Performance Grant– Approval to Accept Awarded Funding

PRESENTATION DATE: May 12, 2020

PRESENTATION BY: Charles Brown, Emergency Manager, Division of Emergency Services and Allison Hartshorn, Grant Manger, Office of Grant Management

RECOMMENDED MOTION: Move to accept funding awarded by the Maryland Emergency Management Agency in the amount of \$102,933.97.

REPORT-IN-BRIEF: The purpose of the Emergency Management Performance Grant (EMPG) Program is to provide federal funds to states to assist state, local, tribal and territorial emergency management agencies to obtain the resources required to support the National Preparedness Goals associated with the areas and core capabilities.

DISCUSSION: The performance period for this federal grant is October 1, 2019 through June 30, 2021. There is a 100% match requirement associated with this grant which is covered by the Emergency Services operating budget.

Wages & Benefits Match	\$102,933.97
Operational Expenses	<u>\$102,933.97</u>
Total	\$205,867.94

FISCAL IMPACT: Provides \$102,933.97 for Emergency Services related expenses which may otherwise be added to the Emergency Services budget. Matching funds will be in the form of budgeted salaries which is subject to approval in the County’s operating budget for FY21.

CONCURRENCES: Susan Buchanan Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1458) - Three (3) Roll-Up Security Grilles for the Washington County Detention Center (WCDC)

PRESENTATION DATE: May 12, 2020

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing and Terry Hill, Senior System Mechanic, WCDC and Major Craig Rowe, WCDC

RECOMMENDED MOTION: Move to award the bid for the purchase and installation of three (3) Roll-Up Security Grilles to the responsible, responsive bidder, Interstate Garage Doors, Inc. of Chambersburg, PA who submitted the Total Sum Bid in the amount of \$66,540.

REPORT-IN-BRIEF: On March 18, 2020, the County received two (2) bids for the Roll-Up Security Grilles. The Invitation for Bid (ITB) was published in the local newspaper, listed on the State of Maryland's "eMaryland Advantage Marketplace" web site and on the County's web site. Thirty-eight (38) persons/companies registered/downloaded the bid document on-line. The Detention Center current security grilles need replacement. The current grilles are eighteen (18) years' old. Securing the facilities is important in keeping those who need to be kept in and those who need to be kept out. The project is to be completed in a one hundred twenty (120) consecutive calendar day period. There are liquidated damages in the sum of one hundred fifty (\$150) dollars per consecutive calendar day that the project is not completed.

DISCUSSION: N/A

FISCAL IMPACT: Funding in the amount of \$405,512 from the Sheriff's Office XX is available and appropriate for this.

CONCURRENCES: Sheriff, Doug Mullendore

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation

AUDIO/VISUAL NEEDS: N/A

PUR-1458

Roll-Up Security Grilles

**Washington County Sheriff's Office
Washington County, Hagerstown Maryland**

	Interstate Garage Doors, Inc. Chambersburg, PA	Indoff Incorporated St. Louis, MD
THREE (3) ROLL-UP SECURITY GRILLES:	\$66,540.00	\$118,812.90
REMARKS/EXCEPTIONS:	Customer to provide Electrician to unhook & rehook the electric to the new operator, and to rehook any security wires.	Specified work is to be performed by Certified Factory Installers Item No. 5 - PO is considered completed only with a signed approval drawing



Open Session Item

SUBJECT: Sole Source Procurement (PUR-1472) - Food Pass Through Doors for the Washington County Detention Center (WCDC)

PRESENTATION DATE: May 12, 2020

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing, Terry Hill, Senior Systems Mechanic, WCDC and Major Craig Rowe, WCDC

RECOMMENDATION: Move to authorize, a Sole Source Procurement of one hundred eighteen (118) Food Pass Through Door Assemblies for the WCDC in the amount of \$92,040 from Craftmaster Hardware of Northvale, NJ based on its Quote dated March 6, 2020.

REPORT-IN-BRIEF: The Purchasing Department received a request from WCDC regarding the procurement for the Food Pass Through Doors Assemblies. WCDC wishes to apply Sections 1-106.2(a)(1) & (2) of the Code of Local Public Laws of Washington County, Maryland, to the procurement requested. These sections state that a sole source procurement is authorized and permissible when: (1) Only one source exists that meets the County's requirements and (2) The compatibility of equipment, accessories, or replacement parts is the paramount consideration.

This request requires the approval of four of the five Commissioners in order to proceed with a sole source procurement. If approved, the following remaining steps of the process will occur as outlined by the law: 1) Not more than ten (10) days after the execution and approval of a contract under this section, the procurement agency shall publish notice of the award in a newspaper of general circulation in the County and 2) An appropriate record of the sole source procurement shall be maintained as required.

DISCUSSION: N/A

FISCAL IMPACT: Funding in the amount of \$405,512 is available in the department's Capital Improvement Project (CIP) account BLD089.

CONCURRENCES: Sheriff, Doug Mullendore

ALTERNATIVES: N/A

ATTACHMENTS: Craftmaster Hardware's Quote, dated March 6, 2020.

AUDIO/VISUAL NEEDS: N/A



CRAFTMASTER HARDWARE

Fed I D #47-3774321

toll free 800-221-3212
toll free fax 800-501-7750

190 Veterans Drive, Northvale, NJ 07647

Quote Date	Page
Mar 6, 2020	1
Customer No.	Quote Number
W1207	Q166956
Sales Person	
George Howe	
Ship Via	
UPS Customer Expense	
Terms	
CREDIT CARD	

Your Essential Security Source Since 1951 www.craftmasterhardware.com **QUOTATION**

Quote For:
WASHINGTON COUNTY DETENTION CENTER
500 WESTERN MD PKWY
HAGERSTOWN, MD 21740

Ship To:
WASHINGTON COUNTY DETENTION CENTER
500 WESTERN MD PKWY
HAGERSTOWN, MD 21740

Visit Our Brand New Website at www.craftmasterhardware.com!

Quantity	um	Item Number	Description	Unit Price	Ext. Price
118	EA	NW/NW690-17PREP	FOOD PASS ASSY. 17 SERIES PREP	340.0000	40,120.00
118	EA	FA/17RHRB	Southern Folger Food Pass Lock, 5/5500 Keyway, Blir	440.0000	51,920.00

Please refer to Quote #Q166956 when placing order.
Quotations valid for 30 days unless renewed in writing

Sub-Total: 92,040.00
Tax: 0.00
Total: 92,040.00
PLUS ANY APPLICABLE
FREIGHT CHARGES



WEIZEL SECURITY

Security Products
for
Institutional Use

P.O. Box 276
Blaine, WA
98231-0276
Tel: 800-308-3627
www.securingscosmos.com

SALES QUOTE

SQ-32539

Mar 24, 2020

Customer

Washington County Detention
Cnt
500 Western Maryland Parkway
Hagerstown, MD, 21740
UNITED STATES
Tel: 240-313-2126
Fax: 240-313-2152

Contact

Washington County Detention
Cnt
Terry Hill
500 Western Maryland Parkway
Hagerstown, MD, 21740
UNITED STATES
Tel: 240-313-2143
Fax: 240-313-2152

Ship To

Washington County Detention
Cnt
Terry Hill
500 Western Maryland Parkway
Hagerstown, MD, 21740
UNITED STATES
Tel: 240-313-2143
Fax: 240-313-2152

Account

22092

Terms

Terms Subject to Credit Approval and PrePayment

Order Date

Account Rep

Crystal Ridler

Quotation

SQ-32539

PO

F.O.B

Ship VIA

Page

Not Yet Selected

1

Model #	Description	Order	Ship	M	Price	Amount
221-45-115CP	Cuff Port / Food Pass Door with Back Renovation Sleeve Prepped to Receive but NOT Include Folger Adam #17 Paracentric Slamlock	118	0	EA	355.00	41,890.00
Shipping & Handling	Freight Domestic US Freight Costs: Shipping Cost Allowed to Hagerstown, MD, 21740, FOB Factory - DOCK DELIVERY (If No Dock & Truck Lift Gate Needed/Used ADD \$150.00)	1	0	EA	0.00	0.00

Crystal Ridler
Weizel Security
Tel: 1-800-308-3627
Fax: 604-540-5263
email: crystalr@securingsprisons.com

QUOTATION IS VALID FOR 30 DAYS

CREDIT POLICY
ORDER SUBJECT TO CREDIT APPROVAL. PRE-PAYMENT MAY BE REQUIRED BY CREDIT CARD OR CHECK.

RETURN POLICY
- MINIMUM 35% RE-STOCKING CHARGES WILL BE APPLIED TO CANCELLED OR RETURNED ORDERS.
- NO MERCHANDISE TO BE RETURNED W/O WEIZEL'S WRITTEN AUTHORIZATION & RGA# APPLIED.
- NO ORDERS CAN BE RETURNED AFTER 30 DAYS OF SHIP DATE.
- CUSTOMER APPROVED CUSTOM MANUFACTURED PRODUCTS CANNOT BE RETURNED.

CREDIT NOTE POLICY
- NO CASH REFUND WILL BE OFFERED FOR CREDIT NOTE(S) ISSUED.
- ALL CREDIT NOTES ISSUED CAN BE USED AGAINST OUTSTANDING INVOICE(S) OR APPLIED AGAINST FUTURE PURCHASES WITHIN ONE YEAR OF THE CREDIT NOTE ISSUE DATE.
- AFTER 12 MONTHS OF CREDIT NOTE ISSUE DATE, THE CREDIT WILL EXPIRE AND BE CANCELLED.

OTHER TERMS AND CONDITIONS
- ANY APPLICABLE TAXES EXTRA
- PRICE QUOTED IS BASED ON STATED QUANTITIES. ANY CHANGE IN QUANTITY MAY AFFECT THE PRICE.
- WEIZEL SECURITY IS A DIVISION OF WEIZEL & ASSOCIATES LIMITED.

Tax Details

EXEMPT \$ 0.000

Taxable

41,890.00

Total Tax

0.00

TOTAL US\$

41,890.00

EIN# 98-035-1053
PST# 49251
GST# 10243-4404 RT0001



QUOTE

CHARM-TEX, INC.
1618 CONEY ISLAND AVE.
BROOKLYN, NY 11230
TEL.: (718)252-8100 * FAX: (718)258-8303
WEB: WWW.CHARM-TEX.COM

ORDER NO.: 0252001
ORDER DATE: 3/25/2020

SALESPERSON: GALL
CUSTOMER NO.: 00-WASC

SOLD TO:
WASHINGTON COUNTY DETENTION CE
500 WESTERN MARYLAND PARKWAY
HAGERSTOWN, MD 217405125
CONFIRM TO: JACK VINCENT

SHIP TO:
WASHINGTON COUNTY DETENTION CE
500 WESTERN MARYLAND PARKWAY
HAGERSTOWN, MD 217405125
ATTN TO: TERRY HILL

Table with 4 columns: CUSTOMER PO, SHIP VIA, FOB DELIVERED, TERMS NET 30 DAYS

Main table with 6 columns: ITEM CODE, DESCRIPTION, ORDERED, UOM, PRICE, AMOUNT. Contains 3 rows of item details.

LESS DISCOUNT: 0.00

ORDER TOTAL: 95,814.82



Agenda Report Form

Open Session Item

SUBJECT: Bid Award (PUR-1461) - Grounds Maintenance for Various County Departments

PRESENTATION DATE: May 12, 2020

PRESENTATION BY: Brandi Naugle, CPPB, Buyer, Purchasing Department and George Sweitzer, Superintendent at Black Rock Golf Course

RECOMMENDED MOTION: Move to award the contract to the responsible companies with the responsive lowest bids that meet the specifications for each chemical item (as indicated on the Bid Tabulation Summary). Tie bids were received for Item Nos. 13, 20, 27, 28 and 32, therefore, it is required that the chemicals be awarded based upon drawing lots in public, pursuant to Section 2.9 of the Washington County Procurement Policy Manual.

REPORT-IN-BRIEF: The County accepted bids on April 29, 2020. The Invitation to Bid (ITB) was advertised on the State of Maryland's (eMMA) "eMaryland Marketplace Advantage" web site, on the County's web site, and in the local newspaper. Fifteen (15) persons/companies registered/downloaded the bid document on-line. Five (5) bids were received. This contract provides the needed chemicals for the Black Rock Golf Course, County Highway Department and Department of Water Quality; the City of Hagerstown may utilize the contract. The contract term is one (1) year tentatively commencing July 1, 2020 and ending June 30, 2021.

Bidders were declared Non-Responsive if: A Bidder submitted two (2) prices for one (1) item, and/or if a Bidder submitted a substitute (equivalent) chemical that was not on the list of approved chemicals, and/or if a Bidder submitted the wrong unit of measure pricing.

DISCUSSION: N/A

FISCAL IMPACT: Funds are budgeted for the chemicals in various expense operating accounts.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation Matrix

AUDIO/VISUAL NEEDS: N/A

PUR-1461
Grounds Maintenance Chemicals
Bid Tabulation Summary

Item #	Product	Vendor	Unit of Measure	FY' 20 Unit Price	FY' 21 Unit Price
1	Acclaim Extra	Nutrien Ag Solutions	Gallon	\$494.00	\$493.45
2	Aqua Shade	SiteOne Landscape	Gallon	\$44.55	\$43.00
3	Propiconazole 14.3%	Nutrien Ag Solutions	Gallon	\$49.75	\$43.00
4	Propamocarb Hydrochloride 66.2%	Nutrien Ag Solutions	Gallon	\$293.00	\$296.94
5	Bensumec – 4LF	Helena Agri Enterprises	Gallon	\$110.00	\$115.00
6	Thiophonate Methyl 46.2%	Nutrien Ag Solutions	Gallon	\$43.20	\$39.99
7	Aluminum Tris WDG 80%	Genesis Turfgrass	Pound	\$13.27	\$13.10
8	Crossbow	Helena Agri Enterprises	Gallon	\$41.44	\$41.00
9	Chlorothalonil 720 SFT 54.0%	Nutrien Ag Solutions	Gallon	\$41.00	\$37.23
10	Chlorpyrifos 4E 42.5%	Genesis Turfgrass	Gallon	\$42.00	\$43.00
11	Dylox 420 SL	Helena Agri Enterprises	Pound	\$63.75	\$64.00
12	Fore WSP	Genesis Trufgrass	Pound	\$7.13	\$7.42
13	Head Way	Tie	Gallon	\$426.00	<i>TIE \$438.00</i>
14	Tebuconazole 38.7%	Helena Agri Enterprises	Gallon	\$49.75	\$49.75
15	Imidacloprid 75 %	Genesis Turfgrass	Case	\$337.00	\$347.00
16	PCNB 40%	SiteOne Landscape	Gallon	\$50.85	\$55.45
17	Pendulum Aqua Cap	Nutrien Ag Solutions	Gallon	\$55.00	\$48.88
18	Trinexapac Ethyl 11.3%	Nutrien Ag Solutions	Gallon	\$100.40	\$101.00
19	Prograss	Nutrien Ag Solutions	Gallon	\$138.10	\$132.00

Item #	Product	Vendor	Unit of Measure	FY' 20 Unit Price	FY' 21 Unit Price
20	Provaunt	Tie	Case	\$695.50	<i>TIE \$1526.40</i>
21	Glyphosate 41%	Genesis Turfgrass	Gallon	\$12.00	<i>\$12.60</i>
22	Mefenoxam 22.5%	Helena Agri Enterprises	Gallon	\$336.00	<i>\$337.80</i>
23	Talstar	Nutrien Ag Solutions	Gallon	\$51.00	<i>\$49.00</i>
24	Trimec Classic	Nutrien Ag Solutions	Gallon	\$24.46	<i>\$20.88</i>
25	Paclobutrazol 22.3%	Helena Agri Enterprises	Gallon	\$139.00	<i>\$144.00</i>
26	Phosguard	Nutrien Ag Solutions	Gallon	\$17.20	<i>\$13.77</i>
27	Bayleton FLO	Tie	Gallon	\$546.00	<i>TIE \$488.00</i>
28	Dismiss NXT	Tie	Gallon	\$580.00	<i>TIE \$649.00</i>
29	Fluazinam 40SC	Nutrien Ag Solutions	Gallon	\$374.94	<i>\$335.45</i>
30	Poa Constrictor	Helena Agri Enterprises	Gallon	\$110.00	<i>\$118.80</i>
31	Signature XTRA	Synatek	Pounds	\$30.00	<i>\$30.00</i>
32	Barricade	Tie	Gallon	\$143.00	<i>TIE \$143.00</i>
33	Mancozeb	Helena Agri Enterprises	Gallon	\$3.75	<i>\$3.95</i>
34	Fairview Select	Genesis Turfgrass	Gallon	N/A	<i>\$157.50</i>

PUR-1464
Grounds Maintenance Chemicals
for Black Rock Golf Course

Item No.	Item Description / Formulation	Estimated Annual Usage / Case Type	Unit of Measure	Nutrien Ag Solutions	Helena Agri Enterprises, LLC	SiteOne Landscape Supply	Genesis Turfgrass, Inc.	Synatek Solutions
				Rosedale, MD	Knoxville, MD	Frederick, MD	Glen Rock, PA	Souderton, PA
				Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
1	Acclaim Extra	2-Gallons	Gallon	\$493.45	\$505.00	\$540.00	\$526.00	\$555.56
2	Aqua Shade	5 Cases / 4 x 1 Gallon 4 Gallons per Case	Gallon	\$44.00	\$49.00	\$43.00	\$45.85	\$64.30
3	Propiconazole 14.3%	3 Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$43.00	\$49.75	\$68.00	* \$49.80	\$52.34
4	Propamocarb Hydrochloride 66.2%	8 Cases / 2 x 1 Gallon 2 Gallons per Case	Gallon	\$296.94	\$302.00	\$350.00	* \$330.00	\$300.00
5	Bensumec – 4LF	5 Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$124.30	\$115.00	\$141.25	\$120.00	\$151.45
6	Thiophonate Methyl 46.2%	40 Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$39.99	\$41.50	\$42.00	* \$43.60	\$47.69
7	Alumimum Tris WDG 80%	10 Cases / 4 x 5.5 lbs. 22 lbs. per Case	Pound	NO BID	\$13.50	\$13.25	* \$13.10	\$16.60
8	Crossbow	15 Gallons / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$45.90	\$41.00	\$41.70	* \$41.60	\$51.34
9	Chlorothalonil 54% 720 SFT	12 Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$37.23	\$40.80	\$40.40	* \$39.50	\$41.00
10	Chlorpyrifos 4E 42.5%	2 Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$48.49	\$46.00	\$64.00	\$43.00	\$55.82
11	Dylox 420 SL	4 Cases / 2 x 2.5 Gallons 5 Gallons per Case	Pound	\$71.89	\$64.00	\$74.21	\$69.60	\$77.47
12	Fore WSP	9-Cases / 8 x 4 x 1.5 lbs. 48 lbs. per Case	Pound	\$7.42	\$7.70	\$34.65	\$7.25	\$9.87
13	Head Way	4-Cases / 2 x 1 Gallon 2 Gallons per Case	Gallon	\$438.00	\$438.00	\$438.00	* \$438.00	\$438.00
14	Tebuconazole 38.7%	23-Gallons / 4 x 1 Gallon 5 3/4 Gallons per Case	Gallon	\$61.73	\$49.75	\$74.38	\$61.95	\$65.70
15	Imidacloprid 75%	2-Cases / 88 x 1.6 oz per Case	Case	\$370.48	\$385.00	\$77.25	* \$347.00	\$359.10
16	PCNB 40%	6-Cases / 2 x 2.5 Gallons 5 Gallon Case	Gallon	NO BID	\$57.06	\$55.45	* \$57.06	NO BID
17	Pendulum Aqua Cap	6-Cases / 2 x 2.5 Gallons 5 Gallon Case	Gallon	\$48.88	\$56.00	\$68.92	\$59.00	\$68.92
18	Trinexapac – Ethyl 11.3%	2-Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$101.00	\$102.00	\$132.88	* \$103.60	\$110.00
19	Prograss	9-Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$132.00	\$140.00	\$157.28	\$146.80	NO BID
20	Provaunt	2-Cases 8 x 12 oz.	Case	\$1,526.40	\$1,526.40	\$2,556.00	* \$1,526.40	\$1,526.40
21	Glyphosate 41%	4-Cases / 2 x 2.5 Gallons 5 Gallons per Case	Gallon	\$12.99	\$14.00	\$17.92	* \$12.60	\$14.88
22	Mefenoxam 22.5%	2.5 Cases / 2 x 1 Case 2 Gallon Cases	Gallon	\$354.15	\$337.80	\$414.88	\$365.00	\$350.00
23	Talstar	4 x 1-Gallon 4 Gallons per Case	Gallon	\$49.00	\$51.00	\$57.81	\$50.00	\$52.50
24	Trimec Classic	20-Gallons / 2 x 2.5 Gallons / 5 Gallons per Case	Gallon	\$20.88	\$36.00	\$46.00	\$38.90	\$42.10
25	Paclobutrazol 22.3%	3-Gallons 2 x 1 Gallon Cases	Gallon	\$148.77	\$144.00	\$220.00	* \$161.50	\$181.23
26	Phosguard	200-Gallons 2 x 2.5 Gallon Cases	Gallon	\$13.77	NO BID	\$20.00	* \$18.00	NO BID
27	Bayleton FLO	36-Gallons / 2 x 2.5 Gallons / 5 Gallons per case	Gallon	\$554.00	\$554.00	\$554.00	* \$488.00	\$488.00

PUR-1464
Grounds Maintenance Chemicals
for Black Rock Golf Course

Item No.	Item Description / Formulation	Estimated Annual Usage/Case Type	Unit of Measure	Nutrien Ag Solutions	Helena Agri Enterprises, LLC	SiteOne Landscape Supply	Genesis Turfgrass, Inc.	Synatek Solutions
				Rosedale, MD	Knoxville, MD	Frederick, MD	Glen Rock, PA	Souderton, PA
				Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
28	Dismiss NXT	5-Gallons / 60 Ounce Bottles	Gallon	\$2,596.00	\$2,596.00	\$649.00 *	\$649.00	\$1,384.53
29	Fluazinam 40SC	40-Gallons / 2 x 2.5 Gallons / 5 Gallons per case	Gallon	\$335.45	\$368.80	NO BID	\$359.00	\$373.09
30	Poa Constrictor	7-Gallons / 96 Ounce Bottles	Gallon	\$129.40	\$118.80	NO BID	\$149.00	NO BID
31	Signature XTRA	75 lbs. / 5.5 Pound Bags	Pound	\$31.82	\$31.81	\$175.00 *	\$31.82 *	\$30.00
32	Barricade	10-Gallons 4 x 1 Gallon Case	Gallon	\$143.00	\$143.00	\$143.00 *	\$143.00	\$143.00
33	Mancozeb	450 lbs. 12 lb. bags	Pound	\$4.05	\$3.95	\$4.88	\$4.58	\$5.49
34	Fairway Select	50 Gallon / 2 x 2.5 Gallon / 5 Gallons per Case	Gallon	\$212.80	NO BID	NO BID	\$157.50	\$167.06

Remarks / Exceptions:

Helena Item 28 Case
Item No. 28 - Case

Remarks / Exceptions:

Genesis Turfgrass, Inc.
Item No. 31 Signature XTRA - Cost per lb is 31.818181 rounding up to 31.82 (Agency Price Cost)

Remarks / Exceptions:

SiteOne Landscape Supply
Item No. 3 - Lesco Spectator Ultra
Item No. 4 - Proplant
Item No. 6 - Lesco T-Storm
Item No. 7 - Fosetyl-al
Item No. 8 - Candor
Item No. 9 - Manicure 6FL
Item No. 13 - Agency
Item No. 15 - Lesco Bandit 75WSP (4x4x1.6oz/Case)
Item No. 16 - Turf Cide
Item No. 18 - T-Nex
Item No. 20 - (24x12oz)
Item No. 21- Lesco Prosecutor Pro
Item No. 25 - Pac-Low
Item No. 26 - Brandt Liqui-Phi 0-0-25
Item No. 27 - (Agency)
Item No. 28 - (Agency) Container
Item No. 31 - (Agency) 5.5 lb Container
Item No. 32 - (Agency)

Alternates are clearly written out. Labels / Specifications are enclosed.
Agency - Pricing strictly set by manufacturers.
#28 Dismiss NXT & #31 Signature XTRA - Unit of measure changed to Container size due to Agency pricing not evenly broken down to units of measure.



Open Session Item

SUBJECT: FY2021 Operating Budget – Water Quality

PRESENTATION DATE: May 12, 2020

PRESENTATION BY: Sara Greaves, Chief Financial Officer; Jeremy Mose, Director of Environmental Management

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: Water Quality Budget Presentation

DISCUSSION: Budgets to be presented include:

Water Quality Funds – Utility, Water, Sewer, Pre-treatment

A proposed rate increase of 3.5% is included in the FY2021 budget for both water and sewer funds.

FISCAL IMPACT: See summaries attached

CONCURRENCES: Not applicable

ALTERNATIVES: Not Applicable

ATTACHMENTS: Utility Summary, Water Summary, Sewer Summary, Pretreatment Summary, Rate Schedule

AUDIO/VISUAL NEEDS: Not applicable

Washington County, Maryland
Draft 2 Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
<u>General Revenues:</u>								
	Development Fees	1,000	0	1,000	0		0.00%	1,000
	Other Planning Fees	40,000	0	40,000	25,200	1	170.27%	14,800
	Drawings/Blue Line Prints	7,000	0	7,000	(500)		-6.67%	7,500
	Contract Operations	289,890	(8,410)	281,480	(44,550)	2	-13.66%	326,030
	Inspection Projects	29,260	(420)	28,840	(7,820)	2	-21.33%	36,660
		367,150	(8,830)	358,320	(27,670)		-7.17%	385,990
1	Other Planning Fees: - Adjusted based on prior year actuals.							
2	Contract Operations / Inspection Projects: - Decreased to agree with total billable contract operations expense and inspection projects expense.							
<u>Miscellaneous Revenues:</u>								
	Interest, Penalties & Fees	200	0	200	(500)		-71.43%	700
	Utility Admin Charge	3,970,820	(102,150)	3,868,670	(174,050)	3	-4.31%	4,042,720
	General Fund Appropriation	237,160	(5,090)	232,070	3,930	4	1.72%	228,140
	CIP Transfer	196,160	(2,920)	193,240	21,690	5	12.64%	171,550
		4,404,340	(107,240)	4,294,180	(148,930)		-3.35%	4,443,110
3	Utility Admin Charge: - Adjusted to meet the operating requirements of the Utility Admin Fund which supports all Water Quality Departments.							
4	General Fund Appropriation: - Increased to reflect expenses associated with watershed and stormwater services provided.							
5	CIP Transfer: - Funding for clean county department.							
	<u>Lab Revenues:</u>	120,000	0	120,000	(40,000)	6	-25.00%	160,000
6	Lab Revenues: - Adjusted to reflect prior year actuals.							
Total Revenues		4,891,490	(116,070)	4,772,500	(216,600)		-4.34%	4,989,100

Washington County, Maryland
Draft 2 Utility Administration Fund Operating Budget
Detailed Summary
Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
	Utility Administration	1,502,620	(33,540)	1,469,080	(167,290)	6	-10.22%	1,636,370
	Engineering	653,910	(21,590)	632,320	8,920	7	1.43%	623,400
	Laboratory	705,710	(18,320)	687,390	(43,980)	8	-6.01%	731,370
	Maintenance	1,276,780	(28,700)	1,248,080	12,500	9	1.01%	1,235,580
	Stormwater & Watershed	237,160	(5,090)	232,070	3,930	10	1.72%	228,140
	Clean County	196,160	(2,920)	193,240	21,690	11	12.64%	171,550
	Inspection Projects-Billable	29,260	(420)	28,840	(7,820)	12	-21.33%	36,660
	Contract Operations-Billable	289,890	(8,410)	281,480	(44,550)	13	-13.66%	326,030
	Total Expenses	4,891,490	(118,990)	4,772,500	(216,600)	14	-4.34%	4,989,100

6 Utility Administration:

- Salaries and Benefits decreased \$208,260 due to wage and benefit changes and OPEB contribution not required.
- Appropriations-CIP increased \$84,000 to agree with funding for CIP projects.
- Debt decreased \$75,030 based on agreed upon payments with bondholders and state agencies.
- Dues & Subscriptions increased \$10,530 due to consolidation of department budgets.
- Wireless communication increased \$9,360 due to new SCADA system being installed.

7 Engineering:

- Salaries and Benefits increased \$10,100 due to wage and benefit changes.

8 Laboratory:

- Salaries and Benefits decreased \$26,010 due to wage and benefit changes.
- Contracted/Purchase Service decreased \$17,370 to reflect prior years actuals.

9 Maintenance:

- Salaries and Benefits increased \$7,410 due to wage and benefit changes.
- Building Maintenance increased \$7,700 based due to consolidation of department budgets.

10 Stormwater and Watershed Services:

- Salaries and Benefits increased \$3,930 due to wage and benefit changes.

11 Clean County:

- Salaries and Benefits increased \$3,690 due to wage and benefit changes.
- Diesel fuel increased \$3,820 due to increase in gallons used based on current usage.
- Waste/Trash Disposal increased \$12,320 due to greater trash pick up.

12 Inspection Projects-Billable:

- Salaries and Benefits decreased \$7,820 due to allocation based on prior years actuals.

13 Contract Operations-Billable:

- Salaries and Benefits decreased \$44,610 due to allocation based on prior years actuals.

14 Category Summary:

Salaries and Benefits	3,593,600	(162,450)	3,431,150	(261,570)	-7.08%	3,692,720
Operating	1,117,890	43,460	1,161,350	(39,030)	-3.25%	1,200,380
Capital Outlay	180,000	0	180,000	84,000	87.50%	96,000
	4,891,490	(118,990)	4,772,500	(216,600)	-4.34%	4,989,100

Washington County, Maryland
Draft 2 Water Fund Operating Budget
Detailed Summary
Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
<u>General Revenues:</u>								
	Rental - Other	114,140	0	114,140	9,340	1	8.91%	104,800
	Connection Fees	2,830	0	2,830	0		0.00%	2,830
		116,970	0	116,970	9,340		8.68%	107,630
1	Rental - Other: - Increased to reflect rental revenue from agreements with cellular companies.							
<u>Utility Revenues:</u>								
	Residential	777,200	0	777,200	17,800	2	2.34%	759,400
	Comm/Industrial I	38,800	0	38,800	2,600	2	7.18%	36,200
	Comm/Industrial II	51,300	0	51,300	(500)	2	-0.97%	51,800
	Vol/Public Service	1,600	0	1,600	0		0.00%	1,600
		868,900	0	868,900	19,900		2.34%	849,000
2	Utility Revenues: - Adjusted based on rate model projections.							
<u>Miscellaneous Revenues:</u>								
	Interest, Penalties, & Fees	30,000	0	30,000	0		0.00%	30,000
	Fund Balance Reserve	0	0	0	(477,250)	3	-100.00%	477,250
	General Fund Appropriation	133,420	(26,050)	107,370	107,370	4	100.00%	0
		163,420	(26,050)	137,370	(369,880)		-72.92%	507,250
3	Fund Balance Reserve: - Fund Balance has been reduced due to availability of funds.							
4	Gen. Fund Appropriation: - Revenues from proposed rates are insufficient to cover expenditures. Fund requires a General Fund subsidy.							
Total Revenues		1,149,290	(26,050)	1,123,240	(340,640)		-23.27%	1,463,880

Washington County, Maryland
Draft 2 Water Fund Operating Budget
Detailed Summary
Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
	General Operations	445,700	(10,210)	435,490	(268,570)	5	-38.15%	704,060
	Maintenance Treatment Plants	64,240	(1,400)	62,840	(46,050)	6	-42.29%	108,890
	Elk Ridge Treatment Plant	11,030	(250)	10,780	(6,540)	7	-37.76%	17,320
	Highfield Treatment Plant	64,240	(820)	63,420	5,400	7	9.31%	58,020
	Mt. Aetna Treatment Plant	43,600	(1,120)	42,480	830	7	1.99%	41,650
	Sandy Hook Treatment Plant	25,790	(670)	25,120	(8,610)	7	-25.53%	33,730
	Sharpsburg Treatment Plant	279,480	(7,010)	272,470	(26,920)	7	-8.99%	299,390
	Distribution Lines Operations	116,200	(3,160)	113,040	110	8	0.10%	112,930
	Distribution Lines Maintenance	99,010	(1,410)	97,600	9,710	9	11.05%	87,890
	Total Expenses	1,149,290	(26,050)	1,123,240	(340,640)	10	-23.27%	1,463,880

5 General Operations:

- Salaries and Benefits decreased \$9,000 due to OPEB contribution not being required.
- Debt decreased \$242,260 based on fixed upon payments with bondholders and state agencies.
- Utility Admin Charge decreased \$7,190 based on amount needed to fund Utility Admin for services provided.

6 Maintenance Treatment Plants:

- Salaries and Benefits decreased \$22,700 due to allocation based on three years of actuals.
- Contracted/Purchased Service decreased \$25,500 due to budget redistribution.

7 Treatment Plants:

- Salaries and Benefits decreased \$37,760 due to changes in wages and benefits.

8 Distribution Lines Operations:

- Salaries and Benefits increased \$410 due to changes in wages and benefits.

9 Distribution Lines Maintenance:

- Salaries and Benefits decreased \$13,640 due to changes in wages and benefits.
- Maintenance Contract Services increased \$23,350 due to budget redistribution.

10 Category Summary:

Salaries and Benefits	496,980	(15,840)	481,140	(82,690)	-14.67%	563,830
Operating	637,310	(10,210)	627,100	(257,950)	-29.15%	885,050
Capital Outlay	15,000	0	15,000	0	0.00%	15,000
	1,149,290	(26,050)	1,123,240	(340,640)	-23.27%	1,463,880

Washington County, Maryland
Draft 2 Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
	<u>Allocation Revenues:</u>							
	Connection Fees	500,000	0	500,000	0		0.00%	500,000
	Grinder Pump Fees	6,500	0	6,500	0		0.00%	6,500
		506,500	0	506,500	0		0.00%	506,500
	<u>Utility Revenues:</u>							
	Residential	5,055,900	0	5,055,900	219,200	1	4.53%	4,836,700
	Comm/Industrial I	159,400	0	159,400	(300)	1	-0.19%	159,700
	Comm/Industrial II	1,645,400	0	1,645,400	183,100	1	12.52%	1,462,300
	Vol/Public Service	4,400	0	4,400	200	1	4.76%	4,200
	Dist/Coll Service	1,249,600	0	1,249,600	47,100	1	3.92%	1,202,500
		8,114,700	0	8,114,700	449,300		5.86%	7,665,400
1	Utility Revenues: - Adjusted based on rate model projections.							
	<u>Other Service Revenues:</u>							
	Sludge	36,000	0	36,000	0		0.00%	36,000
	Pretreatment Permit Fees	25,000	0	25,000	12,950	2	107.47%	12,050
		61,000	0	61,000	12,950		26.95%	48,050
	<u>Wholesale Revenues:</u>	1,851,790	0	1,851,790	(78,410)	3	-4.06%	1,930,200
	<u>Miscellaneous Revenues:</u>							
	Interest, Penalties & Fees	100,000	0	100,000	0		0.00%	100,000
	Reimburse Administrative	3,000	0	3,000	0		0.00%	3,000
	Operating Grants	150,000	0	150,000	0		0.00%	150,000
	Fund Balance Reserve	1,274,870	(202,690)	1,072,180	1,072,180	4	100.00%	0
	General Fund Transfer	0	0	0	(3,000,000)	5	-100.00%	3,000,000
		1,527,870	(202,690)	1,325,180	(1,927,820)		-59.26%	3,253,000
2	Pretreatment Permit Fees: - Adjusted based on prior year actuals.							
3	Wholesale Revenues: - Adjusted based on prior year and current YTD actuals with a 3.5% increase.							
4	Fund Balance Reserve: - Utility revenues are insufficient to cover all existing expenditures. Based on projections for FY20, fund balance is expected to be sufficient to cover the deficit for FY21. If not, a loan will be requested from the General Fund.							
5	General Fund Transfer: - No General Fund subsidy.							
Total Revenues		12,061,860	(202,690)	11,859,170	(1,543,980)		-11.52%	13,403,150

Washington County, Maryland
Draft 2 Sewer Fund Operating Budget
Detailed Summary
Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
	General Operations	6,681,100	(96,940)	6,584,160	(1,524,900)	6	-18.80%	8,109,060
	Maintenance Treatment Plants	304,100	(8,090)	296,010	(73,370)	7	-19.86%	369,380
	Antietam Treatment Plant	272,260	(7,560)	264,700	21,570	8	8.87%	243,130
	Conococheague Treatment Plt	1,876,380	(26,760)	1,849,620	74,550	9	4.20%	1,775,070
	Sandy Hook Treatment Plant	62,330	(1,380)	60,950	(18,120)	10	-22.92%	79,070
	Smithsburg Treatment Plant	349,480	(6,430)	343,050	(5,140)	11	-1.48%	348,190
	Winebrenner Treatment Plant	388,630	(6,880)	381,750	25,510	12	7.16%	356,240
	Collection Lines Operations	1,472,750	(34,010)	1,438,740	7,520	13	0.53%	1,431,220
	Collection Lines Maintenance	654,830	(14,640)	640,190	(51,600)	14	-7.46%	691,790
	Total Expenses	12,061,860	(202,690)	11,859,170	(1,543,980)	15	-11.52%	13,403,150

6 General Operations:

- Salaries and Benefits decreased due to OPEB contribution not being required.
- Debt costs decreased \$1,287,410 based on fixed upon payments with bondholders and state agencies.
- Appropriation-CIP increased \$20,000 to agree with funding for CIP projects.
- Utility Admin Charge decreased \$64,710 based on amount needed to fund Utility Admin for services provided.

7 Maintenance Treatment Plants:

- Salaries and Benefits decreased \$73,370 due to wage and benefit changes.

8 Antietam Treatment Plant:

- Salaries and Benefits increased \$17,110 due to wage and benefit changes.

9 Conococheague Treatment Plant:

- Salaries and Benefits increased \$44,950 due to wage and benefit changes.
- Contracted/Purchased Service increased \$50,000 due to dumpster hauling services.
- Supplies - Chemicals increased \$47,000 due to magnetite purchase. Previously, magnetite was included in contract that expired.
- Electric decreased \$65,000 based on prior year actuals.

10 Sandy Hook Treatment Plant:

- Salaries and Benefits decreased \$19,400 due to wage and benefit changes.

11 Smithsburg Treatment Plant:

- Salaries and Benefits decreased \$15,470 due to wage and benefit changes.
- Supplies - Chemicals increased \$15,630 due to magnetite purchase. Previously, magnetite was included in contract that expired.

12 Winebrenner Treatment Plant:

- Salaries and Benefits increased \$600 due to wage and benefit changes.
- Supplies - Chemicals increased \$16,630 due to magnetite purchase. Previously, magnetite was included in contract that expired.
- Electric increased \$10,980 based on prior year actuals.

13 Collection Lines Operations:

- Salaries and Benefits decreased \$29,230 due to wage and benefit changes.
- Electric increased \$39,460 based on prior year actuals.

14 Collection Lines Maintenance:

- Salaries and Benefits decreased \$51,900 due to wage and benefit changes.

Washington County, Maryland
 Draft 2 Sewer Fund Operating Budget
 Detailed Summary
 Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
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15	Category Summary:							
	Salaries and Benefits	3,394,260	(110,750)	3,283,510	(231,970)		-6.60%	3,515,480
	Operating	8,473,600	(91,940)	8,381,660	(1,332,010)		-13.71%	9,713,670
	Capital Outlay	194,000	0	194,000	20,000		11.49%	174,000
		12,061,860	(202,690)	11,859,170	(1,543,980)		-11.52%	13,403,150

Washington County, Maryland
 Draft 2 Pretreatment Fund Operating Budget
 Detailed Summary
 Fiscal Year 2021

Page	Category	Requested	Adjustment	FY 2021 Draft 2 Budget	\$ Change	Note	% Change	Original Budget FY 2020
	Pretreatment Revenues	345,600	0	345,600	0		0.00%	345,600
	Miscellaneous Revenues	125,880	0	125,880	(394,710)	1	-75.82%	520,590
	Total Revenues	471,480	0	471,480	(394,710)		-45.57%	866,190
	General Operations	471,480	0	471,480	(394,710)	2	-45.57%	866,190
	Total Expenses	471,480	0	471,480	(394,710)		-45.57%	866,190

1 **Miscellaneous Revenues:**
 - Decreased Fund Balance Reserve based on funds needed to pay debt service.

2 **General Operations:**
 - Decreased based on debt service schedules.

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2021**

3.5% Revenue Increase

Sewer Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	125.90	130.31	3.5%	4.41
Comm I Full Service	128.80	133.31	3.5%	4.51
Comm II Full Service	131.39	136.00	3.5%	4.61
Comm III Full Service	131.39	136.00	3.5%	4.61
Volunteer Service	126.80	131.23	3.5%	4.43
Res/Comm Coll Ser	58.00	60.03	3.5%	2.03
<u>Volume per 1,000 gal</u>				
Res Full Service	7.29	7.54	3.4%	0.25
Comm I Full Service	8.12	8.40	3.4%	0.28
Comm II Full Service	9.23	9.55	3.5%	0.32
Comm III Full Service	6.34	6.56	3.5%	0.22
Volunteer Service	7.25	7.50	3.4%	0.25
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
<u>Non-metered Accounts</u>	169.64	169.64	0.0%	0.00
<hr/>				
Wholesale Class	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase	
			%	\$
All Wholesale Customers	7.49	7.75	3.5%	0.26
<hr/>				
Miscellaneous	Deduct Meter Fee - \$25.00 per quarter			

Charge for 12,000 gal Per Quarter - Average Residential Customer

	<u>Current</u>	<u>Proposed</u>	<u>Increase</u>	
			<u>%</u>	<u>\$</u>
Base Charge (6,000 gal)	125.90	130.31	3.5%	4.41
Vol Charge (6,000 gal)	43.74	45.24	3.4%	1.50
<hr/>				
Total bill	169.64	175.55	3.5%	5.91

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2021**

3.5% Revenue Increase

Water Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	104.76	108.43	3.5%	3.67
Comm I Full Service	104.76	108.43	3.5%	3.67
Comm II Full Service	129.40	133.92	3.5%	4.52
Volunteer Service	104.78	108.45	3.5%	3.67
<u>Volume per 1,000 gal</u>				
Res Full Service	11.78	12.19	3.5%	0.41
Comm I Full Service	12.05	12.47	3.5%	0.42
Comm II Full Service	9.30	9.63	3.5%	0.33
Volunteer Service	11.82	12.23	3.5%	0.41
<u>Non-metered Accounts</u>	175.44	181.57	3.5%	6.13

Charge for 12,000 gal Per Quarter - Average Residential Customer

	<u>Current</u>	<u>Proposed</u>	Increase	
			<u>%</u>	<u>\$</u>
Base Charge (6,000 gal)	104.76	108.43	3.5%	3.67
Vol Charge (6,000 gal)	70.68	73.14	3.5%	2.46
Total bill	175.44	181.57	3.5%	6.13



Agenda Report Form

Open Session Item

SUBJECT: Public Hearing – Modification of Water and Sewer Rates FY2021

PRESENTATION DATE: 11:00 AM on May 12, 2020

PRESENTATION BY: Jeremy Mose, Director of Environmental Management; Sara Greaves, Chief Financial Officer

RECOMMENDED MOTION: *[Note: The Commissioners may move to adopt the proposed water and sewer rate schedule for FY 2021, as presented or as modified, Public comment remains open for 7 days following May 12.]*

REPORT-IN-BRIEF: The Board of County Commissioners will conduct a public hearing to permit any member of the public to appear and testify concerning the proposed modification of water and sewer rates.

DISCUSSION: Water and Sewer revenue requirements show that an increase in water and sewer revenue is necessary to facilitate the Department of Water Quality's long-range financial plans. The presented rate schedule for FY 2021 is based on this requirement.

FISCAL IMPACT: Rate changes project additional revenue over FY20 budget of \$19,900 for Water and \$370,890 for Sewer.

CONCURRENCES: Not applicable

ALTERNATIVES: Not Applicable

ATTACHMENTS: Summary of Proposed Schedule of Utility Rates for FY2021, Sewer and Water Rate changes

AUDIO/VISUAL NEEDS: Not applicable

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF UTILITY RATES FOR FY 2021
(effective July 1, 2020)

	Quarterly Sewer Rates	Quarterly Water Rates
FULL SERVICE		
Base for 6,000 Gal Per Account		
Residential Full Service	\$130.31	\$108.43
Commercial I Full Service	\$133.31	\$108.43
Commercial II Full Service	\$136.00	\$133.92
Commercial III Full Service	\$136.00	n/a
Volunteer Service	\$131.23	\$108.45
Residential/Commercial Collection Service - per EDU	\$60.03	n/a
Volume per 1,000 gal		
Residential Full Service	\$7.54	\$12.19
Commercial I Full Service	\$8.40	\$12.47
Commercial II Full Service	\$9.55	\$9.63
Commercial III Full Service	\$6.56	n/a
Volunteer Service	\$7.50	\$12.23
Residential/Commercial Collection Service - per EDU	n/a	n/a
Non-Metered Accounts		
	\$169.64	\$181.57
SEWER WHOLESALE		
Per 1,000 gallons	\$7.75	n/a

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF FEES FOR FY 2021
(effective July 1, 2020)

MISCELLANEOUS FEES	
Deduct Meter Fee	\$25.00 per quarter
Infrastructure Management Program Fee	\$400.00 per Sewer EDU or required regional infrastructure contribution equivalent to a minimum of \$1,000 per EDU
Infrastructure Development Plan Fee	\$1,000 per Sewer EDU or required regional infrastructure contribution equivalent to a minimum of \$1,000 per EDU
Cedar Springs Infrastructure Development Fee	\$1,000 per acre or per Sewer EDU, whichever is greater <i>(i.e. If the total acreage of the parcel applying for service exceeds edu usage calculations, then a \$1,000 per acre fee will be assessed. If this per acre fee is initially assessed and at some point in the future the annual commercial evaluation of edu usage exceeds the total acreage originally assessed, the fee may be collected at that time based on acreage/edu differential. Inversely, if the total calculations of edu usage initially exceeds total acreage of the parcel, then a \$1,000 per edu fee will be assessed and the fee may be collected as edu usage increases.)</i>
DELINQUENT ACCOUNT BILLING FEES	
Maintenance fee for delinquent account <i>(assessed when account is not paid within the 10-day period following the late notice)</i>	\$30.00
Service Turn-Off	\$50.00
Service Turn-On	\$50.00
Service Turn-Off <i>(non-business hours)</i>	\$75.00
Service Turn-On <i>(non-business hours)</i>	\$75.00
<i>Fees apply to all water and sewer accounts</i>	

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF FEES FOR FY 2021
(effective July 1, 2020)

ALLOCATION FEES	
Joint Sewer Service Fee <i>(service areas jointly served by the City of Hagerstown Water & Sewer Department and the Wash. Co. Dept. of Water Quality)</i>	\$2,500
Allocation Fee for Sewer Service	\$6,900
Allocation Fee for Water Service	\$2,500
Meter Fee for Water	\$325
SLUDGE PROCESSING FEES*	
Sludge less than 4% solids	\$0.06 per gallon with a minimum charge for 1,000 gallons
Sludge between 4% to 7% solids	\$0.06 per gallon with a minimum charge for 1,000 gallons, plus actual landfill disposal tipping fee
Sludge greater than 7% solids	Unable to accept.
<i>*Other conditions, as determined by the County, may apply.</i>	
PRETREATMENT PROGRAM PERMIT FEES	
Permit Application Fees:	
SIUs	\$300.00
Non-SIUs	\$150.00
Permit Maintenance Fees: <i>(These fees are based upon industrial process wastewater flow and are collected on an annual basis.)</i>	
< 1,000 gpd	\$250.00
1,000 - 9,999 gpd	\$500.00
10,000 - 25,000 gpd	\$1,000.00
> 25,000 gpd	\$2,000.00

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF FEES FOR FY 2021
(effective July 1, 2020)

ADMINISTRATIVE FEES	
Design Review Fees:	
<i>Drawings -</i>	
One/two lot simplified subdivision plat	\$25.00
Multiple lot (more than two) subdivision development plan or preliminary	\$25.00 - (per drawing)
Multiple lot subdivision combined Preliminary/Final	\$100.00 - (per drawing)
Multiple lot subdivision - final plat(s)	\$25.00 - (per set of drawings)
Architectural/ Technical	\$150.00 - (per drawing)
<i>Specification Water -</i>	
Water distribution	\$100.00 (per set)
Water Supply, Treatment or Storage	\$150.00 (per set)
Booster pump station	\$150.00
<i>Specification Sewer -</i>	
Sewer Collection - Gravity all types	\$100.00 (per set)
Sewer Collection - Pressure	\$150.00 (per set)
Sewage Pump Station	\$150.00 (per set)
Sewage Treatment Plant (all sizes)	\$200.00 (per set)
<i>Permits -</i>	
Filing of and tracking of each NPDES, MDE and SHA Permits	\$25.00

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF FEES FOR FY 2021
(effective July 1, 2020)

LABORATORY ANALYSIS FEES	Price Per Sample <i>(Prices shown in this fee schedule are for normal sample preparation. If additional treatment is required, additional charges may be imposed.)</i>
SAMPLE COLLECTION	\$25.00
INORGANICS:	
ACIDITY	\$15.00
ACID/ALKALINITY	\$25.00
ALKALINITY	\$17.00
AMMONIA NITROGEN	\$16.00
BIOCHEMICAL OXYGEN DEMAND (BOD)	\$25.00
CALCIUM	\$14.00
CHEMICAL OXYGEN DEMAND (COD)	\$35.00
CHLORINE (FREE OR TOTAL)	\$8.00
CHLORIDE	\$22.00
*COLOR	\$5.00
S. CONDUCTANCE	\$11.00
T. CO2	\$15.00
T. CO2 & BI-CARBONATE (BY NOMOGRAPH)	\$18.00
*CYANIDE	\$8.00
DISSOLVED OXYGEN	\$8.00
FLUORIDE	\$12.00
HARDNESS	\$13.00
*HEXAVALENT-CHROMIUM	\$8.00
*PHENOL	\$10.00
*FLASHPOINT	\$10.00
NITRATE	\$16.00
NITRATE+NITRITE	\$16.00
*ODOR	\$5.00

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF FEES FOR FY 2021
(effective July 1, 2020)

OIL & GREASE	\$25.00
ORTHO PHOSPHORUS	\$16.00
PH (CORROSIVITY)	\$6.00
SETTLABLE SOLID	\$10.00
SULFATE	\$24.00
SULFIDE	\$24.00
SULFITE	\$24.00
*SURFACTANTS	\$15.00
TOTAL DISSOLVED SOLIDS (TDS)	\$20.00
TOTAL KJELDAHL NITROGEN	\$22.00
TOTAL PHOSPHORUS	\$22.00
TOTAL SOLIDS	\$15.00
TOTAL SUSPENDED SOLIDS (TSS)	\$12.00
TOTAL TOXICITY (MICROTOX)	\$50.00
TURBIDITY	\$8.00
VOLATILES SOLIDS (INCLUDING TS)	\$20.00
POT ASH (POTASSIUM & CALCULATION)	\$ 30.00
TOTAL N (TKN+NO3+NO2)	\$ 38.00
METAL ANALYSIS BY FLAME AA (PPM)/GRAPHITE FURNACE AA (PPB):	
ALUMINUM	\$12.00
*ANTIMONY	\$12.00/\$24.00
ARSENIC (GFAA)	\$12.00/\$24.00
BARIUM (FLAA/GFAA)	\$12.00/\$24.00
CADMIUM (FLAA/GFAA)	\$12.00/\$24.00
CHROMIUM (FLAA/GFAA)	\$12.00/\$24.00
COPPER (FLAA/GFAA)	\$12.00

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF FEES FOR FY 2021
(effective July 1, 2020)

IRON (FLAA)	\$12.00
LEAD (FLAA/GFAA)	\$12.00/\$24.00
MANGANESE (FLAA/GFAA)	\$12.00/\$24.00
MAGNESIUM (FLAA)	\$12.00/\$24.00
MERCURY (COLD VAPOR)	\$24.00
MOLYBDENUM	\$12.00
NICKEL (FLAA/GFAA)	\$12.00/\$24.00
POTASSIUM (FLAA)	\$12.00/\$24.00
SELENIUM (GFAA)	\$12.00/\$24.00
SILICON (FLAA/GFAA)	\$12.00/\$24.00
SILVER (FLAA/GFAA)	\$12.00/\$24.00
*TIN	\$12.00
*TITANIUM	\$12.00
*VANADIUM	\$12.00
ZINC (FLAA/GFAA)	\$12.00
*TCLP, METALS	\$50.00
SAMPLE PREP. DISSOLVED METALS	\$10.00
SAMPLE PREP. FOR METAL DIGESTION	\$25.00
MICROBIOLOGY:	
TOTAL COLIFORM/E. COLI - PRESENT/ABSENT	\$35.00
TOTAL COLIFORM/E. COLI COLILERT COUNT	\$35.00
TOTAL COLIFORM (MPN)	\$35.00
E. COLI/FECAL COLIFORM (MPN, EC, MUG)	\$35.00
SAMPLE DILUTION	\$10.00
RUSH SAMPLE FEE FOR POSITIVE TEST	\$20.00
ORGANIC ANALYSIS:	
*FORMALDEHYDE	\$100.00

WASHINGTON COUNTY DEPARTMENT OF WATER QUALITY
SCHEDULE OF FEES FOR FY 2021
(effective July 1, 2020)

TOTAL ORGANIC CARBON	\$30.00
*TCLP, HERBICIDES	\$100.00
*TCLP, PESTICIDES	\$80.00
*TCLP, SEMIVOLATILES	\$100.00
*TCLP, VOC'S	\$40.00
*VOLATILE ORGANICS (EPA 524 or EPA 624)	\$40.00
TTO's (full scan: VOC, Semi Volatiles, Dioxin screen, Pesticides and Herbicides)	\$645.00
*DIOXIN	\$300.00
*CHLOROFORM	\$80.00
*PAINT FILTER TEST	\$13.00
*SEMI-VOLATILES (EPA 625 & EPA 525)	\$100.00
*ACID/BASE NEUTRALS (EPA 8270)	\$450.00
*PESTICIDES & PCB's (EPA 608)	\$80.00
*HERBICIDES	\$100.00
*BTEX	\$40.00
*MTBE	\$40.00
*TPH	\$20.00
*GROSS BETA + GROSS ALPHA	\$80.00
*IGNITABILITY TEST ON SOLID	\$20.00

***Subcontracted test - price may change, as contracted.**

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2021**

3.5% Revenue Increase

Sewer Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	125.90	130.31	3.5%	4.41
Comm I Full Service	128.80	133.31	3.5%	4.51
Comm II Full Service	131.39	136.00	3.5%	4.61
Comm III Full Service	131.39	136.00	3.5%	4.61
Volunteer Service	126.80	131.23	3.5%	4.43
Res/Comm Coll Ser	58.00	60.03	3.5%	2.03
<u>Volume per 1,000 gal</u>				
Res Full Service	7.29	7.54	3.4%	0.25
Comm I Full Service	8.12	8.40	3.4%	0.28
Comm II Full Service	9.23	9.55	3.5%	0.32
Comm III Full Service	6.34	6.56	3.5%	0.22
Volunteer Service	7.25	7.50	3.4%	0.25
Res/Comm Coll Ser	n/a	n/a	n/a	n/a
<u>Non-metered Accounts</u>	169.64	169.64	0.0%	0.00
<hr/>				
Wholesale Class	Current Per 1,000 Gal Rates	Proposed Per 1,000 Gal Rates	Increase	
			%	\$
All Wholesale Customers	7.49	7.75	3.5%	0.26
<hr/>				
Miscellaneous	Deduct Meter Fee - \$25.00 per quarter			

Charge for 12,000 gal Per Quarter - Average Residential Customer

	<u>Current</u>	<u>Proposed</u>	<u>Increase</u>	
			<u>%</u>	<u>\$</u>
Base Charge (6,000 gal)	125.90	130.31	3.5%	4.41
Vol Charge (6,000 gal)	43.74	45.24	3.4%	1.50
<hr/>				
Total bill	169.64	175.55	3.5%	5.91

**Washington County, Maryland
Department of Water Quality
Proposed Rates for FY 2021**

3.5% Revenue Increase

Water Rates

Retail Classes	Current Quarterly Rates	Proposed Quarterly Rates	Increase	
			%	\$
<u>Base for 6,000 gal</u>				
Res Full Service	104.76	108.43	3.5%	3.67
Comm I Full Service	104.76	108.43	3.5%	3.67
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