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BOARD OF COUNTY COMMISSIONERS January 8, 2019 OPEN SESSION AGENDA

08:00 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*APPROVAL OF MINUTES – December 11, 2018 and December 18, 2018

08:05 A.M. CLOSED SESSION

10:00 A.M.

(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 consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; 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 plans.)

- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
 10:20 A.M. REPORTS FROM COUNTY STAFF
 10:35 A.M. CITIZENS PARTICIPATION
 10:45 A.M. FIRST QUARTER ADJUSTMENTS TO THE WASHINGTON
- 10:45 A.M. FIRST QUARTER ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD OF EDUCATION'S FY2019 GENERAL FUND BUDGET Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools, and David Brandenburg, Executive Director of Finance, Washington County Public Schools
- 11:00 A.M. ADULT DRUG COURT Honorable Brett R. Wilson

RECONVENE IN OPEN SESSION

- 11:10 A.M. REPAIR OF THE COMPACTORS FOR THE DEPARTMENT OF SOLID WASTE David A. Mason, P.E., Deputy Director, Department of Solid Waste
- 11:25 A.M. MICROSOFT OFFICE 365 ANNUAL SOFTWARE LICENSE SUBSCRIPTION RENEWAL (YEAR 2 OF 3) Ron Whitt, Director, Division of Information Systems
- 11:30 A.M. BNR FORCEMAIN EMERGENCY REPAIR Mark D. Bradshaw, P.E., Deputy Director, Engineering Services

11:45 A.M. **ADJOURNMENT**

Board of County Commissioners have been invited to attend the "Groundbreaking of WCPS Sharpsburg Elementary School" Ceremony at 1:00PM Location: 17525 Shepherdstown Pike, Sharpsburg, Maryland

Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: First Quarter Adjustments to the Washington County Board of Education's FY2019 General Fund Budget

PRESENTATION DATE: January 8, 2019

PRESENTATION BY: Jeffrey Proulx, Chief Operating Officer, Washington County Public Schools, and David Brandenburg, Executive Director of Finance, Washington County Public Schools

RECOMMENDED MOTION: Move to approve the requested first quarter adjustments to the Board of Education's FY2019 General Fund Budget.

REPORT-IN-BRIEF: The Annotated Code of Maryland requires local school systems to periodically re- forecast their financial needs and make necessary changes to their budgets. To that end, the Washington County Board of Education approved the attached list of changes to its FY2019 General Fund Budget at its December 11, 2018 meeting.

DISCUSSION: Several of the changes that the Board of Education approved on December 11, 2018 cross major categories. Therefore, these requested adjustments must also be approved by the Board of County Commissioners. The Board of Education has asked its Finance staff to review the requested budget changes with the Commissioners and answer any questions that they may have.

FISCAL IMPACT: None. These proposed modifications merely adjust the budget to allow for proper categorization of revenues and expenses.

CONCURRENCES: The Board of Education's Finance Committee reviewed the proposed adjustments at their meeting November 27, 2018 meeting and recommended them for approval by the full Board. The Board of Education approved these changes at their December 11, 2018 meeting.

ALTERNATIVES: None

ATTACHMENTS: Proposed first quarter budget adjustments for the Washington County Board of Education's FY2019 General Fund Operating Budget.

AUDIO/VISUAL NEEDS: None

Washington County Public Schools First Quarter FY2019 Budget Adjustments

Category	Value	The primary reason for variance is:		
Administration	60,000	Redirected technology funds to service contracts and repairs		
Mid-Level Administration	33,909	Reclassification of professional development software maintenance		
Instructional Textbooks and Supplies	43,415	5 Redirected resources between instructional categories		
Fixed Charges	145,410	Savings in contributions to the health insurance fund due to changes in subscriber mix		
Total Expense Reductions/Additional Revenue	<u>282,734</u>			
landon di anni Calania	126 110			
Instructional Salaries	Redirected resources between instructional categories and reclassification of profession			
Other Instructional Costs				
Operation of Plant	50,000	Redirected technology funds to service contracts and repairs		
Total Expense Increases/Reduced Revenue	<u>282,734</u>			
Net Effect on Fund Balance	0			



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Adult Drug Court

PRESENTATION DATE: January 8, 2019

PRESENTATION BY: Honorable Brett R. Wilson

RECOMMENDED MOTION: For Informational Purposes

REPORT-IN-BRIEF: N/A

DISCUSSION: Informative discussion

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: Judge Wilson has a brief Power Point presentation that would take

approximately 10 minutes.



Drug Courts

One Piece of the Puzzle



Drug Courts: A History

- 1988 Florida
- 1998 Maryland
- Office of Problem Solving Courts
- From 1 to 3000



Drug Courts

What are they and How do they work?



Drug Court

- A Part of the Criminal Court
- Collaborative Team
- A Last Chance



- The Court
- State's Attorney
- Public Defender
- Parole and Probation
- Law Enforcement/Day Report Center
- Health Dept./Treatment Providers
- Mental Hlth./Therapy/Educators
- Private Employers



Drug Courts – The National Perspective

- Do Drug Courts reduce recidivism?
- Are Drug Courts cost effective?
- Do Drug Courts reduce substance abuse and save lives?
- Where are Drug Courts in the United States?
- Who support Drug Courts nationally?

Drug Courts Reduce Recidivism



Well-functioning drug courts reduce crime rates by 35% and the effects last at least 3 years.



Drug Courts are cost effective

Incarceration of drug using offenders costs between \$20,000 and \$50,000 per person, per year. The capital costs of building a prison cell can be as high as \$80,000. A comprehensive drug court system typically costs between \$2,500 and \$4,000 annually for each offender. NADCP, The Facts on Drug Courts [available at www.nadcp.org].



Drug Courts are cost effective

Results of several large-scale, rigorous cost analyses of adult drug court programs: For every \$1,000 invested in adult drug courts, communities reaped benefits, totaling roughly \$3,000 to \$12,000 per participant.

[Dr. Douglas B. Marlow, J.D., Ph.D. Chief of Research, Law and Policy, NADCP]



Drug Courts reduce substance abuse and save lives

The additional medical costs associated with the delivery of a drug-addicted baby are estimated to range from approximately \$1,500 to \$25,000 per day [Cooper, 2004]



Drug courts provide closer, more comprehensive supervision and much more frequent drug testing and monitoring during the program, than other forms of community supervision. Drug use and criminal behavior are substantially reduced while offenders are participating in drug court.

[Columbia University, National Center on Addiction and Substance Abuse. Research on Drug Courts: A Critical Review, 2001].

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- The longer an addicted person stays in treatment, the better the outcome.
- Extensive research confirms that treatment is the most cost effective way to combat drug abuse and non-violent drug-related crime.
- Over 70% of all drug-using offenders who entered drug court programs either successfully completed or are current participants.
- [General Accounting Office, 1997]



- Drug Courts are in all 50 states, plus DC,
 Puerto Rico, Guam and the Northern
 Mariana Islands
- There are 3,000 Drug Courts



Who supports Drug Courts?

- The Executive Branch of Government
- The Legislative Branch of Government
- The Judicial Branch of Government



Drug Courts

H.O.P.E. Act

Maryland General Assembly

Governor Larry Hogan

\$2,000,000.00



Drug Courts Are A Community Based Solution And They Work!

Thank you.



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: Repair of the Compactors for the Department of Solid Waste

PRESENTATION DATE: January 8, 2019

PRESENTATION BY: David A. Mason, P. E., Deputy Director, Department of Solid Waste

RECOMMENDED MOTION: Motion to approve the transfer of Funds for the Certified Rebuild of the Caterpillar 826G Compactor and repair of the Caterpillar 826H Compactor for the Department of Solid Waste at the 40 West Landfill.

REPORT-IN-BRIEF: The 40 West Landfill currently has two-Compactors in the heavy equipment fleet. The CAT 826G was purchased in March 2003 and has over 14,000 hours on the engine. The overall cost for purchase, service and repairs during the life of the machine (15 years) totals \$576,051.92 (average yearly cost of \$38,403.46). In October of 2018, the transmission in the 826G failed. Staff mechanics and mechanics from Alban CAT attempted to repair the transmission, however, it was determined the transmission cannot be repaired. The cost for the replacement of the transmission is estimated at \$101,000. Given the age of the equipment and the hours on the engine, we do not recommend replacing just the transmission, but to replace or rebuild the entire machine.

The second Compactor is a CAT 826H and has approximately 9,800 hours on the engine. The overall cost for purchase, service and repairs since it was purchased in October 2006 (12 years) is \$1,917,801.18 (average yearly cost of \$127,853.41). This includes a certified rebuild (\$436,108.51) in 2014. The 826H had approximately 15,000 hours on the engine when the rebuild occurred.

DISCUSSION: Currently, Staff is considering future plans for the landfill including an on-site Material Recovery Facility, Waste-to-Energy Facility, and/or privatization/public-private partnership to increase the efficiency of the Landfill. Staff is also exploring additional sources of in-bound trash (i.e. Out-of-County Trash) since there is an inherent benefit to increasing the daily tonnage. In 2017, the landfill had a net loss of \$1.52/cubic yard (debt service is included in the evaluation).

Staff has identified three (3) options for the compactor repair/replacement:

- Option 1: Certified Rebuild of the CAT 826G, estimated to cost \$550,000. Plus, mechanical upgrades for the 826H, estimated to cost \$250,000. The 826G would become the primary compactor for daily use; the 826H would become a more reliable a backup machine.
- Option 2: Purchase of a new CAT 826K, at a cost of \$792,327. This option will provide staff with a new machine as a primary, but not a viable back-up.
- Option3: Lease a CAT 826K, estimated to cost \$13,018.97/month or \$156,227.64 for 5 years. The lease will allow the County to turn in the leased equipment after five years and enter into a new lease with new equipment if desired. The lease would be through Alban Caterpillar's existing contracts with National Sourcewell Lease Program

(formerly the National Joint Powers Alliance, NJPA). This option will provide staff with a new machine as a primary, but not a viable back-up.

Staff is recommending Option 1. The Certified Rebuild of the 826G and upgrades to the 826H is the most responsible and effective choice at this time. This option will provide the landfill with a virtually new compactor having all the warranty benefits of a new machine, while providing a reliable back up compactor to maintain compaction rates when the primary compactor is out-of-service.

FISCAL IMPACT: In consultation with the Chief Financial Officer, it has been determined that funding will be provided through the fund balance reserve for this one-time expenditure. Cash reserves for the rebuild of \$550,000 and the repairs of \$250,000 are made available by reducing the amount being reserved for closed site catastrophes. While we strive to maintain reserves for this purpose, it is critical that the Solid Waste Fund have a working compactor for both safety and efficiency. The monies will transfer from Fund Balance Reserve Account (490090-21-21010) to Machinery and Equipment Account (600400-21-21010).

CONCURRENCES: Dan DiVito, Director, Division of Environmental Management, and Sara Greaves, Chief Financial Officer

ALTERNATIVES: The purchase price of an 826K is \$792,327., or The lease price of an 826K is \$13,018.97/month (\$156,227.64/year), with the same terms described for the 836K.

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Board of County Commissioners of Washington County, Maryland ${\bf Agenda~Report~Form}$

Open Session Item

SUBJECT: Microsoft Office 365 Annual Software License Subscription Renewal (Year 2 of 3)

PRESENTATION DATE: January 8, 2019

PRESENTATION BY: Ron Whitt, Director, Division of Information Systems

RECOMMENDED MOTION: Approve the Microsoft Office 365 Annual Software License Subscription Renewal as presented.

REPORT-IN-BRIEF: Microsoft Office 365 is a set of subscription software and services offered by Microsoft, as part of the Microsoft Office product line. The government plans (G1 & G3) provides use of the Microsoft Office software suite over the life of the subscription, as well as cloud-based Software as a Service (SaaS) products for business environments, such as hosted Exchange Server(email), Skype for Business Server (online meetings), SharePoint (online collaboration), and OneDrive for Business (online storage) among others. The subscription plan includes automatic updates to their respective software and online services at no additional charge.

The G1 and G3 plans provide for different levels of features and capability of Office 365 services in a segmented government cloud community that enables organizations to meet U.S. compliance and security standards. The current individual subscription rate for the G1 plan is \$96.99/year and for the G3 plan is \$219.79/year.

The G1 plan provides all the features of Exchange Online (email, calendar, contacts, and 50 GB mailbox) plus cloud file storage (1 TB) using OneDrive, online versions of Word, Excel and PowerPoint, ability to host unlimited online meetings (Skype for Business) and engage with intranet and team sites using SharePoint.

The G3 plan provides all the features of the G1 plan plus Office desktop applications (Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access), 100 GB mailbox, unlimited personal cloud storage, enterprise management of applications, eDiscovery tools with in-place search, hold, and export, and compliance and information protection (legal hold, rights management, data loss protection for email and files).

DISCUSSION: The County's migration to Microsoft Office 365 was begun during the last half of FY 2017 and initially started with a free trial subscription provided by Microsoft. The County currently has assigned 325 G3 subscription licenses and recently purchase 100 G1 subscription licenses which are currently being allocated to appropriate staff based upon their job function and responsibilities.

FISCAL IMPACT: \$71,431.75 (budgeted)

CONCURRENCES: Rick Curry, Director, Purchasing Department

ALTERNATIVES: N/A

ATTACHMENTS: SHI International Corp Pricing Proposal per Maryland State Contract 060B2490024 (Microsoft Select (MS) Plus and Enterprise Software Licenses - Software House International)

AUDIO/VISUAL NEEDS: None



Pricing Proposal

Quotation #: 16381125

Reference #: EA # 6281801 - Annual Payment Quote - 12/1/2018

Created On: 12/10/2018 Valid Until: 12/31/2018

MD-WASHINGTON COUNTY

Inside Account Manager

Ron Whitt

Washington County 100 W. Washington Road Hagerstown, MD 21740 UNITED STATES

Phone: (240) 313-2260

Fax:

Email: rwhitt@washco-md.net

Bianca Williams

290 Davidson Avenue Somerset, NJ 08873 Phone: 888-744-4084 Fax: 732-868-5887 Email: MDGOV@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	O365GovE3 ShrdSvr ALNG SubsVL MVL PerUsr / O365GovE3 ShrdSvr Microsoft - Part#: AAA-11894	325	\$201.58	\$65,513.50
	Contract Name: Microsoft Software & Services LAR			
	Contract #: 060B2490024 Coverage Term: 12/1/2018 – 11/30/2019 Note: Invoice # B09199361, B09152007, B09151931, B09151980 - Year 2 of 3			
2	CCALBrdgO365 Alng MonthlySub Per User / CCAL Bridge O365 Aln Microsoft - Part#: AAA-12414	325	\$18.21	\$5,918.25
	Contract Name: Microsoft Software & Services LAR			
	Contract #: 060B2490024			
	Coverage Term: 12/1/2018 – 11/30/2019 Note: Invoice # B09199361, B09152007, B09151931, B09199271 - Year 2 of 3			
			Total	\$71,431.75

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084.

SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are resold in accordance with the <u>SHI Online Customer Resale Terms and Conditions</u>, unless a separate resale agreement exists between SHI and the Customer.



Board of County Commissioners of Washington County, Maryland

Agenda Report Form

Open Session Item

SUBJECT: BNR Forcemain Emergency Repair

PRESENTATION DATE: January 8, 2019

PRESENTATION BY: Mark D. Bradshaw, P.E., Deputy Director, Engineering Services

RECOMMENDED MOTION: Move to approve Change Order #1 for Carl Belt, Inc. in the amount

of \$114,750.00.

REPORT-IN-BRI EF

- 1. Upon inspection of the manhole on DOT Food's side of the railroad track, it was discovered the manhole had deteriorated and became structurally unsound. Since the Contractor is replacing the two manholes upstream and will have the bypass pumping established for this work along with securing the railroad's permission, the County requested a proposal from the Contractor to replace this manhole. For more detailed information, please refer to Carl Belt's letters dated December 18, 2018. Increase contract amount by \$65,000.00.
- 2. During the bid phase, the County proposed to setup the bypass pumps at the splitter box that has an existing gate installed. While preparing to do the work, the County operated the gate which broke. Since the gate is inoperable, the bypass pumping needs to be relocated to the next manhole upstream increasing the bypass piping length. Also, due to delay in receiving the railroad's permission to proceed with the work, the work will now be done in January instead of September. As a result of this delay, the Contractor will now have to build a structure around the pumps to protect them from freezing and damaging the pumps. For more detailed information, please refer to Carl Belt's letter dated December 18, 2018. Increase contract amount by \$49,750.00.

FISCAL IMPACT: There are adequate funds in LIN040 to cover this change order.

CONCURRENCES: Dan DiVito, Director, Division of Environmental Management

ALTERNATIVES: N/A

ATTACHMENTS: Change Order #1 with attachments

AUDIO/VISUAL NEEDS: N/A

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

Consultant: PO B Contractor: 1152	Belt, Inc. Fox 1210 1 Minor Avenue Derland, MD 21502								
Change Order No.	1	Purchase Order No.	RQ 13177 - Wachco 23758						
Contract No.		Oracle Account No.	515000-32-42010-LIN040-CNST00000						
Project Title: BNR F	Forcemain Emergency Repair		Date:	Dec 19, 2018					
The contract time w	ill: O _{increase} O _{decrease} • res	main the same by:	• calendar days • wo	rking days					
Description of Chan	ge:								
 Replace manhole on DOT Foods side of railroad tracks. Revise proposed by-pass pumping and piping. 									
Reason for Change:									
structurally unsound. Since the Contractor is replacing the two manholes upstream and will have the bypass pumping established for this work along with securing the railroad's permission, the County requested a proposal from the Contractor to replace this manhole. For more detailed information, please refer to Carl Belt's letters dated December 18, 2018. Increase contract amount by \$65,000.00. 2. During the bid phase, the County proposed to setup the bypass pumps at the splitter box that has an existing gate installed. While preparing to do the work, the County operated the gate which broke. Since the gate is inoperable, the bypass pumping needs to be relocated to the next manhole upstream increasing the bypass piping length. Also, due to delay in receiving the railroad's permission to proceed with the work, the work will now be done in January instead of September. As a result of this delay, the Contractor will now have to build a structure around the pumps to protect them from freezing and damaging the pumps. For more detailed information, please refer to Carl Belt's letter dated December 18, 2018. Increase contract amount by \$49,750.00.									
The completion date	, incorporating the changes included i	n this change order, is:	Jan 31, 2019						
The original contract	sum was:	\$136,500.00							
Net changes by previ	ious change orders:	\$0.00							
Contract sum prior to	this change order:	\$136,500.00							
By this Change Orde	er, the contract sum will be changed b	\$114,750.00							
The new contract sur	m including this change order will be:	\$251,250.00							
The Consultant/Contractor/Vendor shall not commence with the work described hereon until this form is executed by all agents.									
Consultant:		Finance:							
Contractor/Vendor:	David J. Madden Digitally signed by David J. Madden DN: cor-David J. Madden, or-Cat Belt, Bec., or-C.O.O., Exec. VP. anni-laveneightehelpspop com, c-US Date: 2018.12.21 11.83.22 d5'90'	Purchasing:							
Approving Agency:	Mark D Bradshaw Date: 2018.12.21 10:06:00 -05'00'	County Administrator:							

CARL BELT

CONTRACTING .. ENGINEERING

Telephone: 301-729-8900 FAX Number: 301-729-0163

11521 MILNOR AVENUE UPPER POTOMAC INDUSTRIAL PARK

December 18, 2018

POST OFFICE BOX 1210 CUMBERLAND, MARYLAND 21501-1210

Washington County Div. of Environmental Management 16232 Elliott Parkway Williamsport, MD 21795-4083

ATTN: MR. MARK D. BRADSHAW, P.E.

DEPUTY DIRECTOR

RE: REVISIONS TO BY-PASS PUMPING FOR SEWER LINE REPAIR
AND MANHOLE REPLACEMENT PROJECT

Dear Mr. Bradshaw:

As per your request, the following changes and additions are in addition to our original proposal due to change necessary for the by-pass pumping portion of the project.

CHANGES / ADDITIONS

- Add additional line footage and fusion time
- Add fusion couplers at end of casing
- Add fittings at end of casing to reduce distance to move existing manhole alignment (add either 90 degree or 45 degree fittings)
- Add support platform in side casing to protect existing SDR-35 (21") pipe from weight of bypass pipe and protect existing bells during pipe installation
- Add enclosure and freeze protection for pumps and pump manifold including providing a heat source and fuel for same
- Increase supervision to cover additional work
- Add for pump suppliers updated cost from date of bid

Our **additional cost** for the changes/additions listed above is **\$49,750.00**. Should you have any questions or comments, please contact me.

Sincerely,

CARL BELT, INCORPORATED

David W. Snyder

Estimator / Project Manager

Cc: CBjr/JB/DM/BM/MF/SF/File

CB-18-141 & A141 (R1) WC Replace Manhole

CARL BELT

CONTRACTING .. ENGINEERING

Telephone: 301-729-8900 FAX Number: 301-729-0163

11521 MILNOR AVENUE UPPER POTOMAC INDUSTRIAL PARK POST OFFICE BOX 1210 CUMBERLAND, MARYLAND 21501-1210

December 18, 2018

Washington County Div. of Environmental Management 16232 Elliott Parkway Williamsport, MD 21795-4083

ATTN: MR. MARK D. BRADSHAW, P.E. DEPUTY DIRECTOR

RE: REPLACE MANHOLE DOT FOODS SIDE OF RAILROAD TRACKS - REVISED PROPOSAL

Dear Mr. Bradshaw:

As per your request, following is our **revised** proposal for additional costs to replace the manhole on the Dot Foods side of the casing.

SCOPE OF WORK

- · Remobilize to site
- Remove light pole on berm
- Clear additional area and remove additional fence
- Excavate and stockpile berm material to facilitate access to manhole
- Excavate and remove deteriorated manhole
- Install new HDPE lined manhole
- Reconstruct berm using excavated material
- Install new light pole foundation
- Reinstall light pole
- Reinstall fence
- Seed and mulch disturbed area

EXCLUSIONS / CLARIFICATIONS

- Location of new manhole may need adjusted to allow for passage of bypass pipe lines
- Railroad coordination by Washington County
- Railroad flagger paid for by Washington County
- Should railroad require shoring, actual cost of shoring and design to be added to this proposal
- No permits included
- Any right of way or access costs with adjacent property owners by Washington County
- Should the light pole foundation remain and not need removed, we will credit you an amount of (\$5,000.00) for the cost of reconstruction

Replace Manhole Dot Foods Side of Railroad Tracks – Revised Proposal Page 2

Our lump sum amount for this additional work is $\underline{$65,000.00}$. Should you have any questions or comments, please contact me.

Sincerely,

CARL BELT, INCORPORATED

David W. Snyder

Estimator / Project Manager

Cc: CBjr/JB/DM/BM/MF/SF/File

CB-18-141(A-R1) WC Replace Manhole