



100 West Washington Street, Suite 1101 | Hagerstown, MD 21740-4735 | P: 240.313.2200 | F: 240.313.2201
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BOARD OF COUNTY COMMISSIONERS
August 6, 2019
OPEN SESSION AGENDA

- 08:00 A.M. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Jeffrey A. Cline*
APPROVAL OF MINUTES – July 30, 2019
- 08:05 A.M. CLOSED SESSION
(*To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State; To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including the deployment of fire and police services and staff; and the development and implementation of emergency plans.*)
- 10:00 A.M. RECONVENE IN OPEN SESSION
- 10:05 A.M. COMMISSIONERS' REPORTS AND COMMENTS
- 10:15 A.M. REPORTS FROM COUNTY STAFF
- 10:25 A.M. CITIZENS PARTICIPATION
- 10:30 A.M. PROCLAMATION PRESENTATION - NATIONAL HEALTH CENTER WEEK -AUGUST 4TH – 10TH, 2019
- 10:40 A.M. BUDGET ADJUSTMENT – BELT LOADER – *Garrison Plessinger, Director, Hagerstown Regional Airport*
- 10:45 A.M. WASHINGTON COUNTY GAMING COMMISSION'S ANNUAL REPORT AND FISCAL YEAR 2019 GAMING FUND ALLOCATION ANNOUNCEMENT – *Susan Buchanan, Director, Office of Grant Management and Brooks McBurney, Chair, Washington County Gaming Commission*
- 11:00 A.M. PUBLIC HEARING – RURAL LEGACY AREA EXPANSION – *Chris Boggs, Land Preservation Planner, Department of Planning and Zoning*
- 11:25 A.M. WASHINGTON COUNTY COMMUNITY HEALTH ADVISORY COMMISSION – *Krista Hart, County Clerk*

- 11:30 A.M. COMBINE CASCADE TOWN CENTER AND HIGHFIELD WATER SYSTEMS – *Dan DiVito, Director, Division of Environmental Management and Andrew Eshleman, Director, Public Works*
- 12:00 P.M. RECESS
- 01:30 P.M. JOINT MEETING: WASHINGTON COUNTY BOARD OF EDUCATION
Location: Washington County Administration Building, 100 W. Washington Street, Hagerstown, Maryland
- 2019 Educational Facilities Master Plan
- 02:30 P.M. ADJOURNMENT



Open Session Item

SUBJECT: Presentation of National Health Center Week – August 4th – 10th, 2019

PRESENTATION DATE: August 6, 2019

PRESENTATION BY: Board of County Commissioners

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: Proclamation Presentation

WHEREAS, for more than 50 years, Community Health Centers have provided high-quality, affordable, comprehensive primary and preventive health care for everyone regardless of income, insurance status, or health status, and;

WHEREAS, Community Health centers are America’s largest primary care network and the health care home for 28 million people in over 1,400 organizations and over 11,000 communities across the nation, and;

WHEREAS, Community Health Centers are locally owned and operated not -for – profit business that generate \$54.6 billion in economic activity in some of the country’s most economically deprived communities, and;

WHEREAS, Community Health Centers are governed by patient- majority boards to ensure that patients are engaged in their own health care decisions and that the Community Health center is community- oriented and engaged, and;

WHEREAS, Community Health Centers nationally employ more than 220,000 people, including physicians, nurse practitioners, physicians’ assistants, and certified nurse midwives who work together as multi-disciplinary clinical teams designed to treat the whole patient, and;

WHEREAS, Community Health Centers improve health outcomes and reduce health care costs, saving \$24 billion annually, by helping patients manage their chronic conditions and by keeping them out of costlier health care settings like hospitals and emergency rooms, and;

WHEREAS, Washington County has two health centers, Family Healthcare of Hagerstown and Tri-State Community Health center, that serve as a patient-centered health care homes for approximately 8, 800 Washington county residents, and;

WHEREAS, During National Health Center Week, we celebrate the staff, board members, patients, and others who are responsible for the continued growth and success of Community Health centers, both in Washington County and throughout the United States.

NOW THEREFORE, We the Board of County Commissioners of Washington County, Maryland, do hereby recognize National Health Center Week August 4-10, 2019 do encourage our citizens to join in the observance.



Open Session Item

SUBJECT: Budget Adjustment Belt Loader

PRESENTATION DATE: August 6, 2019

PRESENTATION BY: Garrison Plessinger, Director, Hagerstown Regional Airport

RECOMMENDATION: To approve the budget adjustment to fund belt loader

REPORT-IN-BRIEF: Budget adjustment will switch funds from purchasing a lease on a flail mower to purchasing a belt loader for airline services.

DISCUSSION: The airport tugs and baggage loaders needed multiple repairs this summer season. The ground equipment was bought used in 2008 and it now really showing its age.

The airport operations budget currently has in it to purchase a lease for a flail mower in the amount of \$28,688 per year for the next 5 years. The current lead time on that equipment is roughly 9-12 months for delivery. I am proposing that we use the \$28,688 budgeted for the flail mower in FY2020 for the belt loader.

The flail mower will be ordered this fall, and it will be ready for delivery and payment the very beginning of FY2021 due to lead time. This way it pushes the mower lease into FY2021 and frees up funds in FY2020 for the baggage loader.

FISCAL IMPACT: NA

CONCURRENCES: NA

ALTERNATIVES: NA

ATTACHMENTS: Budget Adjustment Form

AUDIO/VISUAL NEEDS: NA



Washington County, Maryland Budget Adjustment Form

Print Form

- Budget Amendment - Increases or decrease the total spending authority of an accounting fund or department
- Budget Transfer - Moves revenues or expenditures from one account to another or between budgets or funds.

Transaction/Post -Finance

Deputy Director - Finance

Preparer, if applicable Digitally signed by Misty Rosenberry
Date: 2019.07.26 08:35:51 -04'00'

Department Head Authorization

Garrison Plessinger Digitally signed by Garrison Plessinger
Date: 2019.07.26 09:25:33 -04'00'

Division Director / Elected Official Authorization

Budget & Finance Director Approval

County Administrator Approval

County Commissioners Approval

Required approval with date

If applicable with date

Required approval with date

Required approval with date

Required > \$ 25,000 with date

Expenditure / Account Number	Fund Number	Department Number	Project Number	Grant Number	Activity Code	Department and Account Description	Increase (Decrease) + / -
535055	45	45020				Airfield Operations - Lease Payments	-28,690
600400	45	45020				Airfield Operations - Machinery & Equipment	28,690

Explain Budget Adjustment

It will take a 9-12 month lead time to acquire the Flail Mower budgeted in FY20. Requesting to use these funds to purchase a baggage loader. This baggage loader was acquired in 2009 as a used piece of equipment. In the fall the Flail Mower will be ordered and would be ready for use the beginning of FY21. This will push the lease for the Mower into FY21 freeing up funds in FY20 for the baggage loader.

Required Action by County Commissioners

- No Approval Required
- Approval Required

Approval Date if Known



Open Session Item

SUBJECT: Washington County Gaming Commission's Annual Report and Fiscal Year 2019 Gaming Fund Allocation Announcement

PRESENTATION DATE: August 6, 2019

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management and Brooks McBurney, Chair, Washington County Gaming Commission

RECOMMENDED MOTION: This presentation is for informational purposes only. No motion or action is requested.

REPORT-IN-BRIEF: The Washington County Gaming Commission wishes to present their annual report to the Board of County Commissioners. They will also announce their fiscal year 2019 funding decisions. In fiscal year 2019, the Gaming Commission had available \$2,044,999.55 for distribution to local charitable organizations and the Volunteer Fire & Rescue Association. This figure reflects an increase in revenues of \$68,625.79 when compared to the previous fiscal year. In accordance with State Statute, 50% of the funding received was allocated to the Washington County Volunteer Fire & Rescue Association and the remaining has been allocated to charitable organizations in Washington County.

DISCUSSION: In May of 2019, the Gaming Commission received 100 funding applications from 84 charitable organizations. The total amount of funding requested within those 100 applications was \$1,947,775.72. The applications were reviewed and considered by each Commissioner. After review, group deliberations and public hearings, the Gaming Commission determined appropriate funding allocations based on the published and approved "Guidelines for Distribution of Gaming Funds" which is consistent with the State Statute governing the distribution of such funds.

FISCAL IMPACT: There is no fiscal impact to the Washington County general fund.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Funding Allocation Press Release (to be provided during presentation).

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: PUBLIC HEARING - Rural Legacy Area Expansion

PRESENTATION DATE: August 6, 2019, 11:00 a.m.

PRESENTATION BY: Chris Boggs, Land Preservation Planner, Department of Planning and Zoning

RECOMMENDED MOTION: Move to approve the proposed expansion of the Rural Legacy Area as recommended by staff and as indicated on the map enclosure and approve submission of a request to approve the expanded Rural Legacy Area to the MD Department of Natural Resources with the FY 2021 grant application.

REPORT-IN-BRIEF: Each year the Department of Planning and Zoning submits a request to the Maryland Department of Natural Resources for funds to purchase easements in the County's Rural Legacy Area. As part of this application, counties may request to expand their existing Rural Legacy Areas (RLAs). With recent increases in funding and landowner interest on the rise, Planning and Zoning staff have determined that an expansion of the RLA would be beneficial to the County's land preservation efforts.

On January 15, 2019, the Board of County Commissioners gave preliminary approval (in conjunction with the approval of the 2020 Rural Legacy grant application) to expand the RLA, with the expectation that Planning & Zoning staff would return after a series of public information meetings to finalize the proposed expansion areas. In the time since, Planning staff have mailed letters to over 800 property owners, received over 100 phone calls and held two public meetings for community input. Feedback was overwhelmingly in support of expanding the RLA.

DISCUSSION: The proposed RLA expansion consists of 12,601 acres of land contiguous to the existing RLA, most of which is under rural zoning designations. The majority is also in existing Priority Preservation Areas designated by the Comprehensive Plan. Only properties within the boundaries of the RLA may be considered for Rural Legacy easements. State approval of Washington County's RLA expansion would occur in June of 2020 and take effect during fiscal year 2021.

As a result of the public information meetings, several property owners and interested parties have submitted requests for additional areas to be included in the proposed RLA expansion. Staff recommends approval of the expansion as originally proposed.

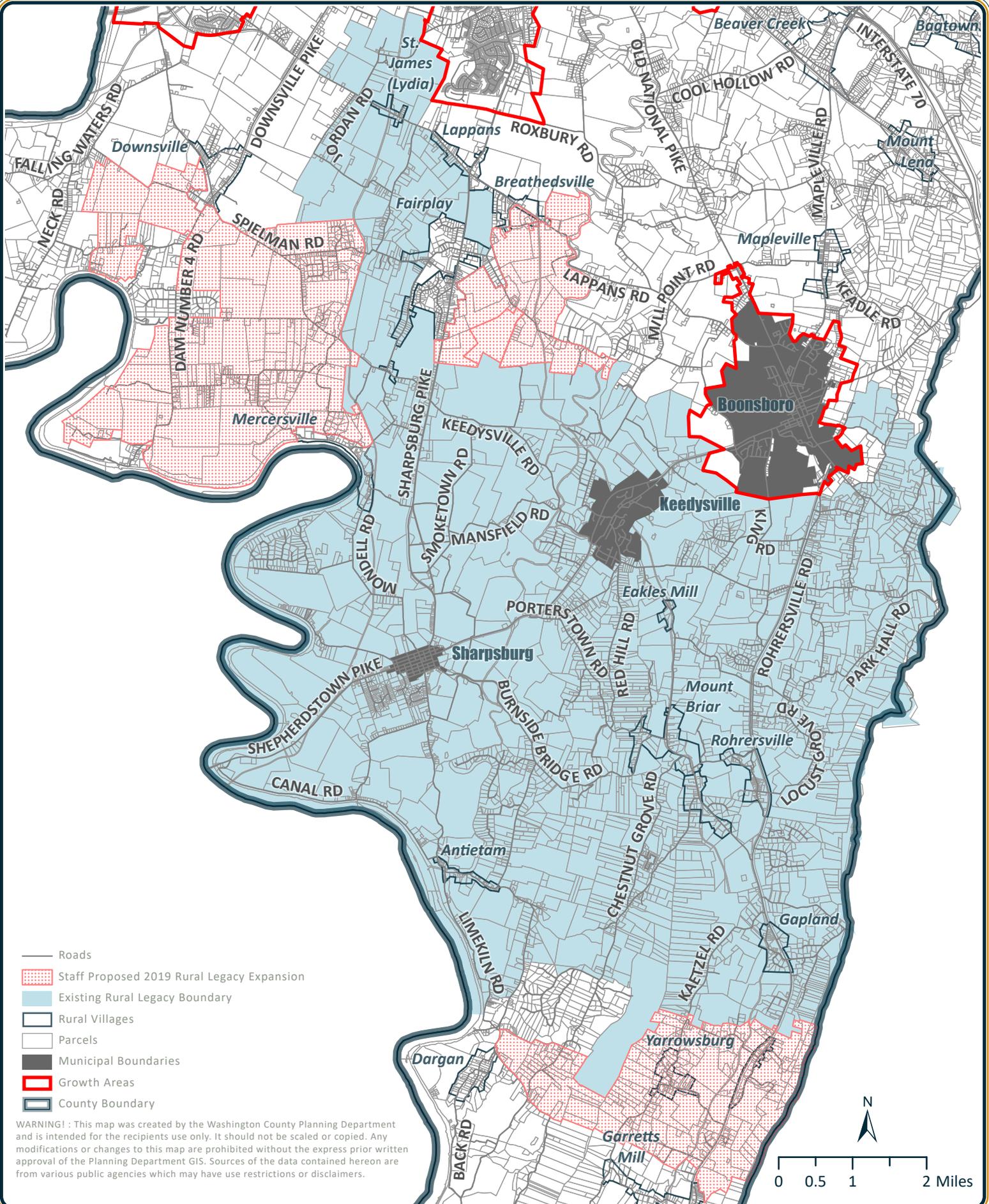
FISCAL IMPACT: The expansion of the RLA will have no impact on the County budget. However, it may give the State an impetus to increase funding for Rural Legacy projects in the County, considering the high level of interest and number of quality properties in the proposed expanded area.

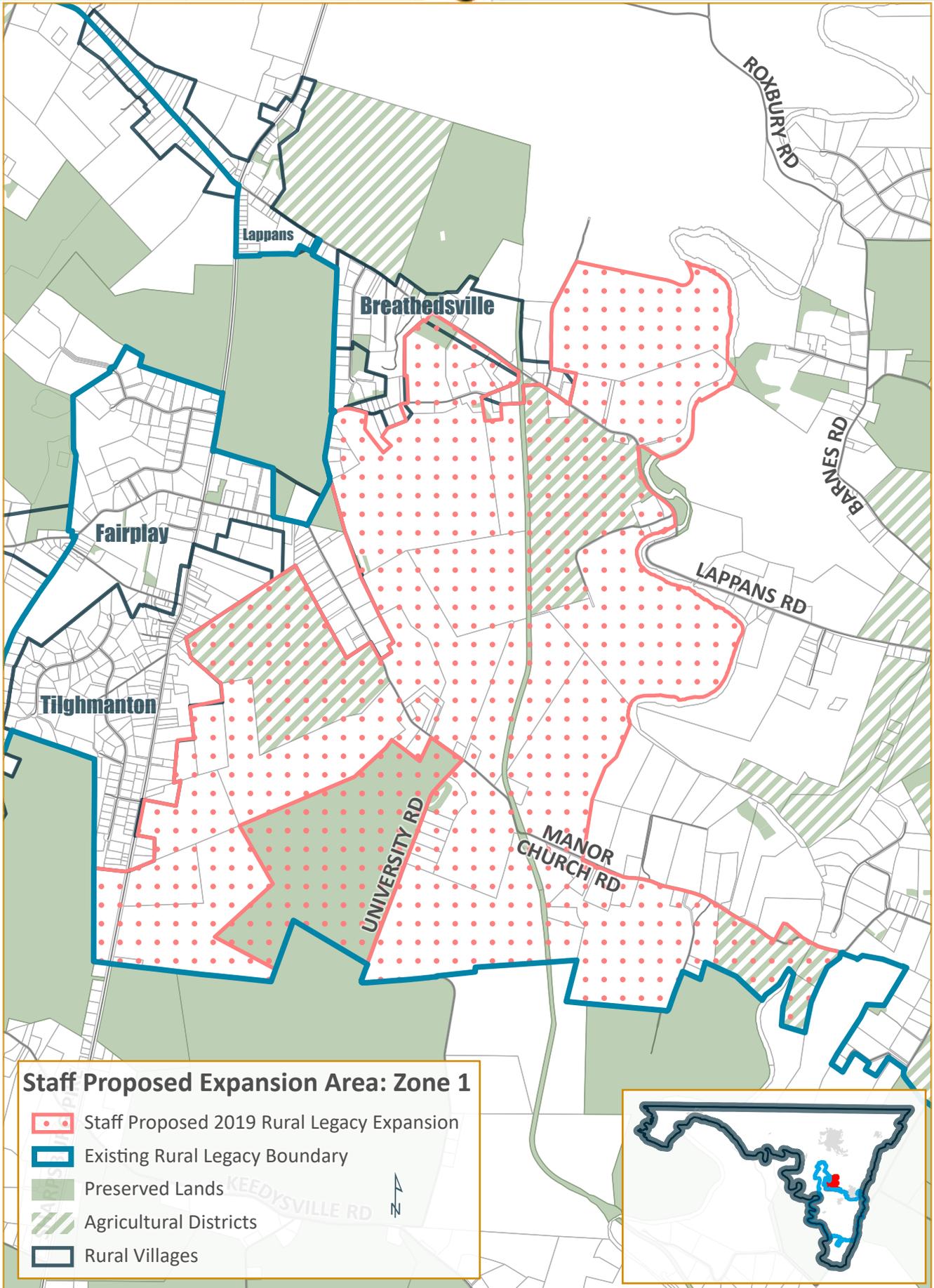
CONCURRENCES: Planning Commission

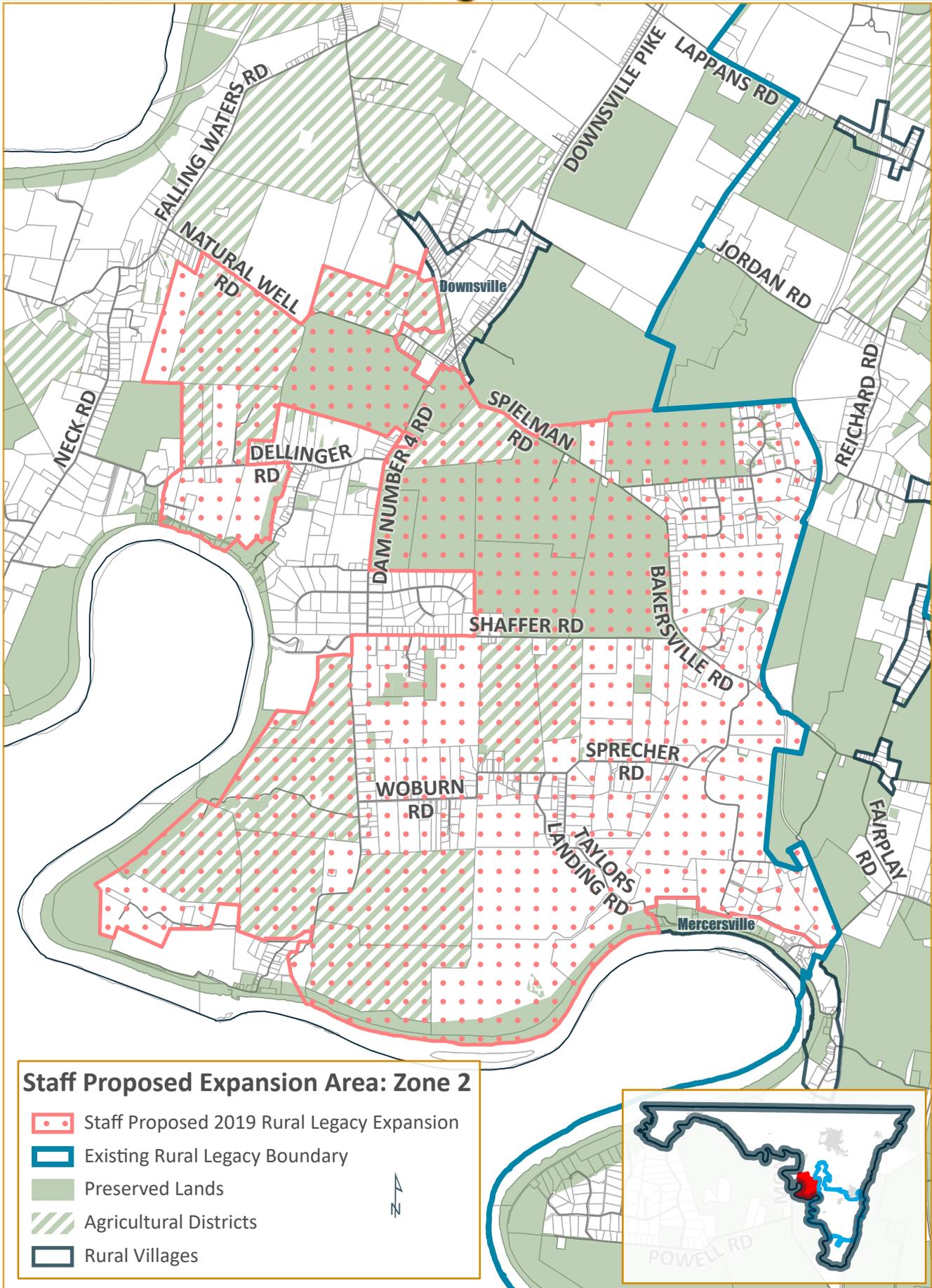
ALTERNATIVES: Refrain from approving the expansion of the Rural Legacy Area **OR** Request an adjustment of the boundaries of the proposed RLA expansion.

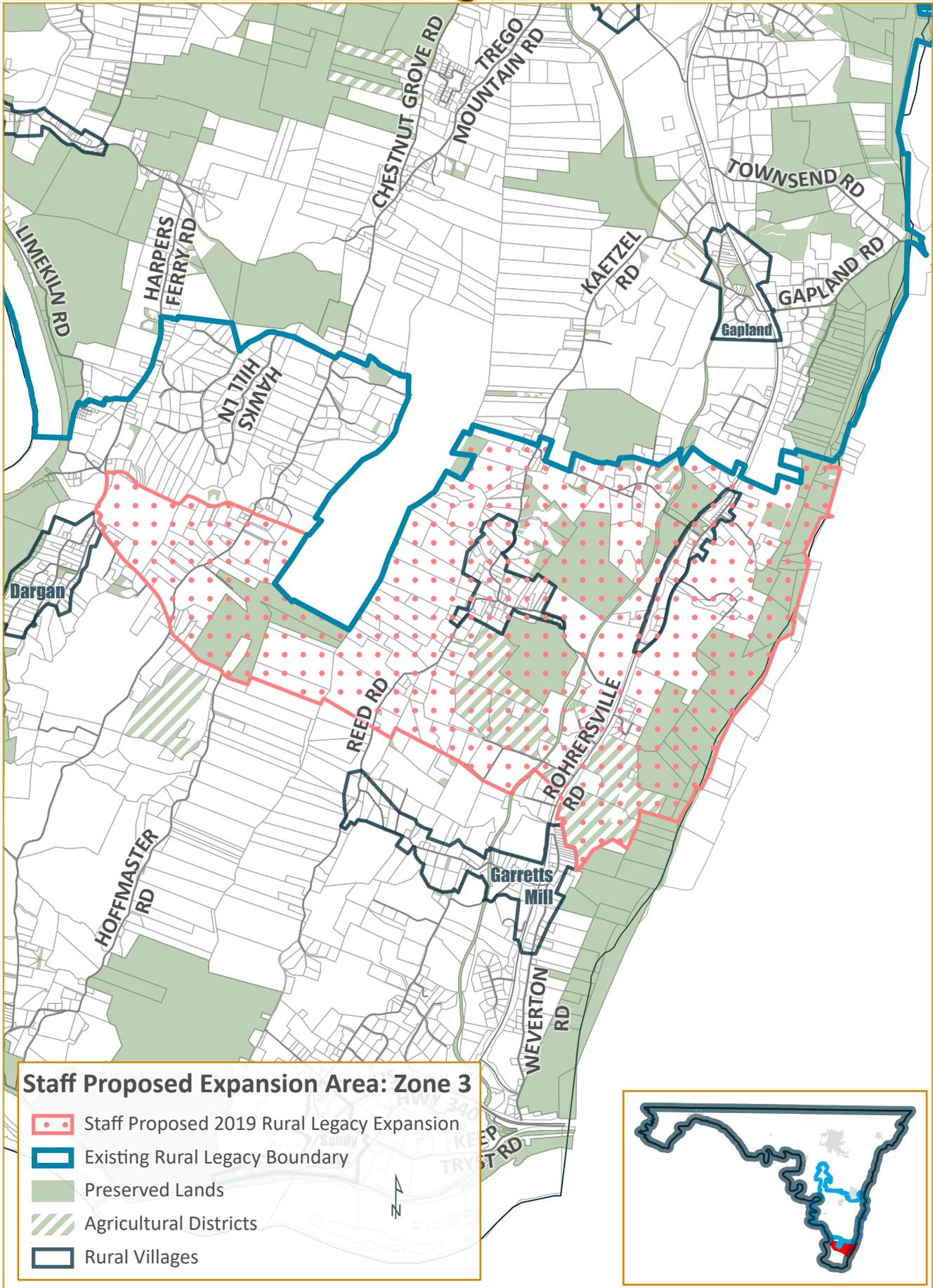
ATTACHMENTS: Overall map, staff proposed focus maps, and customer request maps

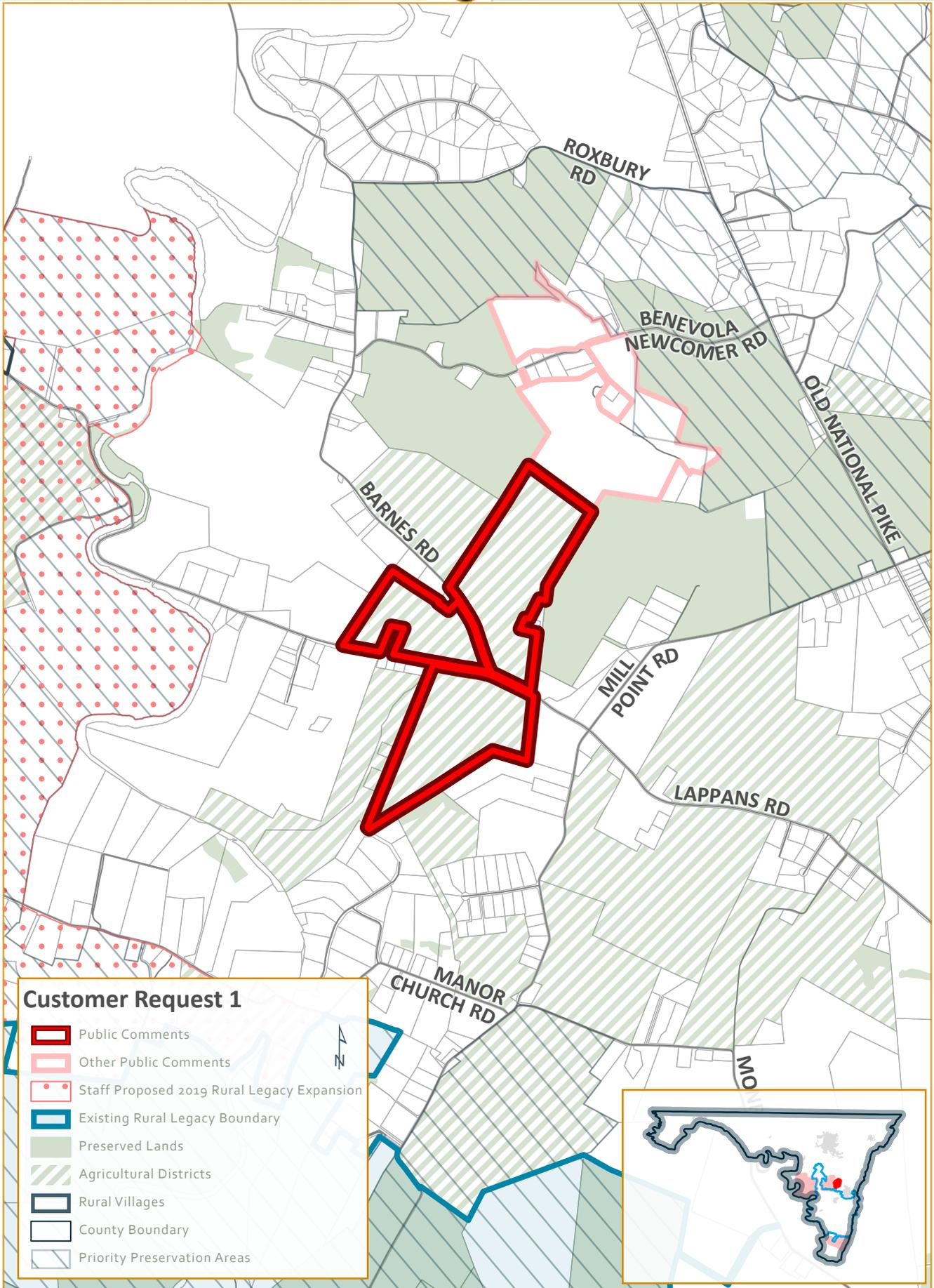
AUDIO/VISUAL NEEDS: N/A





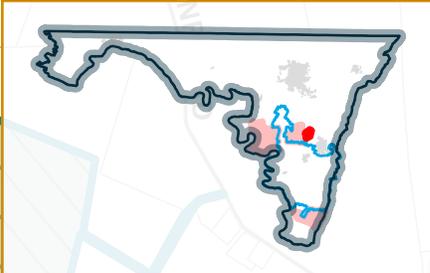


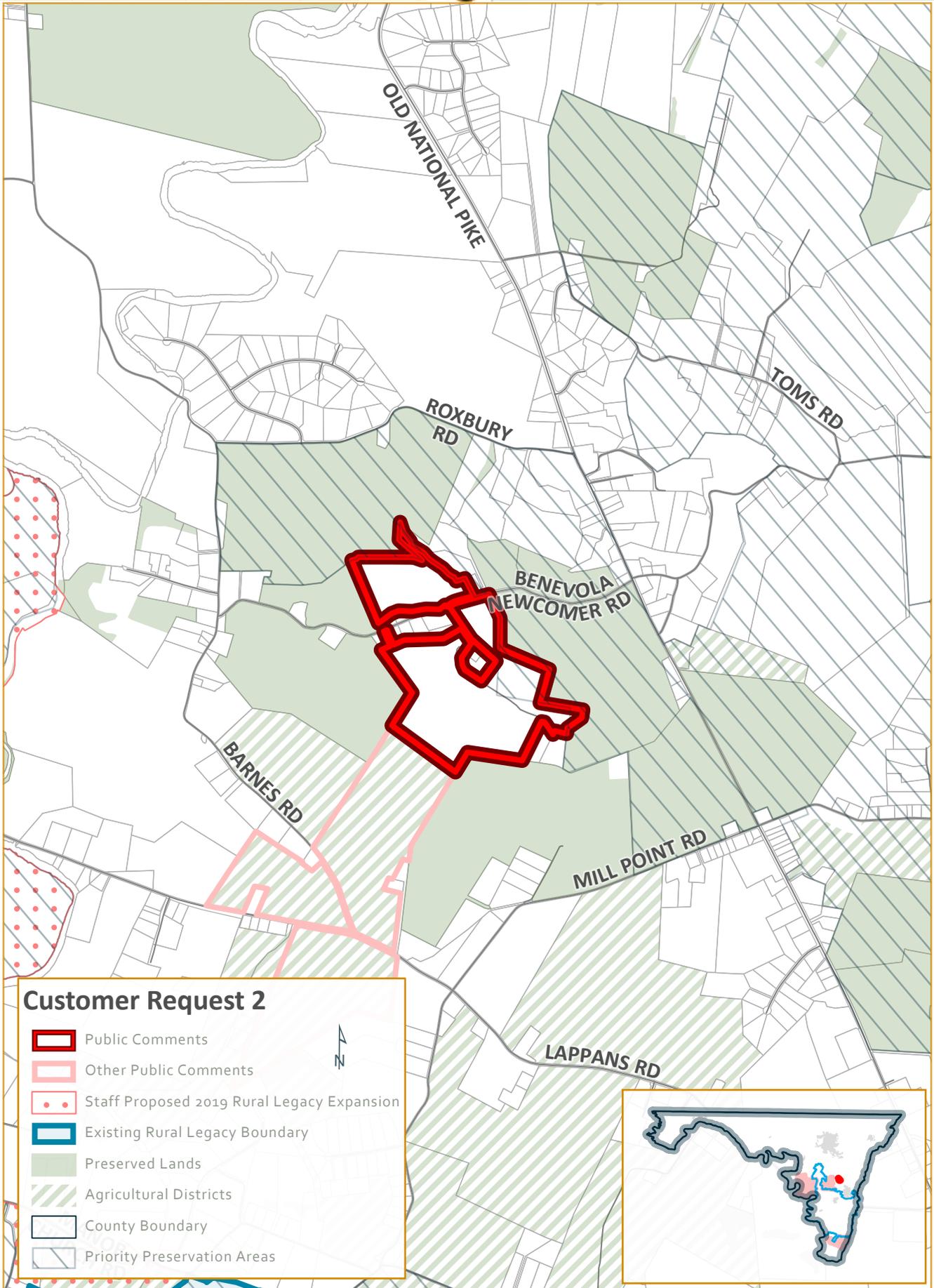


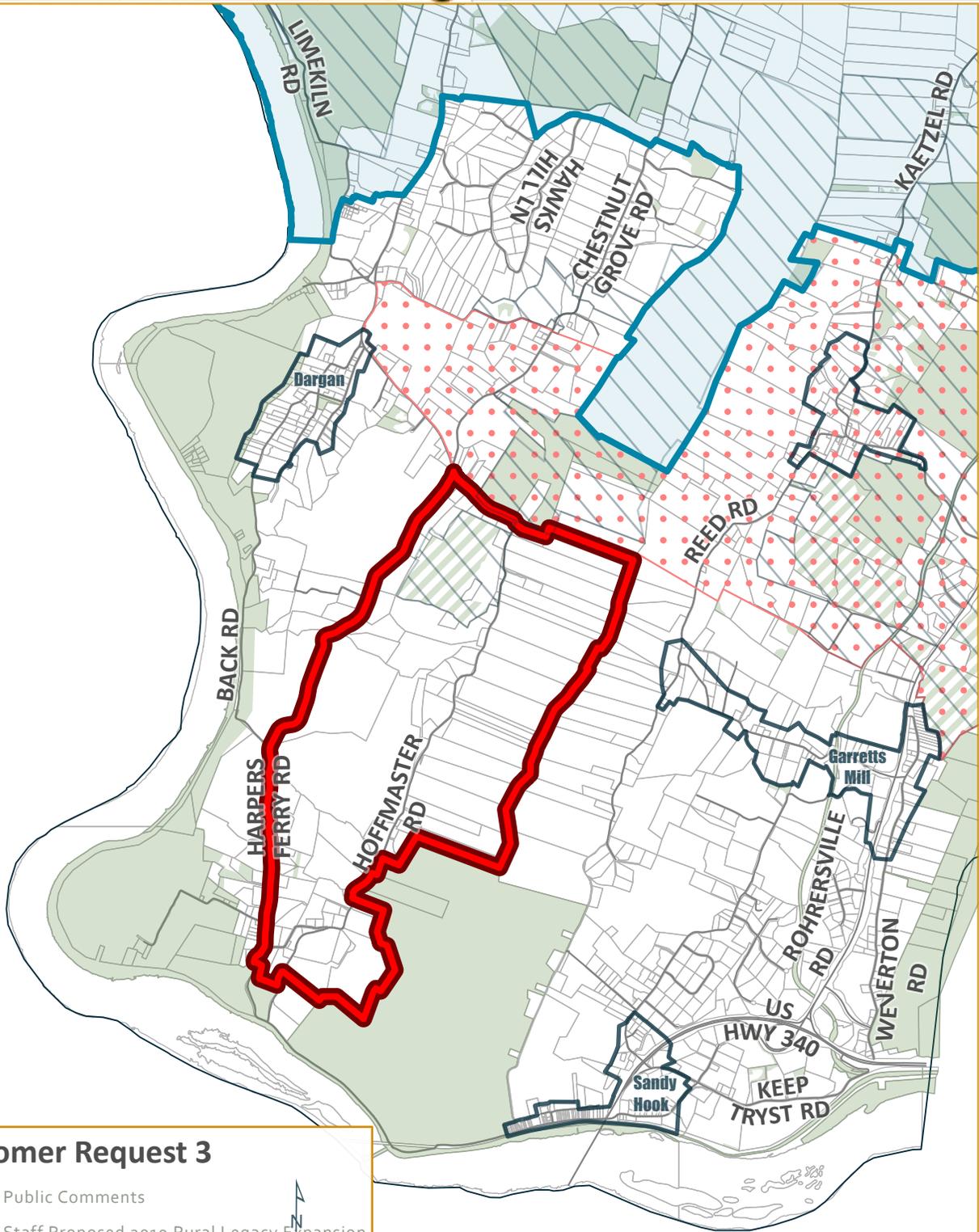


Customer Request 1

-  Public Comments
-  Other Public Comments
-  Staff Proposed 2019 Rural Legacy Expansion
-  Existing Rural Legacy Boundary
-  Preserved Lands
-  Agricultural Districts
-  Rural Villages
-  County Boundary
-  Priority Preservation Areas

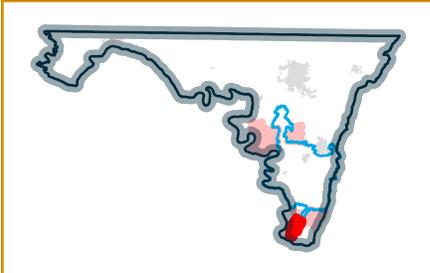


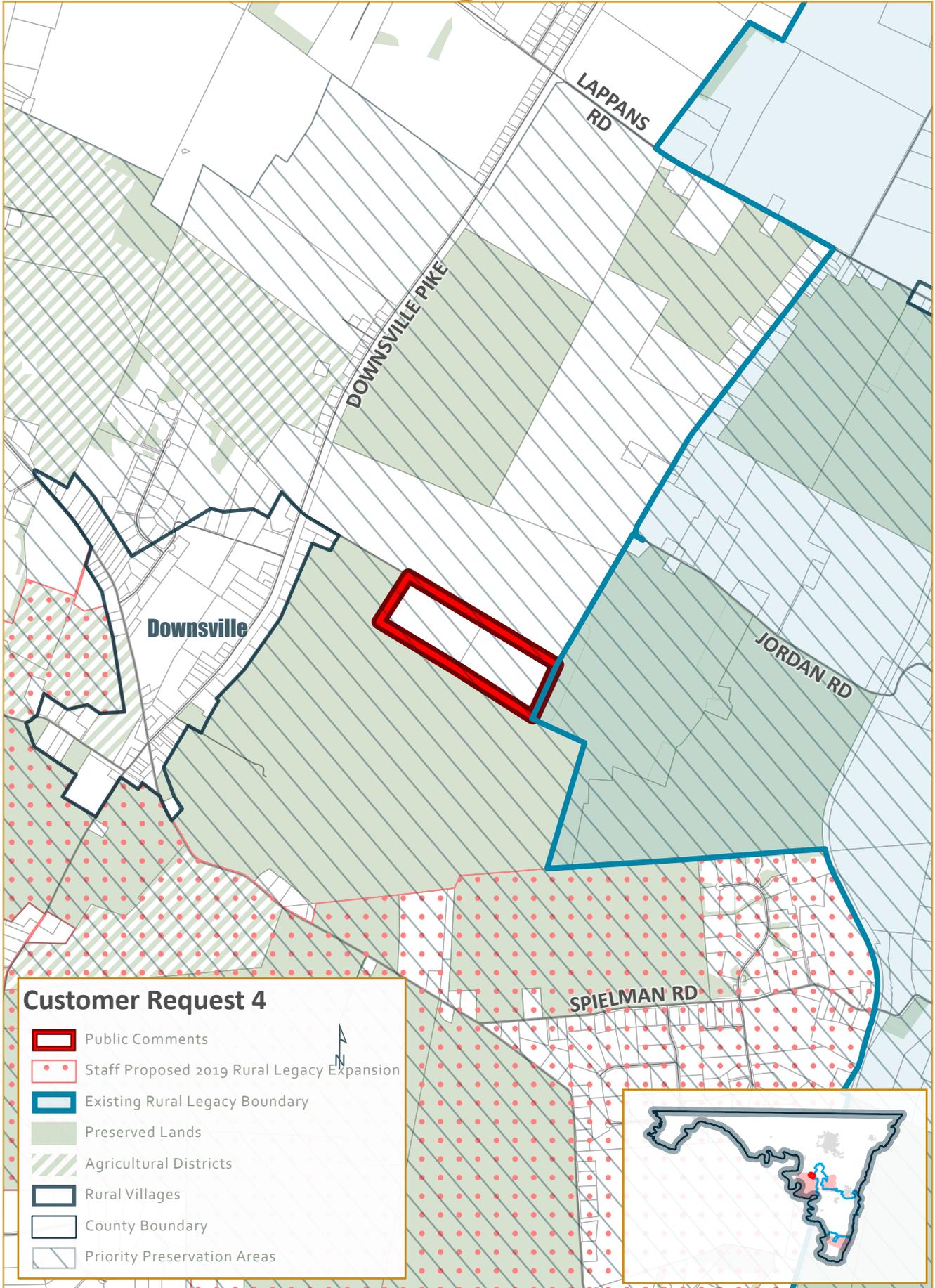




Customer Request 3

-  Public Comments
-  Staff Proposed 2019 Rural Legacy Expansion
-  Existing Rural Legacy Boundary
-  Preserved Lands
-  Agricultural Districts
-  Rural Villages
-  County Boundary
-  Priority Preservation Areas





Customer Request 4

-  Public Comments
-  Staff Proposed 2019 Rural Legacy Expansion
-  Existing Rural Legacy Boundary
-  Preserved Lands
-  Agricultural Districts
-  Rural Villages
-  County Boundary
-  Priority Preservation Areas





Open Sssion Item

SUBJECT: Washington County Community Health Advisory Commission

PRESENTATION DATE: August 6, 2019

PRESENTATION BY: Krista Hart, County Clerk

RECOMMENDATION: To approve revisions of the by-laws of the Washington County Community Health Advisory Commission ("Commission").

REPORT-IN-BRIEF: The Commission consists of thirteen (13) individual voting members, who must be residents of Washington County, Maryland. There are to be five (5) ex-officio members with one (1) department leader as follows: County Health Officer, Division of Environmental Management, Division of Plan Review and Permitting, Division of Construction/Code Official, Division of Emergency Services, EMS/Law Enforcement; these are not term-limited. In addition, one (1) member is to be a representative of each of the following: Medical Community, Dental Community, Veterinary Community, Board of Education, Behavioral Health Community Agency, Business Community, Builder/Developer Community, Civil Engineering Firm; terms of the individual voting members shall be three-years.

The individual voting members shall be appointed so that approximately one-third (1/3) of the members' terms expire in each of three consecutive years. Individual members shall be eligible for reappointment for one consecutive three-year term only, and following the second consecutive three-year term, shall be eligible for reappointment only after an intervening three-year period. Individual voting members filling a partial term vacancy shall complete the partial term and shall then be eligible for reappointment for two additional consecutive three-year terms.

DISCUSSION: Upon the Clerks review of the previously approved bylaws (approved March 26, 2019), under ByLaw Four - Membership, it states that the Commission shall consist of thirteen (13) voting members then further reads that, in addition to those thirteen (13) voting members, the Board may appoint various department heads to serve as non-voting, ex-officio members. Under ByLaw Six - Representation, it states that the membership shall be comprised of certain representatives and lists thirteen "categories". Listed as numbers 9-13 are the ex-officio members as previously outlined in ByLaw Four (these are part of the original 13 voting members referenced previously). Changes to the by-laws will update the number of voting members to 9, which will also change the number of representatives from the medical community from one to two. Also, I have updated the term information, and removed the non-voting, ex-officio members from the original thirteen.

FISCAL IMPACT: This is not a paid board.

CONCURRENCES: County Clerk

ATTACHMENTS: Proposed Revisions to By-Laws / By-laws as approved March, 2019



WASHINGTON COUNTY COMMUNITY HEALTH ADVISORY COMMISSION

BYLAWS

BYLAW ONE NAME

The name of the Commission shall be "COMMUNITY HEALTH ADVISORY COMMISSION" (the "Commission" herein).

BYLAW TWO PRINCIPAL OFFICE

The principal office of the Commission shall be c/o the Board of County Commissioners of Washington County, Maryland (the "Board" herein), 100 West Washington Street, Room 1101, Hagerstown, Maryland 21740.

BYLAW THREE PURPOSE

- A. To provide County Leadership with accurate information and expert insight regarding a variety of population health topics through a diverse group of actively engaged professionals within our community.
- B. To function as a collaborative group of professionals that, through synergistic processes, serves as a relatively comprehensive population health resource to County Leadership.
- C. To be available on short notice at County Leadership's request whenever situations arise that impact the health and well-being of the population within our community and that require the awareness or involvement of County Leadership.
- D. To complement, not replace, the knowledge and resources available through the Washington County Health Department, the Maryland Department of Health and Mental Hygiene, and the Maryland Department of the Environment.

BYLAW FOUR MEMBERSHIP

- A. The Commission shall consist of nine (9) voting members who shall be appointed by the Board. In addition to the nine (9) voting members, the Board may appoint various department heads from County government to serve as non-voting, ex_officio members of the Commission for various terms of office and for various differing purposes as determined at the sole discretion of the Board.
- B. The original term of three (3) of the members shall be for one (1) year; the original term of three (3) of the members shall be for two (2) years; and the original term of three (3) of the members shall be for three (3) years. The Board shall determine the length of term of each appointed member at the time of each member's appointment to serve the original term. Members

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of the Commission shall be eligible for reappointment for one (1) additional term only. Each term of reappointment shall be for three (3) years regardless of the length of the original term. A member who has served the original term and one term of reappointment shall be eligible for reappointment only following an intervening three (3) year period. Standing ex-officio members are not term-limited.

C. Members of the Commission may receive compensation and reimbursement for expenses in amounts as may be set forth from time to time by the Board.

D. Vacancies occurring in the Commission for any reason shall be filled for the unexpired term by the Board. The Board shall have the authority to remove any member of the Commission when the Board, in its sole discretion, determines that the best interests of the community shall be served thereby. If a member fails to attend three (3) consecutive meetings, such failure of attendance shall result in the member's automatic removal from the Commission and shall result in a vacancy subject to fill by the Board pursuant to these Bylaws.

E. The members of the Commission shall elect from among the Commission's members a Chair and a Vice-Chair and shall also elect a secretary, who may or may not be a member of said Commission. No two of such offices may be held by one member. The officers shall have the duties and powers usually attendant upon such officers, and such other duties and powers not inconsistent herewith as may be provided by the Commission.

F. Each active member shall be entitled to one (1) vote in the affairs of the Commission except for ex-officio members who shall be non-voting members.

G. Membership in the Commission may terminate by voluntary withdrawal as provided in these Bylaws. All rights, privileges, and interests of a member in or to the Commission shall cease on termination of membership. Memberships shall be nontransferable. Any member may, by giving written notice of such intention, withdraw from membership. Withdrawals shall be effective on fulfillment of all obligations to the date of withdrawal.

BYLAW FIVE MEETINGS

A. **Annual Meeting.** There shall be an annual meeting of the Commission during the month of October each year, unless otherwise ordered by the Commission, for election of officers, receiving reports, and the transaction of other business. Meetings shall be subject to the Open Meetings Act and members of the public shall be entitled to attend all meetings of the Commission. Reasonable advance notice of such meetings shall be made publicly and posted by the secretary at least one (1) week prior thereto, utilizing notice methods likely to reach the Commission's constituency, and including, at a minimum, the time, date, and place of the meeting, and an alert as to whether the Commission expects to close part of the meeting to the public. Notice of such meetings to Commission members shall be issued by the secretary to the last recorded address of each Commission member at least one (1) week before the time appointed for the meeting. Commission members are responsible for giving written notice to the secretary of address changes so that Commission records are kept current at all times.

B. **Monthly Meetings.** Regularly scheduled monthly meetings of the Commission may be established if determined as necessary by the Commission or the Board. Notice of any such regularly scheduled monthly meetings shall be given in the same manner as notice is required to be given for annual meetings in these Bylaws.

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C. **Quorum.** A majority of the active members of the Commission, when present at any meeting, shall constitute a quorum; and in case there are less than this number, the presiding officer may adjourn from time to time until a quorum is present.

D. **Order of Business.** The order of business at the annual meeting shall be as follows:

- (1) Call to order.
- (2) Reading of the minutes of previous meeting.
- (3) Receiving communications.
- (4) Reports of officers.
- (5) Reports of committee heads.
- (6) Unfinished business.
- (7) New business.
- (8) Election of officers.
- (9) Adjournment.

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as set forth in the latest edition of Robert's Rules of Order shall govern, when not in conflict with these Bylaws.

E. **Special Meetings.** A special meeting of the Commission may be called by the chair at any time and must be called at any time by the chair, or by the vice-chair or the secretary in the chair's absence, upon the written request of five (5) members of the Commission or at the request of the Board. Reasonable advance notice shall be given by the secretary in the same manner as public notice required to be given of annual meetings as set forth in these Bylaws. The secretary shall give Commission members notice one (1) week prior to any special meeting and in the same manner as notice required to be given to Commission members of annual meetings, except that the notice shall also state the purpose of the meeting.

BYLAW SIX REPRESENTATION

A. The Commission membership shall be comprised of the following representatives who shall be voting members:

- | | | |
|----|-----------------------------|--|
| 1. | Medical Community (2 reps) | Population Health/Family Medicine |
| 2. | Dental Community | Washington County Dental Society |
| 3. | Veterinary Community | Washington County Veterinary Society |
| 4. | Board of Education | School Health Council & Board of Education |
| 5. | Behavioral Health Community | Healthy Wash. County & Core Serv. Agency |
| 6. | Business Community | Economic Development Coalition (EDC) |
| 7. | Builder/Developer Community | Suggest medium-sized local builder |
| 8. | Civil Engineering Firm | Frederick Siebert, etc. |

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B. Membership shall include the following non-voting, ex-officio members:

1. County Health Officer *(County department leader)*
2. Division of Environmental Management *(County department leader)*
3. Division of Plan Review and Permitting *(County department leader)*
4. Division of Construction *(County Code Official or designee)*
5. EMS/Law Enforcement *(County Director of Emergency Services or designee)*

**BYLAW SEVEN
OFFICERS**

A. **Elective Officers.** The elective officers of the Commission shall be a chair, vice-chair, and secretary. Other offices and officers may be established and appointed by the members of the Commission at the annual meeting.

B. **Terms.** The chair, the vice-chair, and the secretary shall take office immediately upon election to office and shall serve for a term of one (1) year, subject to the termination provisions of these bylaws. Officers are eligible for re-election at the next annual meeting, if serving an original one (1) year term or a three (3) year term of reappointment. Vacancies in any office must be filled for the balance of the term of such office by the Commission at a special meeting.

C. **Chairman.** The chair shall be the chief officer of the organization and shall be present at meetings of the Commission. The chair shall be a member ex-officio of all committees. The chair shall communicate to the Commission such matters and make such suggestions that may, in the chair's opinion, tend to promote the welfare and increase the usefulness of the Commission, and shall perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during the absence of the chair. The vice-chair shall be a member ex-officio of all committees.

E. **Secretary.** The administration and management of the Commission shall be vested in the secretary. The secretary shall direct the activities of the Commission and perform such other duties as may be defined by the Commission. The secretary's duties shall be as follows:

1. To give notice of and attend all meetings of the Commission and all committees and to make provision for the keeping of a record of proceedings and ensuring that meeting minutes are kept for a minimum of five (5) years;
2. To conduct correspondence and to execute all orders, votes, resolutions not otherwise committed;
3. To keep a current list of the members of the Commission, including address, phone, and electronic contact information.

**BYLAW EIGHT
ELECTIONS**

The election of the Commission officers shall take place annually at the time and place of the annual meeting. Candidates who receive a majority of votes so cast shall be elected.

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**BYLAW NINE
AMENDMENTS**

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of the Commission, subject to the approval of the Board.

**BYLAW TEN
LIABILITIES**

Nothing in these Bylaws shall constitute members of the Commission as partners for any purpose. No member or officer, and agent or employee of any member or officer, shall be liable for the act or failure to act of any other member or officer, and agent or employee of any member or officer. No member or officer, or agent or employee of any member or officer, shall be liable for his or her act or failure to act under these Bylaws, except only for acts or omissions arising out of willful misfeasance.

ATTEST:

Krista L. Hart, County Clerk

APPROVED BY:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND

Jeffrey A. Cline, President

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WASHINGTON COUNTY COMMUNITY HEALTH ADVISORY COMMISSION

BYLAWS

BYLAW ONE NAME

The name of the Commission shall be “COMMUNITY HEALTH ADVISORY COMMISSION” (the “Commission” herein).

BYLAW TWO PRINCIPAL OFFICE

The principal office of the Commission shall be c/o the Board of County Commissioners of Washington County, Maryland (the “Board” herein), 100 West Washington Street, Room 1101, Hagerstown, Maryland 21740.

BYLAW THREE PURPOSE

- A. To provide County Leadership with accurate information and expert insight regarding a variety of population health topics through a diverse group of actively engaged professionals within our community.
- B. To function as a collaborative group of professionals that, through synergistic processes, serves as a relatively comprehensive population health resource to County Leadership.
- C. To be available on short notice at County Leadership’s request whenever situations arise that impact the health and well-being of the population within our community and that require the awareness or involvement of County Leadership.
- D. To complement, not replace, the knowledge and resources available through the Washington County Health Department, the Maryland Department of Health and Mental Hygiene, and the Maryland Department of the Environment.

BYLAW FOUR MEMBERSHIP

- A. The Commission shall consist of thirteen (13) voting members who shall be appointed by the Board. In addition to the thirteen (13) voting members, the Board may appoint various department heads from County government to serve as non-voting, ex officio members of the Commission for various terms of office and for various differing purposes as determined at the sole discretion of the Board.
- B. The original term of three (3) of the members shall be for one (1) year; the original term of five (5) of the members shall be for two (2) years; and the original term of five (5) of the members shall be for three (3) years. The Board shall determine the length of term of each appointed member at the time of each member’s appointment to serve the original term. Members

of the Commission shall be eligible for reappointment for one (1) additional term only. Each term of reappointment shall be for three (3) years regardless of the length of the original term. A member who has served the original term and one term of reappointment shall be eligible for reappointment only following an intervening three (3) year period.

C. Members of the Commission may receive compensation and reimbursement for expenses in amounts as may be set forth from time to time by the Board.

D. Vacancies occurring in the Commission for any reason shall be filled for the unexpired term by the Board. The Board shall have the authority to remove any member of the Commission when the Board, in its sole discretion, determines that the best interests of the community shall be served thereby. If a member fails to attend three (3) consecutive meetings, such failure of attendance shall result in the member's automatic removal from the Commission and shall result in a vacancy subject to fill by the Board pursuant to these Bylaws.

E. The members of the Commission shall elect from among the Commission's members a Chair and a Vice-Chair and shall also elect a secretary, who may or may not be a member of said Commission. No two of such offices may be held by one member. The officers shall have the duties and powers usually attendant upon such officers, and such other duties and powers not inconsistent herewith as may be provided by the Commission.

F. Each active member shall be entitled to one (1) vote in the affairs of the Commission except for ex officio members who shall be non-voting members.

G. Membership in the Commission may terminate by voluntary withdrawal as provided in these Bylaws. All rights, privileges, and interests of a member in or to the Commission shall cease on termination of membership. Memberships shall be nontransferable. Any member may, by giving written notice of such intention, withdraw from membership. Withdrawals shall be effective on fulfillment of all obligations to the date of withdrawal.

BYLAW FIVE MEETINGS

A. **Annual Meeting.** There shall be an annual meeting of the Commission during the month of October each year, unless otherwise ordered by the Commission, for election of officers, receiving reports, and the transaction of other business. Meetings shall be subject to the Open Meetings Act and members of the public shall be entitled to attend all meetings of the Commission. Reasonable advance notice of such meetings shall be made publicly and posted by the secretary at least one (1) week prior thereto, utilizing notice methods likely to reach the Commission's constituency, and including, at a minimum, the time, date, and place of the meeting, and an alert as to whether the Commission expects to close part of the meeting to the public. Notice of such meetings to Commission members shall be issued by the secretary to the last recorded address of each Commission member at least one (1) week before the time appointed for the meeting. Commission members are responsible for giving written notice to the secretary of address changes so that Commission records are kept current at all times.

B. **Monthly Meetings.** Regularly scheduled monthly meetings of the Commission may be established if determined as necessary by the Commission or the Board. Notice of any such regularly scheduled monthly meetings shall be given in the same manner as notice is required to be given for annual meetings in these Bylaws.

C. **Quorum.** A majority of the active members of the Commission, when present at any meeting, shall constitute a quorum; and in case there are less than this number, the presiding officer may adjourn from time to time until a quorum is present.

D. **Order of Business.** The order of business at the annual meeting shall be as follows:

- (1) Call to order.
- (2) Reading of the minutes of previous meeting.
- (3) Receiving communications.
- (4) Reports of officers.
- (5) Reports of committee heads.
- (6) Unfinished business.
- (7) New business.
- (8) Election of officers.
- (9) Adjournment.

The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as set forth in the latest edition of Robert's Rules of Order shall govern, when not in conflict with these Bylaws.

E. **Special Meetings.** A special meeting of the Commission may be called by the chair at any time and must be called at any time by the chair, or by the vice-chair or the secretary in the chair's absence, upon the written request of five (5) members of the Commission or at the request of the Board. Reasonable advance notice shall be given by the secretary in the same manner as public notice required to be given of annual meetings as set forth in these Bylaws. The secretary shall give Commission members notice one (1) week prior to any special meeting and in the same manner as notice required to be given to Commission members of annual meetings, except that the notice shall also state the purpose of the meeting.

BYLAW SIX REPRESENTATION

The Commission membership shall be comprised of the following representatives who shall be voting members unless otherwise designated as non-voting, ex officio members:

- | | | |
|----|-----------------------------|--|
| 1. | Medical Community | Population Health/Family Medicine |
| 2. | Dental Community | Washington County Dental Society |
| 3. | Veterinary Community | Washington County Veterinary Society |
| 4. | Board of Education | School Health Council & Board of Education |
| 5. | Behavioral Health Community | Healthy Wash. County & Core Serv. Agency |
| 6. | Business Community | Economic Development Coalition (EDC) |
| 7. | Builder/Developer Community | Suggest medium-sized local builder |

8. Civil Engineering Firm Frederick Siebert, etc.
9. County Health Officer - *County department leader (ex-officio)*
10. Division of Environmental Management - *County department leader (ex-officio)*
11. Division of Plan Review and Permitting – *County department leader (ex-officio)*
12. Division of Construction – Code Official or representative (ex-officio)
13. EMS/Law Enforcement *County (ex-officio)* – *Dir. Of Emergency Services*

BYLAW SEVEN OFFICERS

A. **Elective Officers.** The elective officers of the Commission shall be a chair, vice-chair, and secretary. Other offices and officers may be established and appointed by the members of the Commission at the annual meeting.

B. **Terms.** The chair, the vice-chair, and the secretary shall take office immediately upon election to office and shall serve for a term of one (1) year, subject to the termination provisions of these bylaws. Officers are eligible for re-election at the next annual meeting, if serving an original one (1) year term or a three (3) year term of reappointment. Vacancies in any office must be filled for the balance of the term of such office by the Commission at a special meeting.

C. **Chairman.** The chair shall be the chief officer of the organization and shall be present at meetings of the Commission. The chair shall be a member ex-officio of all committees. The chair shall communicate to the Commission such matters and make such suggestions that may, in the chair's opinion, tend to promote the welfare and increase the usefulness of the Commission, and shall perform such other duties as are necessarily incidental to the office.

D. **Vice-Chair.** The vice-chair shall perform all duties of the chair during the absence of the chair. The vice-chair shall be a member ex-officio of all committees.

E. **Secretary.** The administration and management of the Commission shall be vested in the secretary. The secretary shall direct the activities of the Commission and perform such other duties as may be defined by the Commission. The secretary's duties shall be as follows:

1. To give notice of and attend all meetings of the Commission and all committees and to make provision for the keeping of a record of proceedings and ensuring that meeting minutes are kept for a minimum of five (5) years;
2. To conduct correspondence and to execute all orders, votes, resolutions not otherwise committed;
3. To keep a current list of the members of the Commission, including address, phone, and electronic contact information.

BYLAW EIGHT ELECTIONS

The election of the Commission officers shall take place annually at the time and place of

the annual meeting. Candidates who receive a majority of votes so cast shall be elected.

**BYLAW NINE
AMENDMENTS**

These bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any duly organized meeting of the Commission, subject to the approval of the Board.

**BYLAW TEN
LIABILITIES**

Nothing in these Bylaws shall constitute members of the Commission as partners for any purpose. No member or officer, and agent or employee of any member or officer, shall be liable for the act or failure to act of any other member or officer, and agent or employee of any member or officer. No member or officer, or agent or employee of any member or officer, shall be liable for his or her act or failure to act under these Bylaws, except only for acts or omissions arising out of willful misfeasance.

ATTEST:



Krista L. Hart, County Clerk

APPROVED BY:

BOARD OF COUNTY COMMISSIONERS
OF WASHINGTON COUNTY, MARYLAND



Jeffrey A. Cline, President



Open Session Item

SUBJECT: Combine Cascade Town Center and Highfield water systems

PRESENTATION DATE: August 6, 2019

PRESENTATION BY: Dan DiVito, Director, Division of Environmental Management and Andrew Eshleman, Director, Public Works

RECOMMENDED MOTION: Board has been requested to approve consolidation of the water systems of Cascade Town Center and Highfield.

REPORT-IN-BRIEF: The Department of Water Quality currently operates both the Highfields and Cascaded Waster systems. Highfield system consists of three ground water wells and a 400,000-gallon reservoir serving 520 customers. Cascade consists of 6 production wells and 2 storage reservoirs totally 1.2 million gallons. Operating both systems independently produces costly operational inefficiencies as well as problems with maintaining the required disinfection residual in the Cascade system. By combining both systems substantial saving may be realized by completely taking the Cascade system off line and providing Cascade water from the Highfield system. Highfield system is currently permitted for 100,000 gallons per day on a yearly basis and 150,000 gallons per day for the month of maximum use with only 40,000 gallon per day demand. Water Quality is proposing to combine both systems through an existing vault located inside the gate of the Fort approximately 25ft from a connection point for the Highfield system. This combination will allow us to take both storage tanks and the 6 ground wells out of service. As Cascade Town Center develops and demand on the system increases exceeding the capacity of Highfield, the permit allows us to bring Cascade System back online to meet developer demand. The savings realized by the County would include savings in usage for chemical, electrical, and staffing. The estimated cost to connect both systems would not exceed \$32,000.

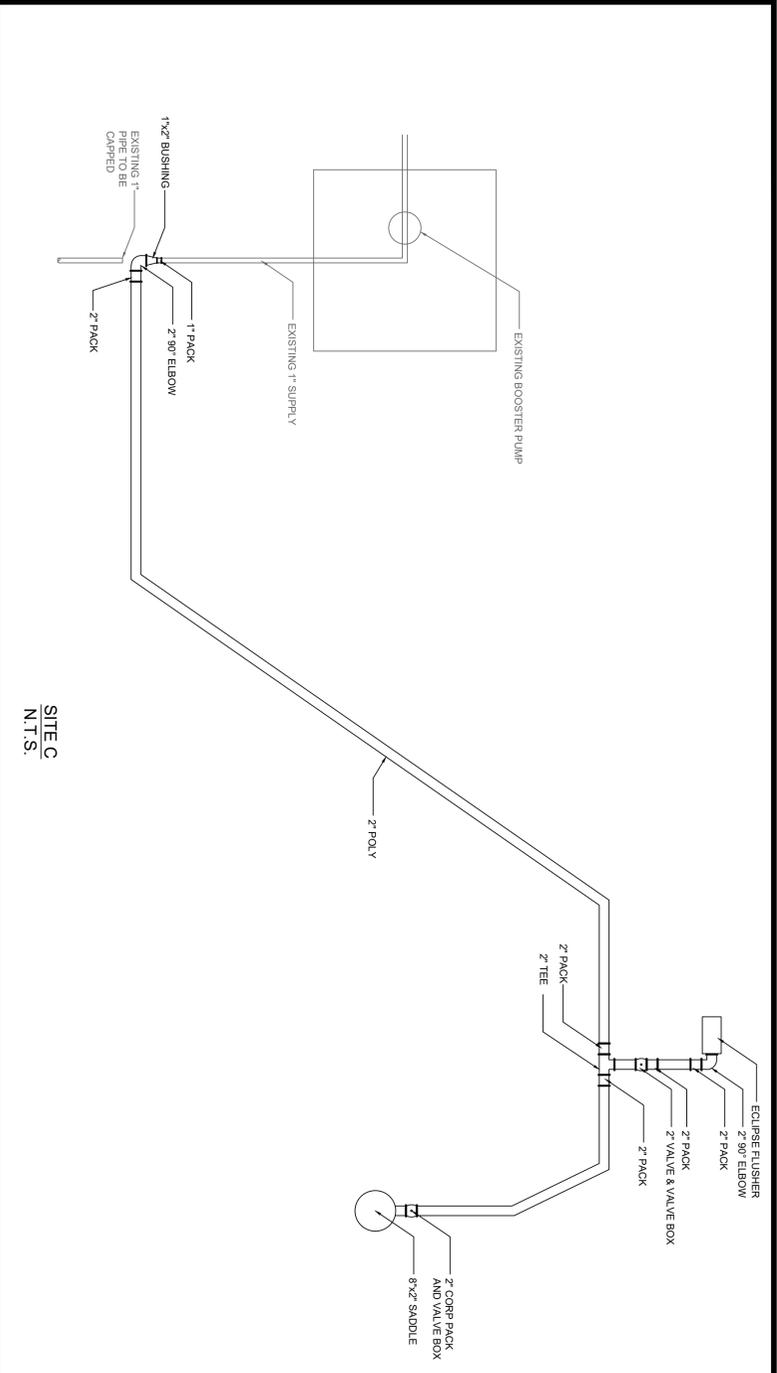
FISCAL IMPACT: Total savings undetermined.

CONCURRENCES: County Administrator and Deputy Director of Maintenance and Collections.

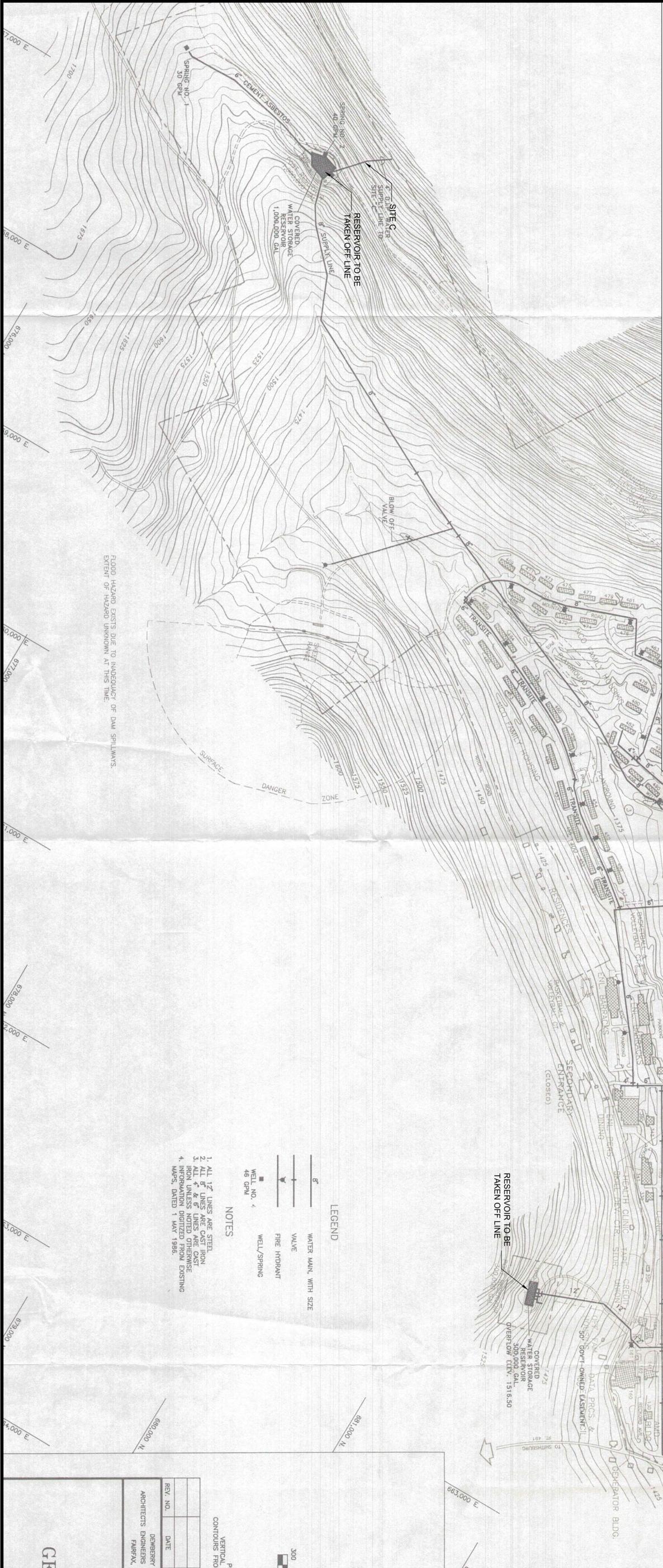
ALTERNATIVES: Leave systems in operation independently.

ATTACHMENTS: Connection diagrams

AUDIO/VISUAL NEEDS: None



SITE C
N.T.S.



FLOOD HAZARD EXISTS DUE TO INADEQUACY OF DAM SPILLWAYS.
EXTENT OF HAZARD UNKNOWN AT THIS TIME.

- LEGEND**
- 6" WATER MAIN, WITH SIZE
 - VALVE
 - FIRE HYDRANT
 - WELL/SPRING
- NOTES**
1. ALL 12" LINES ARE STEEL
 2. ALL 8" LINES ARE CAST IRON
 3. ALL 4" & 6" LINES ARE CAST IRON UNLESS NOTED OTHERWISE
 4. INFORMATION DIGITIZED FROM EXISTING MAPS, DATED 1 MAY 1986.

REV. NO.	DATE

VERTICAL
CONTOURS FROM
DEMOS

FORT RITCHIE WATER LINES

SCALE
N.T.S.
SHEET NO.
1 OF 2
PROJECT NO.
XXXX



DIVISION OF ENVIRONMENTAL MANAGEMENT
DEPARTMENT OF ENGINEERING SERVICES

16232 ELLIOTT PARKWAY
WILLIAMSPORT, MD 21795
240-313-2600 Fax: 240-313-2601

ENGINEER:	MDB
DESIGNED BY:	AWM
DRAWN BY:	AWM
CHECKED BY:	MDB
DATE:	7/2019



Open Session Item

SUBJECT: Presentation of Educational Facilities Master Plan

PRESENTATION DATE: August 6, 2019

PRESENTATION BY: Washington County Board of Education Members and Washington County Public Schools Staff

RECOMMENDED MOTION: For Informational Purposes

REPORT-IN-BRIEF: WCPS staff will present the Washington County Board of Education's 10-year Educational Facilities Master Plan.

FISCAL IMPACT: To be developed within the Capital Improvement Program which will be based upon this Educational Facilities Master Plan. Broad estimates will be discussed during the presentation.

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Presentation document

AUDIO/VISUAL NEEDS: A Power Point presentation will be provided.

2019 Educational Facilities Master Plan

Washington County Board of Education Members
Washington County Public Schools Staff

Board of Education and Board of County Commissioners
Joint Session
August 6, 2019

WCPS | Washington County
Public Schools

Educational Facilities Master Plan (EFMP)



EFMP evaluates:

- Communities
 - Updated Development Information
- Facility Inventory
 - Updated State-Rated Capacities
 - Updated Assessment
- Enrollment
- Board Policies

Updated Annually

Fiscally Responsible Plan

Basis for a 5-year Capital Improvement Program (CIP)

Current Infrastructure

WCBOE Entrusted with the Care of:

❑ Site Area* to Maintain - 1,117 Acres

- Parking Lots, Athletic Fields, Outdoor School, etc.

❑ Educational Facilities* to Maintain – 47

- 26 Elementary School Facilities (1,409,309 sq. ft.)
- Seven (7) Middle School Facilities (748,670 sq. ft.)
- Nine (9) High School Facilities (1,074,937 sq. ft.)
- Five (5) Instructional Center Facilities (144,574 sq. ft.)

Educational Facilities* Total Sq. Ft. - 3,377,490 sq. ft.

* Totals do not include the Center for Education Services and the 820 Commonwealth property.

Current Infrastructure

Ideal Preventive Maintenance Program			
Component*	Quantity	Expected Life-Cycle (Years)	Calculated Average Replacement Per Year
Buildings	47	50 years	0.94
Roofs	47	20 years	2.35
Boiler Systems	30	30 years	1.00
Chiller Systems	27	25-30 years	0.90
HVAC Systems	47	25-30 years	1.57
Electrical Distribution	47	30 years	1.57
Parking Lots	47	15 years	3.13

* Totals do not include the Center for Education Services and the 820 Commonwealth property.

2019 Educational Facilities Master Plan

Facts

- ❑ 24 of 47 Washington County Public School facilities were either constructed or modernized in the 1970's or earlier with no further major modifications.
 - 10 elementary schools
 - Six (6) middle schools
 - Six (6) high schools
 - Two (2) instructional centers
- ❑ Issues at these facilities not addressed in planned systemic projects:
 - Three (3) schools without public utilities
 - 16 schools which are open or partially open
 - 31 portable classrooms
 - 17 combined parent/bus drop off

2019 Educational Facilities Master Plan

Facts

❑ Operational Efficiency

- Smaller elementary schools (less than 300 student capacity) cost approximately \$1,100 more per student to operate than a 5-round school
- A 785 seat capacity school costs \$900,000 less (including energy costs) to operate than an equivalent number of students housed in smaller schools

2019 Educational Facilities Master Plan

- ❑ Begin replacement or modernization of schools as soon as possible
- ❑ Implement plan to replace or modernize one (1) school every two (2) years
- ❑ Close and consolidate school populations to reduce both construction and operating costs
 - Replace 24 schools with 18 schools
 - Reduce inventory from 47 buildings to 41 buildings
 - Save \$3,000,000 or more in annual operating expenses once initial plan is implemented
 - Results in a +/- 80 year replacement cycle

2019 Educational Facilities Master Plan

10-Year Plan

- 2024: Open new school to replace Hickory ES & Fountain Rock ES
 - On CES property
- 2026: Open new school to replace Greenbrier ES, Old Forge ES, and Cascade ES
 - New property with public utilities required
- 2028: Open new school to replace Fountaindale ES and Potomac Heights ES
 - New property with public utilities required
- 2030: Open new school to replace Emma K. Doub ES and Funkstown ES
 - On Emma K. Doub ES or Funkstown ES property

2019 Educational Facilities Master Plan

What this 10-Year Plan Accomplishes

- ❑ Reduction in square footage – 14,000 sq. ft.
- ❑ Reduction in acreage – 65 acres
- ❑ Increase in seat capacity – 584 seats
- ❑ Increase in safety
- ❑ Elimination of portable classrooms – 18 less
- ❑ Reduction in number of buildings – four (4) buildings replace nine (9)
- ❑ Decrease in operation costs - \$3,000,000 or more (estimated in 2019 dollars)
- ❑ Reduction in construction costs versus modernizing or replacing existing schools

2019 Educational Facilities Master Plan

□ Educational considerations

- Provides additional/dedicated pre-kindergarten space (to meet district priority)
- Provides newer state-of-the art facility to more students sooner
- Increases educational opportunities for students
- Provides full-time support staff (avoids staffing splits)
- Additional rounds better mitigate teacher/student ratios during enrollment fluctuations
- Provides full-size gymnasiums/play fields for students

□ Community considerations

- Recreation
- Green space
- Community centers

Chapter 5 – Facility Needs Analysis

2019 Educational Facilities Master Plan Calendar Large Capital Projects - FY 2020-2029

Staff Recommendation:

DRAFT FOR CONSIDERATION

PROJECT	COMPLETION DATE	FISCAL YEAR										COMMENTS	
		'20	'21	'22	'23	'24	'25	'26	'27	'28	'29		
Urban Educational Campus - BOE Component	May - 2020	C/O											In Local FY20 CIP
Sharpsburg Elementary Replacement	Aug - 2020	C	O										In Local FY20 CIP
School "1" Hickory ES / Fountain Rock ES Consolidation	Aug - 2024		FA	P/C	C	C	O						In Local FY20 CIP to start FY22
School "2" Old Forge ES / Greenbrier ES / Cascade ES Consolidation	Aug - 2026				FA	P/C	C	C	O				In Local FY20 CIP to start FY26
School "3" Fountaindale ES / Potomac Heights ES Consolidation	Aug - 2028						FA	P/C	C	C	O		Not In Local FY20 CIP
Jonathan Hager ES - Possible Addition	Aug - 2029									P	C		Not In Local FY20 CIP
School "4" Emma K. Doub ES / Funkstown ES Consolidation	Aug - 2030								FA	P/C	C		Not In Local FY20 CIP

FA=FACILITY ANALYSIS

P=PLANNING

C=CONSTRUCTION

O=OPEN

All projects in Planning beyond FY 2021 are subject to future adjustments based on enrollment capacity, and educational or program needs.

Chapter 5 – Facility Needs Analysis

Staff Recommendation:

FY 2021 Systemic Projects

- South Hagerstown High School – Roof replacement
- Smithsburg High School – HVAC replacement
- Western Heights Middle School – Roof replacement
- North Hagerstown High School – Chiller replacement

2019 Educational Facilities Master Plan

Beyond the 10-Year Plan

- ❑ Replace remaining 15 of 24 older schools every two (2) years
 - Six (6) high schools
 - Six (6) middle schools
 - One (1) elementary school
 - Two (2) instructional centers
- ❑ Consider further consolidations where warranted (elementary or secondary)
- ❑ Overall 18 buildings to be constructed in 32 years

2019 Educational Facilities Master Plan

Outcomes

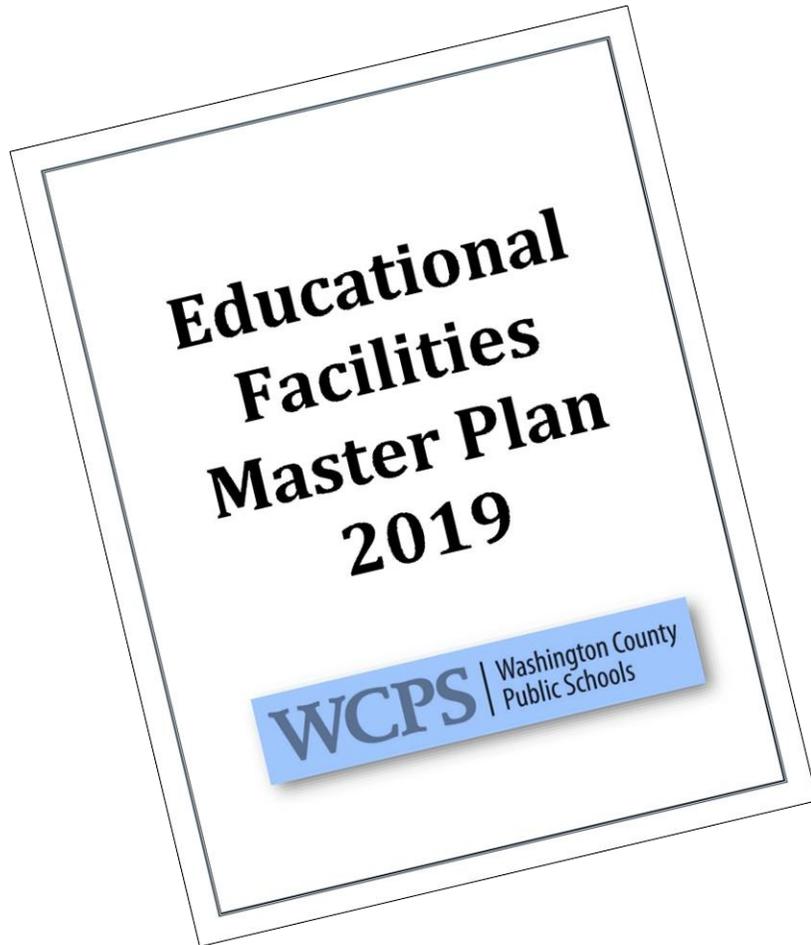
- Reduce overall capital costs
- Build fewer, more efficient buildings (energy & personnel)
- Community pride - Washington County's commitment to education encourages economic development
- Opportunities to integrate community centers and recreation facilities
- Long term plan lets each community see and understand upcoming opportunities

2019 Educational Facilities Master Plan

Without a Plan of Action

- The cost to replace/modernize will continue to increase
- Student opportunities will be limited
- Buildings will deteriorate
 - Maintenance costs will increase
 - Money spent on maintenance could better fund modernization which in turn reduces maintenance back log
- Leave for another generation

Educational Facilities Master Plan (EFMP)



EFMP evaluates:

- Communities
 - Updated Development Information
- Facility Inventory
 - Updated State-Rated Capacities
 - Updated Assessment
- Enrollment
- Board Policies

Updated Annually

Fiscally Responsible Plan

Basis for a 5-year Capital Improvement Program (CIP)

Joint Capital Improvement Committee - Members

- Co-Chairs
 - Scott Hobbs
 - Jeff Proulx
- Members
 - Andrew Eshleman
 - Pamela Mohn
 - Chad Criswell
 - Mark Mills
 - Rob Rollins

Joint Capital Improvement Committee – Guiding Principle

- The goal of this committee is to review the infrastructure of WCPS facilities and to determine a viable long-range plan for capital improvement. The plan should include school system and county review of project scope, prevailing wage requirements and their impact on the total cost of projects, potential cost savings at existing facilities, evaluation of first and lifetime costs of buildings and systems, and setting priorities for improvements.

Joint Capital Improvement Committee – Work to Date

- Reviewed 2018 Educational Facilities Master Plan (EFMP)
 - Including the school consolidation plan
- Reviewed 2018 facilities inventory assessments
- Reviewed 2018 enrollment data
- Reviewed costs of comparable projects from other school systems
- Toured Hickory Elementary School
- Discussed state prevailing wage requirements
- Discussed state construction cost reimbursement

Joint Capital Improvement Committee – Work to Date

- Discussed merits of energy service contracts (ESCO)
- Developed a procurement for an investment grade energy audit (IGA)
 - Advertised 7/25/19
 - Proposals due 9/4/19

Joint Capital Improvement Committee – Work Remaining

- Review state trends and their potential impact on WCPS projects
- Evaluate total cost of ownership versus first cost of projects
- Determine realistic life cycle of school buildings
- Determine methods for project prioritization
- Present findings and recommendations to elected officials