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BOARD OF COUNTY COMMISSIONERS

June 19, 2018

OPEN SESSION AGENDA

- 10:25 A.M. INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER, *President Terry L. Baker*
APPROVAL OF MINUTES –June 12, 2018
- 10:30 A.M. **PUBLIC HEARING:** AGRICULTURAL PRESERVATION EASEMENT
RANKINGS FY2019 – *Eric Seifarth, Rural Preservation Administrator and Chris Boggs, Land Preservation Planner, Department of Planning and Zoning*
- 11:00 A.M. DEPART FOR 7303 SHARPSBURG PIKE, BOONSBORO
- 11:30 A.M. UNIVERSITY OF MD EXTENSION LUNCHEON
- 12:30 P.M. DEPART FOR 100 WEST WASHINGTON STREET, SUITE 1113, HAGERSTOWN
- 01:05 P.M. COMMISSIONERS' REPORTS AND COMMENTS
- 01:10 P.M. REPORTS FROM COUNTY STAFF
- 01:15 P.M. CITIZENS PARTICIPATION
- 01:20 P.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 the acquisition of real property for a public purpose and matters directly related thereto; to consult with staff, consultants, or other individuals about pending or potential litigation; and to consult with counsel to obtain legal advice on a legal matter.)
- 02:20 P.M. THIRD QUARTER ADJUSTMENTS TO THE WASHINGTON COUNTY BOARD
OF EDUCATION'S FY2018 GENERAL FUND BUDGET – *Jeffrey Proulx, Chief
Operating Officer and David Brandenburg, Executive Director of Finance, Washington
County Public Schools*
- 02:30 P.M. APPROVAL OF BYLAWS FOR THE ENVIRONMENTAL COMMITTEE - *Dan
DiVito, Deputy Director of Water Quality and Dave Mason, Deputy Director of Solid
Waste*

- 02:35 P.M. FY2019 ANNUAL PROGRAM OPEN SPACE PROGRAM – *Jim Sterling, Director of Public Works*
- 02:40 P.M. FY19 SCHOOL BASED HEALTH CENTER GRANT – APPROVAL TO SUBMIT APPLICATION – *Tina Wilson, Sr. Grant Manager, Office of Grant Management*
- 02:45 P.M. EMERGENCY NUMBER SYSTEMS BOARD – APPROVAL TO SUBMIT APPLICATION - *Tina Wilson, Sr. Grant Manager, Office of Grant Management*
- 02:50 P.M. FY20 FAMILY LAW FUND – APPROVAL TO SUBMIT FUNDING REQUEST - *Tina Wilson, Sr. Grant Manager, Office of Grant Management and Eunice Plank, Court Administrator, Washington County Circuit Court*
- 02:55 P.M. BID AWARD (PUR-1385) ONE HAZMAT UNIT FOR THE DIVISION OF EMERGENCY SERVICES - *Rick Curry, Director of Purchasing and Samuel Anderson, Fire Operations Manager, Division of Emergency Services*
- 03:00 P.M. KNOX BOX KEY ACCESS SYSTEM FOR THE FIRE AND EMS COMPANIES IN WASHINGTON COUNTY – *Rick Curry, Director of Purchasing and Samuel Anderson, Fire Operations Manager, Division of Emergency Services*
- 03:05 P.M. CONTRACT AWARD (PUR-1381) PHYSICAL EXAMINATION SERVICES – *Rick Curry, Director of Purchasing and Tracy McCammon, Risk Management Administrator*
- 03:10 P.M. CONSTRUCTION BID AWARD – CRAYTON BOULEVARD EXTENDED – *Scott Hobbs, Director of Engineering*
- 03:20 P.M. WASHINGTON COUNTY RADIO COMMUNICATIONS MANAGEMENT COMMITTEE OVERVIEW – *Ron Whitt, Director, Division of Information Systems and Mark Makes, Deputy IS Director – Wireless Communications*
- 03:25 P.M. WASHINGTON COUNTY COMMISSION ON AGING REQUEST FOR MATCHING FUNDS FOR SENIOR CENTER IMPROVEMENTS – *Susan Buchanan, Director, Office of Grant Management and Amy Olack, Executive Director, Commission on Aging*
- 03:35 P.M. ADJOURNMENT



Agenda Report Form

Open Session Item

SUBJECT: Public Hearing: Agricultural Preservation Easement Rankings FY 2019

PRESENTATION DATE: June 19, 2018 at 10:30 a.m.

PRESENTATION BY: Eric Seifarth, Rural Preservation Administrator and Chris Boggs, Land Preservation Planner, Dept. of Planning & Zoning

RECOMMENDED MOTION: Move to approve the priority ranking of Agricultural Land Preservation Easement applications as recommended by the Agricultural Land Preservation Advisory Board and to forward the top 12 applications to the Maryland Agricultural Land Preservation Foundation (MALPF).

REPORT-IN-BRIEF: The purchase of permanent land preservation easements through the Maryland Agricultural Land Preservation Program (MALPP) is the largest part of Washington County's rural preservation strategy. All applications are ranked by the local Agricultural Land Preservation Advisory Board (Ag Board) using the adopted Priority Ranking Formula which assigns points for such things as quality of soils, proximity to other preserved lands, agricultural status, economic viability, and relationship to other land use areas in the County. Following review and consideration of public comment from this public hearing, Commissioners are requested to approve the top 12 applications to be forwarded to the MALPF Board. Easements are purchased in order from the priority list until funds are exhausted.

DISCUSSION: Maryland law requires MALPF and the County to maintain confidentiality of financial information and rankings for our easement applicants until the end of an annual easement acquisition cycle. Therefore, only the County Commissioners have the Excel spreadsheet of rankings by the Ag Board. The public copy lists only the names of applicants.

FISCAL IMPACT: No impact to County General Fund. Funding statewide for the FY 19 cycle will exceed \$50 million. The County will have an opportunity to contribute locally collected Agricultural Transfer Taxes in the Fall 2018. Local and State funds are combined (60% State and 40% County) to fund the matching portion of the program.

CONCURRENCES: The Ag Board has approved the rankings of these applications and the limit of 12 applications being forwarded to MALPF.

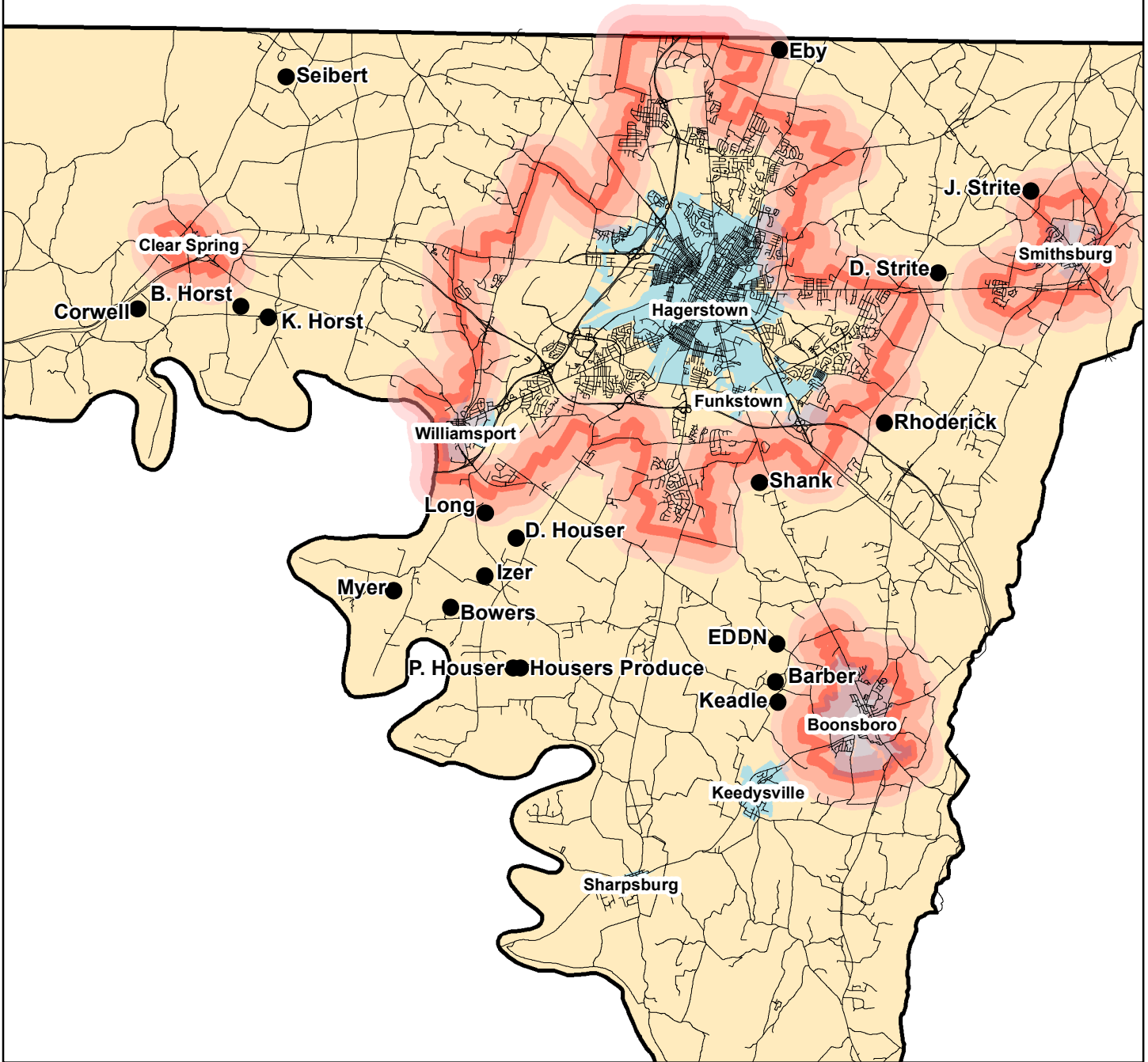
ALTERNATIVES: Change ranking and/or number of applicants submitted.

ATTACHMENTS: Priority Ranking List, Ranking Checklist

AUDIO/VISUAL NEEDS: PDF County Map of Applicants

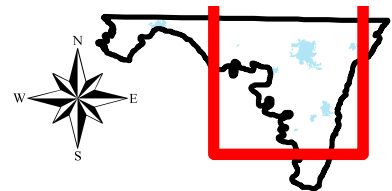
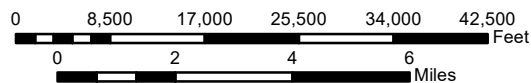
RANK	OWNER	POTENTIAL # OF LOTS	LOCATION	FARM TYPE	ACRES	DISTRICT NO.	SOILS/PARC (1)	Lot Dev (2A)	DENSITY (2B)	PREV APP (3)	PROX EASE (4)	ECON VIABILITY (5)	PPA (6)	SOIL PLAN (7)	AG MISC (8)	DIST UGA (9)	SUB ACTIV (10)	COMPETITIVE BIDDING	TOTAL	
1	Barber	7	BO	Crop	43.24	AD-14-006	10.878													
2	Bowers	7	WI	Crop	52.09	AD-16-003	10.344													
3	Corwell	14	CS	Crop	189.18	AD-18-021	12.376													
4	Eby, Curvin	11	HN	Dairy	98.27	AD-18-005	12.414													
5	EDDN, LLC	7	BO	Beef	180.61	AD-95-001	14.320													
6	Horst, Brent	8	CS	Dairy	113.04	AD-16-002	15.472													
7	Horst, Keith	20	CS	Dairy	193.61	AD-16-010	11.792													
8	Houser, Don	7	WI	Dairy	130.81	AD-18-015	12.976													
9	Houser, Page	14	SH	Crop	152.73	AD-18-009	14.352													
10	Houser's Produce	6	SH	Crop	83.21	AD-18-023	9.774													
11	Izer	7	WI	Beef	144.48	AD-99-001	12.032													
12	Keadle	7	BO	Dairy	139.06	AD-18-018	15.768													
13	Long	7	WI	Dairy	163.88	AD-90-018	12.520													
14	Myer	7	WI	Crop	103.11	AD-18-004	10.848													
15	Rhoderick	7	HN	Dairy	149.08	AD-17-001	14.576													
16	Seibert	12	CS	Crop	71.29	AD-17-007	11.190													
17	Shank, Scott Kristin	7	HN	Crop	104.99	AD-98-006	13.968													
18	Strite, Dawn	14	SM	Crop	140.04	AD-90-019	12.630													
19	Strite, Joel	11	SM	Dairy	119.26	AD-16-004	13.704													
	POINTS POSSIBLE	N/A			1135.2		25	5	7	1	25	9	5	5	11	5	5	2		105

FY 2019 MALPP Applicants



WARNING: This map is for internal use by the Washington County Planning Department. It is not for general distribution to the public, and should not be scaled or copied. Sources of the data contained hereon are from various public agencies which may have use restrictions and disclaimers.

The parcel lines shown on this map are derived from a variety of sources which have their own accuracy standards. The parcel lines are approximate and for informational purposes ONLY. They are not guaranteed by Washington County Maryland or the Maryland Department of Assessments and Taxation to be free of errors including errors of omission, commission, positional accuracy or any attributes associated with real property. They shall not be copied, reproduced or scaled in any way without the express prior written approval of Washington County Maryland Planning and Zoning Department. This data DOES NOT replace an accurate survey by a licensed professional and information shall be verified using the relevant deeds, plats and other recorded legal documents by the user.





Agenda Report Form

Open Session Item

SUBJECT: Third Quarter Adjustments to the Washington County Board of Education's FY2018 General Fund Budget

PRESENTATION DATE: June 19, 2018

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 third quarter adjustments to the Board of Education's FY2018 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 FY2018 General Fund Budget at its June 5, 2018 meeting.

DISCUSSION: Several of the changes that the Board of Education approved on June 5, 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 its May 22, 2018 meeting and recommended them for approval by the full Board. The Board of Education approved these changes at their June 5, 2018 meeting.

ALTERNATIVES: None

ATTACHMENTS: Proposed third quarter budget adjustments for the Washington County Board of Education's FY2018 General Fund Operating Budget; A quarter-by-quarter schedule of FY2018 adjustments by category.

AUDIO/VISUAL NEEDS: None

**Washington County Public Schools
Requested Third Quarter FY2018 Budget Adjustments**

Category	Value	The primary reason for requested change is:
Revenue	50,490	Additional income for quality teacher incentives and investment income
Administration	202,100	Reduced expense due to savings in various contracted services and testing materials.
Mid-Level Administration	98,550	Reduced expense due to efficiencies in communications systems
Instructional Salaries	205,641	Additional turnover credit from vacancies
Student Personnel Services	19,500	Reduced expense due to savings in additional pay and substitutes
Student Health Services	39,825	Reduced expense due to vacancies
Operation of Plant	666,409	Reduced expense due to savings in utilities
Fixed Charges	218,812	Adjustments to health insurance for staff vacancies and changes in subscriber mix and projected costs, as well as savings in termination payments and other employee costs
Total Expense Reductions/Additional Revenue	<u>1,501,327</u>	
Instructional Textbooks and Supplies	1,192,907	Increased expense due to acquisition of textbooks and digital learning resources and other instructional transfers
Other Instructional Costs	308,420	Increased expense due to career and technology equipment and APEX program renewal
Total Expense Increases/Reduced Revenue	<u>1,501,327</u>	
Net Effect on Fund Balance	0	

Washington County Public Schools
Summary of FY2018 Budget Adjustments by Quarter

Category	Increase/(Decrease)				
	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Full Year
Revenue		\$122,000	\$50,490		\$172,490
Administration	(42,000)	(294,465)	(202,100)		(\$538,565)
Mid-Level Administration		(260,313)	(98,550)		(\$358,863)
Instructional Salaries	1,024,361	692,833	(205,641)		\$1,511,553
Instructional Textbooks and Supplies		182,539	1,192,907		\$1,375,446
Other Instructional Costs	(200,000)	(310,968)	308,420		(\$202,548)
Special Education	215,156	100,000			\$315,156
Student Personnel Services		(22,995)	(19,500)		(\$42,495)
Student Health Services		56,000	(39,825)		\$16,175
Student Transportation Services	(64,000)				(\$64,000)
Operation of Plant	(83,184)	296,730	(666,409)		(\$452,863)
Maintenance of Plant					\$0
Capital Outlay		(22,535)			(\$22,535)
Food Service		4,000			\$4,000
Fixed Charges	(850,333)	(298,826)	(218,812)		(1,367,971)
Undesignated Fund Balance Change	\$0	\$0	\$0	\$0	\$0

Note: An increase in the revenue budget has the same effect as a decrease in the expense budget. They are both positive. Therefore, when adding the column, one must reverse the sign on the requested change in revenue.



Agenda Report Form

Open Session Item

SUBJECT: APPROVAL OF BYLAWS FOR THE ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Dan DiVito, Deputy Director, Water Quality and Dave Mason, Deputy Director, Solid Waste

RECOMMENDED MOTION: To approve the bylaws of the Environmental Management Advisory Committee as presented.

REPORT-IN-BRIEF: The Solid Waste Advisory Committee and Water and Sewer Advisory Commission were separately abolished in 2012 due to not having any issues to address. At that time, the establishment of an “environmental” committee was discussed and proposed for the future. After several recent collaborative meetings, the attached bylaws were created to incorporate the mission and goals of the “Environmental Management Advisory Committee”.

DISCUSSION: The purpose of the Environmental Management Advisory Committee is to advise the Board of County Commissioners and County staff on policies and procedures of the Division of Environmental Management; review information concerning new regulatory proposals and current County water and sewer service policies, the County’s Resource Element of the Comprehensive Plan and all local solid waste issues; evaluate the Solid Waste Plan and its effectiveness and recommend modifications; and review information concerning the biennial update of the Solid Waste Management and Recycling Plan.

The Committee is to be comprised of no less than seven (7) and no more than nine (9) individual voting members. The County Commissioners may appoint others to serve as non-voting, ex-officio members of the Committee for various terms of office and for varying purposes. Member terms shall be for two (2) years with the initial terms being staggered.

Upon approval of the bylaws, applications from the community will be encouraged through a media release. Members will then be appointed by the County Commissioners.

FISCAL IMPACT: None

CONCURRENCES: Dan DiVito, Dave Mason, County Commissioners, County Administrator

ALTERNATIVES: Revise the proposed bylaws or not approve the formation of such a Committee.

ATTACHMENTS: Proposed bylaws for the Environmental Management Advisory Committee

**WASHINGTON COUNTY ENVIRONMENTAL MANAGEMENT
ADVISORY COMMITTEE**

BYLAWS

**BYLAW ONE
NAME**

The name of the Committee shall be "WASHINGTON COUNTY ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE" ("Committee").

**BYLAW TWO
PRINCIPAL OFFICE**

The principal office and meeting place of the Committee shall be the Washington County Division of Environmental Management, 16232 Elliott Parkway, Williamsport, Maryland 21795.

**BYLAW THREE
PURPOSE**

The purpose of the Committee shall be to provide the Board of County Commissioners of Washington County, Maryland ("Commissioners") and County staff with advice and suggestions regarding:

- A. Policies and procedures of the Division of Environmental Management;
- B. Information concerning new regulatory proposals;
- C. Information concerning current County Water and Sewer Service Policies;
- D. Information concerning the County Resource Element of the Comprehensive plan;
- E. Information concerning all local solid waste issues;
- F. Evaluating the Solid Waste Plan and its effectiveness and recommending modifications; and
- G. Information concerning the biennial update of the Solid Waste Management and Recycling Plans.

**BYLAW FOUR
MEMBERSHIP**

- A. The Committee shall consist of no less than seven (7) and no more than nine (9) voting members who shall be appointed by the Commissioners. In addition to the voting members, the Commissioners may appoint others to serve as non-voting, ex officio members of the Committee for various terms of office and for various differing purposes.
- B. The original term of two (2) members shall be for one (1) year; the original term of two (2) members shall be for two (2) years; and the original term of one (1)

member shall be for three (3) years. Any members in excess of five (5) shall serve an original term of two (2) years. Subsequent terms of all members shall be for three (3) years. Members of the Committee shall be eligible for reappointment for one (1) consecutive term only, and following the second consecutive three (3) year term, shall be eligible for reappointment only following an intervening three (3) year period.

- C. Vacancies in the Committee for any reason shall be filled for the unexpired term by the Commissioners. A vacancy occurs when a member has three (3) unexcused absences per calendar year.
- D. The members of the Committee shall elect from their members a Chair and a Vice Chair. One member may not simultaneously hold more than one office. The officers shall have the duties and powers usually attendant upon such officers, and such other duties and powers not consistent herewith as may be provided by the Committee.
- E. The Division of Environmental Management shall provide a person to serve as recording secretary for the Committee. The recording secretary shall maintain minutes of the Committee meetings and when necessary provide notice of meetings to members of the Committee.

BYLAW FIVE MEETINGS

- A. Regular Meetings. Regular meeting shall be held quarterly or more frequently as needed.
- B. Annual Meeting. There shall be an annual meeting of the Committee each year, unless otherwise ordered by the Committee, for the election of officers, receiving reports, and the transaction of other business. Meetings shall be subject to the Open Meetings Law and members of the public shall be entitled to attend all meetings of the Committee. Notice of such meetings issued by the secretary, shall be mailed to the last recorded address of each member of the Committee at least one (1) week before the time appointed for the meeting.
- C. Quorum. A majority of active voting members of the Committee when present at any meeting shall constitute a quorum. In the case where there is less than the required number present, the presiding officers 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:
 - a. Call to Order
 - b. Reading of minutes of previous meeting
 - c. Receiving communications

- d. Report of the Officers
- e. Reports of Committee heads
- f. Unfinished business
- g. New business
- h. Election of Officers
- i. 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 laid down in the latest edition of Robert's Rules of Order shall govern, when not in conflict of these Bylaws.

- E. Special Meetings. Special Meetings of the Committee may be called at any time by the Chair, or in the Chair's absence, by the Vice-Chair, on the written request of two (2) members of the Committee, the request of the Commissioners, or upon the request of the Washington County Health Officer. One (1) weeks' notice of any Special Meeting must be given to the members of the Committee and the notice must state the reason for the Special Meeting.

BYLAW SIX OFFICERS

- A. Elective Officers. The elected officers of the Committee shall be a Chair and Vice-Chair. Other officers may be established and appointed by the Chair of the Committee at the regular meeting.
- B. Terms. The Chair and Vice Chair shall take office immediately upon their election, and shall serve for a term of three (3) years or until their terms expire. Officers are eligible for re-election. Vacancies in any office must be filled for the balance of the term of such office by the Committee at a Special Meeting or a regularly scheduled meeting if appropriate.
- C. Chair. The Chair shall be the chief officer of the Committee and shall be present at the meetings of the Committee. The Chair shall be an ex-officio member of all subcommittees. The Chair shall communicate to the Committee such matters and make suggestions that may in the Chair's' opinion, tend to promote the welfare and increase the usefulness of the Committee and shall perform other such duties as are necessary 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 an ex-officio member of all subcommittees.

**BYLAW SEVEN
ELECTIONS**

The election of Committee officers shall take place at the Annual meeting of the Committee. Candidates who receive a majority of votes cast shall be elected.

**BYLAW EIGHT
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 Committee, subject to the approval of the Commissioners.

**BYLAW NINE
LIABILITY**

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

Approved and adopted this _____ day of June, 2018.

ATTEST:

Vicki C. Lumm, County Clerk

Terry L. Baker, President
Board of County Commissioners of
Washington County, Maryland



Agenda Report Form

Open Session Item

SUBJECT: FY 2019 Annual Program Open Space Program

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Jim Sterling, Director Public Works

RECOMMENDED MOTION: Move to approve the Annual FY 2019 POS Program as presented and recommended by the Washington County Recreation and Parks Advisory Board.

REPORT-IN-BRIEF: as per POS guidelines, each year the Board of County Commissioners is required to adopt the annual POS Program.

DISCUSSION: The various municipalities, Board of Education, Hagerstown Community College as well as the City of Hagerstown and County submit projects for consideration for inclusion in the annual POS Program. Based upon anticipated funds available, a program is developed giving consideration to the priority ranking of the project given by its sponsor. The Recreation and Parks Advisory Board then recommends to the Board of County Commissioners a program for adoption. After adoption by the Board of County Commissioners, notification is provided to the sponsors as to which projects have been included in the program along with approval letters. This then allows the sponsors to apply for funding after July 1.

FISCAL IMPACT: Anticipated POS allocation for FY 2019, \$1,128,857.00

CONCURRENCES: Washington County Recreation and Parks Advisory Board

ALTERNATIVES: Adopt different projects than those recommended by the Washington County Recreation and Parks Advisory Board

ATTACHMENTS: FY 2019 Annual POS Program

AUDIO/VISUAL NEEDS:

FY 2019 POS PROGRAM

SPONSOR	PROJECT	PROJECT COST	APPROVED DEVELOPMENT	APPROVED ACQUISITION	APPROVED PROJECTS
BOONSBORO	Shafer Park Pavilion Roof Shafer Park Path Overlay	\$60,000 \$55,000	\$54,000		\$54,000
HAGERSTOWN	Urban Park Plaza & Trail	\$2,150,000	\$300,000		\$300,000
HANCOCK	Kirkwood-Widmeyer Connector	\$42,000	\$33,600		\$33,600
FUNKSTOWN	Funkstown Acquisition Project	\$800,712		\$212,214	\$212,214.00
SMITHSBURG	Veterans Park Gazebo	\$70,000	\$54,623		\$54,632
WILLIAMSPORT	Conococheague LL ADA	\$50,000	\$37,500		\$37,500
HCC	Baseball & Softball Field Irrigation	\$28,790	\$25,911		\$25,911
BOE	Salem Ave Elementary School Playground Improvements	\$55,000	\$29,000		\$29,000

FY 2019 POS PROGRAM

SPONSOR	PROJECT	PROJECT COST	APPROVED DEVELOPMENT	APPROVED ACQUISITION	APPROVED
WASHINGTON COUNTY	Garris Shop Boat Access	\$50,000	\$45,000		\$45,000
	Doubs Woods Bathrooms	\$25,000	\$23,000		\$23,000
	Ag Center Drainage & Asphalt	\$25,000	\$23,000		\$23,000
	Ag Center Land Development	\$53,000	\$48,000		\$48,000
	Repair/Ovelay Parking Lots Variou Parks	\$192,000	\$173,000		\$173,000
	Rec Center	\$1,250,000			
	Land Acquisition	\$120,000		\$120,000.00	\$120,000.00
					\$1,178,857

POS Program baseed on Proposed Allocation of \$1,128,857.00

	Development	\$846,642.80
FY 2019 Allocation @ 25%	Acquisition	\$282,214.00
Williamsport Acquisition	Returned	\$50,000.00
Total Acquisition		\$332,214.00
Total Acquisition and Development		\$1,178,857



Agenda Report Form

Open Session Item

SUBJECT: FY19 School Based Health Center Grant – Approval to Submit Application

PRESENTATION DATE: June 19, 2018

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

RECOMMENDED MOTION: Move to approve the submission of the grant application for the FY19 School Based Health Center Grant Program to the Maryland State Department of Education in the amount of \$200,384 and accept awarded funding.

REPORT-IN-BRIEF: The Washington County Office of Grant Management, on behalf of and at the direction of the Local Management Board is seeking approval to submit an application to the Maryland State Department of Education requesting funding for School Based Health Centers in Washington County.

DISCUSSION: Currently there are two School Based Health Centers in Washington County which are located at South Hagerstown High School and Western Heights Middle School. The Centers provide exams, prescriptions, immunizations, nutritional assessments, orders lab work and assists in the management of chronic conditions such as asthma and diabetes, etc. Meritus Medical Center is the vendor contracted to provide these services. They will be entering the 4th year of a 4-year contract. Funding in the amount of \$10,019 is included in the award for County administrative support.

FISCAL IMPACT: Provides \$10,019 for County administrative expenses.

CONCURRENCES: The Local Management Board approves the submission of the proposal and recommends the acceptance of this award.

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Emergency Number Systems Board – Approval to Submit Funding Request

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Tina Wilson, Senior Grant Manager, Office of Grant Management and Bardona Woods, Assistant Director, Emergency Communications

RECOMMENDED MOTION: Move to approve the submission of a funding request to the Emergency Number Systems Board in the amount of \$264,113.54 and to accept awarded funding.

REPORT-IN-BRIEF: In 2014, Washington County Emergency Services entered into a contract with Verizon which covered 5 years of equipment, hardware/software, installation, training of personnel, maintenance and support's non-recurring costs. Funding in the amount of \$2,423,970.36 was provided by the Emergency Number Systems Board for the project. The current Verizon contract expires September 1, 2018. Washington County Emergency Services is seeking approval to submit a request for funding to the Emergency Numbers System Board for a one-year extension for support and maintenance in the amount of \$264,113.54. The requested extension will include vendor support on all VESTA (9-1-1 telephone equipment) associated hardware/software, monitoring and response as well as the continued support by Verizon Field Operations and Service Management for the 9-1-1 customer premise equipment.

DISCUSSION: The Office of Grant Management has reviewed the funding request and has determined the request is consistent with the Emergency Number Systems Boards' purpose. There is no matching funds requirement associated with this funding request.

FISCAL IMPACT: Washington County currently pays \$3,100 monthly for recurring telephone charges. This amount will remain in effect throughout the agreement period.

CONCURRENCES: Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Fiscal Year 2020 (FY20) Family Law Fund – Approval to Submit Application

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Tina Wilson, Sr. Grant Manager, Office of Grant Management and Eunice Plank, Court Administrator, Circuit Court for Washington County

RECOMMENDED MOTION: Move to approve the submission of the FY20 Family Law Fund application in the amount of \$292,118 and accept awarded funding.

REPORT-IN-BRIEF: This grant program provides funds from the Department of Family Administration's Family Division of the Maryland Judiciary (DFA), each year to Washington County Circuit Court to deliver appropriate services available for low income families who appear before the court to resolve family legal matters. Each court within the State of Maryland is required by Maryland Rules 16-204, to have a family support services division to implement the goals and objectives as set forth by the DFA. The following services are funded through the grant: salary and fringe benefits of the Family Support Services Coordinator and Permanency Planning Liaison, Family Law Advice Clinic, and as funding allows, Family Services Programs such as parent education classes, custody evaluations, children's attorney, mental health/substance abuse evaluations, parenting coordinators, Alternative Dispute Resolution (ADR)/Mediation, and supervised visitation.

DISCUSSION: The Office of Grant Management has reviewed the grant funding guidelines. This grant is annually recurring. The funder caps pay increases at 3.5%, if there are any pay increases in FY20 in excess of 3.5% the Circuit Court would need to allocate funds within its approved budget for this expense.

FISCAL IMPACT: Provides \$292,118 for the Washington County Circuit Court's Family Court Program.

CONCURRENCES: Susan Buchanan, Director, Office of Grant Management

ALTERNATIVES: Deny approval for submission of this request

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Open Session Item

SUBJECT: Bid Award (PUR-1385) - One (1) Hazmat Unit for the Division of Emergency Services

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Rick Curry, CPPO, Director of Purchasing Department and Samuel Anderson, Fire Operations Manager, Division of Emergency Services

RECOMMENDED MOTION: Move to award the bid for the purchase of one (1) Hazmat Unit to the responsible, responsive bidder, Atlantic Emergency Solutions, of Williamsport, MD who submitted the total sum bid in the amount of \$632,268.00 and to approve a Budget Transfer Request of \$150,000.00 from accounts (500000, 500100, 500120, 500125, 500130, and 500140) 11- 11525 to VEH009.

REPORT-IN-BRIEF: On April 4, 2018, the County received two (2) bids for the Hazmat Unit. The Invitation for Bid was published in the local newspaper, listed on the State of Maryland's "eMaryland Marketplace" web site, and on the County's web site. Thirty-three (33) persons/companies registered/downloaded the bid document on-line. Three (3) bids were received, one (1) was deemed non-responsive due to it was received after the time of submittal.

DISCUSSION: Hazardous materials can pose a significant and potentially disastrous threat to Washington County. Hazardous materials incidents include, but are not limited to, responses involving fires, spills, transportation accidents, chemical reactions, or explosions. The hazards associated with these incidents could be thermal, radiological, asphyxiant, chemical, etiological, mechanical, or any combination thereof. The unit will be used by responders responding to calls involving potentially hazardous materials incidents, it will be equipped with storage space to house protective suits, breathing apparatus, essential tools and equipment, etc. The unit will provide a valuable service to the citizens and emergency responders of Washington County and will be dispersed when and where there is an incident in the county. The acquisition of the new unit is part of an on-going program by the Division of Emergency Services – Special Operations.

FISCAL IMPACT: The department has funds in the amount of \$542,000.00 for the purchase in its Capital Improvement Program (CIP) account VEH009.

CONCURRENCES: Director of Division of Emergency Services, and Chief Financial Officer (Fiscal Impact Only)

ALTERNATIVES: N/A

ATTACHMENTS: Bid Matrix Tabulation

AUDIO/VISUAL NEEDS: N/A

PUR-1385

Item No. 1: One (1) New 2018 or Latest Production Model Heavy Duty Hazmat Unit

	DPC Emergency Equipment (Rosenbauer) Marydel, DE	Atlantic Emergency Solutions (Pierce Mfg.) Williamsport, MD
Price Per Unit	* \$597,317.00	\$632,268.00
Delivery Date		About 405 calendar days after receipt of order
Remarks/Exceptions		

Remarks / Exceptions	
DPC Emergency Equipment	Atlantic Emergency Solutions (Pierce Mfg.)
C. FRAME & CHASSIS: #5 Chassis Lubrication (a) – Cab Pivot: 6 points (tilt cylinders and cab pivot) Steering System: 15 points (steering shafts, steering gear, draglink, assist cylinder, axle kingpins, axle tie rod) Suspension: 6 points (Front Suspension spring pins) Axles: 0 points (Disc Brakes) Driveline: 4-6 points (Drive Shaft Yokes and slip joints)	NO EXCEPTIONS GIVEN
I. FUEL SYSTEM: #5 Diesel Exhaust Fluid (b) – We will provide a -6 Straight Threaded SS plug.	
X. OPTIONED EQUIPMNET: #2a Portable Winch Receiver - \$2,350.00 #2b Electric Power Provision - \$270.00 each #3a Hitch Receivers - \$696.00 each #3b Hitch under body behind rear - \$519.00 each #4a Two pair rope anchors - \$1,150.00 #5a Video/Light Tower - \$63,500.00 #6b Air bag system - \$3,985.00 #7a Independent Front Suspension - \$13,800.00 #7b Revco Granning IFS ----- #8a Hot dipped Frame Rails – included in the bid #8b Alternative Rear suspension - \$3,450.00 #8b Ridewell Suspension -----	

*Corrected calculations based on Unit prices.



Open Session Item

SUBJECT: Knox Box Key Access System for the Fire and EMS Companies in Wash. Co.

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Rick Curry, CPPO - Director of Purchasing and Samuel Anderson, Fire Operations Manager – Division of Emergency Services (DES)

RECOMMENDED MOTION: Move to authorize a Sole Source procurement of the Fire Department Knox Box Key Access System for the use by DES in the amount of \$45,042.90 from Knox Box of Phoenix, AZ.

REPORT-IN-BRIEF: The standardization of keys (with associated key security) will occur by establishing a universal Washington County Knox Box Key Access program. This will utilize the existing Knox Boxes already in place (approximately 700) and replaces the key core. The program will also install access key security hardware in Fire and EMS apparatus to ensure integrity of the key access program and it's issued access keys. There are currently nine (9) different Knox Box Key Access systems in use by Fire and EMS companies in Washington County. The lack of a universal countywide key access system creates problems when one company responds into another company's district and is unable to gain access without a Knox Box key to a property. In such an instance, the responding department would most likely have to force entry, resulting in personal property damage. This upgrade will change all existing Knox Box installations so that there is a single Washington County Knox Box access key. In addition, the program will upgrade and install alarmed lock systems which will be used to safeguard the keys in the Fire and EMS apparatus. Note: The Hagerstown Fire Department declined an offer from DES to be included in this program. There will still be a Hagerstown key that companies outside of Hagerstown will not carry.

This request requires the approval of four of the five Commissioners 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: Request to utilize unused funds in the Division of Emergency Services FY'18 budget in account 515270-10-11525.

CONCURRENCES: Dave Hays, Director – Division of Emergency Services

ALTERNATIVES: Do not upgrade the Knox Box system and continue to incur cost to repair personal property.

ATTACHMENTS: Knox Box Quote dated May 14, 2018

AUDIO/VISUAL NEEDS: N/A



1601 W. Deer Valley Rd.
 Phoenix, AZ 85027-2112 USA
 knoxbox.com

Quotation

Quote #: Q-301402
Date: 5/14/2018 7:12:49 AM

Allen James
 Funkstown Fire Dept
 2 S Westside Ave
 Funkstown, MD 21734

Dear Mr. James:

Thank you for your interest in Knox products. Please find below the requested quotation.

Item Number	Description	Quantity	Unit Price	Amount
1022	LOCK CORE, LONG TENON, NON-FIRE USE PS-39-0014-08-86	178	\$28.00	\$4,984.00
9999-SHIP	SHIPPING & DELIVERY CHARGES	1	\$52.00	\$52.00
9999-TAX	SALES TAX	1	\$302.16	\$302.16
			TOTAL	\$5,338.16

Terms & Conditions

All pricing is subject to change and is based on a quantity order to be shipped all at one time. Prices quoted are valid through the "Expires On" date shown. All shipping and handling fees, if provided, are estimates based upon ground service to the address shown above. Knox will provide you a firm cost for shipping and handling fees when order is placed. Knox provides detailed installation instructions with each Knox product. However, Knox is not responsible for actual installation.

SALES TAX DISCLAIMER: Knox is required to collect sales tax for purchases made in the following states: AZ, CA, CO, FL, IL, IN, MA, MD, MI, TX and WA. Where applicable, Knox will charge sales tax unless you have a valid sales tax exemption certificate on file with Knox. If you are sales tax exempt, you must provide us with an exemption certificate at the time the order is placed.

Payment Terms: Prepaid
Delivery Method: FXG
Expires On: 08/15/2018

If I can provide further assistance please feel free to contact me.

Regards,
Jonathan Keeney
 Regional Account Manager



800-552-5669 office
 443-756-0215 cell
 623-687-2316 Fax
 Knox Company
 1601 W. Deer Valley Rd
 Phoenix, AZ 85027
 www.knoxbox.com



1601 W. Deer Valley Rd.
Phoenix, AZ 85027-2112 USA
knoxbox.com

Quotation

Quote #: Q-301398
Date: 5/14/2018 1:51:46 PM

Allen James
Funkstown Fire Dept
2 S Westside Ave
Funkstown, MD 21734

Dear Mr. James:

Thank you for your interest in Knox products. Please find below the requested quotation.

Item Number	Description	Quantity	Unit Price	Amount
KSM-200K1	KeySecure® 5, 1 MKEY, 1 PLUG, WIFI, ETHERNET, USB, W/ ANT. MASTER LOCK: PS-39-0014-08-86 REPAIR TECH LOCK: PS-39-0014-08-86	71	\$499.00	\$35,429.00
SMS-1000C3	3 YR. CLOUD LICENSE, KnoxConnect™, KeySecure® 5	1	\$1,249.00	\$1,249.00
KLS-MB-60	MOUNTING BRACKET 60° ANGLE, KeySecure® 5 & 6	71	\$0.00	\$0.00
9804	REPAIR TECH KEY PS-39-0014-08-86	1	\$0.00	\$0.00
9999-SHIP	SHIPPING & DELIVERY CHARGES	1	\$850.00	\$850.00
9999-TAX	SALES TAX	1	\$2,176.74	\$2,176.74
TOTAL				\$39,704.74

Terms & Conditions

All pricing is subject to change and is based on a quantity order to be shipped all at one time. Prices quoted are valid through the "Expires On" date shown. All shipping and handling fees, if provided, are estimates based upon ground service to the address shown above. Knox will provide you a firm cost for shipping and handling fees when order is placed. Knox provides detailed installation instructions with each Knox product. However, Knox is not responsible for actual installation.

SALES TAX DISCLAIMER: Knox is required to collect sales tax for purchases made in the following states: AZ, CA, CO, FL, IL, IN, MA, MD, MI, TX and WA. Where applicable, Knox will charge sales tax unless you have a valid sales tax exemption certificate on file with Knox. If you are sales tax exempt, you must provide us with an exemption certificate at the time the order is placed.

Payment Terms: Prepaid
Delivery Method: FXG
Expires On: 08/15/2018

If I can provide further assistance please feel free to contact me.

Regards,



Open Session Item

SUBJECT: Contract Award (PUR-1381) – Physical Examination Services

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Rick Curry, CPPO – Purchasing Director and Tracy McCammon, Risk Management Administrator

RECOMMENDED MOTION: Move to award the contract for physical examination services and various services to be performed on employees and candidates for County employment vacancies and for Washington County Volunteer Fire & Rescue Association of Maryland, Inc. (WCVFRA) personnel.

REPORT-IN-BRIEF: The Request for Proposals (RFP) was advertised in the local newspaper, on the County’s web site, and on the State’s “eMaryland Marketplace” web site. Sixteen (16) firms/individuals downloaded the proposal document from the County website. One (1) firm was represented at the pre-proposal conference. The Coordinating Committee was comprised of the Washington County Purchasing Director (Committee Chairman Designee), County Human Resources Director, County Risk Management Administrator, County Safety Compliance Administrator and a WCVFRA representative.

The recommended firm shall provide physical examination services and various other services to be performed on employees and candidates for County employment vacancies and WCVFRA personnel. This contract is for a one (1) year period tentatively to have begun July 1, 2018, with an option to renew for up to four (4) additional one-year periods. A sole proposal was received on May 9, 2018 from the incumbent medical firm. The Coordinating Committee met to review the firm’s Qualifications & Experience/Technical Proposal and it was determined to be responsive. The Price Proposal of the sole proposing firm was then opened.

DISCUSSION: N/A

FISCAL IMPACT: For these services (Medical Fees) in FY’18, the Health and Human Services Department has budgeted \$55,000; Sheriff’s Department-Patrol has budgeted \$2,000; Sheriff’s Department–Detention has budgeted \$5,500; and the County has budgeted a portion of the required costs associated with the WCVFRA personnel at \$80,000. Utilization may be less than the recommended award amount; payment will be made at the unit costs for only the actual services rendered.

CONCURRENCES: Coordinating Committee (including appropriate representatives as named above)

ALTERNATIVES: N/A

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: N/A



Agenda Report Form

Open Session Item

SUBJECT: Construction Bid Award - Crayton Boulevard Extended

PRESENTATION DATE: June 19, 2018

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

RECOMMENDED MOTION: Move to conditionally award the bid for the Crayton Boulevard Extended contract to the lowest responsive, responsible bidder, Fayetteville Contractors, Inc. of Fayetteville, PA for the amount of \$1,892,195.77. Conditional award is based on receiving concurrence in award from SHA/FHWA.

REPORT-IN-BRIEF: The project was advertised in The Herald Mail, on the County's web site, and on the State of Maryland's website, e-Maryland Marketplace. Five (5) bids were received on Friday, June 8, 2018 as listed below and on the attached Bid Tabulation.

<u>Contractor:</u>	<u>Total Bid</u>
Fayetteville Contractors, Inc.	\$1,892,195.77
C. William Hetzer, Inc.	\$1,938,395.90
David H. Martin Excavating, Inc.	\$2,067,870.25
C.J. Miller	\$2,230,383.00
Concrete General	\$2,354,643.68

The bids were evaluated and the low bid from Fayetteville Contractors, Inc. is in order. The engineer's estimate for this work is \$2,415,000.

DISCUSSION: The project will extend Crayton Boulevard north towards Showalter Road approximately 2,000 linear feet from its existing terminus. The work will include construction of a closed section three lane roadway (one lane in each direction with a continuous center left turn lane). An ADA accessible sidewalk will be constructed on the east side of the roadway. Other work includes grading, paving, and stormwater management.

Crayton Boulevard is a much needed connection between Maugans Avenue and Showalter Road and the connection has been identified as an essential link for economic development. This is a 300 consecutive calendar day contract and the project is tentatively scheduled to start in late summer. The bid documents include Liquidated Damages in the amount of \$500.00 per calendar day for work beyond the completion date.

FISCAL IMPACT: This is a budgeted Capital Improvement Plan project (RDI065). Total expenses in the construction phase of the project are estimated at \$2,142,195.77 including \$1,892,195.77 for the proposed bid award, \$150,000 for inspection/testing, and \$100,000 for

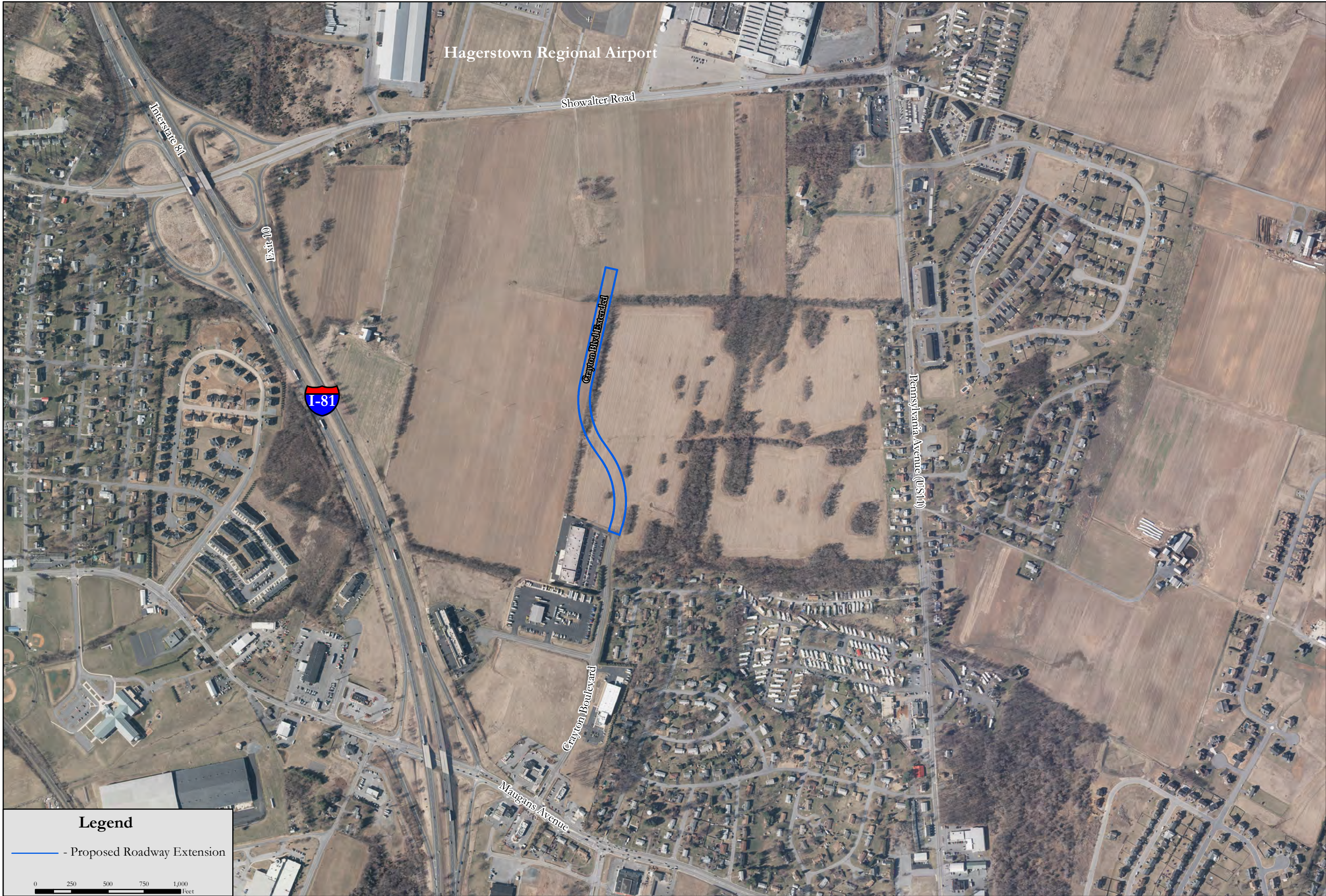
construction contingency. This is an Appalachian Regional Commission (ARC) federal aid project and the County is receiving a \$1,000,000 grant for this project.

CONCURRENCES: SHA/FHWA (pending)

ALTERNATIVES: N/A

ATTACHMENTS: Bid Tabulation, Aerial Map

AUDIO/VISUAL TO BE USED: N/A



Legend

— Proposed Roadway Extension

0 250 500 750 1,000 Feet



WASHINGTON COUNTY, MARYLAND
 DIVISION OF ENGINEERING &
 CONSTRUCTION MANAGEMENT
 Washington County Administrative Annex Building
 80 W. Baltimore St, Hagerstown, MD 21740

**CRAYTON BOULEVARD
 EXTENDED
 PROPOSED ROADWAY**





Open Session Item

SUBJECT: Washington County Radio Communications Management Committee Overview

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Ron Whitt, Director, Division of Information Systems and Mark Mades, Deputy IS Director – Wireless Communications

RECOMMENDED MOTION: None

REPORT-IN-BRIEF: The Radio Communications Management Committee is responsible for the overall management and direction of the County's Motorola Astro 25 UHF communications network, system infrastructure and technology and has been in existence for over ten (10) years and minimally performs the following duties:

- Establish strategy, operational standards and policy
- Enforce established policy and operational standards
- Maintain network and system integrity and peak operational efficiency
- Promote network and system interoperability with Maryland and regional partners
- Provide coordination and governance among network and system partners and users
- Plan and direct network and system expansion, enhancements and technology integration

The Committee minimally consists of five (5) voting members with the chairperson role rotating every two (2) years among the end user voting members (the Washington County Sheriff and Director – Division of Emergency Services). The current chairperson is Sheriff Douglas Mullendore. Committee membership may be reviewed and adjusted by the Committee or by the Board of County Commissioners as deemed appropriate.

Current Voting Members:

1. Washington County Sheriff (represents the Sheriff's Office and local law enforcement user interests)
2. County Administrator (represents the BOCC and County division and department user interests)
3. Director – Division of Emergency Services (represents the Division of Emergency Services and local fire and rescue user interests)
4. Deputy Director – Information Systems – Wireless Communications (represents the County's Motorola Astro 25 UHF communications network, infrastructure and technology)
5. Deputy Director – Information Systems – Infrastructure/Operations (represents the ancillary infrastructure and technology)

DISCUSSION:

FISCAL IMPACT: N/A

CONCURRENCES: N/A

ALTERNATIVES: N/A

ATTACHMENTS: Washington County Radio Communications Management Committee Mission Statement

AUDIO/VISUAL NEEDS: None

WASHINGTON COUNTY MARYLAND RADIO COMMUNICATIONS MANAGEMENT COMMITTEE

MISSION

The Radio Communications Management Committee is responsible for the overall management and direction of the County's Motorola Astro 25 UHF communications network, system infrastructure and technology and shall minimally perform the following duties:

- Establish strategy, operational standards and policy
- Enforce established policy and operational standards
- Maintain network and system integrity and peak operational efficiency
- Promote network and system interoperability with Maryland and regional partners
- Provide coordination and governance among network and system partners and users
- Plan and direct network and system expansion, enhancements and technology integration

DECISION DOMAINS

Committee members will raise system related issues and participate in discussions to establish strategies, priorities, standards, operational policy and direction and to formulate recommendations and decisions with a holistic perspective of the County's public safety needs rather than representing the interests or needs of a specific agency, division or department and shall minimally include the following:

- Operational and acceptable use policies and direction
- Services offered to participating stakeholders (Service Portfolio)
- Recommendations regarding system expansion and technology integration
- Prioritization of capital investment for short-term and long-term infrastructure needs
- Communications systems funding model to cover sustainability of service portfolio

AREAS OF FOCUS

Strategic Alignment - Ensuring alignment of the Committee's network management strategies with the County's public safety mission, needs and objectives.

Resource Management - Ensuring optimal investment in and proper management of the County's Motorola Astro 25 UHF communications network infrastructure and resources including bandwidth, messaging and communications, scalability, and security.

Risk Management - Ensuring detailed understanding and awareness of the known system risks, for example:

- Where single points of failure currently exist in the core network
- Where software and/or equipment failure is highly probable if a refresh does not occur
- Adequacy of staffing to support services 24/7/365
- Ability to support and react to a local/regional or national disaster

MEMBERSHIP

The Committee shall minimally consist of five (5) voting members as outlined below with the chairperson role rotating among the end user voting members (Washington County Sheriff, County Administrator, Director Division of Emergency Services) every two (2) calendar years (twenty-four months). The initial chairperson shall be the Washington County Sheriff. Committee membership may be reviewed and adjusted by the Committee or by the Board of County Commissioners as deemed appropriate.

Voting members:

1. Washington County Sheriff
2. County Administrator
3. Director Division of Emergency Services
4. Deputy Director Information Systems – Wireless Communications
5. Deputy Director Information Systems – Infrastructure/Operations

Non-voting member:

The IS Division Director shall serve as a non-voting committee member and shall act as the Committee secretary.

PROCEDURES

Meeting structure – The Committee secretary will solicit and collect agenda items and circulate agendas in advance of each scheduled meeting to ensure informed discussions of scheduled topics.

Meeting frequency – The Committee will minimally meet quarterly and determine modifications to the schedule based on needs related to current activities and events.

Documentation of proceedings – All meetings shall have notes of discussions, recommendations and action items.

Committee Decisions – All Committee decisions such as, but not limited to, committee membership, governance and enforcement issues, policy and procedure creation and amendment, and management and strategy initiatives shall require a simple majority of the voting members (3 votes). All committee decisions are subject to the Board of County Commissioners review and subsequent approval.



Open Session Item

SUBJECT: Washington County Commission on Aging Request for Matching Funds for Senior Center Improvements

PRESENTATION DATE: June 19, 2018

PRESENTATION BY: Susan Buchanan, Director, Office of Grant Management, Amy Olack, Executive Director, Washington County Commission on Aging

RECOMMENDED MOTION: Move to approve the request for funds in the amount of \$_____ to provide the required match for the FY2020 Senior Center Activities Center Capital Improvement Grant application submittal for renovations to the Senior Center

REPORT-IN-BRIEF: The Washington County Commission on Aging has submitted a request to the Board of County Commissioners for \$90,000 to be combined with \$10,000 of funds secured by the Commission on Aging through fundraising efforts, to provide sufficient matching funds for the pending Senior Center Activities Center Capital Improvement Grant application.

DISCUSSION: The Washington County Commission on Aging is seeking a matching contribution of \$90,000 to combine with funds secured through the agency's fundraising efforts to provide matching funds of \$100,000 for a grant application submission totaling \$200,000 to renovate the small outbuilding located on the Senior Center campus. This renovation will allow the Commission on Aging to utilize the space as an additional fitness room. The engineer's budget indicates the cost of the proposed improvements is \$200,000. The Senior Center Activities' Center Capital Improvement Grant requires at least a 50% local match for any projects submitted.

If the request for matching funds is approved today, the Commission on Aging will submit a letter of intent to apply to the Department of Aging for the proposed project. The Commission on Aging and the Office of Grant Management will then move forward with the submission of the full application packet for submission by July 27, 2018. The grant will be presented to this Board for final approval for submission in July.

FISCAL IMPACT: If the request is approved today, \$90,000 of FY20 County funds would be allocated as match for the grant application, pending submission and approval of the FY2020 Senior Center Activities Capital Grant.

CONCURRENCES: County Administrator; Director of Engineering

ALTERNATIVES: Deny the request for matching funds

ATTACHMENTS: N/A

AUDIO/VISUAL NEEDS: