

NEW BUSINESS

ITEM 1



St. Mary's County Metropolitan Commission

23121 Camden Way, California, MD 20619

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Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301-737-7400
FAX: 301-737-7459

MEMORANDUM

DATE: March 16, 2022

TO: Metropolitan Commission Board Members

FROM: Christy Hollander, P.E.
Chief Engineer

VIA: George A. Erichsen, P.E.
Executive Director

RE: Table of Equivalent Dwelling Units

Historical / Background information. The current EDU table was adopted on March 1, 2009 and has been used to calculate anticipated flow for all new development connecting to the public water and/or sewer system. The Table is also included in MetCom's Design Manual Appendix as reference and in the County's adopted 2017 Comprehensive Water & Sewerage Plan (CWSP). Chapter 113-11 of the St. Mary's County Code defines the term "EDU" as an equivalent dwelling unit and shall equate to the generally accepted average volume in gallons per day of wastewater generated by one (1) residential dwelling unit. Depending upon the specific proposed use, a certain number of EDU's are allocated / assigned, which best represents the anticipated flow(s). As such, EDU's are used for billing and design purposes.

Summary / Related information. Since the adoption of the current Table of Equivalent Dwelling Units (*EDU Table*) Table in 2009, staff has worked with plan submitters to determine the proper EDU allocation for several uses that are not specifically listed in the EDU Table by selecting an existing category which best fits the use/projected flow. In addition, flow data from existing similar uses is analyzed to further support the assignment of EDU's. Several examples include airport hangars, campgrounds, colleges / universities, commercial kitchens / food processing facilities, fire departments / rescue squads, nail salons/spas, animal shelters, bed & breakfasts, manufacturing, museums, public restrooms, gyms / health club etc. To help streamline the review process and provide clear guidance to applicants and staff, an in-house committee including the Chief Engineer, Assistant Engineer (*Planning*) and the Field Services Supervisor convened to prepare a formal update to the EDU Table (***attached***).

In addition to the historical data that has been collected since 2009, the current metered flows for the categories, above, was obtained from existing customer accounts and was analyzed to verify that the assumed flows were accurately represented on the proposed EDU Table update.

Results were reviewed by the Director and approved for distribution. The proposed update was forwarded to the County's Development Facilitator in the Department of Economic Development on March 11, 2022 and subsequently sent to both the Department of Land Use and Growth Management and Health Department for review and comment on March 16, 2022. The EDU Table update will be and made available for comment from March 25, 2020 to April 25, 2022 and transmitted to our current database of engineers, surveyors, and developers. Hardcopies will also be available upon request. Any comments will be addressed and a final table will be presented to the Board for action at the April Commission meeting.

Timeline (past, present and future). Comment period: March 25, 2020 to April 25, 2022. Approval by the Commission and adoption as an Appendix to the MetCom Design Manual: April 28, 2022. Forward to the Department of Land Use & Growth Management for inclusion in the County CWSP: TBD.

Previous Board actions. Current EDU Table was approved on February 12, 2009. The last update to the Design Manual was approved on July 11, 2019.

Attachment

ST. MARY'S COUNTY METROPOLITAN COMMISSION

TABLE OF EQUIVALENT DWELLING UNITS

Adopted March 1, 2009

CLASSIFICATIONS	Gallons Per Day/EDU ^{1,2}
INSTITUTIONAL	
Elementary School	4 gpd/person
Middle School	6 gpd/person
High School	8 gpd/person
Child Day Care/Nursery School	6 gpd/person
Hospital or Nursing/Group Home	125 gpd/bed
College/University Classrooms Only	Gross s.f. x 0.03= ___ gpd
College/University Residence Halls (includes bathrooms, dining hall, and gym; stadiums not included)	125 gpd/resident
SUBDIVISION RESIDENTIAL - One Dwelling	
	250 gpd
MULTI-UNIT RESIDENTIAL*	
1 Trailer Space	250 gpd
1 Apartment/unit	250 gpd
1 Condominium/unit	250 gpd
*Apartments, residential condominiums, housing projects for the aged can be designed based on 200 gpd/unit, but will be billed based on 250 gpd/unit	
COMMERCIAL/INDUSTRIAL	
Auto Dealership	Gross s.f. x 0.08= ___ gpd
Bakery/Food Retail Store/Commercial Kitchen (Stand Alone)/Food Processing (N	Gross s.f. x 0.15= ___ gpd
Bank	Gross s.f. x 0.04= ___ gpd
Bar - No Health Dept. Food Permit required (see Restaurant or Social Hall if food services are provided)	5 gpd/seat
Barber Shop	Gross s.f. x 0.20= ___ gpd
Beauty Salon/Nail Salon/Spa	Gross s.f. x 0.35= ___ gpd
Bed & Breakfasts (All other uses calculated as identified by LUGM)	1 EDU for up to 8 attached bedrooms including owner's suite
Campgrounds	
Cottages for seasonal use	50 gpd/unit
Tent Camp Sites	35 gpd/site
RV Site	35 gpd/site
Car Wash - Self Service Bay	250 gpd/bay
Car Wash - Recycled Bay	2,500 gpd/bay
Car Wash - Non-Recycled Bay	4,000 gpd/bay
Church (Worship center maximum allocation of 3 EDUs based on the maximum capacity; all additional uses will be calculated using the classifications outlined in the EDU Table)	1 gpd/person
Commercial Condominium (Billing charges based on 250 gpd/unit)	Gross s.f. x 0.03= ___ gpd
Drug Store (Not to exceed 2 EDU's)	Gross s.f. x 0.13= ___ gpd
Fire Department/Rescue Squad (Includes Bays, offices, classroom area, social halls and kitchens calculated separately)	Gross s.f. x 0.015= ___ gpd
Food Carryout (With no indoor seating, i.e. donut, ice cream, some fast food)	Gross s.f. x 1.00= ___ gpd
Funeral Home (With embalming services)	Gross s.f. x 0.31= ___ gpd
Funeral Home (No embalming service)	Gross s.f. x 0.02= ___ gpd
Garage/Service Station (No Food Service)	Gross s.f. x 0.04= ___ gpd
Gas Station/Convenience Store (With Food Service)	Gross s.f. x 0.35= ___ gpd
Laundry & Cleaner (Professional service facilities)	Gross s.f. x 0.31= ___ gpd
Laundromat (Self-serve facilities)	Gross s.f. x 2.00= ___ gpd
Library	Gross s.f. x 0.03= ___ gpd

ST. MARY'S COUNTY METROPOLITAN COMMISSION

TABLE OF EQUIVALENT DWELLING UNITS

Adopted March 1, 2009

CLASSIFICATIONS	Gallons Per Day/EDU ^{1,2}
Manufacturing (Commercial and Agricultural)	Gross s.f. x 0.05= ___ gpd
Marina (per slip)	25 gpd/slip
Medical Office Building ⁴	Gross s.f. x 0.13= ___ gpd
Motel/Hotel Unit	63 gpd/room
Motel/Hotel Unit Efficiencies (with kitchen facilities; extended stay)	125 gpd/room
Museum	Gross s.f. x 0.015= ___ gpd
Office Building ⁵	Gross s.f. x 0.03= ___ gpd
Post Office (Community - not to exceed 2 EDU's)	Gross s.f. x 0.09= ___ gpd
Public Restrooms (Based on gross square footage of each public restroom building)	Gross s.f. x 0.015= ___ gpd
Recreational Facility	--
Theatre/Sports Arena/Recreational Facility (No food service)	1 gpd/seat
Theatre/Sports Arena/Recreational Facility (With food service)	5 gpd/seat
Health Club (i.e. Gym/Fitness Facility)	Gross s.f. x 0.02= ___ gpd
Public Park based on fixture table below	Fixture Table Below
Restaurant (Requires Health Dept. Food Permit)	13 gpd/seat
Retail/Dept. Store (stand-alone) less than 12,000 s.f. (Sq. ft. for accessory uses subtracted from store total and calculated by category of use)	Gross s.f. x 0.03= ___ gpd
Retail/Dept. Store (stand-alone) greater than 12,000 s.f. (Sq. ft. for accessory uses subtracted from store total and calculated by category of use)	Gross s.f. x 0.02= ___ gpd
Shopping Center/Strip Mall (mixed use or uncertain) ⁶	Gross s.f. x 0.18= ___ gpd
Social Hall/Meeting Rooms (for rental i.e. Elks, Knights of Columbus etc.)	Gross s.f. x 0.07= ___ gpd
Supermarket	Gross s.f. x 0.05= ___ gpd
Swimming Pool 500 gpd/pool minimum or based on fixture table below	500 gpd minimum
Warehouse/ Hanger	Gross s.f. x 0.015= ___ gpd
AGRICULTURAL -- No properties currently being served	

An alternative method used to project average daily flows generated from commercial establishments, public service buildings or dwelling units can be figured on the basis of total floor area, number of building units or service seats multiplied by a statistical factor³.

FLOW PROJECTION FOR USES WHERE THE SIZE OF THE FACILITY MAY NOT BE PROPORTIONAL TO THE POTENTIAL FLOWS

Type of Fixture	Proposed Gallons per Day per Fixture
Showers	200
Baths	300
Lavatories	100
Toilets	98
Urinals	65
Sinks	33

Flow Projection for country clubs and similar type establishments may be made on the basis of plumbing fixtures with the approval of the Chief Engineer. The related statistical flow figures per unit of plumbing fixture are shown in the tables above.

ST. MARY'S COUNTY METROPOLITAN COMMISSION
TABLE OF EQUIVALENT DWELLING UNITS
Adopted March 1, 2009

Determination of EDU's for proposed uses not listed in this document will be determined on a case-by-case basis by the Chief Engineer. Notwithstanding the guiding factors listed elsewhere in this table, the Chief Engineer at his/her discretion, may establish flow projections for specific properties on a case-by-case basis, at rates lower than those published on this table, if in the Chief Engineer's opinion the owner has demonstrated that significantly less water should be used and/or significantly less sewage should be produced by a specific building or use because of the proposed utilization of water saving technology or because the owner has demonstrated that similar buildings in other locations use significantly less water and/or produce significantly less sewage.

¹ Equivalent Dwelling Unit (EDU) is based on the average daily water use and the average daily volume of sewage produced by a single family home. Billing and allocation of EDUs are based on 250 gpd/EDU. Fraction of an EDU gets rounded up to the nearest whole number.

² For design purposes an EDU is based on 300 gpd for water, and 250 gpd for sewer.

³ Adopted from the MDE "Wastewater Capacity Management Plan Guidance Document" and the Anne Arundel County "Flows Estimate for Capital Facility Connection Charges"

⁴ Includes doctor, dental, **physical therapist** and veterinary offices

⁵ Each condominium office unit to be a minimum of 1 EDU. **Separate units (no shared facilities) within the same building shall require at minimum 1 EDU per unit.**

⁶ EDU's assigned for individual units within a shopping center to be adjusted based upon actual occupancy

NEW BUSINESS

ITEM 2



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MEMORANDUM

DATE: March 15, 2022

TO: Metropolitan Commission Board Members

FROM: Anne Mary B. Cullins
Director of Human Resources

VIA: George A. Erichsen, P.E.
Executive Director

RE: Local Government Insurance Trust (LGIT) Retiree Insurance

Historical / Background information. Historically, if an employee retired from MetCom after serving at least 10 years, the employee would be able to continue their medical and dental insurance for both the employee and his/her dependents and the Commission would pay 1/16 of the employees 85% share of the premium. For example, the Commission would pay 100% of the normal 85% share for any employees with 30 years of service and 10/16 of 85% or 53% share for an employee with 10 years of service.

In an effort to lower costs to the Commission, the Commission adopted a new policy in 2007. The policy stipulated that an employee hired on or after 6/10/2007 would be entitled to the following portions of the original 85% MetCom paid health insurance premium contributions:

- Employees retiring after a minimum of 15 years' service to MetCom: eligible to receive 25% of the 85% premium paid by MetCom or 21.25%
- Employees retiring after a minimum of 20 years' service to MetCom: eligible to receive 50% of the 85% premium contribution paid by MetCom or 42.5%
- Employees retiring after a minimum of 25 years' service to MetCom: eligible to receive 75% of the 85% premium contribution paid by MetCom or 63.75%
- Employees retiring after a minimum of 30 years' service to MetCom: eligible to receive 100% of the 85% premium contribution paid by MetCom or 85%.

Summary / Related information. The Local Government Insurance Trust (LGIT) offers an employer (*the Commission*) a no-cost program that provides retiree insurance for those that do not meet requirements to receive insurance from MetCom (***attached***). The management team recommends that the Board consider enrolling in the program in order to offer benefit to its employees, both current and future.

Approximately 20% of our employees began their career with MetCom later in life and it is unlikely they will achieve the 30-year service requirement to receive the full premium contribution. An additional 20% of our employees will be unable to complete the 15-year service requirement to receive the minimal premium contribution of 21.25%.

Timeline (past, present and future). Concurrence from the Board to enroll in the program on 3-24-2022. Commission submission of application 3-25-2022. Information distributed to employees by 4-1-2022.

Previous Board actions. In 2007, the Board altered the requirements for being able to receive a health insurance premium contribution, as a cost-saving measure.

Attachment



Retiree Healthcare Proposal & Implementation Guide
for
St. Mary's County Metropolitan Commission

Presented by:

Christopher Reilly, CIC
Senior Vice President & National Practice Leader Retiree Healthcare
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THE AmWINS SOLUTION

The AmWINS SOLUTION: VOLUNTARY RETIREE BENEFIT CHOICE™

AmWINS Group Benefits is pleased to offer our proprietary Voluntary Retiree Benefit Choice™ program to meet the healthcare challenges of your employees as they transition into Medicare and throughout their retirement.

Understanding the importance of providing access to quality healthcare benefits, our program was created to offer a Medicare concierge service to help seniors understand Medicare and cut through the clutter and confusion often associated with their health plan decisions. This Voluntary Retiree Benefit Choice™ program will provide seniors with in-depth consultations, expert advice to evaluate comprehensive benefit choices, unique coverage options, program flexibility, a simplified enrollment process and professional services delivered by experienced and dedicated Benefit Specialists.

Voluntary Retiree Benefit Choice™ is a unique hybrid solution that gives retirees access to the best options available. Our Benefit Specialists will work with your retirees to shop and compare the plans available in the individual marketplace in addition to our customized medical and enhanced prescription drug plan options.

With this program retirees will have access to experienced Medicare Benefit Specialists who will help them:

- Understand Medicare and their Retiree Healthcare options
- Understand the new benefits and all the supplemental plan options available
- Facilitate their enrollment process
- And advocate for them throughout their retirement

Voluntary Retiree Benefit Choice™ truly provides retirees outstanding customer service as they navigate all their choices. Utilizing more than 25 years of industry knowledge and administrative experience, it is our goal to provide accurate, informative and leading-edge consultation to your retirees. We will become an integral member of your team, giving you the ability to provide this extraordinary benefit to your former employees and ensure they have the proper healthcare protection after they retire.

By partnering with AmWINS you will be able to provide these valuable benefits while outsourcing your retiree plan administration at no cost to your organization.

Our retiree healthcare program is designed to provide your seniors with a Medicare concierge service that can provide group medical plans that include an exclusive retiree assistance program, called Manage My Health™. The program covers four key wellness components important to seniors: physical, mental, nutritional and financial, leading to overall improved health and happiness. Manage My Health's™ robust package of benefits and services is available to each enrolled retiree and their families.

All the components of Voluntary Retiree Benefit Choice™ outlined in this section will help you understand why offering this valuable program as a new employee benefit will not only help you attract and retain employees but will give them the tools and resources they will need in the future.

As an AmWINS client, you can be assured our solutions will provide:

Greater value and cost savings over your current plan

Seamless integration and minimal retiree disruption

Comprehensive insurance plans

A Culture of Care across your entire organization

A photograph of a modern conference room with a long table and several chairs, viewed through large windows. The image is overlaid with a blue tint.

FINANCIAL ANALYSIS

MEDICAL PLAN OFFERINGS

Underwritten by Hartford Life and Accident Insurance Company

FULLY INSURED CUSTOM PLANS	BASIC 10	CLASSIC 500	PREMIER 10
Calendar Year Deductible*	\$500.00 (Part A & B)	\$250.00 (Part A & B)	\$203.00 (Part B)
Member Part B Co-Insurance	0%	10%	0%
Office Visit / Specialist Copay	\$10.00	N/A	\$10.00
Emergency Room Copay	\$50.00	N/A	\$50.00
Out-of-Pocket Maximum**	\$1,000.00 (Part A & B)	\$500.00 (Part A & B)	\$500.00 (Part B)
Lifetime Benefit Maximum	Unlimited	Unlimited	Unlimited
MONTHLY COST (attained age)	BASIC 10	CLASSIC 500	PREMIER 10
Ages 65-69	\$131.89	\$141.23	\$167.46
Ages 70-74	\$161.67	\$173.62	\$199.36
Ages 75-79	\$192.53	\$209.71	\$231.96
Ages 80+	\$203.18	\$223.90	\$243.11

* Includes Part B Deductible (2021: \$203.00)

**Includes Calendar Year Deductible and Part B Co-Insurance and Copays

Non-insurance costs included in the rates are for Manage My Health (\$10.00)

Above rates are guaranteed from January 1, 2021 through December 31, 2021

PRESCRIPTION DRUG PLAN OFFERINGS

Underwritten by Express Scripts Insurance Company

MEDICARE PART D RX PLAN	Basic Rx Plan** 30 DAY RETAIL	Enhanced Rx Plan 30 DAY RETAIL
Monthly Cost:	\$91.80	\$159.12
Annual Deductible:	\$445.00	\$0.00
Tier 1: Preferred Generic	\$0	\$0
Tier 2: Non-Preferred Generic	\$15	\$15
Tier 3: Preferred Brand	\$60	\$60
Tier 4: Non-Preferred Brand	\$100	\$100
Tier 5: Specialty	\$100	\$100
Coverage in Gap:*	Generic copays same as above / 25% Brand	Same copay as above
Catastrophic Coverage Level: \$6,550.01+	Greater of 5% or \$3.70 for generic and multi-source drugs. Greater of 5% or \$9.20 for all other covered drugs	

*Upon reaching \$4,130 in total drug expenses, the Medicare Coverage Gap Discount Program may provide an additional 50% manufacturer discount (excluding dispensing fee) on covered brand name drugs to Part D enrollees not already receiving extra help.

**Copays above are for Preferred Pharmacies. Non-preferred pharmacies will be an extra \$5 copay per each tier. Above rates are guaranteed from January 1, 2021 through December 31, 2021

COMBINED MEDICAL & PRESCRIPTION DRUG COSTS

Monthly Cost Per Member

FULLY INSURED GORUP PLANS (Ages 65-70)	MEDICAL with BASIC Rx	MEDICAL & ENHANCED Rx
Medical: Basic 10	\$223.69	\$291.01
Medical: Classic 500	\$233.03	\$300.35
Medical: Premier 10	\$259.26	\$326.58

Above rates are guaranteed from January 1, 2021 through December 31, 2021

Non-insurance costs included in the rates are for the Retiree Assistance Program: Manage My Health (\$10.00)

MANAGE MY HEALTH

Your enrollment in the customized medical plans also includes **Manage My Health**, a comprehensive Retiree Assistance Program to enhance the health and well-being of your retirees. **Manage My Health** is designed to offer greater assistance and resources to retirees, their spouses and caregivers by providing easy, confidential access to extensive programs and services that can improve physical and mental health.

24/7 PHYSICIAN CONSULTATION

Members and their families can receive 24/7 phone consultation from board certified licensed emergency room and internal medicine physicians, all from the comfort of their home.

COMMON CONDITIONS TREATED

- Allergies
- Arthritic Pain
- Bronchitis
- Certain Rashes
- Cold/Flu
- Gastroenteritis
- Headaches
- Insect Bites
- Respiratory Infections
- Sinus Infections
- Stomach Ache/Diarrhea
- Urinary Tract Infections
- Minor Burns
- General Information

...And other non-emergency conditions.

After receiving a call, the physician will review the health records and call the patient, generally within 1 hour but guaranteed within two hours. The physician has the ability to e-prescribe medications directly to the patient's pharmacy of choice, when needed.

NUTRITION & PERSONALIZED EXERCISE

Good health requires physical and mental wellness. Exercise and good nutrition play a major role in a retiree's quality of health. For those not currently living an active lifestyle or on a fixed budget, gym memberships can be expensive and intimidating.

HEARING DISCOUNTS FOR THE ENTIRE FAMILY

Retirees and their loved ones who suffer from hearing loss can use this benefit to offset the costs associated with screenings & hearing aid purchase/maintenance.

Manage My Health

includes a web-based health and wellness program that promotes personal health and fitness through the natural therapies of diet, nutritional supplements, the benefits of exercise and a healthy attitude.

The exercises included online are the same core workouts used by hundreds of professional athletes.

Benefits Include:

- Personalized home-based workouts with animations
- Daily health tips on nutrition, weigh-loss, exercise and disease prevention
- Over 4,500 health and wellness related articles
- Health calculators for easy tracking and self-assessments
- Unlimited health risk assessments for personal well-being
- Complete medical conditions library
- Links to hundreds of additional wellness resources

Plus, retirees can receive daily wellness tips, articles, health risk assessments and fitness calculators, nutrition planning tools and weight loss strategies.

SMOKING CESSATION

As we continue to learn more about the health risks of smoking, we also learn about the health benefits of quitting. As a result, many retirees who have spent quite literally decades smoking are making an effort to quit for an improved quality of life, including spending more time with their grandchildren.

To assist, Manage My Health offers retirees up to eight face-to-face visits during a 12-month period in a smoking cessation program. These visits must be provided by a qualified doctor or other Medicare-recognized practitioner. There is no cost for the counseling sessions.

EMERGENCY ONLINE PERSONAL HEALTH RECORD

Manage My Health also provide the ability to create an online personal health record and print a card with important information. Carrying this emergency identification card enables emergency medical professionals to instantly access critical information, including medical history, current medications, blood type, health insurance information, medical images, living will and more. Caregivers and retirees can appreciate the value of having one location for this health information, accessible worldwide from any computer.

This personal health record can also be printed out prior to a doctor's appointment without answering redundant lengthy questionnaire forms.

**AmWINS Group Benefits reserves the right to change service providers at any time based upon the quality and usage.*

A large background image of a modern office interior with a long conference table and several chairs, all tinted in a deep blue color. The text "ENROLLMENT & SERVICE" is centered over this image.

ENROLLMENT & SERVICE

SERVICE & ENROLLMENT

AmWINS seeks to employ individuals with a passion for delivering high-quality customer service, at all levels of the organization. In doing so we create a close-knit community with an unwavering desire to deliver responsive, accurate answers to important questions posed by LGIT Members and their retirees.

To accomplish this, the AmWINS program includes:

- An account management team including dedicated benefit specialists, a relationship manager, implementation coordinator, policy administration personnel and marketing communications professionals.
- Resources tasked with managing every aspect of the implementation plan including all communications. AmWINS will always seek client approval prior to the mailing of any enrollment kits and all communication materials.
- Scheduled conference calls as needed to assist in managing the process and addressing any pertinent issues, to ensure timely implementation of the new program.
- Prompt, efficient and flexible billing and collection systems. Billing options include Monthly Electronic Transfer Funds (EFT), monthly individual direct billing, HRA administration and Employer Group list billing and direct carrier billing if necessary.

AmWINS will provide complete program support to manage all aspects of this retiree healthcare offering. AmWINS will manage the ongoing retiree eligibility, enrollment, marketing, communications, develop enrollment kits, billing & collection, retiree customer service, fulfillment, and the day to day servicing associated with the retiree program. You can count on AmWINS to manage the entire process, which may include:

Development

- Comprehensive Healthcare Options
- Carrier Negotiations
- Program Administration

Communications

- Branded Communications
- Detailed Enrollment Kits
- Customer Care Center

Enrollment

- Benefit Specialists
- Medicare Exchange
- Enrollment Guidance

Leading up to your program Effective Date, AmWINS will work hand-in-hand with you to create customized communications for your retirees. Members can expect to receive:

- An **Announcement Letter** introducing the new program and explaining what to expect in the coming months
- An **Enrollment Package** containing detailed plan information, clear enrollment instructions, and frequently asked questions and responses to help aid in a smooth enrollment process.

Once retirees receive their Enrollment Package, they will gain access to the AmWINS Customer Care Center where they can consult with a Benefit Specialist to answer any questions they may have regarding their new program.

AmWINS Customer Care Center is available Monday - Friday from 8 am – 8 pm, Eastern

Each AmWINS' Benefit Specialist undergoes an intensive, ongoing training program that includes:

- Insurance licensing
- Senior Sensitivity Awareness
 - Serving retirees who may have hearing/vision/comprehension loss
- In-house Systems Training
- Client-specific Program Training

To aid in a successful enrollment, Benefit Specialists are encouraged to:

- Share their **direct extension** for follow up questions, creating an ongoing dedicated retiree resource.
- Spend as much time as necessary to resolve all retiree concerns, without regard for call times.
- **Act as retiree advocates**, communicating with third parties such as Medicare, Social Security, pharmacies and plan providers to help retirees navigate complex and confusing issues.

KEY CUSTOMER CARE CENTER STATISTICS	
Average Hold Time	Less than 30 seconds
Average First-Call Resolution	96%
Average speed to answer	23 seconds

AmWINS team members are available to help you and your retirees every step of the way. Managing retiree data is a key component of the AmWINS operation, and our implementation team will work with you on issues such as managing participant eligibility, including dependents and surviving spouses, processing annual plan elections and enrollment, billing and collecting of participant premiums and handling mandatory communications, such as HIPAA and COBRA.

CONTINGENCES & TIMELINE

PROPOSED RATES ARE BASED ON THE FOLLOWING:

1. Plans are offered on a calendar year basis. Plan design and rates are valid from January 1, 2021 through December 31, 2021 and are subject to change each year on January 1st.
2. These quotes are for illustrative purposes. Final quotes are based on the eligible retirees and spouses presented in the census at time of enrollment.
3. All eligible retirees and their dependents (age 65 and over) must be enrolled in Medicare Parts A & B prior to the plan effective date.
4. Plans and rates shown are available to residents in all states except FL. FL residents will receive separate plans and rates that comply with Florida State regulations.
5. Retirees choosing the custom options will be enrolled in a Medicare Part D Prescription Drug Plan.
6. All eligible retirees and spouses (age 65 or older) will be enrolled within 31 days of the effective date. All future retirees should enroll within 31 days of their 65th birthday.
7. Additional retirees could be added to the program, either with employer contributions or on a fully voluntary basis.
8. Amounts shown are inclusive of insurance premiums and services performed by AmWINS Group benefits for Eligibility Management, Communications, Enrollment, Marketing, Claims Servicing, Billing & Collection and Customer Service. Non-insurance costs included in the plan rates are for Manage My Health (\$10).

HIGH-LEVEL IMPLEMENTATION TIMELINE

TIMING	DESCRIPTION
75 Days Prior to Effective Date	Group to provide AmWINS signed Implementation Document
60 Days Prior to Effective Date	Enrollment materials mailed to all eligible participants
15 Days Prior to Effective Date	Enrolled members receive Plan Welcome Materials and ID Cards
Effective Date	Program Active for all enrolled retirees

The above timeline is a condensed summary and will be adjusted based on the program agreements between the Group and AmWINS



ABOUT AmWINS



About AmWINS

Who we are

AmWINS is uniquely focused on providing compelling solutions to assist employee benefit brokers and consultant in their efforts to effectively respond to the needs of large, mid-market and small group employers. Our team wakes up every day striving to complement our clients existing and emerging capabilities by helping to enhance their product and service offerings when resources and investments are focused elsewhere. We accomplish this through three primary capabilities including: access to niche benefit insurance products and services, sophisticated third-party administration, as well as end-to-end program management.

Niche Products

- Specialty Insurance Products for the Employee Benefits Marketplace
- Active and Retiree Solutions
- Core, Ancillary and Voluntary Products

Administration

Full range of administrative services ideal for:

- Insurance Companies
- Healthcare Providers
- Insurance Marketing Organizations
- Associations & Affinity Groups

Program Management

- MGU for stop-loss, niche specialty L&H and accident insurance programs
- Underwriters & binds insurance coverage on behalf of carriers

AmWINS by the Numbers

#1 Largest overall wholesale broker in the U.S.	\$15.3B+ Annual premium placements
18+ Locations around the world	12 Countries that have an AmWINS office
12 Benefit operations	4,800+ Employees worldwide

A blue-tinted photograph of a conference room with a long table and several chairs, viewed through large windows.

IMPLEMENTATION GUIDE

DEDICATED ACCOUNT MANAGEMENT TEAM:

AmWINS Group Benefits

- Christopher Reilly, Vice President
E: chris.reilly@amwins.com
T: 401.734.4129
50 Whitecap Drive, North Kingstown RI 02852
- Jeff Morris, Relationship Manager
E: jeff.morris@amwins.com
T: 401.734.5940
50 Whitecap Drive, North Kingstown RI 02852
- Peter Meyer, Business Development Specialist
E: peter.meyer@amwins.com
T: 401.734.5981
50 Whitecap Drive, North Kingstown RI 02852

General Customer Service

- AmWINS Group Benefits Customer Service Line: 1-800-956-8379
Benefit Specialists are available 8:00 a.m. to 8:00 p.m. (Eastern)



POST 65 Retiree Healthcare Program

SUMMARY OF PLANS, RATES & SERVICES, continued

Medical Program Offerings:

Underwritten by *Hartford Life and Accident Insurance Company*

Plan	Basic 10	Classic 500	Premier 10
Ages 65-70*	\$131.89	\$141.23	\$167.46

**Different rates will apply for those enrolling ages 70 and over.*

All three plans will be available to Post-65 retirees enrolled in Medicare Parts A & B

Prescription Drug Plans:

Underwritten by *Express Scripts Insurance Company*

5-Tier Rx Plan	Basic Rx Plan	Enhanced Rx Plan
Monthly Cost	\$91.80	\$159.12

Both Rx plans will be available to Post-65 retirees enrolled in Medicare Parts A & B

Please check boxes below to approve

- We understand that all plan offerings above will be offered to our retirees on a fully voluntary basis and that we have no financial obligation for the payment of these plans.*
- This attests that all retirees, and/or their Medicare-eligible dependents, enrolling in Group Sponsored Medicare Part D plan for the upcoming plan year were covered under prior medical and prescription drug coverage through our employer-sponsored group plan. This prescription drug coverage was deemed as creditable coverage, being equal to or better than Medicare Part D coverage. This attestation also applies to all eligible retirees, and/or their Medicare-eligible dependents, enrolling in the plan throughout the 2019 plan year. Creditable coverage has been in place for our retirees since January 1, 2006.*

Print Name

Print Title

Signature

Date



IMPLEMENTATION QUESTIONNAIRE

Please provide as much detail as possible:

Contact Information:	
1. Please provide information for the main contact of the group if we have questions:	NAME:
	TITLE:
	EMAIL:
	PHONE:
	FAX:
	ADDRESS:
	CITY, STATE, ZIP:
2. Tax ID #:	
3. NAIC Code / SIC Code	
Plan Details:	
4. Please confirm program effective date:	
5. Please confirm if program is 100% fully voluntary	Yes: Program is fully voluntary <input type="checkbox"/> No: We will provide a subsidy of \$____
6. Please provide a census of members ages 64 and older. Template Attached	<input type="checkbox"/> Census Completed & Attached

HUMAN RESOURCES MOTION

LOCAL GOVERNMENT INSURANCE TRUST (LGIT) SUPPLEMENTAL HEALTH INSURANCE FOR RETIREES

MOVE that the Commission accept staff's recommendation to offer Supplemental Health Insurance through Local Government Insurance Trust (LGIT) to Retirees that do not meet the requirements for MetCom Retiree Health Insurance Program.

FURTHER, MOVE that staff be authorized and directed to sign all documentation relating to this program.

NEW BUSINESS

ITEM 3



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MEMORANDUM

DATE: March 9, 2022

TO: Metropolitan Commission Board Members

FROM: Patty Stiegman
Chief Financial Officer

VIA: George A. Erichsen, P.E.
Executive Director

RE: CareFirst Health Insurance Refund

Historical / Background information. Approximately six to nine months after the close of a fiscal year, the Health Insurance provider submits a reconciliation of premiums paid against claims paid under the health insurance plan. This will result in a refund or a call. The reconciliation is based on our experience in claims during the year prior. MetCom's employee wellness is combined with the County Government's employee wellness, as well as the County Library system employee wellness. We are on a shared plan. The maximum the insurance provider can "Call" for reimbursement is 5% of the total premium.

Summary / Related information. MetCom healthcare distribution of cost is 85% MetCom funded and 15% employee funded. When MetCom receives a refund or a call, we perform an analysis to determine the distribution (***see attached***). Historically, when MetCom has had to fund a Call, it has been funded 100% by MetCom. When a refund has been received, and 15% of that refund is enough to fund the current cost of the employee share of a bi-monthly premium, the Commission has approved an insurance premium holiday(s), using a portion of the refund to pay the employee share of their current premiums for them.

For the close of Plan Year 2020-2021, MetCom has received a refund in the amount of \$123,200, 15% of which is \$18,480 (***see note (1) on the attachment***). The cost of one payment of employee premiums equals \$12,307. The balance of \$110,893 is applicable to the 85% MetCom funds of the insurance premium.

Staff recommends the balance of the refund, \$6,173 be credited on the employee's behalf for future "calls", and \$104,720 which is applicable to MetCom's 85% be credited to the Hospitalization expense account.

Previous Board actions. The ***attached*** represents a history of refunds since 2006, the respective payments by year, and the disposition of each refund.

Recommended Board action. To authorize one (1) insurance premium holiday(s) in the month of April, and the balance of the refund be credited to the hospitalization expense account.

Attachment

MetCom
Health Insurance Settlements and Distribution

Plan Year	Date	Refund	Employee Refund (Ins. Holiday)	MetCom Refund	OPEB Contribution	Call (Payment)	Employee Portion of Call Credit / (Debit)
Unavail	Feb-06	\$ 165,680.35					
Unavail	Mar-06	54,334.05					
04-05	May-07	73,517.28					
05-06	Nov-07	21,022.00					
		<u>\$ 314,553.68</u>	<u>\$ 30,254.00</u>	<u>\$ 315.68</u>	<u>\$ 283,984.00</u>		
08-09	Mar-09	1,778.06		1,778.06			
07-08	Dec-09	115,425.00	15,816.00	99,609.00	-		
09-10	Dec-10	33,112.00	-	33,112.00	-		
10-11	Nov-11	98,230.00	11,550.00	86,680.00	-		
11-12	Dec-12	16,403.71	-	-	16,403.71		
13-14	Nov-14	156,128.49	21,843.00	134,285.49			
14-15	Feb-16					17,239.27	
15-16	Dec-16					<u>62,037.11</u>	
						79,276.38	(11,891.46)
16-17	Dec-17	119,046.86	8,613.42	(5)	110,433.44	(6)	9,243.61
17-18	May-19					8,315.70	(1,247.36)
18-19	Feb-20	145,469.00	20,192.78	(3)	125,276.22	(4)	1,627.57
19-20	Feb-21	192,762.00	20,896.21	(1)	171,865.79	(2)	28,914.30
20-21	Dec-21	123,200.00	12,307.00	(7)	110,893.00	(8)	6,173.00
		<u>\$ 1,316,108.80</u>	<u>\$ 141,472.41</u>	<u>\$ 466,673.23</u>	<u>\$ 707,963.16</u>	<u>\$ 87,592.08</u>	<u>32,819.67</u>

(7) 15% Employee portion = \$18,480.00. One health insurance holiday totals \$12,307. Difference applied to Employee portion of Call.

(8) Remaining balance (MetCom portion \$110,893) is recommended to be credited to the Hospitalization Expense Account.

(1) 15% Employee portion = \$28,914.30. Two health insurance holidays total \$20,896.21. Difference applied to Employee portion of Call.

(2) Board voted to contribute MetCom portion, and balance of employee portion to refund to MACo OPEB Trust.

(3) 15% Employee portion = \$21,820.35. Two health insurance holidays total \$20,192.78. Difference applied to Employee portion of Call.

(4) Board voted to contribute MetCom portion, and balance of employee portion of refund to MACo OPEB Trust.

(5) 15% Employee portion = \$17,857.03 Board approved only one pay period holiday due to accumulated call amount. Difference applied to Employee portion of Call.

(6) Board voted to contribute MetCom portion, and balance of employee portion of refund to MACo OPEB Trust.

FISCAL MOTION

CAREFIRST INSURANCE PREMIUM REFUND

MOVE that the Board approve one (1) Premium Free Holiday of one twenty-fourth (1/24) of the annual CareFirst Premium for active and retired employees, which shall occur on April 22, 2022.

NEW BUSINESS

ITEM 4



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MEMORANDUM

DATE: March 16, 2022

TO: Metropolitan Commission Board Members

FROM: Edward Hogan, Chief
Facilities & Operations

VIA: George A. Erichsen, P.E.
Executive Director

RE: Marlay -Taylor Water Reclamation Facility (MTWRF): Budget Amendment
Risk & Resiliency Assessment (RRA) and Emergency Response Plan (ERP)

Historical / Background information. The America's Water Infrastructure Act of 2018 (AWIA) was signed into law in October 2018. Section 2013 of the Act required community water systems that serve more than 3,300 people to complete a Risk and Resilience Assessment (RRA) by 6-30-2021 and develop an Emergency Response Plan (ERP) no later than six (6) months after the RRA certification. The Metropolitan Commission was required to comply with this new law and attended the EPA Region 3 training in Annapolis on November 1, 2019. The associated work was completed as a part of the Facilities Conditions Assessment project on 12-9-2020 and the EPA acknowledged receipt of the self-certified plan on 12-30-2020. The corresponding Emergency Response Plan (ERP) was subsequently certified and submitted to the EPA on 6-17-2021 (due 6-30-2021).

Summary / Related information. A Budget Amendment is required (***attached***) in order to initiate the necessary purchase requisition/order for the proposed scope of work (***see-attached proposal dated 1-6-2022, in the amount of \$75,288***). Although not required, staff previously suggested, and the Board agreed, that a Risk and Resiliency Assessment and Emergency Response Plan would be prudent to perform for the Marlay-Taylor WRF. The purpose of the evaluation would be to evaluate the vulnerabilities, threats and consequences from potential hazards that might affect our largest treatment facility, which also happens to serve critical infrastructure (*the Base*). **What does a RRA include?** Risk to the system from natural hazards and malevolent acts (*i.e., all hazards*); resilience of water facility infrastructure (*including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems*); monitoring practices; financial infrastructure and systems (*e.g., billing systems*); chemical storage and handling; operation and maintenance. The assessment may also include an evaluation of capital and operational needs for risk and resiliency management. **What does an ERP include?** Strategies and resources to improve resilience, including physical security and cybersecurity; plans and procedures that can be implemented, and identification of equipment that can be utilized for responding to a natural hazard or malevolent act that threatens the delivery of safe drinking water; actions and equipment that can obviate or lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers; strategies that can be used to detect malevolent acts or natural hazards that threaten the system.

Timeline (past, present and future). Per the attached proposal, Completion of the RRA and ERP are anticipated to be completed in 4 months and 6 months from the formal Notice to proceed, respectively.

Previous Board Actions. Award of the Facilities Conditions Assessment project #8181WS on April 22, 2019.

Attachments

cc: Christy Hollander
Andrew Balchin
Tanya Parker

REQUEST FOR BUDGET AMENDMENT

Submitted by: Fiscal / Operations

BA Number: BD220007

(Dept/Division)

JUSTIFICATION FOR ADJUSTMENT:

Although not required, staff recommends a Risk and Resiliency assessment and Emergency Response Plan be performed for the Marlay-Taylor WRF to evaluate the vulnerabilities, threats and consequences from potential hazards. A budget amendment is required in order to initiate the necessary purchase requisition / order for the proposal dated 1-6-2022 in the amount of \$75,288. The Facilities Plan does have minimal budget available, this transfer of \$75,182 from the Energy Audit/Efficiency Upgrade project will fund this highly prioritized RRA and ERP. What does a RRA include? Risk to the system from natural hazards and malevolent acts (i.e., all hazards); resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems); monitoring practices; financial infrastructure and systems (e.g., billing systems); chemical storage and handling; operation and maintenance. The assessment may also include an evaluation of capital and operational needs for risk and resiliency management. What does an ERP include? Strategies and resources to improve resilience, including physical security and cybersecurity; plans and procedures that can be implemented, and identification of equipment that can be utilized for responding to a natural hazard or malevolent act that threatens the delivery of safe drinking water; actions and equipment that can obviate or lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers; strategies that can be used to detect malevolent acts or natural hazards that threaten the system.

ACCOUNT DESCRIPTION	ACCOUNT NUMBER	TRACKING ID	REVENUE \$ AMOUNT	EXPENSE \$ AMOUNT
<u>Increase Projects</u>				
Facilities Plan Update		8181WS		75,182
<u>Decrease Projects</u>				
Energy Audit/Efficiency Upgrades		8181MS		75,182
NET INCREASE / DECREASE			\$0	\$0

*Approved by Department Head:

Edward F. Hogan

Date: 3/9/2022

Recommended by Chief Financial Officer:

Patricia Schirmer

Date: 3/8/2022

**Approved by Executive Director:

George Nychsen

Date: 3/15/2022

** Required if Transfer is between Control Accounts

^Approved by MetCom Board:

^ Required if Transfer is between Departments

FOR FISCAL USE ONLY

Comments:	
Initials:	BA Entered:

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Prepared Date: January 6, 2022

General

Pursuant to provisions contained in the authorized SERVICES AGREEMENT FOR ENGINEERING SERVICES #21-10-E (herein referred to as the AGREEMENT) for the term from June 1, 2021 through May 31, 2022, Jacobs (herein referred to as CONSULTANT) shall provide Professional Services as defined herein related to the Marlay Taylor Water Reclamation Facility (Marlay Taylor WRF) Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP).

Schedule

The CONSULTANT agrees to perform the work under this Task Order using the following proposed project milestones:

Notice to Proceed (NTP)	Estimated at February 6, 2022
Task 1 – Project Management	Duration of project (6 months)
Task 2 – Records Review	6 weeks after NTP
Task 3 – Marlay Taylor WRF RRA	10 weeks upon completion of Task 2
Task 4 – Marlay Taylor WRF ERP	8 weeks upon completion of Task 3

A more detailed schedule will be developed after the project kickoff meeting as part of the work planning process and is reliant on St. Mary's County Metropolitan Commission (herein referred to as METCOM) staff furnishing critical data and reviews.

The Scope of Services to be performed by CONSULTANT under this Task Order is outlined in Article 1. Compensation for the work to be performed is outlined in Article 2.

Article 1 - Scope of Services

Background

METCOM would like to complete a Risk and Resilience Assessment (RRA) and develop and Emergency Response Plan (ERP) for the Marlay Taylor WRF. Maylay Taylor WRF treats approximately 4 MGD of annual average daily flow serving MetCom's most densely populated service area of Lexington Park and Piney

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Point (Sanitary Districts 5 and 8) as well as Patuxent Naval Air Station and St. Mary's College. The goal of the Marlay Taylor WRF RRA and ERP is to:

- Provide a RRA for Marlay Taylor WRF, in accordance with American Water Infrastructure Act (AWIA) guidance, to enable MetCom to act to mitigate identified risks and resilience issues.
- Develop and ERP for Marlay Taylor WRF for MetCom's use

The RRA and ERP will be generated based on the results of several tasks outlined below.

Project Objectives

Conduct activities to develop a risk and resilience assessment for Marlay Taylor WRF and develop an emergency response plan based on information currently available and the findings of the risk and resilience assessment.

Scope of Work

The proposed Scope of Work to complete Marlay Taylor WRF RRA and ERP includes the following tasks:

- Task 1: Project Management and Deliverables - This task includes development of the Project Work Plan and schedule, progress meetings, and weekly status updates. This is critical for the successful completion of any project and provides the guidance necessary to meet MetCom's quality expectations and provide project deliverables within budget and on, or ahead of, schedule.
- Task 2: Records Review – Includes document review for Tasks 2 and 3.
- Task 3: Marlay Taylor WRF Risk and Resilience Assessment (RRA) – Includes the steps for developing the draft and final RRA for Marlay Taylor WRF using the AWWA J100-10 methodology.
- Task 4: Wastewater Treatment Plant Emergency Response Plan – Includes document review and developing the draft and final Emergency Response Plan (ERP) for Marlay Taylor WRF.

Task 1: Project Management

Project management activities will generally consist of the following:

- CONSULTANT will define the project work, team organization, and the roles and responsibilities of team members as appropriate for each task.
- CONSULTANT will monitor work product quality, coordinate review of deliverables by an appropriate QC review team, attend meetings to receive written review comments from METCOM and respond to the comments in writing.
- CONSULTANT will track the progress of the work and make adjustments as necessary to keep the project on budget and on schedule, to the extent the CONSULTANT can control them.
- Monthly progress conference calls will be held, on average, to discuss project status, technical issues, information requests, schedule, and budget.

Deliverables

- Monthly progress meeting
- Monthly progress narratives to be included with invoice.

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Task 2: Records Review

Prior to project kickoff, Jacobs will submit a list of documents to MetCom. This document request list will include requests for asset lists and information, incident history, wastewater monitoring information, organizational charts, cybersecurity system information, and other information related to system risks and resilience.

Assumptions

- Jacobs will identify information from the water system RRA and ERP developed in 2021 that will be applicable to the Marlay Taylor WRF RRA/ERP.
- Jacobs will submit a document request list to MetCom after receiving NTP.
- MetCom will submit all available documents within 2 weeks of receipt of the document request list.
- Jacobs will review all received documents within 1 week prior RRA workshop

Deliverables

- None

Task 3: Wastewater Treatment Plant Risk and Resilience Assessment

Task 3.1: Risk and Resilience Assessment Workshop and Site Visits

The results of the RRA document review will provide the basis for the areas of focus required for completing the RRA in compliance with AWIA requirements. Our team members have also worked with the national J100-10 committee to implement improvements in the methodology based on our practical use working with water and wastewater systems nationally since 2010. Our team's experience has resulted in the implementation of ways to streamline the process and integrate key Subject Matter Experts in areas such as drought, flooding, earthquakes, and cyber security vulnerabilities, to make this a practical, forward-looking document.

The Jacobs team will build upon the document review and compliance analysis, performed previously, to execute the Asset and Threat Characterizations as part of the J100-10 methodology. This methodology is outlined in Exhibit 1, which is an excerpt from the AWWA J100-10 guidance and summarizes the seven successive steps.

Jacobs will use the available information already collected and processed for the water system RRA in 2020.

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Exhibit 1. AWWA J100-10 Methodology Diagram



The Jacobs team has successfully used the J100-10 methodology on more than 40 projects since it was developed jointly by AWWA-ANSI-ASME in 2010.

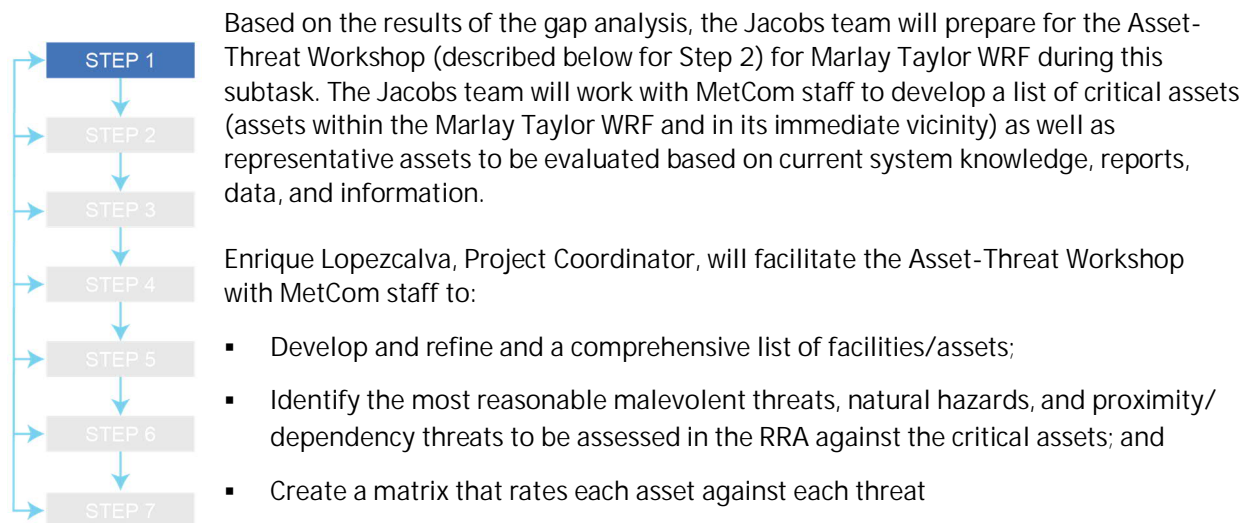
In accordance with Section 2013 of the AWIA, each RRA is also required to include an assessment of the following:

- Risk to the system from malevolent acts and natural hazards
- Resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system
- Monitoring practices of the system
- Financial infrastructure of the system
- Use, storage, or handling of various chemicals by the system
- Operation and maintenance of the system
- Evaluation of capital and operational needs for risk and resilience management for the system

External documents that will be referenced during the assessment include the ANSI/AWWA J100-10, ANSI/AWWA G300-14, ANSI/AWWA G440-17, and ANSI/AWWA G430-14 standards, and EPA Baseline Threat document (August 1, 2019).

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Preparation and Site Visits



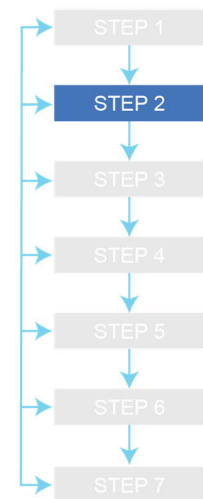
At the conclusion of the Planning Workshop, MetCom will select the highest rated and most critical Asset-Threat Pairs (up to 60, and likely fewer, given that this project includes the Marlay Taylor WRF only) to be assessed during the remainder of the RRA process. The Jacobs team and MetCom will select and prioritize the most mission critical facilities/critical assets to visit during a one-day site visit. Interviews, inspection and assessment of these facilities/assets will be conducted to collect information on the following components:

- Security and natural/dependency hazard issues and vulnerabilities of assets within the Marlay Taylor WRF
- Physical security and natural/dependency hazard impacts and site characteristics, including proximity to the public, terrain, adjacent land uses, site access, site lighting, and existing physical barriers such as fencing and hardened structures

Prior to the site visit, the Jacobs RRA Team will review information evaluated during the Marlay Taylor WRF document review and compliance review performed previously and Asset-Threat Workshop to gain a working knowledge of current security systems and natural/ dependency hazard resilience measures currently in place. Because of the inherent knowledge of MetCom's personnel regarding these facilities/ assets, operating procedures, and current security systems, MetCom's participation in the site visit is critical to the success of the project.

In parallel to, and separately from, the physical security site visits and interviews, the Cyber Security Lead will conduct interviews and a site visit of MetCom's financial infrastructure, SCADA monitoring and control systems security, operations and maintenance of systems, customer service, policies and procedures, and other aspects applying the NIST cyber security standards. Given the work completed by Jacobs in 2020 for the water system, a call will precede this visit to understand any elements that:

- May be unique to the Marlay Taylor WRF
- May have changed or evolved since the completion of the water system RRA/ERP in 2021



Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Additional documents, information, and drawings not reviewed during the RRA document review in Task 2.1 may be identified and requested from MetCom based on information gathered during the Step 2 activities. These will be important for completing the remaining steps of the RRA.

Jacobs plans on conducting Steps 1-2, workshops and site visits over a two- to three-week period.

Assumptions

- The Jacobs team will hold one Asset-Threat Workshop.
- The RRA team will conduct a field visit trip to Marlay Taylor WRF.
- MetCom will provide knowledgeable escorts for all field visits.
- MetCom will provide access to key MetCom staff throughout the duration of the project.
- Jacobs will furnish two RRA team members and one Cyber Security team member during the respective field visits. The physical security team member will attend virtually.

Deliverables

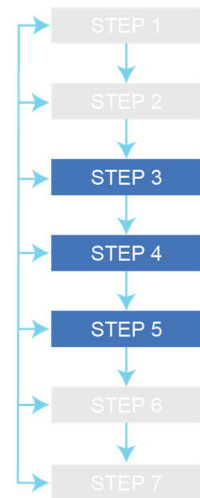
- Asset-Threat Criticality Workbook
- Asset-Threat Criticality Workshop Meeting Summary

Task 3.2: Draft Risk and Resilience Assessment

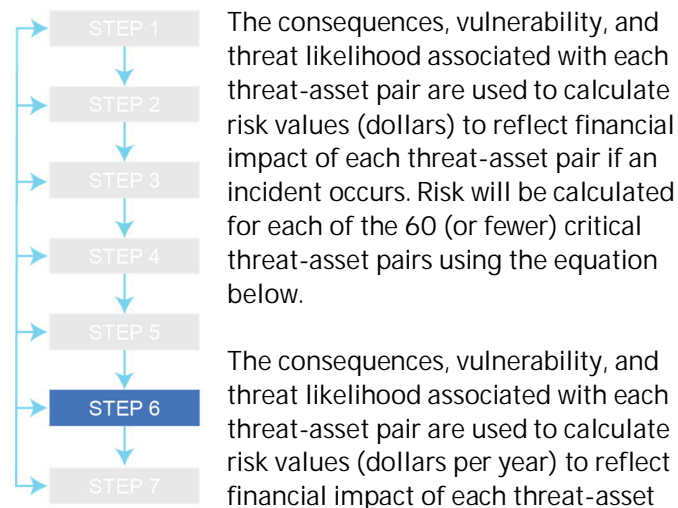
The Jacobs team will document information collected in Task 2 to develop a draft RRA, using AWWA guidance and standards, including the AWWA G-440-17 and the AWWA J100-10 methodology. Enrique Lopezcalva, Project Coordinator, will schedule up to two virtual meetings to develop and review information for Steps 3-5 for each of the 60 critical threat-asset pairs:

- Consequences of an occurrence (dollars).
- Vulnerability to an incident based on current level of protection (physical security, cyber security, natural hazards, dependency / proximity threats).
- Likelihood of Occurrence using information from EPA's Malevolent Threats), Federal Databases (i.e., U.S. Geological Survey – Earthquakes), and local and professional knowledge.

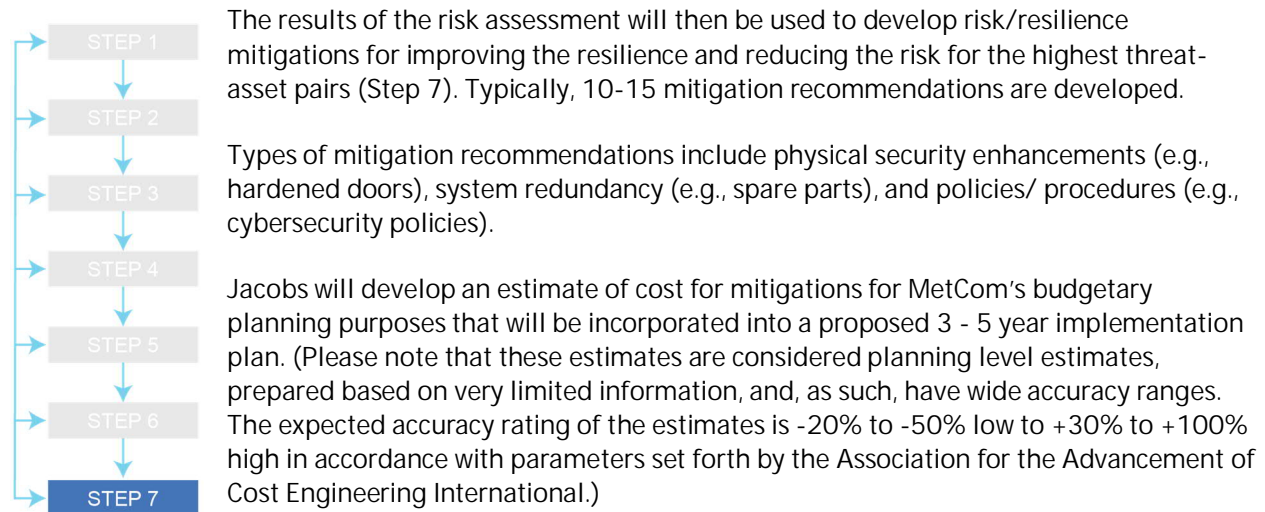
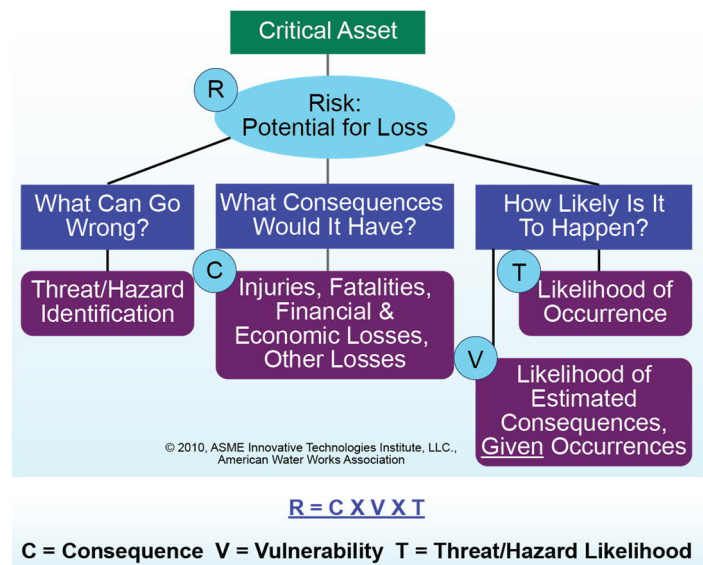
MetCom will provide the Jacobs Team with review comments on each of the Steps 3 through 5, which will be part of the Excel-based draft RRA workbook, within 7 days of their receipt.



Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan



The risk will be calculated for each of the 60 (or fewer) critical threat-asset pairs using the equation in Exhibit 7. The project team will conduct a 3-hour virtual meeting to review the consequence, vulnerability, and threat likelihood and risk values. The monetized consequences will be order of magnitude and will use the factors developed during the 2021 RRA/ERP for the water system.



The RRA provides information that can be incorporated into future security plans to improve the consistency of security and resilience of MetCom's systems if implemented but does not guarantee protection of all the facilities/assets from all potential malevolent acts and natural hazards.

The Draft RRA will be developed and submitted to MetCom for review three months after receiving Notice to Proceed (NTP). The Draft RRA will be provided in a secure electronic delivery method for review. Project Coordinator Enrique Lopezcalva will conduct a virtual meeting (up to 2 hours) to review the Draft RRA. It is anticipated that MetCom will provide comments to the draft that will be addressed by the Jacobs team within 14 calendar days of the draft submittal.

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Assumptions

- MetCom staff will review documents and provide comments within 14 calendar days of receiving draft RRA documents.

Deliverables

- Draft RRA (one electronic copy) three months after NTP
- Threat-Asset Pair Workshop agenda and minutes
- Risk Analysis Virtual Workshop agenda and summary
- Risk Mitigation Virtual Workshop agenda and minutes

Task 3.3: Final Risk and Resilience Assessment

After incorporating MetCom's comments on the Draft Final RRA, Jacobs will submit the Final RRA. Two electronic copies (1 PDF/1 Microsoft Word) of the Final RRA will be submitted to MetCom through a secure portal two weeks after receiving comments from MetCom.

The Jacobs proprietary RRA Workbook will be provided to MetCom as a final deliverable to be used to document and track future system improvements.

Deliverables

- Final Consequence Workbooks
- Final Vulnerability Workbooks
- Final Threat Likelihood Workbooks
- Final Risk Analysis Workbooks
- Final Risk/Resilience Management Workbooks
- Final Cyber Security Technical Memoranda
- Final RRA (1 PDF/1 Microsoft Word) through a secure portal

Task 4: Wastewater Treatment Plant Emergency Response Plan

This Task will include services to support completion of a wastewater system ERP that is generally consistent with and analogous to AWIA requirements and guidance for public water systems. This project will be completed virtually unless there are necessary visits needed that were not covered in the Risk and Resilience Assessment.

Task 4.1: Kickoff and Data Collection

This subtask will include the following effort and services:

- Task Kickoff and Meeting – Internal task kickoff for Jacobs task staff along with a meeting between Jacobs and MetCom staff to overview task efforts, sequencing, approaches, assumptions, data needs and collection, and expectations
- Data Collection and Review – Task information and data request list, data collection and transfer, and information review, to include prior MetCom Wastewater System emergency response plans if

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

applicable and related documents. Prior to data collection requests, Jacobs will review applicability of all the information collected in 2021 for the water system ERP

- Agenda and schedules for interviews and discussions with MetCom staff as applicable, and/or with external emergency management and response resources and other entities as applicable, along with up to two days of associated information collection interviews
- General Topics Workshop and Incident Management Team (IMT) development – Based on review of available documentation and information, facilitate a virtual workshop with MetCom staff, up to 3 hours in duration, to complete a General Topics questionnaire and develop a Marlay Taylor WRF Incident Command System (ICS) IMT.

Note: previous Water System ERP interviews conducted by Jacobs in 2021 as part of the water system ERP, with staff for Purchasing and Public Information Officer may not be necessary for this project if determined through the project Kickoff that the same procedures apply to Wastewater as with the Water System.

Deliverables

- Kick-off Meeting documentation: Agendas, minutes and supporting material – electronically via email.

Task 4.2: Draft Emergency Response Plan

This subtask will include the following effort and services:

- Collate Notes - Emergency Response Planning – Consolidate notes and information from the Marlay Taylor WRF RRA and emergency response plan reviews and project interviews, including identified strategies, approaches, procedures, and protocols MetCom can use to lessen the impacts of emergencies impacting the water treatment plant operations and staff safety.
- Draft ERP Development – Prepare Draft ERP materials incorporating the findings of the prior Marlay Taylor WRF RRA to include strategies and resources to improve system resilience, including:
 - Physical system and cybersecurity as applicable
 - Plans and procedures to be implemented, and identification of equipment, that can be utilized in the event of malevolent acts or natural hazards that threaten appropriate wastewater management and handling, actions, procedures
 - Equipment that can obviate or significantly lessen the impact of malevolent acts or natural hazards, threats to public health, and the treatment of wastewater, including consideration of alternative operational approaches, adjustments to wastewater infrastructure and facilities, or construction of risk mitigation features
 - Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the Marlay Taylor WRF.
 - Include consideration and incorporation of AWIA and other guidelines sourced from the National Incident Management System (NIMS) standards, the National Response Framework (NRF), the National Infrastructure Protection Plan (NIPP), USEPA, Federal Emergency Management Agency (FEMA), and Department of Homeland Security (DHS).
 - Draft ERP for MetCom Comments and Revisions – Prepare review comment responses using an Excel spreadsheet and proposed ERP revisions in response to comments provided by MetCom.

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Assumptions

- MetCom will provide one consolidated and non-conflicting set of review comments for all draft deliverables.
- The project team will utilize the water system ERP as a basis for development of the Marlay Taylor WRF ERP.

Deliverables

- Draft Emergency Response Plan (Microsoft Word and/or PDF Format)

Task 4.3: Draft Emergency Response Plan

The Jacobs team will finalize ERP documentation and materials based on Draft ERP review comments and proposed revisions.

Deliverables

- Final Emergency Response Plan (Microsoft Word and/or PDF format)

Level of Effort

The fee estimate attached as Appendix A defines the estimated level of effort required to complete the Project. If, in the opinion of the CONSULTANT, the level of effort to complete the work will exceed that described in Appendix A, the CONSULTANT will advise the METCOM as soon as possible.

Article 2. Compensation

As consideration for providing services described in the TASK ORDER, the METCOM shall pay the CONSULTANT on the basis of the CONSULTANT's hourly rate schedule, not to exceed the maximum for any category, plus all direct expenses, as defined in the AGREEMENT.

Total estimated fees for the CONSULTANT to perform the services described in this Task Order are indicated in Appendix A attached hereto. Costs for additional services can be provided upon request. The assumptions upon which this Task Order was prepared are presented in both Article 1 and Appendix A of this Task Order.

The CONSULTANT shall not exceed the authorized Task Order limit without written authorization from the METCOM in the form of a Task Order Amendment.

Appendix A
Level of Effort/Cost Estimate

Marlay Taylor Water Reclamation Facility Risk and Resilience Assessment and Emergency Response Plan

Marlay Taylor Water Reclamation Facility - Fee Estimate

Team Member	Enrique Lopezcalva	Stacey Black	Chaka Kamran	Megan Ellis	Rex Heeser	Stacey Black	Jane Mallard	TBD				
Role	Project Coordinator [Principal Engineer]	ERP Lead [Principal Engineer]	RRA Lead [Engineering Tech.]	ERP QA Reviewer [Engineering Tech.]	Cyber Assmt. Lead [Principal Engineer]	Physical Security Lead [Principal Engineer]	Document Editor [Engineering Tech.]	[Administrative/ Office Worker]	Labor Hours	Labor \$	Expenses \$	Total Cost \$
Rate ¹	\$ 270	\$ 250	\$ 130	\$ 212	\$ 281	\$ 250	\$ 153	\$ 98				
Task 1 - Project Management	18	1	2	0	0	0	0	6	21	\$5,961	\$0	\$5,961
Task 2 - Records Review	0	4	4	0	0	0	0	0	8	\$1,521	\$0	\$1,521
2.1 Wastewater Treatment Plant Records Review												
Task 3 - Wastewater Treatment Plant RRA	18	10	92	0	32	26	16	0	194	\$37,300	\$1,735	\$39,035
3.1 RRA Workshop and Site Visits												
Task 4 - Wastewater Emergency Response Plan	7	59	72	6	0	0	8	0	152	\$28,520	\$250	\$28,770
Total	43	74	170	6	32	26	24	6	375	\$73,303	\$1,985	\$75,288

OPERATIONS MOTION

BUDGET AMENDMENT REQUEST

MOVE that the Board approve and authorize the Commission Chairman to sign the FY 2022 Budget Amendment (BA) Number BD220007, which increases funds by \$75,182 in the Facilities Plan Update Project #8181WS and decreases the Energy Audit/Efficiency Upgrades project #8181MS, as recommended by staff.

FURTHER, MOVE that the Commission accept and approve the Proposal dated January 06, 2022, as submitted under the Engineering Services, Contract #21-10-E, by Jacobs Engineering Group, Incorporated (Jacobs) of Silver Spring, Maryland, for the Marlay-Taylor Water Reclamation Facility Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP), in the amount of \$75,288.00, as recommended by staff.

FURTHER, MOVE to authorize and direct staff to execute all documents relating to this award, including but not limited to all change orders.

NEW BUSINESS

ITEM 5



St. Mary's County Metropolitan Commission

23121 Camden Way, California, MD 20619

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MEMORANDUM

DATE: March 9, 2022

TO: Metropolitan Commission Board Members

FROM: Edward F. Hogan
Chief of Facilities and Operations

VIA: George A. Erichsen, P.E.
Executive Director

RE: Water Conservation Policy – Excessive Usage and Water Restrictions

Historical / Background information. Water is essential to all living things, but the lack of water is a growing concern across the globe. Water scarcity impacts at least 2.8 billion people around the world for at least one month a year, and the ability to access water is not always guaranteed¹. As a result, many utilities have implemented water restrictions within the United States to reduce the occurrence of water shortages. These policies either voluntarily or mandatorily ask individuals to reduce water usage on a daily, weekly, or monthly basis.

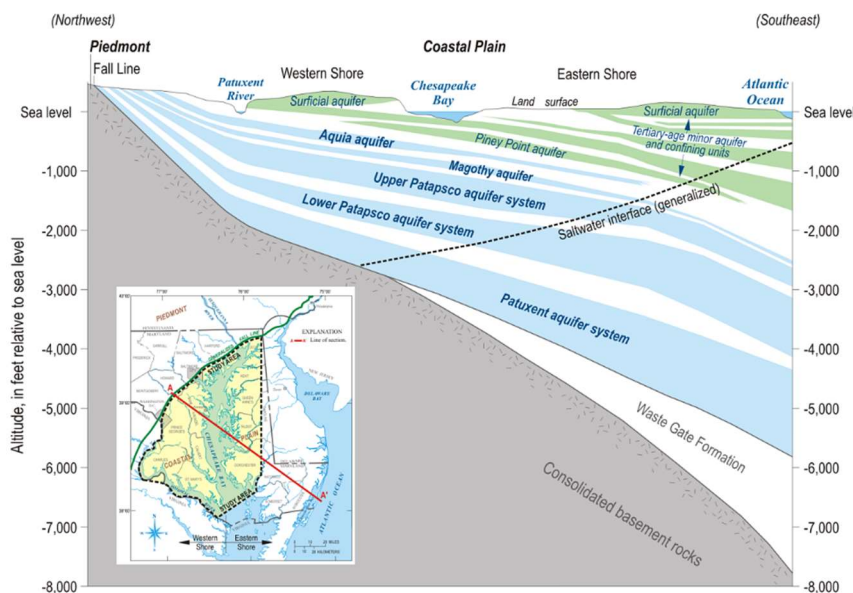


Photo 1 Cross sectional diagram showing fresh water aquifers within the Atlantic Coastal Plain of Maryland.

Ground water is the most commonly used source of water supply, and some regions of the State (Southern Maryland and the Eastern Shore) rely exclusively on ground water for their water needs. In Maryland, ground water is obtained from both unconfined and confined aquifers. Confined aquifers are more protected from contamination than are unconfined aquifers. Almost all of the public water systems using ground water in Southern Maryland rely on confined aquifers, as do a large portion of those on the Eastern Shore. In Central and Western Maryland, the aquifers are unconfined.²

St. Mary's County is located in the Atlantic Coastal Plain physiographic province, which is characterized by low topography due to the underlying horizontal sedimentary layers. This province, which in Maryland includes roughly the area east of Interstate 95, is underlain by unconsolidated clastic sediments of Lower Cretaceous to recent age, which thicken to the southeast. The Paleocene age (66 to 56 million years ago) Aquia Formation, which comprises the Aquia aquifer, is composed of fine to coarse-grained sand that contains layers of silty clay.

¹ The Water Project, 2016

² Source Water Assessment for St. Mary's County, Maryland, Maryland Department of the Environment, 2005

Cemented layers of shell debris are also found throughout the formation. The Aquia's characteristic green color is caused by the presence of glauconitic sand. The early Cretaceous age (145 to 66 million years ago) Patapsco Formation, comprises the Upper and Lower Patapsco aquifer systems and is a layer having sand and gravel, interbedded with gray silt and clay. All public water systems that the Commission operates draws water from wells of various size (6" to 12") and depths (350' to 1020'). Source water is pulled from the Aquifer and Upper Patapsco aquifers.

Summary / Related information. In order to conserve, protect, and use water resources within the State, it is necessary to control the appropriation or use of surface and underground waters.³ Therefore the Maryland Department of the Environment issues Water Appropriations Permits for withdraw of ground water system. The Commission has Appropriations Permits for every water system. The Appropriation Permits are effective for a ten-year period and have withdrawal allocations granted that limits the amount of water that is withdrawn from each well. The allocations are limited in two ways; a daily average (based on a yearly average) and daily maximum average (based on the month of maximum use).

Therefore, in order to meet the issued Appropriation Permits, the proposed *Water Conservation Policy – Excessive Usage and Water Restrictions (attached)* is being submitted for Board approval. This Policy seeks to establish notification and enforcement procedures to try to limit excessive water use; during droughts; natural disasters, regulatory action(s), planned / unplanned potable water shortages, when deemed a waste of water; or when customers disregard the Commissions mandate to conserve water in accordance with the respective State Water Appropriations Permit(s). These procedures are intended to help protect the public water supply and the Commission reserves the right to implement further mandatory rules and regulations to reduce the amount of water used in the County.

The Commission has the authority to implement this Policy in accordance with St. Mary's County Code §113-11.A *"To eliminate leakage, loss of water or improper use of waterlines or sewers the Metropolitan Commission or its agents or employees may require changes in all plumbing, waterworks or water or sewer connections which it deems necessary. The Metropolitan Commission shall exercise control of the water supply at all times. Any violation of the order is a misdemeanor punishable under Section 113-21 of this chapter. In addition to the penalty prescribed, the Metropolitan Commission may turn off the water supply of any person violating the order at any time without further notice."*

Also, in accordance with St. Mary's County Code § 113-11.D *"The Commission shall have full and complete jurisdiction over all fire hydrants connected with any of its water systems, and a person, firm or corporation may not operate, use or make connection with them without the written authority of the Commission. These restrictions do not apply to any bona fide fire department in the discharge of its duties. A person, firm or corporation may not tamper with, damage or obstruct any fire hydrant."*

Timeline (past, present and future). The first Appropriation Permit issued for part of the Lexington Park public water system was granted on May 1, 1946. Since then, a number of Appropriations Permits have been issued. The *Water Conservation Policy – Excessive Usage and Water Restrictions* (and all related attachments) was drafted in 2021.

Previous Board actions. No prior Board actions

Attachments

³ : Environment Article, Title 5, §5-203 and §5-501 through §5-516 and §5-5B-01 through §5-5B-05, Annotated Code of Maryland; COMAR 26.17.06 and COMAR 26.17.07.



ST. MARY'S COUNTY METROPOLITAN COMMISSION

STANDARD POLICIES

SP Number: OPW-21-XX	Approval Date: Revision Dates: Approved by:	Effective Date:
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SUBJECT: DRAFT WATER CONSERVATION POLICY - EXCESSIVE USAGE AND WATER USE RESTRICTIONS
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Purpose:

To establish notification and enforcement procedures to try to limit excessive water use; during droughts; natural disasters, regulatory action(s), planned / unplanned potable water shortages, when deemed a waste of water; or when customers disregard the Commissions mandate to conserve water in accordance with the respective State Water Appropriations Permit(s). These procedures are intended to help protect the public water supply and the Commission reserves the right to implement further mandatory rules and regulations to reduce the amount of water used in the County.

The Commission operates and monitors water use for 28 community water systems in St. Mary's County. In order to supply communities with public water, MetCom has to obtain and retain a Water Appropriations and Use Permit from the Maryland Department of the Environment. This permit limits the amount of water that can be withdrawn from any aquifer and MetCom is audited by the State each year on the usage by the community. The specific permit limits for the various communities are attached (*Attachment 5*).

Authority:

In accordance with St. Mary's County Code Section 113-11.A *"To eliminate leakage, loss of water or improper use of waterlines or sewers the Metropolitan Commission or its agents or employees may require changes in all plumbing, waterworks or water or sewer connections which it deems necessary. The Metropolitan Commission shall exercise control of the water supply at all times. Any violation of the order is a misdemeanor punishable under Section 113-21 of this chapter. In addition to the penalty prescribed, the Metropolitan Commission may turn off the water supply of any person violating the order at any time without further notice."*

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Applicability:

Per MetCom Standard Policy *FIN-19-03 Water Use Billing Adjustment Policy*; the property owner owns and maintains the service lines between the main service connection and the structure to be served, water leaks which occur on these service connection lines within a customer's property are the responsibility of the customer. Likewise, leaks and excessive use resulting from failures of interior plumbing are the responsibility of the customer.

However, the Board realizes that the unexpectedly high water bills which can result from such water leaks until detected can create a difficult financial burden for some of our customers. Although most utilities do not allow for the reduction in billing based on use under any circumstances, the MetCom Board desires to have a policy to assist customers with unusually high monthly water bill(s) resulting from excessive water usage.

The MetCom Board also desires to encourage individuals to implement preventative measures (*i.e. securing exterior hose bibs*), to review their homeowners insurance policies, and to take advantage of warranty programs such as the Commission established Service Line Warranty program designed to provide coverage for leaks and repairs.

Water Usage and Conservation

As a general rule-of-thumb, each person should use about 80 - 100 gallons per day of water. If your water meter reading exceeds this rate, below are a few tips to consider for conserving water and reducing water bills:

- Repair leaky pipes and fixtures (a leaking toilet could waste up to 9,000 gallons per year).
- Replace old faucets and showerheads with new water-efficient models or install aerators to reduce flow (replacing faucets and showerheads in an average home can save 2,900 gallons of water per year).

- Install low flow toilets or toilet dams (toilets installed before 1980 use significantly more water than new toilets. In an average home, replacing the toilets can save up to 18,000 gallons of water per year -- enough water to fill two swimming pools).
- If you irrigate, install efficient irrigation systems such as drip irrigation, soil soakers, and efficient sprinkler systems (set sprinklers so that they sprinkle the lawn and garden, not the street or sidewalk).
- Water the lawn only when the ground is dry and preferably no more than once a week (the amount of water used by a sprinkler in 30 minutes is equal to the daily water needs of a family of four).
- Water during the coolest part of the day (preferably morning) and never water on windy days (as much as 30 percent of the water can be lost to evaporation by watering during midday).¹

Water Supply Capacity Management Plans for Community Water Systems

Each owner of a community water supply system over 20,000 gpd is required to submit a Water Supply Capacity Management Plan (WSCMP) to the Maryland Department of the Environment (MDE) if the water supply system is:

- Operating at 80 percent or more of its Water Appropriation Permit;
- Not meeting the Special Conditions of its Water Appropriation Permit;
- Operating at 80 percent of its contractual limit for purchased water; or
- Subject to a consent order with MDE or the U.S. Environmental Protection Agency / U.S. Department of Justice.

It is essential for the Metropolitan Commission to carefully manage the allocation of water to new residential, commercial and industrial customers, in conformance with local Comprehensive Water and Sewerage Plan, Water Appropriation Permits, and the requirements of the Annotated Code of Maryland pertaining to building permits and subdivision plats. Local governments must ensure that the water supply will be adequate to meet the demand of existing and new users and must allocate any available water in accordance with State as well as local requirements.

The Environment Article of the Annotated Code of Maryland sets forth the State requirements for insuring the adequacy of the water supply to serve new development as well as the authority of the Secretary of the Department to require Water Supply Capacity Management Plans:

- § 9-512 (b) *Building Permits* – Conformity with county plan; issuance of building permits.
- § 9-512 (d) *Subdivision plats* – Conformity with county plan; recording or approving subdivision plats.
- § 9-205. *Submitting plans for existing water supply system, sewerage system, or refuse disposal system for public use.*²

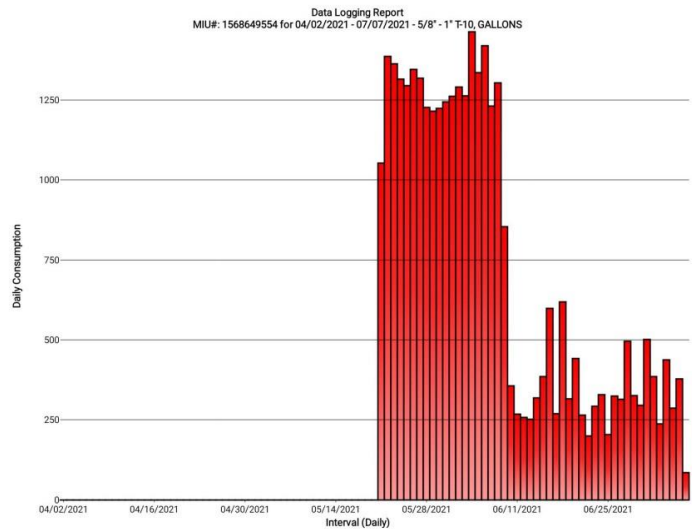
¹ Data Sources – Maryland Department of the Environment and US Geological Survey

² Guidance Document: Water Supply Capacity Management Plans, MDE 2006

Definitions:

A “**Water Leak**” shall be found to have occurred when there is an unintentional water loss caused by broken or damaged plumbing fixtures, pipes or irrigation equipment, located upon a customer’s property between the main service connection and the structure to be served. This would also include water loss from interior plumbing fixtures such as malfunctioning toilets (3-5 gpm), etc. The Water Leak must be determined to result in water usage charges which are substantially higher than normal for the affected customer, based on historical account history, as determined at the sole discretion of Commission staff ,

DATA LOGGING REPORT



“**Continuous Flow**” shall be found to have occurred in instances where the data from the water meter is showing flow that may exceed normal usage and may be due to a water leak. (see sample Data Logging Report at right).

Customer and Community Notification:

The Billing Department computer program has the ability to generate a high usage report by address. Water use thresholds (see below) have been established to trigger the report. The report will be on an account / address basis. A listing of all exceedances will be forwarded by the Billing Department to Operations for mailing of the initial notification letters that will include water conservation educational materials and an explanation of possible future penalties.

Water Use Thresholds	Effected Users	Restrictions Imposed By:	Compliance Action(s)
4.5 times average usage per month	Individual account holder	Billing	Standard Warning Letter (<i>Attachment 1</i>) \$25 Fine second offense \$50 Fine third offense
≥ 10,000 gallons per month	Individual account holder	Operations	Warning Letter (<i>Attachment 2</i>)
≥ 20,000 gallons per month	Individual account holder	Operations	Warning Letter (<i>Attachment 3</i>)
90 % of system capacity	Water system wide users	Order of the Commission	Community-wide Notification (<i>Attachment 4</i>)

In the event that any water restrictions are imposed, the Operations Department will post announcements on electronic / social media and through the county PIO (see *Attachments 6, 7 and 8*). Signage at entrances to single communities may be used as well.

Notice of Violation:

In addition to the standard notification letter (*Attachment 1*) any penalties imposed shall be due and made payable as a part of the monthly water bill charges. The receipt of a water bill with any applicable penalty shall serve as the notice of violation.

Water Use Restrictions:

Water use restrictions may be implemented for a variety of reasons. Water use restrictions may be implemented by the Commission on public water systems identified by the St. Mary's County Metropolitan Commission that exceed 150% of the normal winter water usage and/or water systems that are using greater than 90% capacity. For communities, these restrictions will continue until the monthly water usage reduces to the limits set by the Commission's Water Appropriations Permits, which are issued by the Maryland Department of the Environment.

In accordance with St. Mary's County Code Section 113-11.A, "*In case of a shortage of water or if, for any other reason, the Metropolitan Commission, in the exercise of its discretion, determines that the water supply should be conserved, the consumers, upon notice from the Metropolitan Commission, its agents or employees, or upon notice published in one (1) newspaper published in the county for one (1) insertion, shall comply with any order passed by the Metropolitan Commission to conserve the water supply.*"

Water use restrictions (*see below*) include limiting the hours of outdoor irrigation and limiting the outdoor use of water (*ie. for car washing, power washing and other outdoor cleaning*).

When a homeowner or community is excessively utilizing water, MetCom has to respond with measures it is taking or plans to undertake in order to reduce the usage. Part of compliance includes imposing water use restrictions on the entire community (*see below*) or imposing penalties to individual property owners, which may include the turning off of their water supply.

The specific water use restrictions the Commission or the State may issue are listed below:

Level I - The following limitations are placed in effect for public water systems identified by the St. Mary's County Metropolitan Commission that exceed 150% of the normal winter water usage and/or water systems that are using greater than 90% capacity:

- Watering of lawns, gardens, landscaped areas, trees, shrubs, and other outdoor plants are permitted every day between the hours of 8 pm and 7 am only.

- Irrigation must be personally supervised at all times to eliminate run-off or excessive watering.
- Washing of paved surfaces such as streets, roads, sidewalks, driveways, garages, parking areas, tennis courts, and patios are permitted only under the following conditions:
 - For pre-washing in preparation of asphalt street or driveway recoating and sealing.
 - At the minimum rate necessary for sanitation or public health purposes, such as eating and drinking areas.
 - At the minimum rate necessary to maintain effective dust control during the construction of highways and roads.
- The use of water for washing or cleaning of mobile equipment including automobiles, trucks, trailers, and boats are permitted under the following conditions:
 - The use of commercial car washes are highly encouraged, as they utilize recycling.
 - Cleaning of construction, commercial, emergency and public transportation vehicles only as necessary to preserve the proper functioning and safe operation of the vehicle.
 - Privately owned vehicles may be washed once per week only by means of a bucket or hand-held hose equipped with an automatic shut-off nozzle.
 - Fundraising car washes are permitted.
- No limitations on filling swimming pools
- The Hydrant Water Withdraw List for existing permit holders will be amended to limit or prevent hydrant withdraw from the water systems identified in these restrictions. No new hydrant water withdraw permits will be issued during Level I water restrictions.

Level II - The following limitations are placed in effect for water systems currently under Level I water use restrictions, but have not reduced flows below the usage thresholds by the next billing cycle (*approximately 30 days*) of the issuance of Level I restrictions:

- Watering of lawns, gardens, landscaped areas, trees, shrubs, and other outdoor plants are permitted every other day between the hours of 8 pm and 7 am only using the following schedule:
 - For addresses that end in odd numbers, watering is only permitted on odd numbered days.

- For addresses that end in even numbers, watering is only permitted on even numbered days.
- Irrigation must be personally supervised at all times to eliminate run-off or excessive watering.
- Washing of paved surfaces such as streets, roads, sidewalks, driveways, garages, parking areas, tennis courts, and patios are permitted only under the following conditions:
 - For pre-washing in preparation of asphalt street or driveway recoating and sealing
 - At the minimum rate necessary for sanitation or public health purposes, such as eating and drinking areas
 - At the minimum rate necessary to maintain effective dust control during the construction of highways and roads
- The use of water for washing or cleaning of mobile equipment including automobiles, trucks, trailers, and boats are permitted under the following conditions:
 - The use of commercial car washes are highly encouraged, as they utilize recycling.
 - Cleaning of construction, commercial, emergency and public transportation vehicles only as necessary to preserve the proper functioning and safe operation of the vehicle.
 - Privately owned vehicles may be washed once per week only by means of a bucket or hand-held hose equipped with an automatic shut-off nozzle. The washing of privately owned vehicles is permitted only on Sundays, Mondays, Wednesdays, and Fridays and only before 8 am and after 7 pm.
 - Fundraising car washes are not permitted.
- The use of water to fill and top off swimming pools is permitted under the following conditions:
 - Swimming pools equipped with filtration systems that allow for continued use and recycling of water over the swimming season may be filled or topped off at any time.
 - Pools not equipped with filtration systems, such as pools commonly referred to as “kiddie pools” may be filled once per week and only on Tuesdays, Thursdays, and Saturdays and only before 8 am and after 7pm.
- Hydrant water withdraws by existing permit holders will be allowed for the purposes of well construction and repair only. The Hydrant Water Withdraw List will be amended to limit or prevent hydrant withdraw from the water systems identified in these restrictions.

Level III – The following limitations are placed in effect for all public water systems owned and operated by the St. Mary’s County Metropolitan Commission when the Governor of Maryland has declared a drought emergency. Prior to or upon placing Level III restriction in place, MetCom will seek approval from the Maryland Department of the Environment to allow temporary utilization of treated wastewater effluent (recycled water) for construction and commercial irrigation purposes. If such approval is granted, MetCom may set up filling stations for recycled water at one or more locations. The following are the Metropolitan Commission Level III limitations however these may be superseded by restrictions placed by the Governor of Maryland:

- Watering of lawns is prohibited with the following exception and conditions:
 - To establish and maintain newly seeded and sodded grass areas, water may be applied on the day of installation and every other day thereafter for 21 days between the hours of 8 pm and 7 am only using the following schedule:
 - For addresses that end in odd numbers, watering is only permitted on odd numbered days.
 - For addresses that end in even numbers, watering is only permitted on even numbered days.
 - Irrigation must be personally supervised at all times to eliminate run-off or excessive watering
- Watering of gardens, landscaped areas, trees, shrubs, and other outdoor plants by hand are permitted every other day between the hours of 8 pm and 7 am only using the following schedule:
 - For addresses that end in odd numbers, watering is only permitted on odd numbered days.
 - For addresses that end in even numbers, watering is only permitted on even numbered days.
- Washing of paved surfaces such as streets, roads, sidewalks, driveways, garages, parking areas, tennis courts, and patios are permitted only under the following conditions:
 - For pre-washing in preparation of asphalt street or driveway recoating and sealing.
 - At the minimum rate necessary for sanitation or public health purposes, such as eating and drinking areas.

- The use of water for washing or cleaning of mobile equipment including automobiles, trucks, trailers, and boats are permitted only under the following conditions:
 - The use of commercial car washes are permitted however commercial car washes must recycle 45% of their wash water or reduce total water consumption by at least 10%.
 - Cleaning of privately owned, construction, commercial, emergency, and public transportation vehicles only as necessary to preserve the proper functioning and safe operation of the vehicle.
- The use of water to fill and top off swimming pools is permitted only under the following conditions:
 - Public or residential swimming pools serving 25 or more dwelling units, if the pool is equipped with filtration systems that allow for continued use and recycling of water over the swimming season.
 - Swimming pools operated by health care facilities used in relation to patient care and rehabilitation.
- Hydrant water withdraw by existing permit holders will be allowed for the purposes of well construction and repair only. The Hydrant Water Withdraw List will be amended to limit or prevent hydrant withdraw from the water systems identified in these restrictions.

State Declared Drought Condition. When the State is under a declared drought condition, the Office of the Governor, may declare a drought emergency and issue an Executive Order directing response measures.

Duties and Responsibilities. The following Agencies and Personnel will have the following duties and responsibilities when a drought emergency is declared:

- Maryland Department of the Environment
 - Lead and coordinate all drought management activities
 - Provide guidance to local drought coordinators
 - Monitor drought indicators, and advises Governor on status of drought conditions when necessary
 - Update local government, utilities, industry and the public of the status of drought conditions
 - Coordinate drought response actions with local governments and utilities
 - Develop public education and outreach materials for the public
 - Maintain drought information on its website
 - Establish and maintain Drought Hotline when necessary
 - Year-round oversight of community and non-transient non-community water systems

- **Drought Coordinators:** The county executives or county commissions will appoint a drought coordinator for each county to coordinate with MDE regarding drought assessment and response, and to handle applications for exemptions or variances to the Mandatory Drought Restrictions. During times of drought emergency, drought coordinators may be removed from that designation at any time by the Secretary of the Department of the Environment, and replaced by a Drought Coordinators of the Secretary's choice who may serve for the duration of the emergency.
 - Maintain communications and coordinate with MDE throughout the drought emergency
 - Render decisions regarding applications received for exemptions or variances to mandatory restrictions and nonessential water uses when a drought emergency has been declared
 - Establish local drought emergency public information and education programs
- **Local Environmental Health Agencies**
 - Provide year-round oversight of transient non-community water systems including assistance with drought-related problems.
 - Assess and respond to impacts of water shortages on public health.
 - Issue well construction permits.
 - Assist owners of residential wells with drought-related problems.
 - Provide public education related to drought, well failures and public health issues.
- **Local Law Enforcement Agencies**
 - Enforce mandatory drought restrictions.

Drought Stages. The Office of the Governor or the Commission will issue water restrictions when the appropriate conditions are met. The state will implement a staged process for defining drought conditions. Drought indicators will be monitored on an ongoing, year-round basis, and drought status will be determined on a variable timeframe according to drought stage with the frequency of evaluation as indicated below:

Stage 1 – Normal (Green); Frequency of evaluation: Monthly; No more than one indicator outside of the normal range.

- Precipitation exceeds the percent of normal precipitation for the time period in **Table 1**
- Streamflows are above the 25th percentile
- Ground water levels are above the 25th percentile
- Reservoirs exceed 120 days of storage

Stage 2 – Watch (Yellow); Frequency of evaluation: Bi-weekly; At least 2 indicators meet the following conditions:

- Precipitation levels are at or below the percent of normal precipitation for the time period in **Table 1**
- Streamflows fall between the 10th and 25th percentile
- Ground water levels fall between the 10th and 25th percentile

- Reservoirs contain between 90 and 120 days of storage

Stage 3 – Warning (Orange); Frequency of evaluation: Weekly; At least 2 indicators meet the following conditions:

- Precipitation levels are at or below the percent of normal precipitation for the time period in **Table 1**
- Streamflows fall between the 5th and 10th percentile
- Ground water levels fall between the 5th and 10th percentile
- Reservoirs contain between 60 and 90 days of storage

Stage 4 – Emergency (Red); Frequency of evaluation: Weekly or as needed; At least 2 indicators meet the following conditions:

- Precipitation levels are at or below the percent of normal precipitation for the time period in **Table 1**
- Streamflows are at or below the 5th percentile
- Ground water levels are at or below the 5th percentile
- Reservoirs contain 60 days or less of storage

Table 1. Precipitation Triggers

Number of Months Analyzed	Normal (% of Normal Precipitation)	Watch (% of Normal Precipitation)	Warning (% of Normal Precipitation)	Emergency (% of Normal Precipitation)
3	>75.0	75.0	65.0	55.0
4	>80.0	80.0	70.0	60.0
5	>80.0	80.0	70.0	60.0
6	>80.0	80.0	70.0	60.0
7	>81.5	81.5	71.5	61.5
8	>82.5	82.5	72.5	62.5
9	>83.5	83.5	73.5	63.5
10	>85.0	85.0	75.0	65.0
11	>85.0	85.0	75.0	65.0
12	>85.0	85.0	75.0	65.0

Penalties:

As a part of the law, and in accordance with Chapter 113-21, any violation of the order is considered a misdemeanor and is subject to fines or confinement in the County jail. In addition to these penalties, the Commission may also turn off the water supply of any customer violating the order at any time without further notice.

Water conservation penalties are distinct from tiered water rate structures. Water conservation penalties are used to enforce violations of local city ordinances or water agency regulations, and impose fines to penalize and disincentivize illegal conduct--violations of the ordinance or regulation. Unlike tiered rates, which are imposed for lawful but excessive water use, a penalty cannot be imposed unless a law is violated. And, unlike revenues from tiered rates, the revenue that is derived from the penalty is not needed to cover the basic cost of providing the service; under a penalty structure, the Commission is capable of foregoing the penalty revenue if the customer does not violate the ordinance or regulation and incur the penalty.

NOTE: The current tiered rate structure accounts for higher usage by 2X and 4X for Tiers 2 and 3. The thought behind the structure was to not incentivize, but to penalize excessive use.

Customers who use more than 4.5 times their average yearly usage (*could be based on an irrigation multiplier of 1.5 or greater*) of water in any given month shall be issued an Excessive Water Use Penalty of \$25. Customers who have received a second violation with a \$50 penalty for wasting water, OR the penalty could show up on customer's bills on single family residential customers who use more than four-and-a-half times the average customer's use. OR a tiered penalty structure based on how much over the water allocation; 25% over = \$10; 25-50% over + \$25; 50-100% over = \$100; >100% over = \$250. (the Commission could also include disconnection as a penalty).

Thresholds - MDE average is 250 gallons per day. (7,500 for a 30 day period). MetCom could average 300 per day (9,000 for a 30 day period)

In the event that a permit holder of a water hydrant meter violated the water restrictions, the permit and hydrant meter shall be revoked and confiscated. MetCom may return the permit and hydrant meter to the customer, in their discretion, after reasonable assurance that the customer that further violation of the restriction will not occur, and only after applicable fees for re-issuance of permits has been paid.

Water restrictions may be enforced by employees of the St. Mary's County Metropolitan Commission or any police officer having jurisdiction in St. Mary's County.

Enforcement of Water Restrictions:

- Water restrictions may be enforced by employees of the St. Mary's County Metropolitan Commission or any police officer having jurisdiction in St. Mary's County.

- The first offense for violation of any water restriction, the customer, user, or purchaser will be issued one written notice to cease and desist.
- If said customer, user, or purchaser continues to violate the restrictions imposed, after such notice, MetCom will cut off and discontinue all water service to the property where the water is being used in violation of the restriction.
- Police officers are asked to forward written notices and statements of violation to MetCom for action.
- MetCom may restore water service to the property after cut off, in their discretion, after reasonable assurance by the owner or occupant that further violation of the restriction will not occur, and only after all applicable fees for restoring water service have been paid.
- In the event that a permit holder of a water hydrant meter violated the water restrictions, the permit and hydrant meter shall be revoked and confiscated. MetCom may return the permit and hydrant meter to the customer, in their discretion, after reasonable assurance that the customer that further violation of the restriction will not occur, and only after applicable fees for re-issuance of permits has been paid.

Appeal Procedures:

Any person who wishes to appeal the imposition of an administrative penalty imposed by the Commission pursuant to this Procedure shall:

- a. Pay all amounts due and owing on his or her water bill, except for any disputed penalty amount; and
- b. Submit an appeal request to the Commission no later than fifteen (15) calendar days from the date of the water bill for the billing cycle in which any penalty(*ies*) are imposed.
- c. An appeal may be granted if: the amount of water delivered to the subject property did not violate these procedures, as evidenced by a demonstrated malfunction in the meter or a billing error by the Commission; The customer demonstrates that the water use is needed for health and/or safety reasons; or if there was documented a water leak during the billing cycle in which the penalty was imposed, resulting in water loss that did not benefit the customer.



St. Mary's County Metropolitan Commission

23121 Camden Way, California, Maryland 20619
Serving St. Mary's County since 1964
Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301.737.7400
FAX: 301.737-7459

Date

Property Owner
Address

Property Address:

Account Number: XXXXX-X

RE: Order to Conserve Water

Dear Customer,

As you are aware, we have been writing to you regarding the *continuous water flow* at this property since **Month 20XX**. This letter serves as notice you that your consumption is much higher than your average usage. Per the Metropolitan Commission Policy (*OPW-21-XX Water Conservation Policy, Water Use Restrictions and Excessive Use Notifications*) your water usage has exceeded 4.5 times your average allowable water usage.

In addition, under Chapter 113-11.A of the Code of St. Maryland County, the St. Mary's Metropolitan Commission shall exercise control of the water supply at all times. The Commission also, in the exercise of its discretion, determines that the water supply should be conserved and the consumer shall be notified to comply with any order to conserve the water supply. In accordance with Chapter 113-21, any violation of the order is considered a misdemeanor and is subject to fines. In addition to these penalties, the Commission may turn off the water supply of any person violating the order at any time without further notice.

Be advised that if the continuous water flow is not fixed within thirty (30) days of this notice, the water will be shut off until the repair is made. Please call our billing department at (301) 737-7400 if you need to update your contact information. We appreciate your cooperation on this matter and look forward to your positive response.

Sincerely,

Laura Goode

Laura Goode
Customer Service, Supervisor



St. Mary's County Metropolitan Commission

23121 Camden Way, California, MD 20619

Serving our customers since 1964

www.metcom.org

Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301-737-7400
FAX: 301-737-7459

Date

Address

RE: ORDER TO CONSERVE WATER/NOTICE OF EXCESSIVE WATER USE

Account #XXX

Address

Dear Customer:

As part of normal operation of the public water supply, we continuously monitor water usage at all Commission owned facilities. This is part of an ongoing effort to conserve water, protect available resources and to monitor for losses due to leaks. This effort has indicated that there is an excessive amount of water being used by your facility. The maximum allowable flow per day per household is set forth by the Maryland Department of the Environment (MDE) at 250 gallons per day or 7,600 gallons per month (*yearly average*). This factor takes into account a reasonable use of outdoor water for landscape irrigation, filling and backwashing of pools, and other outdoor uses such as car washing, etc. **Unfortunately, your average daily usage currently exceeds this standard. Although you are paying your monthly bills, the amount of water we are allowed to withdraw from the aquifer that serves your community is limited. We are asking you to please help your community conserve the use of water.**

The Metropolitan Commission (MetCom) operates and monitors water use for 28 community water systems in St. Mary's County. In order to supply your community with public water, MetCom has to obtain and retain a Water Appropriations and Use Permit from the Maryland Department of the Environment. This permit limits the amount of water that can be withdrawn from the Patapsco confined aquifer and MetCom is audited by the State each year on the usage by the community. The specific permit for your community limits the daily average water withdraw to **473,000 monthly maximum average**. When a customer or community is excessively utilizing water, MetCom has to respond with measures it is taking or plans to undertake in order to reduce the usage. **Part of compliance includes imposing water use restrictions on the entire community or imposing penalties to individual property owners, which may include the turning off of their water supply.**

This letter serves as a notice that you are being advised that the water usage at your facility is excessive and that the Commission is requesting that you reduce your water usage and exercise water conservation principles to bring your water usage in line with MDE's allowable average for daily household water usage.



We trust that you understand our position and trust that you will make the necessary adjustments in your water usage in a timely manner. We appreciate your cooperation on this matter. In the interim, if you should have any questions, please do not hesitate to contact us.

Respectfully,

Edward Hogan
Chief of Facilities & Operation

cc: George Erichsen; Director, St. Mary's Metcom
Harry Pool; Superintendent, St. Mary's Metcom
Heather Moritz; Director of Environmental Health, St. Mary's County Health Department

DRAFT



St. Mary's County Metropolitan Commission

23121 Camden Way, California, MD 20619

Serving our customers since 1964

www.metcom.org

Potable Water Distribution - Wastewater Collection / Treatment

Phone: 301-737-7400
FAX: 301-737-7459

Date

Address

RE: NOTICE OF EXCESSIVE WATER USE

Dear Mr. and Mrs. Customer:

As part of normal operation of the public water supply, we continuously monitor water usage at all Commission owned facilities. This is part of an ongoing effort to conserve water, protect available resources and to monitor for losses due to leaks. This effort has indicated that there is an excessive amount of water being used by your household. The maximum allowable flow per day per household is set forth by the Maryland Department of the Environment (MDE) at 250 gallons per day or 7,600 gallons per month (*yearly average*). This factor takes into account a reasonable use of outdoor water for landscape irrigation, filling and backwashing of pools, and other outdoor uses such as car washing, etc. Your current usage far exceeds this standard. **Unfortunately, your average daily household usage is over 1,300 gallons per day (calendar year 2021) and was 88,000 and 134,473 gallons, respectfully in each of the last two months.** Although you are paying your monthly bills, the amount of water we are allowed to withdraw from the aquifer that serves your community is limited. We are asking you to please voluntarily help your community conserve the use of water.

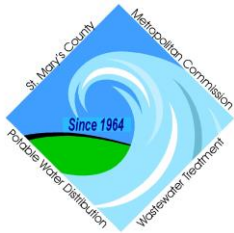
The Metropolitan Commission (MetCom) operates and monitors water use for 28 community water systems in St. Mary's County. In order to supply your community with public water, MetCom has to obtain and retain a Water Appropriations and Use Permit from the Maryland Department of the Environment. **This permit limits the amount of water that can be withdrawn from the Patapsco confined aquifer and MetCom is audited by the State each year on the usage by the community. The specific permit for your community limits the daily average water withdraw to a maximum monthly average of 58,500 gallons.** When a homeowner or community is excessively utilizing water, MetCom has to respond with measures it is taking or plans to undertake in order to reduce the usage. Part of compliance includes imposing water use restrictions on the entire community or imposing penalties to individual property owners, which may include the turning off of their water supply.

This letter serves as a notice that you are being advised that the water usage at your household is excessive and that the Commission is requesting that you reduce your water usage and exercise water conservation principles to bring your water usage in line with MDE's allowable average for daily household water usage. We trust that you understand our position and trust that you will make the necessary adjustments in your water usage in a timely manner. We appreciate your cooperation on this matter. In the interim, if you should have any questions, please do not hesitate to contact us.

Respectfully,

Edward Hogan
Chief of Facilities & Operation

cc: George Erichsen; Director, St. Mary's Metcom
Harry Pool; Superintendent, St. Mary's Metcom
Heather Moritz; Director of Environmental Health, St. Mary's County Health Department



St. Mary's County Metropolitan Commission

23121 Camden Way, California, Maryland 20619

Potable Water Distribution - Wastewater Collection / Treatment

www.metcom.org

Date

Dear Residential Water Customer,

Effective **XXX**, Level I water restrictions are being imposed for your community's water system. These restrictions are being imposed as a result of recent drastic increases in water usage. The current water usage in your community exceeds the limits imposed by the Water Appropriations Permit issued to this Commission by the Maryland Department of the Environment. These restrictions will remain in effect until the monthly water usage for the community reduces to the limits set by the Water Appropriations Permit.

Level I water restrictions prohibit the following outdoor water usages:

Watering of lawns, gardens, landscaped areas, trees, shrubs and other outdoor plants between 7:00 am and 8:00 pm daily.

Unsupervised use of irrigation devices (i.e. sprinklers, watering systems, etc.) to eliminate excessive watering.

Washing of paved surfaces such as sidewalks, driveways, parking areas and patios except in the following circumstances:

- Pre-washing in preparation of asphalt recoating and sealing; and
- When necessary for sanitation or public health purposes, such as eating and drinking areas.

While washing or cleaning of mobile equipment including automobiles, trucks, trailers and boats are permitted the use of commercial car washes which utilize recycled water is highly encouraged. Additionally, it is requested that washing of vehicles be limited to once per week.

Violation of the above stated restrictions is a misdemeanor, punishable by fine or termination of service.

This Commission is requesting the assistance of all residents in conserving this precious resource. Continued water usage in excess of the permit will result in increased restrictions and penalties.

Please feel free to contact the Metropolitan Commission Operations Department at (301) 737-7400, extension 101 should you have any questions regarding this matter.

Water System	Station Name	Public Water System ID	Appropriation Permit #	First Issue Date	Expiration Date	Permitted Daily Average	Permitted Maximum Monthly Use	Well Tag Number	Aquifer	Well Depth (feet)	Pipe Diameter (inches)	flow rate	Appropriation Permit Document
Birch Manor	Birch Manor 1	180015	SM1974G035 (04)	7/1/1974	3/1/2022	25,000	37,500	SM-73-1431	Aquia	650	6	115	Birch Manor
	Birch Manor 2	180015	SM1974G035 (04)	7/1/1974	3/1/2022	25,000	37,500	SM-73-1959	Aquia	650	8	120	Birch Manor
Breton Bay	Breton Bay (Back Up)	180001	SM1969G017(08)	7/1/1960	10/31/2031	10,000	150,000	SM092-0537	Aquia	650	8	110	Breton Bay backup
	Breton Bay	180001	SM1969G117(02)	2/1/2008	10/31/2031	142,000	228,000	SM-95-1366	Patapsco	950	10	290	Breton Bay
Cedar Cove	Cedar Cove #1	180002	SM1973G003	12/1/1972	11/30/2031	210,000	293,000	SM-73-0140	Aquia	650	6	240	Cedar Cove
	Cedar Cove #2	180002	SM1973G003	12/1/1972	11/30/2031	210,000	293,000	SM-88-0800	Aquia	650	10	250	Cedar Cove
	Pine Hill Run	180002	SM1973G003	12/1/1972	11/30/2031	210,000	293,000	SM-68-0223	Aquia	650	8	110	Cedar Cove
Charlotte Hall	Charlotte Hall #1	1180005	SM1966G006	3/1/1966	3/31/2030	170,000	255,000	SM-88-1932	Aquia	650	8	75	Charlotte Hall
	Charlotte Hall #2	1180005	SM1966G006	3/1/1966	3/31/2030	170,000	255,000	SM-00-6688	Aquia	650	8	125	Charlotte Hall
	McKay's Plaza	1180005	SM1966G006	2/25/2020		170,000	255,000	SM-94-4144	Aquia	650	8	60	
	Charlotte Hall Tower	1180005	SM2016G004	6/1/2017	3/1/2030	68,000	255,000	SM-14-0355	Patapsco	950	10	270	
Country Lakes	Country Lakes #1	180023	SM1976G003	8/1/1976	11/1/2024	160,800	450,000	SM-76-003	Aquia	560	6	150	Country Lakes
	Country Lakes #2 (well 1)	180023	SM1976G003	8/1/1976	11/1/2024	160,800	450,000	SM-95-3786	Aquia	950	12	325	Country Lakes
	Country Lakes #2 (well 2)	180023	SM1976G103	8/1/1976	11/1/2024	160,800	450,000	SM-81-0484	Aquia	650	8	95	Country Lakes
	Country Lake #3	180023	SM1976G103	8/1/1976	11/1/2024	160,800	450,000	SM-88-0167	Aquia	650	8	210	Country Lakes
Davnor	Davnor	private					SM-94-2033	Aquia	650	6	50		
Fenwick Manor	Fenwick Manor (Back-up)	180020	SM1974G043	9/1/1974	3/31/2033	5,000	40,000	SM-93-0043	Aquia	650	8	80	Fenwick Manor Aquia
	Fenwick Manor (Primary)	180020	SM2008G001	1/1/2009	3/31/2033	27,000	40,000	SM-95-2742	Patapsco	950	12	200	Fenwick Manor Patapsco
	Fenwick Manor	180020	SM1974G003	5/27/1905	3/31/2032	5,000	40,000	SM-73-1--2	Aquia	650	6	60	
Fox Meadow	Fox Meadow	180041	SM1987G001	2/1/1987	3/31/2028	10,000	18,000	SM-88-0280	Piney Point	350	6	45	Fox Meadow
	Fox Meadow	180041	SM1987G001	2/1/1987	3/31/2028	10,000	18,000	SM-81-3288	Piney Point	350	6	40	Fox Meadow
Forrest Farms	Forrest Farms	180054	SM2000G004(04)	7/1/2001	3/1/2025	56,200	84,300	SM-94-3424	Patapsco	950	12	370	Forrest Farms
	Forrest Farms #2	180054	SM2000G004(04)	7/1/2001	3/1/2025	56,200	84,300	SM-95-1353	Patapsco	950	12	160	Forrest Farms
Grandveiw Haven	Grandview Haven	180059	SM2005G004(04)	10/1/2006	8/1/2025	35,000	58,500	SM-95-1293	Patapsco	950	8	120	Grandveiw Haven
Greenbrier	Greenbrier (well 1)	180045	SM1995G009 (03)	3/1/1998	3/1/2022	53,000	100,000	SM-94-4029	Aquia	650	10	240	Greenbrier (Aquia)
	Greenbrier (well 2)	180045	SM1989G074 (05)		3/1/2022	53,000	100,000	SM-88-409	Patapsco	950	10	210	
Heart's Desire	Heart's Desire	180044	SM1985G051 (03)	5/1/1986	3/31/2032	5,300	7,500	SM-88-1131	Aquia	650	8	115	Hearts Desire
	Heart's Desire	180044	SM1985G051 (04)	5/1/1986	3/31/2032	5,300	7,500	SM-19-1069	Aquia	460	6	50	Hearts Desire
Holland Forest	Holland Forest (Back-up)	180051	SM1990G065	11/1/1993	11/30/2032	3,000	21,000	SM-95-2743	Aquia	950	12	175	Holland Forrest
	Holland Forest (Primary)	180051	SM1990G165		11/30/2032	12,000	21,000	SM-92-0701	Patapsco	950	12	110	
Hunting Quarters	Hunting Quarters	180038	SM1983G016	10/1/1987	9/1/2023	76,000	114,000	SM-88-1439	Aquia	650	8	150	Hunting Quarters
King & Kennedy	King & Kennedy	180008	SM1971G004 (01)	8/1/1970	2/29/1932	26,000	39,000	SM-92-0571	Aquia	495	6	50	
	King & Kennedy #2	180008	SM1971G004(06)	3/1/2020	2/29/2032	16,000	39,000	SM-92-0571	Patapsco	650	6	65	King and Kennedy
Laurel Ridge	Laurel Ridge	180037	SM1986G016	4/1/1989	4/1/2024	56,000	94,000	SM-95-2615	Aquia	650	10	90	Laurel Ridge
	Laurel Ridge	180037	SM1986G016	4/1/1989	4/1/2024	56,000	94,000	SM-88-0012	Aquia	650	8	150	Laurel Ridge
Leonardtwn Farms	Leonardtwn Farms	180057	SM2004G014 (03)	10/1/2005	11/1/2024	21,000	35,100	SM-95-0680	Patapsco	950	8	120	Leonardtwn Farms
Mulberry South	Mulberry South (well 1)	180042	SM1984G233	4/1/1988	4/1/2024	5,700	9,600	SM-95-1352	Aquia	950	8	60	Mulberry South
	Mulberry South (well 2)	180042	SM1984G033	4/1/1988	4/1/2024	1,000	9,600	SM-81-3893	Aquia	650	6	50	Mulberry South
Persimmon Hill	Persimmon Hill	180046	SM1989G010	8/1/1990	7/31/2032	39,700	66,200	SM-88-467?	Aquia	650	8	115	Persimmon Hills Ben Oaks aquia
	Ben Oaks	180046	SM1989G110	6/1/2008	7/31/2032	60,000	99,000	SM-95-1594	Patapsco	950	8	80	Persimmon Hills Ben Oaks
Piney Point	Piney Point	180034	SM1970G010	6/1/1970	11/1/2023	36,000	48,000	SM-81-3684	Aquia	650	6	230	Piney Point Aquia
	Piney Point	180034	SM1970G210	7/1/2011	7/1/2023	86,000	110,000	SM-95-3447	Patapsco	950	10	230	Piney Point Patapsco
Piney Point Landings	Piney Point Landings	180047	SM1988G002	12/1/1988	7/1/2023	30,000	60,000	SM-94-2514	Aquia	650	8	125	Piney Point Landings

Rolling Acres	Rolling Acres	180017	SM1974G025	4/1/1974	3/31/2028	59,200	98,800	SM-73-2502	Aquia	650	8	70	Rolling Acres
	Rolling Acres #2	180017	SM1974G025	4/1/1974	3/31/2028	59,200	98,800	SM-94-0716	Aquia	650	10	125	Rolling Acres
St. Clement's Shores	St. Clements Shores	180012	SM1965G002	3/1/1965	7/1/2022	22,000	30,800	SM-69-0338	Aquia	650	10	180	St Clements Shores Aquia
	St. Clements Shores	180012	SM1965G102	7/1/2010	7/1/2022	33,000	46,200	SM-95-3180	Patapsco	950	10	200	St Clements Shores Patapsco
South Gate	Southgate	180048	SM1991G021	8/1/1991	3/31/2028	13,600	22,700	SM-88-1091	Aquia	650	8	120	South Gate
Villages of Leonardtown	Villages of Leonardtown	180052	SM1998G025	9/1/200	3/1/2025	24,000	41,000	SM-94-2699	Aquia	650	8	120	Villages at Leonardtown
Wicomico Shores	Wicomico Shores	180018	SM1972G001	7/1/1971	1/31/2031	150,000	200,000	SM-93-0818	Patapsco	650	8	180	Wicomico Shores
	Wicomico Shores 2	180018	SM1972G001	7/1/1971	1/31/2031	150,000	200,000	SM-73-0438	Patapsco	650	12	170	Wicomico Shores
Wild Goose Crest	Wild Goose Crest	180056	SM2004G002(03)	5/1/2006	4/30/2029	6,000	9,000	SM-95-1520	Patapsco	950	8	55	Wild Goose Crest
Wilderness Run	Wilderness Run	180036	SM1986G060	10/1/1978	11/30/2032	48,000	77,000	SM-81-2634	Aquia	650	8	115	Wilderness Run
	Kingston	180036	SM1986G060	10/1/1978	11/30/2032	48,000	77,000	SM-94-2514	Aquia	650	8	110	Wilderness Run
Lexington Park	Abberly Farms	180007	SM2003G016	7/1/2006	7/1/2026	625,000	937,500	SM-94-5438	Patapsco	950	8	650	Abberly Farms
	Bank Square	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-68-0185	Aquia	611	10	270	Lexington Park
	Colony Square	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-00-6688	Aquia	650	8	180	Lexington Park
	Esperanza Farms	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-81-3132	Aquia	610	6	125	Lexington Park
	Essex Drive	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-81-1475	Aquia	650	10	140	Lexington Park
	Greenview Knolls #3	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-81-2571	Aquia	600	6	100	Lexington Park
	First Colony	180007	SM1998G021	3/1/1999	6/30/2027	473,000	700,000	SM-94-1981	Patapsco	960	6	450	First Colony
	First Colony #2	180007	SM1998G021	3/1/1999	6/30/2027	473,000	700,000	SM-94-2702	Patapsco	955	6	250	First Colony
	Hickory Hills	180007	SM1998G021	3/1/1999	6/30/2027	473,000	700,000		Patapsco				First Colony
	Hollywood Tower	180007	SM 2007G006		12/31/2026	386,000	656,200	SM-14-0278	Patapsco	1020	10	3	
	Laurel Glen	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-93-0272	Aquia	605	8	380	Lexington Park
	Peggs Road	180007	SM1946G001		12/31/2026	1,645,300	2,322,000	SM-73-0635	Aquia	700	10	530	Town Creek 3
	Town Creek #3	nis	SM1952G004(11)	11/1/1952	12/31/2026	130,000	221,000		Aquia				Town Creek 3
	Town Creek #6	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-88-1226	Aquia	700	8	140	Lexington Park
	Willows Road	180007	SM1946G001	5/1/1946	12/31/2026	1,645,300	2,322,000	SM-01-4838	Aquia	650	6	190	Lexington Park
	Wildewood #1	180007	SM1976G014	5/1/1976	12/31/2026	350,000	585,000	SM-73-1957	Aquia	620	6	111	Wildewood 1
	Wildewood #3 backup	180007	SM1976G014	5/1/1976	12/31/2026	350,000	585,000	SM-94-0001	Aquia	659	8	280	Wildewood 1
	Wildewood #3 primary	180007	SM2007G007	9/1/2008	12/31/2026	650,000	975,000	SM-95-1974	Patapsco	935	12	625	Wildewood 4
St Mary's Industrial Park	180007	SM2007G006	11/1/2007	12/31/2026	386,000	656,200	SM-95-1365	Patapsco	650	8	90	St Mary's Industrial Park	
St Mary's Industrial Park	180007	SM2007G006	11/1/2007	12/31/2026	386,000	656,200	SM-88-0305	Patapsco	950	12	275	St Mary's Industrial Park	
St. Clements Shores Golf Course Irrigation	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3078	Miocene sediments				Golf Course Irrigation
	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3079					Golf Course Irrigation
	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3080					Golf Course Irrigation
	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3081					Golf Course Irrigation
	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3082					Golf Course Irrigation
	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3083					Golf Course Irrigation
	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3084					Golf Course Irrigation
	St. Clements Shores WWTP	NA	SM1999G020	4/1/2000	2/1/2024	22,000	60,000	SM-94-3085					Golf Course Irrigation



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Announcement of Level I Water Restrictions

Effective **XXX**, Level I water restrictions are being imposed by the St. Mary's County Metropolitan Commission (MetCom) for the following public water system(s) in St. Mary's County:

Water System

These restrictions are being imposed as a result of recent drastic increases in water usage in these communities. These restrictions will continue until the monthly water usage for these communities reduces to the limits set by the Commission's Water Appropriations Permits, which are issued by the Maryland Department of the Environment. Level I water restrictions include the following:

- Watering of lawns, gardens, landscaped areas, trees, shrubs, and other outdoor plants are permitted every day between the hours of 8 pm and 7 am only. Irrigation must be personally supervised at all times to eliminate run-off or excessive watering.
- Washing of paved surfaces such as streets, roads, sidewalks, driveways, garages, parking areas, tennis courts, and patios are permitted only under the following conditions:
 - For pre-washing in preparation of asphalt street or driveway recoating and sealing.
 - At the minimum rate necessary for sanitation or public health purposes, such as eating and drinking areas.
 - At the minimum rate necessary to maintain effective dust control during the construction of highways and roads.
- The use of water for washing or cleaning of mobile equipment including automobiles, trucks, trailers, and boats are permitted under the following conditions:
 - The use of commercial car washes are highly encouraged, as they utilize recycling.
 - Cleaning of construction, commercial, emergency and public transportation vehicles only as necessary to preserve the proper functioning and safe operation of the vehicle.
 - Privately owned vehicles may be washed once per week only by means of a bucket



- or hand-held hose equipped with an automatic shut-off nozzle.
- Fundraising car washes are permitted.
- No limitations on filling swimming pools.
- The Hydrant Water Withdraw List for existing permit holders will be amended to limit or prevent hydrant withdraw from the water systems identified in these restrictions. No new hydrant water withdraw permits will be issued during Level I water restrictions.

MetCom is requesting the assistance of all residents in conserving this precious and limited potable water / fire protection resource. Violation of these restrictions is a misdemeanor, punishable by fine or termination of water service. Please visit our website at www.metcom.org for more information on water restrictions and conservation.

DRAFT



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Announcement of Level II Water Restrictions

Effective **XXX**, Level II water restrictions are being imposed by the St. Mary's County Metropolitan Commission (MetCom) for the following public water system(s) in St. Mary's County:

Water System

These restrictions are being imposed as a result of recent drastic increases in water usage in these communities. These restrictions will continue until the monthly water usage for these communities reduces to the limits set by the Commission's Water Appropriations Permits, which are issued by the Maryland Department of the Environment. Level II water restrictions include:

- Watering of lawns, gardens, landscaped areas, trees, shrubs, and other outdoor plants are permitted every other day between the hours of 8 pm and 7 am only using the following schedule:
 - For addresses that end in odd numbers, watering is only permitted on odd numbered days.
 - For addresses that end in even numbers, watering is only permitted on even numbered days.
 - Irrigation must be personally supervised at all times to eliminate run-off or excessive watering.
- Washing of paved surfaces such as streets, roads, sidewalks, driveways, garages, parking areas, tennis courts, and patios are permitted only under the following conditions:
 - For pre-washing in preparation of asphalt street or driveway recoating and sealing
 - At the minimum rate necessary for sanitation or public health purposes, such as eating and drinking areas
 - At the minimum rate necessary to maintain effective dust control during the construction of highways and roads
- The use of water for washing or cleaning of mobile equipment including automobiles, trucks, trailers, and boats are permitted under the following conditions:
 - The use of commercial car washes are highly encouraged, as they utilize



- recycling.
- Cleaning of construction, commercial, emergency and public transportation vehicles only as necessary to preserve the proper functioning and safe operation of the vehicle.
- Privately owned vehicles may be washed once per week only by means of a bucket or hand-held hose equipped with an automatic shut-off nozzle. The washing of privately owned vehicles is permitted only on Sundays, Mondays, Wednesdays, and Fridays and only before 8 am and after 7 pm.
- Fundraising car washes are not permitted.
- The use of water to fill and top off swimming pools is permitted under the following conditions:
 - Swimming pools equipped with filtration systems that allow for continued use and recycling of water over the swimming season may be filled or topped off at any time.
 - Pools not equipped with filtration systems, such as pools commonly referred to as “kiddie pools” may be filled once per week and only on Tuesdays, Thursdays, and Saturdays and only before 8 am and after 7pm.
- Hydrant water withdraws by existing permit holders will be allowed for the purposes of well construction and repair only. The Hydrant Water Withdraw List will be amended to limit or prevent hydrant withdraw from the water systems identified in these restrictions.

MetCom is requesting the assistance of all residents in conserving this precious and limited potable water / fire protection resource. Violation of these restrictions is a misdemeanor, punishable by fine or termination of water service. Please visit our website at www.metcom.org for more information on water restrictions and conservation.



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Announcement of Level III Water Restrictions

Effective **XXX**, Level III water restrictions are being imposed by the St. Mary's County Metropolitan Commission (MetCom) for the following public water system(s) in St. Mary's County:

Water System

These restrictions are being imposed as a result of recent declaration of a drought emergency by the Governor. The following restrictions will remain in place until the Governor's declaration expires.

- Watering of lawns is prohibited with the following exception and conditions:
 - To establish and maintain newly seeded and sodded grass areas, water may be applied on the day of installation and every other day thereafter for 21 days between the hours of 8 pm and 7 am only using the following schedule:
 - For addresses that end in odd numbers, watering is only permitted on odd numbered days.
 - For addresses that end in even numbers, watering is only permitted on even numbered days.
 - Irrigation must be personally supervised at all times to eliminate run-off or excessive watering
- Watering of gardens, landscaped areas, trees, shrubs, and other outdoor plants by hand are permitted every other day between the hours of 8 pm and 7 am only using the following schedule:
 - For addresses that end in odd numbers, watering is only permitted on odd numbered days.
 - For addresses that end in even numbers, watering is only permitted on even numbered days.
- Washing of paved surfaces such as streets, roads, sidewalks, driveways, garages, parking areas, tennis courts, and patios are permitted only under the following conditions:
 - For pre-washing in preparation of asphalt street or driveway recoating and sealing.
 - At the minimum rate necessary for



sanitation or public health purposes, such as eating and drinking areas.

- The use of water for washing or cleaning of mobile equipment including automobiles, trucks, trailers, and boats are permitted only under the following conditions:
 - The use of commercial car washes are permitted however commercial car washes must recycle 45% of their wash water or reduce total water consumption by at least 10%.
 - Cleaning of privately owned, construction, commercial, emergency, and public transportation vehicles only as necessary to preserve the proper functioning and safe operation of the vehicle.
- The use of water to fill and top off swimming pools is permitted only under the following conditions:
 - Public or residential swimming pools serving 25 or more dwelling units, if the pool is equipped with filtration systems that allow for continued use and recycling of water over the swimming season.
 - Swimming pools operated by health care facilities used in relation to patient care and rehabilitation.
- Hydrant water withdraw by existing permit holders will be allowed for the purposes of well construction and repair only. The Hydrant Water Withdraw List will be amended to limit or prevent hydrant withdraw from the water systems identified in these restrictions.

MetCom is requesting the assistance of all residents in conserving this precious and limited potable water / fire protection resource. Violation of these restrictions is a misdemeanor, punishable by fine or termination of water service. Please visit our website at www.metcom.org for more information on water restrictions and conservation.

FACILITIES MOTION

WATER CONSERVATION POLICY – EXCESSIVE USAGE AND WATER RESTRICTIONS

MOVE that the Commission approve and adopt the Water Conservation Policy – Excessive Usage and Water Restrictions (OPW 21-01).

FURTHER, MOVE that this policy shall replace all existing policies and/or procedures regarding Excessive Water Usage and Water Restrictions and shall become effective immediately.

OR

MOVE that the Commission approve and adopt the Water Conservation Policy – Excessive Usage and Water Restrictions (OPW 21-01), as amended.

FURTHER, MOVE that this policy shall replace all existing policies and/or procedures regarding Excessive Water Usage and Water Restrictions and shall become effective immediately.

NEW BUSINESS

ITEM 6



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MEMORANDUM

DATE: February 24, 2022

TO: Metropolitan Commission Board Members

FROM: Edward F. Hogan
Chief of Facilities and Operations

VIA: George A. Erichsen, P.E.
Executive Director

RE: Contract for Purchase of Polymer for the Marlay-Taylor WRF, Contract Number 22-03-F

Historical / Background information: Polymer is a coagulant used in the Marlay-Taylor WRF sludge treatment processes. Specifically, polymer is utilized to chemically dewater and thicken sludge in the BioMag®, Gravity Belt Thickening and Sludge Dewatering processes. Polymer is widely used in the water and wastewater industries to condition and dewater sludge. This product is delivered in bulk to the Marlay-Taylor facility.

In order to dewater and separate sludge from the wastewater stream, the use of polymer is necessary. Once the stabilized sludge is dewatered to a solid "cake", it is disposed of on farmland by our sludge disposal contractor. Usage of polymer fluctuates generally based on flow and sludge production; the facility uses approximately 115,000 pounds of polymer per year.

Summary / Related information: Staff is requesting Board approval of contract 22-03-F to procure Polymer to the responsive and responsible, and overall best value Bidder, Polydyne, Incorporated of Riceboro, Georgia, for pricing submitted with their Bid dated February 17, 2022.

There are many types, formulations and concentrations of polymer; therefore unlike other service contracts, potential bidders must perform onsite testing of their products in order to effectively and efficiently select the best formulation and concentration that reacts to the sludge at the facility. Only vendors that successfully passed all performance and testing parameters were permitted to submit bids. Staff is requesting Board approval for contract 22-03-F to purchase polymer from the responsive and responsible Bidder, Polydyne, Incorporated of Riceboro, Georgia at a cost of \$1.620 per pound for the base year with three optional one-year renewal periods.

Invitation to Bid (ITB) Bid Number: 22-03-F, Polymer was advertised on eMaryland Marketplace Advantage (eMMA) under Public Solicitations on January 11, 2022 as a two-step procurement process. When ITB was published, a date of January 25, 2022 was listed to schedule jar tests. As the test trials neared and we had one Bidder, a decision was made to extend the due date out by a week to February 01, 2022. Purchasing staff then reached out to prior bidders and suppliers to understand their interest and we did receive a *no bid* email detailing the reasons for not submitting a bid.

The last renewal year of the current Polymer Contract 19-08-F is valid through March 17, 2022. Operations staff has pre-planned to ensure we have sufficient safety stock of this chemical as the current Contract will expire prior to next Board meeting date. The current unit cost per pound for both rotary press and gravity belt thickening is \$1.18 and the apparent low Bidder's proposed new cost would be \$1.62; a net increase of 37.29%.

The Bid Tabulation and the proposed vendor's bid are **attached** for reference purposes.

The Marlay-Taylor WRF met the requirements of the Maryland Department of the Environment's Enhanced Nutrient Removal Operation and Maintenance Grant for Calendar Year 2018. If approved in the Maryland State Budget for Fiscal Year 2020, it is expected that MetCom will receive a grant in the amount of \$180,000 to offset operations and maintenance costs for this facility.

Timeline (past, present and future): The Marlay-Taylor facility has used polymer for sludge conditioning since 1984, when the facility started dewatering sludge. Changes to the amounts and types of polymer used at the facility have been based on process upgrades to the facility, new technologies, and improvements in the polymer industry. The continued use of polymer for sludge conditioning in the future is expected; however future changes in technologies will dictate the future volumes, formulations and costs of polymer at the Marlay-Taylor facility. Usage of polymer fluctuates; usage is generally based on flow. See the recent historical costs below, which reflect the increase in pricing described during the initial operating budget discussions.

Fiscal year	Expenditures	cost of polymer per million gallons of treated effluent
2022	\$154,698.00	\$206.90 (to date)
2021	\$137,954.00	\$93.17
2020	\$160,816.00	\$123.21
2019	\$78,554.34	\$49.17

Previous Board actions: In March 2019, the Board approved the Polymer Purchasing Contract 19-08-F with Polydyne, Inc. This supplier was also awarded the contract in November 2016 as well.

Each year the Board approves the fiscal year Operating Budget, which includes the funding for the purchase of chemical related to wastewater treatment, including chlorine gas. This years' approved budget for wastewater treatment chemicals is \$510,000.00 with \$490,748.39 expended as of February 23, 2022.

Attachments



St. Mary's County Metropolitan Commission

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Polymer

22-03-F

Bid Tab

Tuesday, February 22, 2022

2:00 PM

	Bidder	Estimated Annual Extended Total
1	Polydyne, Incorporated	\$116,640.00

Opened By:

Tanya Parker, NIGP-CPP, CPPB
Procurement Agent

Witnessed By:

James Dean III, Purchasing Assistant / Fixed Asset Accountant

FACILITIES MOTION

POLYMER
CONTRACT #22-03-F

MOVE that the Commission accept and award the Polymer Contract #22-03-F, to Polydyne, Incorporated of Riceboro, Georgia, at the unit prices submitted in their Bid, dated February 17, 2022.

FURTHER, MOVE that staff be authorized and directed to sign all documentation relating to this Contract award, including but not limited to all approved change orders.

NEW BUSINESS

ITEM 7



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MEMORANDUM

DATE: February 23, 2022

TO: Metropolitan Commission Board Members

FROM: Edward Hogan
Chief of Facilities and Operations

VIA: George A. Erichsen, P.E.
Executive Director

RE: Contract for Purchase of Sulfur Dioxide Gas, Contract Number 22-06-F

Historical / Background information: Dechlorination is the process of removing residual chlorine from disinfected wastewater prior to discharge into the environment. Sulfur dioxide is most commonly used for dechlorination. Sulfonation has been widely considered effective for removal of chlorine compounds in disinfected wastewater and reduction of toxicity for aquatic life.

At the Marlay-Taylor Water Reclamation Facility, the process of effluent dechlorination utilizes sulfur dioxide gas. The facilities' EPA issued National Pollutant Discharge Elimination System (NPDES) permit and other EPA regulations require chlorination and de-chlorination prior to discharge into any surface waters due to the harmful effects of chlorine to marine organisms. This product is delivered in bulk 150-pound cylinders to the Marlay-Taylor facility.

Summary / Related information: Staff is requesting Board approval of contract 22-06-F to purchase one hundred fifty (150) pound sulfur dioxide gas cylinders from the responsive and responsible Bidder, Univar Solutions USA, Incorporated of Morrisville, Pennsylvania at a cost of \$189.00 per 150-pound cylinder for the base year as submitted on their Bid dated February 10, 2022. The last renewal year of the current Sulfur Dioxide Contract 19-09-F is valid through April 15, 2022. The current unit cost per cylinder is \$136.65 and the apparent low Bidder's proposed new cost would be \$189.00; a net increase of 38.31%.

Disinfection of the Marlay-Taylor WRF final effluent is required to meet a fecal coliform bacteria monthly median of 14 colonies per 100 milliliters. To achieve this permit parameter, the facility uses chlorine as a disinfecting agent. Consequently, the permit also requires all chlorine to be neutralized, which the facility uses sulfur dioxide to achieve this. Chlorine gas is the most widely used and economical means of disinfection in the water and wastewater industry and sulfur dioxide is the most widely used and economical means of de-chlorination in the industry. This allows the Commission to safely and economically treat wastewater effluent, while maintaining compliance with all applicable regulations.

Invitation to Bid (ITB) Bid Number: 22-06-F, Sulfur Dioxide was advertised on eMaryland Marketplace Advantage (eMMA) under Public Solicitations on January 27, 2022 and one Addendum was issued on February 08, 2022 to answer a question from a potential bidder. The ITB Bid opening date was February 17, 2022 and a total of two Bids were received. No plan holders/bidder lists are available for Public Solicitations on eMMA. Bid Tabulation is **attached** for reference purposes.

The Marlay-Taylor WRF met the requirements of the Maryland Department of the Environment's Enhanced Nutrient Removal Operation and Maintenance Grant for Calendar Year 2021. If approved in the Maryland State Budget for Fiscal Year 2023, it is expected that MetCom will receive a grant in the amount of \$180,000 to offset operations and maintenance costs for this facility.

Timeline (past, present and future): The Marlay-Taylor facility has used sulfur dioxide for de-chlorination since 1984, when the facility was required by discharge permit to de-chlorinate the final effluent. A chlorination study was conducted as part of the ENR upgrade design to consider alternative disinfection methods and found chlorination and de-chlorination as the most effective and economical means of disinfection. The continued use of sulfur dioxide for de-chlorination in the future is expected, unless or until alternative methods that are as effective and economical are developed. Usage of sulfur dioxide gas fluctuates; usage is generally based on flow. See the recent historical costs below, which reflect the increase in pricing described during the initial operating budget discussions.

Fiscal year	Expenditures	cost of sulfur dioxide gas per million gallons of treated effluent
2022	\$6,832.50	\$9.14 (to date)
2021	\$4,646.09	\$3.13
2020	\$7,242.45	\$5.55
2019	\$3,132.45	\$1.96

Previous Board actions: In early 2019, the Board approved the Sulfur Dioxide Gas, Purchasing Contract # 19-19-F with Univar USA, Incorporated and subsequent renewals. In March of 2015 the Board approved the Sulfur Dioxide Gas, Purchasing Contract # 15-13-F with Univar USA, Incorporated and subsequent renewals.

Each year the Board approves the fiscal year Operating Budget, which includes the funding for the purchase of chemical related to wastewater treatment, including chlorine gas. This years' approved budget for wastewater treatment chemicals is \$510,000.00 with \$490.748.39 expended as of February 23, 2022.

Attachments



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Sulfur Dioxide

22-06-F

Bid Tab

Thursday, February 17, 2022

3:00 PM

	Bidder	Extended Total
1	JCI Jones Chemicals, Incorporated	\$10,500.00
2	Univar Solutions USA, Incorporated	\$9,450.00
3		
4		
5		

Opened By:

Tanya Parker, NIGP-CPP, CPPB
Procurement Agent

Witnessed By:

James Dean III, Purchasing Assistant / Fixed Asset Accountant

FACILITIES MOTION

SULFUR DIOXIDE
CONTRACT #22-06-F

MOVE that the Commission accept and award the Sulfur Dioxide, Contract #22-06-F, to Univar Solutions USA, Incorporated, of Morrisville, Pennsylvania, at the unit prices submitted in their Bid, dated February 10, 2022.

FURTHER, MOVE that staff be authorized and directed to sign all documentation relating to this Contract award, including but not limited to all approved change orders.

NEW BUSINESS

ITEM 8



St. Mary's County Metropolitan Commission

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MEMORANDUM

DATE: March 1, 2022

TO: Metropolitan Commission Board Members

FROM: Edward F. Hogan
Chief of Facilities and Operations

VIA: George A. Erichsen, P.E.
Executive Director

RE: Cross Connection Control Survey and Management Contract 22-07-F

Historical / Background information. In July 2009, following state and federal mandates, MetCom adopted a cross connection program, which addresses and controls the prevention of backflow from water service connections. In order to effectively manage this program, staff developed a scope of work and contract documents for contracting firms to perform site surveys and program reporting. This contract was first awarded in 2011 to Hydro Designs, Inc.; now doing business as DBA HydroCorp, Inc.

The purpose of this contract is to provide initial and periodic site surveys of MetCom's commercial water accounts in order to determine the degree of backflow hazard associated based on the occupancy of the building, type of water use fixtures and hazardous substances used in the building. The surveys also identify and inventory the containment backflow devices used, and depending on the degree of hazard and backflow assemblies used, determine the testing frequency of the assemblies. The contractor also manages the program by sending notices of non-compliance and required testing, maintains a database of customer surveys, assemblies and assembly testing and creates periodic reports for MetCom and MDE.

Summary / Related information. Following many backflow incidents that resulted in serious illnesses and deaths, the USEPA and MDE instituted regulations (via the Safe Drinking Water Act) that water purveyors develop and implement cross connection programs to eliminate backflow of contaminants into public water systems.

In July 2009, the Board approved and adopted the St. Mary's County Metropolitan Commission Cross Connection Control Program; requirements of the program follow guidelines primarily from the American Water Works Association (AWWA) and the American Society of Sanitary Engineers (ASSE).

There are over 700 commercial water accounts in the MetCom water systems and staff is scheduled to provide a brief presentation on the status of the Cross Connection Control program activities in July 2022.

Invitation to Bid (ITB) Bid Number: 22-07-F, Cross Connection Control Survey & Management was advertised on eMaryland Marketplace Advantage (eMMA) under Public Solicitations on February 03, 2022. The ITB Bid opening date was March 03, 2022 and a total of two Bids were received. No plan holders/bidder lists are available for Public Solicitations on eMMA. Bid Tabulation is **attached** for reference purposes. Staff is requesting Board approval for contract 22-07-F to procure Cross Connection Control Survey & Management services from the responsive and responsible Bidder, Hydro Designs, Incorporated DBA HydroCorp of Troy Michigan.

Timeline (past, present and future). Since 2011, MetCom has used contractors to perform site surveys of commercial establishments for containment of water backflow and administration of the cross connection control program. Presently this program continues, and will continue in the foreseeable future to meet regulations.

Fiscal Year	Expenditures
2022	\$22,945.00 (encumbered amount for FY22)
2021	\$11,085.00
2020	\$13,338.40
2019	\$6000

Previous Board actions. The original contract was awarded in April 2011, to Hydro Design, Inc. The contract was renewed on May 8, 2014 with the same vendor. In April 2018, the board awarded the Cross Connection Control Survey and Management Contract to Hydro Designs, Incorporated once again.

Funding for the services provided by this contract has been approved by the Board each fiscal year as part of the Operating Budget.

Attachment



St. Mary's County Metropolitan Commission

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Cross Connection Control Survey & Management

22-07-F

Bid Tab

Thursday, March 3, 2022

3:00 PM

	Bidder	Extended Total
1	Backflow Solutions Incorporated	\$196,980.00
2	Hydro-Designs, Incorporated - DBA HydroCorp	\$47,250.00
3		
4		
5		

Opened By:

Tanya Parker, NIGP-CPP, CPPB
Procurement Agent

Witnessed By:

James Dean III, Purchasing Assistant / Fixed Asset Accountant

FACILITIES MOTION

**CROSS CONNECTION CONTROL SURVEY AND
MANAGEMENT CONTRACT #22-07-F**

MOVE that the Commission accept and award the Cross Connection Control Survey & Management, to Hydro Designs, Incorporated DBA HydroCorp of Troy Michigan, for pricing submitted in their Bid, dated February 21, 2022.

FURTHER, MOVE that staff be authorized and directed to sign all documentation relating to this Contract, including but not limited to all approved change orders.