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**Minutes for the Tri-County Council Regional Water & Sewer
Committee Stakeholders Meeting**

13 November, 2019

Tri-County Council Multi-Purpose Center, Salisbury, Maryland

PERSONS PRESENT

Peter Bozick – GMB Architects/Engineers, Wicomico County; John Cannon – Wicomico County Council; Dallas Baker – Director of Public Works, Wicomico County; Larry Dodd – Wicomico County Council; Nicole Acle – Wicomico County Council; Bill McCain – Wicomico County Council; David Bradford, Jr. – Worcester County Dept. of Environmental Programs; Dennis Williams – Town of Princess Anne Commissioner, Somerset County; MD Senator Mary Beth Carozza, District 38; MD Delegate Wayne Hartman, District 38C; MD Delegate Charles Otto, District 38A; Bill Reddish – Representative for US Congressman Andy Harris; Ryan Snow – Eastern Shore Representative, Office of Governor Larry Hogan; Bill Chambers – President & CEO, Salisbury Area Chamber of Commerce; Gregory Padgham – Executive Director, Tri-County Council; Pat Schrawder – Office of Senator Carozza; Rebecca Webster – Director, Lower Shore Workforce Alliance; Robert Hendricks – Business Engagement Representative, Lower Shore Workforce Alliance; Dione Shaw – Operations Coordinator, Lower Shore Workforce Alliance; Monique Snyder – Regional Communications Developer, Tri-County Council

OPENING OF MEETING AND STATEMENT OF PURPOSE

Gregory Padgham, Executive Director of the Tri-County Council for the Lower Eastern Shore opened and chaired the meeting. Order was called at 12:15 p.m. After introductions Mr. Padgham stated he had been approached on a number of occasions from concerned local elected and appointed officials about the need to reconvene the Regional Water & Sewer Committee. He further specified that the present Stakeholders Meeting is largely organizational in nature. Its specific purpose is to review and/or modify the Steering Committee's recommendations from earlier in the year. Those recommendations merely establish the scope of the Regional Water & Sewer Committee and set the guidelines by which it will be governed. Mr. Padgham underscored the role of the Tri-County Council as the Region's EDA designated Economic Development District (EDD) and the relationship of same to county and municipal applications for EDA funded infrastructure projects. Mr. Padgham stated that in his frequent communications with the EDA Philadelphia Regional office questions regarding the regional nature of every project is invariably raised. After citing EDA's emphasis on regional cooperation, Mr. Padgham suggested the stated purpose of the Tri-County Council Regional Water & Sewer Committee should be to draw upon the aggregate expertise and resources of the three Lower Shore counties in order present a unified survey of the existing challenges associated with water & sewer management in the Region. Mr. Padgham further suggested the goal should be to leverage this survey in the development of federal and other funding sources for this vital infrastructure need, and that the Tri-County Council, as the Region's designated EDD, would be in a position to assist in the process.

SCHEDULE

Wicomico Councilman Larry Dodd and Senator Mary Beth Carozza suggested the process for the Regional Water & Sewer Committee should move as quickly as possible. Accompanied by input from other Stakeholders the following meeting schedule was adopted:

Second Week of January, 2020 – first full committee meeting

Mid-March, 2020 – second full committee meeting

Mid-May, 2020 – third full committee meeting

July, 2020 – fourth full committee meeting

The Tri-County Council will be responsible for finalizing dates and distributing invitations, agenda and minutes.

MISSION STATEMENT

Delegate Hartman proposed creating a Mission Statement for the Regional Water & Sewer Committee. After group discussion Pat Schrawder and Peter Bozick provided draft language for the Mission Statement.

The proposed language strongly paralleled the language contained in **Priority 1** from the Steering Committee's recommendations. The Steering Committee's **Priority 1** reads as follows:

Priority 1. Identify the Primary Concerns Surrounding Water and Sewer Infrastructure in the Region – Provide a short general statement addressing each of the following:

- a) **Environmental Health**
- b) **Regulatory/Compliance**
- c) **Economic Development**
- d) **Costs to residents to convert.**

Rather than issuing a short general statement addressing each point, the group decided to roll a version of the four points into the proposed Mission Statement. The Steering Committee's original Priority 1 will be rolled into a proposed Mission Statement to read as follows:

MISSION STATEMENT OF THE TRI-COUNTY COUNCIL REGIONAL WATER AND SEWER COMMITTEE

The mission of the regional water and sewer committee is to create a regional framework for the three Lower Shore counties of Somerset, Wicomico and Worcester that coordinates and assists all in developing a strategic water and sewer plan calculated to maintain public health, protect the environment and promote continuing economic development in a manner cost effective and affordable to the general public.

SUBCOMMITTEES

Wicomico Councilman John Cannon and Senator Carozza suggested the proposed five subcommittees be condensed in number to address multiple priorities and avoid duplication of work. The Steering Committee **Priority 7 (Outside Sources of Funding)** was identified as warranting stand-alone sub-committee status. Priority 7 reads as follows:

Priority 7. Identify All Outside Sources of Funding (State and Federal) Traditionally Available for Local Water and Sewer Infrastructure Projects

- a) **Name of state or federal agency;**
- b) **Name of grant or program;**
- c) **Matching or other requirements if applicable**

The Outside Sources of Funding Sub-Committee will continue to be charged with the responsibility of executing the Steering Committee's Priority 7 (see above).

The group indicated the Steering Committee's remaining priorities (Priorities 2 through 6) would be the task of a separate, single sub-committee to be identified as the **Consolidated Functions Sub-Committee**. In summation, Priorities 2 through 6 read as follows:

Priority 2. Identify and summarize the range of water & sewer systems with a brief inventory of systems existing in each county –**originally the responsibility of the Inventory Sub-Committee**

Priority 3. Identify and summarize agreements in place governing the operation, ownership and financing of each treatment system and sanitary district, including the contractual, administrative, planning and growth consequences for adjacent communities or jurisdictions – **originally the responsibility of the Contract Management Sub-Committee**

Priority 4. Identify Best Practices currently in the Region from both a technological and administrative perspective. Include a breakdown by individual county – **originally the responsibility of the Best Practices/Immediate Need Sub-Committee**

Priority 5. Identify areas in most immediate need of improvement in the region, while naming the specific inadequacy or practice needing improvement and a description of the reason for the inadequacy or practice needing improvement. Include a breakdown by individual county– **originally the responsibility of the Best Practices/Immediate Need Sub-Committee**

Priority 6. Identify barriers to best practices, including a breakdown by county. Barriers to include technical, administrative, funding (initial and long-term), legislative (if applicable), workforce development – **originally the responsibility of the Barriers to Best Practices Sub-Committee**

MEMBERSHIP OF THE CONSOLIDATED FUNCTIONS SUB-COMMITTEE

Having identified the priorities of the Consolidated Functions Sub-Committee, a determination was made to establish its membership as follows:

- The Director of Public Works from each county (Dallas Baker or designee – Wicomico County; John Ross or designee – Worcester County; John Redden, Jr. or designee – Somerset County;
- One County Commissioner/Council Person from each county with Wicomico County Councilman Larry Dodd as Chairman;
- Worcester County Deputy Director of Department of Environmental Programs David Bradford;
- City of Crisfield Town Manager Rick Pollitt;
- Somerset County Administrator Doug Taylor;

- Town of Pittsville Town Manager Joe Mangini;
- Town of Princess Anne Town Commissioner Dennis Williams;
- Pat Schrawder, representative of Senator Marybeth Carozza

INITIAL SOURCES OF DATA FOR CONSOLIDATED FUNCTION SUB-COMMITTEE – RESOURCE SHARING

After considerable discussion and input from other members of the stakeholders' group, Councilman John Cannon suggested the Wicomico County Water and Sewer Master Plan (WCWS Master Plan) currently being developed by GMB Architects/Engineers might provide up to 75% of the input and information needed to address the Consolidated Functions Sub-Committee's identified priorities. Further input and discussion from the group reemphasized the need to address the priorities from a regional standpoint. In response the group suggested that an evaluation of the extent and scope of the WCWS Master Plan, with input from all three counties in a resource sharing environment, could provide a basis for a regional approach. Delegate Hartman and others suggested the primary focus of the committee should be sewer/waste water, with the issue of extension of water service for the time being relegated to a secondary focus. A general discussion of this point rendered a consensus.

The Stakeholders' determined the Consolidated Functions Sub-Committee, with administrative and other assistance from the Tri-County Council, should evaluate the scope of the WCWS Master Plan currently being developed. Among the points to be considered in the evaluation is the application of same from a comprehensive regional perspective. Evaluation of the WCWS Master Plan by the Sub-Committee may begin immediately and is not contingent upon completion of the WCWS Master Plan.

Execution of the priorities before the Consolidated Functions Sub-Committee is dependent on the free flow of information. In order to facilitate the flow of information and resources, specifically the WCWS Master Plan in its current form, the Tri-County Council will assist in coordinating communication between Wicomico County and the members of the Consolidated Functions Sub-Committee.

SUB-COMMITTEE PRESENTATION AT FIRST TRI-COUNTY COUNCIL REGIONAL WATER & SEWER COMMITTEE

The Consolidated Functions Sub-Committee will present its evaluation of the WCWS Master Plan to the Tri-County Council Regional Water & Sewer Committee at its first scheduled meeting in January. The presentation is expected to elicit considerable discussion and input. Mr. Padgham will chair the Full Committee meeting with assistance from Councilman Dodd, the chair of the Consolidated Functions Sub-Committee.

The Tri-County Council is responsible for creating an agenda, providing notifications and communicating any other orders of business prior to the first Full Committee meeting.

OTHER BUSINESS

Ryan Snow, Eastern Shore Outreach from Governor Larry Hogan's office stated the Governor's office would coordinate the full committee's actions with the Maryland Department of the Environment and other relevant state agencies.

There being no other business the Stakeholders Meeting adjourned at approximately 1:15 p.m.