

TRI-COUNTY COUNCIL REGIONAL WATER & SEWER STEERING GROUP

2:00 PM – June 27, 2019 at Tri-County Council Multi-Purpose Center, Salisbury Maryland

Meeting called to order at 2:10

A. Steering Group Recommendations for Priorities of Tri-County Council Regional Water and Sewer Committee

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.

2. Identify and summarize the range of water and sewer systems currently in the region and by county – this would include a brief inventory of the systems in each county

- a) Treatment (STP, CETO, etc.) – Specific number and location
- b) Septic (Mound, Aerobic, etc.) – Approximate number and distribution
- c) No system, or cesspool – Approximate number and distribution

3. Employing the concept of contract management, identify and briefly summarize the following:

- a) All agreements currently governing the operation, ownership and financing of each treatment facility. Include the start, duration and end date of each agreement, as well as any renewal or other contractual options. This refers to all treatment facilities regardless of political subdivision (county, municipal, etc.)
- b) All water districts and the contractual agreements governing them. Include a brief summary of their contractual, administrative, planning and growth consequences on adjacent communities.

4) Identify Best Practices Currently in the Region and by County

- a) Technical - the specific technology currently employed in the region and the location in the region where it is being employed
- b) Administrative Efficiency – visualize what system is most efficient purely from an administrative standpoint. stated differently, if the barriers associated with cost, taxes, rate increases and overlaps of same are eliminated, which structure of water and sewer management would provide the greatest administrative efficiency.

5. Identify Areas in Most Immediate Need of Improvement in the Region and by County.

- a) Brief Description of the Specific Inadequacy or Practice Needing Improvement and Location of Same;
- b) Brief Description of the Reason for the Inadequacy or Practice Needing Improvement;

6. Identify Barriers to Best Practices in the Region and by County Focusing on the Barriers Themselves Rather Than Removal of the Barriers

- a) Technical
- b) Administrative
- c) Funding – Initial and Long Term
- d) Legislative (if applicable)
- e) Workforce Development

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

8. Produce Report with Findings on Priorities 1-7

B. Steering Group Recommendation Regarding Size and Composition of Tri-County Council Regional Water and Sewer Committee

1. General - the Tri-County Council Regional Water and Sewer Committee will be composed of not more than thirty (30) individuals, to include subcommittees, with each individual possessing one or more of the following qualities pertaining to water and sewer management:

- a) technical expertise;
- b) administrative expertise or expertise in governance;
- c) historical or institutional knowledge of water and sewer issues in the Tri-County region

2. Subcommittees/Subject Matter Experts - the Tri-County Council Regional Water and Sewer Committee will form five (5) subcommittees with each composed of three (3) unelected subject matter experts. Each county will appoint one (1) subject matter expert to each subcommittee. Subcommittees will meet on a quarterly basis or as necessary to execute their duties and provide written findings to the full committee.

The subcommittees are charged with the following responsibilities.

- a) Inventory Subcommittee - charged with executing Committee Priority Two (2) above;
- b) Contract Management Subcommittee - charged with executing Committee Priority Three (3) above;
- c) Best Practices/Immediate Need Subcommittee – charged with executing Committee Priorities Four (4) and Five (5) above;
- d) Barriers to Best Practices Subcommittee – charged with executing Committee Priority Six (6) above;
- e) Funding Sources Subcommittee – charged with executing Committee Priority Seven (7) above;

3. Timing of Full Committee Meetings - the Tri-County Council Regional Water and Sewer Committee will meet quarterly according to the following schedule:

- a) Full Committee Organizational Meeting – to take place not later than September 30, 2019 in the Salisbury Multi-Purpose Center of the Tri-County Council, with the purpose to execute Priority One (1) above, name subject matter experts to subcommittees and confirm the meeting schedule;
- b) Second Full Committee Meeting – to take place not later than December 30, 2019 with subcommittees to present initial findings and receive feedback from full committee;
- c) Third Full Committee Meeting - to take place not later than March 30, 2020 with subcommittees to present final findings;

- d) Fourth Full Committee Meeting – to take place not later than June 30, 2020 with Full Committee to issue formal recommendations.