

**MINUTES**  
**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**REGULAR MEETING**  
**JUNE 22, 2017**

The regular meeting commenced at 3:00 p.m. In attendance were Chairman Barthelme, Vice Chairman Russell, Commissioners Carey, Gaskin, Mummaugh, Thompson, Willing, and Oliver (On behalf of Capt. Starkey, Commanding Officer, NAS Patuxent River). MetCom Staff in attendance were Erichsen, Cullins, Shick, Hollander, Potter, Thomas, Harding, and Comeau-Stanley. Others Present: Chris Beaver (*MetCom Legal Counsel*) and John Camp (*Oxford Chase Development*), Other MetCom staff present for the length of service award presentations to Ed Hogan and Charlie Bogie.

**APPROVAL OF AGENDA**

Chairman Barthelme welcomed everyone to the meeting and performed a review of the agenda. **Commissioner Russell moved to approve the agenda. Commissioner Gaskin seconded the motion. Motion carried 7-0.**

**LENGTH OF SERVICE AWARDS**

Following a review of his service and commitment to the Metropolitan Commission by Ms. Cullins, Director of Human Resources, Chairman Barthelme presented at 20-Year Length of Service Award to Ed Hogan, Wastewater Collections Superintendent.

Following a review of his service and commitment to the Metropolitan Commission by Ms. Cullins, Director of Human Resources, Chairman Barthelme presented a 20-year Length of Service Award to Charlie Bogie, Utilities Maintenance Mechanic.

**PUBLIC FORUM - *John Camp, Oxford Chase Development***

Mr. Camp addressed the Board and performed an overview of his prior meeting presentation on April 6, 2017, at which time he requested and was granted a sewer line connection from Route 235 for the proposed Dollar General development, located on Mervell Dean Road, via the Bruster's property. Mr. Camp explained that due to certain issues associated with the right-of-way easement on that property, he is unable to utilize that access point and is instead requesting to connect to the sewer line on Route 235 through the adjacent Budget Liquors property, which he has recently negotiated with the property owners.

Discussion ensued amongst the group on the development, service connections and adjoining properties currently served by MetCom in the vicinity. Board members sought staff input on the requested connection and discussion followed amongst the Board regarding the possibility and potential need for extending sewer lines down Mervell Dean Road in the future. Following discussion, **Commissioner Russell moved that the Commission approve the sewer line connection for Oxford Chase Development, Inc.'s Dollar General Development, across Mervell Dean Road, in Hollywood, Maryland, subject to the securing of all necessary easements through any affected properties. Further, move that this action supersede any action taken by this Board, with regard to this matter, on April 6, 2017. Commissioner Mummaugh seconded the motion. Motion carried 7-0.**

**APPROVAL OF MEETING MINUTES**

**Commissioner Russell moved to approve the meeting minutes of May 11, 2017. Commissioner Willing seconded the motion. Motion carried 7-0.**

## **APPROVAL OF CONSENT AGENDA**

1. Fiscal Standard Report – May 2017
2. Engineering Standard Report – May 2017
3. Operations & Maintenance Standard Report – May 2017
4. Water Tank Painting & Modifications Change Orders
5. Contract Service Agreement Recurring Expense Data for FY18
6. Check Registers – 06/01, 06/08 & 06/15

**Commissioner Willing moved to accept the Consent Agenda, as presented, and to hereby approve all matters contained upon the Consent Agenda. Commissioner Gaskin seconded the motion. Brief discussion ensued on the EDUs noted in the Engineering Standard Report. Following discussion, Chairman Barthelme called for a vote. Motion carried 7-0.**

## **EXECUTIVE DIRECTOR'S REPORT**

1. Marlay-Taylor Wastewater Treatment Plant (WWTP) Clarifier

Mr. Erichsen advised the Board that one of the four existing clarifier tanks at the Marlay-Taylor facility is non-operational. Mr. Erichsen noted that Secondary Tank No. 1, originally built in 1967 with rehab performed as part of the ENR upgrade project, has been vertically displaced and has risen out of the ground. Mr. Erichsen noted that this clarifier is not needed on a day-to-day basis and there are no fines associated with this inoperability. However, the cause needs to be determined and an independent third-party evaluation is underway with the assistance of Maryland Environmental Services (MES). Mr. DuWayne Potter, Superintendent at the Marlay-Taylor Wastewater Treatment Plant, provided additional details regarding the matter to the Board and some discussion ensued. Following discussion, Mr. Erichsen noted that the Board would be apprised of the on-going status of the effort.

## **NEW BUSINESS**

1. OPEB FY17 First Quarter Trust Report

Ms. Shick performed a review of the Maryland Association of Counties (MACO) Other Post-Employment Benefit Trust (OPEB) for FY 2017 First Quarter, as detailed in the Performance Review Report included in the Board member meeting binders. Ms. Shick initiated her presentation with historical and background information related to the OPEB trust, as well as summary and related information, timeline and previous Board actions, as highlighted in the Memorandum included in the Board member meeting binders. Ms. Shick fielded various questions from the Board during her presentation and discussion ensued, which included but was not limited to health benefits for retirees, investment fee schedule, Maryland Local Government Investment Pool (MLGIP) earnings, and Board oversight, which occurs as part of the annual budget process.

## **CONTINUING BUSINESS**

1. Financial Systems Software Replacement Contract Award

Ms. Shick reminded the Board of the presentation made by Edmunds & Associates at the June 8 Commission meeting and made note of the demonstration provided for Commissioner Carey on June 13. Ms. Shick performed an overview of the needs associated with the new financial software

proposed, citing specific shortcomings of the existing software, while highlighting the capabilities of the new software, as noted in the Memorandum located in the Board member meeting binders. Ms. Shick provided details related to associated costs savings of more than \$22,000 on maintenance for the new software versus the old, but noted that the anticipated increase in merchant services expenses would be \$20,000, resulting in a wash. Ms. Shick noted the other associated cost increases and reductions, which would occur with the implementation of this software.

Ms. Shick fielded questions from the Board members throughout her presentation, which included but was not limited to data conversion and integration, withdrawal of IBM I5 Services support, as well as time, research and evaluation performed by staff on the software package. Extensive discussion ensued on merchant services credit card transaction costs, benefit and costs analysis, and operational efficiencies anticipated by staff under this software. Following discussion, Chairman Barthelme advised he would entertain a motion on this item.

**Commissioner Willing moved that the Commission accept and conditionally award the Contract for Enterprise Resource Planning Software (Financial Software) to Edmunds & Associates of Northfield, New Jersey, for the contract price of \$193,480.00, plus optional hardware in the amount of \$1,630.00, as submitted in their proposal, dated June 14, 2017. Further, move that the notice to proceed date shall be July 1, 2017, at which time the FY 2018 Capital Improvement Budget funds become available. Further, move that the Executive Director be authorized and directed to sign all documentation relating to this Contract award, including but not limited to the contract, contract renewals and all approved change orders. Commissioner Gaskin seconded the motion. Discussion ensued and Commissioner Carey suggested that staff delay implementation until more analysis can be complete and additional discussion ensued on the merchant services charges to process online payments. Following discussion, Chairman Barthelme called for the vote. Motion carried 4-3. Chairman Barthelme and Commissioners Carey and Mummaugh opposed the motion.**

## 2. Salary Study Implementation

Ms. Cullins reminded the Board of the presentation of the salary study by the consultant at the June 8 Commission meeting. Mr. Erichsen performed a historical review of the discussions and actions to date by the staff and Board on the salary study. Mr. Erichsen also performed a detailed review of observations and recommendations based upon the consultant's findings, with included a highlight of position market range, draft report payroll increase, vacancies, equity adjustments, merit increases, cost of living adjustments (COLA), new pay scale and the creation and elimination of key positions as part of reorganizational recommendations.

Mr. Erichsen proffered various implementation options for the Board's consideration, which included salary adjustments within the current pay scale for the 23 positions identified as being below the minimum market values; provide a minimum 1.2% COLA and consider a 2% COLA to keep pace with the anticipated 2.5% merit increase (*a standard step*) provided to County employees; and implementation of all effective July 1, 2017.

Mr. Erichsen made further recommended for the Board's consideration, which included:

- reverting the Senior Construction Inspector position back to a merit position, vice contractual, and continue the Engineering Internship program in FY2018;

- allow the Executive Director to continue to evaluate the organizational structure and negotiate fair and reasonable salary/grade adjustment for key positions for those identified areas of increase responsibilities;
- revert any unutilized salary allocation monies back to the unrestricted general fund reserve at the end of FY 2018;
- review the new draft pay scale and internal equity adjustments provided by the Consultant for possible implementation during the FY 2018 budget cycle; and
- inclusion of sufficient monies for salary adjustment reserves to be used for implementation of merit and COLA adjustment in each subsequent fiscal year for market adjustments, fund unfunded positions, re-establish inter programs, internal restructuring, and to help fund the OPEB unfunded liability.

Mr. Erichsen and Ms. Cullins fielded a variety of questions throughout the presentation and extensive discussion ensued amongst the group on the salary study findings, as well as the overall fiscal impacts for the various implementation options, all as recommended by the Consultant and senior management staff. Further discussion ensued on the impacts of the proposed pay scale adjustments recommended by the Consultant, as they relate to all staff positions, if implemented in FY 2018.

**Commissioner Carey moved to approve the adjustment of salaries, effective July 1, 2017, as stated in Option 3 in the Management Advisory Group International Report. Further, move to revert the approved Sr. Construction Inspector position back to a merit positions, as funded in the FY 2018 Operating Budget and to approve the Budget Amendment to continue the Engineering internship program. Commissioner Russell seconded the motion. Discussion ensued on the remaining funds available and the ability to also provide a COLA. Following discussion, the Chairman called for the vote. Motion carried 6-0-1. Chairman Barthelme abstained, noting his confusion on this matter.**

Brief discussion ensued amongst the Board members on the potential use of remaining funds available to fund a COLA; including impacts of same on staff, particularly those not included under Option 3 passed by the Board.

**Commissioner Russell moved to implement a Cost of Living Adjustment of 1.2% for all employees, effective July 1, 2017. Commissioner Thompson seconded the motion. Motion Carried 4-1-2. Discussion ensued and Commissioner Mummaugh noted that the Consultant indicated that those staff are already at a competitive level now without a COLA. Following discussion, the Chairman called for a vote. Motion carried 4-1-2. Commissioner Mummaugh opposed the motion, while Commissioners Barthelme and Carey abstained.**

#### **FUTURE AGENDA ITEMS**

Next Meeting Date: July 13, 2017

#### **COMMISSION MEMBERS' TIME**

No items presented for discussion at this time.

### **APPROVAL OF EXECUTIVE SESSION MEETING MINUTES**

Chairman Barthelme called for a short recess at 5:10 p.m. to allow Board members to review the May 11, 2017 Executive Session meeting minutes.

The meeting reconvened at 5:17 p.m.

**Commissioner Russell moved to approve the Executive Session minutes of May 11, 2017. Commissioner Mummaugh seconded the motion. Motion carried 7-0.**

### **EXECUTIVE SESSION**

**Commissioner Gaskin moved to go into Executive Session at 5:18 p.m. to Discuss Potential Litigation. Commissioner Russell seconded the motion. Motion carried 7-0.**

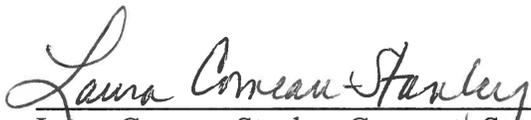
The meeting reconvened at 5:34 p.m.

**Commissioner Mummaugh moved to authorize Legal Counsel to proceed, as discussed in Executive Session. Commissioner Thompson seconded the motion. Motion Carried 5-2. Commissioners Russell and Willing opposed the motion.**

Chairman Barthelme thanked the Board for his year as Chairman and noted that at the next meeting, Commissioner Carey will take over as Chairman.

### **ADJOURNMENT**

There being no further business, **Commissioner Russell moved to adjourn at 5:35 p.m. Commissioner Gaskin seconded the motion. Motion carried 7-0**

  
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Laura Comeau-Stanley, Corporate Secretary