

MINUTES
ST. MARY'S COUNTY METROPOLITAN COMMISSION
REGULAR MEETING
JULY 27, 2017

The regular meeting commenced at 3:02 p.m. In attendance were Commissioners Russell, Gaskin, Mummaugh and Thompson. MetCom Staff in attendance were Erichsen, Cullins, Hollander, Sullivan, Fehn, Engleson, Thomas and Comeau-Stanley. Others Present: Chris Beaver (*MetCom Legal Counsel*) and Jason Babcock (*The Enterprise Newspaper*).

Commissioner Russell advised that in the absence of both the Commission Chairperson and Vice-Chairperson, a meeting Chairperson shall be selected by the Commission members present at the meeting by a simple majority vote. **Commissioner Mummaugh nominated Commissioner Russell to serve as Chairperson for the meeting today. Commissioner Russell sought any other nominations for Chairperson; hearing none, Commissioner Russell called for the vote. With the exception of Commissioner Russell, who abstained from the vote, all Board members voted in favor (3-0-1) of Commissioner Russell serving as the Chairperson for the meeting.**

APPROVAL OF AGENDA

Commissioner Russell performed a review of the agenda. **Commissioner Gaskin moved to approve the agenda, as presented. Commissioner Thompson seconded the motion. Motion carried 4-0.**

APPROVAL OF MEETING MINUTES

Commissioner Thompson moved to approve the Regular Session meeting minutes of June 8, 2017. Commissioner Mummaugh seconded the motion. Motion carried 3-0-1. Commissioner Gaskin abstained from voting, as she absent on June 8, 2017.

APPROVAL OF CONSENT AGENDA

1. Fiscal Standard Report – June 2017
2. Engineering Standard Report – June 2017
3. Operations and Maintenance Standard Report – June 2017
4. Legal Services Invoices (June 2017)
5. Check Registers – 07/14 & 7/20

Mr. Erichsen advised the Board of the recommended changes planned for the Engineering Standard Report, specifically the elimination of the Connection Permits Issued tabulation under item 1, due to some confusion with new EDUs versus EDUs already allocated, noting that the Capital Contribution Charges Collected data would remain under item 2. Brief discussion ensued amongst the group on the tracking of EDUs with the issuance of permits by calendar year and the ability to modify that to fiscal year.

Commissioner Gaskin moved to accept the Consent Agenda, as amended, and to hereby approve all matters contained upon the Consent Agenda. Commissioner Thompson seconded the motion. Motion carried 4-0.

EXECUTIVE DIRECTOR'S REPORT

1. Great Mills Wastewater Pumping Station (WWPS): Acquisition Completion

Mr. Erichsen announced that the property acquisition for the Great Mills Wastewater Pumping Station (WWPS) is complete and provided a brief overview of the project for the benefit of the Board members, as reported in the memorandum contained in the meeting binders.

2. Hunting Quarters Water System Well #1

Mr. Erichsen advised the Board members of the failure of Well #1 at the Hunting Quarters Water System, citing the corrosion of the stainless steel screen at the bottom of the well, which allowed sand to enter the well casing, as the root cause of the failure. Mr. Erichsen noted that the Hunting Quarter Water System is currently operating from Well #2 solely in a stand-alone independent system and work is underway to resolve previously identified property acquisition issues with the homeowners association, in order to drill a new well. Mr. Erichsen advised that staff would provide updates to the Board on this effort in the weeks and months ahead and discussion ensued amongst Mr. Erichsen, Mr. Sullivan and the Board on the addition of this project in the Capital Improvement Budget and the discovery of the sand infiltration within the well.

3. Calvex Radiological Dress Rehearsal

Mr. Erichsen provided details related to the recent Calvex Radiological Dress Rehearsal, conducted on July 18 and performed a review of the St. Mary's County Radiological Emergency Plan MetCom Emergency Operations Center Checklist, contained in the meeting binders. Mr. Erichsen noted that the Graded Exercise with FEMA and MEMA is scheduled for September 12, 2017. Brief discussion ensued amongst the group on the exercise and its frequency.

4. EDU & Capital Contribution Charge Comparison

Mr. Erichsen performed a review of the comparison spreadsheet of projected and actual EDUs for FY 2012 – 2017, which identifies the number of actual new EDUs for water and sewer, as well as the corresponding Capital Contribution Charges collected for each versus the projected EDUs for both. Discussion ensued amongst the group on the correlation between projections and Capital Contribution Charges each budget cycle.

5. St. Clements Shores Wastewater Treatment Plant Update: Correspondence from the Maryland Department of the Environment (MDE)

Mr. Erichsen performed a review of the correspondence received from MDE regarding the St. Clements Shores Wastewater Treatment Plant, in which MDE has authorized connections for the five (5) properties identified with failing septic systems, as they have concluded that the plant has adequate capacity for connections of the five properties. However, MDE declined to offer any suspension or forgiveness of fines and penalties for permit exceedances, but cited that the small additional flow from the five (5) properties would likely not cause any future noncompliance. Mr. Erichsen noted that MDE advised that the approval of the additional twenty-nine (29) connections is postponed until the completion of the rapid infiltration basin improvement work.

Mr. Erichsen provided additional history and background on this effort to date and noted that the first hurdle has been reached with the issuance of this letter and the second hurdle is for the properties to determine if they can qualify for Bay Restoration Funds (BRF). Brief discussion ensued amongst the group on the timing of the rapid infiltration basins improvement work.

NEW BUSINESS

1. Official Intent – Prior Intent Resolution

Mr. Erichsen provided an explanation of the Official Intent – Prior Intent Resolution, noting that this is a prerequisite to the loan process and is an Internal Revenue Service (IRS) requirement, which serves as an official notification that MetCom intends to expend in-house funds on Capital Improvement projects prior to the issuance of a loan. Mr. Erichsen explained that following the loan closing, MetCom would be reimbursed using the loan proceeds. Mr. Erichsen performed a brief review of the water and sewer projects associated with the Prior Intent Resolution, but advised that it is not yet known which projects are eligible for loans through MDE or the Department of Housing and Community Development (DHCD). Brief discussion ensued amongst the group on the matter.

Commissioner Thompson moved to approve Resolution 2017-02, as recommended by the Commission staff, which authorizes the use of proceeds from future loans or bonds to reimburse the Commission for project costs incurred prior to the closing of the loan or bond issuance for those projects specified within the resolution. Commission Gaskin seconded the motion. Motion carried 4-0.

2. FDR Boulevard Phase 3 Design Contract Award

Ms. Hollander performed a review of the scope of work associated with the FDR Boulevard Phase 3 Design Contract, which includes the installation of new water lines for looping and relocation of exiting water lines and hydrants along FDR Boulevard, from the exiting roadway at Chancellors Run Road to Pegg Road. Ms. Hollander advised that this work is being performed in conjunction with the infrastructure improvements related to the St. Mary's County Department of Public Works and Transportation (DPW&T) FDR Boulevard Extended, Phase 3 Roadway Project. Ms. Hollander noted that is a piggyback to St. Mary's County's contract with A. Morton Thomas & Associates, Inc. (AMT) and performed a review of the budget and timeline for the phased completion of work.

Commissioner Thompson moved to accept and approve the proposal, dated July 3, 2017, in the amount of \$63,050.00, from A. Morton Thomas and Associates, Inc. of Rockville, Maryland, for Professional Engineering Services associated with the FDR Boulevard Water main Phase 3, Project #8173WM, as recommended by the Acting Chief Engineer. Further, move to authorize and direct the Executive Director to execute all documents, as may be necessary to execute this Professional Engineering Services contract. Commissioner Gaskin seconded the motion. Motion carried 4-0.

FUTURE AGENDA ITEMS

Next Meeting Date: August 10, 2017

COMMISSION MEMBERS' TIME

1. Chapter 113 Proposed Amendments Task Force Member Update

Commissioner Mummaugh and Mr. Erichsen collectively provided a general overview of the goals and work to date under the Chapter 113 Proposed Amendments Task Force, which has met twice in the last two (2) weeks, which includes: the ability to finance connections; the ability to recalculate how the Capital Contribution Charge is determined; and removal of the mandatory connection language. Mr. Erichsen noted that the consensus amongst the Task Force members is to focus on those particular items at this time that the Delegation would support. Extensive discussion ensued amongst the group on varying aspects of the body of work that the Task Force is addressing.

EXECUTIVE SESSION

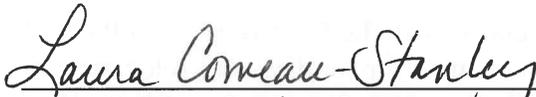
Commissioner Gaskin moved to go into Executive Session at 3:47 p.m. to Discuss Personnel Matters. Commissioner Thompson seconded the motion. Motion carried 4-0.

The meeting reconvened at 4:07 p.m.

Commissioner Gaskin moved to authorize staff to proceed, as discussed in Executive Session. Commissioner Thompson seconded the motion. Motion carried 4-0.

ADJOURNMENT

There being no further business, **Commissioner Gaskin moved to adjourn at 4:07 p.m. Commissioner Thompson seconded the motion. Motion carried 4-0.**



Laura Comeau-Stanley, Corporate Secretary