

MINUTES
ST. MARY'S COUNTY METROPOLITAN COMMISSION
REGULAR MEETING
AUGUST 10, 2017

The regular meeting commenced at 3:02 p.m. In attendance were Vice-Chairman Barthelme, Commissioners Mummaugh, Russell, Thompson, Willing and Oliver (On behalf of Capt. Starkey, Commanding Officer, NAS Patuxent River). MetCom Staff in attendance were Erichsen, Cullins, Shick, Hollander, Sullivan, Fehn, Potter, Hanners, Harding and Comeau-Stanley. Others Present: Chris Beaver (*MetCom Legal Counsel*) and several MetCom staff members on hand for the Proclamation Ceremony for National Water Quality Month.

APPROVAL OF AGENDA

Vice-Chairman Barthelme welcomed everyone to the meeting and performed a review of the agenda. **Commissioner Russell moved to approve the agenda, as presented. Commissioner Mummaugh seconded the motion. Motion carried 4-0*.** **Commissioner Willing joined the meeting a few minutes late and was not present at the time of the vote.*

PROCLAMATION

Vice-Chairman Barthelme read aloud a Proclamation, declaring the month of August 2017 as St. Mary's County National Water Quality Month. Following Vice-Chairman Barthelme's presentation, Mr. Sullivan stepped forward to acknowledge the field employees in the audience, noting that those present in the room account for over 175-years of service. Mr. Sullivan further acknowledged the most senior employees, DuWayne Potter, Woody Norris and Gary Reynolds, all of whom stepped forward and were thanked for their service by Mr. Sullivan and Vice-Chairman Barthelme.

APPROVAL OF MEETING MINUTES

Commissioner Russell moved to approve the Regular Session meeting minutes of June 22, 2017. Commissioner Mummaugh seconded the motion. Motion carried 5-0.

APPROVAL OF CONSENT AGENDA

1. St. Mary's Square WWPS Change Order No. 1
2. Marlay-Taylor WRF Magnetite Purchase (*Sole Source*)
3. Purchase of Dell Computers
4. Renewal of Services and Commodity Contracts
5. Check Registers – 7/25, 7/27 & 8/03

Commissioner Russell moved to accept the Consent Agenda. Commissioner Willing seconded the motion. Motion carried 5-0.

EXECUTIVE DIRECTOR'S REPORT

1. Hickory Hills Water Tower Land Acquisition

Mr. Erichsen referred to the memorandum contained in the Commissioner meeting binders and advised that the acquisition for additional property required for the construction of the new Hickory Hills Water Storage Tank is complete; furthermore, a deed of conveyance is in the process of being recorded at Land Records. Mr. Erichsen provided some historical background of the on-going property negotiations, which span a period of more than three (3) years, noting that this is one of the

Minutes

Regular Meeting, 08/10/17

Page 2

Capital Improvement projects that garnered attention, as funds were borrowed to begin the project, but real property issues prevented the project from moving forward. Mr. Erichsen thanked several members of the staff for their work on this effort.

2. Follow Up: EDU Actuals vs Estimates for FY 2012-2017 / Reconciliation of Revenues

As a follow up to questions posed at the last Commission meeting regarding the source of funding for shortfalls associated with the Comparison of Projected and Actual Equivalent Dwelling Units (EDUs), Mr. Erichsen cited the addition of two (2) rows to the spreadsheet to depict amounts used from reserves. Mr. Erichsen reviewed the Water Capital Project New Customer Fund and Supply and Storage fund, as well as Sewer Capital Project New Customer Fund and Debt Service Reserves for FY 2012 to FY 2016, as shown in the Debt Service Fund Analysis provided in the meeting binders.

3. MetCom Internship Programs

Mr. Erichsen advised the Board of a recent press release regarding the success of MetCom's Internship Program and provided a brief overview of the five (5) current interns and the divisions that each supports, as well as their school affiliations, which include the University of Maryland, Virginia Tech, St. Mary's College of Maryland, Salisbury State University and Christopher Newport University. Mr. Erichsen noted that this is a great paid internship program and a the press release serves as an opportunity to let the community know about this cooperative education program, which allows students to gain industry knowledge that they may not learn anywhere else. Brief discussion ensued amongst the group regarding the benefits of the program, number of interns who have become permanent employees or who have expressed an interest in seeking to become a permanent employee.

NEW BUSINESS

1. MD Water Quality Finance Administration (WQFA) Bond Resolution (Great Mills WWPS)

Ms. Shick provided the Board with details regarding the Resolution for the Maryland Water Quality Finance Administration (WQFA) Bond for the Great Mills Wastewater Pump Station Project. Ms. Shick advised that this Bond would fund the Capital Improvement Project to replace and upgrade the existing pump station, which would be relocated out of the St. Mary's River floodway and the potential future Maryland State Highway Administration (SHA) construction and widening of the bridge and intersection near MD 246 and MD 5.

Ms. Shick provided background and history, as well as previous Board actions on this project, noting that staff plans to present a conditional construction contract award at the next meeting. Ms. Shick further noted that the cost of the debt service is included in the current customer rates and the loan was included in the debt ceiling analysis; keeping the County and MetCom's new debt ceiling limit under 2.15%. Ms. Shick performed an overview of the loan terms and anticipated rate data, based upon the current index. In closing, Ms. Shick advised that following MetCom Board approval, the Resolution would be presented to the Commissioners of St. Mary's County for their approval.

Commissioner Russell moved to approve and adopt Resolution 2017-03, authorizing the issuance and sale of a general obligation installment bond, pursuant to the MDE Maryland

Water Quality Financing Administration Act; Water Quality Bond, Series 2017C. Further, move to authorize the Board Chairperson to sign all documents related to the closing and administration of each such Bond and/or related loan transaction. The indebtedness is in furtherance of the duly approved FY2018 Capital Improvement Budget and the rates related hereto. Commissioner Thompson seconded the motion. Motion carried 5-0.

2. Life & Disability Insurance Coverage Update

Ms. Cullins provided the Board with an update on the Group Life Insurance coverage offered to MetCom employees, as well as the Accidental Death and Dismemberment (AD&D), Long Term Disability (LTD), Short Term Disability (STD) and Additional Employee Life and AD&D. Ms. Cullins advised that Benecon, a municipal purchasing cooperative and trustee of the Local Government Insurance Trust (LGIT), as well as MetCom's contracted administrator of its Insurance Policies, identified lower rates through Lincoln Financial, which would result in an annual savings to MetCom of approximately \$3,000 for all policies and benefits, currently provided by One America. Ms. Cullins noted that as the result of the Board's purchase approval of this product at their June 8, 2017 meeting, the new policies with Lincoln became effective on July 1, 2017.

3. MicroC 2000™ Purchase (Sole Source)

Mr. Sullivan presented for Board approval the blanket purchase of MicroC 2000™ for the Marlay-Taylor Water Reclamation Facility (MTWRF). Mr. Sullivan explained that this is a carbon-source chemical used in the denitrification process at the facility, which is needed in order to achieve enhanced nitrogen removal (ENR), as part of the ENR upgrade. Mr. Sullivan provided additional background on this sole-source product for the BioMag process, its pricing, total gallons used in FY 2017, as well as prior Board purchase approvals to date. Mr. Sullivan noted that staff would be seeking alternative vendors for this product, or a similar product, in the hopes of having that identified and in place by the middle of the fiscal year.

Commissioner Willing moved that the Commission approve a Fiscal Year 2018 blanket purchase order for MicroC 2000™ to Environmental Operating solutions, Inc. of Bourne, Massachusetts, for the total price not to exceed \$70,000.00. Further, move that staff 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. Motion seconded by Commissioner Russell. Motion Carried 5-0.

FUTURE AGENDA ITEMS

Vice Chairman Barthelme announced that the next meeting date is August 24, 2017 and noted that he believes that he has a conflict that day and is unable to attend, but will check on Chairman Carey's availability to attend.

COMMISSION MEMBERS' TIME

1. Chapter 113 Proposed Amendments Task Force Member Update

Mr. Erichsen provided Board members with a handout recapping the Task Force topics discussed from prior meetings, which included eleven (11) section amendments and editorial changes to Chapter 113. Mr. Erichsen performed a detailed review of the items contained in the handout and

noted that the Task Force has identified September 14 as the target date for a presentation to the MetCom Board of their efforts to date, in advance of the legislative deadlines identified at the onset of this undertaking. Discussion ensued amongst the group throughout Mr. Erichsen's review of the recommended amendments.

EXECUTIVE SESSION

Commissioner Willing moved to go into Executive Session at 3:52 p.m. to Discuss Personnel Matters. Commissioner Russell seconded the motion. Motion carried 5-0.

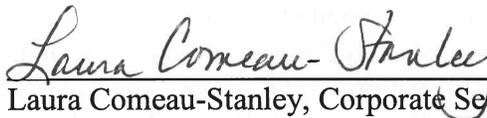
The meeting reconvened at 4:02 p.m.

APPROVAL OF MEETING MINUTES

Commissioner Russell moved to approve the Executive Session minutes of June 22, 2017. Commissioner Mummaugh seconded the motion. Motion carried 5-0.

ADJOURNMENT

There being no further business, **Commissioner Russell moved to adjourn at 4:02 p.m. Commissioner Willing seconded the motion. Motion carried 5-0.**



Laura Comeau-Stanley, Corporate Secretary