

**DRAFT AGENDA**  
**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**REGULAR MEETING**  
**MARCH 23, 2017 – 3:00 p.m.**

**APPROVAL OF THE AGENDA**

**APPROVAL OF MEETING MINUTES**

*Regular Session – February 16, 2017*

**APPROVAL OF CONSENT AGENDA**

1. Legal Services Invoices – February 2016
2. Fiscal Standard Report – February 2016
3. Engineering Standard Report – February 2016
4. Facilities & Operations Standard Report – February 2017
5. Check Registers 03/09 & 03/16

*Items placed on the Consent Agenda are a matter of routine business and typically voted on collectively.*

**EXECUTIVE DIRECTOR'S REPORT**

1. MWQRLF & DHCD Process – *Informational*
2. Cursory Benefits Comparison – *Informational*
3. MOU SSO's Executed 03/13/17 – *Informational*
4. Intergovernmental Agreement/MD Environmental Service: Sent to MES 03/13/07 – *Informational*
5. 01/26/17 Public Forum Update – *Informational*
6. Republican Club Appearance 03/09/17 – *Informational*
7. So. MD Building Industry Assoc. (SMBIA) Appearance 03/15/17 – *Informational*

**CONTINUING BUSINESS**

1. FY 2018-2023 Capital Improvement Budget & Plan: Approval to take to Public Hearing – *Action (Becky Shick)*
2. FY 2018 Operating Budget: Approval to take to Public Hearing – *Action (Becky Shick)*
3. Davenport: Debt, Rate, Fee Structure, Reserve Evaluation RFP – *Informational (Becky Shick)*
4. 03/10/17 Tax Sale Update – *Informational (Becky Shick)*
5. Compensatory Time for Exempt Employees & Flexible Time – *Action (Anne Mary Cullins)*
6. Winters WWTF Request/Response – *Informational (Christy Hollander)*
7. By-Laws Amendment – *Action (Chris Beaver)*
8. Legislative Updates – *Informational (Chris Beaver)*

**FUTURE AGENDA ITEMS – See Back Page**

**EXECUTIVE SESSION – To Discuss Personnel Matters**

**COMMISSION MEMBERS' TIME**

**ADJOURNMENT**

## FUTURE AGENDA ITEMS

DESCRIPTION	TARGET MONTH
1. Tour of Marlay-Taylor WRF / CSMC	May/June 2017
2. MACO OPEB Trust Investment Report	April 2017
3. Board Retreat ( <i>After Budget Cycle</i> )	Summer 2017
4. Personnel Manual 5-Year Update	
5. EDU Evaluation and GIS Database Budget Amendment	April 2017
6. Third-Party Debt Collection Contract	April 2017
7. CSMC Agenda Setting Meeting 04/24/17	
8. CSMC Joint Meeting 05/23/17	
9. CSMC Joint Meeting November 2017 ( <i>Tentative</i> )	
10. Conversion of Sr. Insp. Contract to Const. & Insp. Supervisor “at will”	
11. State Retirement 3-Year Audit Update	
12. Results of Employee Satisfaction Survey	April 2017
13. Salary Survey Results	April 2017
14. Strategic Planning / Goals & Objectives / Slogan / Motto	
15. Customer Service Plan	
16. Acting Capacity Pay Policy	
17. Piney Point Water Contract Award	April 2017
18. St. Clements Shores Phase 1 Water Contract Award	April 2017
19. Marlay-Taylor Co-Gen Design Services Contract Award	April 2017
20. Chapter 113 Revisions	
21. By Laws Revisions	
22. MetCom Policies & Procedures (i.e. Document Retention)	
23. Closed Session Policy & Form	
24. Financial Systems Software Replacement	
25. Workers Compensation Insurance RFP	
26. MD WQFA Bond Resolution to CSMC ( <i>Great Mills WWPS &amp; Bay Ridge Well</i> )	April 2017
27. Public Restroom Use	
28. CH2M Hill Marlay-Taylor Expansion Status	
29. Piney Point Force Main Evaluation Status (FY 2019)	
30. FY17 Annual Report Presentation	
31. Disposition/Acquisition of Real Property Procedures (i.e. GM WWPS)	
32. Website Update: “How are we Doing?”- Customer Satisfaction Survey; “How Do I?” - Drop Down Menu for FAQ	
33. Informal Task Force Updates/Reports (Hook Up Fee Determination/Calculations)	
34. Hollywood Commercial Center Sewer Cost Share Agreement – Budget Amendment	
35. Citiworks Asset Management Software & Utilization	