

Appendix D
Task Force Meeting Minutes

MINUTES OF THE METCOM TASK FORCE
CHESAPEAKE BUILDING * LEONARDTOWN, MARYLAND
Wednesday, August 26, 2009

Members present were Elliott Burch, Ford Dean, Joe Densford, Shelby Guazzo, Glen Ives, Robert Jarboe, Susan McNeill, James Spence, Mary Lynn Stone, and Frank Taylor. Support Staff Present were John Savich, County Administrator; Jackie Meiser, METCOM Director; Robin Parker Cox, UMD; and Richard Lawrence, UMD. Mr. Savich called the meeting to order at 9:02 a.m.

Introductions

Each member introduced themselves and stated how they were appointed to the Task Force.

Overview of the Role and Responsibilities of the Task Force

Mr. Savich gave an overview of HB 1559 stating the Task Force is to study the governance and structure of the Metropolitan Commission and make recommendations regarding the structure and governance of the Metropolitan Commission and how best to continue the provision of water and sewer services to the citizens of St. Mary's County.

Delegate Bohannon stated it is time to look at the issues at hand and streamline the process for the future. Delegate Bohannon stated we are the only county in Maryland who has this setup while other water and sewer services are governed by their respective Counties.

Mr. Savich introduced Robin Parker Cox and Richard Lawrence of the University of Maryland (UMD) Institute for Governmental Service and Research. Mr. Densford stated UMD holds a contract for services with the County and asked who instructs UMD. Mr. Savich clarified that direction to UMD staff comes directly from the Task Force.

Presentation of Background Materials

Ms. Meiser presented background material to the members and gave a brief overview of the materials. Ms. Meiser referenced the Issue Summary included in the materials. Ms. Stone asked how the issues included in the Issue Summary were identified. Ms. Meiser stated she met with Mr. Savich and both brainstormed and placed concerns into one of the three categories.

Mr. Jarboe stated he would like to know how the Water and Sewer Service Category works in Charles County. Mr. Savich stated this is information that can be provided. Ms. McNeill recommended looking to other states as well as other counties within Maryland.

Initial Framing of Issues to be Addressed

Ms. McNeill asked if staff had considered hold public meeting where citizens could come and express their concerns. Mr. Savich stated this is an item for discussion and reminded the Task Force that work must be completed by June of 2010. Mr. Taylor recommended holding a public forum after the Task Force has had a chance to digest the initial information provided. Ms. Guazzo recommended holding evening meetings with the building and engineering community. Mr. Jarboe recommended meeting with the Leonardtown Town Council as well.

Mr. Dean asked for clarification of HB 1559 stating it seems discussing the growth and development review process may be out of line with what HB 1559 is asking for. Mr. Dean suggested the Task Force stick to the governance and structure aspects of this rather than growth and development.

Related Issues

Mr. Savich mentioned other issues such as Spray Irrigation, Leonardtown Treatment Plant, the Detention Center, and privatization RFP by the Navy. Ms. Meiser stated the contract to take over the water and sewer services for Patuxent River Naval Air Station and Webster Field were never finalized due to the denial of funding by the County Commissioners. Mr. Ives asked if the County

Commissioners concerns are included in the information provided. Mr. Savich stated there was no detailed discussion on this matter therefore no, this information is not included. Mr. Jarboe asked that other agreements such as the one with the St. Mary's College be provided. Ms. Meiser stated this agreement was never finalized.

Additional Material or Information Desired by Task Force Members

Ms. Cox stated she would return to the next meeting with a draft matrix of comparable areas in a very broad spectrum.

Selection of Chair and Vice-Chair

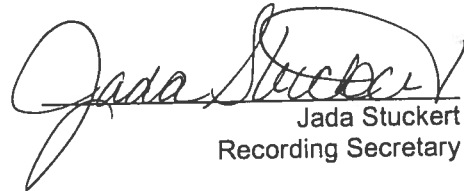
Mr. Joe Densford and Ms. Mary Lynn Stone were voted Co-Chairs of the Task Force by way of secret ballot.

Initial Meeting Schedule

It was decided to hold the next meeting on Monday, September 14, 2009 from 1:00 p.m. to 4:00 p.m. Topics to be included on the agenda are an overview of UMD area findings, questions for METCOM department heads, framing the information needed, and scheduling meetings through December.

Adjournment

The meeting was adjourned at 11:00 a.m.


Jada Stuckert
Recording Secretary

Approved in open session: September 21, 2009


Co-Chair

NOTE: After the 08/26/09 meeting a decision was made to reschedule the September 14, 2009 meeting to September 21, 2009 from 6:00 p.m. to 9:00 p.m.

MINUTES OF THE METCOM TASK FORCE
CHESAPEAKE BUILDING * LEONARDTOWN, MARYLAND
Monday, September 21, 2009

Members present were Elliott Burch, Ford Dean, Joe Densford, Shelby Guazzo, Glen Ives, Robert Jarboe, Susan McNeill, James Spence, Mary Lynn Stone, and Frank Taylor. Support Staff Present were John Savich, County Administrator; Jackie Meiser, METCOM Director; Robin Parker Cox, UMD; and Richard Lawrence, UMD. Mr. Densford called the meeting to order at 6:02 PM.

Approval of Minutes

Mr. Taylor moved that the minutes of August 26, 2009 meeting be approved with correction. The motion was seconded by Mr. Jarboe and passed.

Discussion of MOU Status

Mr. Densford asked the members for input regarding the Memorandum of Understanding (MOU) between the University of Maryland (UMD) and the County regarding staffing services & funding for the Task Force. Members felt that UMD staffing was critical to their success; however, they did not feel it was appropriate to request action from the Board of County Commissioners on this matter (funding) as it was not within the scope of their responsibilities.

MetCom Reference Binder Review

Ms. Meiser asked the members how they would like to proceed with overview of the MetCom Departments and processes. The members asked to have each department head provide an overview of their department followed by a question and answer session.

1. Fiscal Department: Presentation given by Ms. Shick, Chief Financial Officer

Ms. Schick provided an overview of the material in the reference binder and explained how rates are set and collected. She also covered the operating budget, bonds, benefits and pension plan for employees. Specific items covered:

- Financial Department is responsible for financial reporting, budgeting, payroll, accounts receivable, accounts payable, purchasing, grants and loans
- Operating budget covers water, sewer, and engineering services
- Capital Improvement budget is a five-year plan to cover new service and replacement/upgrade of existing infrastructure
- MetCom serves 12,100 residential water customers and 829 non-residential water customers; over 10,000 residential sewer customers and 800 non-residential sewer customers. The water figures do not include the Navy base, which does not receive water service from MetCom
- Capital Contribution Charges pay for construction of new service for new customers; one-time charge at time of connection
 - Current contribution charge for residential sewage is \$1,744.78
 - Current contribution charge for residential water is \$774.91
- System Improvement Charges are paid by everyone with an EDU allocation and are used to cover debt service for loans for the upgrade and replacement of existing systems
 - Current improvement charge for sewage is \$8.75 per month (residential)
 - Current improvement charge for water is \$5.27 per month (residential)
- Charges based on 2007 legislation; all customers pay the same amount. Prior to 2007, fees were charged by area; customers living in a highly populated area paid less because there were more customers to share the cost. Customers in low density areas would pay considerably more because there were fewer customers to share the costs of the system
- There are financial assistance programs available to MetCom customers

(Continuation of Fiscal Department Overview)

- Service rates
 - \$28.27 per month for residential non-metered sewage
 - \$15.72 per month for residential metered water
- Water rates are based on average usage of 18,000 gals per quarter per household (6,000 gal per month)
 - Average usage was determined many years ago (possible several decades) and have not been changed
 - MetCom goal is to bill for usage rather than on the historic 18,000 gal average
- Meters are read quarterly; meter reading is expensive and time consuming (hence why they are read quarterly vice monthly)
- MetCom is planning on installing radio-read meters, thus significantly reducing the need for meter readers; bills will then be monthly and based on usage
- MetCom is currently using personnel from the Center for Life Enrichment to read meters
- Most financing for MetCom comes from Maryland Department of Housing and Community Development (DHCD) and the Maryland Department of the Environment (MDE) in the form of low interest loans. They also receive some grant funds
- MetCom has applied for a loan from DHCD for \$12.5 million for upcoming projects and a loan for \$700,000 from MDE
- They have jointly entered into bond arrangements with the county in the past but nothing lately
- MetCom and the County are audited by the same company; the 2007 / 2008 MetCom audit contained no negative findings and presented no areas requiring improvement. During the audit, MetCom received praise for their financial process / standing
- Administrative costs (salaries, benefits, and pension plan) are covered in the Fiscal Section the MetCom reference binder
- A study was performed to project the future health insurance cost of MetCom employees after retirement; an allocation over the next 20 years has been projected into the budget to ensure the trust is sufficient to cover these projected cost
- MetCom employees are in the same health insurance group as county employees

Action Items from this section of the overview:

- Are EDUs assigned to the Navy base included in the total customer numbers
- What is the agreement with St. Mary's College concerning the Bay Interceptor
 - What was the cost and how much was paid by whom
 - Does that money need to be reimbursed

2. Facilities: Presentation given by Mr. Mike Sullivan

Mr. Sullivan discussed current facilities and operations. Conversation included nutrient removal and site capacity, specifically of the Marlay Taylor site. There were several questions asked concerning EDU allocation vs. actual EDU use. Specific items covered:

- Department consist of 42 full-time employees and 2 contractors
- Department is responsible for the daily operation of systems and facilities
 - 27 Water systems
 - 6 Wastewater treatment facilities
 - Water distribution system and wastewater collection systems
- Water treatment capacity of the 27 systems is 12.2 million gals per day (3.8 million gals per day, average daily flow in 2008)

(Continuation of Facilities Overview)

- Water distribution system consists of 52 stations, 69 wells, 53 water storage vessels (13 of which are elevated tanks or towers)
- There are 190 miles of water mains
- Chlorine is injected at water stations to kill bacteria
- There is no fluoride added to the water; fluoride injection is a controversial issue; it is also expensive and very dangerous when in a concentrated form
- Wastewater treatment facilities can process 6.265 million gals per day
 - Marlay Taylor facility can handle 6 million gals per day; much larger than all other facilities combined
- In 2008, the facilities processed an average of 4.4 million gals of sewage per day
- Wastewater treatment operations consists of 61 pumping stations, 1,400 residential grinder stations, and 200 miles of sewer lines
- Nitrogen and phosphorous are removed at the treatment facilities through Biological Nutrient Removal (BNR) technology
- Enhanced Nutrient Removal (ENR) is covered in Tab 10 of the MetCom reference binder
- Marlay Taylor is being upgraded to ENR standards; ENR portion of the upgrade is funded by the state through grant monies; upgrade is well ahead of schedule
- The Marlay Taylor upgrade involves more than ENR; the state will only pay for the ENR portion
- Flush Tax fees are collected monthly and sent to the state; the fees are the source for ENR funding from the state
- The goal of the upgrade is to further reduce the nitrogen and phosphorus levels in discharge
- The five smaller facilities use ground-discharge method
- Marlay Taylor discharges directly into the Chesapeake Bay
- All facilities are automated (utilize radio technology); the two older facilities will send an automated message via telephone to employees if a problem occurs
- The new facilities can be accessed via cell phone, pager, computer, or telephone
- Marlay Taylor accepts pumpage / waste from haulers; the haulers are assessed a charge based on the actual cost to process the waste (dependent on type and source of waste)
 - Septic Tank Waste is \$65.60 per 1,000 gal, Portable Toilet Waste is \$74.38 per 1,000 gal, and Grease Trap Waste is \$157.90 per 1,000 gals
 - Recent changes resulted in an increase to haulage fees; this is due to the concentration of sewage from haulers as compared to the diluted material which comes through the sewer lines. The fees for haulers can be found in Tab 5 of the MetCom reference binder
- The operating efficiency level for the sewage treatment facilities should be at least 50% of capacity; under-loading the system is not efficient
- Marlay Taylor is currently operating at approximately 70% of capacity; this number is based on actual flows and not allocation of EDUs
- An EDU is equal to 250 gallons per day; not necessarily a realistic number for many households
- The Navy reserves 1.2 million gallons per day (20% of Marlay Taylor capacity); their actual usage is approximately 600,000 per day
- EDUs are allocated during the preliminary plan approval; this results in allocated but unused EDUs while the project is being completed
- Currently, EDUs are allocated by Land Use and Growth Management (LUGM); MetCom would like to see EDU allocation occur during final record plat approval
- Developers and lenders will not like EDU approval at the end of the process; they will want to know that there is adequate public facilities prior to the loan process

- MetCom and LUGM are working together to develop a better system for allocating EDUs
- MDE sets standards for the timing of upgrades / expansions of treatment facilities; based on plant capacity reaching a certain point. Allocated EDU's are much higher on paper than actual flows at Marlay Taylor because of the way the EDUs are allocated at Preliminary Plan rather than Final Record Plat
- Table of usage revision for EDUs is underway; a joint effort between MetCom and LUGM to determine if 250 gallons per EDU is accurate
- EDUs are good for as long as the preliminary plan remains valid; an extension can be given if needed, thus extending the period of unused EDU allocation
- System Improvement Charges for EDUs begin when the EDU is allocated, used or not
- EDUs will be revised when the analysis is complete; currently looking at the numbers to ensure that the new EDU equivalency is accurate and reflects current average usage; any adjustment of the EDU equivalency flow would require consent of MDE
- The last 18 months have shown increase in allocated but unused EDUs due to economic situation (many projects on hold)
- The sewage flow at Marlay Taylor is 4 million gallons per day, regardless of EDU allocation. It doesn't matter how many EDUs are left because there is only 2.265 million gallons of flow left
- Navy Allocation section of reference binder contains information on Navy usage; typo in this section: EDU allocation should read 1.2 million vice 1.5 million
- St. Mary's College has 1200 EDUs allocated; they are trying to give back 500 EDUs although the agreement has not been finalized
- Fire Departments and Rescue Squads do not pay for EDUs
- Most Recreation and Parks facilities do not pay for EDUs; possible exception is the swimming pool (Meiser will check)
- Sludge needs to be removed; this is done through contract and cost approximately \$100,000 per year
 - MetCom sludge is rated Class B and can be used on farm land
- To upgrade the system to a Class A standard would be extremely expensive and the cost to upgrade would far exceed the savings of contracting for sludge removal (currently \$100,000 per year)
- Overflows are penalized by a fine from MDE; MetCom has not been fined; when overflows have occurred, MDE and MetCom reached an agreement for corrective action to ensure the issue would not happen again
- Regulations are not in place in Maryland for the public use of greywater; MDE will approve greywater usage on a case-by-case basis
- Greywater usage requires double piping (one piping system for potable water and one system for the greywater)
- Navy Growth Plans could be obtained by the Navy Rep on the MetCom Board; this would give a better projection of the Navy's unused EDUs and when they might be used
- The main issues facing facilities is keeping current with new state and federal regulations; also keeping up with technology
- MetCom has an emergency plan for natural disasters (hurricanes)
- Biggest concern is flooding; MetCom mitigates potential for flooding by diverting as much storm water out of the sewer system as possible. If low-lying areas receive too much storm water, MetCom will shut down the system to avoid flooding to the sewer system (example; St. George's Island facility)
- Parking lot run-off is handled differently; storm water collection is separate from sewer system

Action Items from this section of the overview:

- Is Navy considered one customer and are they included in the total number of customers
- How many EDUs do the 10,800 sewer customers represent
- How many EDUs have been allocated over the past years (LUGM item)
- Of the 70% capacity, how many EDUs are unallocated and how many of the allocated, but unused EDUs are a result of preliminary planning that never reached finalization
- How many of St. Mary's College's 1200 EDUs are actually used
- Are there other groups that have been assigned large blocks of EDUs (similar to Navy and St. Mary's College)
- When will the other 6,000 EDUs assigned to the Navy base be used; are there plans for future projects that will require the EDUs

3. Engineering: Presentation given by Mr. Chet Frederick, Chief Engineer

Mr. Frederick briefly discussed prioritization of upgrade projects. Questions were asked concerning Park Place and MetCom's plan for sewer and water to that site. Specific items covered:

- In response to Ms. Guazzo's earlier question about the status of Park Place (construction on corner of Rt 235 and Shady Mile Drive): an 8" main has been installed under Rt 235 but has not been connected at this time. The main will be connected during Phase 3 of the project (residential development)
 - The new main will service the Commercial section of Park Place as well as North Town Creek residential
 - Future plan (capital project) is to look at the Town Creek system which must be replaced; it is one of the oldest systems in use and can not be metered
- MetCom completed a facilities plan study to prioritize future upgrades / replacements; pump stations will need to be replaced prior to line replacements
- 2007 rate restructure had a lot to do with anticipated cost of replacing systems
- Future water reuse (recycled water) is in the plans for the Navy base; projected for 2013/2014
- Reuse will be used for industrial items such as tower cooling (air conditioners)
- Cost for reuse project will be shared between MetCom and Navy base; unsure of the percentage for each
- Current water reuse projects are Wicomico Shores Golf Course and Breton Bay Golf Course

No action items from this section of the overview

Break

The MetCom overview could not be completed in the time allocated. Members agreed to move on to the Land Use / Comp Plan portion of the presentation. MetCom Binder Review will be carried over to the next meeting.

Comprehensive Plan

Mr. Derick Berlage and Mr. Jeff Jackman (both of Land Use and Growth Management) provided a briefing on the new Comp Plan. Discussion centered on EDUs and how they were allocated. Mr. Berlage explained that the process to change how EDUs are allocated is very complex and will take time. A copy of the Comp Plan was provided to the members on CD.

MetCom Comparisons

Due to time constraints, Mr. Richard Lawrence, UMD Support Staff, was unable to present the MetCom comparisons. This item will be carried over to the October 14 agenda.

Calendar Items

Ms. Robin Parker Cox asked the members for clarification concerning the scheduling of public meetings. Members agreed that there is a need for public hearings during this process, however, that a public meeting would not be appropriate until the membership had an opportunity to gather more background information.

The members were asked if they wished to tour the Marlay Taylor facility and all responded favorably. Ms. Meiser stated that they can arrange a flexible schedule with three separate dates to accommodate the members. Ms. Cox will query the membership for available dates and make arrangements for the tour with Ms. Meiser or Mr. Sullivan.

Ms. Cox also provided members with an updated contact list and provided the meeting schedule for the remainder of the calendar year:

Wednesday	October 14, 2009	6:00 PM to 9:00 PM
Wednesday	October 28, 2009	9:00 AM to 12:00 PM
Friday	November 20, 2009	9:00 AM to 12:00 PM
Friday	December 18, 2009	9:00 AM to 1:30 PM

All meetings will be held in the Commissioner's Meeting Room of the Chesapeake Building.

Presenters for the October 14, 2009 meeting

Ms. Cox asked the group if they would like all of the MetCom Department Heads to return to the next meeting or just the individual departments that did not have an opportunity to present during tonight's meeting. The task force members determined that they would like the Human Resources Department Head to brief during the next meeting. Ms. Meiser stated that she and Mr. Ichniowski would be available during all meetings to answer questions. If the members should have a specific question that Ms. Meiser or Mr. Ichniowski could not answer, the appropriate Department Head would be made available to address the issue with the task force members.

Members were asked to send any agenda items to Ms. Stone prior to the next meeting.

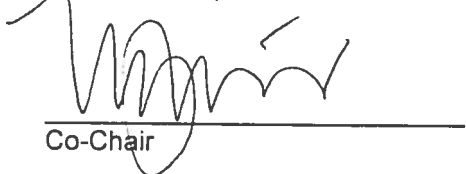
Adjournment

The meeting was adjourned at 9:02 p.m.



Sarah Cannavo
Recording Secretary

Approved in open session: October 28, 2009


Co-Chair

MINUTES OF THE METCOM TASK FORCE
CHESAPEAKE BUILDING * LEONARDTOWN, MARYLAND
Wednesday, October 14, 2009

Members present were Elliott Burch, Ford Dean, Shelby Guazzo, Joe Densford, Mary Lynn Stone, Robert Jarboe, Susan McNeill, James Spence, and Frank Taylor. Support Staff present were Derick Berlage, Director of Land Use & Growth Management; Jackie Meiser, Metcom Director; Robin Parker Cox, UMD; and Richard Lawrence, UMD.

Ms. Stone called the meeting to order at 6:03 p.m.

Opening and Approval of Minutes

It was the consensus of the Task Force to have the minutes of September 21, 2009 redrafted to include more detail.

Human Resources Department Overview

Ms. Anne Mary Cullins gave an overview of the Human Resource Department stating there are currently 74 full time employees. Ms. Cullins stated Metcom established an internship program and currently has two interns employed. Ms. Cullins explained the 4 classifications of employees at Metcom as being full time (40 hours minimum with benefits), part-time (20 hours minimum, eligible for benefits at a prorated rate), contract positions (as needed, typically inspectors, no benefits and not approved by County Commissioners), and interns (must be enrolled at a 2-4 year college maintain 2.2 GPA etc.). Ms. Cullins stated every position contains a job description including duties which are periodically reviewed to ensure accuracy.

Ms. Cullins explained the salary structure and available benefits through Metcom including COLA raises, evaluations for step increases, annual leave, sick leave, administrative leave, bereavement leave, tuition reimbursement, 457B through Nationwide Solutions, Flex Spending, AFLAC, short term disability, group health vision and dental, state retirement, and retirees medical insurance.

Mr. Dean asked if the health insurance is separate from the County insurance program. Ms. Cullins stated these are the same. Ms. Stone asked how close everything is to that of the County. Ms. Cullins stated they are pretty much parallel to the County benefits. Ms. Stone questioned the hiring procedures for all employees including senior employees. Ms. Cullins gave an overview of the hiring procedures. Mr. Densford asked if there is a personnel policy that details all this information. Ms. Cullins stated there is an employee's orientation manual; hiring procedures is a policy which is internal. Ms. Guazzo stated a hiring procedure manual is very important to any business or agency and asked for a copy of the policy. Ms. Guazzo asked for copies of the odd months meeting minutes from September 2008. Ms. Meiser stated these can be provided. Mr. Densford asked if a new hire always begins at the lowest step. Ms. Cullins stated it would depend on experience. Ms. Stone stated the Task Force is interested in all that Metcom has in regards to the hiring process, payroll, and benefits. Ms. Meiser stated this information can be provided.

Mr. Burch asked why the BOCC has to vote on a new position but they don't approve the Metcom budget. Ms. Meiser stated this is a written condition within the County Code and this has been an issue in the past. Mr. Dean asked if a comparison has been done for Metcom versus the County as far as benefits and the pay scale. Ms. Cullins stated a study was done. Mr. Dean asked for a copy of this study.

Engineering Department Overview

Mr. Chet Frederick gave an overview of the engineering department stating they are responsible for planning, construction, construction inspection, and field services. Mr. Jarboe asked if the planning department follows along with LUGM. Mr. Frederick stated we do not determine where growth goes, we retain information from LUGM regarding where the growth is going. Mr. Jarboe questioned who determines and signs off on the amount of Equivalent Dwelling Units (EDUs)

needed for a project. Mr. Frederick explained Land Use and Growth Management (LUGM) tracks the EDUs and determines how many EDUs are needed for a project and we validate it. Mr. Frederick clarified Metcom determines the flow and sends a letter validating the EDU amounts however LUGM tracks the overall EDU numbers.

Ms. Guazzo and Mr. Densford questioned the future replacements of lines and their possible location and how this is determined. Mr. Frederick stated future replacements are based on when and where new growth will occur which is determined by the reports provided by LUGM. Ms. Guazzo asked if this could be provided as she did not know there was a mechanism in place. The Task Force questioned how a new line is paid for and if/when surrounding property owners must connect to the new line. Ms. Meiser stated developers are required to pay for the new line and surrounding property owners must connect within six months. Ms. Meiser stated Metcom can also build a line when we know property owners are going to be there to connect to it in order for us to set the rates to handle our debt service.

Ms. Guazzo asked if Metcom has ever gone to the County Commissioners and asked for a forward funding. Ms. Meiser stated this is not an occurrence that happens often. Ms. Guazzo stated if there is a mechanism why this hasn't been utilized. Mr. Frederick stated we do participate in cost share. Mr. Taylor stated there should always be communication between all who are involved. Ms. Meiser stated everyone is paying a share, irrespective of what it costs to build the structure. Ms. McNeill asked how other jurisdictions deal with this. Ms. Meiser stated in a number of different ways, however, many of them operate just like we do.

Mr. Taylor stated many facilities have these types of mechanisms in place versus isolated pockets with different rates for each pocket. Ms. Meiser stated we are trying to move away from this way of billing. Ms. McNeill asked if Metcom still has the authority to go to the County for additional bonds. Ms. Meiser stated it is required that if we borrow money we have to have County Commissioner approval. Ms. Guazzo asked that we call the question forward funding "bridge funding" and take it up at a different time so to move on with the agenda. Ms. McNeill stated she is concerned with the accidental joiners of the water and sewer lines i.e. a person forced to connect to a line just because the developer placed it there. Mr. Jarboe asked if information on how close we are to exceeding the capacity at the Piney Point sewer line can be provided at the next meeting. Ms. Stone asked for any guidelines that may be used for these deferrals. Mr. Frederick stated he would gladly provide this information at the next meeting.

BREAK

Comprehensive Plan and EDU Questions

Mr. Berlage stated based on tonight's conversation he would like to elaborate on who does what. Mr. Berlage stated when it comes to how many EDUs a system can support Metcom handles this. Mr. Berlage stated LUGM decides who gets the EDUs and where.

Ms. McNeill stated she is confused as to what comes first in this and asked how and when Metcom should respond to the Comp Plan. Ms. McNeill asked where the facilities plan fit into this. Mr. Chapman stated the Comp Plan lays the groundwork for the re-zoning and is revised every 7 years during this time the water and sewer plan is revised every 8 years and the facilities plan is revised whenever deemed principal facilities are approaching their limits.

Ms. Guazzo asked about EDUs that are allocated but not used right away. Mr. Chapman stated once the EDU is allocated Metcom is able to bill for a portion of the system improvement charge which generates income for Metcom. Ms. Guazzo asked for update on the Woods at Myrtle Point EDU status. Ms. Meiser stated we can look into which EDUs are being billed for and provide this information at the next meeting. Mr. Dean referenced pg. 4 of 7 of the Water and Sewer Facilities Plan which indicates we are approaching a crisis situation for approval of projects. Mr. Chapman stated if development resumes to its previous level this may become a problem. Mr. Chapman stated this is a number that gives us an indication for planning future expansions.

Mr. Savich stated this is really the first discussion of these technical issues. Ms. McNeill stated there are some developers and holders of EDUs who are turning them back in. Mr. Chapman stated on occasion we will have a developer turn in EDUs if they are unable to develop the property however we would have to de-plat the property in order for this to happen. Mr. Chapman stated this is a very rare occurrence.

METCOM Comparisons

Moved to next meeting 1st on the agenda.

Planning Commission

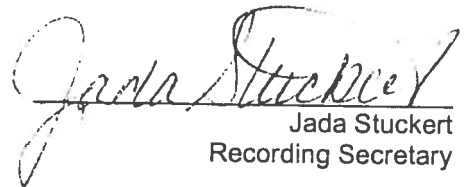
Moved to next meeting 2nd on agenda.

Closing

Ms. Parker-Cox reminded the Task Force of the next meeting to be held on Wednesday, October 28, 2009 at 9:00 a.m.

Adjournment

The meeting was adjourned at 8:52 p.m.



Jada Stuckert
Recording Secretary

Approved in open session: October 28, 2009



Co-Chair