

MINUTES
ST. MARY'S COUNTY METROPOLITAN COMMISSION
AGENDA MEETING
SEPTEMBER 15, 2016

The meeting commenced at 3:04 p.m. In attendance were Chairman Barthelme, Commissioners Russell, Carey, Gaskin, Mummaugh, Thompson, and Willing. MetCom Staff in attendance were Ichniowski, Cullins, Shick, Elberti, Sullivan, Fehn, Engleson, Thomas, Harding, and Comeau-Stanley. Others present: Dick Myers (*The BayNet*).

Commissioner Barthelme welcomed everyone to the meeting, performed a review the Agenda, and noted that all seven (7) Commissioners are present today.

APPROVAL OF AGENDA

Commissioner Russell moved to approve the agenda. Commissioner Gaskin seconded the motion. Motion carried 6-0.

PROPOSED APPROVAL OF MEETING MINUTES

Chairman Barthelme announced that the minutes to be presented for approval at the September 22, 2016 meeting include the August 18 and August 25 Public Meetings and the June 9, July 13, and July 21 Executive Session meetings. Commissioner Mummaugh requested that Attorneys Kurt Fisher and Bob Ames review the July 13 minutes for accuracy. Mr. Ichniowski acknowledged and confirmed that a copy would be forwarded for their review.

PROPOSED EXECUTIVE DIRECTOR'S REPORT

Mr. Ichniowski performed a brief review of a thank you letter received from a customer regarding a recent sewer problem and the remarkable level of service and attention received from both office and field staff. Mr. Sullivan noted that staff is working with the customer to resolve any issues with her insurance company and indicated that the blockage was a result of roots in sewer service line.

PROPOSED CONSENT AGENDA

1. Property Taxes on Cellular Communications Sites
2. Legal Services Invoice
3. Vehicle Purchase (Safety Coordinator Use)
4. Vehicle Purchase (Engineering/Inspections Department Use)
5. Vehicle Purchase (Engineering/Inspections Department Use)
6. Dumpster Service Contract Award
7. Fiscal Standard Report – August 2016
8. Engineering Standard Report – August 2016
9. Operations Standard Report – August 2016
10. Check Register 8/25, 9/01 & 9/08
11. Annual Maintenance Fees for Sungard Financial Software

Following presentations of the consent agenda items by staff, some discussion ensued amongst the group on various procurement and report items. Extensive discussion ensued regarding the proposed vehicle purchase for the Safety and Training Coordinator, as well as the Dumpster services contract. Board members sought additional information on those particular items, which staff plans to present for consideration at the September 22, 2016 meeting.

PROPOSED NEW BUSINESS

1. Audit Required Communications

Ms. Shick advised the Board members that the auditors are in the process of auditing the financial statements for FY 16 and FY 15 and the goal is to express an opinion on whether or not the financial statements are presented fairly, in accordance with general accepted auditing standards. Ms. Shick detailed the various elements of the audit and noted that once complete, the auditors will make a presentation of their findings to the Board.

2. Local Engineering & Surveying Services Contract Award

Mr. Elberti announced that three (3) proposals were received in response to the advertisement for On-Call Local Engineering and Surveying Services, each of whom met the specified minimum qualifications. Mr. Elberti performed an overview of the fee schedule spreadsheet used during the bid evaluation and advised that staff recommends the selection of all three firms for this 1-year contract with a 4-year renewal.

Mr. Elberti noted that there is no requirement for a minimum amount of work to be awarded to each firm during the contract; however, firms will be requested to submit a bid on each capital project and selection would be made following an analysis of responsive bids and Board approval. Brief discussion ensued amongst the group on each firms' experience, as well as range of service rates and overhead rates.

3. FDR Blvd. Water Main, Phase 1A Engineering Services Requisition

Mr. Elberti provided an explanation of the work associated with FDR Blvd. Water Main Phase 1 Amber Drive, done in conjunction with the St. Mary's County Department of Public Works and Transportation (DPW&T) FDR Blvd. Extended Phase 1A Roadway Project, which includes relocation of existing water mains and appurtenances along Amber Drive. Mr. Elberti noted that DPW&T forward funded the design and construction of this phase and has now requested reimbursement of \$16,731.00 for associated design costs for the water system relocation work.

Mr. Engleson provided additional information related to the project for the benefit of the Board members, noting that this work is for relocation design and not new lines, but supports the new road construction by DPW&T. Brief discussion ensued amongst the group regarding the system looping and enhancement, as well as prior rights.

4. FDR Blvd. Water Main, Phase 1C Engineering Services Requisition

Mr. Elberti announced that similar to the last item presented, the work associated with FDR Blvd. Water Main, Phase 1C was done in conjunction with DPW&T FDR Blvd. Extended Phase 1C Roadway Project, which includes relocation of water systems. Mr. Elberti advised that DPW&T is now requesting reimbursement of \$11,154, which is attributable to Phase 1C. Mr. Engleson noted that a 12" line will be added with this phase, which is an enhancement to the system.

5. Glebe Run Wastewater Pumping Station Unit Purchase

Mr. Sullivan presented the scope of purchase associated with the replacement pumping station unit for the Glebe Run Wastewater Pumping Station, which serves the County Fairgrounds, the Leonardtown School complex and the Hanover Run subdivision. Mr. Sullivan noted that this station is more than 30-years old and provided data on the Smith & Loveless units, citing their reliability, easily accessible components, and user friendly controls. Brief discussion ensued amongst the group on the performance of work by MetCom staff and additional discussion ensued on the budget for all components associated with this effort, as well as tracking and reporting of funds expended in this Capital Improvement Budget category.

6. Spring Valley Wastewater Pumping Station Unit Purchase

Mr. Sullivan presented the scope of purchase associated with the replacement pumping station, for the Spring Valley Wastewater Pumping Station, which is nearly identical to the previous item presented. Mr. Sullivan noted that the station serves the Spring Valley Subdivision in Lexington Park and is more than 30-years old.

PROPOSED EXECUTIVE SESSION

No items to address at this time

PROPOSED COMMISSION MEMBERS' TIME

Commissioner Mummaugh advised that he, Commissioner Russell and Mr. Ichniowski met with County Commissioner Hewitt, Commissioner President Guy and Dr. Bridgett about Section 113 rewrites, noting that there are items that the Commissioners wish to add. Commissioner Mummaugh further advised that discussion ensued amongst the group regarding St. Clements Shores, specifically the study and plant expansion. Mr. Ichniowski and Mr. Sullivan provided an update on that effort, noting that repairs to the Rapid Infiltration Basins (RIBs), under Phase A of the study recommendations, are currently being investigated. Mr. Ichniowski advised that funds have not been budgeted for this project and staff will have to bring that to the Board for consideration at a future meeting.

Discussion ensued amongst the Board members and Mr. Ichniowski on the potential connections for those with failing septic systems, as determined by the Health Department, those on a waiting list with Equivalent Dwelling Units (EDUs) already allocated through the office of Land Use and Growth Management (LUGM), and those who simply wish to be connected. Mr. Ichniowski noted that further direction is needed from the County, as they have not identified a service area. Mr. Ichniowski touched on the plant capacity under the current Maryland Department of the Environment (MDE) permit and suggested another visit to MDE to discuss and address the matter further; in particular, to determine their willingness to waive fines associated with violations that may occur if additional connections are granted for failing systems.

Commissioner Thompson noted that some of his constituents are very concerned about Hollywood being painted on the new water tower and inquired about updates related to the ability and pricing for that effort. Some discussion ensued between the Board members, Mr. Elberti and Mr. Ichniowski on the estimated costs for painting, as well as funding options.

ADJOURNMENT

There being no further business, **Commissioner Wiling moved to adjourn the meeting at 4:14 p.m. Commissioner Russell seconded the motion. Motion carried 6-0.**



Laura Comeau-Stanley, Corporate Secretary