

MINUTES
ST. MARY'S COUNTY METROPOLITAN COMMISSION
AGENDA MEETING
OCTOBER 20, 2016

Following a special meeting, the Regular Session of the Agenda meeting commenced at 3:28 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, Thomas, Harding, and Comeau-Stanley. Others present: Lynne Putnam (*Senior Associate, Dewberry Consultants*), Jason Babcock (*The Enterprise*), Dick Myers (*The BayNet*), and Jacob Kauffman.

Commissioner Barthelme called the regular meeting to order and noted that all Commissioners are present today.

PROPOSED APPROVAL OF AGENDA

Chairman Barthelme performed a review of the agenda, noting that there will be two new items under New Business. **Commissioner Carey moved to approve the agenda. Commissioner Mummaugh seconded the motion. Motion carried 6-0.**

PROPOSED PUBLIC FORUM

Chairman Barthelme advised that the Public Forum would be presented at the meeting next week.

PROPOSED APPROVAL OF MEETING MINUTES

Chairman Barthelme reviewed a list of meeting minutes planned for presentation for approval at the next meeting, which includes public meetings held on September 15 and September 22; special meetings held on August 18 and September 22; and executive session meetings held on July 13, August 18, and August 25.

PROPOSED EXECUTIVE DIRECTOR'S REPORT

1. Joint Meeting with CSMC – November 1, 2016

Mr. Ichniowski announced that a joint meeting between the MetCom Board and the Commissioners of St. Mary's County is scheduled for Tuesday, November 1, 2016 at 9:00 am and will take place in this meeting room. Mr. Ichniowski performed a review of the draft agenda, which was provided to all board members and staff in their meeting binders.

2. Meeting Format Change

Mr. Ichniowski addressed the recently modified meeting format, which includes an Agenda meeting on the third Thursday of the month, followed by a Regular meeting on the fourth Thursday of the month. Mr. Ichniowski suggested that the Board return to conducting meetings on the second and fourth Thursday of the month, advising that he will work on the structure of the agenda and present it for consideration at an upcoming meeting. Board members noted the benefits of thorough discussion of

agenda items under the current format and Mr. Ichniowski assured the Board that there would continue to be an emphasis on discussion at each meeting and noted that if Board members were not prepared to take action on an item, it could be tabled and revisited at a future meeting under Continuing Business.

3. Water Tower Painting

Mr. Sullivan presented data for the Board's consideration on water tower painting. Discussion ensued amongst the group on painting and maintenance costs, insurance coverage for vandalism, generation of funds through advertising, and potential restrictions of same imposed under the recently rewritten sign ordinance. Mr. Sullivan suggested that as this is something new for MetCom, a policy should be drafted and adopted to address several of the issues identified.

4. Board Retreat

Mr. Ichniowski provided the Board members with copies of the last four Board Retreat Agendas and performed a general overview of topics discussed. Mr. Ichniowski suggested that the next Retreat be conducted after the first of the year and solicited topics from Board members. Brief discussion ensued amongst the group regarding topics for consideration, which included the Navy Privatization.

PROPOSED APPROVAL OF CONSENT AGENDA

1. Legal Services Invoice
2. Audit Services
3. Citiworks Annual Maintenance
4. Polymer Purchase
5. SCADA Software Annual Support Renewal
6. Fiscal Standard Report – September 2016
8. Engineering Standard Report – September 2016
9. Operations Standard Report – September 2016
10. Check Register 9/22, 9/29, 10/06, & 10/13

Staff members performed a brief review of Consent Agenda items for Board members. Commissioner Willing inquired about the legal services invoice and questioned the charges for discussions that occurred between the attorneys and individual Board members. Commissioner Willing cited an existing policy, adopted in 2014, which restricts Board members from independently consulting with outside legal counsel and acting on behalf of the Board without a formal Board action to authorize the consultation. Some discussion ensued and suggestion made by Board members and Mr. Ichniowski that this matter be discussed at the next meeting and if necessary, in executive session.

PROPOSED NEW BUSINESS

1. Salary Study Proposals

Ms. Cullins performed a review of the procurement memorandum for the Salary Classification and Compensation Study, as previously requested by the Board, noting that the last study completed for

MetCom occurred in 2006. Brief discussion ensued amongst the Board and Ms. Cullins on the value and origin of the study, as well as industry standards for performance of same.

2. FY 2017 Operating Budget Amendment

Ms. Shick performed a review of the needs associated with the FY 2017 Operating Budget Amendment, citing the maintenance of the rapid infiltration basins and trenches at the St. Clements Shores Wastewater Treatment Plant (WWTP) to provide load testing in order to operate the plant to its full capacity. Discussion ensued amongst the Board and Ms. Shick on the status of the reserve funds. Ms. Shick provided additional information to the Board on the increases and decreases to the other divisions associated with this amendment.

3. FY 2017 Capital Improvement Budget Amendment – St. Clements shores WWTP Expansion

Ms. Shick advised the Board that the proposed FY 2017 Capital Improvement Budget Amendment adds a new project for St. Clements Shores WWTP Expansion Phase A for \$906,500.00, which will upgrade the plant and allow us to operate it at its capacity and greatly reduce the risk of permit violations. Ms. Shick detailed the funding sources for the project, noting that there are sufficient reserves in both the Sewer Capital Project Upgrade fund and the Sewer Capital Project New Services fund to cover this project. Brief discussion ensued amongst the Board and Ms. Shick on this amendment and the planned presentation before the Commissioners of St. Mary's County, once approved by the MetCom Board.

4. Tax Sale Deferral Policy Amendment

Ms. Shick performed a review of the proposed amendments to the Tax Sale Deferral Policy and cited reasons for the recommended changes to section 5, 6 and 7.

5. Bill Printing: In House versus Outsourcing

Ms. Shick performed a review of the data analysis of the in-house versus outsourcing bill printing, noting that it was determined to be far more cost effective to outsource the bill print function and results in an annual savings of nearly \$4,000. Brief discussion ensued amongst some Board members and Ms. Shick on options available for customers to go paperless, which would result in a greater savings to the Commission.

6. Weekly Billing

Ms. Shick announced that staff is reviewing the possibility of issuing bills on a weekly basis and noted that there are benefits to issuing bills weekly, which may outweigh the additional work required for multiple billings per month.

7. Local Business Procurement

Ms. Shick advised the Board members that MetCom has contracts with and routinely purchases goods and services from local companies. Additionally, staff has participated in vendor fairs and the St.

Mary's County Chamber of Commerce Business Showcase in an effort to increase visibility for potential business opportunities between local vendors and the Commission. Ms. Shick noted that staff is working to establish a "how to" page on the website to make it easier for potential vendors to do business with the Commission.

8. St. Clements Shores WWTP Upgrade: Design Services

Mr. Elberti introduced Ms. Lynne Putnam, Senior Associate with Dewberry Consultants, to present the proposal for engineering evaluation and design services for the planned St. Clements Shores Wastewater Treatment Plant Expansion Phase A & B. Using the overhead monitor, Ms. Putnam detailed the scope and schedule of work for each phase of the project, the increased capacity achieved with each phase, and touched upon the work with the Maryland Department of the Environment to obtain approval and permitting for the options presented. Ms. Putnam fielded a variety of questions from Board members during the course of the presentation.

9. MTWRF ENR Upgrade: Scissor Lift for Headworks Building

Mr. Elberti performed a review of the scope of purchase for the Headworks Building Scissor Lift at the Marlay-Taylor Water Reclamation Facility, noting that through research, staff was able to obtain a 43% discount under the National Joint Powers Alliance (NJPA), a public agency who manages national cooperative contracts issued by municipalities.

10. MTWRF ENR Upgrade: MEB Change Order No. 15

Mr. Elberti performed a review of all five (5) items associated with Change Order No. 15 from MEB General Contractors for the Marlay-Taylor Water Reclamation Facility ENR Upgrade Project, which results in a contract cost increase of \$67,727.21 and 21 days of additional contract time.

11. Grinder Pumps Purchase

Mr. Sullivan performed a review of the scope of purchase for the complete Grinder Pump Simplex units, which will be installed in areas where the vaults have deteriorated. Mr. Sullivan noted that the installation of the units will be performed by a contractor selected under a service contract. The work will occur in Piney Point and Tall Timbers and is expected to begin in January and will be complete by April.

12. Water Tower and Tank Painting

Mr. Sullivan detailed the scope of work purchase associated with the Water Tower and Tank Painting for the Paw Paw Hollow and Pine Hill Run towers; the Piney Point Landings ground storage tank, and the portable water storage tank.

13. Sewer Main Relining

Mr. Sullivan performed a review of the scope of purchase for the Sewer Main Relining to occur in the Wicomico Shores Subdivision, which includes the relining of 4,360 linear feet of 8" sewer mains. Mr.

Sullivan explained that there are no local vendors in the tri-County region who perform this specialized work and services will be procured through a piggyback on the Howard County Contract.

ADDITION OF NEW BUSINESS ITEMS

Brief discussion ensued between Mr. Carey and Mr. Ichniowski regarding the ability for Board members to take action on an item at this Agenda Meeting. As a result of that discussion, the following motions were presented:

Commissioner Carey moved that the elimination of the General Legal Counsel and Public Information Office position be effective as of November 4, 2016. Motion seconded by Commissioner Mummaugh. Motion carried 5-1. Commissioner Willing opposed the motion.

Commissioner Thompson moved to award Legal Counsel to Chris Beaver, as per his proposal. Motion seconded by Commissioner Carey. Motion carried 4-2. Commissioners Willing and Russell opposed the motion.

PROPOSED CONTINUING BUSINESS

1. Vehicle Purchase Request Research (Safety & Training Coordinator)

Mr. Sullivan advised that as requested by the Board, research regarding the vehicle request for the Safety and Training Coordinator was compiled and provided for the Board's consideration. After some discussion, Board members in collective agreement that the item should be presented at the next meeting under continuing business.

PROPOSED EXECUTIVE SESSION

No items to present at this time.

PROPOSED COMMISSION MEMBERS' TIME

Commissioner Mummaugh and Chairman Barthelme made brief mention of their involvement in a recent Navy Alliance meeting and requested that discussion occur in the future amongst the Board on this topic and further requested that Mr. Ichniowski provide a copy of the Navy Privatization Summary to all Board members.

ADJOURNMENT

There being no further business, **Commissioner Thompson moved to adjourn at 6:00 p.m. Commissioner Gaskin seconded the motion. Motion carried 6-0.**



Laura Comeau-Stanley, Corporate Secretary