

MINUTES
ST. MARY'S COUNTY METROPOLITAN COMMISSION
REGULAR MEETING
AUGUST 24, 2017

The regular meeting commenced at 3:03 p.m. In attendance were Chairman Carey, Commissioners Gaskin, Mummaugh, Russell, Thompson, and Willing. MetCom Staff in attendance were Erichsen, Cullins, Shick, Hollander, Sullivan, Fehn, Hogan, Thomas, and Comeau-Stanley. Others Present: Chris Beaver (*MetCom Legal Counsel*) and several MetCom staff in attendance for the Length of Service Award presentation to Kevin Miller.

APPROVAL OF AGENDA

Commissioner Carey welcomed everyone and performed a review of the agenda. **Commissioner Russell moved to approve the agenda, as presented. Commissioner Willing seconded the motion. Motion carried 6-0.**

LENGTH OF SERVICE AWARD

Following a review of his service to the Metropolitan Commission by Ms. Cullins, Director of Human Resources, Chairman Carey presented at 10-Year Length of Service Award to Kevin Miller, Wastewater Treatment Plant Operator at the Marlay-Taylor Wastewater Reclamation Facility.

APPROVAL OF MEETING MINUTES

Commissioner Willing moved to approve the Regular Session meeting minutes of July 13, 2017. Commissioner Gaskin seconded the motion. Motion carried 6-0.

APPROVAL OF CONSENT AGENDA

1. Fiscal Standard Report – July 2017
2. Engineering Standard Report – July 2017
3. Operations and Maintenance Standard Report – July 2017
4. Check Registers – 08/10 & 8/17

Commissioner Gaskin moved to accept the Consent Agenda and to hereby approve all matters contained upon the Consent Agenda. Commissioner Willing seconded the motion. Brief discussion ensued on the flow data provided in the Operations and Maintenance Monthly Standard Report as well as the Fiscal Securities Report. Following discussion, Chairman Carey called for the vote. Motion carried 6-0.

EXECUTIVE DIRECTOR'S REPORT

1. Grease Interceptor Requirement & Waiver Policy

Mr. Erichsen performed a brief overview of the Grease Interceptor Requirement and Waiver Policy and the proposed revisions for consideration. Mr. Erichsen advised that the recommended revisions would provide additional flexibility to the Executive Director in granting conditional waivers for food service facilities. Mr. Erichsen explained that allowing a provisional six (6) month operational period, which enables applicants to submit evidence to ensure that the amount of grease and oils are not excessive and in accordance with the approved Sewer Use Regulations.

Mr. Erichsen further explained that the Policy revisions would remove subjectivity from the evaluation process and help process renewals of prior waivers and reviews during transfers of facility ownership. Some discussion ensued amongst the group and Ed Hogan, Wastewater Collections Superintendent, which included various aspects of the policy, such as the role of the Health Department, analytical costs for testing, as well as frequency of testing.

Commissioner Russell moved that the Commission adopt the proposed revisions, as presented, to the Grease Interceptor Requirement and Waiver Policy (OPS-16-01). Further, move that the revised policy become effective immediately. Commissioner Mummaugh seconded the motion. Motion carried 6-0.

2. Fleet Refueling Initiative

Mr. Erichsen announced the Fleet Refueling Initiative, recently negotiated with and authorized by the County, allows MetCom to refuel vehicles at the County's fueling facilities. Mr. Erichsen noted that this would result in an anticipated cost savings of approximately \$10,000 to \$12,000 annually. Chairman Carey offered kudos to Mr. Erichsen and staff on this cost saving initiative.

3. Draft FY 2017 Annual Report

Mr. Erichsen advised the Board that the FY 2017 Annual Report preparation is underway and noted that far more details are being included than in prior years' reports to provide greater information on the MetCom's operation, projects, statistics and initiatives. Copies of the last Annual Report were provided for the Board's review. Mr. Erichsen indicated that a final draft of the FY 2017 Report would be ready to present to the Board within the next month for input and once complete, copies would be submitted to the Board of County Commissioners, as required. Brief discussion ensued amongst the Board and Mr. Erichsen on the planned distribution, quality and print costs associated with the report.

NEW BUSINESS

1. FY 2017 Fourth Quarter Financial Statements

Ms. Shick performed a review of the FY 2017 Fourth Quarter Financial Statements, representing the period April 1, 2017 through June 30, 2017. Ms. Shick detailed the income and expenses for the Sewer, Water, and Engineering Divisions, as well as the General and Administrative Expenses, Other Income and Expenses, and the Debt Service Funds. Ms. Shick fielded various questions from Board members during the course of her presentation. Brief discussion ensued on the Energy Audit Efficiency Study planned, which would identify the areas where costs can be reduced and Mr. Erichsen noted the work planned for the Petty Building and other facilities, which may include solar power options at no or low-cost.

2. FY 2017 Operating Budget Reconciliation & Amendment

Ms. Shick presented a FY 2017 Operating Budget Reconciliation and Amendment to the Board, noting that the purpose of the amendment is to recognize the revenue accounts that came in under budget and the expense line items that came in over budget in FY 2017, advising that shortfalls in revenues and expenses are offset by revenues that came in over budget and expense line items that came in under budget.

Commissioner Russell moved to amend the FY 2017 Operating Budget to adjust expenditure line items, as recommended by the Commission's Chief Financial Officer. Such amendment will result in no net change to Net Income from Service Charges. Commissioner Gaskin seconded the motion. Motion carried 6-0.

3. Great Mills Wastewater Pump Station (WWPS) Construction Contract Award

Ms. Hollander performed a review of the scope of work associated with the Great Mills Wastewater Pump Station Construction project, which is an upgrade and a relocation of the station, due to the proximity to the St. Mary's River and the possible State Highway Administration (SHA) construction/widening of the bridge near the MD 246 and MD 5 intersection. Ms. Hollander provided historical and background information on the project and a review of the bids. Discussion ensued amongst the group on the number of bids received, completion of property acquisition and the September 19, 2017 planned presentation to the Commissioners of St. Mary's County for their approval of the Maryland Department of the Environment (MDE) Water Quality Finance Administration (WQFA) Bond, recently approved by the MetCom Board on August 10, 2017.

Commissioner Willing moved to accept the bid, dated August 1, 2017, from Bearing Construction, Inc. of Sudlersville, Maryland, for the Great Mills Wastewater Pump Station project #8081SS, in the amount of \$4,260,000.00 plus \$2,500.00 for contingent items, for a total of \$4,262,500.00, as recommended by the Acting Chief Engineer. This is a conditional award, pending approval of MetCom Bond Resolution #2017-03 by the Commissioners of St. Mary's County and approval from the Maryland Board of Public Works. Further, move to authorize and direct the Executive Director to execute all documents, as may be necessary to execute this Construction Services contract. Commissioner Russell seconded the motion. Motion carried 6-0.

4. St. Clements Shores BioWeb Installation (Sole Source)

Ms. Hollander provided an overview of the St. Clements Shores Wastewater Treatment Plant Upgrade Phase 1A project, noting that the BioWeb Installation is the treatment phase of the first phase of the upgrade, which allows for the connection of the five (5) identified failing systems and the twenty-nine (29) properties allocated for connection, but that have not connected. Ms. Hollander's presentation included details related to the BioWeb patented technology and Dewberry's Technical Memorandum regarding same, anticipated cost savings over the thirty (30) year lifespan, and an explanation of the recommended pilot test of the BioWeb units. Discussion ensued amongst the group on the timing of the work, labor costs associated with BioWeb, budgeted construction costs and available options, should the pilot test fail.

Commissioner Russell moved to accept and approve the bid, dated August 15, 2017, from EMH Environmental, Inc. of Glenwood, Maryland, for the St. Clements shores WWTP Expansion Phase A, project #2171SF, in the amount of \$394,401.00, plus \$5,000.00 contingency, for a total of \$399,401.00, as recommended by the Acting Chief Engineer. Further, move to authorize and direct the Executive Director to execute all documents, as may be necessary to execute this Construction Services contract. Commissioner Thompson seconded the motion. Motion carried 6-0.

5. Call-In Meeting Attendance Procedure & By-Laws Change(s)

Mr. Fehn initiated the presentation, providing an overview of the Call-In Meeting Attendance Procedure, which allows for remote attendance at all meetings and conferences where call in attendance via telephone or other electronic means is required and authorized.

Mr. Beaver advised that in accordance with the Commissioners request to permit Board members to attend the meetings when they are physically unable to attend, a By-Laws amendment is required, as there is presently no provision authorizing are required, as there is not currently a provision

Chairman Carey noted his interest in moving the start time of the meetings to 4:00 p.m. and polled the members present to determine their collective interest and ability. Brief discussion ensued and hearing several oppositions from Board members, Chairman Carey indicated that the meetings would continue to start at 3:00 p.m.

Further discussion ensued amongst Mr. Beaver, the Board and staff on the motion prepared in conjunction with this item, which initiates the required twenty (20) day cycle prior to voting on the text modifications presented today for the four (4) sections of the By-Laws.

Commissioner Thompson moved that the Board consider the precise text and nature of the proposed addendum of Section 2.3.12 and the amendments to Sections 2.3.2; 3.3.2 and 3.7.1 of the Commission By-Laws, as presented to the Board in written form at this meeting. Further, Move that the twenty (20) day notice period required by Section 9.2 of the Commission By-Laws for the amendment of these By-Laws, commence as of today's date. Commissioner Gaskin seconded the motion. Motion carried 6-0.

FUTURE AGENDA ITEMS

Commissioner Mummaugh advised that he wants to have a discussion at a future meeting regarding outside employment, specifically about what the handbook states. Mr. Erichsen noted that an overview of the process could be provided for the Board at a future meeting.

Chairman Carey announced that the next meeting date is September 14, 2017.

COMMISSION MEMBERS' TIME

1. Chapter 113 Proposed Amendments Task Force Member Update

Mr. Erichsen announced that the Task Force is nearing the end of its work and referenced the changes matrix containing the proposed amendments to Chapter 113, which is planned for presentation to the MetCom Board by the Task Force Co-Chairs in September. Mr. Erichsen advised that the group would be seeking concurrence from the MetCom Board, as well as the Commissioners of St. Mary's County, prior to a presentation to the Delegation. Mr. Erichsen noted that a Joint Meeting is tentatively scheduled for November 7, which may provide an opportunity for a singular formal presentation to both groups.

Chairman Carey congratulated Mr. Erichsen on the St. Mary's County Chamber of Commerce Public Servant of the Year award, noting that the recognition occurred at a recent Chamber event. Chairman Carey also inquired about the status of current projects and discussion ensued amongst

the staff regarding the migration and data conversion of the ERP software. Mr. Carey noted his interest in tracking some of MetCom's initiatives at the Board level. Lastly, Chairman Carey noted that he wants staff to have a voice and approach the Board; either through senior management, directly or anonymously and asked managers to convey the message to staff.

EXECUTIVE SESSION

Commissioner Gaskin moved to go into Executive Session at 4:45 p.m. to Discuss Personnel Matters. Commissioner Russell seconded the motion. Motion carried 6-0.

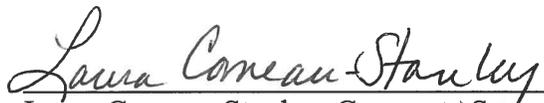
The meeting reconvened at 5:04 p.m.

APPROVAL OF MEETING MINUTES

Commissioner Russell moved to approve the Executive Session meeting minutes of July 13, 2017. Commissioner Thompson seconded the motion. Motion carried 6-0.

ADJOURNMENT

There being no further business, **Commissioner Gaskin moved to adjourn at 5:05 p.m. Commissioner Russell seconded the motion. Motion carried 6-0.**



Laura Comeau-Stanley, Corporate Secretary