

MINUTES
ST. MARY'S COUNTY METROPOLITAN COMMISSION
REGULAR MEETING
OCTOBER 27, 2016

The regular meeting commenced at 3:00 p.m. In attendance were Chairman Barthelme, Commissioners Russell, Carey, Gaskin, Mummaugh, Willing, and Oliver (On behalf of Capt. Starkey, Commanding Officer, NAS Patuxent River). MetCom Staff in attendance were Ichniowski, Shick, Elberti, Sullivan, Fehn, Potter, Hollander, Jarboe, Thomas, and Comeau-Stanley. Others present: Dick Myers (*The BayNet*).

Commissioner Barthelme welcomed everyone to the meeting and noted all Commissioners, with the exception of Commissioner Thompson, are present today.

APPROVAL OF AGENDA

Chairman Barthelme performed a review of the agenda. **Commissioner Russell moved to approve the agenda. Commissioner Gaskin seconded the motion. Motion carried 5-0.**

APPROVAL OF MEETING MINUTES

Commissioner Gaskin moved to approve the minutes of the September 15, 2016 meeting. Commissioner Willing seconded the motion. Motion carried 5-0.

Commissioner Russell moved to approve the minutes of the September 22, 2016 meeting. Commissioner Willing seconded the motion. Motion carried 5-0.

Commissioner Gaskin moved to approve the minutes of the August 18, 2016 Special meeting. Commissioner Willing seconded the motion. Motion carried 5-0.

Commissioner Russell moved to approve the minutes of the August 22, 2016 Special meeting. Commissioner Gaskin seconded the motion. Motion carried 5-0.

Commissioner Willing moved to approve the minutes of the July 13, 2016 Executive Session meeting. Commissioner Russell seconded the motion. Motion carried 5-0.

Commissioner Gaskin moved to approve the minutes of the August 18, 2016 Executive Session meeting. Commissioner Russell seconded the motion. Motion carried 5-0.

Commissioner Willing asked that the Board defer their approval of the August 25 Executive Session minutes until later in the meeting, to allow him the opportunity for him to review them. Hearing no objection, Chairman Barthelme agreed to defer the item and recommended that the Board consider approval following Executive Session.

EXECUTIVE DIRECTOR'S REPORT

1. Joint Meeting with CSMC – November 1 , 2016

Mr. Ichniowski performed a review of the Draft Agenda for the November 1, 2015 Joint Meeting between the MetCom Board and the Commissioners of St. Mary's County (CSMC), detailing the four (4) Chapter 113 Amendments proposed by the CSMC.

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2. Meeting Format Change

Mr. Ichniowski addressed the proposed meeting format change, which would return to meeting on the second and fourth Thursday of the month. Citing that there was no objection by the Board members at the last meeting, he will present a proposed 2017 meeting schedule and an outline of the format for the Board's review and approval at the next meeting.

3. Water Tower Painting

Mr. Ichniowski reported that staff presented the requested information to the Board on Water Tower Painting at the last meeting and noted that given Commissioner Thompson's absence today, the Board may want to consider placing this item on the Agenda under Continuing Business at the next meeting, as he was very interested in the information and further discussion. Board members were in collective agreement to defer the presentation until the next meeting.

4. Board Retreat

Mr. Ichniowski advised that he plans to present a list of possible topics for the Board Retreat at the next meeting and noted that the Retreat would likely be held in January 2017.

5. Chief Engineer

Mr. Ichniowski announced that he received a letter of resignation from Dave Elberti, Chief Engineer, whose last day of employment will be Friday, November 3. Mr. Ichniowski advised that Mr. Elberti will be sorely missed and noted that the process has begun to advertise for that position.

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
7. Engineering Standard Report – September 2016
8. Operations Standard Report – September 2016
9. Renewal of Services and Commodity Contracts
10. Check Registers 9/22, 9/29, 10/6, & 10/13

Board members questioned the inclusion of Consent Agenda item number 1, as that matter is to be discussed in Executive Session. Mr. Ichniowski suggested that unless there are questions or objections related to any other items on the Consent Agenda, the Board should consider approving all items, with the exception of item number 1, Legal Services invoice.

Commissioner Russell moved to accept the Consent Agenda, as presented, with the exception of Item No. 1, and to hereby approve all matters contained upon the Consent Agenda, except for Item No. 1. Commissioner Mummaugh seconded the motion. Motion carried 5-0.

NEW BUSINESS

1. Salary Study Proposals

Ms. Shick advised that the need for a salary study was discussed by the Board last spring, at which time staff was directed to request a proposal for same. Ms. Shick provided data regarding the last salary study conducted for MetCom, which occurred ten (10) years ago. Ms. Shick performed a review of general notes and information in support of a salary study, which included a summary of industry standards and data for neighboring Counties and regional utilities. Discussion ensued amongst the Board, Ms. Shick and Mr. Ichniowski regarding position classifications and updates, salary scale, and implementation options at the completion of the study.

Commissioner Russell moved to award the contract to conduct a Salary Study to Management Advisory Group International, Inc. of Woodbridge, Virginia, for the cost of \$29,840.00, in accordance with their proposal dated August 5, 2016. Commissioner Gaskin seconded the motion. Discussion ensued on reasons for and against performing the Salary Study this year, vice next. Following Discussion, Chairman Barthelme called for the vote. Motion carried 3-2. Commissioners Carey and Mummaugh opposed the motion.

2. FY 2017 Operating Budget Amendment

Ms. Shick announced that the data provided in the binders today reflects a change from the information presented at the last meeting, noting the reduction in the telephone system upgrade by \$2,690.00, which is half of what was originally identified.

Commissioner Carey moved to amend the FY 2017 Operating Budget, as recommended by the Commission's Chief Financial Officer, to adjust expenditure line items as follows:

(1) Increase the following line items by the amounts indicated:

**Sewer Maintenance line item by \$290,000;
Sewer Telephone line item by \$9,000;
Water Telephone line item by \$1,300;
General Admin Contractual Labor line item by \$4,750;
Legal Services line item by \$25,089;
General Admin Misc. Consultants line item by \$14,840; and
General Admin Phone line item by \$1,900.**

(2) Decrease the following line items by the amounts indicated:

**Sewer Depreciation line item by \$9,000;
Water Contingencies by \$1,300;
Administrative Salaries line item by \$43,269; and
Payroll Taxes line item by \$3,310.**

Further, move that the net increase to expenditure line items, resulting from this Budget Amendment, in the amount of \$290,000, be offset by General Reserves.

This amendment will result in no change in Net Income from Service Charges.

Further move to amend the Capital Equipment and Expenditures in the FY 2017 Operating Budget as follows, which amendment will result in no net change to Capital Equipment and Expenditures:

- (a) Reduce the Identification Tags for Fire Hydrants by \$2,690;**
- (b) Reduce the Patuxent Park West Genset by \$19,000;**
- (c) Add a line item for Villages of Leonardtown – generator for \$19,000; and**
- (d) Add a line item for Telephone System Reporting Software for \$2,690.**

Commissioner Willing seconded the motion. Motion carried 5-0.

3. FY 2017 Capital Improvement Budget Amendment

Ms. Shick advised the Board that the FY 2017 Capital Improvement Budget Amendment proposes to approve the St. Clements Shores WWTP Expansion Phase A in the amount of \$906,500. Ms. Shick noted that there are sufficient reserves in the Sewer Capital Project Upgrade fund and Sewer Capital Project New Services fund to cover this project. Brief discussion ensued amongst the group on the status of reserves.

Commissioner Russell moved to amend the FY 2017 Capital Improvement Budget, as recommended by the Commission's Chief Financial Officer, to provide funding for a new project, St. Clements Shores WWTP Expansion Phase A, in the amount of \$906,500. Also, propose funding this project from reserves: \$725,200 from the Sewer Capital Project Upgrade Fund and \$181,300 from the Sewer Capital Project New Services fund.

Further move that this amendment be contingent on approval by the Commissioners of St. Mary's County. Commissioner Willing seconded the motion. Motion carried 5-0.

4. Tax Sale Deferral Policy Amendment

Ms. Shick detailed the three (3) proposed amendments to the Tax Sale Deferral Policy and cited reasons for the changes.

Commissioner Russell moved to adopt the proposed revisions to the Tax Sale Deferral Policy (FIN-14-04), to be effective immediately. Commissioner Gaskin seconded the motion. Motion carried 5-0.

5. Bill Printing: In-House versus Outsourcing

Ms. Shick noted that this informational item was covered at the last meeting and no questions posed by Board members on this item.

6. Weekly Billing

Ms. Shick noted that this informational item was covered at the last meeting and no questions posed by Board members on this item.

7. Local Business Procurement

Ms. Shick noted that this informational item was covered at the last meeting. Commissioner Carey inquired about the website component of the “How to do Business with MetCom?” Ms. Shick reported that the work is in process.

8. St. Clements Shores WWTP Upgrade: Design Services

Mr. Elberti performed a review of the St. Clements Shores WWTP Upgrade Design Cost Summary for the Phase A Treatment and Disposal and Phase B Treatment and Disposal, as outlined in the Dewberry proposal for the work detailed by Ms. Lynne Putnam at the last meeting. Mr. Elberti advised the Board that the requested Board action today is only for Phase A of the project. Brief discussion ensued amongst the Board and Mr. Elberti on the timing of Phase B, which would occur as part of the FY 2018 Capital Improvement Budget.

Commissioner Willing moved to accept and approve the proposal dated October 11, 2016, from Dewberry Consultants LLC, of Baltimore, Maryland, in the amount of \$83,136.19 (Phase A – Treatment), under the Engineering Services Contract (No. 16-07-E) for professional engineering design services required to perform engineering design services for the WWTP, under Project #2171SF, as recommended by the Chief Engineer.

Further move to authorize and direct the Executive Director to execute all documents as may be necessary to execute this Professional Engineering Services contract. Commissioner Russell seconded the motion. Motion carried 5-0.

Commissioner Willing moved to accept and approve the proposal dated October 11, 2016, from Dewberry Consultants LLC, of Baltimore Maryland, in the amount of \$192,804.42 (Phase A2 – Disposal), under the Engineering Services Contract (No. 16-07-E) for professional engineering design services for the WWTP, funded under FY17 Operating Budget, as recommended by the Chief Engineer.

Further move to authorize and direct the Executive Director to execute all documents as may be necessary to execute this Professional Engineering Services contract. Commissioner Russell seconded the motion. Motion carried 5-0.

9. MTWRF ENR Upgrade: Scissor Lift for Headworks Building

Mr. Elberti performed a scope of purchase for the Scissor Lift for the Marlay-Taylor Facility, which is required for maintenance of grit snails in the Headworks Building.

Commissioner Russell moved to accept and approve the purchase of a Genie Model GsS-1930 scissor lift, for the Marlay-Taylor WRF ENR Upgrade project, Contract #8-38-S, under the price quote dated September 6, 2016, from Capital Rentals, Inc. in the amount of \$12,662.20, as recommended by the Chief Engineer.

Further move to authorize and direct the Executive Director to execute all documents, as may be necessary to execute this purchase. Commissioner Gaskin seconded the motion. Motion carried 5-0.

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

Mr. Elberti performed a brief overview of the five items associated with Change Order No. 15 for the Marlay-Taylor WRF ENR Upgrade, as submitted by the Contractor, MEB. Question posed by Commissioner Willing on the 21-day time extension, noting that the summary sheet indicates no change to time is requested. Mr. Elberti advised that the increase in time is associated with the Contractor's Item No. 2, the most complicated of the five items.

Commissioner Russell moved to approve Change Order No. 15, dated October 27, 2016, to Contract #8-38-S (Marlay-Taylor WRF ENR Upgrade) with MEB General Contractors of Chesapeake, Virginia, to:

- (1) install both a temporary and permanent drain from the Dewatering Building to the Primary Clarifier Distribution box, thereby increasing contract costs by \$27,865.57;**
- (2) install a connection from an existing 8-inch pipe to the rerouted 36-inch influent line flowing to Primary Clarifier #2, thereby increasing contract costs by \$29,049.74;**
- (3) revise pavement methods and increasing paving scope to include existing pavement in disrepair, thereby decreasing contract costs by \$5,989.31;**
- (4) modify the Laboratory Building HVAC system to allow recirculation of air and to relocate existing electrical equipment from the old lab building, thereby increasing contract costs by \$11,210.00; and**
- (5) install two 12-inch ductile iron pipes under a roadway to allow for future installation of replacement hot water pipes, thereby increasing contract costs by \$5,591.12.**

The approval of Change Order No. 15 is recommended by the Chief Engineer and will result in a contract cost increase of \$67,727.12 and 21 calendar days of additional contract time.

Further move to authorize and direct the Executive Director to execute all documents as may be necessary to finalize this Change Order. Commissioner Willing seconded the motion. Motion carried 4-0-1. Commissioner Mummaugh abstained.

Mr. Elberti advised the Board that it has been a pleasure serving the Commissioners and serving at MetCom and he noted that Christy Hollander and Mike Sullivan would be helping in Engineering following his departure.

11. Grinder Pumps Purchase

Mr. Sullivan advised the Board that as discussed at the last meeting, this item is for the Grinder Pump units for the FY 2017 Capital Improvement Project in the Piney Point and Tall Timbers area.

Commissioner Carey moved that the Commission accept and award the procurement of fifty (50) Simplex Package Grinder Pump Units to Crane Pumps and Systems, Inc. of Piqua, Ohio, for the total price of \$109,400.00, as submitted in their quote dated September 13, 2016.

Further move that staff be authorized and directed to sign all documentation relating to this Contract award, including but not limited to the contract, and contract renewals and all approved changes orders. Commissioner Russell seconded the motion. Motion carried 5-0.

12. Water Tower and Tank Painting

Mr. Sullivan announced that the Water Tower and Tank Painting for this year includes the Paw Paw Hollow and Pine Hill Run water towers, the Piney Point Landings ground storage tanks and the portable water storage tank. Mr. Sullivan noted that as reported at the last meeting, the bid came in under budget. Brief discussion ensued between Commissioner Russell and Mr. Sullivan on the wide range of bid prices from the various contractors for this contract.

Commissioner Willing moved that the Commission accept and award the Water Tank Painting and Modifications Contract of the Paw Paw Hollow Water Tower, the Pine Hill Run Water Tower, the Piney Point Landings Water Storage Tank and the Portable Hydro-Pneumatic Water Tank to Manolis Painting Company of Baltimore, Maryland, for a total cost of \$488,500.00, as submitted in their bid dated September 22, 2016. Commissioner Russell seconded the motion. Motion carried 5-0.

13. Sewer Main Relining

Mr. Sullivan advised that the Sewer Main Relining project, a Capital Improvement Project, includes the relining of approximately 4,360 linear feet of 8" sewer mains in the Wicomico Shores Subdivision using the Cure-in-Place method. Mr. Sullivan noted that these services will be procured through a piggyback from the existing Howard County Contract.

Commissioner Carey moved that the Commission award the Wicomico Shores Sewer Line Rehabilitation Contract to AM Liner Ease, Inc., of Berryville, VA for the contract prices as submitted in the Howard County, Maryland On-Call Sewer Rehabilitation Contract, bid Number 2012-12, Agreement CA 09-2012. The total cost shall not exceed \$176,580.00. Further move that this procurement proceed under a cooperative contract, pursuant to Section V(A)(D) of the Procurement Policy. Commissioner Gaskin seconded the motion. Motion carried 5-0.

CONTINUING BUSINESS

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

Mr. Sullivan performed a review of the data compiled in conjunction with the proposed new vehicle purchase request for the Safety and Training Coordinator. Extensive discussion ensued amongst the Board and Mr. Sullivan on the matter, particularly the staffs identified needs versus the assertion by some Board members that this expenditure is unnecessary. Ms. Shick fielded questions posed by Board members regarding the policy personal vehicle use and mileage reimbursement. Mr. Sullivan fielded a variety of questions during the course of discussion related to the vehicle replacement policy, duties of the position for which the vehicle will be assigned, and use of the State Contract to procure vehicles at a cost significantly lower than those procured through sealed bids or dealerships.

Commissioner Russell moved to approve the procurement of a 2016 Jeep Patriot 4x4, for use by the Safety Coordinator, for the cost of \$19,677, from Criswell Performance Cars, LLC, under a vehicle contract with the State of Maryland.

Further move that this procurement proceed under a cooperative contract, pursuant to Section V(A)(D) of the Procurement Policy. Commissioner Willing seconded the motion. Motion carried 3-2. Commissioners Carey and Mummaugh opposed the motion.

EXECUTIVE SESSION

Commissioner Mummaugh moved to go into Executive Session at 4:03 p.m. to discuss Personnel Matters. Commissioner Gaskin seconded the motion. Motion carried 5-0.

Meeting reconvened at 5:18 p.m.

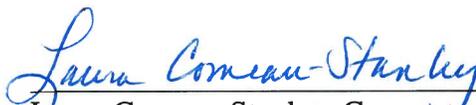
Commissioner Russell moved to proceed and give staff direction, as discussed in Executive Session. Commissioner Carey seconded the motion. Motion carried 5-0.

Commissioner Russell moved that Item No. 1 in the Consent Agenda, Legal Services, be approved and be made part of the Consent Agenda, as approved. Commissioner Gaskin seconded the motion. Motion carried 5-0.

Commissioner Gaskin moved to approve the minutes of the August 25, 2016 Executive Session meeting. Commissioner Russell seconded the motion. Motion carried 5-0.

ADJOURNMENT

There being no further business, Commissioner Russell moved to adjourn at 5:20 p.m. Commissioner Gaskin seconded the motion. Motion carried 5-0.



Laura Comeau-Stanley, Corporate Secretary