

**MINUTES
REGULAR SESSION
ST. MARY'S COUNTY METROPOLITAN COMMISSION
JANUARY 28, 2016**

The regular session of the meeting commenced at 3:03 p.m. In attendance were Commissioners Willing, Russell, Barthelme, Gaskin, Mummaugh, Pessagno and Thompson. MetCom staff in attendance included Bundy, Cullins, Shick, Elberti, Sullivan, Fehn, Meiser, Hallissy, Engleson, and Comeau-Stanley. Others present included Jason Babcock (*The Enterprise*).

Chairman Willing welcomed everyone and performed a review of the meeting agenda.

MOTION TO APPROVE AGENDA

Commissioner Russell moved to approve the Agenda, as presented. Commissioner Barthelme seconded the motion. Motion carried 6-0.

APPROVAL OF CONSENT AGENDA

Staff addressed questions from Commissioners Mummaugh and Russell regarding items included under the Consent Agenda.

Commissioner Russell moved to accept the Consent Agenda as presented. Commissioner Barthelme seconded the motion. Motion carried 6-0.

EXECUTIVE DIRECTOR'S REPORT

Mr. Bundy announced that there were no major incidents during the winter weather event and noted that the office closed at noon on Friday and Monday, following the County's closures. Scott noted that he will be off next Monday and Tuesday, but available by cell phone.

DIRECTOR OF HUMAN RESOURCES REPORT

A. LGIT Training Grant Award

Ms. Cullins announced the recent procurement of another training grant, totaling \$2,620.00 from Local Government Insurance Trust (LGIT) for Respiratory Protection Training, noting that our Safety and Training Coordinator, Judy Gilman, is very proactive in applying for training grants. Brief discussion ensued on those who will receive this training and staff noted that this particular training is for field employees working in confined spaces and those who perform chlorine cylinder changes at the treatment plants, who are required to wear respirators.

Ms. Cullins provided a brief update on the employment search for an Assistant Director, noting that of the 29 applications received, 22 are not qualified, 4 are marginally qualified and 3 appear qualified. Following a review of the advertising venues, Ms. Cullins noted that she plans to provide a detailed update at the next meeting.

CHIEF FINANCIAL OFFICER'S REPORT

A. FY 2017 Operating Budget: Assumptions & First Draft

Ms. Shick performed a review of the first draft of the FY 2017 Operating Budget, to include the assumptions, covering rates, salaries, position requests, maintenance, engineering, and general administration. Brief discussion ensued on the proposed salary increases and position requests. Mr. Bundy noted that this draft represents the preliminary work done by staff, but that much would be vetted by senior staff. Discussion ensued on justification of position requests with Mr. Bundy noting that there are some key retirements expected in the next few years and it is important that we find and groom staff to fill those upcoming vacancies. Additional discussion ensued between Board members and staff regarding the Other Post-Employment Benefits (OPEB) Health Insurance for Retirees and the State Pension program, specifically MetCom's liability.

Following a review of the operating income and expenses for the sewer, water, engineering, general and administrative divisions and other income and expenses, Ms. Shick detailed the next steps in the budget process.

B. FY 2017-2022 Capital Improvement Budget: Third Draft

Mr. Elberti initiated the presentation of the third draft of the Capital Improvement Budget for FY 2017-2022, noting the reduction of projects in the budget cycle, as detailed in the budget summary sheets included in the Board member binders. Mr. Elberti advised that the end-result is an increase of \$430,000 for Water projects and a decrease of \$9,800,000 in Sewer projects, citing the movement of the Forest Run Wastewater Pump Station into the out years as the biggest factor for that reduction. Brief discussion ensued amongst the Board and staff on Forest Run Station. Additional discussion ensued on what the rates would be if the two budgets presented today were accepted by the Board.

Ms. Shick and Mr. Bundy announced that Burton and Associates would be making a presentation to the Board at the next meeting to address the tier structure and discuss the current challenges of the new rate structure, noting that options would be provided for the Board's consideration during their presentation.

In closing, Ms. Shick advised that by the February 25 meeting, staff would be seeking the Boards approval to move forward with the Planning Commission submittal.

CHIEF ENGINEER'S REPORT

A. Piney Point Water System Design Proposal

Using an aerial map of the Piney Point Water System project site on the overhead monitors, Mr. Elberti highlighted the location of the new water lines and performed a review of the scope of work associate with this effort, citing that this would complete the design of this water system improvement project. Mr. Elberti noted that in order for this project to move forward, staff has

worked with property owners over the last year to secure necessary easements for those who have opted to abandon in place the existing water mains or excavate and remove the existing water mains. Mr. Elberti advised that under this new scope of work, the plans would depict all of the easements created. Discussion ensued amongst the group on the timing, funding, and budget for this project, as well as some history regarding the Piney Point System, which MetCom acquired several decades ago.

Commissioner Russell moved to accept and approve the proposal dated January 8, 2016, from Dewberry Consultants LLC, of Baltimore, Maryland in the amount of \$33,330.70, under the Engineering Services Contract #12-12-E, for professional engineering services required to complete bid documents for the Piney Point Water System, Project #5111WR, as recommended by the Chief Engineer.

Further move that the staff be authorized and directed to sign all documentation relating to this Contract award, including but not limited to the contract, any contract renewals and all approved change orders. Commissioner Barthelme seconded the motion. Motion carried 6-0.

Lastly, in response to Commissioner Thompson's question at the last meeting, regarding the number of customers served in St. Clements Shores, Mr. Elberti provided the following data: Allocated Sewer is 580 and Sewer Served is 549; Allocated Water is 362 and Water Served is 337. Using the overhead monitor, Mr. Elberti displayed aerial mapping, depicting those served in the area and identified with color-coding.

CHIEF OF FACILITIES & OPERATIONS REPORT

A. Essex South Sewer Main & Lateral Rehabilitation Contract Award

Mr. Sullivan performed a review of the scope of work associated with the Essex South Sewer Main and Lateral Rehabilitation Contract, citing that it includes the relining of the sewer mains and laterals on Lynn Drive, located within the Essex South Community in Lexington Park, using the Cured-In-Place method. Mr. Sullivan noted that the proposal prices are based on the Howard County, Maryland contract, which we obtain through a Piggyback, and noted that the contractor is already mobilized, performing work on the Patuxent Park Project, which results in a mobilization cost savings. Brief discussion ensued amongst the group on the project, the nature of this work, and the procurement process.

Commissioner Russell moved that, in accordance with Section V(D) of the Procurement Policy, the Commission award the Lynn Drive Sewer Lateral Rehabilitation Work, as a Cooperative Contract, to AM Liner East, Inc., of Berryville, Virginia, for the contract prices as submitted in the Howard County, Maryland on-Call Sewer Rehabilitation Contract, Bid Number 2012-25, Agreement CA 09-2012. The total cost shall not exceed \$339,775.

Further move that the staff be authorized and directed to sign all documentation relating to this Contract award, including but not limited to the contract, any contract renewals and

all approved change orders. Commissioner Barthelme seconded the motion. Motion carried 6-0.

COMMISSION MEMBERS' TIME

Commissioner Mummaugh made mention of a document he received from the County Commissioners office, which brought attention to the funds borrowed by MetCom from the Maryland Department of the Environment (MDE) and the Department of Housing and Community Development (DHCD), but not used. Discussion ensued between Mr. Bundy, Board members and staff regarding the matter, MetCom's total debt, the effect on rates, and planned borrowing practices for projects moving forward. Brief mention that further discussion could occur on this matter at the next meeting, following an opportunity for all Board members to review the referenced document.

Chairman Willing inquired about the new water meters and their reliability data, noting that he has a friend who has encountered inconsistencies in his bills and after a visit by a technician, a defect was discovered in the meter, which caused a fluctuation in his readings. Mr. Bundy asked that Chairman Willing provide him with an address for this customer, so that staff can look into the matter. Mr. Elberti made brief mention of the problems encountered with some of the retrofits for the old Sensus meters, noting that he plans to report more on that matter at the next meeting, which could shed some light to this issue.

ADJOURNMENT

There being no further business, **Commissioner Russell moved to adjourn the meeting at 4:37 p.m. Commissioner Gaskin seconded the motion. Motion carried 6-0.**



Laura Comeau-Stanley, Corporate Secretary