

**MINUTES
REGULAR SESSION
ST. MARY'S COUNTY METROPOLITAN COMMISSION
FEBRUARY 12, 2015**

Following a one-hour Special Executive Session meeting to discuss Personnel Issues related to the selection of an Executive Director, the regular session portion of the meeting commenced at 3:00 p.m. In attendance were Commissioners Willing, Russell, Barthelme, Gaskin, Mummaugh, Pessagno, and Thompson. MetCom staff in attendance included Meiser, Cullins, Shick, Elberti, Fehn, Sullivan, Potter, Smouse, and Comeau-Stanley. Others present included Scott Weikart, P.E. and Laurens van der Tak, P.E. (*CH2M Hill*), Dick Myers (*The BayNet*), Jason Babcock (*The Enterprise*), Steve King, and several MetCom staff for the presentation of the Length of Service award to Vince Abell.

Chairman Willing welcomed everyone and performed a review of the meeting agenda, noting a change to the order of reports, moving the Director of Human Resources ahead of all others. Chairman Willing also noted that Ms. Meiser is standing in for Mr. Ichniowski, who is out sick today.

MOTION TO APPROVE AGENDA

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

APPROVAL OF CONSENT AGENDA

Commissioner Russell moved to accept the Consent Agenda, as presented, and to hereby approve all matters contained upon the Consent Agenda. Commissioner Gaskin seconded the motion. Motion carried 6-0.

LENGTH OF SERVICE AWARD

Following a review of his long-standing service to the Metropolitan Commission by Ms. Cullins, Chairman Willing presented Charles V. "Vince" Abell, Water Operator, with a 25-Year Length of Service Award.

APPROVAL OF MINUTES

Commissioner Russell moved to approve the minutes of the December 11, 2014 meeting, as presented. Commissioner Gaskin seconded the motion. Motion passed 4-0-2. Commissioners Barthelme and Thompson abstained, as neither attended the December 11, 2014 meeting.

Commissioner Gaskin moved to approve the minutes of the January 8, 2014 meeting, as presented. Commissioner Russell seconded the motion. Motion passed 4-0-2. Commissioners Barthelme and Thompson abstained, as neither attended the January 8, 2014 meeting.

Commissioner Russell moved to approve the minutes of the January 22, 2015 meeting, as presented. Commissioner Mummaugh seconded the motion. Motion passed 4-0-2. Commissioners Pessagno and Gaskin abstained, as neither attended the January 22, 2015 meeting.

HUMAN RESOURCES DIRECTOR'S REPORT

A. Local Government Insurance Trust (LGIT) Training Grant

Ms. Cullins announced that our new Safety and Training Coordinator, Judy Gilman, has been working to make sure we are in compliance and keeping up with training to keep our employees safe. Ms. Cullins noted that Ms. Gilman was recently able to procure a \$3,300 training grant through LGIT for Signal Person and Rigging 1 Crane Training and is diligently working to procure other grant funding, as well as low or no cost training opportunities.

CHIEF ENGINEER'S REPORT

A. Marlay-Taylor Water Reclamation Facility Capacity and Expansion Analysis Presentation by CH2M Hill

Following a brief introduction by Mr. Elberti, Mr. Scott Weikart, P.E. and Mr. Laurens van der Tak, P.E. of CH2M Hill made a presentation to the Board regarding the proposed Marlay-Taylor Water Reclamation Facility Capacity and Expansion Analysis Project. Mr. Weikart explained the drivers behind the need for this work, which includes a regulatory requirement for the completion of a Capacity Management Plan when the flows at the plant begin to reach 80% of capacity, which we are nearing. Through a power point presentation displayed on the overhead monitors, Mr. Weikart and Mr. van der Tak detailed the scope of services, project understanding, and project management, followed by a review of the six elements included in the task order, as well as the schedule and budget for the effort. Mr. Weikart summarized the deliverables and then discussion ensued amongst the group on the Maryland Department of the Environment (MDE) requirement for this analysis. Mr. Weikart summarized the deliverables and performed a review of the CH2M Hill team members associated with this project. Mr. Weikart and Mr. van der Tak fielded questions from the Board members on various elements associated with the effort throughout the presentation.

Commissioner Russell moved to accept and approve the proposal dated February 12, 2015, in the amount of \$331,914.36, from CH2M Hill of Silver Spring, Maryland, for Engineering Services required to prepare a Capacity and Expansion Analysis report for Marlay-Taylor Water Reclamation Facility Expansion Project #8151SF, as recommended by the Chief Engineer. Commissioner Barthelme seconded the motion. Motion passed 6-0.

B. PAX NAS Interceptor Existing Conditions

Mr. Elberti updated the Board members on the existing conditions of the PAX NAS Interceptor sanitary sewer line. Photographic exhibits were displayed on the overhead monitors to illustrate the deterioration of the existing pipe and reveal the replacement pipe and improvements made under the Interceptor Rehabilitation, NAS, Capital Project #8122SR.

Following the presentation, discussion ensued amongst the group regarding the age of the pipe, breaks occurring in recent years, bypass measures used during the replacement, and the increased pipe size for planned future flows. Following discussion, Mr. Elberti provided a brief summary of the Interceptor project scope of work, including an explanation of the separation of the once combined effort into two projects.

EXECUTIVE DIRECTOR'S REPORT

A. Overview of Joint Meeting with the Commissioners of St. Mary's County (CSMC)

Ms. Meiser provided an overview of the Joint Meeting conducted between the Commissioners of St. Mary's County (CSMC) and the Metropolitan Commission Board members. Ms. Meiser noted that St. Clements Shores, specifically MetCom's request for direction from the current CSMC on the planning and design of an expansion of that facility, was not conclusive coming out of the meeting. Discussion ensued amongst the Board and staff on various elements associated with an expansion of the St. Clements Shores facility.

Ms. Meiser indicated that another unknown is if the current CSMC is in support of the Connection Policy Study Group recommendations and the inclusion of those into MetCom's proposed Section 113 updates to the County Code for the 2016 Legislative Session, as was directed by the previous CSMC. Ms. Meiser noted that the draft code changes in progress and under consideration by the MetCom Board incorporate the study group recommendations. Therefore, unless notification or direction is received from the current CSMC, MetCom will proceed based upon the direction of the previous CSMC. Commissioner Mummaugh sought information on the use of Bay Restoration Fee funds for service connections once the Marlay-Taylor facility ENR Upgrade and asked that staff perform the research to obtain that information. Ms. Meiser asked Board members to please let us know if there are any other questions regarding the Joint Meeting that they would like staff to follow up on.

B. Personnel Acknowledgements

Ms. Meiser advised that a complimentary email was recently received from a customer relating to an after-hours grinder pump service call. Ms. Meiser noted that a copy of the email is included in the meeting binders, as Mr. Ichniowski wanted to share this information with the Board members.

C. Metropolitan Commission FY 2014 Annual Report

Ms. Meiser announced the completion of the FY 2014 Annual Report, noting that a copy has been provided to each Board member today and a copy has been distributed to the CSMC, as well as posted to our website. Ms. Meiser indicated that there are additional copies available for distribution.

CHIEF FINANCIAL OFFICER'S REPORT

A. FY 2016-2021 Capital Improvement Budget Preliminary Approval for Planning Commission Submittal

Ms. Shick advised Mr. Elberti reviewed all of the projects for FY 2016 at the last meeting, noting that no changes have been made since then. Therefore, staff is seeking the Board's approval to submit this Capital Improvement Plan and Budget to the Planning Commission for approval. Ms. Shick provided a brief overview of the budget timeline, with a focus on the submittal and presentation dates to the Planning Commission and the CSMC. Extensive discussion ensued amongst the Board and staff on the removal of projects from the proposed budget, when compared to planned projects identified in last year's budget and plan.

Commissioner Mummaugh noted that he wished staff had given the Board this before the last meeting and then all of his questions could have been answered. Chairman Willing, Ms. Shick and Mr. Elberti collectively noted that nothing has changed since then and Commissioner Mummaugh indicated that the budget was sent, but not the detail. Mr. Elberti advised that the budget summary, with all of the detail was sent with pre-commission mailing before the workshop.

Questions posed and explanation provided by staff regarding the water and sewer budget summary sheet columns and the prior-approved classification. Additional discussion ensued on the current interest rates and if any consideration should be given to increasing the number of planned projects to avail ourselves to the lower interest rates while they exist. It was noted that these measures were taken to keep the rate increases moderate, rather than significant.

After additional discussion regarding planned projects, timing of engineering, construction and maintenance, Board members and staff discussed the need to present the best possible budget and plan to the Planning Commission and not a product we plan to amend.

Commissioner Barthelme moved to direct staff to submit the proposed FY 2016 Capital Improvement Budget and the FY 2016-2021 Capital Improvement Plan to the Planning Commission for its review and approval. Commissioner Russell seconded the motion. Motion passed 5-1. Commissioner Pessagno opposed.

B. FY 2014 Single Audit

Ms. Shick explained that any entity receiving more than \$500,000 in Federal Funds is required to have a Single Audit performed. Ms. Shick provided a breakdown of the Federal Funds received by MetCom for various projects, which amounted to \$2,268,168 and advised that we received an unmodified opinion or clean opinion from an independent auditor. A bound copy of the Single Audit was provided to Board members for their review and retention.

C. Update: Rate Study Public Information Meeting

Ms. Shick advised that a Public Information Meeting regarding the proposed rate structure was conducted on February 2 at the Bay District Volunteer Fire Department Social Hall. Ms. Shick noted that in addition to staff, there were 26 customers in attendance, along with some of our Board members and 2 representatives from Burton & Associates. Ms. Shick referred the Board members to the summary of questions and comments contained in their binders and advised that it was a good meeting overall. Ms. Shick mentioned that there were several questions posed and comments made that did not pertain to the rate structure, but that addressed those comments and in some cases, followed up with customers to clarify information and/or assist them with other matters.

Ms. Shick addressed the rate projections she sent to the Board members and indicated that the smaller volume customers are going to be paying less under the new rate structure, which accounts for the majority of MetCom's customers. Discussion ensued amongst the Board and Ms. Shick on the commercial rates under the new rate structure, which led to an inquiry regarding the commercial rates of neighboring counties and how they compare to ours. Staff advised that making an across-the-board comparison of rates in Calvert or Charles County to MetCom's will yield only a best guess with assumptions and caveats to the data, as each rate structure is different.

Additional discussion ensued on the increase for those commercial customers with larger meters being greater. Board members agreed that there is still much discussion that will occur on the matter of the new rate structure and tabled discussion on this matter for today.

CHIEF OF FACILITIES AND OPERATIONS

A. Grinder Pump Retrofits Purchase Approval

Mr. Sullivan performed a review of the Capital Improvement Budget purchase request for the retrofitted grinder pump core units to be installed in the existing grinder pump vaults, indicating that the retrofits are used to replace existing units where the vaults do not need to be replaced. Mr. Sullivan advised that staff attempts to maintain an inventory of 25 spare retrofit pumps to accommodate our needs when severe weather causes problems for customer grinder pumps, primarily in the Piney Point, St. George Island, St. Clements Shores areas. Mr. Sullivan noted that request for quotes were sent to the only two manufacturer's representatives that met our specifications and staff recommends purchasing from the lowest price bidder.

Commissioner Russell moved that the Commission approve the procurement of sixty (60) Myers E-One Retrofit Grinder Pump Units, from STH, Inc. of Frederick, Maryland, for the total price of \$62,640.00, as submitted in their quote, dated January 13, 2015. Commissioner Barthelme seconded the motion. Motion passed 5-0-1. Commissioner Pessagno abstained due to a potential conflict.

EXECUTIVE SESSION

Commissioner Russell moved to go into Executive Session at 4:50 p.m. to discuss personnel matters. Commissioner Gaskin seconded the motion. Motion passed 6-0.

Meeting reconvened into regular session at 5:28 p.m.

APPROVAL OF EXECUTIVE SESSION MINUTES

Commissioner Mummaugh moved to approve the Executive Session minutes of December 11, 2014. Commissioner Russell seconded the motion. Motion carried 4-0-2. Commissioners Barthelme and Thompson abstained.

Commissioner Mummaugh moved to approve the Executive Session minutes of January 8, 2015. Commissioner Russell seconded the motion. Motion carried 4-0-2. Commissioners Barthelme and Thompson abstained.

Commissioner Mummaugh moved to direct staff to move forward with the successful candidate for the Executive Director position, as discussed in Executive Session. Commissioner Gaskin seconded the motion. Motion passed 6-0.

COMMISSION MEMBERS' TIME

No items to address at this time.

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Prior to adjournment, Mr. Elberti presented Commissioners Pessagno and Gaskin with a copy of the Capital Improvement Budget materials distributed at the Budget Work Session conducted on January 22, 2015.

ADJOURNMENT

There being no further business, **Commissioner Russell moved to adjourn the meeting at 5:31 p.m. Commissioner Gaskin seconded the motion. Motion carried 6-0.**



Laura Comeau-Stanley, Corporate Secretary