

**MINUTES
REGULAR SESSION
ST. MARY'S COUNTY METROPOLITAN COMMISSION
AUGUST 13, 2015**

The regular session of the meeting commenced at 3:02 p.m. In attendance were Commissioners Willing, Russell, Barthelme, Mummaugh, Pessagno, and Thompson. MetCom staff in attendance included Meiser, Cullins, Shick, Elberti, Fehn, Potter, Smouse, and Comeau-Stanley. Others present included Lynne Putnam (*Dewberry*), Jason Babcock (*The Enterprise*), and Dick Myers (*The BayNet*).

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

MOTION TO APPROVE AGENDA

Commissioner Russell moved to approve the draft Agenda, as presented. Commissioner Barthelme seconded the motion. Motion carried 5-0.

APPROVAL OF CONSENT AGENDA

Commissioner Mummaugh inquired if we knew how many EDUs were paid in June and Ms. Shick noted that there were many who paid for sewer, but not as many for water. Chairman Willing read aloud an excerpt from the Operations & Maintenance Standard Report regarding the installation of the new wastewater pumping station for the St. Clements Shores community. He took a moment to recognize the MetCom operations staff involved in that effort and noted the 40% budget savings, which totaled \$65,000.00.

Commissioner Russell moved to accept the Consent Agenda as presented, and to hereby approve all matters contained upon the Consent Agenda. Commissioner Barthelme seconded the motion. Motion carried 5-0.

APPROVAL OF MEETING MINUTES

Commissioner Russell moved to approve the minutes of the July 13, 2015 meeting, as presented. Commissioner Mummaugh seconded the motion. Motion carried 3-0-2. Commissioners Barthelme and Thompson abstained, as they were not present for the July 13, 2015 meeting.

Commissioner Russell moved to approve the minutes of the July 23, 2015 meeting, as presented. Commissioner Thompson seconded the motion. Motion carried 5-0.

CHIEF FINANCIAL OFFICER'S REPORT

A. Customer Billing – Tenant/Landlord Account Transfers & Billing Errors Policy Amendment

Ms. Shick performed an overview of the proposed changes associated with the Customer Billing - Tenant/Landlord Account Transfers & Billing Errors Policy, which includes a title change to the policy to cover two matters and a requirement that landlord/property owner have an account paid in full prior to it being transferred into a tenant's name. Brief discussion ensued amongst the group.

Commissioner Barthelme moved that the Commission approve and adopt the proposed amendments to the Customer Billing – Tenant/Landlord Account Transfers & Billing Errors Policy Amendment, effective immediately. Commissioner Mummaugh seconded the motion. Motion carried 5-0.

Ms. Shick advised the Board members that the Loan Refinancing closed, as expected, on August 6, 2015, with no change to the rates previously quoted.

CHIEF ENGINEER'S REPORT

A. Radio Read Water Meters Project, Phases 1 & 2: Contract Change Order No. 8

Mr. Elberti advised the Board members that proposed Change Order No. 8 for the Radio Read Water Meters Project provides for a time extension of 122 calendar days to complete the additional excavations and project closeout. Mr. Elberti performed a project status overview, noting that the project is currently 96% complete with 514 remaining excavations. Discussion ensued amongst the group on the work remaining, personnel, and the budgetary surplus, which Mr. Elberti indicated should be slightly less than one-million dollars.

Commissioner Barthelme moved to approve Change Order No. 8, dated August 13, 2015, to Contract #WO1112, (Radio Read Water Meters Project Phases 1 & 2), with National Metering Services, Inc., of Kearny, New Jersey, to increase the completion date by 122 calendar days to complete additional excavations and project close out. The approval of Change Order No. 8 is recommended by the Chief Engineer and will result in no increase to the contract cost. Commissioner Thompson seconded the motion. Motion carried 5-0.

B. Marlay-Taylor Water Reclamation Facility (MTWRF) ENR Upgrade: Contract Change Order No. 9

Mr. Elberti performed a review of the items associated with the consultant's design service Change Order No. 9 of the MTWRF ENR Upgrade, citing additional construction phase engineering services, as well as SCADA hardware and software. Ms. Putnam of Dewberry provided details related to the design work performed by Brown and Caldwell, noting that the additional costs are to replace those items that cannot be converted within the existing system, which was not in the original MEB Contract.

Commissioner Mummaugh initiated discussion on the original budget, contract change orders to date, contingencies and alternates to pull from the project. Mr. Elberti and Ms. Putnam advised that this change order represents the estimated budget to complete the project. Additional discussion ensued on the increases in the consultant hourly billing rates, which Mr. Elberti explained was negotiated as a clause of the contract.

Commissioner Pessagno sought clarification that, barring any unforeseen conditions, this would be the cost to complete this project. Mr. Elberti confirmed that to be true, but advised that if contractor change orders were necessary, Ms. Putnam would continue to present those to the Board.

Commissioner Barthelme moved to accept and approve Engineering Design Change Order No. 9, dated, dated August 5, 2015, from Dewberry Consultants LLC, of Baltimore, Maryland, in the amount of \$609,742.00, for:

- (1) Additional Construction Phase Engineering Services; and**
- (2) The procurement of software and hardware equipment for the new SCADA system upgrade.**

The above-referenced additional costs are necessary to complete the Marlay-Taylor WRF ENR Upgrade under Project #8-38-S, as recommended by the Chief Engineer. Commissioner Russell seconded the motion. Motion carried 5-0.

APPROVAL OF EXECUTIVE SESSION MINUTES

Commissioner Willing called for a brief recess at 3:30 p.m. to allow all Commissioners to review the Executive Session Minutes.

Meeting reconvened at 3:33 p.m.

Commissioner Russell moved to approve the Executive Session minutes of July 23, 2015. Commissioner Thompson seconded the motion. Motion carried 5-0.

COMMISSION MEMBERS' TIME

Chairman Willing noted that one of the Executive Director Candidates has requested a mileage reimbursement and as there was no direction provided to Ms. Cullins in advance of the interview process, asked that the Board consider the request. Extensive discussion ensued amongst the group on the matter and following discussion, Board members collectively agreed to reimburse the candidate for his mileage, in accordance with the current mileage rates and using point-to-point distance calculations, such as Google maps. Chairman Willing directed staff to prepare a reimbursement policy for the Board's future consideration.

Commissioner Russell moved to authorize Ms. Cullins to pay a reasonable mileage for the applicant who traveled from New Jersey and has requested reimbursement. Commissioner Barthelme seconded the motion. Motion carried 5-0.

ADJOURNMENT

There being no further business, **Commissioner Russell moved to adjourn the meeting at 3:42 p.m. Commissioner Thompson seconded the motion. Motion carried 5-0.**