

**MINUTES
REGULAR SESSION
ST. MARY'S COUNTY METROPOLITAN COMMISSION
AUGUST 28, 2014**

Following a one-hour work session on the Proposed Code Revisions to Section 113 for the 2016 Legislative Session, the regular session portion of the meeting commenced at 3:02 p.m. In attendance were Commissioners Willing, DeMauro, Gaskin, Mummaugh, Pessagno, and Russell; MetCom staff Ichniowski, Cullins, Elberti, Sullivan, Fehn, Meiser, Roys, Hogan, Edwards, and Comeau-Stanley.

Chairman Willing performed a review of the meeting agenda.

MOTION TO APPROVE AGENDA

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

MOTION TO APPROVE 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 4-1. Commissioner Pessagno opposed.

APPROVAL OF MINUTES

Commissioner Gaskin moved to approve the July 24, 2014 minutes, as presented. Commissioner Mummaugh seconded the motion. Chairman Willing noted that he was not present at the meeting and Commissioners DeMauro and Russell noted that they were also absent and will abstain from voting. Call for vote results in 3 in favor and 2 abstentions.

Ms. Meiser announced that the action is not valid, as we need a majority of the quorum present at today's proceedings and three members is not sufficient. After deferring to General Counsel, Chairman Willing indicated that we would table the action.

Commissioner Russell moved to accept the minutes of the August 14, 2014 meeting, as presented. Commissioner Gaskin seconded the motion. Discussion initiated by Commission Mummaugh, who indicated that a specific question he posed at the end of Commission Members time to the Dewberry engineer present, regarding the construction estimate, was not reflected in the minutes, but should be, as it is key to the point he was trying to make. Additional discussion ensued amongst Chairman Willing, Ms. Meiser and Commission Mummaugh. Following discussion, call for vote by Chairman Willing. Motion failed 0-4-1. Commission DeMauro abstained.

Chairman Willing advised that the Board would consider a review of the minutes at the next meeting. Mr. Ichniowski asked Commissioner Mummaugh and Board members if they wished to have staff pull that information together for the next meeting and response was to the affirmative.

DIRECTOR'S REPORT

A. Asset Management Software Upgrade: Phase 3, Amendment 6

Mr. Ichniowski provided an overview of the scope of services associated with the next phase of the Asset Management Software Upgrade, citing the implementation of northern wastewater treatment facilities and fleet management into Cityworks software; evaluation of MetCom's permitting process and viability of using Cityworks; GIS strategy for data implementation; water and wastewater data development; and project management. Mr. Ichniowski noted that we embarked on this project a few years ago and have completed the first two phases, which includes the sewer system, pump stations, and water system. Mr. Ichniowski explained that the next phase would bring us to 80% completion of the entire process.

Question posed by Commissioner DeMauro on an estimate of how much money has been saved using this software. Mr. Hogan, Wastewater Collections Superintendent, noted that we are currently building all of the assets into the system, to include maintenance and operational histories. Once the data matures and we start calling the data for justifications on capital improvement and replacement costs for equipment, we will begin to see the actual cost benefit to MetCom, but because we are still building that data, we are not presently able to see a tangible benefit. Mr. Ichniowski made brief mention of the recognized benefit of the work order system and provided a brief explanation of the processes, both new and old, to the Board members.

Commissioner Russell moved to approve the procurement of additional engineering services, in the amount of \$200,000.00, to complete Phase 3 of the implementation of the Cityworks software for the Asset Management Software Upgrade, Project #SW1201, under the open-ended engineering services contract with SH2M hill, Contract No. 12-12-E, all in accordance with the approved FY 2015 Capital Improvement Budget. Commissioner Mummaugh seconded the motion. Motion carried 5-0.

CHIEF FINANCIAL OFFICER'S REPORT

A. Reserve Policy

Mr. Ichniowski announced that Ms. Shick could not be here this afternoon due to a family emergency and presented her report item, advising that two-weeks ago a draft Reserve Policy was reviewed with the Board. Mr. Ichniowski noted that MetCom's reserves have been managed informally through the budget process each year to reduce some of the operating and capital costs. Mr. Ichniowski further noted that this policy is intended to give staff a little more guidance in preparing the budget and recommendations to the Board and to help MetCom achieve its financial goals. Mr. Ichniowski provided a brief overview of the policy and indicated that if Board members have any questions, he will try to answer them, but may have to defer to Ms. Shick upon her return. Brief discussion ensued amongst the group regarding the effect on rates due to changes in the reserve levels and timing of those changes. Chairman Willing suggested that due to Ms. Shick's absence, this item would be placed on the agenda for additional discussion and consideration at the next meeting.

CHIEF ENGINEER'S REPORT

A. Automatic Meter Reading (AMR) Implementation, Phase 2 Engineering Services Contract Award

Mr. Elberti provided a brief review of the engineering services associated with the contract for Phase 2 of the AMR Water Meter Project, which is a continuation of the approved Capital Improvement Budget project for 2,000 additional Neptune mobile automatic meter read water meters. Mr. Elberti noted that the proposed fee is well below the budgeted amount of \$112,000.00, as the current contractor, Whitman, Requardt & Associates (WRA) prepared the bid documents, assisted in the bid approval process and provided construction phase services for Phase 1 of this project. Mr. Elberti advised that we are 86% complete with Phase 1 of the effort and completion is expected by mid-November, as shown on the status update in their binders.

Mr. Elberti noted that the project manager, Mr. Roys, is here to answer any questions Board members may have. Mr. Elberti indicated that if the Board approves this contract, it would allow for a seamless transition from Phase 1 to Phase 2. Mr. Elberti opened the floor to questions from the Board and Commissioner Pessagno asked if the 1.9 million dollar cost of the project equates to 1.9 million dollars in benefits? Extensive discussion ensued on the project between Mr. Elberti, Mr. Ichniowski and several Board members, which included continuation of this approved capital improvement budget project, grant funding received from MDE for Phase 1, replacement of meters, as well as the life of meters and batteries. Additional discussion ensued amongst the Board on the overall impact if the next phase of the project is not approved. Staff advised that it would warrant a reconsideration of the planned rate restructuring. Mr. Elberti quoted the MDE "green initiative" benefits of the project, such as consumer conservation and system leak detection through monthly meter readings instead of quarterly meter readings.

At the request of Commissioner Mummaugh, Mr. Elberti provided insight on the status of the budget for Phase 1, noting that we anticipate that we will be 1.5 million dollars under budget, but explained that we are not able to use those funds for this Phase of the project. Additional discussion ensued on the surveys performed for Phase 1 and those being performed for Phase 2.

Commissioner Russell moved to accept and approve the proposal dated August 8, 2014, from Whitman, Requardt & Associates, LLP (WRA) of Baltimore, Maryland, in the amount of \$39,714.40, for professional design engineering services on Project #WO1213, under a one-time sole source procurement, pursuant to Section V(C)(1)(f) of the Procurement Policy, as recommended by the Chief Engineer. No second received. Motion fails.

CHIEF OF FACILITIES AND OPERATIONS REPORT

A. Essex South Sewer Main & Lateral Rehabilitation Contract Award

Mr. Sullivan provided the Board members with the scope of services associated with this contract award, citing that it is for the relining of the sewer mains and laterals in sections of the Essex South subdivision, using the Cured-In-Place method. For the benefit of the Board members, Mr. Sullivan presented a sample of the sewer relining material. Mr. Sullivan noted

that the contractor completed the preliminary work at the end of the last fiscal year and staff is seeking approval to perform the relining in this neighborhood. Mr. Sullivan advised that this was competitively bid by Howard County and MetCom will piggyback off their contract. Additionally, this work is included in the FY 2015 Capital Improvement Budget for I&I Replacement. Additional details of top hat process to rehabilitation the sewer laterals was provided by Mr. Sullivan. Brief discussion ensued on the process and any problems experienced with this work. Mr. Hogan detailed one instance where twisting in the liner occurred, discovered through CCTV inspections, which required point repair. Brief discussion ensued on funds budgeted for these I&I efforts.

Commissioner DeMauro moved that the Commission award the Essex South Community Sewer main Rehabilitation Work 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, as a Cooperative Contract procurement, pursuant to Section V(D)(1) of the Procurement Policy. The total cost shall not exceed \$235,000.00. Commissioner Gaskin seconded the motion. Motion carried 5-0.

B. Bay Interceptor Sewer Relining Contract Award

Mr. Sullivan detailed the scope of services associated with the Bay Interceptor Sewer Relining Contract, citing that the work is similar to the work just identified under his first report item. Mr. Sullivan indicated that this 21" concrete reinforced gravity sewer main, which starts on Mattapany Road and runs north, parallel to Route 235 and up to the Marlay-Taylor facility, is a continuation of work initiated three-years ago and is for approximately 3,400 linear feet of line. As with the prior project presented today, MetCom will piggyback off the Howard County contract.

Commissioner DeMauro moved that the Commission award the Bay Interceptor Rehabilitation Work 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, as a Cooperative Contract procurement, pursuant to Section V(D)(1) of the Procurement Policy. The total cost shall not exceed \$390,000.00. Commissioner Russell seconded the motion. Motion carried 5-0.

C. Manhole Rehabilitation Services

Mr. Sullivan advised the Board that recently the contractor previously used for Manhole Rehabilitation was in the area performing work for another contractor. While in the area, they were asked to rehabilitate eleven (11) manholes in the Town Creek and Shangri-La Drive areas, as well as the Bradley Boulevard Wastewater Station wet well, all of which staff identified as needing rehabilitation. Mr. Sullivan advised that there is funding in the Capital Improvement Budget for this effort, however under the new procurement policy, staff committed an error, as there was a requirement to obtain the Board's approval prior to the expenditure. Mr. Sullivan apologized for the error and requested the Board's approval after the fact. Mr. Sullivan advised that this item was competitively bid through an open-end multi-year contract.

Commissioner DeMauro moved that the Commission approve the Manhole Rehabilitation & sealing work in the Town Creek and Shangri-La Drive areas, performed by D&S Contractors, of Ashland, Virginia, for a total cost of \$17,293.40, in accordance with the open-end Sanitary Sewer Rehabilitation & Sealing Contract, Contract Number 10-06-F. Commissioner Gaskin seconded the motion. Motion carried 5-0.

CONTINUING BUSINESS

A. Assistant Director Position

Chairman Willing opened the floor for discussion on the Assistant Director position. Commissioners Mummaugh and DeMauro collectively indicated their desire to advertise the position. Discussion ensued amongst the Board and staff in regards to advertising the full salary range for the position rather than the base salary for the grade, as indicated in the policy. Mr. Ichniowski indicated that staff would bring the matter back at the next meeting for the Board consideration and finalization. Chairman Willing advised that Board members should be come to the meeting prepared to identify a schedule for the review of candidate applications and conducting interviews, as there are other work sessions ongoing that will force the Board to establish a timeline for the process. Chairman Willing reiterated action items for staff, which include a new advertisement, proposed advertising venues, and a schedule outline. Chairman Willing addressed the position description and indicated that the first item to address on this matter at the next meeting will be the position description. Commissioner DeMauro requested that the last two position descriptions for the Assistant Director be sent to the Board members via email prior to the next meeting.

COMMISSION MEMBERS' TIME

Nothing to address at this time. Chairman Willing wished everyone a happy and safe Labor Day weekend.

ADJOURNMENT

There being no further business, Commissioner Russell moved to adjourn the meeting at 4:02 p.m. Commissioner DeMauro seconded the motion. Motion carried 5-0.

Laura Comeau-Stanley, Corporate Secretary