

MINUTES
ST. MARY'S COUNTY METROPOLITAN COMMISSION
AGENDA MEETING
AUGUST 18, 2016

Following a Special Meeting, the Regular Session of the St. Mary's County Metropolitan Commission Agenda Meeting commenced at 3:49 p.m. In attendance were Chairman Barthelme, Vice-Chairman Russell, Commissioners Carey, Gaskin, Mummaugh, Thompson, and Willing. MetCom staff in attendance included Cullins, Shick, Elberti, Sullivan, Fehn, Meiser, Hallissy, Engleson, Thomas and Comeau-Stanley. Others present included Lynne Putnam (*Dewberry*), Jeff Garber (*Brown & Caldwell*), Jason Babcock (*Reporter, The Enterprise*), Dick Myers (*Reporter, The BayNet*), and Guy Leonard (*Reporter, The County Times*).

Chairman Barthelme welcomed everyone to the Agenda Meeting and performed a review of the Agenda, noting that the Executive Director's report would be postponed until next week, as Mr. Bundy is out this week with a family emergency.

ROLL CALL OF METROPOLITAN COMMISSION BOARD

Chairman Barthelme noted that all seven (7) Commissioners are present today.

APPROVAL OF THE AGENDA

Commissioner Mummaugh moved to approve the agenda. Commissioner Thompson seconded the motion. Motion carried 6-0.

PROPOSED LENGTH OF SERVICE AWARDS

Chairman Barthelme advised that there will be two (2) length of service awards presented at the August 25, 2016.

PROPOSED PUBLIC FORUM

Chairman Barthelme advised that Ruth and Robert Montgomery, as well as Kelly Nahaj submitted their requests to speak during the Public Forum portion of the meeting on August 25, 2016.

PROPOSED APPROVAL OF MEETING MINUTES

Chairman Barthelme advised that the minutes planned for review and approval at the August 25, 2016 meeting include the July 13 special meeting, the July 21 and July 28 regular meetings, and the June 9, July 13 and July 21 executive session meetings.

PROPOSED EXECUTIVE DIRECTOR'S REPORT

Chairman Barthelme reiterated that due to the Executive Director's absence, his report would be postponed until the next meeting.

PROPOSED CONSENT AGENDA

1. Aggregate Contract Award
2. Northern Data Systems Emergency Purchase
3. Fiscal Standard Report – July 2016
4. Engineering Standard Report – July 2016
5. Operations Standard Report – July 2016
6. Check Registers 7/28, 8/04, & 8/11
7. Revised Engineering Design Services Scope for Great Mills WWPS Change Order No. 2

Following presentations by staff of the consent agenda items, some discussion ensued amongst the group on various procurement and report items, which staff plans to present for the Board's approval at the August 25, 2016 meeting.

PROPOSED NEW BUSINESS

1. Department of Housing and Community Development (DHCD) Loan Reprogramming Resolution 2016-03

Ms. Shick provided details on the DHCD Loan Reprogramming Resolution, which incorporates eleven (11) additional projects to the 2013 loan, making the funds eligible for use on those projects, but does not increase the amount of debt. Ms. Shick advised that this provides flexibility to spend loan proceeds as soon as possible on projects included in our Capital Improvement Budget, as there are some large projects that have been delayed. Ms. Shick noted that a required public hearing was conducted August 15, although no one attended. Ms. Shick performed a review of the project summary, to include the original loan amount, revised eligible amount, and projected use of loan. Ms. Shick fielded questions from Board members and brief discussion ensued amongst the group.

2. FY 2016 Fourth Quarter Financial Statements

Ms. Shick performed a review of the FY 2016 Fourth Quarter Financial Statements, detailing the Water, Sewer, Engineering, General and Administrative Divisions, as well as income, expenses and debt service. Brief discussion ensued on the new rates and the income reduction in FY 2016. Ms. Shick advised the Board that an \$8,500 invoice was just received from the Maryland Department of the Environment (MDE) for violations associated with sanitary sewer overflows through June 2015. Ms. Shick explained that she plans to incorporate that expense into the financial statements and would provide an updated report at the next meeting. Brief discussion ensued amongst Board members and Ms. Shick at various points during the presentation. Mr. Sullivan addressed questions related to water maintenance and reporting of associated parts and labor within Citiworks.

3. FY 2017 Operating Budget Amendment

Ms. Shick performed a review of the items associated with the budget amendment, citing an increase of sewer materials and supplies to purchase a powered air purifying respirator (PAPR) for the sewer maintenance division. Ms. Shick noted that this would enable a reduction in expenses related to annual medical fit testing for respirator equipment. Brief discussion ensued amongst the group and Mr. Sullivan on the equipment, including details regarding its use and life expectancy.

4. Piney Point Sewer Line Replacement Change Order No. 1

Mr. Elberti performed a summary of the items associated with the proposed Change Order No. 1, noting that this is the final quantities change order for the new force main. Using the overhead monitor, Mr. Elberti displayed photographs of the site, which is located in Valley Lee, along MD 249 from MD 244 to Shetland Acres drive. Mr. Elberti detailed the other costs charged to the project, summarizing direct and indirect costs. Brief discussion ensued on the in-house construction management of the project.

5. Exterior Petty Building Upgrades Design Services Contract Award

Mr. Elberti reviewed the project summary for the Petty Building Exterior Upgrades and displayed aerial photographs and exhibits of the site using the overhead monitor. Mr. Elberti advised the Board that local engineering firm is preparing the site plan and the proposed contract award is for architectural design services to assist with the design-build documents associated with the project. Mr. Elberti recommended the award of the contract to the lowest bidder, Rummel Kleppner & Kahl (RK&K), one of MetCom's on-call engineering consultants. Some discussion ensued amongst the group on the use of local engineering firms on MetCom projects and the construction budget.

6. Marlay-Taylor Water Reclamation Facility ENR Upgrade: SCADA Design Services Change Order No. 11

Mr. Elberti introduced Dewberry Senior Associate Lynne Putnam and Brown & Caldwell Representative Jeff Garber, who aided in the presentation of Change Order 11, for the coordination of software implementation and additional programming of new SCADA control system for the Marlay-Taylor Facility ENR Upgrade, as requested by MetCom. Following questions by members of the Board, Mr. Elberti performed an overview of the change orders to date and Mr. Garber and Ms. Putnam addressed the SCADA/PLC Upgrades included under the prior approved Change Order No. 9. Mr. Garber noted that iHistorian and Dream Reports software and the associated programming was not included in the scoping phase of the initial SCADA Amendment, as MetCom declined to include it at that time. Mr. Garber addressed various software transitions that have occurred during the project and brief discussion ensued amongst the group on future software upgrades and ongoing maintenance provided by Brown & Caldwell and others.

7. Miscellaneous Water Line and Saddle Repairs

Mr. Elberti performed a review of the scope of purchase associated with the new Miscellaneous Water Line and Saddle Repairs Capital Improvement Budget project, intended to address needs throughout the County. Mr. Elberti advised that the proposed purchase includes eighteen (18) to twenty (20) test pits in the Esperanza Farms Subdivision to determine the existing conditions for future repairs to the water system. Mr. Elberti advised that the work is performed in advance of directional drilling for saddle replacement and connections to water mains within the subdivision. Mr. Elberti noted that the work would be performed by AB&H Excavating, Inc., one of our two Emergency Services and Scheduled Construction On-Call Contractors.

8. Charlotte Hall Tower and Hollywood Tower Painting Inspections

Mr. Elberti performed a review of the scope of work associated with the Charlotte Hall and Hollywood Water Towers Painting Inspections, citing required daily inspections of the painting of both elevated water storage towers, per the contract. Mr. Elberti provided details of the inspection budget and costs for daily for paint inspections, which are anticipated to take sixty (60) days.

9. Great Mills WWPS Replacement Boundary Line Adjustment Plat & Easement Preparation

Mr. Elberti detailed the scope of work associated with the Great Mills Wastewater Pump Station (WWPS) Replacement Boundary Line Adjustment Plat and Easement Preparation for the benefit of the Board. Mr. Elberti indicated that Mudd Engineering, one of our local Survey Services Contractors, recommended use of Trautman Surveying, as they have the necessary controls and plats to perform the required work. Mr. Elberti advised that Trautman performed the survey work for the installation of the Friendly Tavern complex, the property located in front of the property MetCom is purchasing for the replacement pump station. Mr. Elberti noted that in light of the survey data already collected, the Trautman Surveying estimate was significantly less than the Mudd Engineering estimate.

PROPOSED EXECUTIVE SESSION

No items to address at this time.

PROPOSED COMMISSION MEMBERS' TIME

Commissioner Thompson inquired about the existence of a water conservation program and encouraging use of rain barrels, noting that he would like to look at the availability of grant funds to start such a program. Ms. Hallissy advised that she has participated in a Water Shed Stewards Academy and cited recent discussions regarding the rain barrel workshop programs. Brief discussion ensued on the potential for a similar program within MetCom. Ms. Hallissy advised that she would discuss this with another colleague and would look to address it with the Board in the future.

ADJOURNMENT

There being no further business, **Commissioner Russell moved to adjourn the meeting at 5:17 p.m. Commissioner Willing seconded the motion. Motion carried 6-0.**



Laura Comeau-Stanley, Corporate Secretary