

**MINUTES  
REGULAR SESSION  
ST. MARY'S COUNTY METROPOLITAN COMMISSION  
NOVEMBER 19, 2015**

The regular session of the meeting commenced at 3:04 p.m. In attendance were Commissioners Willing, Barthelme, Mummaugh, and Thompson. MetCom staff in attendance included Bundy, Cullins, Shick, Elberti, Sullivan, Fehn, Meiser, Hallissy, Smouse, and Comeau-Stanley. Several staff on hand for the length of service award presentation to Francis Morgan. Others present included Jason Babcock (*The Enterprise*).

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

**MOTION TO APPROVE AGENDA**

**Commissioner Barthelme moved to approve the draft Agenda, as presented. Commissioner Thompson seconded the motion. Motion carried 4-0.**

**LENGTH OF SERVICE AWARD**

Following a review of his service, dedication and contributions to the Construction Division of the Metropolitan Commission by Ms. Cullins, Chairman Willing presented a 15-Year Length of Service Award to Francis Morgan, Pipe Layer.

**APPROVAL OF CONSENT AGENDA**

Commissioners Pessagno and Mummaugh queried Mr. Sullivan on two of the procurement items contained in the Consent Agenda materials, which included generator replacement for the Bradley Blvd. Wastewater Pumping Station and septage hauling service in the St. George Island and Piney Point area during Hurricane Joaquin.

**Commissioner Barthelme moved to accept the Consent Agenda. Commissioner Mummaugh seconded the motion. Motion carried 4-0.**

**APPROVAL OF MEETING MINUTES**

**Commissioner Barthelme moved to approve the minutes of the October 22, 2015 meeting. Commissioner Thompson seconded the motion. Motion carried 3-0-1. Commissioner Pessagno abstained, as he was not present at the October 22, 2015 meeting.**

**EXECUTIVE DIRECTOR'S REPORT**

Mr. Bundy made mention of the Joint Meeting conducted on November 17 between the Commissioners of St. Mary's County and the MetCom Commissioners, as well as the Legislative Meeting with the County Commissioners and the Southern Maryland Delegation held that evening. Mr. Bundy advised that an informational document would be generated to address some of the concerns expressed at both meetings, noting that a copy would be sent to all meeting participants. Mr. Bundy provided a brief overview of the items, which included confusion between user rates, capital contribution charges, and construction costs, as well as a perception that MetCom is stifling

economic growth in the County. Discussion ensued amongst the Board members and Mr. Bundy on Capital planning and budgeting, as well as brief discussion on the potential for financing connection fees for customers, through a mechanism created by MetCom or the County and suggestion made that a working group be established to consider the establishment of such a program.

Mr. Bundy reported on the number of customer complaint letters received regarding user fees, providing a breakdown of the nature of the complaints and noting the steps taken to track and respond to them. Mr. Bundy advised that staff is reviewing usage patterns for large-lot neighborhoods and once the data is compiled, informational mailings will be sent to the residents, as well as meetings established with homeowner associations who could benefit from the installation of a separate irrigation meter. Mr. Bundy noted that he may bring a proposal before the Board next month to incentivize installation of a separate meter and brief discussion ensued amongst the Board members and Mr. Bundy on the matter.

Mr. Bundy addressed the Debt Policy Study/Connection Requirement Policy proposal presented to the County by Davenport & Associates, noting that at the Joint Meeting with the Commissioners of St. Mary's County, discussion ensued on sharing the \$17,500 fee for the study. Discussion ensued amongst the Board members on the merits of the study and the associated costs; following discussion, Board members in agreement that MetCom pay half of the fees.

**Commissioner Barthelme moved that MetCom pay for 50% of the Study, splitting the cost with the County. Commissioner Pessagno seconded the motion. Motion carried 4-0.**

Mr. Bundy noted that MetCom's share of the Study is \$8,750.00.

Mr. Bundy made mention of the email request from Commissioner Mummaugh regarding MetCom's outside employment policy and advised that we do have a policy, which is slightly more stringent than the County's, and can be found in the Personnel Handbook, approved by the Board. Mr. Bundy noted that 23 employees currently engage in outside employment, which includes 6 Supervisors and 4 Department Heads, two of whom obtained favorable rulings from the St. Mary's County Ethic Commission on their outside employment. Mr. Barthelme queried Mr. Bundy on what is and is not allowed regarding outside employment during the work day/work week and Mr. Bundy and Ms. Cullins collectively provided clarification regarding MetCom's policy.

Mr. Bundy provided an update on Asset Management, as requested by Commissioner Mummaugh, noting that work is ongoing and our staff has taken the lead and used the consultant as an advisor. Brief discussion ensued amongst Commissioner Mummaugh and Mr. Bundy regarding the tracking of system assets and the use of GIS Mapping as an essential tool.

Commissioner Barthelme revisited outside employment matter and posed several questions regarding employees taking time off during the day for outside employment and again, Mr. Bundy provided responses to his questions and additional clarification that MetCom employees earn and take vacation by the hour. Mr. Bundy further indicated that if any employee was to take off for a couple of hours because of an outside obligation and then return to work, that does not pose a problem, unless it was reoccurring and created repeated scheduling issues. Chairman Willing provided additional input on the matter to close discussion.

## **CHIEF FINANCIAL OFFICER'S REPORT**

### **A. FY 2016 First Quarter Financial Statements**

Ms. Shick performed a detailed review the First Quarter Financial Statements for FY 2016, covering the period from July 1, 2015 through September 30, 2015. Ms. Shick's report included the highlights of revenues and expenses for the Sewer, Water, and Engineering divisions, as well as a review of the General and Administrative expenses, other income and expenses, and the Debt Service Funds income. Commissioner Pessagno requested that a total of income and expenses be included in presentation of future financial statements.

### **B. FY 2016 Operating Budget Amendment**

Ms. Shick performed a review of the items associated with the proposed Operating Budget Amendment, citing that it affects the Capital Equipment and Expenditures section of the FY 2016 Budget to cover additional project funding, as well as small increases for equipment and the purchase of new office furniture.

**Commissioner Barthelme moved to amend the Capital Equipment and Expenditures in the FY 2016 Operating Budget as follows, which amendment will result in no net change to Capital Equipment and Expenditures:**

- (1) increase the Rehabilitate Peggs Rd Water Pumping Station line item by \$7,000;**
- (2) increase the Skid Steer Loader for Marlay-Taylor line item by \$225;**
- (3) increase the HP Laser Jet Enterprise M775f Printer for Engineering line item by \$158;**
- (4) add a new line item for Furniture for Human Resources Assistant in the amount of \$2,500; and**
- (5) reduce the Re-piping Overflow Drain for Laurel Ridge Water Tower line item by \$9,883.**

**Commissioner Thompson seconded the motion. Motion carried 4-0.**

## **CHIEF ENGINEER'S REPORT**

Mr. Elberti initiated his report with an introduction of Nina Hallissy, MetCom's new Assistant Engineer for Construction, noting that Ms. Hallissy is a Graduate of the University of Virginia, currently working on her Master's Degree in Civil Engineering from the University of Maryland. Mr. Elberti advised that Ms. Hallissy would be assisting with Capital Improvement Budget preparation.

### **A. Water Meters Purchase: Piney Point & Town Creek**

Mr. Elberti performed a review of the scope of purchase associated with the AMR Water Meter Project, citing the purchase of additional radio read water meters for Piney Point and Town Creek Subdivisions, which were not originally slated to be included in the Meter project, but currently have non-radio read meters inside of homes.

**Commissioner Thompson moved that the Commission approve the purchase of 180 Neptune Radio Water Meters and Meter Interface Units, for the AMR Water Meter Project (Project #WO1112), from HD Supply Waterworks of Martinsburg, West Virginia, pursuant to Contract No. 10-04-F, which was awarded by this Commission on June 24, 2010, for a total cost for the current procurement of \$29,559.60, as recommended by the Chief Engineer. Commissioner Pessagno seconded the motion. Motion carried 4-0.**

**B. Radio Read Water Meter Project, Phase 1 & 2: Contract Change Order No. 9**

Mr. Elberti advised the Board members that the project Superintendent indicated that prior to the AMR Meter Project, it took one-month to read one-third of our meters and currently, all of the meters can be read in one-week. Mr. Elberti explained that proposed no cost Change Order provides for the installation of an additional 200 meters, grants a time extension to perform the installations, and deletes the condition requiring a contractor field office and warehouse, as we have an existing water station not in use that could facilitate meter storage.

**Commissioner Barthelme moved to approve Change Order No. 9, dated November 19, 2015, to Contract #WO1112, (Radio Read Water Meters Project Phases 1 & 2), with National Metering Services, Inc., of Kearny, New Jersey, to:**

- (1) increase the number of meters to be installed;**
- (2) increase the contract completion date by 121 calendar days; and**
- (3) delete the requirement that the Contractor maintain a field office and warehouse.**

**This change order will result in no contract cost increase and is recommended by the Chief Engineer. Commissioner Mummaugh seconded the motion. Motion carried 4-0.**

**C. Interceptor Rehabilitation NAS: Stabilization Measures**

Mr. Elberti provided details surrounding the scope of purchase for the Interceptor Rehabilitation NAS, citing additional stabilization costs required by the US Navy Environmental and Maryland Department of the Environment (MDE) following the infrastructure work and operational completion of the project. Mr. Elberti explained that 605 cubic yards of topsoil would be spread, as well as hydro seed and mulch. Brief discussion ensued amongst the group on the work and the presence of tobacco weed, an endangered species, which allowed the spreading of only on-site topsoil (*at the direction of MDE*) and prevented the placement of new topsoil by the contractors. Mr. Elberti further explained that MDE has lifted the restriction and is requiring the spreading of new topsoil for stabilization before permit release.

**Commissioner Barthelme moved to approve and accept the proposal dated November 10, 2015, from AB&H Excavating, Inc. of Callaway, Maryland, in the amount of \$29,472.82, for top soil and stabilization measures required for the Interceptor Rehabilitation NAS project, Contract #8122SR as recommended by the Chief Engineer. Commissioner Thompson seconded the motion. Motion carried 3-0-1. Commissioner Pessagno abstained, due to a conflict of interest.**

## **CHIEF OF FACILITIES & OPERATIONS REPORT**

### **A. Piney Point Landings Generator Purchase**

Mr. Sullivan provided details regarding the proposed procurement of a new Generator for the Piney Point Landings Wastewater Pumping Station, citing that it is intended to replace the existing generator under the project to renew and rehabilitate the station. Mr. Sullivan performed a brief review of the scope of the project and history of the station. Mr. Sullivan noted that much of the work is being performed with in-house resources and staff, resulting in a significant savings to the Commission. Brief discussion ensued amongst the Board and Mr. Sullivan on the tracking of costs using Cityworks Asset Management program.

**Commissioner Barthelme moved that the Commission accept and award the procurement of one (1) 50kW Diesel-Powered Generator and Transfer Switch to Curtis Engine and Equipment, Inc. of Baltimore, Maryland, for the contract price of \$22,985.00, as submitted in the Maryland State Contract Blanket Purchase Order Number 001B5400122, as a cooperative contract procurement under Section 5(D) of the Procurement Policy. Commissioner Thompson seconded the motion. Motion carried 4-0.**

## **APPROVAL OF EXECUTIVE SESSION MINUTES**

As the Executive Session minutes are not provided in advance of the meeting, Board members took a few moments to review the minutes. Following their review, Commissioner Barthelme noted the duplication of his name in the first paragraph and Chairman Willing noted a minor typographical error in the second paragraph.

**Commissioner Barthelme moved to approve the Executive Session minutes of October 22, 2015, as amended. Commissioner Thompson seconded the motion. Motion carried 4-0.**

## **COMMISSION MEMBERS' TIME**

Commissioner Mummaugh posed questions to Mr. Bundy regarding MetCom's cash flow and reserves and Mr. Bundy deferred to Ms. Shick, who advised that MetCom is fairly close to reaching the Reserve Policy goals.

Commissioner Mummaugh advised that at some point, he would like to review and discuss page 11 of the Task Force Study, as it relates to the use of general tax revenues to partially fund MetCom projects.

Commissioner Mummaugh made mention of the Lexington Park Plan and inquired about the creation of a grid that identifies where water and sewer is located in Lexington Park, as it was a discussion point at a recent builders meeting, attended by a member of the Planning Commission. Mr. Bundy and Mr. Elberti indicated that MetCom does possess that overlay information and will have staff reach out to Planning Commission members to clarify what their needs are.

Commissioner Pessagno noted his desire to begin a search to hire an Assistant Director, now that an Executive Director has been hired. Mr. Bundy suggested that the discussion on that personnel matter be conducted in Executive Session.

Commissioner Thompson requested to meet with a member of staff who can provide information that may help him generate revenue flows for St. Clements Shores, so that he can gain a better understanding of the situation. Mr. Bundy and Ms. Shick offered to meet with him immediately following the meeting.

### **EXECUTIVE SESSION**

**Commissioner Barthelme moved to go into Executive Session at 4:42 p.m. to discuss personnel matters. Commissioner Thompson seconded the motion. Motion carried 4-0.**

Meeting reconvened into Regular Session at 5:03 p.m.

Chairman Willing wished everyone a happy Thanksgiving and safe travels.

### **ADJOURNMENT**

There being no further business, **Commissioner Barthelme moved to adjourn the meeting at 5:03 p.m. Commissioner Pessagno seconded the motion. Motion carried 4-0.**

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Laura Comeau-Stanley, Corporate Secretary