

**MINUTES
REGULAR MEETING
ST. MARY'S COUNTY METROPOLITAN COMMISSION
MARCH 12, 2009**

The meeting commenced at 1:00 p.m. In attendance were Commissioners Werner, Lancaster, Taylor, St. Clair, Barthelme, Owen and Oliver (representing Capt. Andrew Macyko); staff members Meiser, Ichniowski, Frederick, Shick, Cullins, Sullivan and Bryan.

MOTION TO APPROVE AGENDA

Commissioner Taylor moved to approve Agenda as presented by staff, contingent upon changing the word "Approval", to Update", relating to Item B of the Chief Engineer's Report. Commissioner Lancaster seconded the motion and approval was unanimous.

APPROVAL OF MINUTES

Commissioner Taylor moved to approve Minutes of Regular Meeting dated February 12, 2009. Commissioner St. Clair seconded the motion and approval was unanimous.

LENGTH OF SERVICE AWARDS

Commissioner Werner presented Mike Sullivan (20 Years), Glen Pulliam (10 Years) and Kathy Sheehan (10 Years) with Length of Service Awards, and thanked them for their services.

EXECUTIVE SESSION

Commissioner St. Clair moved to adjourn into Executive Session at 1:07 p.m. to discuss personnel matters and potential litigation. Commissioner Lancaster seconded the motion and approval was unanimous.

The meeting readjoined into Regular Session at 2:00 p.m.

EXECUTIVE SESSION MINUTES

Commissioner Lancaster moved to approve Minutes of Executive Session dated February 12, 2009. Commissioner Owen seconded the motion and approval was unanimous.

DIRECTOR'S REPORT

A. Facilities Plan Update

Ms. Meiser reported that a meeting to address final changes to the Facilities Plan, will be held with CH2MHill on Monday. Staff subsequently hopes to proceed with the Commission's Public Hearing requirement on April 21st.

B. Charlotte Hall Sewer Agreement

This Agreement has been fully executed, and Mr. Sullivan will provide the Board with further operational details during the presentation of his report.

C. FY10-FY14 Capital Improvement Budget

Ms. Meiser reviewed/clarified the following changes made to the Capital Improvement Budget following its distribution to the Board in February:

- *Sewer Division Summary – MT Digester Repairs* has increased in cost from the previously budgeted \$675,000 line item to \$2,589,422M;
- *SCADA System – Water/Sewer Divisions* – Total cost has increased from \$450,000 to \$471,650.
- *Methane Co-Generator Marlay-Taylor WWTF – Sewer Summary* – Mr. Ichniowski will further clarify this item which is not a modification, but an additional project within the CIB. She concluded that it would be best to coincide this project with the Upgrade of Marlay-Taylor, in the event that funding for it under the Stimulus Package is denied. Otherwise, construction on the project must commence this calendar year.

Following further discussion, she requested approval of the Five-Year Capital Improvement Budget, contingent upon this Commission's approval of the FY 2010 rates to support the said Capital Improvement Budget.

Commissioner Taylor so moved. Commissioner Owen seconded the motion and approval was unanimous.

ASSISTANT DIRECTOR'S REPORT

A. Federal Stimulus Package

As part of the recently approved Federal Stimulus Package, Mr. Ichniowski reported that Maryland anticipates receiving \$96M from the Water Quality Revolving Loan Fund; and a further \$27M from the Drinking Water State Revolving Loan Fund. A specific portion of these monies are eligible for grants, and MetCom has submitted the following two applications to the State for grant approval – (1) Co-Generation Project; and (2) Navy Wastewater Reuse. Copies of the applications are attached to the Minutes. The State is currently prioritizing applications they have received, and anticipates publishing the Priority List on its website by the end of business, tomorrow.

CHIEF FINANCIAL OFFICER REPORT

A. Standard Report

Commissioner Lancaster moved to waive oral presentation by the Chief Financial Officer and to accept the routine monthly financial reports as submitted and reviewed by this Commission. Commissioner St. Clair seconded the motion and approval was unanimous.

Ms. Shick noted at this point that eight properties were sold at the County Tax Sale on Thursday.

B. FY09 Budget Amendment

Ms. Shick reviewed her Memorandum and accompanying report dated March 5, 2009; copies of which are attached to the Minutes.

Commissioner Taylor moved to amend the FY2009 Operating Budget, as recommended by the Commission's Chief Financial Officer, to reallocate:

1. **\$4,708 from the budget expense line for the ½ ton 2 wheel drive truck to replace Truck 545; and**
2. **\$4,708 from the budget expense line for the ½ ton 2 wheel drive truck to replace Truck 552**

to offset the following expenses:

1. **\$4,425 to provide adequate funds for the Sewer Line pole Camera; and**

2. \$4,991 for a BOD refrigerated incubator.

This budget amendment has no effect on the Net Income from Service Charges.

Commissioner St. Clair seconded the motion and approval was unanimous.

C. FY10 Budget Assumptions

Ms. Shick reviewed her written remarks detailing the Assumptions. A copy of the document is attached to the Minutes. She noted that a preliminary draft of the Budget, including proposed rates and more detailed information will be presented to the Board at the April meeting.

In response to Commissioner Taylor's question, Ms. Shick clarified the \$18K difference between the Permanent Wastewater Operator's Base Salary and Fringe Benefits. Commissioner Taylor also requested provision of comparisons to the proposed rate increase of 8%, at the April meeting.

D. Prior Intent Resolution

Ms. Shick requested approval of Prior Intent Resolution 2009-01, a copy of which is attached to the Minutes.

Commissioner Taylor moved to accept Resolution 2009-01 as presented by staff. Commissioner Lancaster seconded the motion and approval was unanimous.

E. Approval HTE Purchasing Software

Ms. Shick justified staff's request for approval to purchase HTE Software, as detailed in her Memorandum dated March 06, 2009. A copy is attached to the Minutes.

Commissioner St. Clair moved to approve purchase of the Purchasing/Inventory module of the SunGard Public Sector software as a sole source purchase. Commissioner Owen seconded the motion and approval was unanimous.

CHIEF ENGINEER'S REPORT

A. Standard Report

Commissioner Lancaster moved to waive oral presentation by the Chief Engineer and to accept the routine monthly engineering reports as submitted and reviewed by this Commission. Commissioner St. Clair seconded the motion and approval was unanimous.

B. Water and Sewer Construction Specifications Design Update

Mr. Frederick reported that the majority of comments relating to this, involved minor issues. He proposes to provide the Board with a complete copy of the document at next month's meeting. In the interim, he requested that they consider their requirements for its implementation.

C. Equivalent Dwelling Units Table

Requests to reconvene the original Committee have been made, and it is anticipated that the recently approved Equivalent Dwelling Units Table will be available on the Commission's website by early next week.

B. Approval, Marlay-Taylor Digester Cover Engineering Cost

Mr. Frederick referred to Dewberry's letter dated March 6, 2009 relating to the Marlay-Taylor WRF Anaerobic Digesters Improvement under Open End Agreement No. 08-04-E. A copy is attached to the Minutes.

Commissioner Taylor moved to accept the cost plus fixed fee proposal from Dewberry and Davis LLC dated March 06, 2009 to provide design and contract development and bidding support for Marlay-Taylor WRF Anaerobic Digester improvements and cover (Project #8102SF), for a total cost of \$47,748.00. Commissioner Lancaster seconded the motion and approval was unanimous.

D. Hollywood SCADA Tower Update

Mr. Frederick reviewed details of the Purchasing Agent's Memorandum dated March 12, 2009 relating to this issue and recommended that approval be granted to award the contract to Preferred Tank and Tower, Inc. of Evansville, Indiana for their responsible and responsive bid submittal.

Commissioner Taylor moved to accept the lump sum bid dated March 10, 2009 from Preferred Tank and Tower for the construction of the SCADA tower antenna as stated in the bid documents, Contract #09-08-E, for a total cost of \$30,500. Commissioner St. Clair seconded the motion and approval was unanimous.

E. State Highway Administration (SHA) Streetscape Project

Mr. Frederick briefly reviewed the Commission's Cooperative Agreement with SHA relative to the Great Mills' Streetscape Project, and requested Board approval for Ms. Meiser to sign the Agreement committing the Commission to paying its total share of the cost.

Commissioner Barthelme made a motion to proceed with the Streetscape project in conjunction with State Highway Administration. Commissioner Lancaster seconded the motion and approval was unanimous.

CHIEF, FACILITIES & OPERATIONS MANAGER'S REPORT

A. Approval, Sewer Pole Camera

Mr. Sullivan reviewed the Purchasing Agent's Memorandum dated March 12, 2009 relating to purchase of a Sewer Line Inspection Camera, Contract #09-06-F. A copy is attached to the Minutes.

Commissioner St. Clair moved to award the proposal dated February 09, 2009 from Virginia Public Works Equipment Inc., for \$14,422.05, to provide a sewer pole camera as specified in the bid. Commissioner Taylor seconded the motion and approval was unanimous.

B. Charlotte Hall Sewer System

Mr. Sullivan reported that staff commenced operation of the Charlotte Hall Sewer System last week, and will discuss future requirements for expansion of the facility with MDE representatives.

CONTINUING BUSINESS

A. St. Clements Shores Hydrogeologic Study Status

Ms. Meiser reported that this issue, which was discussed with John Savich during their recent meeting, has currently been put on hold until, (a) specific needs can be determined; and (b) the new Director of the Department of Land Use & Growth Management Director is appointed.

NEW BUSINESS

A. Group Forums

Ms. Meiser informed the Board that she and Mr. Ichniowski have been preliminarily discussing the implementation of two separate forums; one for customers and one for developers and engineers. These are proposed to be held in a casual atmosphere at the Petty Building in an effort to improve lines of communication within the external sector. Staff also proposes to set up a Customer Comment Booth in the lobby for those people who would prefer to utilize it; in addition to initiating an improved method of tracking customers' concerns and complaints.

Commissioners St. Clair and Taylor complimented Ms. Meiser on her efforts to implement more open lines of communication, and expressed their optimism on its successful progression.

ADJOURNMENT

There being no further business, **Commissioner Taylor moved to adjourn at 2:55 p.m. Commissioner Owen seconded the motion and approval was unanimous.**

Lilian J. Bryan, Secretary