

**MINUTES  
ST. MARY'S COUNTY METROPOLITAN COMMISSION  
REGULAR MEETING  
SEPTEMBER 10, 2009**

The meeting commenced at 3:32 p.m. In attendance were Commissioners Werner, Lancaster, St. Clair, Hanson and Oliver (representing Capt. Andrew Macyko); staff members Meiser, Ichniowski, Frederick, Shick, Cullins, Sullivan, Fehn and Bryan. Also in attendance was Ms. Svenson., Property Manager, Pine Hill Technology Park (PHTP).

**MOTION TO APPROVE AGENDA**

**Commissioner St. Clair moved to approve Agenda as presented by staff. Commissioner Lancaster seconded the motion and approval was unanimous.**

**APPROVAL OF MINUTES**

**Commissioner Lancaster moved to approve Minutes of Regular Session dated August 13, 2009. Commissioner Hanson seconded the motion and approval was unanimous.**

**APPROVAL OF CONSENT AGENDA.**

Ms. Meiser clarified format of the Consent Agenda, and referred to supporting documentation relating to the two items contained within it: (1) Operating Budget Amendment, and (2) Proposal of Contract Award to Dewberry. Copies are attached to the Minutes.

At the request of Commissioners Werner and St. Clair, Mr. Frederick offered a brief historical overview of the Piney Point Sewer Rehabilitation Project, 5-8-S, and Dewberry's subsequent proposal.

**Commissioner Lancaster subsequently moved to accept the Consent Agenda as presented, and to hereby approve all matters contained upon the Consent Agenda. Commissioner Hanson seconded the motion and approval was unanimous.**

**PUBLIC FORUM, MS. SVENSON**

Ms. Svenson noted that the PHTP is located across from the Marlay-Taylor WRF, and complained that a significant odor emanates from the plant on humid and windy days.

As a result, there is a distinct possibility that she could not only lose one of her substantial tenants, but also fail to attract new ones. In answer to a question from Commissioner St. Clair, Mr. Frederick noted that the Methane Co-Generation project would not solve this problem.

At this point, Ms. Svenson noted that she is aware of the proposed redesign of the plant within the next few years but that her business might not survive the current situation until then; suggesting that a privacy fence would be an acceptable option towards appeasing both current and future clients. Mr. Sullivan reported that he has received two quotes relating to both an 8 ft. privacy-type wood slat fence, and the installation of slats within the current chain link fence.

Prior to Ms. Svenson leaving the meeting, the Board thanked her for her attendance, and assured her that they would make a decision on this issue at the September 24<sup>th</sup> Board meeting.

#### **EXECUTIVE SESSION**

**Commissioner St. Clair moved to adjourn into Executive Session at 3:50 p.m. to discuss personnel issues and potential litigation. Commissioner Lancaster seconded the motion and approval was unanimous.**

The meeting readjoined into Regular Session at 4:40 p.m.

Chairperson Werner noted that, because a member had to suddenly leave the meeting and there is no longer a quorum, the following issues which requires a vote will be delayed until the September 24<sup>th</sup> meeting: (1) Minutes of Executive Session dated August 13, 2009, and (2) deferral requests relating to Ms. Coombs, Mr. Adkins and Mr. & Mrs. Justin Schillinger.

#### **DIRECTOR'S REPORT**

##### **A. Engineer's Roundtable Discussion**

Ms. Meiser noted that the Engineering community's roundtable discussion was held on September 2, 2009, and was attended by six members. The next roundtable discussion is proposed to be held with Contractors within approximately six weeks.

She concluded that the meetings are progressing well, and that the various groups appear to be appreciative of the opportunity to have informal interaction with staff.

#### B. Task Force Update

Ms. Meiser reported a productive initial meeting of the Task Force, which was held at the Chesapeake Building on August 26<sup>th</sup>. She noted that Mr. Joseph Densford and Ms. Mary Lynne Stone were appointed Co-Chairs in lieu of Chairman and Vice-Chairman, and that the Task Force worked on setting a tentative schedule for future meetings. The next meeting will be held from 6:00-9:00 p.m. on September 21<sup>st</sup>, and will be attended by each of MetCom's Department Heads for a Question and Answer session. The Task Force also requested that the Facilitator prepare an overview comparison of how other jurisdictions both within and out of Maryland, handle their water and sewer functions to enable a point of comparison as to how they operate with respect to local governments; or stand alone entities and their governments.

### **HUMAN RESOURCES DIRECTOR REPORT**

#### A. Eligible Participants Nationwide 457B Plan

Ms. Cullins reported that, following a thorough review of the Commissions 457B Plan Description, staff has become aware that the definition of a public employee is "*any employee who receives any type of compensation from the Plan Sponsor (MetCom) for which services are (including, but not limited to elected or appointed officials, salaried employees, and independent contractors.)* Therefore, all employees, whether Contract or Regular, and including Board members, are eligible to participate in the Plan.

#### B. Proposed H1N1 Influenza Actions

Ms. Cullins reported on management's efforts to educate staff on this issue, and has implemented stricter guidelines for cleaning all commonly touched surfaces in the workplace. Additionally, hand sanitizers will be provided to each employee, and automated dispensers will be placed in the lobby and at different locations throughout the building. Finally, she will request initial provision of the vaccine to Operations employees who are more at risk of contracting this particular strain of influenza as a result of their work in the field.

## **ASSISTANT DIRECTOR'S REPORT**

### **A.MDE Water Reuse Regulations**

Mr. Ichniowski reported that, currently, MDE has very limited regulations relating to this issue. He noted that there are two extremes in the treatment of wastewater: (1) septic systems, and (2) treatment provided by water reclamation facilities such as Marlay-Taylor. However, those conditions are progressively becoming more stringent, and the State is currently revising and developing regulations for land treatment and reuse of wastewater.

He clarified the following two phases of the Regulation process as follows:

- Phase 1 will revise land treatment regulations to allow for treated effluent as irrigation water; provides for a new Class III of effluent; specifies level of treatment to achieve Class III classification; and specifies areas of use and buffers.

Final draft of the Regulation change for Phase I has been completed and is anticipated to be adopted in early 2010.

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- Phase II will develop new regulations to govern reuse of treated wastewater; provides for a new Class (IV) of effluent; specifies additional treatment needed to achieve Class IV classification; and specifies areas of use, e.g. toilet and urinal flushing; dust control; laundries, car washing, cooling water, and making concrete.

Writing of the Regulation change for Phase II has started, and is anticipated to be completed within two to five years. MetCom staff will continue to remain active during the process.

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

### **A. Public Hearing, DHCD Loan**

Ms. Shick referred to the Notice of Public Hearing, a copy of which is attached to the Minutes, to consider a Resolution authorizing that \$12,500,000 of public debt be issued under the State of Maryland's Local Govt. Infrastructure Program. It will be held at the Petty Building on Thursday, September 17<sup>th</sup> at 2:00 p.m.

## **INFORMATION TECHNOLOGY DIRECTOR REPORT**

### **A.Customer Email List**

Mr. Fehn reported that, on occasion, staff is required to provide information to its customers quickly and effectively; particularly if it affects their service. Implementation of a customer mailing list, which is a new feature being offered to the Commission's customers, accomplishes this in an efficient manner. He noted that those customers who have email and wish to be notified of issues that could affect their service, should access the Commission's website at [www.metcom.org](http://www.metcom.org), click on "Email Us", and complete the "Sign Up" instructions available at that location.

### **B.SCADA System Update**

Mr. Fehn reported that this system of radio transceivers and computers which monitor and control the Commission's facilities throughout the County in real time, has been expanding over the last nine years, in conjunction with its water and wastewater systems. Raising the base station's new antenna tower to a height of 50' has increased its efficiency and reliability, and various other improvements are being planned; including in-house repair of equipment and replacement of old antennas with new, more efficient designs. He remains confident of the system's future reliability and usefulness to MetCom's overall mission.

## **CHIEF ENGINEER'S REPORT**

### **A.Co-Generation Update**

Mr. Frederick reported that this project's Pre-Bid meeting was held on August 25<sup>th</sup>. There were sixteen people in attendance, representing 13 various firms throughout the Country. He added that all County and State agency approvals for the project have been received, including that from the Critical Area Commission. Addendum 1, which will be the only Addendum, will be mailed tomorrow, and bids will be opened at 2:00 on September 23<sup>rd</sup>.

### **B.ENR grade Update**

The 4<sup>th</sup> Progress Meeting was held yesterday, with discussion centering on two areas – (1) process configuration; and, (2) meeting with MDE for 30% of the design phase, at which time they will determine ENR eligibility.

## **CHIEF, FACILITIES & OPERATIONS MANAGER'S REPORT**

### A. Update, Water Meter Project

Mr. Sullivan reported that staff is currently proceeding with the first stage of the Radio Read Water Meter Upgrade Project. The second stage, which is scheduled in the Capital Improvements Budget for 2011, will include installation of new meters, where possible, at currently unmetered locations. The third and final stage, scheduled for FY12 will upgrade all touch read meters to radio read.

### A. Going Green" Exposition

The Second Annual Southern Maryland Going Green Exposition will be held on Thursday, October 15<sup>th</sup>, from 5-8 p.m. at the Technical Center. Staff will be manning a booth stocked with water conservation brochures and information on water conservation. A Power Point presentation on the Commission's efforts for increased efficiency, energy conservation, and the Co-Generation Project will also be offered. Commissioner Werner suggested that staff investigate participating in a similar way at the County Fair this year.

## **CONTINUING BUSINESS**

### A. Retreat Concept Update

Mr. Ichniowski reported that staff proposes holding the Retreat at the end of October, or beginning of November, at the Greenwell State Park. He will confirm the date with the Board and finalize a draft Agenda, which he will distribute for comment closer to the actual date. Staff proposes to use a similar format as that utilized last year, but without the help of a Facilitator.

## **ADJOURNMENT**

There being no further business the meeting adjourned at 5:25 p.m.