MINUTES
REGULAR SESSION
ST. MARY’S COUNTY METROPOLITAN COMMISSION
MARCH 24, 2011

The meeting commenced at 3:00 p.m. In attendance were Commissioners Werner, St. Clair, Lancaster, Tudor, Colonna, and Hanson; MetCom staff Meiser, Ichniowski, Cullins, Shick, Elberti, Sullivan, Edwards, and Comeau-Stanley.

MOTION TO APPROVE AGENDA

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

APPROVAL OF CONSENT AGENDA

Commissioner St. Clair 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.

APPROVAL OF MINUTES

Commissioner Colonna moved to approve Minutes of the Regular Session Meeting, dated March 10, 2011. Commissioner Lancaster seconded the motion and approval was unanimous.

DIRECTOR’S REPORT

A. Legislative Update

Ms. Meiser advised Board members that the hearing for House Bill 505 is scheduled to occur in Annapolis tomorrow, March 11 at 1:00 p.m. and the hearing for House Bill 1212 is scheduled for March 17 at 1:00 p.m. Ms. Meiser went on to report that the third Bill specifically requested by MetCom, which reflects corrections to Section 113 of the County Code to include typographical changes and changes to correct inconsistencies throughout the code, seems to have fallen through the cracks during this Legislative session. Ms. Meiser explained that the requested changes were originally submitted during the 2009 Legislative session; however it did not successfully progress prior to the end of the session. Staff did not put forth the same request in 2010, due to the ongoing Task Force work; however the request was reinitiated with the County this session, but was not submitted by the County in a timely manner and therefore was not put forward by the Southern Maryland Delegation

B. Marlay Taylor Facility Tour

Ms. Meiser advised that she would like to schedule a tour of the Co-Generation project at the Marlay Taylor Facility, which would occur prior to the next meeting. It was Ms.
Meiser’s opinion that we meet here at 1:00 p.m. on April 14 and take MetCom vehicles down to Marlay Taylor, which would allow the tour to begin shortly after 1:30 p.m. and wrapping up shortly after 2:00 p.m., with a return to MetCom, which would have everyone back before the scheduled 3:00 p.m. Commission meeting. Following a brief discussion, Board members were pleased with date and time suggested and agreed to attend.

HUMAN RESOURCES DIRECTOR’S REPORT

A. New Hire: Water Meter Project Manager

Ms. Cullins announced that after a week in the position of Water Meter Project Manager, the new hire decided it was not a good fit for him. Shortly thereafter, we re-advertised the position and conducted interviews. A successful candidate was selected and the position was accepted. Background checks are being performed and Ms. Cullins indicated that she hopes to announce the placement.

CHIEF FINANCIAL OFFICER’S REPORT

A. FY 2011 Operating Budget Amendment

Ms. Shick presented Board members with background information on the proposed amendment to the FY 2011 Operating Budget, citing that it includes changes to the Operating and Capital Expenditures section of the budget.

Commissioner Tudor moved to amend the FY 2011 Operating Budget, as recommended by the Commission’s Chief Financial Officer to adjust expenditure line items, which will result in an increase in Net Income from Service Charges of $100,000.00, which will be used to provide:

1) $76,000.00 for Furnishings for New Building;
2) $14,000.00 for a Copy Machine;
3) $5,000.00 for Fire-Proof File Cabinets; and
4) $5,000.00 for a new Soft Drink Machine.

Further move to re-allocate $4,900.00 from the expense line item for SF-2500 Pipe Freezer to the expense line item for the Schonstedt Locator, the acquisition of which is more costly than anticipated.

This budget amendment increases Net Income from Service Charges by $100,000.00, which will be used to purchase Capital Items, as identified above.

Commissioner Colonna seconded the motion. Commissioner St. Clair opened discussion by posing a question to Ms. Shick regarding the decision to purchase a drink machine rather than leasing it. Brief explanation provided by Ms. Shick and
Ms. Meiser and discussion concluded. Vote taken on the motion and approval was unanimous.

B. FY 2012 Budget Assumptions

Ms. Shick presented a detailed review of the budget assumptions for FY 2012 to the Board, explaining that this will be a continuation of effort, while trying to ramp up our efforts in the prevention of future sewer spills. Included in this effort will be the addition of one new sewer operator and flow monitoring equipment. Significant funds for major system repairs and replacement of capital equipment are included in the budget. Ms. Shick noted that it is important for MetCom operations that repairs and replacement not be postponed; the system must be maintained to keep it operating as needed and to be cost effective.

Ms. Shick noted that two continuing initiatives started this year have been included; the cross contamination survey and the training for the new billing system. In closing, Ms. Shick solicited input from the Board on the Budget and requested that they contact her with their thoughts and suggestions.

C. FY 2012-2017 Draft Capital Improvement Budget

Ms. Shick performed a brief review of the draft capital improvement budget for FY 2012-2017 for the Board, detailing the proposed rates for the system improvement costs and capital contributions for both water and sewer categories. Ms. Shick then referred Board members to the various project categories depicted in the draft copy of the capital improvements, which included water lines, wells, water storage tanks, miscellaneous, replacements, pump stations, and system upgrades and expansions.

ENGINEER’S REPORT

A. Small Dump Truck Contract Award

Mr. Elberti advised that this contract is for a 19,500 pound GVWR Dump Truck with a heavy duty towing package and attached snow plow. Ten bid documents were distributed, which resulted in three bid responses; the lowest bid received is approximately $16,600.00 less than budgeted amount for this purchase.

Commissioner Hanson moved that the Commission accept and award the Contract for the purchase of a Dump Truck, Contract #11-18-F, to Fords National Automart, Inc./Motors Fleet of Ocean, New Jersey, for a total price of $49,403.00, as submitted in their bid dated March 18, 2011.

B. 20-Ton Tagalong Trailer Contract Award

Mr. Elberti advised that this contract is for a 20-Ton Tagalong Trailer. Eleven bid documents were distributed, which resulted in six bid responses; the lowest bid received is approximately $3,200.00 less than budgeted for this purchase.
Commissioner Colonna moved that the Commission accept and award the Contract for the purchase of a 20-Ton Tagalong Trailer, Contract #11-19-F, to Kraftsman, Inc. of Ramseur, North Carolina, for a total price of $14,770.00, as submitted in their bid dated March 18, 2011. Commissioner Hanson seconded the motion and approval was unanimous.

C. Hydraulic Breaker & Hydraulic Thumb for Excavator Contract Award

Mr. Elberti advised that this contract is for a Hydraulic Breaker and Hydraulic Thumb for a GEHL 753Z Excavator. Five bid documents were distributed, which resulted in three responses; the lowest bid received is approximately $21,095.00 less than budgeted for this purchase.

Commissioner Lancaster moved that the Commission accept and award the Contract for the purchase of a Hydraulic Breaker and Hydraulic Thumb for GEHL 753Z Excavator, Contract #11-16-F, to Correlli Inc. of Baltimore, Maryland, for a total price of $13,905.00, as submitted in their bid dated March 18, 2011. Commissioner Hanson seconded the motion and approval was unanimous.

D. St. George’s Island Flushing Connection Repair Public Informational Meeting

Mr. Elberti advised Board members of the upcoming Public Informational Meeting for the St. George’s Island Flushing Connection Repair, which is scheduled for 6:30 p.m. on Friday, April 8, 2011, at the Island Improvement Building at 16416 Thomas Road, Piney Point, Maryland. Mr. Elberti noted that in addition to MetCom staff, the Contractor will be present to discuss means, methods and schedules with the community residents. Mr. Elberti invited and encouraged Board members to attend.

E. Fire Hydrant Meter Deposit and Maintenance Fee

Mr. Elberti reviewed proposed changes to the Engineering Department Fee Schedule, to include increases to the record plat review and processing fee, as well as fire hydrant meter deposit and maintenance fee. Mr. Elberti performed a brief review of the data obtained from Charles County, Calvert County, and Washington Sewer and Sanitary Commission (WSSC), which illustrates that the proposed fee increases allow MetCom to be in line with those agency fees and cover our costs.

FACILITIES MANAGER’S REPORT

A. South Gate Water Tank Painting Contract Award

Mr. Sullivan presented a contract for Board’s consideration for the rehabilitation of the interior and exterior surfaces of the hydro tank and storage tank at South Gate Water Pump Station. Mr. Sullivan advised that due to the complexity of rehabilitating two water tanks serving one community at the same time, we allowed the option to choose which surfaces that we want to be painted. Staff has formulated a plan to take the hydro pneumatic tank
out of service for approximately 30 days to allow the work to be accomplished, at that time, temporary piping will be installed to prevent disruption of water service to our customers. Mr. Sullivan noted that twenty-nine bid documents were distributed and twelve responses were received. Staff recommends options 2, 3 & 4 as the best value to the Commission and further recommends award of the contract to Corfu Contractors for the lowest responsive bid.

**Commissioner Tudor moved that the Commission accept and award the Contract for South Gate Water Tank Painting, Contract # 11-17-F, to Corfu Contractors of Oakton, Virginia, for the contract price of $32,800.00, as submitted in their proposal dated March 16, 2011. Commissioner Colonna seconded the motion and approval was unanimous.**

**B. Sewer Cleaning/Vacuum Truck Lease/Purchase**

Mr. Sullivan presented a contract for Board’s consideration for the purchase of a combination sewer vacuum truck. This truck will be used to remove debris from sewer lines utilizing a vacuum system and high pressure water system. The new truck will replace the oldest and largest of sewer vacuum trucks in our inventory. Mr. Sullivan noted that ten bid documents were distributed and three responses were submitted from two vendors. Staff recommends awarding the contract to Maryland Industrial Trucks for the lowest responsive bid. After brief discussion regarding the two bids received from one vendor, Mr. Sullivan noted that their bids were for different chassis.

**Commissioner Lancaster moved that the Commission accept and award the Contract for the purchase of a Combination Sewer Vacuum Truck, Contract #11-11-F, to Maryland Industrial Trucks, Inc. of Linthicum, Maryland for a total price of $270,682.00, as submitted in their bid dated March 17, 2011. Commissioner Tudor seconded motion and approval was unanimous.**

**Commissioner St. Clair moved to approve the Minutes of Executive Session, dated March 10, 2011. Commissioner Tudor seconded the motion and approval was unanimous.**

Mention made by Mr. Ichniowski that the next meeting will be conducted on April 14, which is actually three weeks from today and not two.

**ADJOURNMENT**

There being no further business, **Commissioner Lancaster moved to adjourn at 3:53 p.m. Commissioner Tudor seconded the motion and approval was unanimous.**

Laura Comeau-Stanley, Corporate Secretary