The meeting commenced at 3:06 p.m. In attendance were Commissioners Tudor, Lancaster, Hanson, Mueller, and Thomasseau (on behalf of Captain H.E. Mills, Commanding Officer NAS Patuxent River); MetCom staff Meiser, Ichniowski, Cullins, Elberti, Sullivan, Fehn, Edwards, and Comeau-Stanley.

**MOTION TO APPROVE AGENDA**

Commissioner Hanson moved to approve the Agenda, as presented. Commissioner Lancaster seconded the motion and approval was unanimous.

**APPROVAL OF CONSENT AGENDA**

Commissioner Hanson moved to approve the Consent Agenda. Commissioner Mueller seconded the motion and approval was unanimous.

**APPROVAL OF MINUTES**

Commissioner Lancaster moved to approve the Regular Session Minutes of the June 14, 2012 meeting. Commissioner Mueller seconded the motion and approval was unanimous.

**DIRECTOR’S REPORT**

Ms. Meiser began with an announcement that Mike Sullivan, our Chief of Facilities and Operations, was recognized last week as the Firefighter of the Year for the State of Maryland, which is quite an accomplishment. Ms. Meiser also noted all of his service to the Hollywood Fire Department.

Ms. Meiser acknowledged and thanked Commissioner Tudor for all of his service to the Commission and expressed, on behalf of staff, our thanks for his support and efforts; it has been a pleasure working with him over the years.

A. Ethics Training Update

Ms. Meiser advised the Board that MetCom conducted Ethics Training for employees on June 21. Ms. Meiser stated that as of last October, the Commission became subject to the County’s Ethics ordinance, therefore it was prudent to require some training to our employees in the area of ethics. Ms. Meiser noted that two training sessions were held; one in the morning and one in the afternoon to allow for all employees to attend, as it was required training. Ms. Meiser indicated that those employees unable to attend due to planned leave or other absences will be
required to watch a video of the presentation. Ms. Meiser indicated that the Instructor, Mr. Ernie Crowfoot, was a dynamic presenter and the training was interactive.

B. Joint Meeting with the Board of County Commissioners (BOCC)

Ms. Meiser announced that we typically have two Joint Meetings with the Board of County Commissioners and this Board. The dates proposed for the next meeting are August 28 and September 11, which are both Tuesdays. Ms. Meiser noted that 1:30 pm is the proposed meeting time and it should run approximately 1.5 hours. Ms. Meiser asked Board members to provide Ms. Stanley with their availability on those dates.

CHIEF ENGINEER’S REPORT

A. Piney Point Wastewater Pump Station (WWPS) Engineering Design Services Contract Award

Mr. Elberti provided Board members with an explanation of the scope of work for this contract, which includes a rehabilitation of the existing station. To illustrate the location, Mr. Elberti utilized the overhead monitors to display the site drawings and photographs. Mr. Elberti noted that bids were sought from two of the three on-call consultants for design prices and the results of the bids were identified for the Board.

Commissioner Lancaster moved to accept and approve the proposal dated June 25, 2012, in the amount of $352,802.28, from CH2M Hill, under the Engineering Services Contract #12-12-E, for professional engineering services required to prepare contract documents and assist in obtaining permits for Piney Point WWPS Upgrade Project #5081SR, as recommended by the Chief Engineer. Commissioner Hanson seconded the motion and approval was unanimous.

B. Great Mills Wastewater Pump Station (WWPS) Engineering Design Services Contract Award

Mr. Elberti provided Board members with an explanation of the scope of work for this particular contract, noting that this is the last of the two design projects for FY 2012. Mr. Elberti stated that the current Great Mills Wastewater Pump Station is being replaced and a new station built on newly acquired property.

Mr. Elberti performed a review of the new location and water lines using the overhead monitors, as well as a brief review of the bids and funds budgeted for this project. Brief discussion ensued on the bid price and overhead rate of low bidder, as well as flooding conditions of the area where the new site is located. Mr. Sullivan noted that the new site is a higher elevation than the existing site and plans include bringing in materials to increase the grade of the site elevation.
Commissioner Hanson moved to accept and approve the proposal dated June 25, 2012, in the amount of $217,308.39, from CH2M Hill, under the Engineering Services Contract #12-12-E, for professional engineering services required to prepare contract documents and assist in obtaining permits for Great Mills WWPS Upgrade Project #8081SS, as recommended by the Chief Engineer. Commissioner Lancaster seconded the motion and approval was unanimous.

C. Country Lakes Well Construction Change Orders

Mr. Elberti performed a detailed review and explanation of the associated change orders issued by A. C. Schultes for the Country Lakes Well, citing that Change Order number one is for the additional costs associated with upsizing the pump and appurtenances and the second change order is for additional costs associated with the re-design of the electrical system.

Commissioner Mueller moved to approve and accept Change Order No. 1, dated June 25, 2012, from A.C. Schultes of Millersville, Maryland, in the amount of $8,798.90, for upsizing the well pump of the Country Lakes #2 Well, Contract #1091WL, as recommended by the Chief Engineer; and

Further, move to accept Change Order No. 2, dated June 25, 2012, from A.C. Schultes of Millersville, Maryland, in the amount of $7,552.39, for re-design of the electrical system of the Country Lakes #2 Well, Contract #1091WL, as recommended by the Chief Engineer. Commissioner Lancaster seconded the motion and approval was unanimous.

Mr. Elberti advised that additional work is required by Whitman, Requardt and Associates (WRA) for the redesign of the electrical system due to the upsizing of the pump. Brief discussion ensued between Commissioner Lancaster and Mr. Elberti on the overall budget figures for this project, which is still approximately $118,000.00 under budget.

Commissioner Lancaster moved to approve and accept Change Order No. 1, dated June 25, 2012, from Whitman, Requardt & Associates, LLP, of Baltimore, Maryland, in the amount of $2,394.62, for additional work required due to the re-design of the electrical system of the Country Lakes #2 Well, Contract #1091WL, as recommended by the Chief Engineer. Commissioner Hanson seconded the motion and approval was unanimous.

D. Aggregate Contract Award

Mr. Elberti advised that currently we have three companies that haul our various aggregate material to the Marlay-Taylor Facility and staff decided that given that there are only five (5) aggregate items used, it seemed reasonable to reduce the number of contractors to two (2). Mr. Elberti performed a brief review of the bids submitted and noted that we sought a delivery and a pick up price; allowing MetCom the option of obtaining the aggregate at the best price from multiple vendors, while allowing us to pick up material at several locations when necessary.
Commissioner Hanson moved to approve and accept the proposals, from AAA Materials of Great Mills, Maryland, and Howlin Concrete of Mechanicsville, Maryland, for the amounts submitted in their respective bid proposals dated June 20, 2012, for Aggregate materials, Contract #13-07-F, as recommended by the Chief Engineer. Commissioner Lancaster seconded the motion and approval was unanimous.

CHIEF OF FACILITIES AND OPERATIONS REPORT

A. Grease Dissolving Enzymes Contract Award

Mr. Sullivan advised the Board members that our current contract for grease dissolving enzymes is expiring and invitations for bids were solicited for a new contract. Mr. Sullivan explained that grease-dissolving enzymes are used in our wastewater collection stations, more specifically in our stations where we see a larger build-up of grease. Mr. Sullivan indicated that bidders were provided with wastewater station data to determine the quantity and size of their product needed to perform effectively. Mr. Sullivan indicated that not all products perform uniformly and some require more of their product on a more frequent basis than others, due to their chemical composition. It was concluded that given the data, bidders would provide an estimate of how much product would be used in each station. Mr. Sullivan noted that we distributed seven (7) bids and four (4) bids were received.

Commissioner Mueller moved that the Commission accept and award the Open-End Contract for Grease Dissolving Bacteria or Enzymes to Maryland Biochemical Company, Inc. of Bel Air, Maryland, for the contract prices, as submitted in the proposal dated June 12, 2012. Commissioner Hanson seconded the motion and approval was unanimous.

Mr. Sullivan distributed the 2011 Annual Water Quality Reports, also known as Consumer Confidence Reports (CCR’s), for our twenty-seven (27) water systems. Mr. Sullivan noted that we are required by regulation to submit these each year. Mr. Sullivan provided details to the Board members on the way in which we disseminate this information to the public, as required by regulations. Mr. Sullivan advised that as in the past, we have an exemplary record; our water is very safe and very good, coming from confined sources deep in the ground. Mr. Sullivan noted that we are very fortunate to have a good quality water supply in this area, as it is not the case in other parts of the Country. Mr. Sullivan advised that we have submitted copies to MDE, as required, and have distributed copies to all of the media outlets, as well as the County’s Public Information Office. Copies are also available at the local libraries and are available on the internet.

APPROVAL OF EXECUTIVE SESSION MINUTES

Commissioner Lancaster moved to approve the Minutes of Executive Session, dated June 14, 2012. Commissioner Hanson seconded the motion and approval was unanimous.
COMMISSION MEMBERS TIME

Commissioner Lancaster took the opportunity to echo the comments made earlier thanking Commissioner Tudor for his service to the Commission. He noted his he has been a champion for the ratepayers and the legacy of his work will go on. Commissioner Hanson noted that the footprint Commissioner Tudor is leaving here is helping our ratepayers; specifically mentioning the tightly watched Capital Improvement Budgets. Commissioner Lancaster said that it has been good to work beside him and applauded his support of MetCom and his efforts on this Board and within the community.

Commissioner Tudor thanked Commissioner Lancaster for his words and thanked staff for their professionalism through some difficult and trying times. Commissioner Tudor noted that staff has always been open to disseminating information to the public. In closing, he thanked the current and past Commission Members, with whom he served, appreciates their total involvement, participation, comments and opinions, and always moving forward on the customer’s behalf. Commissioner Tudor also took a moment to include thanks to JP Thomasseau, the Navy’s representative to MetCom, for the experience and knowledge that he brings to the Board.

ADJOURNMENT

There being no further business, Commissioner Lancaster moved to adjourn at 3:38 p.m. Commissioner Hanson seconded the motion and approval was unanimous.

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Laura Comeau-Stanley, Corporate Secretary