The meeting commenced at 3:01 p.m. In attendance were Commissioners Werner, Lancaster, St. Clair, Barthelme, Hanson, and Owen; MetCom staff Meiser, Frederick, Schick, Cullins, Fehn, Sullivan, Frederick, Potter, Edwards, and Comeau-Stanley. Also in attendance was John Uzipis.

MOTION TO APPROVE AGENDA

Commissioner Owen moved to approve the Agenda as presented by staff. Commissioner Barthelme seconded the motion and approval was unanimous.

PUBLIC COMMENT – SYNEGRO PRESENTATION

Mr. John Uzipis, Maryland Technical Services Director for Synegro, made a presentation to Commissioners and staff on sludge, specifically land application, tonnage and storage. Mr. Uzipis fielded questions from Board Members and staff and provided details of House Bill 813 (Winter Application of Biosolids), which is currently in Committee and would subject biosolids to the same severe winter application restrictions as manure.

APPROVAL OF MINUTES

Commissioner Barthelme moved to approve the Minutes of the Regular Session, dated February 18, 2010. Commissioner Lancaster seconded the motion and approval was unanimous.

Commissioner Owen moved to approve the Minutes of the Regular Session, dated February 25, 2010. Commissioner Hanson seconded the motion and approval was unanimous.

DIRECTOR’S REPORT

A. Task Force Update

Ms. Meiser provided members with dates for the upcoming Task Force Meetings, along with copies of the Study Areas for Recommendation and Recommendations Areas, as prepared by Robin Parker Cox from the University of Maryland. Agenda items for the March 12, 2010 Task Force Meeting include discussion of the Board of County Commissioner’s (BOCC’s) approval of MetCom’s Capital Planning/Capital Budget, along with further discussion of the eleven issues listed in the Study Areas for Recommendation.
ASSISTANT DIRECTOR’S REPORT

A. Federal Grant

Mr. Ichniowski presented information on the recent application submitted by staff for $1.5M in additional funding for the Marlay-Taylor Reclamation Facility under FY2011 Congressional Appropriations. Mr. Ichniowski indicated that John Savich, County Administrator, alerted us to this opportunity at the last Task Force Meeting. Mr. Ichniowski acknowledged Larry Petty’s involvement in pulling this data together for a timely submission.

CHIEF FINANCIAL OFFICER’S REPORT

A. Budget Assumptions

Ms. Shick reported that the budget cycle is beginning and department heads have submitted their budget requests for review. Staff plans to propose a budget that is going to be a continuation of basic operations to provide water and sewer to our customers and required maintenance of the system. The budget will likely contain two initiatives; a cross contamination control survey for the water division and training for a new utility billing system. A small rate increase is expected in the budget this year. Salaries will include step increases for our staff, though it is not likely that we will provide a cost of living raise. Several requests have been received for new employees and we hope to add a full-time, contractual position for a purchasing assistant/fixed asset accountant. Due to the number of new construction projects and purchasing requirements, the need for this position is great. We would like to increase our IT Technician’s hours to serve our ever-increasing needs. We would also like to be able to increase at least one of our two temporary building maintenance assistant positions to full-time, though still on a temporary contractual basis. We would also like to continue the two intern positions we currently have in the engineering and finance departments.

Ms. Shick also reported that we expect to see some reduction in our power costs this year, resulting from the methane go-generator, approximately $50,000 in savings in FY2011 and twice that in FY2012.

Commissioner St. Clair posed questions to Ms. Shick on the cross contamination control survey. In response, Mr. Sullivan provided details of the work associated with that survey. Mr. Ichniowski added that this work implements the Backflow Prevention Policy, which the Commission previously instituted.

B. FY10 Budget Amendment

Ms. Shick presented details of the changes prompting the FY10 Operating Budget Amendment proposal, which will adjust the budget to the current projections for the year.
This information was not made available prior to today, as the bid opening for the truck did not occur until yesterday, March 10, 2010.

Commissioner Barthelme moved to amend the FY 2010 Operating Budget, as recommended by the Commission’s Chief Financial Officer, to re-allocate:

1. $11,413 from the budget expense line for 3 trucks for new SCADA position, new Water Operator Position and Water Meter Technician;
2. $5,277 from the budget expense line to replace Truck 555; and
3. $4,500 from the budget expense line for a spare blower motor at Marlay-Taylor;

to offset the following expense:

1. $6,190 to provide additional funds for water meters in Charlotte Hall.

This budget amendment has no effect on the net income from service charges. Commissioner Owen seconded the motion and approval was unanimous.

ENGINEER’S REPORT

A. St. George’s Beach/Sheehan Subdivisions

Mr. Frederick made a presentation of the St. George’s Beach and Sheehan Subdivisions, providing a map for Commissioner viewing, to detail the issues as they exist in that area. A brief history of the development was provided, to include details on existing EDUs serving the current customers and the potential for additional EDUs determined by LUGM. Mr. Frederick shared cost estimates for the sewer system upgrade and the water system for the existing lots and breakout lots in this town center.

Mr. Frederick announced that the Public Informational Meeting for the upgrade and expansion of water and sewer systems is scheduled for 6:00 pm, Tuesday, March 16, 2010 at the Valley Lee Volunteer Fire Department. In addition to MetCom, represented will be Environmental Health, LUGM and Public Works and Transportation. Commissioners were invited to attend.

Some discussion ensued amongst staff and Commissioners on the number of lots, development potential and the total EDUs for the service area.
FACILITIES MANAGER’S REPORT

A. Truck Contract Award

Mr. Sullivan provided details to the Board on the bid opening for the one-ton maintenance utility body truck with a 10’ crane. Due to the economic crisis, the one-ton truck was not covered under the Maryland State Contract. As a result, we sought bids to fill this requirement. This bid was advertised and notification placed on our website. Nine bid packages were distributed, to include mailings to local vendors, which generated three bid responses. The lowest bid was received from Apple Ford, Inc.

Commissioner Barthelme moved to approve and accept the bid, dated March 10, 2010, from Apple Ford Lincoln Mercury, Inc., for $35,690.00, for the purchase of one (1) new Ford Super Duty F-350 utility body truck with crane, Contract #10-07-F. Commissioner Lancaster seconded the motion and approval was unanimous.

CONTINUING BUSINESS

A. Sludge Disposal Information

Ms. Meiser reported that in response to a request made at the last Commission meeting, staff has prepared a spreadsheet detailing cost information on sludge hauling. Copies were provided to Members for their review. Members were also provided with a copy of a letter from the Maryland Association of Municipal Wastewater Agencies, Inc. (MAMWA) regarding their concerns with and opposition to HB 813.

EXECUTIVE SESSION

Commissioner Lancaster moved to adjourn into Executive Session at 4:16 p.m. to discuss property acquisition and potential litigation. Commissioner Barthelme seconded the motion and approval was unanimous.

The meeting readjourned into Regular Session at 5:33 p.m.

Commissioner Barthelme moved to approve Minutes of Executive Session, dated February 18, 2010. Commissioner Lancaster seconded and approval was unanimous.

Commissioner Hanson moved to approve the Minutes of the Executive Session, dated February 25, 2010. Commissioner Owen seconded and approval was unanimous.
COMMISSION MEMBERS’ TIME

Commissioner Owen initiated a discussion on the recent tax sale and measures taken by Board and staff to approve agreements with customers, to facilitate the removal of properties from tax sale. Recommendation put forth by Commissioner Owen to create a policy, which would establish a time-line to allow adequate time for review of proposed agreements by members and allow staff ample time to coordinate and finalize arrangements with customers in advance of the tax sale. After some discussion amongst members, Ms. Meiser announced that staff would draft a policy for the Board’s consideration at a future meeting.

ADJOURNMENT

There being no further business, Commissioner St. Clair moved to adjourn at 5:39 p.m. Commissioner Hanson seconded the motion and approval was unanimous.

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Daniel F. Ichniowski, Secretary