The meeting commenced at 3:10 p.m. In attendance were Commissioners St. Clair, Lancaster, Mueller, Willing, and Thomasseau (on behalf of Captain H.E. Mills, Commanding Officer NAS Patuxent River); MetCom staff Meiser, Cullins, Shick, Sullivan, Elberti, Fehn, Edwards, and Comeau-Stanley.

**MOTION TO APPROVE AGENDA**

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

**PUBLIC FORUM – MR. COMBS C. TONEY**

Commissioner St. Clair acknowledged Mr. Combs C. Toney, who moved to the podium to address the Board and announced that he resides at 23800 Hollywood Road, Leonardtown, Maryland, 20650. Mr. Toney explained that some time ago he was told that as long as he owns the property where he lives, he would not have to hook up, but he never received any paperwork. Mr. Tony indicated it is a bad time for him to come up with the money needed to hook up and cited that his septic system works just fine, he’s eighty-six years old, his wife is ill and has heart problems, diabetes and is on dialysis for kidney trouble, and he is on a very fixed income. He noted that he’s never asked for help like this and has always been an independent worker, but right now he doesn’t have a means to make any money, so his hope is that this Board will take mercy on him and his situation and waive the requirement that he connect. Commissioner St. Clair thanked Mr. Toney and advised him that the Board will consider his request and will discuss it further in Executive Session. Mr. St. Clair indicated that we will be back in touch with Mr. Toney very soon.

**APPROVAL OF MINUTES**

Commissioner St. Clair announced that the approval of the Minutes of the 3/22/12 Meeting will be deferred until 4/26/12 due to lack of a quorum of those in attendance at the 3/22/12 Meeting.

**DIRECTOR’S REPORT**

A. Great Mills Wastewater Pump Station Contract of Sale

Ms. Meiser announced that as discussed over the course of the last several meetings, the offer made to purchase the property for the relocation of the Great Mills Wastewater Pump Station was accepted and a contract of sale has been created. Ms. Meiser indicated that a draft copy of that contract is included in the Board member binders for review. Ms. Meiser reviewed the
standard form purchase agreement with the Board and advised that if it meets with their approval, a draft motion has been prepared for their consideration.

**Commissioner Lancaster moved to authorize staff to forward the proposed Contract of Sale to BMC, LLC, Seller, for review, and if the form of the Contract is acceptable to Seller, authorize the Chairperson to execute the Contract. Further move to authorize staff, once the Contract is executed, to proceed with the subdivision process. Commissioner Willing seconded the motion and all in favor except Commissioner Tudor, who abstained from voting.**

B. Charlotte Hall Wastewater Treatment Facility

Ms. Meiser advised the Board that there is a privately owned Wastewater Treatment Facility in Charlotte Hall. MetCom does not own this facility, but we do operate it for the owner on a contractual basis and have done so a little over a year. Ms. Meiser indicated that the facility was built by the owner for the purpose of serving several of the owner’s properties in that area, as there is no public system in that end of the County. The system was constructed with the understanding that at some point in the future, that facility would be conveyed to MetCom. MetCom would then own and operate it and would expand upon its capacity as needed, when the County is ready for there to be capability at that end of the County.

Ms. Meiser noted that back in 2009, MetCom entered into an agreement with the Owner of the Facility that provided for many things related to the anticipated conveyance of the system to MetCom, to include obtaining the necessary permits to expand the capacity of the system to its full capability, given its current size. All of the expansion costs and efforts are being undertaken exclusively by the Owner. The agreement also provides that MetCom will not take ownership of the property until such time that it has been demonstrated that the facility is operating in compliance with all MDE regulations and requirements and in accordance with the discharge permit that has been issued for the facility.

Ms. Meiser explained that it is a private facility because the facility is owned by the same person that owns all of the properties served by the facility. If at any point one of the properties is conveyed to another owner, then the facility is serving properties owned by more than one person, it then becomes a public facility and would have to be owned and operated by MetCom, per our Code.

Ms. Meiser advised that MetCom is working with the owner’s attorney to generate an agreement to convey the facility to MetCom, as we are required to take it over. Ms. Meiser noted that this is a long and complex agreement, which has been more than two and a half years in the making. Ms. Meiser advised that she will likely have more material to present to the Board members in advance of the next meeting. Discussion ensued amongst the Board and Ms. Meiser and a variety of questions were fielded by Ms. Meiser regarding the age and condition of the facility, as well as its current and future capacity. Discussion also surrounded the public works agreement.
to be executed and bonds posted to guarantee that the required improvements are performed by
the owner prior to the conveyance to MetCom.

C. HB 1124 Update

Ms. Meiser advised that House Bill 1124 has successfully made its way through the House and
the Senate and is now awaiting the Governor’s signature. Ms. Meiser noted that with this lurking
potential special session coming, it is not known what is going to happen, as it does not become a
bill until the Governor signs it. Ms. Meiser reminded the Board that this is the general
housekeeping bill to correct typographical errors and those items that are completely out of date
and are really no longer applicable. Ms. Meiser noted that it by no means makes Section 113 of
the Code entirely current and updated, but it is far better than it was before.

D. Water Utility Management Handbook

Ms. Meiser distributed copies of “The Water Board Bible,” which is a publication created by the
Kansas Water Association which serves as a good resource for Utility Boards and advised that
Mr. Ichniowski came across this handbook and thought, along with Ms. Meiser, that the Board
members could benefit from it. Ms. Meiser provided a brief overview of the items contained in
this desktop reference and noted that it may provide the basis for some good retreat discussion in
the future.

CHIEF FINANCIAL OFFICER’S REPORT

A. FY 2012 Operating Budget Amendment

Ms. Shick provided a detailed review and explanation of the proposed FY 2012 Operating
Budget Amendment, as outlined in the reports presented in the meeting binders. Ms. Shick
summarized the associated increases in the Sewer Division, to include increases the Sewer
Service Charges and Maintenance, Fuel, Building Utilities, and Vehicles, which are partially
offset by an increase in the Recovery of Cost and a reduction in the Allocation of Overhead. Ms.
Schick also noted the decrease in Remote Area and Shared System Surcharges. Ms. Shick
advised that the effect on Net Direct Sewer Operating Income will be zero.

Ms. Shick then detailed the reductions and increases in the Water Division, Engineering,
Division and the General and Administrative Division and advised that the budget amendment
increases net income from service charges by $17,934.00.

Commissioner Lancaster moved to amend the FY 2012 Operating Budget, as
recommended by the Commission’s Chief Financial Officer, to adjust both revenue and
expenditure line items to provide necessary funding for certain expenditure line items,
which amendment will result in an increase in Net Income from Service Charges of
$17,934.00. Commissioner Mueller seconded the motion and approval was unanimous.
B. FY 2013 Operating Budget

Ms. Shick performed a brief review of the Draft Operating Budget for FY 2013 with the Board members and noted that more extensive discussion on this will occur at the Budget Work Session following this meeting. A comparison of rates for the last several years was detailed by Ms. Shick followed by highlight of operating income and expenses for all divisions within MetCom. Ms. Shick advised that a cost of living allowance (COLA) is included in this budget, but not a Step Increase, as we are trying to keep our rates down. Ms. Shick noted that all will get something less than the local COLA, which is equitable and good for moral. Brief discussion ensued amongst the Board and Ms. Shick and Ms. Meiser regarding issuance of COLA and/or Step Increases in recent years.

Ms. Shick announced the key dates associated with the Budget schedule and noted that the Public Hearing is scheduled for Monday, May 7, 2012 at 6:30 p.m. Ms. Shick mentioned that that the Public Hearing was originally set for Tuesday, May 1, 2012, but we recently discovered that the Board of County Commissioners is conducting their Public Hearing on their budget that evening, so a decision was made to modify our schedule.

FACILITIES & OPERATIONS MANAGER’S REPORT

A. Birch Manor Ground Water Storage Tank Purchase

Mr. Sullivan advised the Board that the existing Birch Manor 10,500 gallon ground storage water tank is 35-years old and was inspected by our contract tank inspection engineering firm last December. Their inspection found that the existing tank needed extensive repairs and repainting and costs were estimated to be approximately $60,000.00. Mr. Sullivan noted that those costs were much higher than the purchase of a new tank and so bids were solicited to replace the tank.

Mr. Sullivan advised that the solicitation was advertised in the local newspapers and on the eMarylandMarketplace. Fourteen (14) bid documents were distributed and five (5) bids were received. Mr. Sullivan recommends that the contract be awarded to the lowest price vendor, Octagon Services, Inc. DBA Tanks Direct of Laurel, MD. Mr. Sullivan noted that their price does include delivery of the new painted tank to our site and the removal of the old tank. Additionally, a local scrap dealer is interested in the tank and could haul the old tank from the site and pay us a reasonable market price for scrap metal. In closing, Mr. Sullivan noted that the purchase of this tank and the work is well within the budgeted amount.

Commissioner Mueller moved that the Commission authorize the purchase of one (1) Ten-Thousand, Five-Hundred (10,500) Gallon Ground Storage Water Tank from Octagon Services, Inc., DBA Tanks Direct of Laurel, Maryland, for a total cost of $17,690.00, as submitted in the proposal dated March 21, 2012. This tank will be used at the Birch Manor Water System. Commissioner Lancaster seconded the motion and approval was unanimous.
B. Septage Hauler Contract Award

Mr. Sullivan announced that our existing Septage Hauling contract, which has been in place for several years, is about to expire. Mr. Sullivan detailed the scope of the services associated with this contract and advised that depending upon the job at hand, different size trucks are more appropriate. Therefore, the contract was designed for two sized trucks; one at least 2,500 gallons in capacity and the other at least 3,500 gallons in capacity. Also, for emergency events, multiple trucks may be necessary so we are requesting to award the contract to three (3) vendors.

Mr. Sullivan advised that the solicitation was advertised in the local newspapers and on the eMarylandMarketplace. Eleven (11) bid documents were distributed and six (6) bids were received. It is recommended that we award the contract to the three lowest bidders for each class of truck. Mr. Sullivan noted that two of the three vendors selected have provided excellent septage hauling services for the Commission in previous years and the third provided excellent references. Brief discussion ensued amongst the Board, Mr. Sullivan, and Ms. Shick on the travel time responding to calls as well as the overtime rates established in the contract.

Commissioner Willing moved that the Commission accept and award the Open-End Contract for Septage hauling to Outback Porta Jon, Inc. of Huntingtown, Maryland, C&C Plumbing & Septic, Inc. of Hollywood, Maryland, and Wayne's Drains and Backhoe Service of Mechanicsville, Maryland, for the contract prices as submitted in the proposals dated March 27, 2012. Commissioner Mueller seconded the motion and approval was unanimous.

C. Bank Square Water Pump Station Rehabilitation Contract Award

Mr. Sullivan advised the Board that we recently received proposals from our two contractors under our emergency services and scheduled construction contract to perform rehabilitation work for the Bank Square Water Pump Station, which was constructed in 1946. Mr. Sullivan described the details of the work to be performed under this contract and indicated that this contract does not include electrical or fencing work, as each will be accomplished under the Electrical Services Contract and the Fencing Contract. Mr. Sullivan noted that this proposal is well within our budget. Board members posed questions regarding the presence of asbestos and lead paint. Mr. Sullivan noted that their research we have done reveals that there isn’t any asbestos and as for lead paint, it is a block building and there is not any paint on the interior and very little, if any, paint on the exterior.

Commissioner Mueller moved that the Commissioner accept and award the Bank Square Water Pumping Station Rehabilitation Contract to Great Mills Trading Post, Inc. of Great Mills, Maryland, for the contract price of $51,500.00, as submitted in the proposal dated April 5, 2012. Commissioner Willing seconded the motion and approval was unanimous.

In closing, Mr. Sullivan noted that he met with the Forrest Farm Home Owner’s Association yesterday at their monthly meeting for the purpose of discussion water usage and water...
restrictions. Mr. Sullivan reminded the Board that the Forrest Farm Community was under Level restrictions last year and the year previous. Mr. Sullivan indicated that there was quite a discussion and he was well received. Mr. Sullivan advised them of the limitations of our Ground Water Appropriations Permit and what to expect in the future if water restrictions are to be imposed. Mr. Sullivan advised that he also provided water conservation tips and fielded a variety of questions on water and sewer issues within their community and throughout the County.

EXECUTIVE SESSION

Commissioner Lancaster moved to adjourn into Executive Session at 4:15 p.m. to discuss Contract Negotiations. Commissioner Mueller seconded the motion and approval was unanimous.

The meeting re-adjourned into Regular Session at 4:55 p.m.

APPROVAL OF EXECUTIVE SESSION MINUTES

Commissioner St. Clair announced that the approval of the Executive Session Minutes of the 3/22/12 Meeting will be deferred until 4/26/12 due to lack of a quorum of those in attendance at the 3/22/12 Meeting.

COMMISSION MEMBERS TIME

No items to report or discuss by Commission members at this time.

ADJOURNMENT

There being no further business, Commissioner Lancaster moved to adjourn at 4:57 p.m. Commissioner Mueller seconded the motion and approval was unanimous.

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Laura Comeau-Stanley, Corporate Secretary