

**MINUTES**  
**ST. MARY'S COUNTY METROPOLITAN COMMISSION**  
**REGULAR MEETING**  
**JUNE 8, 2017**

The regular meeting commenced at 3:00 p.m. In attendance were Chairman Barthelme, Vice Chairman Russell, Commissioners Carey, Mummaugh, Thompson, and Willing. MetCom Staff in attendance were Erichsen, Cullins, Shick, Hollander, Sullivan, Fehn, Settle, Jarboe, Thomas, Harding, and Comeau-Stanley. Others Present: Chris Beaver (*MetCom Legal Counsel*), Jeffrey Stout (*Director of Marketing, Edmunds & Assoc.*), Robert Edmunds, Jr. (*Account Executive, Edmunds & Assoc.*), Dr. Donald Long (*President, Management Advisory Group International, Inc.*), Guy Leonard (*Reporter, The County Times*). Other MetCom staff present for the length of service award presentation to Morgan O'Dell.

**APPROVAL OF AGENDA**

Chairman Barthelme welcomed everyone to the meeting and performed a review of the agenda. **Commissioner Willing moved to approve the agenda. Commissioner Russell seconded the motion. Motion carried 6-0.**

**LENGTH OF SERVICE AWARD**

Following a review of his service to the Metropolitan Commission by Ms. Cullins, Director of Human Resources, Chairman Barthelme presented at 20-Year Length of Service Award to Morgan O'Dell, Assistant Superintendent of the Marlay-Taylor Wastewater Reclamation Facility.

**APPROVAL OF MEETING MINUTES**

**Commissioner Willing moved to approve the meeting minutes of April 27, 2017. Commissioner Russell seconded the motion. Motion carried 5-0-1. Commissioner Carey abstained, as he was not present at the April 27, 2017 meeting.**

**APPROVAL OF CONSENT AGENDA**

1. Replacement & Installation of Pumps at MTWRF
2. Purchase of BOD Analyzer
3. Purchase of MicroC 2000 for MTWRF
4. Renewal of Service & Commodity Contracts
5. Check Register - 5/25

Brief discussion amongst the Board and Mr. Sullivan on the items presented as part of the consent agenda, specifically the MicroC 2000 and the BOD Analyzer purchases.

**Commissioner Willing moved to accept the Consent Agenda, as presented, and to hereby approve all matters contained upon the Consent Agenda. Commissioner Thompson seconded the motion. Motion carried 6-0.**

**EXECUTIVE DIRECTOR'S REPORT**

1. Chapter 113 Task Force: Selection of MetCom Board Representatives

Mr. Erichsen advised that as a follow up to the Joint Meeting conducted with the Commissioners of St. Mary's County, a Chapter 113 Proposed Amendments Task Force was created, which will work

to draft recommendations to Chapter 113 of the St. Mary's County Code to the delegation for the next legislative session. Mr. Erichsen provided the scope, timeline and composition of the participating members selected to serve on the Task Force. Included in that composition is two (2) MetCom Board representatives and Mr. Erichsen recommended that the Board make their selection today. Brief discussion ensued amongst the group regarding those who have indicated a desire to serve, which included Commissioners Carey, Thompson and Mummaugh and following discussion, Chairman Barthelme recommended Commissioners Mummaugh and Carey serve as MetCom's Board representatives.

**Commissioner Thompson moved to nominate Commissioners Mummaugh and Carey to serve on the Chapter 113 Task Force. Commissioner Mummaugh seconded the motion. Motion carried 6-0.**

## **NEW BUSINESS**

### **1. Blanket Purchase of Neptune Water Meters for FY 2018**

Mr. Sullivan provided background information on the Neptune Water Meters, citing use for new construction installation, inventory, and replacement of broken meters for FY 2018, under a Blanket Purchase Order. Brief discussion ensued amongst the group on the vendor and fixed pricing for this Annual expenditure.

**Commissioner Russell moved that the Commission approve the Fiscal Year 2018 blanket purchase order for various sizes of Neptune Water Meters to HD Supply Waterworks of Martinsburg, West Virginia, as submitted in their proposal dated May 22, 2017, for the total price not to exceed \$60,000.00.**

**Further, move that staff be authorized and directed to sign all documentation relating to this contract award, including but not limited to the contract, contract renewals and all approved changes orders. Commissioner Thompson seconded the motion. Brief discussion ensued on the amount spent on these meters for FY17 and request made by Commissioner Carey that staff provide that data for recurring budgetary items when making presentations to the Board. Following discussion, Chairman Barthelme called for the vote. Motion carried 6-0.**

### **2. Chairman Duties, Responsibilities & Authority**

Mr. Erichsen advised the Board that this item is presented as a follow up from the last meeting and in advance of today's planned election of a new Chairman and Vice-Chairman. Mr. Erichsen noted that Mr. Beaver generated a memorandum, which identifies the powers of the Board Chairman, as identified in the By-Laws. Mr. Beaver performed a review of the memorandum, outlining the powers and duties of the Chair, Vice-Chair, as well as a review of the Election Procedures.

Brief discussion ensued amongst the Board members and Mr. Beaver, specifically on the matter of Public Forum presentations. Vice-Chairman Russell suggested the Board consider a By-Laws modification, which would prevent a vote on a public forum presentation item during the same meeting in which the presentation is made, allowing the Board to review and consider information presented by staff before arriving at a decision. Mr. Erichsen noted that the Board has the ability to defer any decision on a public forum matter and cautioned the generation of a restriction through the By-Laws, as it may tie their hands on matters. Additional discussion ensued amongst the group

on the inability for the Chairperson to cast a vote during the elections and the need to modify Section 3.3 of the By-Laws, so that it is consistent with the new voting rules established this year under a By-Laws change.

## **CONTINUING BUSINESS**

### **1. Financial Systems Software Vendor Presentation**

Ms. Shick provided the Board with a brief historical background of the bid, evaluation and selection process for the proposed new financial systems software, noting that procurement of the software is included as a project in the FY 2018 Capital Improvement Budget. Ms. Shick introduced Jeffrey Stout and Robert Edmunds, Jr. of Edmunds & Associates, who provided a presentation to the Board for Enterprise Resource Planning / Financial Systems Software.

Mr. Stout addressed the Board and presented a review of Edmunds & Associates corporate profile and software solution highlights, which included financial, personnel and revenue management, along with web portals and mobile applications. Mr. Stout detailed aspects of pre-implementation, implementation and ongoing support associated with the Edmunds software services.

Mr. Stout fielded a variety of questions throughout the presentation and discussion ensued amongst group on the integration of HTE data and asset management data (Citiworks) into the system. Additional discussion ensued amongst the group regarding cloud-based hosting versus on premise hosting and support, as well as plans to conduct a live demonstration of the software for interested Board members. In closing, Mr. Erichsen advised that staff would work with Edmunds representatives to identify available dates for a guided software demonstration. Board members thanked Mr. Stout for his presentation.

### **2. Salary Study Consultant Presentation**

Ms. Cullins provided a brief historical background of the bid, evaluation, selection and award process for the Salary Study. Ms. Cullins noted that funding for a cost of living allowance (COLA) and Merit increases was set aside in the FY 2017 Operating Budget to consider the implementation of the study results. Ms. Cullins further noted that the purpose of the Salary Study was to analyze the existing classification and compensation plan and to propose a replacement of or update to the pay scale. Ms. Cullins introduced Dr. Donald Long, President of Management Advisory Group International, Inc.

Dr. Long addressed the Board and initiated his presentation of the Salary Classification and Compensation Study with a brief corporate overview of Management Advisory Group International, Inc. Dr. Long provided a review of project tasking and timelines associated with the completion of the study, including but not limited to meetings, orientation, job analysis questionnaire, and a market salary survey.

Dr. Long reviewed the methodology associated with the survey and presented the salary survey summary, advising that twenty-three (23) employees were found to be below the norm, while seventy (70) were within market range. Dr. Long noted that the proposed pay plan and three (3) implementation cost options seek to address that and other issues. Dr. Long further noted that each implementation plan is under the set aside salary reserves referenced by Mr. Cullins earlier. Dr. Long performed a review of the policy recommendations and transition plan. Dr. Long fielded a variety of questions from the Board throughout the presentation, which generated extensive

discussion amongst the group. Mr. Erichsen cited the next steps in the process and Board members thanked Dr. Long for his presentation.

#### **COMMISSION MEMBERS' TIME**

No items presented for discussion at this time.

#### **APPROVAL OF EXECUTIVE SESSION MEETING MINUTES**

Chairman Barthelme called for a short break at 5:20 p.m. to allow Board members to review the Executive Session meeting minutes.

The meeting reconvened at 5:27 p.m.

**Commissioner Mummaugh moved to approve the Executive Session minutes of April 6, 2017. Commissioner Russell seconded the motion. Motion carried 4-0-2. Commissioner Carey and Mr. Thompson abstained, as neither was present at the April 6, 2017 meeting.**

#### **ANNUAL BOARD ELECTIONS**

Chairman Barthelme opened the floor to nominations for the position of Board Chairperson for Fiscal Year 2018. Commissioner Mummaugh nominated Commissioner Carey. Commissioner Thompson seconded the nomination. Chairman Barthelme called for any other nominations and Commissioner Russell nominated Chairman Barthelme. Chairman Barthelme declined the nomination, noting that his work commitments will prevent him from serving as Chairman again, but advised that he would consider the post of Vice-Chairman. Hearing no other nominations, Chairman Barthelme closed the floor to nominations for Board Chairperson.

**Chairman Barthelme called for the vote for Commissioner Carey as the new Chairperson. All Board members cast a vote (6-0) in favor of Commissioner Carey.**

**Chairman Barthelme announced that Commissioner Carey shall be the new Board Chairperson for the Fiscal Year 2018 term.**

Chairman Barthelme opened the floor to nominations for the position of Board Vice-Chairperson for Fiscal Year 2018. Commissioner Russell nominated Commissioner Thompson. Commissioner Willing seconded the nomination. Chairman Barthelme called for any other nominations and Commissioner Thompson nominated Commissioner Barthelme. Commissioner Carey seconded the nomination. Brief discussion ensued amongst the Board, with Commissioner Thompson noting his desire to decline the nomination. Hearing no other nominations, Chairman Barthelme closed the floor to nominations for Board Vice-Chairman.

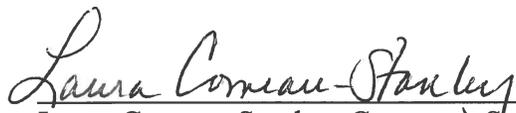
**Chairman Barthelme called for the vote for Commissioner Thompson as the new Vice-Chairperson. Two (2) Board members cast a vote in favor of Commissioner Thompson.**

**Chairman Barthelme called for the vote for Commissioner Barthelme as the new Vice-Chairperson. Four (4) Board members cast a vote in favor of Commissioner Barthelme.**

**Chairman Barthelme announced that Commissioner Barthelme shall be the new Board Vice-Chairperson for the Fiscal Year 2018 term.**

**ADJOURNMENT**

There being no further business, **Commissioner Russell moved to adjourn at 5:37 p.m. Commissioner Thompson seconded the motion. Motion carried 6-0**

  
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Laura Comeau-Stanley, Corporate Secretary