

WASHINGTON SUBURBAN SANITARY COMMISSION

MINUTES OF THE COMMISSION MEETING

**Wednesday, January 15, 2020
Laurel, Maryland**

Chair Chris Lawson called the meeting of the Washington Suburban Sanitary Commission (hereinafter "WSSC Water"), 14501 Sweitzer Lane, Laurel, Maryland, 20707, to order at approximately 10:00 a.m., with due notice having been given to all members of the Commission and the public. In addition to Chair Lawson, Commissioners Fausto R. Bayonet, Keith E. Bell, Howard A. Denis, T. Eloise Foster and Sandra L. Thompson, were present, reflecting a quorum. Also, in attendance were WSSC Water General Manager and Chief Executive Officer ("GM") Carla A. Reid, General Counsel Amanda Stakem Conn and Corporate Secretary Sheila R. Finlayson, Esq., who recorded the minutes of the meeting. Other members of WSSC Water management were called upon, during certain portions of the meeting, to provide information to the Commission.

PLEDGE OF ALLEGIANCE

Chair Lawson opened the meeting by welcoming everyone and asking Commissioner Bell to lead the pledge of allegiance.

Following the pledge, the Chair asked General Manager Carla Reid to lead the Commission in the recitation of its mission and vision statements.

AGENDA APPROVAL

Commissioner Bayonet moved to adopt the Commission's Public Meeting Agenda of January 15, 2020, as drafted, to which Vice-Chair Foster seconded the motion. The motion carried unanimously with six affirmative votes.

APPROVAL OF MINUTES

Commissioner Bayonet moved to adopt the Commission's Public Meeting Open Session Minutes of November 20, 2019, as drafted, to

1 Virtual meeting conducted due to the global COVID-19 pandemic, public health emergency and the Stay-at-Home Orders in place in Maryland as well as all other parts of the region and country.

which Commissioner Bell seconded the motion. The motion carried unanimously with six affirmative votes.

WSSC RETIREES

Retirement & Investments Division Manager Richard Baker recognized the Retirees for the months of January and February 2020, reporting from a power point presentation displayed at the meeting reflecting the Retirees' names and photos. Retirees' information can be found in the archived meeting video and presentation, incorporated herein by reference.

COMMENTS: COMMISSIONERS

Commissioner Denis wished everyone a Happy New Year and expressed his confidence in WSSC Water to lead the way and continuing to provide safe and reliable water as we enter into the new decade. Full remarks can be found in the corresponding segment of the archived meeting video.

COMMENTS: PUBLIC

Cynthia Erville, District of Columbia Liaison for the Flouride Action Network, provided extensive information and shared research regarding fluoride and its effects in drinking water. Ms. Erville submitted a hard copy of her research. Full remarks can be found in the corresponding segment of the archived meeting video.

GENERAL MANAGER'S REPORT

Monthly Report. GM Carla Reid provided her monthly report, reporting from a power point presentation displayed at the meeting and incorporated herein by reference. The GM's full report can be found in the presentation handout and corresponding segment of the archived meeting video, and both are referred to for this purpose.

Following Commissioner' questions, the Commission received the General Manager's Report, as information.

Strategic Planning Kickoff. Deputy General Manager for Strategy and Partnerships, Monica Johnson and Chief Strategy and Innovation Officer Jaclyn Vincent provided an update on WSSC Water's Performance Report, reporting from a handout in the advance materials and incorporated herein by reference. Details relating to the Performance Report, can be found in the presentation handout and corresponding segment of archived meeting video.

INSPECTOR GENERAL REPORT

Monthly Activity Report. Inspector General ("IG") Arthur Elkins reported on the monthly activities of the Office of the Inspector General (OIG), for the month of December 2019. Mr. Elkins presented from a power point presentation displayed at the meeting and incorporated herein by reference. The full report can be found in the presentation handout and corresponding segment of the archived meeting video and both are referred to for this purpose.

Following Commissioner' questions, the Commission received the OIG Report, as information.

OTHER REPORTS

General Counsel's Office (GCO)

Ethics Program Update. No report.

FINANCE

Approval of Amendment to FY 2020-2025 CIP (Adopted by Commission on June 19, 2019 by Resolution 2019-2228) for Transmission to Counties for Approval. Chief Financial Officer, Patti Colihan provided an overview of the Amendment to FY 2020-2025 CIP Budget. **Whereupon, a motion was made by Vice-Chair Foster and seconded by Commissioner Denis, to approve the Amendment to FY 2020-2025 CIP. The motion carried unanimously with six affirmative votes.**

INFORMATION TECHNOLOGY (IT)

Quarterly IT Update. Chief Information Officer, Christopher Carter, provided the quarterly update, reporting from a power point

presentation displayed at the meeting and incorporated herein by reference.

Following Commissioner' questions, the Commission received the Quarterly IT Update, as information.

Monthly Project Cornerstone Update. Chief IT Governance Officer Stacey Chisolm, Cornerstone Project Manager Anthony Ferrara, and Chief Strategy and Innovation Officer Jaclyn Vincent provided the monthly update, reporting from a power point presentation displayed at the meeting and incorporated herein by reference.

Following Commissioner' questions, the Commission received the Monthly Project Cornerstone Update, as information.

Contract P00080968, WebFOCUS License and Maintenance, Change Order No. 3. Chief Information Officer, Christopher Carter, provided an overview of Contract P00080968, WebFOCUS License and Maintenance, Change Order No. 3. **Whereupon, a motion was made by Commissioner Bayonet and seconded by Commissioner Denis, to approve Change Order No. 3, WebFOCUS for License and Maintenance to Information Builders Inc., in the amount of \$20,413.80 for a total cumulative contract amount \$817,453.30.**

The motion carried unanimously with six affirmative votes.

GENERAL SERVICES

Wind Power Procurement Briefing. Energy Manager, Robert Taylor presented a from a power point presentation displayed at the meeting and incorporated herein by reference. The full report can be found in the presentation handout and corresponding segment of the archived meeting video and both are referred to for this purpose.

Following Commissioner' questions, the Commission received the Wind Power Procurement Briefing, as information.

ENGINEERING AND CONSTRUCTION

Area Water and Sewer House Connection Contracts. Chief Engineer Mike Harmer, Pipeline and Construction Division Manager, John Mitchell, Facility Design & Construction Division Manager, Theon Grojean and Deputy General Manager of Operations, James Price, provided a detailed overview of the project and invited questions from the Commissioners.

Following questions from Commissioner', a motion was made by Commissioner Bayonet and seconded by Commissioner Bell, to approve Change Order No. 2 LC6373A17, to Rivers Construction Group, Ltd., in the amount of \$1,050,000.00; Change Order No. 2 LC6374A17 to IPR Northeast LLC, in the amount of \$2,000,000.00; and Change Order No. 4 LC6376A17 to Midas Utilities, LLC in the amount of \$497,715.30.

The motion carried unanimously with six affirmative votes.

Construction Contract CD6333A17, Parkway Water Resource Recovery Facility (WRRF) North Substation Replacement Progressive Design-Build Project, Amendment No. 1. Chief Engineer Mike Harmer, Pipeline and Construction Division Manager, John Mitchell, Facility Design & Construction Division Manager, Theon Grojean and Deputy General Manager of Operations, James "Jay" Price, provided a detailed overview of the project and invited questions from the Commissioners.

Following questions by Commissioner', a motion was made by Commissioner Bell and seconded by Commissioner Denis, to approve Amendment No. 1 on Construction Contract CD6333A17, Parkway Water Resource Recovery Facility (WRRF) North Substation Replacement Progressive Design-Build Project to Singleton Electric Company, Inc. in the amount of \$6,606,334.00 for a total cumulative contract amount of \$7,756,334.00.

The motion carried unanimously with six affirmative votes.

Intergovernmental Relations Office

Legislative Update. Director of Intergovernmental Relations, Karyn Riley and Government Affairs Manager, Guy Andes, provided an update and overview on Intergovernmental Relations Office

activities and upcoming proposed bills. Legislative Update and Position Recommendation on Proposed Legislation, PG/MC 103-20 - WSSC - Discrimination - Prohibited was briefed and recommended for Commission vote. **Following questions by Commissioner', a motion was made by Commissioner Dennis and seconded by Commissioner Thompson, to take the position of support with amendments on proposed non-WSSC Water sponsored legislation for PG/MC 103-20 - WSSC - Discrimination - Prohibited.**

The motion carried unanimously with six affirmative votes.

CONSENT CALENDAR

Contracts for Approval

A motion was made by Vice-Chair Foster and seconded by Commissioner Denis, to adopt Resolution 2020-2241, approving the sole contract included on the Consent Calendar for January 15, 2020 Commission Meeting, as follows:

A. General Services

1. Rider Contract 110262, FY 2019 and FY 2020 Vehicles, Change Order No. 4

The motion carried unanimously with six affirmative votes.

ADDITIONAL BRIEFINGS

COMMISSION OFFICE

Corporate Secretary Report. Corporate Secretary Sheila Finlayson provided an overview of her activities for the period of December 14, 2020 - January 13, 2020. No questions were raised.

The Commission received the Corporate Secretary's report as information.

WSSC Employees' Retirement Plan Board of Trustees. No report.

Governance & Strategic Visioning Committee. Vice-Chair Foster provided an update on the continuation in selecting a candidate to assist Commissioners with board strategy and developing a Governance handbook. The board expects to complete the selection by the end of the month (January 2020).

The Commission received the report as information.

Legislative & Compliance Committee. No report.

Audit Committee. No report.

Customer and Other Stakeholder Relations Committee. Chair Lawson reported ongoing monthly meetings will take place.

Innovation & Infrastructure Committee. No report.

Resolution 2020-2242 - Appointment of Regular Member and Alternate Member to WSSC Board of Ethics.

A motion was made by Commissioner Bayonet and seconded by Commissioner Denis to adopt Resolution 2020-2242 - Appointment of Regular Member, George E. Pruden II and Alternate Member, Chandria L. Slaughter to WSSC Water Board of Ethics, each for a three-year term.

The motion carried unanimously with six affirmative votes.

Chairman Lawson announced that the Morning Open Session business had concluded and called for a motion to go into Closed. After noting his approval of the written closing statement, called for a vote.

CLOSED SESSION

Whereby, at 1:25 p.m., Commissioner Denis moved, and Commissioner Foster seconded, that the Commission go into Closed Session, pursuant to Maryland Code Annotated, General Provisions Article: Section 3-305(b) (13) to approve the November 20, 2019 Closed Session Minutes; Section 3-305(b) (7) and 3-305(b) (8) to consult with counsel to obtain legal advice and discuss pending or potential litigation and attorney client privileged matters; Section 3-305(b) (9) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; and Section

3-305(b) (1) to discuss personnel matters affecting one or more specific individuals.

The motion carried unanimously with six affirmative votes.

Chairman Lawson declared the meeting was closed at 1:30 p.m.

The Chairman then called for a lunch recess. Closed Session reconvened at 2:30 p.m.

ATTENDEES: Chairman Chris Lawson, Vice-Chair T. Eloise Foster; Commissioners Howard Denis, Keith Bell, Fausto Bayonet and Sandra Thompson. Staff present: Corporate Secretary Sheila Finlayson, GM Carla Reid, General Counsel Amanda Conn, Deputy General Counsel Russel Beers, Associate Counsel II Stephanie Epps, Associate Counsel II Danny O'Connor, and Director of Human Resources Todd Allen.

Closed Session Minutes - The November 20, 2019 Closed Session Minutes were approved by a vote of 6-0.

Legal Advice: Attorney-client privileged advice was given related to the Purple Line.

Collective Bargaining: An update was provided on the status of Union negotiations.

At approximately 4:40 p.m., the meeting was declared adjourned.

Respectfully submitted,

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Julianne M. Montes de Oca
Acting Corporate Secretary