

WASHINGTON SUBURBAN SANITARY COMMISSION

MINUTES OF THE COMMISSION MEETING

**Wednesday, July 10, 2013
Laurel, Maryland**

Vice Chair Chris Lawson called the meeting to order at 10:11 a.m. in the Commissioners' Conference Room, Richard G. Hocevar Building, 14501 Sweitzer Lane, Laurel, MD 20707, with due notice having been given to all members of the Commission and the public. Commissioners Melanie Hartwig-Davis, Antonio L. Jones, Adrienne A. Mandel, and Dr. Roscoe M. Moore, Jr. were also present at the meeting. Chair Gene W. Counihan participated via teleconference. Staff present: General Manager Jerry Johnson, General Counsel Jerry Blask, and Corporate Secretary Sheila Finlayson. Communications and Community Relations Team members Kim Knox and Jerry Irvine were also present at the start of the meeting.

AGENDA APPROVAL

Commissioner Mandel moved to approve the Agenda for the Special Meeting of the Commission of Wednesday July 10, 2013.

Commissioner Jones seconded the motion. The motion carried with six affirmative votes.

Customer Advisory Board (CAB) Compensation. The General Manager shared a memorandum he had received in May from the Chair of the CAB which requested compensation in the form of an annual stipend to members of the CAB which would help defray costs that CAB volunteer members incur while serving on the Board. CAB members are comprised of residents of both Counties of Montgomery and Prince George's (total of 22 members/11 from each County) who have volunteered their time to serve on the CAB and assist WSSC by serving as a vehicle for customer input on WSSC practices and policies. The memorandum proposed that funding be included in WSSC's budgets for fiscal year 2014 and beyond that would allow for a \$250 annual reimbursement of costs (\$25 per meeting) for the 22 members who serve on the Board. The stipend would essentially cover mileage costs incurred to attend meetings, dependent care and any incidental expenses such as costs

associated with preparing materials for meetings. The CAB Chair also included information on related Montgomery County policies for volunteer members of boards, committees and commissions, which provides for reimbursement of mileage and dependent care.

Following the overview, Commissioners requested that the General Manager/CEO conduct research on what other Boards are doing at both the State and County level. The Commission would also like information on which WSSC volunteer boards currently receive compensation and which do not. There was general consensus that reimbursement for mileage should certainly be covered; however, Commissioners believed that a uniform policy should be developed to cover all of the volunteer boards at WSSC that do not currently receive compensation.

The General Manager to conduct a comparative compensation analysis (with respect to annual stipend proposal) for Commission's consideration in August; and will present a draft policy that covers mileage reimbursement for the Commissioners to consider at the July 17, 2013 Commission meeting.

Howard County Rezoning Matter. The General Manager provided an update on the status of the letters that are being drafted to County officials in each County which would communicate WSSC's pollution concerns [with any anticipated development that would impact the source water] and interest in protecting its watershed. Commissioners requested that the General Manager share copies of the public transcript/comments from the hearings that have been conducted in Howard County and any related correspondence from county officials. Commissioners also asked the General Manager to look into what actions are being taken by any citizen / environmental groups and how WSSC could get behind their efforts.

CLOSED SESSION

At 11:11 a.m., Commissioner Mandel moved that the Commission go into Closed Session pursuant to Maryland Code Annotated, State Government Article 10, Subtitle 5: Section 10-508(a)(13) to discuss an internal audit matter; and Section 10-508(a)(1) to discuss a personnel matter involving a former employee -- the exit interview results for former Corporate Secretary Charlett Bundy.

Commissioner Hartwig-Davis seconded the motion. The motion carried with six affirmative votes.

At 11:11 a.m., Vice Chair Lawson declared the meeting was Closed.

ATTENDEES: Vice Chair Chris Lawson, Commissioners Melanie Hartwig-Davis, Antonio Jones, Adrienne Mandel, Roscoe Moore, Jr. and Chair Gene Counihan (by teleconference). Staff present: General Manager Jerry Johnson, General Counsel Jerry Blask, Corporate Secretary Sheila Finlayson and Chief of Staff Johnnie Hemphill.

Internal Audit Matter - Commissioners met with certain members of management to discuss a confidential internal audit report.

Chair Gene Counihan terminated his participation at 12:31 p.m.

Mr. Hemphill was excused at 1:11 p.m.

Personnel Matter - Exit Interview of Charlett Bundy. Members of the Personnel, Governance and Legislation Committee shared the information that Ms. Bundy had communicated to them during her exit interview on June 10, 2013. Commissioners reviewed the responses, discussing what has gone well and areas for improvement.

Following discussion, Commissioner Hartwig-Davis moved to end the closed session at 1:41 p.m. Commissioner Mandel seconded the motion. The motion carried with five affirmative votes. Commissioner Counihan was absent from the vote.

OPEN SESSION RESUMED

ADJOURNMENT

There being no additional business, the Vice Chair called for a motion to adjourn, to which Commissioner Hartwig-Davis moved to adjourn the meeting. Commissioner Jones seconded the motion. The motion carried with five affirmative votes. Commissioner Counihan was absent from the vote.

At 1:42 p.m., the meeting was declared adjourned.

Respectfully submitted,

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Sheila R. Finlayson, Esq.
Corporate Secretary