

**WASHINGTON SUBURBAN SANITARY COMMISSION MINUTES OF
THE COMMISSION MEETING**

**Wednesday, December 16, 2020
Laurel, Maryland**

Chair Howard Denis called the virtual meeting of the Washington Suburban Sanitary Commission (hereinafter "WSSC Water"), 14501 Sweitzer Lane, Laurel, Maryland, 20707, to order at 10:00 a.m., with due notice having been given to all members of the Commission and the public. In addition to Chair Denis, Commissioners Fausto R. Bayonet, Keith E. Bell, Chris Lawson, T. Eloise Foster and Sandra L. Thompson, were present virtually, 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 Acting Corporate Secretary Julianne M. Montes de Oca, 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

Chairman Denis began the meeting by asking Commissioner Foster to lead the pledge of allegiance.

Mission/Vision Statements

Chairman Denis asked General Manager, Carla Reid to recite the Mission Statement which was followed by the recitation of the Vision Statement by Commissioner Thompson.

AGENDA APPROVAL

Commissioner Bayonet moved to adopt the Commission's Public Meeting Agenda of December 16, 2020, as drafted, to which Vice Chair Bell seconded the motion.

The motion carried unanimously with six affirmative votes.

APPROVAL OF MINUTES

Having no corrections to the open session minutes of the November 18, 2020

Regular Commission Meeting, the minutes stood approved.

WSSC WATER RETIREES

WSSC Water Retirees.

Retirement & Investments Division Manager

Richard Baker recognized the Retirees for the month of December 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

Commissioner Comments. Chairman Denis acknowledged the retirees for the month of December for their magnificent service, sent well wishes and stated his regret for not being able to celebrate in person. Commissioner Lawson followed by adding his congratulations to the retirees as well as his encouragement for all employees to stay diligent in ensuring their safety and wellness during the pandemic. Commissioner Bayonet echoed the sentiments of Commissioner Lawson.

Public Comments. The following individuals provided statements of appreciation and gratitude regarding the postponement of the AMI Smart Meters project, each stating various comments to reiterate their concern for health and safety that may be impacted by AMI Smart Meters:

Anna Pritchard, Montgomery County

Molly Hauck, Montgomery County

Natalie Rosser, Montgomery County

Their full comments are available in the live recording of the meeting.

GENERAL MANAGER'S REPORT

Monthly Report. Before presenting, GM Carla Reid honored and requested a moment of silence in recognition of the passing of fellow H2O member, John White. GM Reid provided her monthly report, reporting from a power point presentation displayed at the meeting and incorporated herein by reference. The GM's Report included an update on the New Normal Taskforce, winter readiness and the Commission Performance Report for December. GM Reid reiterated her excitement in achieving the Winter 202 Special District Award for WSSC Water given by AT&T and Government Tech Magazine. GM Reid made mention of WSSC Water's recent acknowledgement by JD Power for outstanding customer service. During the presentation the following employees were recognized for various acts of exceptional customer service:

Scott Horn

Greg Fitch

Doug House

Trencella Funderburk

GM Reid closed her presentation by sending well wishes and happy holidays to the H2O family. 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/comments, the GM's Report was received as information.

OFFICE OF THE 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 November 2020. 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/comments, the Monthly Activity Report was received as information.

CONSENT CALENDAR***Contracts for Approval***

A motion was then made by Commissioner Thompson and seconded by Commissioner Foster, to adopt Resolution 2021-2271, approving the two contracts on the Consent Calendar for the December 16, 2020 Commission meeting, as follows:

Production/General Services

1. 7337, Original Equipment Manufacturer Replacement Parts and Services, Change Order No. 2

Finance

1. 16631, Retirement Payroll and Pension Application

The motion carried unanimously with six affirmative votes.

OTHER REPORTS

General Counsel's Office (GCO) Ethics Program Update. The Ethics program update was included in the advance materials.

INFORMATION TECHNOLOGY (IT)

Monthly Cornerstone Update. Chief Information Officer, Christopher Carter, IT Chief Governance Officer, Stacey Chisolm, IT Project Manager, Anthony Ferrara, and Director of Customer Service, Krystal Knight-Lee provided the monthly update on Project Cornerstone, reporting from a power point presentation contained in the advance materials and incorporated herein by reference.

Commissioner Questions:

Foster - Will there be any temporary personnel reductions? If so, what is the timeline? Can you elaborate on the tasks assigned to these temporary employees?

Thompson - Will you still require consultant support after reaching optimization? Are we within the allowable limit for system outages and how is stabilization measured?

How many planned and unplanned outages have we had in the last three months?

What is the projected timeframe to move from stabilization to optimization?

Following Commissioner questions/comments, the Monthly Cornerstone Report was received as information.

FINANCE

Approval of the 2021 Front Foot Benefit Rates and House Connection Charges. Chief Financial Officer, Patti Colihan presented on the 2021 Front Foot Benefit Rates and House Connection Charges, reporting from a power point presentation displayed at the meeting and incorporated herein by reference.

A motion was then made by Vice Chair Bell and seconded by Commissioner Foster, to approve the 2021 Front Foot Benefit Rates and House Connection Charges, as proposed by management, to be effective January 1, 2021.

The motion carried unanimously with six affirmative votes.

FY22 Preliminary Proposed Budget Approval for Public Hearing Purposes and Transmittal to the Counties.

Chief Financial Officer, Patti Colihan and Letitia Carolina-Powell, presented on the FY22 Preliminary Proposed Budget Approval for Public Hearing Purposes and Transmittal to the Counties, reporting from a power point presentation displayed at the meeting and incorporated herein by reference.

Commissioner Questions:

Foster - How were AMI funds reallocated within the budget?

Thompson - Which projects were delayed/deferred?

Lawson - Was the AMI budget removed completely?

A motion was then made by Commissioner Bayonet and seconded by Commissioner Lawson, to approve for transmittal, publication, and public hearing purposes, the FY22 Preliminary Proposed WSSC Operating and Capital Budget for Fiscal Year 2021, as recommended by management.

The motion carried unanimously with six affirmative votes.

INTERGOVERNMENTAL RELATIONS (IRO)

Legislative Update. Director of Intergovernmental Relations, Karyn Riley provided an update on proposed bill, MC/PG 100-21 - WSSC - Vote Video Streaming

and Archiving Meetings and Late Payment Charges. Ms. Riley took time to clarify issues alleged during public comments regarding WSSC Water and its position regarding the proposed bill. Ms. Riley reported that she is expecting a very robust discussion in the coming weeks as the opening day for the Maryland General Assembly will be January 13, 2021. A detailed report was provided in advance materials and incorporated herein by reference.

Following Commissioner questions/comments, the Legislative Update Report was received as information.

ENGINEERING AND CONSTRUCTION

PM0003A20, Water Main Basic Ordering Agreement (BOA) for Distribution and transmission Main. Chief Engineer, Mike Harmer presented Architecture & Engineering Contract PM0003A20, Water Main Basic Ordering Agreement for Distribution and Transmission Main for Commission approval.

A motion was then made by Commissioner Lawson and seconded by Commissioner Bayonet, to approve Architecture & Engineering Contract PM0003A20, Water Main Basic Ordering Agreement for Distribution and Transmission Mains to The Wilson T. Ballard Company and Johnson Mirmiran & Thompson Incorporated, in the cumulative amount of \$15,000,000, with a three-year base term and one (1) two-year option term, as recommended by management.

The motion carried unanimously with six affirmative votes.

PRODUCTION

16621, Biosolids Hauling and Management. Director of Production, J.C. Langley presented Production contract 16621, Biosolids Hauling and Management for Commission approval.

A motion was then made by Commissioner Foster and seconded by Vice Chair Bell, to approve Goods & Supplies Contract 16621, Biosolids Hauling and Management to Nutri-Blend, Inc., in the amount of \$34,982,635, for a one-year base term and four (4) one-year option terms, as recommended by management.

The motion carried unanimously with six affirmative votes.

GENERAL SERVICES

16554, Architectural and Engineering Services Basic. Director of General Services, Al Roshdieh presented Architecture & Engineering Contract 16554, Architectural & Engineering Services Basic Ordering Agreement for Commission

approval.

A motion was then made by Commissioner Thompson and seconded by Commissioner Foster, to approve 16554, Architectural & Engineering Services Basic Ordering Agreement, to CDM Smith, Inc. and Samha Associates, P.C., in the amount of \$16,800,000, for a five-year base term and one (1) two-year option term, as recommended by management.

The motion carried unanimously with six affirmative votes.

110262, FY 19 Vehicle Replacement Change Order No. 5. Director of General Services, Al Roshdieh presented Goods & Supplies Change Order Number 5 to Rider Contract Number 110262 for Commission approval.

A motion was then made by Vice Chair Bell and seconded by Commissioner Bayonet, to approve Goods & Supplies Change Order Number 5 to Rider Contract Number 110262 to 72 Hour LLC, doing business as, National Auto Fleet Group, in the amount of \$505,254.60, as recommended by management.

The motion carried unanimously with six affirmative votes.

ADDITIONAL BRIEFINGS

COMMISSION OFFICE

Corporate Secretary Report. Acting Corporate Secretary Julianne M. Montes de Oca started by recognizing Sharon Sandford for her continued support with the Corporate Secretary level refund hearings and her recent retirement announcement. Acting Corporate Secretary Julianne M. Montes de Oca submitted an overview of her activities for the prior month in a report distributed to Commissioners in the advance materials.

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

WSSC Water Employees' Retirement Plan Board of Trustees. Commissioner Lawson reported on the WSSC Water Employees' Retirement Plan Board of Trustees Meeting, held December 2, 2020, where the Board discussed the October 2020 results. Commissioner Lawson reported that on October 31, 2020, the Plans' assets were at \$789,200,000.

The Commission received the report of the WSSC Water Employees' Retirement Plan Board of Trustees Committee Chair Lawson, as information.

Governance & Strategic Visioning Committee.

Commissioner Foster reported on the Governance & Strategic Visioning Committee and reported that a board meeting will be held December 21, 2020 and a briefing of that meeting will be provided during next month's Commission Meeting.

The Commission received the report of the Governance Committee Chair Foster, as information.

Legislative & Compliance Committee. Commissioner Bayonet reported on the Legislative & Compliance Committee. Commissioner reported the board met on December 1, 2020 to discuss WSSC Water related legislation and upcoming WSSC Water related bills.

The Commission received the report of the Legislative & Compliance Committee Chair Bayonet, as information.

Audit Committee. No report.

CLOSED SESSION

Whereby, at 12:23 p.m., Commissioner Bayonet moved that the Commission go into Closed Session, to approve the Closed Session Minutes for November 18, 2020, pursuant to General Provisions Article § 3-305(b)(13); to consider matters related to collective bargaining negotiations pursuant to § 3-305(b)(9); and to consult about potential litigation pursuant to § 3-305(b)(8). Vice Chair Bell seconded the motion with an amendment to remove § 3-305(b)(8). Vice Chair Bell's amendment was seconded by Commissioner Foster.

The motion carried unanimously with six affirmative votes.

The Chair declared that the open session of the Commission meeting had concluded and that the meeting was closed at 12:25 p.m. The Chair then called for a short recess.

The Commission reconvened in Closed Session by virtual meeting at 12:48 p.m.

Attendees: Chairman Denis, Vice Chair Bell, Commissioners Bayonet, Foster, Lawson and Thompson.

Staff Present: General Manager Carla Reid, Deputy General Managers Monica Johnson, Joe Beach, and James Price, General Counsel Amanda Conn, Deputy General Counsel Russel Beers, Acting Director of Human Resources DeAnna Thomas, and Acting Corporate Secretary Julianne M. Montes de Oca.

§ 3-305(b) (13) Approval of Minutes: There being no corrections to the closed session minutes of November 18, 2020, the minutes stood approved.

§ 3-305(b) (9) Collective Bargaining: An update was presented on the status of the collective bargaining negotiations and next steps.

Upon conclusion of the presentation, Commissioner Bayonet moved and Commissioner Lawson seconded, that the Commission end Closed Session and Adjourn.

The motion carried unanimously with six affirmative votes.

Whereby at 12:55 pm, Chairman Denis declared the meeting adjourned.

Respectfully submitted,

//signed//

Julianne M. Montes De Oca
Corporate Secretary (Acting)