

WASHINGTON SUBURBAN SANITARY COMMISSION

Minutes for April 2021 Commission Public Meeting Copy

04/21/2021 | 10:00 AM - 2:00 PM - Eastern Time (US and Canada)

Virtual

Attendees

Chairman Howard Denis; Vice Chair Keith Bell; Commissioners Christopher Lawson; Sandra Thompson; Fausto Bayonet; and Eloise Foster; General Manager/CEO, Carla Reid; General Counsel, Amanda Stakem Conn; and Corporate Secretary, Julianne Montes de Oca. Other members of WSSC Water management were called upon, during certain portions of the meeting, to provide information to the Commission.

Open Session - Morning Session

Chairman Howard Denis called the virtual meeting of the Washington Suburban Sanitary Commission to order at 10:00 am, with due notice having been given to all members of the Commission and to the public. Chairman Denis opened the meeting with congratulatory remarks to newly appointed Corporate Secretary, Julianne Montes de Oca and thanked everyone having a hand in the recruitment process of Ms. Montes de Oca.

Pledge of Allegiance

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

Mission/Vision Statements

Chairman Denis asked General Manager/CEO, Carla Reid to recite the Mission Statement which was followed by the recitation of the Vision Statement by Vice Chair Bell.

Approval of Agenda

Commissioner Bayonet moved to adopt the Commission's Public Meeting Agenda of April 21, 2021, as drafted, to which Commissioner Thompson seconded the motion.

The motion carried unanimously with six affirmative votes.

Approval of Minutes March 17, 2021

Having no corrections to the open session minutes of the March 17, 2021 Regular Commission Meeting, the minutes stood approved.

Retirees

Retirement & Investments Division Manager, Richard Baker recognized the Retirees for the month of April 2021, 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 and Public

Commissioner Comments

Chairman Denis began Commissioner comments by wishing all the Administrative Professionals of WSSC Water a Happy Administrative Professional's Day. A special thank you and recognition was offered to the Commission Office's Administrative Professional, Alexis Kosh. Commissioner Bayonet recognized Montgomery County Official, Mark Elrich and the County's health department for their work in getting the constituents of Montgomery County opportunities to vaccinate against COVID-19. He also reiterated on the importance of COVID-19 vaccination and took time to encourage everyone to take advantage of it as it becomes available. Both Vice Chair Bell and Commissioner Foster echoed the congratulatory remarks made by Chairman Denis in recognition of Ms. Montes de Oca's new position as Corporate Secretary, thanking her for her service over the past months. Vice Chair Bell and Commissioner Foster also recognized the WSSC Water Administrative Professionals; Commissioner Foster added a special thank you to Alexis Kosh which was seconded by Commissioner Lawson.

Public Comments

(testimony given after the Corporate Secretary's report as an exception granted by the Chairman)
Mary Ann Carter – Montgomery County resident, briefly spoke concerning her last four water bills and how the variances were cause for concern. Ms. Carter stated she was looking forward to the implementation of AMI smart meters and is in support of the project. Ms. Carter went on to mention her profession as a Media Specialist and how it has helped her understand how to decipher what is true and false on the internet. This statement was followed by several findings regarding AMI smart meter misinformation and comments related to the two speakers WSSC Water recently hired to address AMI smart meters. Ms. Carter closed her comments by requesting WSSC Water to continue its research on AMI smart meters and if it is decided not to move forward with the project WSSC Water should widely publicize its decision to cancel.

Staff Reports

General Manager's Office

Monthly Report

General Manager (GM), Carla Reid provided her monthly report, reporting from a power point presentation displayed at the meeting and incorporated herein by reference. GM Reid began by recognizing the Administrative Professionals of WSSC Water, stating they are the heartbeat of the organization. GM Reid highlighted Earth Day, COVID-19 workplace plan updates, the 2020 Water Quality Report, Parkway North Substation Replacement and meter reading delay updates. GM Reid offered a special thank you to General Counsel, Amanda Conn and her staff namely, Danny O'Conner, Heather Ashbury and Vondell Brown for successfully defending the WSSC Water rate and billing structure. Updates were also provided regarding the Fiscal Year (FY) 2022 Proposed Budget & FY 2022-2027 Capital Improvements Program presented to the full Prince George's County Council, and the FY 2022 Proposed Budget presented to the Montgomery County Council's Transportation & Environment Committee on April 15, 2021 as GM Reid thanked Commissioners for participating in both meetings. Additional notes included outreach initiatives, various diversity celebrations, and a highlight on an initiative with the Tommy & Kelly Show to raise money for the WSSC Water Fund. Following GM Reid's presentation, Commissioner Thompson requested the memo dated February 19, 2021 from Utility Services Director, Damian Lampley be updated to include highlights of meter replacement options with and without AMI technology, pros and cons of both, and a cost benefit analysis.

Office of the Inspector General: 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 March 2021. 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. Mr. Elkin's report focused on the number of audits in the planning (3), fieldwork (3) and reporting phases and the number of open and closed (1) corrective actions in the management action plans. Mr. Elkins took time to congratulate members of his staff for various promotions and professional accomplishments. Recognition for promotion went to Janice Hicks, CITP Professional accreditation to Maxene Bardwell, and special recognition of Lucretia Morris on Administrative Professionals Day. Following Commissioner questions/comments, the Monthly Activity Report was received as information.

Corporate Secretary Report

Corporate Secretary, Julianne Montes de Oca began by acknowledging Administrative Professional's Day for all WSSC Water administrative professionals with special recognition to Alexis Kosh. Ms. Montes de Oca gave a brief update on the 39 Corporate Secretary level refund requests that are pending. Ms. Montes de Oca reported that progress is being made in scheduling the refunds and that she and members of the Customer Service team are working to increase the number of scheduled refunds. Following Commissioner questions/comments, the Corporate Secretary Report was received as information.

Consent Calendar - Resolution 2021-2279

Chairman Denis requested a motion to approve the current Consent Calendar. A motion was then made by Commissioner Lawson and seconded by Commissioner Foster, to adopt Resolution 2021-2279, approving the three contracts on the Consent Calendar for the April 21, 2021 Commission Meeting, as follows:

Asset Management

1. 16442, Advanced Asset Management

Production

1. 16684, Mechanical & Plumbing Services
2. 16715, Residuals Management and Utilization

The motion carried unanimously with six affirmative votes.

Other Reports

CUSTOMER SERVICE

1133, Call Center Optimization: Special Procurement New 1-year Contract for Temporary Service

Director of Customer Service Krystal Knight-Lee presented from a power point presentation displayed at the meeting and incorporated herein by reference. Ms. Knight-Lee provided background information on the previous contracting vehicle used to address call center issues while providing a roadmap for enhanced customer experience through the proposed new 1-year contract for call center optimization. During the presentation, issues such as the impact on operations were discussed. Ms. Knight-Lee laid out the vision of Customer Service, an overview of the project, and next steps before presenting the item for vote in May 2021. Following Commissioner questions/comments, 1133, Call Center Optimization: Special Procurement New 1-year Contract for Temporary Service was received as information.

Customer Financial Assistance Program Update

Director of Customer Service Krystal Knight-Lee and Division Manager for Customer Engagement and Advocacy, Kelly Kaplan presented from a power point presentation displayed at the meeting and incorporated herein by reference. During the presentation Ms. Knight Lee addressed issues such as COVID-19 and its impact on accounts and past due amounts, revenue and recovery, financial assistance and CAP Program update, and customer engagement and outreach. During the presentation Ms. Knight-Lee provided a complete overview of the reinstatement of late fees to WSSC Water customers. Following Commissioner questions/comments, Customer Financial Assistance Program Update was received as information.

Reinstatement of Late Fees

This item was discussed during the Customer Financial Assistance Program Update presented by Director of Customer Service, Crystal Knight-Lee.

Engineering & Construction

Chief Engineer, Mike Harmer presented Contract LC7046A21-LC7046D21, Area Water and Sewer Connection Renewal. The project consists of the renewal of approximately 11,000 LF of 4 inch through 6 inch sewer house connections, approximately 1,200 LF of 1 inch through 2 inch water house connections, approximately 45 sewer point repairs, approximately 8,000 LF of CCTV Inspection with light cleaning of 6 inch to 10 inch sewer main, and approximately 3,000 LF of CCTV Inspection of 4 inch to 6 inch sewer house connection from sewer main, in various locations in Prince George's County on an annual basis. A motion was then made by Commissioner Bayonet and seconded by Commissioner Thompson, to approve Contract LC7046A21-LC7046D21 Area Water and Sewer Connection Renewal, in the amount of \$35,490,352.50 to Anchor Construction Corporation, Fort Myer Construction, IPR Northeast, LLC and Rivers Construction Group, LTD as recommended by management.

The motion carried unanimously with six affirmative votes.

Finance

Amendment to Official Travel Expense Regulation

Disbursements Manager, JD Noell presented from a power point presentation displayed at the meeting and incorporated herein by reference. Mr. Noell provided an overview of the proposed amendments to the Travel Expense Reimbursement Regulation while giving a detailed account of the history and background of the regulation. The significant changes were changes to the travel expense management tool, clarifying language for consultants, as well as a recommendation from the OIG for consultant

mileage. The report was received as information and a vote on the amendments will be held at the May meeting.

Set Public Hearing Dates for Proposed Fiscal Years 2023-2028 Capital Improvement Program (CIP)

Chief Financial Officer, Patti Colihan presented on the proposed hearing dates for the 2023-2028 Capital Improvement Program. Ms. Colihan provided specific details which outlined the public notice process and the preparation that WSSC Water has made to adhere to law governing the process. A motion was then made by Vice Chair Bell and seconded by Commissioner Foster, to approve the Public Hearing Dates of Fiscal Years 2023-2028 for the Capital Improvement Plan for Wednesday, September 1, 2021, for Prince Georges County and Thursday, September 2, 2021, for Montgomery County as recommended by management.

The motion carried unanimously with six affirmative votes.

General Counsel's Office

Resolution 2021-2280 Transmittal of Annual Ethics Report to Counties

Ethics Officer, Angelique Dorsey-White and Board of Ethics Chairman, George Pruden, II, presented from a power point presentation displayed at the meeting and incorporated herein by reference. The Annual Ethics Report was presented for vote transmittal to county officials. Ms. White began her presentation by offering congratulations to Ms. Julianne Montes de Oca for her newly appointed position and took time to recognize her Administrative Assistant, Latonya Allen in honor of Administrative Professional's Day. Mr. Pruden also recognized Ms. Allen as well as his board members and Commissioners during his presentation. Mr. Pruden provided a detailed account of the Annual Report for calendar year 2020. The report included conflicts of interest matters brought before the WSSC Board of Ethics and addressed lobbying activities before the WSSC during CY 2020. A motion was then made by Commissioner Bayonet and seconded by Commissioner Lawson, to adopt Resolution No. 2021-2280, approving transmittal of the Calendar Year 2020 Annual Ethics Report to the County Governments.

Ethics Program Update

The monthly Ethics Program Update was provided in the advanced materials. There were no Commissioner questions.

General Services

Director of General Services, Al Roshdieh and Energy Manager, Robert Taylor presented from a power point presentation displayed at the meeting and incorporated herein by reference. Mr. Taylor presented the Washington Gas Light Special Contract for Conveyance of Natural Gas (NG) to the Bio-Energy Plant and for Conveyance of Renewable Natural Gas (RNG) Away from the Bio-Energy Plant to External Customers. During the presentation Mr. Taylor provided an overview of the Bioenergy Project and the following relative to the Washington Gas Light Special Contract: schedule, benefits, and contract features. Following Commissioner questions and comments, Washington Gas Light Special Contract for Conveyance of Natural Gas (NG) to the Bio-Energy Plant and for Conveyance of Renewable Natural Gas (RNG) Away from the Bio-Energy Plant to External Customers was received as information. The contract will be submitted for vote at the May meeting.

16703 Ductile Iron Pipe and Accessories

Director of General Services, Al Roshdieh presented Contract 16703 Ductile Iron Pipe and Accessories. The project is to furnish and deliver Ductile Iron Pipe and Accessories of various configurations and coatings for the comprehensive rehabilitation, repair and replacement of water distribution and transmission mains throughout Prince George and Montgomery Counties. Questions were raised by Commissioners concerning the percentage of MBE participation. A motion was then made by Commissioner Bayonet and seconded by Vice Chair Bell Commission approve Goods & Supplies Contract 16703, Ductile Iron Pipe & Accessories to Core and Main, LP, in the amount not to exceed 72-million, as recommended by management. As the roll call began, it was noted that Commissioner Thompson's questions were still unanswered. The motion was set to the side so that staff could fully answer the questions. Upon completion of the answers, the roll call resumed.

The motion carried 5 - 0 with one abstention on the grounds of the MBE participation percentage by Commissioner Thompson.

Intergovernmental Relations

Legislative Update

Director of Intergovernmental Relations, Karyn Riley and Government Affairs Manager, Guy Andes provided the legislative update noting that Sine Die was the week before. Ms. Riley began her presentation by recognizing the GCO, Finance Team, and WSSC colleagues for their review, extensive research, and other significant contributions each team provides. Teammates, Guy Andes, Monica Marquina, and Terry Walker-Morris were also recognized for their contribution to the success of the IRO.

Ms. Riley provided updates on federal level legislation with a focus on efforts in seeking advocacy for federal funding. CARES Act, COVID relief legislation (H.R. 133), and the American Rescue Plan Act are examples and were discussed.

Information Technology

1148, Information Technology Consulting and Technical Services (CATS) (Change Order 1)

Chief Information Officer, Christopher Carter presented from a power point presentation displayed at the meeting and incorporated herein by reference. The presentation included information about how Consulting and Technical Services (CATS) works and the benefits, background on the previous CATS contract (1148), task orders, basic ordering agreements, spend and contract funding. Following Commissioner questions and comments, 1148, Information Technology Consulting and Technical Services (CATS) (Change Order 1) was received as information. The contract will be presented for vote at the May meeting.

Strategy and Innovation Office

Strategic Plan Report

Chief Strategy and Innovation Officer, Todd Allen presented from a power point presentation displayed at the meeting and incorporated herein by reference. The presentation provided details on actions supporting each strategic initiative, shared an explanation on why initiatives were selected, and identified senior leaders who are championing each initiative. Following Commissioner questions/comments, Strategic Plan Report was received as information.

16520, SIO Support Services BOA

Chief Strategy and Innovation Officer, Todd Allen presented from a power point presentation displayed at the meeting and incorporated herein by reference. The presentation provided background information on previous basic ordering agreements related to 16520, SIO Support Services BOA, an overview of SIO Support Services BOA, and the procurement activities to date. This item was briefed in preparation of a proposed Commission vote in May 2021. Following Commissioner questions/comments, 16520, SIO Support Services BOA was received as information.

Additional Briefings/Policies/Regulations

Commission Office

Committee Reports Information

WSSC Employees' Retirement Plan Board of Trustees

Commissioner Lawson provided a brief overview of the last meeting of the WSSC Employees' Retirement Plan Board of Trustees on March 31, 2021 with February 2021 results reflecting plan assets at that time were \$909,400,000. Commissioner Lawson reported the plan was in good standing and added a brief mention of a few market indicators.

Governance & Strategic Visioning

Commissioner Foster then reported that the Governance Manual provides a big picture overview of the work of Commissioners and what it means to be a WSSC Water Commissioner. Commissioner Foster emphasized that the Governance Manual is an internal working document. In connection with the governance manual project, the Committee recognized the bylaws were out of date and decided to undertake the process of reviewing, revising and streamlining the WSSC bylaws. Commissioner Foster recognized Julianne Montes de Oca and Amanda Conn for their hard work and contribution to the project. Commissioner Foster reported the Commissioners and management had received the bylaws for feedback and after receiving none, the bylaws will be presented for vote during the May 2021 Commission Meeting.

Legislative & Compliance

Commissioner Bayonet reported the Maryland General Assembly closed April 13, 2021, passing 344 pieces of legislation during the 90-day session and will convene January 12, 2022. Commissioner Bayonet recognized the IRO for completing another successful legislative session.

Audit

There was no report for the Audit Committee.

Adjournment of Open Session

Upon completion of the Committee Reports, Chairman Denis declared that the Commission had completed its open session business and that he would entertain a motion to enter Closed Session.

Whereby, at 2:04 p.m., Commissioner Foster moved that the Commission go into Closed Session, to approve the Closed session minutes for March 17, 2021 pursuant to General Provisions Article section 3-305, subsection b, paragraph 13; to consult with counsel to obtain legal advice pursuant to section 3-305, subsection b, paragraph 7; to discuss with counsel pending litigation pursuant to section 3-305, subsection b, paragraph 8; Vice Chair Bell seconded the motion.

The motion carried unanimously with six affirmative votes.

Chairman Denis declared the Open Session of the Commission meeting adjourned at 2:04 pm. The Chairman then called for a short recess. The Commission reconvened in Closed Session by virtual meeting at 2:24 pm.

Closed Session

Attendees:

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

Staff: General Manager/CEO, Carla Reid; Deputy General Managers, Monica Johnson, James Price and Joseph Beach; Corporate Secretary, Julianne M. Montes de Oca; General Counsel, Amanda Stakem Conn; Deputy General Counsel, Russel Beers; Associate General Counsels, Matthew Gallagher and Rahel Kifle; Chief Procurement Officer, Caprecia Poole-Williams; and Office of Supplier Diversity & Inclusion Director, Courtney Edmonds.

Closed Session Minutes: There being no corrections to the Closed Session Minutes of March 17, 2021, the Minutes stood approved.

Litigation Matter: Commissioner Thompson moved, and Commissioner Foster seconded, that the Commission delegate authority to the General Counsel to settle the specific litigation matter for \$375,000 as proposed by the General Counsel's Office. The motion carried unanimously with six affirmative votes.

Legal Advice: The Commissioners received attorney-client privileged advice on a specific matter.

Following completion of the Closed Session business, Commissioner Lawson moved, and Commissioner Bayonet seconded, to end Closed Session and Adjourn.

The motion passed by a unanimous vote of 6-0.

Adjournment:

Chairman Denis declared Closed Session Adjourned at 2:43pm.

//Original signed//

Julianne M. Montes de Oca
Corporate Secretary