

WASHINGTON SUBURBAN SANITARY COMMISSION

Minutes for May 2021 Commission Public Meeting Copy

05/19/2021 | 10:00 AM - Eastern Time (US and Canada)

Virtual

Attendees

Chairman Howard Denis; Vice Chair Keith Bell; Commissioners Chris Lawson; Sandra Thompson and Fausto Bayonet; General Manager/CEO, Carla Reid; General Counsel, Amanda Stakem Conn; and Corporate Secretary, Julianne M. 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.

Pledge of Allegiance

Chairman Denis began the meeting by asking Commissioner Bayonet 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 Commissioner Lawson.

Approval of Agenda

Vice Chair Bell moved to adopt the Commission's Public Meeting Agenda of May 19, 2021, as drafted, to which Commissioner Bayonet seconded the motion.

The motion carried unanimously with five affirmative votes.

Approval of Minutes April 21, 2021

Having no corrections to the open session minutes of the April 21, 2021 Regular Commission Meeting, the minutes stood approved.

Retirees

Retirement & Investments Division Manager, Richard Baker recognized the Retiree for the month of April 2021, reporting from a power point presentation displayed at the meeting reflecting the Retiree's

name and photo. Retiree's information can be found in the archived meeting video and presentation, incorporated herein by reference.

Comments: Commissioners and Public

Commissioner Comments

Commissioner Bayonet began the Commissioner comment period with a thanks to both County Counsels for their approval of the WSSC Water budget. He encouraged everyone who can to get the Covid vaccine.

Commissioner Thompson commended management for all the outreach taken on delinquent accounts, including radio ads and Nextdoor postings.

Commissioner Lawson thanked Commissioner Bayonet for being a "Commissioner Ambassador" for the Covid vaccinations.

Public Comments

There were no public comments.

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 giving a Covid update which includes moving to Stage 3 on July 6, 2021. GM Reid covered topics including wipes in the pipe, the new Clarksburg Wastewater Pumping Station, a new satellite leak detection program, meter reading delays, water quality bond loan closing, and a recap of the drinking water week activities. GM Reid highlighted that Prince George's County's Utility Town Hall will be on June 1. GM Reid reported from a power point presentation displayed at the meeting. That presentation can be found in the archived meeting video and is incorporated herein by reference.

Following GM Reid's presentation, Chairman Denis noted that it will be beneficial for newer employees to be back in person so they can learn from their colleagues. Commissioner Thompson commended GM Reid and her team on all the work done for customer financial assistance.

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 April 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 (5) and reporting (1) phases and the number of open and closed (1) corrective actions in the management action plans.

Audit Committee Meeting

Following the OIG Monthly presentation, the Commission convened as the Audit Committee with Commissioner Thompson presiding as Audit Committee Chair. The Audit Committee minutes were recorded separately.

Corporate Secretary Report

Corporate Secretary, Julianne M. Montes de Oca began by thanking Lucretia Morris of the OIG for her willingness to answer questions and be a resource for the Commission Office. Ms. Montes de Oca reported on the number of completed and outstanding Refund Hearing Requests. Following Commissioner questions/comments, the Corporate Secretary Report was received as information.

Consent Calendar - Resolution 2021-2281

After verifying that no Commissioner desired to remove a contract from the Consent Calendar, Chairman Denis requested a motion to approve the current Consent Calendar. A motion was then made by Commissioner Lawson and seconded by Commissioner Bayonet, to adopt Resolution 2021-2281, approving the seven contracts on the Consent Calendar for the May 19, 2021 Commission Meeting, as follows:

Engineering and Construction

1. 16688, General Engineering Services (BOA)
2. 7168, Street Paving, Change Order No. 1

General Services

1. 142187, Contract with Washington Gas Light for Gas Supply and Infrastructure for Combined Heat and Power on the Bioenergy Project

Information Technology

1. 1148, Information Technology Consulting and Technical Services

(CATS) Change order No. 1

Police and Homeland Security

1. 7281, Professional Security Services, Change Order No. 3

Utility Services

1. 16654, Waste Water Engineering Services
2. 16726, Transmission Main Replacement and Repair

The motion carried unanimously with five affirmative votes.

Other Reports

CUSTOMER SERVICE

142186, Call Center Optimization: Special Procurement New 1-year Contract for Temporary Service

Director of Customer Service Crystal Knight-Lee noted that contract 142186, Call Center Optimization: Special Procurement New 1-year Contract for Temporary Service had been briefed in April, asked Commissioners to refer to the subject matter materials presented during the April 2021 Commission Meeting, welcomed questions, and requested approval. Commissioner Bayonet moved, and Commissioner Thompson seconded, that the Commission approve Professional Services contract number 142186, Temporary Personnel Services, to June Gem Technologies, Inc., ABSS Solutions Inc., and 1st Choice, LLC, in the amount of \$10 million as recommended by management.

The motion carried unanimously with five affirmative votes.

Finance

Resolution 2021-2282 Amendment to Official Travel Expense Regulation

Chief Financial Officer Patti Colihan presented noted that the proposed amendments to the Official Travel Expense Regulation had been briefed at the April 2021 Commission Meeting. Ms. Colihan asked for any questions and requested a vote on the proposed amendments. There being no questions, Vice Chair Bell moved, and Commissioner Bayonet seconded, that the Commission adopt Resolution 2021-2282, Amendment to Official Travel Expense Regulations, as recommended by management.

The motion passed unanimously with five affirmative votes.

Resolution 2021-2283 BIG Program Regulations

Chief Financial Officer, Patti Colihan also presented on the changes to the BIG Program regulations. She thanked Joe Beach and Courtney Edmonds for all their work on the regulation before presenting the background of the program and the proposed amendments. Commissioners Thompson and Lawson commended Ms. Colihan and team for their work and for the increase in funding to the program over the

years. Following the presentation, Commissioner Bayonet moved, and Commissioner Lawson seconded, that the Commission adopt Resolution 2021-2283 approving the BIG Program Regulation amendments as recommended by management.

The motion carried unanimously with five affirmative votes.

General Counsel's Office

Ethics Program Update

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

Human Resources

Resolution 2021-2284 Authorizing General Manager to Execute Collective Bargaining Agreement

Director of Human Resources DeAnna Thomas presented on the proposed changes to the collective bargaining agreement. Ms. Thomas presented from a power point presentation displayed at the meeting and incorporated herein by reference. The presentation covered the background of the current agreement, when it expired, the steps taken to negotiate the new agreement, the general updates, and specific updates. Following Ms. Thomas' presentation, Commissioner Thompson requested a marked-up copy of the Collective Bargaining Agreement. Commissioner Thompson then moved, and Commissioner Bayonet seconded, that the Commission adopt Resolution 2021-2284, authorizing the General Manager to execute the Collective Bargaining Agreement on behalf of the Commission. The motion carried unanimously with five affirmative votes.

Strategy and Innovation Office

Strategic Plan Recommendations

Chief Strategy and Innovation Officer, Todd Allen presented from a power point presentation displayed at the meeting and incorporated herein by reference. Mr. Allen stated that the focus is on plan implementation and continued operationalization. The plan has been shared with the counties and all employees and he will return next month for a vote. The Strategic Plan Recommendations were received as information.

Additional Briefings/Policies/Regulations

Commission Office

Committee Reports Information

WSSC Employees' Retirement Plan Board of Trustees

There was no report for the WSSC Employees' Retirement Plan Board of Trustees.

Governance & Strategic Visioning

Vice Chair Bell noted that the vote on the updates to the Bylaws has been moved to June.

Legislative & Compliance

Commissioner Bayonet thanked Karyn Riley and Guy Andes for all their hard work during the Legislative Session.

Adjournment

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 11:35 a.m., Commissioner Bayonet moved that the Commission go into Closed Session, to approve the Closed session minutes for April 21, 2021 pursuant to General Provisions Article section 3-305, subsection b, paragraph 13; to discuss with counsel regarding potential or pending litigation pursuant to section 3-305, subsection b, paragraph 8; and to discuss cybersecurity where the public discussion would constitute a risk to security assessments or deployments related to information resources technology, network security information, or deployments or implementation of security personnel, critical infrastructure, or security devices pursuant to section 3-305, subsection b, paragraph 15. Vice Chair Bell seconded the motion.

The motion carried unanimously with five affirmative votes.

Chairman Denis declared the Open Session of the Commission meeting adjourned at 11:37 a.m. The Chairman then called for a short recess. The Commission reconvened in Closed Session by virtual meeting at 11:54 a.m.

Closed Session

Attendees:

Chairman Denis, Vice Chair Bell, Commissioners Bayonet, 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 Counsel, James O'Day; Police & Homeland Security Division Manager Dave McDonough; Chief Information Office, Christopher Carter; IT Security & Compliance Senior Manager, Christine Grooby; Process Control Engineering

Division Manager, Bill Cantwell; and Outside Counsel Suzanne Sangree of Grant and Eisenhofer, and Martin Wolf of Gordon, Wolf and Carney .

Closed Session Minutes: There being no corrections to the Closed Session Minutes of April 21, 2021, the Minutes stood approved.

Litigation Matter: Presentation on pending litigation in which WSSC has an interest and potential litigation. Commissioner Thompson moved, and Commissioner Bayonet seconded, that the Commission authorize the General Counsel's Office to seek to intervene in the South Carolina case of Charleston Water System against Kimberly-Clark and to file a suit for meaningful damages and meaningful injunctive relief against the Wipes Defendants in the US District Court for Maryland. The motion passed by a unanimous vote of 5-0.

Cyber Security: Briefing on security of WSSC facilities and IT systems.

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 4-0 (Commissioner Thompson absent).

Chairman Denis declared Closed Session Adjourned at 1:24 pm.

/// Original Signed ///

Julianne M. Montes de Oca
Acting Corporate Secretary