

WASHINGTON SUBURBAN SANITARY COMMISSION

Minutes for June 2021 Commission Public Meeting

06/16/2021 | 10:00 AM - Eastern Time (US and Canada)

Virtual

Attendees

Chairman Howard Denis; Vice Chair Keith Bell; Commissioners Chris Lawson; Eloise Foster; 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 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 Thompson moved to adopt the Commission's Public Meeting Agenda of June 16, 2021, as drafted, to which Commissioner Foster seconded the motion.

The motion carried unanimously with six affirmative votes.

Approval of Minutes May 19, 2021

Having no corrections to the open session minutes of the May 19, 2021 Regular Commission Meeting, the minutes stood approved.

Retirees

Retirement & Investments Division Manager, Richard Baker recognized the Retiree for the month of May 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.

Recognition of Outgoing Chairman Howard Denis

Vice Chair Bell lead acknowledgements to outgoing Chairman Denis and shared a brief overview of accomplishments achieved during the Chairman's tenure, memories, short stories, and kind words before offering other Commissioner to add their comments. Commissioner Foster followed Vice Chair Bell in offering a brief recap on the distinguished accomplishments of Chairman Denis and closed with thanks. Next, each of the Commissioners including Sandra Thompson, Fausto Bayonet and Chris Lawson offered heartfelt gratitude and appreciation to Chairman Denis for his remarkable leadership and a job well done.

Outgoing Chairman Remarks

Chairman Denis offered remarks which included a brief speech and extensive kudos and appreciation to the entire WSSC Water organization and H2O people with highlights to several different departments. Chairman Denis provided his own personal recap and overview of his time as WSSC Water Chairman.

Election of Fiscal Year (FY) 2022 Chairman and Vice Chairman

Former Chairman Denis moved to nominate former Vice Chair Bell as the new Chairman for WSSC Water during Fiscal Year 2022 to which Commissioner Lawson seconded the motion.

The motion carried five to zero with one abstention (Bell). Now Chair Bell made brief remarks thanking his fellow Commissioners and looking to the year ahead.

Commissioner Thompson moved to nominate Commissioner Denis as the new Vice Chair for WSSC Water during Fiscal Year 2022 to which Commissioner Bayonet seconded the motion.

The motion carried five to zero with one abstention (Denis).

Resolution 2021-2285 Adoption of FY 2022 Commission Meeting Dates

Commissioner Foster moved to adopt Resolution 2021-2285 adopting the Commission's Public Meeting Agenda dates for FY 2022 to which Commissioner Bayonet seconded as follows:

July 21, 2021	January 19, 2022
August 18, 2021	February 16, 2022
September 15, 2021	March 16, 2022
October 20, 2021	April 20, 2022
November 17, 2021	May 18, 2022
December 15, 2021	June 15, 2022

The motion carried unanimously with six affirmative votes.

Commissioner Comments

Commissioner Bayonet began Commissioner comments by acknowledging the Diversity & Inclusion Planning Committee along with Ayanna Castro for inviting him to participate with the Caribbean Heritage Month Celebration. Commissioner Bayonet reiterated on the importance of the COVID-19 vaccination and closed by acknowledging GM/CEO, Carla Reid and Montgomery County officials for their work in continuing to encourage people to get vaccinated.

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-19 update which includes moving to Stage 3 on July 6, 2021 and outlining the "Now Normal State" of WSSC Water. GM Reid covered topics including the customer late fees to resume, Patuxent Raw Water Filtration Plant Project progress, and meter reading delays. GM Reid provided an update on the Arrearage Forgiveness Program for customers. A brief recap of the Prince George's County's Utility Town Hall event held on June 1, where County Executive Angela Alsobrooks provided remarks was provided by GM Reid. That presentation can be found in the archived meeting video and is incorporated herein by reference. Following the monthly report Vice Chair Denis inquired of the specific employee vaccination rate. GM Reid replied she would provide the information later that day. Vice Chair Denis also requested an estimated date which in-person meetings will resume to which GM Reid responded, through a concerted effort between the Corporate Secretary and Emergency Director, an approximate date of September was possible, but it would be based on other variables. Commissioner Thompson offered her appreciation to GM Reid for acknowledging her requests during previous meetings and

publicly thanked GM Reid. Following Commissioner questions/comments, the Monthly Report was received as information.

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 May 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 (0) corrective actions in the management action plans. Following Commissioner questions/comments, the Monthly Activity Report was received as information.

Corporate Secretary Report

Corporate Secretary, Julianne M. Montes de Oca began by thanking Vice Chair Denis and Chair Bell for their support and empowerment during the last fiscal year. Ms. Montes de Oca reported there are 33 pending Corporate Secretary level Refund Hearing Requests. Ms. Montes de Oca made a verbal correction to her report in that scholarship applications have been received, are being evaluated and should be ready to award in July. Following Commissioner questions/comments, the Corporate Secretary Report was received as information.

Consent Calendar - Resolution 2021-2286

After verifying that no Commissioner desired to remove a contract from the Consent Calendar, Chair Bell requested a motion to approve the current Consent Calendar. A motion was then made by Commissioner Thompson and seconded by Vice Chair Denis, to adopt Resolution 2021-2286, approving the five contracts on the Consent Calendar for the June 16, 2021 Commission Meeting, as follows:

A. Engineering and Construction

1. PM0005A21, Pollution Control and Assessment (BOA)
2. 16741, Motor Control Center Replacement for Green Branch Wastewater Pumping Station and Mill Branch Wastewater Pumping Stations

B. General Services

1. 7335, Various Water Meter Replacements

C. Utility Services

1. 16731, PCCP Engineering Services (BOA)
2. 140682, PCCP, Condition Assessment and Monitoring Services

The motion carried unanimously with six affirmative votes.

Other Reports

General Counsel's Office

Ethics Program Update

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

Finance

Front Foot Benefit Charges and Deferred House Connection Charges for 2021 Levy

Chief Financial Officer, Patti Colihan provided an overview of the Front Foot Benefit Charges and Deferred House Connection Charges for 2021 Levy. There being no questions, Chair Bell requested a motion to which Commissioner Foster moved and Commissioner Lawson seconded the motion approving the Front Foot Benefit Charges and Deferred House Connection Charges for 2021 Levy.

The motion passed unanimously with six affirmative votes.

Resolution 2021-2287 Adoption of WSSC Water FY 2022 System Development Charge

Budget Group Leader, Letitia Carolina-Powell provided an overview of the WSSC Water FY 2022 System Development Charge. There being no questions, Chair Bell requested a motion to adopt Resolution 2021-2287 Adoption of WSSC Water FY 2022 System Development Charge. Commissioner Lawson moved, and Commissioner Bayonet seconded the motion.

The motion passed unanimously with six affirmative votes.

Resolution 2021-2288 Adoption of WSSC Water FY 2022 Rates and Fees

Budget Group Leader, Letitia Carolina-Powell provided an overview of WSSC Water FY 2022 Rates and Fees. Ms. Carolina-Powell noted the fees had been changed from what was previously presented to the Commission. The fees are now lower than what was presented. Following Commissioner questions,

Vice Chair Denis moved, and Commissioner Thompson seconded, that the Commission adopt Resolution 2021-2288 approving WSSC Water FY 2022 Rates and Fees.

The motion carried unanimously with six affirmative votes.

Resolution 2021-2289 Adoption of WSSC Water FY 2022 Operating and Capital Budgets

Budget Group Leader, Letitia Carolina-Powell provided an overview of the WSSC Water FY 2022 Operating and Capital Budgets. There being no questions, Chair Bell requested a motion to adopt Resolution 2021-2289 approving WSSC Water FY 2022 Operating and Capital Budgets. Commissioner Lawson moved, and Commissioner Foster seconded the motion.

The motion passed unanimously with six affirmative votes.

Resolution 2021-2290 Adoption of WSSC Water Six-Year CIP – FYs 2022-2027

Budget Group Leader, Letitia Carolina-Powell provided an overview of the WSSC Water Six-Year CIP FYs 2022-2027. There being no questions, Chair Bell requested a motion to adopt Resolution 2021-2290 approving WSSC Water Six-Year CIP FYs 2022-2027. Commissioner Bayonet moved, and Commissioner Thompson seconded the motion.

The motion passed unanimously with six affirmative votes.

Approval of Debt Refunding Plan and Transmittal of Such Plan to County Governments

Chief Financial Officer, Patti Colihan provided an overview of the Debt Refunding Plan. Following Commissioner questions, Chair Bell requested a motion to which Commissioner Thompson moved and Vice Chair Denis seconded the motion approving the Debt Refunding Plan and Transmittal of Such Plan to County Governments.

The motion passed unanimously with six affirmative votes.

Strategy and Innovation

Strategic Plan

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. Mr. Allen returned for a vote following last month's informational briefing. There being no

questions, Chair Bell requested a motion. A motion was then made by Commissioner Foster and seconded by Commissioner Lawson, to approve the revised strategic plan.

The motion carried unanimously with six¹ affirmative votes.

16520, SIO Support Services (BOA)

Chief Strategy and Innovation Officer, Todd Allen provided a recap of 16520, SIO Support Services (BOA). There being no questions, Chairman Bell requested a motion to approve 16520, SIO Support Services (BOA). A motion was then made by Commissioner Thompson and seconded by Vice Chair Denis.

The motion passed unanimously with six affirmative votes.

Engineering and Construction

FY 2020 Water Audit and Water Loss Reduction Plan

Planning Division Manager, Tom Hilton provided an overview of the FY 2020 Water Audit and Water Loss Reduction Plan. Mr. Hilton provided the definition of water loss, shared information on the current and future water loss and reduction plan, historical perspective, cost associated and information about the FY2020 water audit summary. FY 2020 Water Audit and Water Loss Reduction Plan information can be found in the archived meeting video and presentation, incorporated herein by reference

CD5170B11, Piscataway Electrical Upgrades, Change Order No. 4

Chief Engineer, Mike Harmer presented Contract CD5170B11, Piscataway Electrical Upgrades, Change Order No. 4 for Commission approval. This contract upgrades the electrical system of the Piscataway Water Resource Recovery Facility (WRRF) through the replacement and demolition of existing electrical distribution equipment, associated cables, and appurtenant equipment to Greeley and Hansen, LLC in the amount of \$542,169.70. Major components of the project include the replacement of medium and low voltage switchgears, transformers, and motor control centers and the installation of new underground electrical duct banks and distribution infrastructure. There being no questions, Chair Bell requested a motion to approve CD5170B11, Piscataway Electrical Upgrades, Change Order No. 4. A motion was then made by Commissioner Lawson and seconded by Commissioner Bayonet.

The motion passed unanimously with six affirmative votes.

¹ Due to a Teams glitch, Commissioner Thompson was temporarily removed from the meeting during the vote. Her vote was recorded once she rejoined the meeting.

PM0003A21, General Engineering Designs Services (BOA)

Chief Engineer, Mike Harmer presented Contract PM0003A21 General Engineering Design Services Basic Ordering Agreement (BOA) to four (4) contractors: CDM Smith, Inc., Mott MacDonald, LLC, Ramboll Americas Engineering Solutions, Inc. and Stantec Consulting Services, Inc. The contract has a base term of eight (8) years for a not to exceed amount of \$10,000,000.00 for each awardee. The total amount requested for approval was \$40,000,000.00. The scope of this contract is to provide design services for water and wastewater facility projects to include planning services, pre-construction services, and design services during construction on an as needed basis in Prince George's County and Montgomery County. There being no questions, Chair Bell requested a motion to approve Contract PM0003A21 General Engineering Design Services Basic Ordering Agreement (BOA). A motion was then made by Commissioner Bayonet and seconded by Commissioner Thompson.

The motion passed unanimously with six affirmative votes.

PM0004A21, Process Mechanical and Structural Design Services (BOA)

Chief Engineer, Mike Harmer presented Contract No. PM0004A21 Process Mechanical & Structural Design Basic Ordering Agreement (BOA) to Rummel, Klepper & Kahl, LLP. The contract has a base term of eight (8) years for a not to exceed amount of \$12,000,000.00. The scope of this contract is to provide design services for process mechanical and structural infrastructure upgrade and rehabilitation for water and wastewater facility projects to include design services pertaining to other engineering disciplines as necessary, to support and complete process/structural infrastructure projects on an as needed basis in Prince George's County and Montgomery County. There being no questions, Chair Bell requested a motion to approve Contract PM0004A21 Process Mechanical & Structural Design Basic Ordering Agreement (BOA). A motion was then made by Commissioner Thompson and seconded by Vice Chair Denis.

The motion passed unanimously with six affirmative votes.

Information Technology

Cornerstone Quarterly Update

IT Chief Governance Officer, Stacey Chisolm, Chief Strategy and Innovation Officer, Todd Allen, Director of Customer Service Krystal Knight-Lee, Director of Utility Services, Damion Lampley and Chief Financial Officer, Patti Colihan provided the quarterly update on Project Cornerstone, reporting from a power point presentation contained in the advance materials and incorporated herein by reference. The update included FY22-23 performance targets for Customer Service, Utility Services, and Finance.

Customer Service

Customer Financial Assistance Regulation Changes

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 upcoming changes to the Customer Financial Assistance Regulation. Ms. Knight-Lee reported that there are currently 6,000 customers on payment plans while pre-Covid there were only 2,000. The changes to the regulation will be brought to the Commissioners for vote at the July 2021 meeting. The Commissioners received Ms. Knight-Lee's report as information.

General Services

16733, Construction Management Services

Director of General Services, Al Roshdieh presented Contract No. 16733 Construction Management Services to two (2) contractors: O'Connell & Lawrence, Inc./Gannett Fleming, Inc. JV and Rummel, Klepper & Kahl, LLP. The contract has a base term of five (5) years for a not to exceed amount of \$1,650,000.00 each and one (1) two-year option term with an amount not to exceed \$660,000.00 each. The total amount requested for approval is \$4,620,000.00. The scope of this contract is to provide construction management services for new building construction and/or renovations for various owned or leased WSSC facilities throughout Prince George's County and Montgomery County on an as needed basis. There being no questions, Chair Bell requested a motion to approve Contract 16733 Construction Management Services. A motion was then made by Commissioner Foster and seconded by Commissioner Lawson.

The motion passed unanimously with six affirmative votes.

Additional Briefings/Policies/Regulations

Commission Office

Resolution 2021-2291 – Adoption of Amended Bylaws

Commissioner Foster provided an overview of the amended bylaws which included four substantive areas; the breakdown of responsibilities for ad hoc committees versus standing committees of the Commission, clarifying the requirements of declaring an emergency meeting and identifying actions to address during emergencies and altering the definition of meetings to allow Commissioners to attend by telephone, video conference and other virtual methods. The public was notified of the pending changes in both April and May of 2021. Chair Bell, Vice Chair Denis and Commissioner Bayonet offered kudos to Commissioner Foster, Corporate Secretary, Montes de Oca and the Governance & Strategic Visioning

Board for their work in getting the bylaws updated. There being no questions, Chair Bell requested a motion to adopt Resolution 2021-2291 – Adoption of Amended Bylaws. A motion was then made by Vice Chair Denis and seconded by Commissioner Thompson.

The motion passed unanimously with six affirmative votes.

Committee Reports Information

WSSC Employees' Retirement Plan Board of Trustees

Commissioner Lawson provided an update for the WSSC Employees' Retirement Plan Board of Trustees meeting held May 26, 2021. Plan assets were at 963 million as of April 30, 2021 representing a year-to-date investment gain of \$79.5 million or an increase of 9%

Governance & Strategic Visioning

Having already voted to approve the Bylaws, there was no additional report.

Legislative & Compliance

There was no report from the Legislative & Compliance Committee.

Adjournment

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

Whereby, at 12:46 a.m., Commissioner Thompson moved that the Commission go into Closed Session, to approve the Closed session minutes for May 19, 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; 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. Commissioner Bayonet seconded the motion.

The motion carried unanimously with six affirmative votes.

Chair Bell declared the Open Session of the Commission meeting adjourned at 12:47 a.m. The Chair then called for a short recess. The Commission reconvened in Closed Session by virtual meeting at 1:01 p.m.

Closed Session

Attendees:

Chair Bell, Vice Chair Denis, 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; Police & Homeland Security Division Manager Dave McDonough; Chief Information Office, Christopher Carter; IT Security & Compliance Senior Manager, Christine Grooby; Communications & Community Relations Director, Charles Brown; Intergovernmental Relations Director, Karyn Riley; and Outside Counsel James Paulino and Kevin Farrell of Mullen Coughlin; and Jason Maloni of JadeRoq.

Closed Session Minutes: There being no corrections to the Closed Session Minutes of May 19, 2021, the Minutes stood approved.

Legal Matter: The General Counsel's Office and outside counsel presented on a legal matter. Following the presentation, the Commissioners voted to take a legal action related to a settlement.

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

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

Chair Bell declared Closed Session Adjourned at 2:54 pm.



Julianne M. Montes de Oca
Corporate Secretary

Approved 7/21/21 jul

