

November 14, 1967

Present: All commissioners.

Auditors

Mr. David Gruber and Mr. Donaldson discussed Metropolitan Commission, and need to establish an accounting system for this agency, and method to determine properties in the sanitary district, as some are in the 8th District and some in the 2nd District. So far as service rates, rates to the navy, etc., are concerned, these may have been worked out and this will have to be discussed with the Metropolitan Commission. Mr. Gruber mentioned that the tax bill format will have to be revised to accommodate the new assessment to be made against certain properties. He said that he is requesting a general authorization from the commissioners to proceed and determine what must be done, and can give a preliminary estimate on the cost for his services after he has done a study of the entire matter. He knows there will have to be an accounting system, and basic controls, but not how much work must be done for a projected program.

Mr. Gruber reviewed Audit Report for 1967 as prepared by his firm, stating that we are now under as pure a municipal accounting system as is possible for a county this size.

After general discussion the commissioners agreed that Mr. Gruber should set up the accounting system, audit the books and records, and see that all records are properly kept, for the Metropolitan Commission. Mr. Bowles asked if monthly statements should be submitted to the commissioners by the Commission, and this can be done.

Later in the afternoon, Mr. Gruber and Mr. Donaldson again met with the commissioners to report on a meeting in the morning with Mr. W. Miles, Administrative Assistant for the Metropolitan Commission. Mr. Gruber stated that Beavin & Co. has prepared a 20 year analysis for the Sanitary District Project, which is very elaborate and detailed. This will eliminate some of the problem areas so far as he is concerned, and now the accounting system and controls should be installed. He also said that quarterly reports would be submitted, and Mr. Bowles asked about Mr. Gruber supervising such reports. Mr. Gruber stated that initially, the audit report will be a very basic thing. Colvin & Burroughs have done an audit of the Metropolitan Commission to date, and copies are being sent up to Mr. Donaldson. In the second year, we would begin to pick up the quarterly reports and more detailed accounting. So far as his fee is concerned, Mr. Gruber said this would be approximately \$3,500 to \$5,000 for the next 12 to 14 month period.

Mr. Donaldson pointed out that the money taken in by the Metropolitan Commission should not be allowed to just lie in a bank, but should be deposited and draw interest until such time as it is needed for construction or other expenditures. He further stated that he has the authority to direct that the money be handled this way. Mr. Burch asked Mr. Gruber for a record of what has transpired up to the present time, and the latter said he would go back over the past 18 months to compile a report. This will be discussed with the Metropolitan Commission.

Mr. Gruber reviewed procedures for reimbursing the nursing home under the Medicare Program. There are actually six methods that may be used, and the one in force on

January 1, 1968, is the one that must be adhered to from then on. The only way the method can be changed is to show hardship under that particular method. Mr. Gruber feels that the double apportionment method is the best example, but this might not be the most desirable method for the nursing home. Mr. Donaldson is going to meet with Mrs. Thomas, Administrator of the nursing home, to find out ~~what method they are using~~ what method they are using, who is advising them to use it, and how they arrived at the method chosen. Mr. Gruber said that the information for the various programs is available and can be obtained by the commissioners if they so desire. It was decided that Mr. Bowles and Mr. Donaldson would meet with Mrs. Thomas, and possibly attend the Board of Directors meeting on Thursday.

Plastering Work

Mr. S. Graves has given estimate of \$325.00 to fix ceilings in the vestibule, elections office, and juvenile service office, and further plastering as needed, for approximately \$150.00. The commissioners agreed that this should be done.

Pratt Trailer Park

The commissioners reviewed plat for this facility, which has been approved by all agencies required, and approved same, and issuance of license to Mr. M. Pratt, for \$25.00, covering from 1 to 50 trailers.

Parks and Recreation

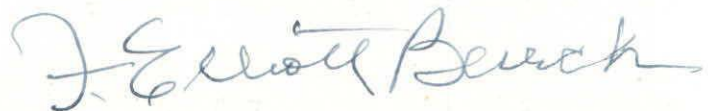
The commissioners approved payment of \$717.49 to the Parks and Recreation Board of Charles County, for expenses for the month of November 1967, as approved by Capt. J. Henderson, Chairman of the St. Mary's County Parks and Recreation Board, said expenses incurred by Mr. E. Curley, Director.

Revenue Sources

The commissioners reviewed possible sources of additional revenue, to be considered for legislation, such as transfer tax, sales tax, soft drink tax, beer tax, increase charge for building permits, increase cost of trailer park licenses, and occupancy fee rates.

Meeting adjourned.

Approved,



F. Elliott Burch, President