

**BOARD OF DIRECTORS
MINUTES
MEETING 1-12
January 30, 2012**

LOCATION: MES Headquarters

TIME: 9:30 a.m.

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (via conference call)
William B.C. Addison (via conference call)
Talmadge E. Simons (via conference call)
Joseph Snee, Esq. (via conference call)
Leslie Jackson-Jenkins, Esq. (via conference call)
Ed Adams, P.E. (via conference call)

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Steve Tomczewski
Cece Donovan
Jerry Wheeler
Chris Garrigan
Beryl Downs
Pamela Fuller

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:30 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of December 14, 2011. Dr. Street made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously. Ms. Jenkins and Mr. Adams were not yet on the line.

DIRECTOR'S REPORT

Ed Adams and Leslie Jackson Jenkins joined the meeting at 9:32 a.m.

Mr. Harkins attended a rather unusual meeting with the Department of Legislative Services (DLS) concerning the Anaerobic Digester project. The DLS Budget Analyst issued an opinion on the project that contained misinformation. Mr. Harkins met with the Mike Busch, Speaker of the House of Delegates, Ed Kasemeyer, Chair of the Senate Budget and Tax Committee, and Norm Conway, Chair of the House Appropriations Committee, to brief them on the project. They agreed that MES was acting appropriately with respect to the project. The BPW is happy with the project, and the Governor and Comptroller would like to be present at the ribbon cutting.

Mr. Harkins mailed a packet of the information to the Board regarding the manure summit meeting. MDE will most likely have more control over agricultural projects in the future.

The Legislative Auditors arrived at MES on December 12, 2011 and their work continues to progress well.

Mr. Harkins met with Rushern Baker, the Prince George's County Executive as part of his ongoing effort to reach out to all elective officials across the State. Mr. Harkins and Mr. Tomczewski met with the Prince George's Waste Management Division to discuss solid waste in the County.

Leaders of the Boy Scouts of Maryland have contacted MES regarding water and sewer problems at their main camp at the Broad Creek Scout Camp. The Health Department has raised several concerns over their current system. The need to update their current systems, as well as mitigate silting at a large lake on property. Ted Kluga, MES Grants liaison is working with them to find funding, and the Boy Scouts are starting a campaign to raise funds for the upgrades.

Mr. Harkins met with MDE Deputy Secretary David Costello to tour the pilot membrane plant at Charlotte Hall Veterans Home. Questions from the Board were addressed regarding the process, equipment and costs.

BUSINESS DEVELOPMENT

Ms. Wojton attended the winter MACO convention in Cambridge. She also attended the MML Chapter dinner on the Eastern Shore, and MES Water & Wastewater employees attended the Washington County MML Dinner.

MES's Customer Service Representative, Jim Stonesifer has been attempting to contact every MES Customer.

AGENCY ACTIVITY REPORT

Steve Tomczewski highlighted the Midshore Counties Single Stream Recycling RFP. MES solicited proposals to gain knowledge on whether single stream recycling would be a cheaper and more efficient alternative to the igloo collection service currently used to provide recycling services to Midshore county residents. MES is currently evaluating the proposals. If instituted the single stream collection program would increase recycling rates, provide an easier recycling alternative for Midshore County residents by allowing all recyclable materials to go into one 6 CY container, provide less cluttered and cleaner drop-off sites and potentially save the Counties money.

Cece Donovan highlighted the MPA Millennium Property Site investigations/Cox Creek upland reconnaissance (STBD). The Harbor Team recommended MPA investigate developing a dredged material containment facility ("DMCF") on Cox Creek Uplands and adjacent Millennium property and raise dikes at existing Cox Creek DMCF to increase capacity. Phase I Environmental Site Assessment will be done for potential MPA acquisition of the Millennium property. Reconnaissance reports on both sites will be completed. MES is in the process of preparing the proposal to MPA for this work.

Jerry Wheeler highlighted the Sandy Cove Ministries request for proposals. The project consists of full Operation and Maintenance Service for Water and Wastewater at the Sandy Cove Ministries Conference and Retreat Center in North East Maryland. The Facility Manager, Pete Albert worked with MES previously at North Bay and liked our service. He is not happy with the current contractor (Miller Environmental). A new wastewater system incorporating aerobic tank, anaerobic tank, a Dynatech Membrane in place of clarifiers and filters with UV disinfection before discharge is being constructed. MES was invited to tour the facility while under construction and provide a cost proposal in April 2011. MES was requested to provide a new proposal in September 2011. They contacted MES again in January to inform the agency they were soliciting an RFP and requested MES to submit a three year proposal. Mr. Albert invited MES by phone on 1/24/12 to provide him a cost proposal for three years.

FINANCIAL REPORT

Mr. Cook presented the Financial Reports and graphs for December, 2011. The labor sales for the first half were reviewed. Total sales are up 7.2% over last year and 4.4% above Plan.

**BOARD OF DIRECTORS MINUTES
MEETING 1-12
JANUARY 31, 2012
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Year-to-date Change in Net Assets has increased \$2.2 million primarily due to increases in labor sales. In December, fringe variance was negative \$284 thousand and overhead variance was positive \$60 thousand. These will continue to be lower in January and February because of holiday and leave time taken. The Invested in capital assets net of debt has increased \$1.4 million this year which is an indicator we are investing in internal MES projects.

The graph Cash and Cash Equivalents shows the top three components account for 91% of cash holdings. These holdings consist of funds held for landfill closure, project advances and due to projects.

The Plan Versus Actual was presented showing a full year estimate increase in Net Assets to be \$1.5 million, which is slightly better than Plan. The full year estimate is still conservative at this point in time.

Ms. Jenkins asked why interest income is negative \$2 thousand this year compared to a positive \$14 thousand last year. It was explained that investment return rates have fallen to the point they are not covering standard bank fees.

BEST 2012 UPDATE

Ms. Wojton summarized the Best 2012 progress updates. The report is contained in the board books. Overall the agency is doing well, and there are no major concerns. The Best Committee is meeting once a month to keep updated on the progress of all the goals and objectives.

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is 2.41%. There were 3 new hires in January and 2 more scheduled to start later in February. The vacancy rate after these new hires start will be 2.14%. That brings total agency employment to 712 full-time positions.

Ms. Wojton and Mr. Coleman presented Resolution 12-01-1R for approval. This resolution formally allows MES to offer Aflac insurance to agency employees. There is no cost to MES for providing this service, all premiums are paid by employees. Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for the new Single Stream Processing system at the Baltimore County Resource Recovery Facility (BCRRF). Mr. Simons made the

motion to approve the Item, Mr. Addison seconded. The motion passed unanimously, with Mr. Adams abstaining from the vote.

The Procurement Notifications are contained in the Board's notebooks.

Mr. Addison had to leave the meeting at this time. (10:25am)


LEGAL REPORT

Mr. Coleman updated the Board on a criminal matter regarding a former MES Operator. The Operator is charged with falsifying records and providing false statement at plants in two counties. On January 3, 2011 she pled guilty in Frederick County and received one year probation and a \$10,000 fine, with \$9,000 suspended. She is scheduled to go to trial tomorrow in Carroll County on similar charges. A press release from the Attorney General's office Criminal Investigations Division will likely follow.


Mr. Coleman notified the Board that Assistant Attorney General, Bernard Penner at MES received the Attorneys General Office's Exceptional Service Award this year.

ADJOURNMENT

At 10:30 a.m. the meeting adjourned.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 2-12
February 27, 2012**

LOCATION: MES Headquarters

TIME: 9:30 a.m.

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Talmadge E. Simons
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq. (via conference call, left at 10 a.m.)
Ed Adams, P.E. (via conference call)

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Steve Tomczewski
Cece Donovan
Jerry Wheeler
Chris Garrigan
Beryl Downs
Pamela Fuller
Rex Lloyd
Kaley Walker (left at 9:40 a.m.)
Dave Roche (left at 9:40 a.m.)
Ryan Zacherl (left at 9:40 a.m.)
Greg Barbagallo (left at 9:40 a.m.)
Wayne Jackson (left at 9:40 a.m.)
Kris Carter (left at 9:40 a.m.)
Jason Baer (left at 9:40 a.m.)
Eric Frase (left at 9:40 a.m.)
Richard Pollock (left at 9:40 a.m.)
Vlad Pens (left at 9:40 a.m.)
Ryan Schwabenbauer (left at 9:40 a.m.)

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MINUTES

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INSPIRE AWARDS

The following employees received Inspire Awards for their exceptional service. A complete description of the recipients and good deeds can be found in the Board book.

- Dave Roche, Ryan Zacherl, James Blair, Greg Barbagallo, (BWI) *Technical & Environmental Services*
- Jason Baer, Eric Frase, *Environmental Operations*
- Richard Pollock, Vlad Pens, *Administration, IT*
- Ryan Schwabenbauer, *Administration*

DIRECTOR'S REPORT

Biocycle magazine has featured the MES anaerobic digester in this month's issue.

The Capital Budget hearings are approaching next month in Annapolis. MES will testify on behalf of its clients.

There has been a significant development in MES' relationship with DNR. MES had about 29 employees working at DNR in the Fisheries because they did not have the PINs to hire people to do the work in this department. DNR went to the Budget Secretary and requested 29 PINs, claiming that there will be cost savings if the positions are created. MES did not learn of this until the State budget came out. Henry Cook has done a thorough analysis of the MES overhead rates, and has concluded there are several errors in DNR's calculations, and that DNR can actually save about 400,000 dollars by staying with MES. For the future, the agency will be put more analysis on overhead costs for pass-through employees. Mr. Harkins will be meeting with the Secretary of DNR, the Dept of Budget and Management, and Fisheries to explain how the rates and budgets are reached. MES currently has a lot of other work with DNR.

The Governor's staff has contacted MES for comments on their septic initiatives, including biosolid placement. There is a proposal to deal with biosolids that same way manure is handled, by limiting the months in which it can be applied. Many wastewater treatment plants that land apply sludge, would have no place to store the sludge in winter months. Many of the small towns have asked the Governor for storage locations throughout the State. MES came up with a proposal to build 5 regional sites around the State for storage. Copies of this Proposal/Report will be sent to the Board members after the meeting.

Leslie Jackson-Jenkins left the meeting for a prior engagement.

BUSINESS DEVELOPMENT

Ms. Wojton reported that there are several new proposals in the works that are not on this month's Agency Activity Report. MES submitted a proposal to Exelon to replace a UV system at the Conowingo WWTP. The agency also submitted a proposal to the Maryland State Police to undertake stormwater management activities at State Police facilities.

AGENCY ACTIVITY REPORT

Steve Tomczewski reported on a recently approved proposal to Dorchester County for Solid Waste management services. MES' project manager, Eric Frase will oversee daily operations at all County operated solid waste facilities including the Beulah landfill. MES will also conduct a review of operations and efficiencies of the landfill, transfer stations and recycling drop-off locations, and recommend and assist with engineering studies and other improvements to the facilities. This is the first project MES has done in Dorchester County.

Cece Donovan reported on TES' stormwater pond rehabilitation work at UMBC. The proposal is to rehabilitate a 75' by 55' stormwater pond near Facilities Maintenance Building. There is the potential for future work as there are more than 30 stormwater ponds on UMBC Campus and they all need some level of rehabilitation. UMBC will issue a Purchase order for Task #1. UMBC Facilities Maintenance is responsible for stormwater and utility infrastructure, fuel tanks, environmental sampling, construction, landscaping and more. A draft Memorandum of Understanding (MOU) is circulating within UMBC to provide environmental and GIS services.

Jerry Wheeler reported on the potential return of an old MES client, the Glenelg Country School. MES has submitted a Proposal for full operations of the WWTP for the campus (\$51,748). Glenelg was a previous client until 2006, when they decided to operate the plant on their own. They are experiencing violations with the current contract operators, and facing a new draft permit and must improve plant condition and operations effectiveness. They have commissioned W & WW Maintenance to install: new ETI meters & cameras, upgrade PLC's, 4

blowers & 2 pumps, and add alarms. The new manager has indicated that if MES can help them with their current problems, they may want MES to come back and operate the Water Treatment Plant.

SPECIAL PROJECT REPORT: MOTOR VEHICLES ADMINISTRATION

Rex Lloyd, Division Chief, Environmental Monitoring Division presented an overview of MES' relationship with MVA, an example of shared resources and growth. MES began providing limited services to MVA in 2008 for a total of \$37,000. Since that time, the number of scope of projects MES does for MVA has grown considerably. Through allocating specific tasks to the appropriate personnel across the agency, MES has been able to provide a cost-effective means of accomplishing its tasks. In 2011, MES provided \$1.266 million in services to MVA in the following areas:

- Compliance Focused Environmental Management Systems (CFEMS)
- Stormwater services
- Vehicle Wash Rack
- Energy projects such as solar light pole studies
- Safety training,
- Established a Recycling program
- Providing public outreach.

FINANCIAL REPORT

Mr. Cook presented the Financial Reports and graphs for January, 2012. The labor sales for the seven months year-to-date were reviewed. Total sales are up 6.9% over last year and 2.8% above Plan.

Year-to-date Change in Net Assets has increased \$1.9 million primarily due to increases in labor sales. For the month of January, fringe variance was negative \$484 thousand and overhead variance was positive \$124 thousand. Invested in capital assets net of debt has increased \$1.7 million this year which is an indicator we are investing in internal MES projects.

The graph Cash and Cash Equivalents shows the top three components account for 86% of cash holdings. The major portion of these holdings consist of funds held for landfill closure, project advances and due to projects.

The Plan Versus Actual was presented showing a full year estimate increase in Net Assets to be \$1.5 million, which is slightly better than Plan. The full year estimate is still conservative at this point in time.

Mr. Cook also pointed out several large accounts receivables. The Maryland Transportation Authority and the SHA are currently processing payments. The Town of LaPlata has requested more detailed information for its January invoice. The information has now been sent. The Attorney General's office has filed suit against Poly Recycle in Ohio.

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is 3.75%. There were 5 new hires in February and 7 more scheduled to start later in February and early March. The vacancy rate after these new hires start will be 2.82%. That brings total agency employment to 712 full-time positions.

PROCUREMENT ITEMS

The Procurement Notifications are contained in the Board's notebooks.

LEGAL REPORT

William Selle recently settled a lawsuit with Liberty Mutual Insurance in relation to the Garner/Brandywine Tire Cleanup project. The original contractor was unable to perform the contract and was terminated. A new contractor was brought in and completed the project. When attempt was made to collect on the Performance Bonds from the first contract, the bonding company, Liberty Mutual, refused to pay. MES filed suit for \$58,000. The case was settled for \$45,000, after approval from MDE who financed the project.

Mr. Coleman also reminded the Board that their Financial Disclosure Forms are due no later than April 30th.


NEW BUSINESS

The next meeting will be held at the new Midshore II Regional Landfill in Ridgely, MD. Members who wish to commute should meet at Headquarters on 3/26 at 9 a.m., and we will travel by bus to the landfill. The meeting will start at 10:30am. Further details will be provided before the meeting.


Dr. Street requested that the June meeting be moved up one week due to scheduling conflict. There was no objection, so the June meeting has been moved to June 18th.

ADJOURNMENT

At 10:30 a.m. the meeting adjourned.



**RICHARD P. STREETT, JR., V.M.D.
SECRETARY**



**JAMES M. HARKINS
DIRECTOR**



Martin O' Malley, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS
MINUTES
MEETING 3-12
March 26, 2012**

LOCATION: Midshore II Regional Solid Waste Facility
12236 River Road, Ridgely, MD 21660

TIME: 10:30 a.m.

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.

DIRECTORS ABSENT: Talmadge E. Simons
Leslie Jackson-Jenkins, Esq.
Ed Adams, P.E.

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Steve Tomczewski
Cece Donovan
Jerry Wheeler
Pamela Fuller
Brian Johnson (for Midshore II Presentation only)
Chris Nash (for Midshore II Presentation only)
Tim Ford (for Midshore II Presentation only)
Maclane Gibson (for Midshore II Presentation only)
Dave Czawlytko (for Midshore II Presentation only)
Charles Ingram (for Midshore II Presentation only)
David Foster (for Midshore II Presentation only)

**SPECIAL PROJECT REPORT AND TOUR:
Midshore II Regional Solid Waste Facility**

At 10:40 am, Steve Tomczewski welcomed the Board members to the Midshore II Regional Solid Waste Facility in Ridgely, MD. He then presented a report of the history, and current operations at the Midshore II facility. The complete report can be found in the Board

DIRECTOR'S REPORT

Mr. Harkins and Ms. Donovan toured the Masonville and Cox Creek sites on March 28th, and took a water tour of the proposed Coke Point/Sparrows Point site. The Coke Point site is rather barren, as most of the buildings have now been removed. There will be considerable groundwater issues at the site. The cleanup of the Masonville Cove area is progressing. The area now looks like a State park. The Governor is scheduled to visit the site on May 14th for the grand opening to the public. Mr. Harkins will be present, and invited any Board members who are interested to attend.

Mr. Harkins has his annual meeting on April 11th with the Secretary of Transportation, the Secretary of MDE, the Executive Director of MPA, and the Corp of Engineers at MDOT headquarters to discuss current projects and future funding. Progress on all Port projects is continuing, and funding for current and new projects will be discussed.

Mr. Harkins attended the ribbon cutting at the Frostburg WTP of a hydro-electricity facility. The facility will now harness the hydro-electricity as the water flows down the mountain before it gets to the WTP. The project was made possible with a \$1.3 million Federal grant. MES will need to balance the water flow for the hydro-electric plant, with the needs of the treatment plant.

MES' annual Spring Flings began last week, as Mr. Harkins and various members of the staff travel across the state visiting MES facilities and meeting with employees.

BUSINESS DEVELOPMENT

Jerry Wheeler was just notified that DBM has approved funding in the amount of \$1.5 million to rehab of three State water towers.

Cece Donovan and Carl LaVerghetta have been meeting with representatives of Maryland Green Fuels. MES currently has a small service contract with them. They want to move forward with a project to convert tires to energy using a pyrolysis process. They want to pay \$100K to MES for technical assistance, then contract with MES to operate the facility once it is built. The operation would include 60-75 employees. MES is proceeding with caution, but is optimistic. The facility will be located at the site of the old MES Tire Recycling Facility. They currently have a 20 year contract for the purchase of renewable fuel. It is a closed process with documentation from MDE that they do not require air or water permits. They currently run a facility in Alabama.

AGENCY ACTIVITY REPORT

Ms. Jenkins had a question regarding an item on the AAR for the rehab of the Criswell Barn in Montgomery County. Mr. Harkins said the rehabilitation of the historic barn was a part of the original contract between MES and Montgomery County for operation of the compost facility at Dickerson.

Cece Donovan presented the Maryland Transportation Authority contract with MES. MES has provided CFEMS services since November, 2007. Those services include: asbestos/lead paint sampling and remediation, UST/AST remediation, upgrades, and installation, installation and sampling of groundwater monitoring wells, and stormwater bmp remediation. The initial MOU was executed in November 2007 for \$1 million over 2 years. It was extended in 2008 for an additional 2 years and \$1.5 million, and again in 2011 for an additional 2 years. To date, MES has expended the initial \$2.5 million. A new MOU was executed in March 2012 for \$4 million over 4 years. The future additional services include: Alternate and Renewable Energy Support, Geographic Information Systems (GIS) Services, and Global Positioning System (GPS) Services & Mapping Systems.

Tim Ford presented the corrective measures implementation services at the John Owings Landfill. The new work is for Implementation of a Monitored Natural Attenuation Program. The work will include: installation of five (5) additional groundwater monitoring wells, expanded groundwater monitoring in support of Monitored Natural Attenuation, evaluation of monitoring data, and preparation of reports detailing progress of Monitored Natural Attenuation toward achieving remediation goals for the site. MES saved Carroll County several million dollars by getting this approach approved.

Jerry Wheeler presented the St. Mary's County SWM Inspection Project. The project was initiated in 1997 with the County to: develop a database of all stormwater management systems (SWMs) in the County (approximately 500 Grading Permit (GP) files reviewed and entered into database during first year), and initiated the SWM inspection program. From 1998 to 2003, MES reviewed newly released GPs, entered owner contact and design information in the database and performed inspections. The program was cancelled from 2004 to 2007 due to budget cutbacks. The project resumed in 2008. In FY12, with a budget of \$67,000, MES: added 633 GPs into the SWM Inspection database, inspected approximately 184 systems annually, and inspected for structural and maintenance deficiencies. The checklist was sent to owners with requests they correct any noted deficiencies. MES developed a "*Guidelines for Maintenance of Vegetation in Pond Systems*" and similar guidelines for "non-pond" SWM systems is being prepared. The FY13 budget (\$69,700) was submitted and will be reviewed at the May County Commissioner meetings.

PROJECT UPDATE: GARNER SCRAP TIRE CLEANUP PROJECT

James Woods introduced a video that the agency recently commissioned that describes the cleanup efforts at the Garner/Brandywine Scrap Tire Cleanup site in Prince George's County. The Board then viewed the 8 minute video. The Board expressed its pleasure with the video and Mr. Woods addressed several questions. It was not illegal to dispose of tires in this manner at the time these tires were placed on site. A 2000 law recently placed exemptions for property owners based on when they inherited the property. The currently owner qualified for this exemption.

James Woods left the meeting at 11:15 am.

SPECIAL PROJECT REPORT: MARYLAND STATE POLICE

John Kane presented a special report on the evolving relationship between MES and the Maryland State Police (MSP). Several years ago, the MSP contacted Mr. O'Neill and asked for assistance with their environmental compliance needs. Their first need was for disposal of medical waste from the Medi-vac helicopter. MES helped them put an MOU in place with each hospital for disposal of this waste. Their second need was for fuel tank spill plans. They needed SPCC plans, but did not have them. It took 2 years to get funding for half their tanks. The Water and Wastewater Group and the Environmental Operations Group were brought in to create the SPCC Plans. The third need was for monitoring of stormwater ponds. Work will begin next year on this task. Each year more services have been added, and now all three Groups are working on with this client.

John Kane left the meeting at 11:25 am.

FINANCIAL REPORT

Mr. Cook presented the Financial Reports and graphs for March, 2012. With 3 quarters complete labor sales are \$584 thousand or 3.0% above Plan and 5.6% over last year.

For the month of March the change in Net Assets was \$513 thousand. Major contributors were project variances \$314,000, fringe variance \$94,000 and indirect cost variance \$51,000.

The Cash and Cash Equivalents graph shows total holdings at the end of March \$37.8 million. Mr. Cook pointed out that MES available cash is negative \$779 thousand. He explained this is a snapshot at a point in time and if all funds were paid out that would be the shortage. He further explained the cash balance does not consider MES has accounts receivable of \$17.6 million and accounts payable of \$7.0 million. There is more than sufficient cash float.

OLD BUSINESS

Mr. Snee inquired into the status of the JD Edwards software upgrade. Mr. O'Neill reported that MES has expressed concern to GLA on the progress and the deliverable dates for the JD Edwards upgrade. MES requested a new project schedule and a new approach to the project. The project manager from GLA is now the co owner of the organization and a new and expanded team is in place. The project schedule has been lengthened to accommodate review of tasks and new objects to be included. It is now due to be cut over in late August. Weekly progress meetings are now in place and more frequent meetings are underway on a daily basis if needed.

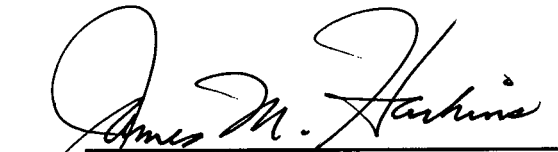
Mr. Snee also inquired if there had been any transition issues since Mr. Madison's resignation. Cece reported that the transition has gone very smoothly. She has managed the Dredging side of TES for 20 years, and has had much support from Rex Lloyd on the EMR side. She also reported that Rex Lloyd has recently tendered his resignation. She stressed that there are many good people still in place. Mr. Harkins pointed out that he had lunch with Kathy Broadwater and Frank Hamons from MPS, and they are both happy with the transition, as is he.

ADJOURNMENT

At 12:45 p.m. the meeting adjourned.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 4-12
April 23, 2012**

LOCATION: MES Headquarters

TIME: 10:30 a.m.

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Talmadge E. Simons
Leslie Jackson-Jenkins, Esq.
Ed Adams, P.E.

DIRECTORS ABSENT: none

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Tim Ford
Cece Donovan
Jerry Wheeler
Pamela Fuller
Beryl Downs
James Woods (left at 11:15)
John Kane (left at 11: 25)

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 10:32 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of March 26, 2012. Dr. Streett made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously.

DIRECTOR'S REPORT

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Mr. Harkins has his annual meeting on April 11th with the Secretary of Transportation, the Secretary of MDE, the Executive Director of MPA, and the Corp of Engineers at MDOT headquarters to discuss current projects and future funding. Progress on all Port projects is continuing, and funding for current and new projects will be discussed.

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Ms. Jenkins had a question regarding an item on the AAR for the rehab of the Criswell Barn in Montgomery County. Mr. Harkins said the rehabilitation of the historic barn was a part of the original contract between MES and Montgomery County for operation of the compost facility at Dickerson.

Cece Donovan presented the Maryland Transportation Authority contract with MES. MES has provided CFEMS services since November, 2007. Those services include: asbestos/lead paint sampling and remediation, UST/AST remediation, upgrades, and installation, installation and sampling of groundwater monitoring wells, and stormwater bmp remediation. The initial MOU was executed in November 2007 for \$1 million over 2 years. It was extended in 2008 for an additional 2 years and \$1.5 million, and again in 2011 for an additional 2 years. To date, MES has expended the initial \$2.5 million. A new MOU was executed in March 2012 for \$4 million over 4 years. The future additional services include: Alternate and Renewable Energy Support, Geographic Information Systems (GIS) Services, and Global Positioning System (GPS) Services & Mapping Systems.

Tim Ford presented the corrective measures implementation services at the John Owings Landfill. The new work is for Implementation of a Monitored Natural Attenuation Program. The work will include: installation of five (5) additional groundwater monitoring wells, expanded groundwater monitoring in support of Monitored Natural Attenuation, evaluation of monitoring data, and preparation of reports detailing progress of Monitored Natural Attenuation toward achieving remediation goals for the site. MES saved Carroll County several million dollars by getting this approach approved.

Jerry Wheeler presented the St. Mary's County SWM Inspection Project. The project was initiated in 1997 with the County to: develop a database of all stormwater management systems (SWMs) in the County (approximately 500 Grading Permit (GP) files reviewed and entered into database during first year), and initiated the SWM inspection program. From 1998 to 2003, MES reviewed newly released GPs, entered owner contact and design information in the database and performed inspections. The program was cancelled from 2004 to 2007 due to budget cutbacks. The project resumed in 2008. In FY12, with a budget of \$67,000, MES: added 633 GPs into the SWM Inspection database, inspected approximately 184 systems annually, and inspected for structural and maintenance deficiencies. The checklist was sent to owners with requests they correct any noted deficiencies. MES developed a "*Guidelines for Maintenance of Vegetation in Pond Systems*" and similar guidelines for "non-pond" SWM systems is being prepared. The FY13 budget (\$69,700) was submitted and will be reviewed at the May County Commissioner meetings.

PROJECT UPDATE: GARNER SCRAP TIRE CLEANUP PROJECT

James Woods introduced a video that the agency recently commissioned that describes the cleanup efforts at the Garner/Brandywine Scrap Tire Cleanup site in Prince George's County. The Board then viewed the 8 minute video. The Board expressed its pleasure with the video and Mr. Woods addressed several questions. It was not illegal to dispose of tires in this manner at the time these tires were placed on site. A 2000 law recently placed exemptions for property owners based on when they inherited the property. The currently owner qualified for this exemption.

James Woods left the meeting at 11:15 am.

SPECIAL PROJECT REPORT: MARYLAND STATE POLICE

John Kane presented a special report on the evolving relationship between MES and the Maryland State Police (MSP). Several years ago, the MSP contacted Mr. O'Neill and asked for assistance with their environmental compliance needs. Their first need was for disposal of medical waste from the Medi-vac helicopter. MES helped them put an MOU in place with each hospital for disposal of this waste. Their second need was for fuel tank spill plans. They needed SPCC plans, but did not have them. It took 2 years to get funding for half their tanks. The Water and Wastewater Group and the Environmental Operations Group were brought in to create the SPCC Plans. The third need was for monitoring of stormwater ponds. Work will begin next year on this task. Each year more services have been added, and now all three Groups are working on with this client.

John Kane left the meeting at 11:25 am.

FINANCIAL REPORT

Mr. Cook presented the Financial Reports and graphs for March, 2012. With 3 quarters complete labor sales are \$584 thousand or 3.0% above Plan and 5.6% over last year.

For the month of March the change in Net Assets was \$513 thousand. Major contributors were project variances \$314,000, fringe variance \$94,000 and indirect cost variance \$51,000.

The Cash and Cash Equivalents graph shows total holdings at the end of March \$37.8 million. Mr. Cook pointed out that MES available cash is negative \$779 thousand. He explained this is a snapshot at a point in time and if all funds were paid out that would be the shortage. He further explained the cash balance does not consider MES has accounts receivable of \$17.6 million and accounts payable of \$7.0 million. There is more than sufficient cash float.

Full year Plan versus Actual indicates labor sales are estimated to be \$758 thousand higher than Plan and income from operations \$380 thousand.

On April 10th the Legislative Auditors had their exit conference with MES. They reviewed our responses to the three findings and were satisfied with the corrective action taken. The final report will not be issued for 2-3 months.

Mr. Cook also presented a memo to the Board on the DNR Contingency Fund. The purpose of the fund is to provide for critical needs that serve programs, facilities or units of the DNR. The funding of this reserve is unearned revenue derived from operating projects under budget that are supported through DNR special funds. In 2011, MES identified two facilities, Cunningham Falls State Park and Shad Landing, that meet these requirements. Cunningham Falls requires collection system repairs, totaling \$125,000 and Shad Landing requires the installation of new flow meters and modifications to the piping, totaling \$12,000. Approval of the Secretary of Budget of Management has been obtained. Mr. Cook is seeking approval of the MES Board in accordance with previously approved procedures for handling these funds. Mr. Addison made the motion to approve the expenditures, and Mr. Simmons seconded. The motion passed unanimously.

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is 1.88%. There were 2 new hires in March and 4 more scheduled to start later in April or early May. The vacancy rate after these new hires start will be 1.34%. That brings total agency employment to 746 full-time positions.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for the purchase of Aluminum Sulfate (Liquid) in a quantity of 1,054 dry tons per year for all points in Maryland except Allegheny, Garrett and St. Mary's Counties. Mr. Simons made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for EcoLogix to provide public involvement and outreach support services to MES, on behalf of MPA Dredged Material Management Program (DMMP). The Contractor will provide services on a reimbursable basis of allowable incurred costs in accordance with the approved scope of work and billing rates. Dr. Streett made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for EcoLogix to provide senior project management services to MES, on behalf of MPA, for the Coke Point project. The

Contractor will provide services on a reimbursable basis of allowable incurred costs in accordance with the approved scope of work and billing rates. The MPA has requested the hiring of the Senior Project Manager who will oversee and direct the project through the construction phase in 2018. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks.

NEW BUSINESS

Next month's meeting will be a field trip visit to the Freedom District WWTF, the meeting and lunch will follow the tour. Details will follow.

LEGAL REPORT

Attorney General Gansler has released the most recent Annual River Audit report. One of the audits, the Back River, included a site visit to Hart Miller Island. His next audit is the Youghiogheny River in Western Maryland in May.

The Legal office continues to work on agreements with Prince George's County for the Yard Waste Composting facility, and Harford County for the new Harford County Waste Transfer facility. They are also working on revising the agreement with the Midshore counties for their Recycling Program.

Garret County has approached MES about paying off the bonds for the Garrett County Landfill early. The Legal office is looking into this, and will be drafting a new agreement for inspection and monitoring services, required under the bonds.

The Legal office is also wrapping up the completion of the Shared Use Facilities agreement that will serve as a template for future shared-use projects.

Mr. Coleman also reminded the Board that their Financial Disclosure Forms are due no later than April 30th.

EXECUTIVE SESSION

At 11:55 a.m., upon motion of Mr. Addison, seconded by Ms. Jenkins, the members of the Board went into closed session for consultation with counsel and staff, and discuss a pending legal matter. Ms. Fuller was also present during the executive session. Upon motion by Mr. Simmons, seconded by Mr. Addison at 12:00 p.m. the closed session ended and the meeting adjourned. The Board did not take any official action during the closed session.

ADJOURNMENT

At 12:00 p.m. the meeting adjourned.



**RICHARD D. STREETT, JR., V.M.D.
SECRETARY**



**JAMES M. HARKINS
DIRECTOR**

**BOARD OF DIRECTORS
MINUTES
MEETING 5-12
May 21, 2012**

LOCATION: **Public Safety Education & Training Center
6852 4th Street, Sykesville, MD 21784**

TIME: **11:30 a.m.**

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq. (via conference call)
Talmadge E. Simons
Ed Adams, P.E.

DIRECTORS ABSENT: Leslie Jackson-Jenkins, Esq.

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Steve Tomczewski
Cece Donovan
Jerry Wheeler
Pamela Fuller
Chris Garrigan
Doug Conaway
Ellen Frketic
Duane Wilding
Theresa Roozen

Freedom District WWTP Tour

At 10:00 am, Doug Conaway welcomed the Board members to the Springfield State Hospital Grounds in Sykesville, MD. After a brief bus tour of the former hospital grounds, the group arrived at the Freedom District Wastewater Treatment Facility. Doug Myers, Regional Supervisor, and Dave Coale, Assistant Regional Supervisor, then presented an overview of the operations at the facility, and escorted the group on a walking tour of the facility. A quorum of the board was present for the presentation. No official action was taken during the tour.

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 11:40 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of April 23, 2012. Mr. Simons made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously.

DIRECTOR'S REPORT

Mr. Harkins directed the Board's attention to a handout in the books concerning Marcellus Shale drilling. He recently attended a presentation from an expert in the field of energy production. MES will begin assigning a number of MES employees to study the issue and the science behind the issues, in order to prepare for the release of Marcellus Shale Safe Drilling Initiative Study being conducted by the State.

Mr. Harkins and various members of the staff travel across the state for the annual Spring Flings. They visited approximately 22 MES facilities this year.

On April 26th, the agency hosted its annual Administrative Professionals luncheon.

On May 9, Mr. Harkins and Dr. Street attended the Maryland Agriculture Commission meeting. The Secretary of Agriculture approached him concerning MES possibly conducting an animal manure composting pilot project. Steve Tomczewski will head up this group.

BUSINESS DEVELOPMENT

Ms. Wojton reported that MES has been approached by Colandro Development regarding a possible shared use facility and stormwater management in Anne Arundel County.

Mr. O'Neill reported that Dave Bezanson of the Dept of Corrections is interested in doing a food waste composting project. MES is looking to send some people out to the west coast to look at ongoing projects out there.

An RFP has still not been issued by the Army for the Edgewood project, but MES continues to be on the lookout for it.

AGENCY ACTIVITY REPORT

Mr. Harkins addressed the ongoing effort within the agency to stress “There is One MES,” not three separate MES’.

Cece Donovan presented the Pearce Creek (PC) Dredged Material Containment Facility (DMCF), Evaluation of Water Treatment Alternatives For West View Shores (WVS).

Background: WVS subdivision is located in Cecil County adjacent to the PC DMCF and along the Elk River. WVS includes ~ 200 homes with septic systems and wells. Residents reported in the early 90’s that their groundwater was degraded and believed PC may have been the cause. A Phase I study performed by MES (1995) found inconclusive results (due largely to the limited scope of study). A Phase II study (Corps - 1996) found PC DMCF not responsible. MDE questioned the reports validity and Corps use of the site was discontinued. Since then, Corps used Pooles Island Open Water Placement Sites for C&D Canal approach channel material, but State law closed the sites in 2010. The Corps is now seeking to reactivate PC. Currently an independent groundwater study is being conducted by USGS; preliminary results indicate PC has connectivity to groundwater, but USGS is unsure whether it is contributing to poor water quality. Scope of Work: MES EDR has been working on this project for MPA for several years, including participation in working group meetings, technical reviews and studies. When the opportunity arose, EDR sought assistance from the W&WW Group to perform an Evaluation of Water Treatment Alternatives for the WVS Community, including: Review of available information and preparation of an assessment report, evaluation of options for treatment of homeowner wells, and development of a list of approved well drillers, plumbers, and treatment system installers.

Steve Tomczewski presented the CFC Recovery project. MES created a mobile CFC Recovery Service to assist Municipalities and Counties in meeting EPA’s refrigerant recycling requirements. Currently MES services approximately 12,000 units a year generating \$65,000 in total revenue. MES is in the process of adding Anne Arundel County to the program. Anne Arundel could add another 5200 units equating to an additional \$30,000 in total revenue.

Jerry Wheeler presented the proposal for the Chesapeake City WWTP. Background : The town is located in Cecil County on both sides of the C&D Canal. The WWT facilities consist of 2 separate plants on either side of the canal. MES provided O&M services for the WTP and WWTP from July 2001 until June 2009. Artesian Water took over operations in 2009. The town recently approached MES and requested a proposal. Proposed Services: Includes: O&M of both WWTP and pumping stations, multi-year contract – budgets for 3 years, total budget \$291,905 for 3 years, provided information on Engineering services w/billing rates. The Proposal was delivered to the Town on May 11th.

SPECIAL PROJECT REPORT: Freedom WWTP Upgrades

Ellen Frketic, Chief of Water & Wastewater Engineering briefed the board on the history of the Freedom District Advanced WWTF, and the planned upgrades. The facility was constructed in 1976 to serve State facilities and Carroll County with a capacity of 1.8 MGD. In 1992, it was upgraded to a BNR process and expanded to 3.5 MGD to accommodate growth in the County. The current upgrade will convert the plant to an ENR process to fulfill Bay TMDL and Watershed Implementation Plan (WIPs) requirements to reduce nitrogen and phosphorus loads. The capacity will remain the same, however nearly 90% the most of the flows now come from County sources rather than State sources. Completion of the upgrades will not be possible within the timeframe mandated by MDE, so a Consent Agreement was negotiated. The total estimated project cost will be \$18.4 million. Of that, \$15.7 million is for construction, and the remaining \$2.7 million is for planning, design, and project management. The estimated costs will be shared between the State (\$2.4 million), Carroll County (\$7.0 million) and a MDE Grant (\$9 million).

BEST 2012 UPDATE

Beth Wojton reviewed the BEST goals, and the agency's progress in meeting these goals. All goals have either been met, or are on track to be met. Only one goal, to reduce accident leave percentage vs. total hours worked to below .28%, appears in danger. We are currently at .233%.

FINANCIAL REPORT

Mr. Cook presented the Financial Reports and graphs for April, 2012. Year to date labor sales are \$22.0 million running 3.0% above Plan and 5.6% over last year. All groups are ahead of last year.

For the month of April the increase in Net Assets was \$256 thousand. Key contributors were project variances \$30 thousand, fringe variance \$47 thousand and overhead recovery variance \$135 thousand.

The Cash and Cash Equivalents graph shows total holdings at the end of April \$40.2 million. MES available cash is \$2.6 million all other is project related.

Full year Plan versus Actual indicates labor sales are estimated to be \$796 thousand higher than Plan and income from operations \$585 thousand. Actual results have exceeded the full year Plan in the first 10 months

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is 2.41%. There were 3 new hires in April and 2 more scheduled to start later in May. The vacancy rate after these new hires start will be 2.14%. That brings total agency employment to 746 full-time positions.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for EcoLogix to provide public involvement and outreach support services to MES, on behalf of MPA Dredged Material Management Program (DMMP) for Harbor Team related activities, the Cox Creek/Millennium Reconnaissance Study and the Confined Aquatic Disposal Pilot Project. The Contractor will provide services on a reimbursable basis of allowable incurred costs in accordance with the approved scope of work and billing rates. Dr. Streett made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for EcoLogix to provide public involvement and outreach services to MES, on behalf of MPA, for the Coke Point project. The Contractor will provide services on a reimbursable basis of allowable incurred costs in accordance with the approved scope of work and billing rates. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for Test America to provide laboratory services in support of the Maryland Port Administration's Ocean Placement Project. MPA has requested dredge material sampling and testing to determine the strategy for, and the feasibility of, ocean placement of the material from the Upper Chesapeake Bay Approach Channels to the Port of Baltimore at the Norfolk Ocean Disposal Site. Dr. Streett made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks.

LEGAL REPORT

Mr. Coleman reported on the Attorney General's River Audit of Deep Creek Lake and the Youghiogheny River that he attended last week. MES and its projects did not come up during the tour. A possible business opportunity exists for MES to do some dredging work in the coves of Deep Creek Lake.

The Legal office is also wrapping up the completion of the Shared Use Facilities agreement with Southern Hills that will serve as a template for future shared-use projects.

Mr. Coleman is also working with his counterpart at DNR regarding the transfer of several MES employees to DNR.

NEW BUSINESS

Ms. Fuller reminded the board to contact Kaley Walker as soon as possible regarding their MACO registration and room needs for the August Board meeting in Ocean City. She also passed along an invitation to view to the terrapins release at Poplar Island on July 9th.

CLOSED SESSION

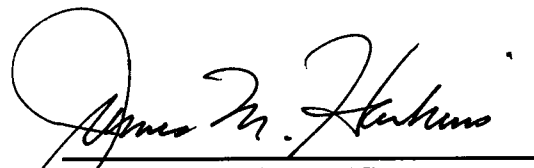
At 12:40 p.m., upon motion of Dr. Streett, seconded by Mr. Addison, the members of the Board went into closed session for consultation with counsel and staff, and discuss a personnel matter. Ms. Wojton was also present during the executive session. Upon motion by Mr. Addison seconded by Mr. Simon at 1:13 p.m. the closed session ended. The Board did not take any official action during the closed session.

ADJOURNMENT

At 1:14 p.m., upon motion by Mr. Adams, the meeting adjourned.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 6-12
June 18, 2012**

LOCATION: **MES Headquarters
259 Najoles Road, Millersville, MD 21108**

TIME: **9:30 a.m.**

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Talmadge E. Simons
Ed Adams, P.E.
Leslie Jackson-Jenkins, Esq. (via conference call)

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Steve Tomczewski
Cece Donovan
Jerry Wheeler
Pamela Fuller
Chris Garrigan
Doug Conaway
Tammy Banta
Melissa Slatnick
Stephanie Peters
Kaley Walker (left after Inspire awards)
Bill Kenlon (left after Inspire awards)
Stephan Smith (left after Inspire awards)
Steve Freeman (left after Inspire awards)
Roger Myers (left after Inspire awards)
Kenna Oseroff (left after Inspire awards)
Tammy Thomas (left after Inspire awards)
Brad Davis (left after Inspire awards)

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:31 a.m.

INSPIRE AWARDS

The following employees received Inspire Awards for their extraordinary service. A complete description of the recipients and their good deeds can be found in the Board file.

- **Bill Kenlon, Stephan Smith, Brian Sterling, William Sanders, and Zachary Piercy, (ECI- CoGen) *Environmental Operations***
 - Maintained power at ECI during Hurricane Irene

- **Charles Bradford, Judy Fox, Alice Freeman, Steve Freeman, Roger Myers, Randy Marken, Eddie Fowler, Dan Baugher, Wayne Baugher, Alan Parrish, and Mike Damuth (Montgomery County Yard Trim Composting Facility) *Environmental Operations***
 - Working under constraints of community agreement that restricts working hours and number of employees at Dickerson, the team achieved record-breaking production for Leafgro®.

- **Brad Davis (GIS) *Technical & Environmental Services***
 - His great work facilitating the implementation of the ProjectWise system for the Port turned a three week job into a long term project for MES

- **Kenna Oseroff (HQ) *Technical & Environmental Services***
 - Used her experience doing wetland delineations to serve the client, train other employees, and created a new line of work for MES

- **Tammy Thomas (Central Region) *Water & Wastewater***
 - On her own time, used her skills in database development to create a Group Management Training Tool and a Training Log Database for WWW.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of May 21, 2012. Dr. Streett made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously.

DIRECTOR'S REPORT

Mr. Harkins began his report by notifying the Board that he would be out for six weeks in August on medical leave.

Mr. Harkins met with the Governor's Advisor on Energy, Abby Hopper to discuss animal manure to energy projects. They are looking into obtaining grant money for a pilot project for composting animal manures.

Mr. Harkins met with Michael Sanderson, the Executive Director of MACO regarding MES and our relationship with the Counties. He expressed his appreciation and compliments for the MES reception during the summer MACO conference, and referred to it as "MES night." A similar event is planned for this year's conference.

Mr. Harkins also met with Scott Hancock, the Executive Director of MML. The MML conference is next week. It is important for MES to be at these conferences because many elected officials in small towns may not be familiar with MES, or the services it provides. Mr. Hancock asked if MES would be able to offer a scholarship again, for town officials to attend the conference. Ms. Jenkins inquired into the cost of the scholarship, and who would be eligible to receive it. Mr. Harkins reported that MES has no role in the selection of the recipient, but the winner must not have attended an MML conference for the last two years, and not have received the award in the past. The total cost is about \$6,000 which covers registration and their hotel room. It has created great goodwill for MES.

The MES Service Awards luncheon was on May 30th. Employees reaching anniversary years, and those completing the W/WW Apprenticeship program, all received awards.

Mr. Harkins also attending the Governor's Bay Stat meeting on May 29th.

BUSINESS DEVELOPMENT

Ms. Wojton reported that MES has been meeting with representatives from Maryland Green Fuels, LLC regarding a tire recycling project. Richard Wurzbacher, the Chief Executive Officer, will be coming to MES next Thursday to discuss creating fuels from tires. MES has still not seen proof that they can sell the fuels, and will remain cautious. The project developer wants MES to take over operations once it is up and running.

Letters will be going out after MML, to all public works directors and mayors reminding of them of the services MES provides.

AGENCY ACTIVITY REPORT

Jerry Wheeler presented a new contract with Central Precision, Inc. Central Precision is a sheet metal fabrication and machine shop that began in 1994. They encountered water quality issues with their single well resulting in MDE compliance issues and the necessity of supplying bottled water for employees. MDE determined the estimated 20,000 gpd well is GWUDI (Ground Water under Direct Influence) and directed the owner to comply with the Surface Water Treatment Rule by December 2012 and provide a compliance plan timeline to correct the water quality deficiencies. Central Precision officials requested MES to conduct a preliminary monitoring of current operations, and prepare an Engineering Proposal to upgrade the water treatment system. Being close to other MES facilities, it fits well into the area circuit rounds and provides a cost efficient avenue for everyone. The annual O&M Budget will be \$10,000 to \$12,000. The engineering water treatment upgrade would be an additional \$88,870.

Cece Donovan presented the Rocky Gap State Park water and wastewater inventory, a joint project between the TES and W/WW Groups. Background: MES GIS was approached by the MES Water / Wastewater Group to inventory and GPS the Water and Wastewater Networks at Rocky Gap State Park and Resort. The project kicked off on June 6, 2012 and is scheduled to be complete by June 30, 2012. The data collected will be used to support inspection and repair efforts in addition to future planning purposes geared to potential facility expansion. Task Status: MESGIS has conducted the 1st week of field data collection. Approximately 2-3 days remain. Upon completion of field efforts & post processing, the final deliverable (GIS database, and hard copy maps), will be provided to the MES Water / Wastewater Group.

Steve Tomzcewski presented the Prince George's County Composting Facility Gore™ Cover System Project. The proposed project includes: design, construction and operation of an in-vessel (Gore) composting system and additional ancillary infrastructure. The design and construction costs are estimated at \$ 7,500,000. Operating costs are estimated at \$ 2,500,000 annually. It could accept institutional, commercial and residential food waste. It would shrink the footprint of the existing site while increasing incoming tonnage, and decrease the composting time to a twelve week cycle. It would create additional salable high quality compost product. Operations would require approximately 10-12 MES employees.

SPECIAL PROJECT REPORT: Proposed Coke Point DMCF

Ms. Tammy Banta, Acting Chief of Environmental Dredging

HUMAN RESOURCES SUBCOMMITTEE

The Human Resources subcommittee met at 9:00 a.m. this morning. Mr. Snee reported that they discussed three items.

1. FY13 compensation for all MES employees. A 2% cost of living increase will be made.
2. 401k update. The subcommittee recommends authorizing MES to continue the 2% discretionary employer profit sharing contribution to the Plan for another year. This is in addition to the non-elective contribution of 3% that is already made. Mr. Harkins introduced Resolution 12-06-1R. Mr. Addison moved to approve the Resolution. Dr. Streett seconded the motion, and the Resolution was unanimously approved.
3. Compensation for executive employees. This issue will be discussed in Closed Session at the end of today's meeting.

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is 4.29%. There were 8 new hires in May and 5 more scheduled to start later in June and July. The vacancy rate after these new hires start will be 3.62%. That brings total agency employment to 746 full-time positions. The BEST 2012 goal to keep the overall agency vacancy rate below 5%, will be met.

FINANCIAL REPORT

The June Financial Reports are not completed yet. They will be sent out to the Board once completed, early next week. Mr. Cook then presented the FY 2013 Financial Plan. Total sales are down, due mostly to the expected loss of 30 DNR positions on July 1. New business with Midshore Recycling should help off-set that labor sales loss. The 2% rate increase, just approved by the board has also been included in these figures. Fringe Variance is the biggest change from last FY, with an increase in net assets for FY13.

Ms. Slatnick left the meeting at 10:43 a.m.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for sewer main relining and repairing, and manhole rehabilitation at Deep Creek Lake State Park. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for the cleaning and recoating of two sludge dewatering filter presses, as well as replacement of all the bearings, tracking mechanisms

at Dorsey Run Advanced Wastewater Treatment Plant. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is to obtain contracts for the transportation and disposal of hazardous liquid and solid waste, non-hazardous liquid and solid waste, and supply of rental equipment at Hawkins Point and Dundalk Marine Terminal. Mr. Simons made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is traffic control services for stormwater maintenance projects along State roadways. Mr. Adams made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is to provide for additional painting of wastewater tanks and equipment that was not included in the base contract, at Dorsey Run Advanced Wastewater Treatment Plant during the ENR upgrade. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is to provide a grant to Living Classrooms for educational and operational support for the Masonville Cove campus. Ms. Stephanie Peters addressed several questions regarding last year's grant. Mr. Snee made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Ms. Peters left the meeting at 10:56 a.m.

The Procurement Notifications are contained in the Board's notebooks.

LEGAL REPORT

Mr. Coleman has been working with the Harford County attorney to respond to a PIA request received by the County in regards to the Harford County Transfer Station. The records were made available to the applicant last week. The applicant was not a member of the press.

Mr. Coleman has been working on a new water and wastewater agreement for the Rocky Gap facility, for when the new operator takes over. The transfer should occur in August.

Mr. Coleman has also been working on an agreement with the Midshore counties for MES to take over Recycling programs in the Midshore Counties.

NEW BUSINESS

Mr. Harkins handed out a recent article on Poplar Island.

CLOSED SESSION

At 11:02 a.m., upon motion of Dr. Streett, seconded by Mr. Simons, the members of the Board voted unanimously to go into closed session to discuss compensation of specific employees of MES, as permitted by Section 10-508(a)(1)(i) of the State Government Article. Ms. Wojton and Mr. Coleman were also present during the closed session. During the closed session of the Board the members approved a motion to increase the salary of the Director, Deputy Director and Treasurer by two percent (2%) for Fiscal Year 2013. Upon motion by Mr. Snee at 11:06 a.m. the closed session ended.

ADJOURNMENT

At 11:07 a.m., upon motion by Dr. Streett, the meeting adjourned.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 7-12
July 23, 2012**

LOCATION: MES Headquarters
259 Najoles Road, Millersville, MD 21108

TIME: 9:30 a.m.

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (via conference call)
William B.C. Addison (via conference call)
Joseph Snee, Esq. (via conference call at 9:43am)
Talmadge E. Simons (via conference call)
Ed Adams, P.E. (via conference call)
Leslie Jackson-Jenkins, Esq. (via conference call at 9:45am)

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Mac Gibson
Tammy Banta
Jerry Wheeler
Pamela Fuller
Chris Garrigan

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:38 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of June 18, 2012. Dr. Streett made the motion to approve the minutes and Mr. Adams seconded. The motion passed unanimously.

BUSINESS DEVELOPMENT

Ms. Wojton reported that MES has been working with the Office of Attorney General preparing a Scope of Work (SOW) for the Maryland Green Fuels, LLC proposed tire recycling project. MES' main focus is to minimize risk to the agency. The first phase of the draft SOW includes the TES Group working on permitting and environmental issues. The second phase of the SOW will be for the OPS Group to take over operations of the facility once it is completed. The SOW included a provision for Green Fuels to forward \$500,000 to MES. MES will then draw down payments against this amount during phase one.

After seeing an employment ad from Dorchester County for a GIS person, an MES team from TES and OPS meet with Dorchester County to discuss GIS services that MES can provide.

DIRECTOR'S REPORT

A class of MES employees graduated from the Anne Arundel Community College supervisory training program on June 22nd. The program aims to cross-train employees and prepare them for advancement.

Mr. Harkins attended the MML Annual Convention from June 24 to June 27th, and participated in a director's round table. MES obtained many leads from various towns.

The MES summer picnic was held on July 8th at Sandy Point State Park.

AGENCY ACTIVITY REPORT

Mr. Snee joined the meeting at 9:43am.

Mr. Wheeler pointed out the Tipton Airport project. Tipton Airport is a private airport at Ft. Meade. The FAA is encouraging smaller aircraft to utilize the Tipton Airport instead of BWI. The airport is looking to MES for help in expanding and upgrading its wastewater pumping station capacity.

Mr. Gibson pointed out the Montgomery County leachate hauling project. It will require more employees and more equipment, and has the potential for growth.

Ms. Banta discussed a joint project between WWW and TES for a community drinking water assessment at Pearce Creek. MPA is currently accepting proposals.

HUMAN RESOURCES

Ms. Jackson-Jenkins joined the meeting at 9:45am.

Ms. Wojton reported that the vacancy rate is currently 1.88%. There were 2 new hires in June and 4 more scheduled to start later in July. The vacancy rate after these new hires start will be 1.34%. That brings total agency employment to 746 full-time positions.

FINANCIAL REPORT

The Preliminary Financial Plan v. Actual results for FY12 were reviewed. Final figures will not be available until late September after the audit is completed. Total labor sales are over plan by 3.6% due mainly to DNR Fisheries positions. After July 1st, those 31 positions moved to DNR. The loss of positions will have an impact on FY13 labor sales and overhead recovery.

An increase in net assets of \$3.3 million reported is due primarily to favorable overhead and project variances. MES will be looking to pass along some of the increase on to customers in FY14 in the form of lower fringe and overhead rates. The vehicle mileage rate has already been lowered.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for a contractor to provide labor, equipment and materials to widen the Seagirt Berthing Channel. Ms. Jenkins inquired about the 9% MBE goal. Mr. O'Neill and Ms. Banta explained that 90% of the project is for dredging. Transport of the dredge material will be by barge to the Masonville Cove site. The MBE goal will be met with the fuel component. Mr. Snee made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is to upgrade and improve the BCRRF solid waste transfer station. Bids are due August 17th. Dr. Streett made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously except that Mr. Adams abstained.

Mr. O'Neill introduced Item 3. The procurement is for the UMCES to conduct sediment and vegetation monitoring at the Poplar Island wetland cell. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement to replace the excavator at the solid waste transfer station at BCRRF. Mr. Snee made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously except that Mr. Adams abstained.

Mr. O'Neill introduced Item 5. The procurement is for engineering design services for the ENR upgrade of the Freedom WWTP. Mr. Adams made the motion to approve the Item, Mr. Simmons seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks.

OLD BUSINESS

Invitations have gone out for the MES/NEWDA reception at MACO. The reception will be Wednesday, August 15th at 4:30pm at the Clarion. The details will be the same as last year.

LEGAL REPORT

In March, 2001, three employees were injured at the Cambridge WWTP. One of those injured recently passed away after being in a coma for over ten years. His widow contacted MES Human Resources department, and our office assisted HR in finding a valid life insurance policy. HR is looking into any other benefits that may be due his family.

Mr. Coleman has also been working on an agreement with the Midshore counties for MES to take over the Midshore Regional Recycling Program.

Mr. Coleman has been working on a new water and wastewater agreement for the Rocky Gap facility, for when the new operator takes over. The new operator is scheduled to take over the first week in August.

Last year, MES and Honeywell submitted a proposed plan of action for chromium remediation at Dundalk Marine Terminal. MDE just approved that proposed plan. Upgrades will be made to the stormwater collection system. Chromium will be contained onsite.


On a personal note, Mr. Coleman informed the Board that as of this month he has been the legal counsel for MES for 25 years. Congratulations were extended.

CLOSED SESSION


At 10:02 a.m., upon motion of Mr. Snee, seconded by Mr. Addison, the members of the Board voted unanimously to go into closed session to for consultation with counsel and staff to discuss a personnel matter. Ms. Wojton, Ms. Fuller and Mr. Coleman were also present during the closed session. Upon motion by Dr. Street at 10:05 a.m. second by Mr. Adams, the closed session ended.

ADJOURNMENT

At 10:06 a.m., upon motion by Dr. Streett, the meeting adjourned.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 12-8
August 16, 2012**

LOCATION: Grand Hotel
2100 Baltimore Ave, 4th Floor
Ocean City, Maryland

TIME: 8:30 a.m.

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Ed Adams, P.E.

DIRECTORS ABSENT: Leslie Jackson-Jenkins, Esq.
Talmadge E. Simons

OTHERS PRESENT: Sean L. Coleman, Esq.
Jerry Wheeler
Cece Donovan
Steve Tomczewski
Pamela Fuller
Chris Garrigan

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 8:45 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of July 23, 2012. Mr. Snee made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously.

DIRECTOR'S REPORT

The sale of the Rocky Gap Lodge to a new operator was completed last week. It went well. A new agreement was executed for the water and wastewater services provided by MES. The new agreement runs concurrent with the DNR Lease for 20 years.

Mr. Harkins distributed an article from Governing magazine on dredging of US ports, especially the Port of Baltimore, in anticipation of the larger ships moving through the expanded Panama Canal.

The Maryland Department of the Environment is looking at the issue of composting manure and food waste. Mac Gibson of the MES Ops Groups is a member of the MDE Composting Work Group, which is looking at a possible pilot project in Maryland. The Group is looking to streamline existing regulations, and draft new regulations for composting operations. The current regulations do not allow what they want to study at this time.

Mr. Harkins met with the Governors' BayStat group on July 31st. Their two big issues right now are TMDL's and agricultural issues.

BUSINESS DEVELOPMENT

John O'Neill presented the Business Development report. The Maryland Green Fuels proposal is still in the works. Carroll County has asked MES for a proposal to take over components of its Solid Waste Program. MES has recently taken over the Midshore Recycling Program. There are many types of recyclables coming from over 50 locations. The ultimate goal is to create a single stream.

AGENCY ACTIVITY REPORT

Mr. Wheeler reported that on August 1st, MES took over operations of the St. John's Properties, Lisbon Business Center in Howard County. The current O&M Contract is for \$44,044 per year. There is an inter-group coordination opportunity in this project. In addition to monitoring, reporting and lab support provided by TES, the BWI Maintenance team helped pull the large pumps and equipment. This initial contract with St. John's Properties may lead to a growing business relationship statewide.

Mr. Tomczewski highlighted the Somerset County Cell 4 Construction. The Cell 4 construction is a \$2M project funded by a loan from the USDA Rural Development Agency. The contract was awarded by Somerset County to Days Cove Reclamation Company. MES provided construction management, inspection, and engineering support during the construction phase. The project was substantially complete on July 5, 2012.

Ms. Donovan presented the proposed MPA Confined Aquatic Disposal Pilot Project. The purpose of the project is to assist MPA with preliminary planning and the determination of the regulatory acceptability of a Confined Aquatic Disposal (CAD) pilot project at the Masonville Vessel Berth. The pilot project will run from June 2012 to June 2013 with a budget of \$118,148.

BEST GOALS 2013

Mr. O'Neill presented the 2013 Best Goals to the Board. The complete set of Goals and Objectives are contained in the books. Several new goals were added this year, including: redesign of agency's website, standardization of the agency's commute policy, expanded use of blanket PO's, and creation of crisis response sheets at each facility. Mr. Snee would like to see a copy of one of these sheets once complete. Mr. Snee made the motion to approve the 2013 Goals, Dr. Streett seconded. The goals were approved unanimously.

HUMAN RESOURCES

Mr. O'Neill reported that the vacancy rate is currently 2.95%. There are 4 new hires scheduled to start in August and September. The vacancy rate after these new hires start will be 2.41%. That brings total agency employment to 746 full-time positions. Mr. Snee requested that employee names be added to the slide with their photos.

FINANCIAL REPORT

Mr. Cook presented the Board with the Audit Report issued by the Office of Legislative Audits, for the period May 6, 2009 through December 8, 2011. For the first time, the auditors had no reportable findings. This is very rare. Mr. Harkins and the Board members expressed their thanks to Henry Cook and his team for this accomplishment. Mr. Snee recommend the Accounting staff be nominated for an Inspire award. This accomplishment is currently being used in Business Development presentations aimed at other State agencies.

The outside Financial Auditors arrived Monday to start the annual Financial Audit. They will be at MES for approximately three weeks.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for a competitive sealed bid for liquid magnesium suspension for the Dorsey Run WWTP. Mr. Adams made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is to request bids from contractors to supply services to transport, temporarily store, and dispose of Household Hazardous Waste

collected from various locations throughout the State. Mr. Snee made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks. Questions regarding notifications were addressed.

LEGAL REPORT

Mr. Harkins explained a recent news article that indicated an individual in Caroline County had been arrested for stealing \$3,000 from MES. MES had teamed with the Ridgely Lions Club for a golf tournament the last few years. Over \$2,500 was raised. MES gave the check to the Caroline County Country Club golf shop to cover the fees. The golf shop employee deposited this check into his personal account in 2010. MES had no notice of any problems prior to this news release.

Mr. Coleman advised that Board that his office continues to work with the TES Group on agreements for the Maryland Green Fuels project, and the draft procurement contract and specifications for the dredging work at the Seagirt Marine Terminal. They are also reviewing construction agreements from the ECI Co-Gen as part of the anaerobic digester project. Mr. Coleman also continues to work with John O'Neill, Steve Tomczewski, and Chris Garrigan on the Harford County Transfer Station agreement.

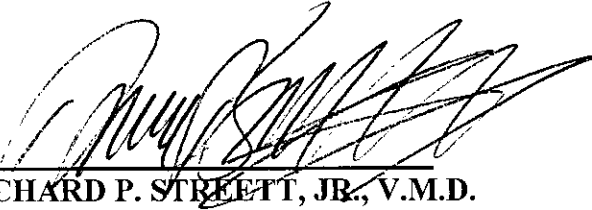
NEW BUSINESS

MES is working with Baltimore County to replace a hauler from the TAF who suspended operations yesterday, after filing for bankruptcy protection.

Next months' meeting with will be Monday, September 24th at 10:30 at MES Headquarters. It will be preceded by the Human Resources Committee meeting at 9:30, and the Audit Committee Meeting, also at 9:30. Mr. Snee, Mr. Adams, and Dr. Streett are members of the Human Resources Committee. Mr. Simons, Mr. Addison, and Ms. Jenkins are members of the Audit Committee.

ADJOURNMENT

At 9:50 a.m., upon motion by Mr. Addison, the meeting adjourned.



**RICHARD P. STREETT, JR., V.M.D.
SECRETARY**



**JAMES M. HARKINS
DIRECTOR**



Martin O' Malley, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS
MINUTES
MEETING 12-9
September 24, 2012**

LOCATION: MES Headquarters

TIME: 10:30 a.m.

DIRECTORS PRESENT: James M. Harkins, Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Ed Adams, P.E.
Leslie Jackson-Jenkins, Esq. (left at 11:30 a.m.)
Talmadge E. Simons
Joseph Snee, Esq.(called in at 11:25, logged off at 11:30 a.m.)

DIRECTORS ABSENT: John O'Neill, Deputy Director

OTHERS PRESENT: Sean L. Coleman, Esq.
Jerry Wheeler
Cece Donovan
Steve Tomczewski
Pamela Fuller
Chris Garrigan
Dave Czawlytko
Hament Patel (left at 10:50 a.m.)
Graylin Smith (SB&Company, left at 10:50 a.m.)
Sisilia Mo (SB&Company, left at 10:50 a.m.)

The Following attended the Inspire award presentation portion of the meeting, then left:

Kaley Walker	Vickie McKendry
Ray Rubio	Mary Proctor
Doug Conaway	Brooke Keplinger (left at 10:50 a.m.)
Tim Germana	Michael Bell
Kimberly Boyd Washington (left at 10:50 a.m.)	Sean Ryan
Asahi Eveleth (left at 10:50 a.m.)	Milton Brown
Maria Bowman(left at 10:50 a.m.)	Russ Brown
Jennifer Brown	Chris Thompson
Ruth Parker	Frank Schmidt
Tabitha Walker	Don Reed

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 10:30 a.m.

INSPIRE AWARDS

Inspire awards were presented by the Group Executive Directors to the following individuals. Detailed descriptions of the awards are contained in the Board file.

- Finance: **Hament Patel, Maria Bowman, Asahi Eveleth, Brooke Keplinger, Jeannette Sharma, Anna Mazzola, Christian Inyamah, Mary Proctor, Tabitha Walker, Stephanie Acosta, Vickie McKendry, Ruth Parker, Jennifer Brown, Leslie Miller and Kimberly Boyd**
- Administration: **Mona Saigal and Vladamir Pens**
- Water/Wastewater: **Francis Schmidt**
- Water/Wastewater: **Don Reed, Ellen Frketic, Partha Tallapragada and Mohamed Mohamed**
- Water/Wastewater: **Chris Thompson**
- Environmental Operations: **Sean Ryan, Owen O'Hare, Brian Saylor, Roger Marshall, Edward Harris, James Souders, and Michael Bell**
- Environmental Operations: **Milton Brown, Wayne Hamilton, Paul Clark, Ken Medlin, Benny Willis, Steve Birchfield, and Russell Brown**

YEAR-END AUDIT REPORT

Graylin Smith presented the Year-end audit report as prepared by SB & Company, Inc. There were no deficiencies or material weaknesses noted. They are issuing an unqualified clean opinion. No difficulties were encountered during the audit. Controls were designed and operating successfully. Henry expressed special thanks to his staff. There were no questions from the Board. The Auditors and remaining Fiscal staff left the meeting at 10:50am.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of August 16, 2012. Mr. Addison made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously.

DIRECTOR'S REPORT

Mr. Harkins notified that Board that he is back from his medical leave, and all is going well. All projects are still on schedule.

BUSINESS DEVELOPMENT

Ms. Wojton updated the Board on the Maryland Green Fuels project. The contract has been completed, and signed by both parties. MES is now waiting for a \$600,000 deposit from MGF before we begin work. There should be no risk to MES.

MES has been invited to participate in a MACO forum in November on How Counties can Save Money. Also, MML has requested MES be on the agenda at its summer conference.

Dr. Streett inquired about today's article in the Baltimore Sun on the corrective measures plan at the Dundalk Marine Terminal. Ms. Donovan explained that MES is part of the work being done. MES will clean the storm water structures and continue to operate the wastewater plant, and conduct environmental monitoring. The work of relining the stormdrains is scheduled to begin in January or February.

AGENCY ACTIVITY REPORT

Ms. Donovan presented MVA Stormwater Pond Maintenance projects. TES is to perform storm water pond maintenance at three (3) MVA facilities: Gaithersburg, White Oak and Beltsville the week of 9/17/12. The work is to be completed under a newly signed MES/MVA MOU over 5 years for \$3.75 million. The Scope of work includes vegetation removal, sediment and debris removal, and rip rap channel cleaning. TES is currently drafting proposals for nine (9) additional facilities which require similar scopes of work: Annapolis, Easton, Grasonville, Cumberland, Hagerstown, Frederick, Westminster, PG Co. North and PG Co. South.

Mr. Wheeler presented information on the Riverdale Condominium Shared Use Sewage Disposal System. It is the first new Shared Use Sewage Disposal System in Anne Arundel County under new regulations for nitrogen reduction. This small project allowed the development of standard documents for MES to act as the controlling authority in other Anne Arundel County projects. The three essential documents created for this process are: 1) Developer's Agreement 2) Designation Agreement and 3) Declaration of Covenants and Restrictions. The Sustainable Growth and Agricultural Preservation legislation passed by the Legislature makes this probable significant new work for MES in rural Maryland.

Mr. Tomczewski highlighted several new mobile tubgrinding projects: Town of Crumpton (\$4,330), Cherry Island Delaware (\$11,265), Calvert County – 231 Supply (\$7,416), Masonville (MES Project) (\$3,818).

SPECIAL PROJECT REPORT:
MES MIDSHORE RECYCLING PROGRAM

Dave Czawlytko, Deputy Chief of Environmental Operations presented an update on the Midshore Recycling Program. Caroline, Kent, Queen Anne's and Talbot Counties started the program in 1993. It was funded from commodity sales and a \$5/ton surcharge for MSW tipped at Midshore I & II. In 2010 MES solicited proposals to provide single stream collection at the 48 igloo collection sites. Only Waste Management bid, however, the cost was deemed to be too high by the counties. The counties then asked MES to assume responsibility for management and operation of the program. On July 1, 2012, MES started managing the program. IGAs with all four counties were executed as of September 2012.

Mr. Czawlytko went on to demonstrate the current conditions of the recycling sites and equipment, and MES' plans for improvement. MES enhancements in August and September 2012 include hiring two full time drivers, advertised for Recycling Program Manager, instituted safety procedures for operation of the crane truck and igloo handling, constructed commodity consolidation bunkers at Midshore II, instituted route optimization, and competitively bid the sale of the commodities. Planned improvements include: purchase 100 – 8yd containers to replace igloos, purchase the two front-end packer trucks, and eventual implementation of Single Stream Recycling

HUMAN RESOURCES SUBCOMMITTEE REPORT

Joe Snee, chairman of the Human Resources Committee of the Board, called in to present the recommendations of the Committee to the full board. The agency achieved 100% of the 2012 Best Goals. The Committee unanimously made the following funding recommendations for employee payments: 40% for BEST Pool, 20% for BEST Plus, and 15% for Executive Incentive plan. These are the same percentages used since 2000. The remaining 25% of the pool will be utilized in the future to keep down overhead and fringe rate costs to the clients. The estimated dollar amounts can be found on the "BEST 2012 Funding Preliminary" sheet handout. The Committee recommends these payments be made to employees in October, 2012. Mr. Snee made the motion to approve the funding amounts, Mr. Adams seconded. The motion passed unanimously.

Ms. Jenkins and Mr. Snee left the meeting at 11:30 a.m.

HUMAN RESOURCES

Ms. Wojton presented a new Personnel Policy to the Board for approval. The policy was requested by MES supervisors. The policy requires emergency essential employees to report to duty when an emergency condition is declared. It defines disciplinary actions that can be taken if employees fail to report to their work assignments. These procedures are already part of the

employment contract. This policy is a formalization of what is already being done. Mr. Addison made the motion to approve the policy, Mr. Simons seconded. The motion passed unanimously

Ms. Wojton reported that the vacancy rate is currently 1.91%. There are 7 new hires in September, and 6 more scheduled to start in September/October. The vacancy rate after these new hires start will be 1.17%.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for community outreach and public involvement support for MES and MPA dredging projects. It replaces an existing contract that is due to expire soon. Mr. Simons made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. The procurement is for a replacement wheel loader at Montgomery County Yard Trim Composting Facility. Mr. Addison made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. The procurement is for 2 front-end packer loaders, and 100 recycling containers for the Midshore Recycling Program. Dr. Streett made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Ms. Wojton introduced Item 4. The procurement is for emergency hauling services at the Montgomery County Yard Trim Composting Facility. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Ms. Wojton updated the Board on a previously approved board item from July of this year (Item 7-2). Roy Kirby & Sons, Inc. was the successful bidder for the BCRRF Transfer Station upgrade. They came in with a bid under estimates.

The Procurement Notifications are contained in the Board's notebooks.

LEGAL REPORT

Mr. Coleman reported on the status of case filed as the result of a minor traffic accident at the BRESKO. The driver of the other vehicle filed suit against MES and the MES employee. The employee has now been dismissed from the case. The other driver has also filed a claim with the Treasurer's office, but they have not provided the requested medical records yet.

The last portion of the Regional Compost Facility (RCF) property will be sold tomorrow to Howard County. MES' involvement in the project will end at that time. Also ending early next year is the lease on the Tire Facility building. MES is currently sub-leasing the building to Emmanuel Tire.


Mr. Coleman will be accompanying Attorney General Gansler on another river audit in early October. This audit will include Eastern Bay, the Wye River, and Kent Narrows.

NEW BUSINESS

The next meeting of the Board will be Monday, October 22nd. It will occur at the Masonville Dredged Material Placement site. Details will follow.

ADJOURNMENT

At 11:50 a.m., upon motion by Mr. Harkins, the meeting adjourned.



RICHARD P. STREET, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR

MARYLAND ENVIRONMENTAL SERVICE

**MINUTES OF THE HUMAN RESOURCES COMMITTEE OF THE BOARD OF
DIRECTORS**

September 24, 2012

Committee members present during the meeting of the Human Resources Committee were Mr. Snee (Committee Chairman, participating by phone), Mr. Adams, and Dr. Streett. Other Board members present were Mr. Harkins and Mr. Cook. Also present during the meeting were Ms. Wojton and Mr. Coleman. During the meeting the Human Resources Committee accepted a report from Ms. Wojton that agency staff had achieved 100% of the FY 2012 BEST Goals. The Human Resources Committee also adopted a recommendation to the Board of Directors that payouts for the BEST Program, the Performance Incentive Program, and the Executive Incentive Program be made as described in the document entitled Best 2012 Funding. The Committee agreed that only 75% of the total funds available for the BEST program be utilized for that purpose, so that the remaining funds will be used to reduce future agency overhead and fringe benefit costs. The Committee also adopted a recommendation to the Board that the BEST payout be made to employees in October. At 9:43 a.m. the meeting of the Human Resources Committee adjourned.



Martin O' Malley, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS
MINUTES
MEETING 12-10
October 22, 2012**

LOCATION: **Masonville Dredge Material Placement Facility**
1000 Frankfurst Avenue, Baltimore, MD 21226

TIME: **9:30 a.m.**

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Ed Adams, P.E. (via phone)
Leslie Jackson-Jenkins, Esq. (via phone)
Talmadge E. Simons (via phone)
Joseph Snee, Esq.(via phone)

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Duane Wilding
Cece Donovan
Steve Tomczewski
Pamela Fuller
Chris Garrigan
Tammy Banta
Jason Gillespie
Mike Miller
Stephanie Peters

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:32 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of September 24, 2012. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously. Mr. O'Neill abstained from the vote since he was not at the September meeting. Ms. Jenkins and Mr. Adams had not yet joined the meeting by conference call.

DIRECTOR'S REPORT

On October 24, 2012, MES and MPA will host Lt. Governor Anthony Brown at the open house for the grand opening of the public area of Masonville Cove. There will be tree plantings with Living Classrooms.

Leslie Jackson-Jenkins joined the meeting at 9:34 a.m.

Later on October 24 Mr. Harkins will meet the Lt. Governor at MDE to receive the Smart Green and Growing award. The award stems from the work MES and the MPA have accomplished with schoolyard greening project in urban schools, as part of the plan for better storm water management. The schools are tearing up asphalt and planting grass, and installing bio-retention ponds. The award is for work done with the students at Polytechnic High School in Baltimore.

BUSINESS DEVELOPMENT

Ms. Wojton attended the Cecil-Harford Counties MML Chapter dinner last week. She foresees several storm water projects in the future, as the Counties are faced with tougher stormwater regulations.

AGENCY ACTIVITY REPORT

Ed Adams joined the meeting at 9:42 a.m.

Cece Donovan made a presentation on the Baltimore Harbor Trash Interceptors project. The project is a requirement of the mitigation package for Masonville DMCF construction. The trash interceptors will be located in five locations in and near the Baltimore Harbor, costing approximately \$2.5 million. Potential project partners include Baltimore City, Waterfront Partnership, Honeywell. The project includes funding for initial construction and maintenance. The Masonville location will also be used in educational programming by Living Classrooms. The Dundalk Marine Terminal location will help to reduce hazardous materials disposal costs.

Duane Wilding presented an overview of the Dorchester County water and sewer operations project. The proposal for \$46,492 includes contractual operations & Miss Utility

locating services. It will consist of six wastewater pumping stations and the pressure sewer collection system outside Cambridge city limits. The water treatment system is composed of two wells, and a 20,000 gallon water storage tank. The services were previously requested but awarded to another vendor. They are now requesting that MES submit another proposal after the other contractor's unsatisfactory performance. The proposal was submitted October 12, for the service period November 1 thru June 30, 2013. The proximity to Cambridge WWTP allows efficient utilization of MES manpower.

Steve Tomczewski presented the Old Beulah Landfill Closure Cap Project, also in Dorchester County, Maryland. The contract is to design a landfill cover system for the closed Old Beulah Landfill. The contract for \$242,000 was accepted October 2, 2012. The design team consists of MES Operations, TES and KCE Engineering. One challenge will be to consolidate the landfill footprint to limit the size of the cap. Landfill is spread out and the outer limits of trash are not yet defined.

FINANCIAL REPORT

Mr. Cook presented the September Financial Report. Labor sales are slightly below estimate. There has been some slow down and pull back in Water/Wastewater and TES. There is potential new business in the works that should off-set this. The increase in Net Assets is slightly below Plan and this time last year, but are still positive. The negative result in project variances is due largely to unbilled projects. This is not unusual. There is a positive trend in unrestricted net assets, which can be used to buy down the fringe and overhead rate. About 90% of Cash and Cash Equivalents are being held and used for projects. The Plan v. Actual shows the agency right on Plan for the full year.

Mr. Addison inquired about the delinquent payments from MVA. Ms. Donovan explained that the wash racks installed at the MVA facility did not function properly. The pumps continue to burn out. MES has conducted an electrical inspection and found that the pumps and the system they were installed into were not properly grounded. MES has gone back to the installer to have the pumps replaced and installed correctly. MVA has promised to pay once the system is working properly.

Ms. Donovan took this opportunity to introduce two members of her staff. Ms. Tammy Banta has been promoted to Division Chief for Environmental Dredging and Restoration. Ms. Banta has been with MES since 1987. Mr. Jason Gillespie has been hired as the Division Chief for Environmental Monitoring.

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is currently 2.36%. There are 7 new hires scheduled for October/November. The vacancy rate after these new hires start will be 1.33%.

Ms. Wojton introduced Resolution 12-10-1R to give MES employees the day after Thanksgiving as a paid holiday for 2012. Dr. Streett made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for hazardous and non-hazardous waste transportation and disposal for the Hawkins Point and Dundalk Marine Terminal projects. The MPA requested extra services be added to the solicitation after the Board previously approved this item, but before it went out to bid. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for the final change order with Consolidated Services, Inc. for temporary labor at the Montgomery County Yard Trim Composting Facility. Dr. Streett made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks.

LEGAL REPORT

Mr. Coleman reported that he is responding to MDE letter concerning leakage at an old cell of the Hawkins Point Landfill. MES previously responded to MDE's request for information, but now they have requested that MES provide much more information.

NEW BUSINESS

Mr. Harkins directed the members' attention to the draft schedule of proposed meeting dates for 2013. He also asked the Board their views regarding field trips to MES facilities. The board suggested two field trips per year, rather than three. Mr. Addison requested that March meeting be scheduled for the 25th, if it was going to be a field trip meeting.

Ms. Donovan brought an emerging public health issue to the Board's attention. There has been an increase in bird deaths at Popular Island due to avian botulism and a microcystis outbreak. Microcystis, a blue-green algae, causes microcystin toxin in bird organs (especially liver) and flesh. Cooking the meat will not eliminate the toxin. Eating contaminated birds could cause mild gastrointestinal distress or other non-specific symptoms. The State has alerted recreational hunters to the potential health hazard of eating contaminated waterfowl. There is some debate among the involved parties as to how to alleviate the problem.

Ed Adams exited the meeting at 10:08 a.m.

SPECIAL PROJECT REPORT:
MASONVILLE DREDGE MATERIAL PLACEMENT FACILITY

Michal Miller, project manager for the Masonville Dredge Material Placement Facility presented an overview of the project to the Board. MES works with the Harbor Development office of MPA on the project. There are currently 17 employees working onsite. The Masonville Cove mitigation and restoration project is an integral part of the project. The complete presentation can be found in the board meeting presentation slides.

ADJOURNMENT

At 10:27 a.m. upon motion by Mr. Harkins, the meeting adjourned.

Tour

Loraine Andrews of Living Classrooms conducted a tour of the Masonville Cove Education Center. Stephanie Peters of MES conducted the tour of the Masonville Cove area, and the Dredge Material Placement facility. No official business was conducted during the tour.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR



Martin O' Malley, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS
MINUTES
MEETING 12-11
November 26, 2012**

LOCATION: **MES Headquarters**
259 Najoles Road, Millersville MD 21122

TIME: **9:30 a.m.**

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (via phone)
William B.C. Addison (via phone)
Ed Adams, P.E. (via phone)
Leslie Jackson-Jenkins, Esq. (via phone)
Talmadge E. Simons (via phone)
Joseph Snee, Esq.(via phone)

DIRECTORS ABSENT: **None**

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Steve Tomczewski
Jerry Wheeler
Pamela Fuller
Chris Garrigan

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:31 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of October 22, 2012. Dr. Streett made the motion to approve the minutes and Mr. Snee seconded. The motion passed unanimously.

DIRECTOR'S REPORT

On October 24, 2012, MES and MPA hosted Lt. Governor Anthony Brown, Congressman Sarbanes, Darren Mobley, Acting Secretary of MDOT, and many community members at the open house for the grand opening of the public area of Masonville Cove. There was TV and print media coverage.

Later on October 24 Mr. Harkins and MPA met the Lt. Governor at MDE to receive the Smart Green and Growing award. The award stems from the work MES and the MPA have accomplished with schoolyard greening project in urban schools, as part of the plan for better storm water management. The schools are tearing up asphalt and planting grass, and installing bio-retention ponds. The award is for work done with the students at Polytechnic High School in Baltimore.

On October 25th, Mr. Harkins met with Rick Pollitt, County Executive for Wicomico County, and new MACO president to discuss future work opportunities for MES.

On October 31st, Mr. Harkins met with Maryland Department of Agriculture Secretary Buddy Hance and two Assistant Secretaries to follow up on issues from the Agricultural Advisory Board meeting. A pilot project for manure composting was discussed for the Washington County/Frederick County area. It would be similar to a project being conducted at the Oregon Dairy Farm project in Pennsylvania. They are currently looking for funding sources for the pilot project.

Mr. Harkins and Ms. Donovan had lunch with Frank Hamons, Deputy Director for Harbor Development with MPA had lunch to discuss MES/MPA projects and funding. The Port is very happy with MES' management.

BUSINESS DEVELOPMENT

Ms. Wojton gave a presentation at the MACO symposium on ways MES could help Counties save money. It was very well received. Frederick, Carroll and Caroline Counties have all requested more information.

The Cecil/Harford Chapter of MML will be holding a meeting on December 20, 2012.

AGENCY ACTIVITY REPORT

Cece Donovan presented a report on a new MOU with Maryland Transit Administration (MTA) for environmental and GIS support services, primarily to the Environmental Planning division of MTA. The MOU is for \$5,000,000 and will expire June 30, 2017. The MOU will require 2 new MES personal, an archeologist, and a NEPA specialist. MES now has MOUs with all of the MDOT modals.

Jerry Wheeler presented a new support services contract with the Town of Centerville. The Town's superintendant recently resigned, leaving the Town without a certified operator. This is currently a short term, month to month contract for an MES certified water and wastewater operator to supervise the Town's operators.

Steve Tomczewski presented a report on the Montgomery County Recycling Center. Incoming tonnage at the facility has increased by 25% over the last five years. The equipment at the facility was designed to process 10/tph, but is currently being operated at 14/tph. MES is working with the County on options to process the increase tonnage.

FINANCIAL REPORT

Mr. Cook presented the October Financial Report. Labor sales are slightly below estimate. Much of this shortfall is from TES, as a result of the loss of DNR Fisheries employees, and completion of the construction at Masonville. There is potential new business in the works that should off-set this. The increase in net assets is slightly above Plan, but below this time last year. The negative result in project variances is due largely to unbilled projects. This is not unusual. There is a positive trend in unrestricted net assets. The Plan v. Actual shows the agency right on Plan for the full year. The two paid leave days granted during Hurricane Sandy were not in the Plan.

Mr. Cook then presented a memorandum regarding the ECI Co-Gen turbine contingency fund. Resolution 05-12-2R created a separate reserve fund for the overhaul of the turbines at the ECI Co-Generation Facility. An annual contribution of \$300,000 is permitted, for a maximum amount in the fund of \$1.5M. The Service proposes to place \$300,000 of FY2012 unearned revenues into the turbine contingency fund, bringing the total in the fund to \$795,497. Mr. Cook and Mr. Tomczewski addressed questions regarding the overhaul and maintenance of the turbines. Mr. Snee made the motion to approve the action and Mr. Addison seconded. The action passed unanimously.

Mr. Cook then presented Resolution 12-11-1R for the Board's approval. The Resolution authorizes the agency to reimburse expenditures with respect to the planning, engineering, design, construction and financing of Cell 2 of the Midshore II Regional Landfill. MES expects to issue bonds or other debt in an amount not to exceed Six Million Dollars (\$6,000,000). Mr. Simons made the motion to approve the resolution and Dr. Streett seconded. The motion passed unanimously.

Ms. Donovan updated the Board on the status of the outstanding invoices from MVA. Payment is expected within the next few weeks.

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is currently 2.94%. There are 7 new hires scheduled for November/December. The vacancy rate after these new hires start will be 1.94%.

PROCUREMENT ITEMS

The Procurement Notifications are contained in the member's notebooks.

LEGAL REPORT

Mr. Coleman reported that the Legal department continues to work on various contract and procurement activities.

Attorney General Gansler will be conducting a river audit of the Northern Potomac (Allegany County) next month. MES has several facilities in this area.

OLD BUSINESS


Ms. Donovan updated the Board on the microcystis situation at Poplar Island, reported at the previous meeting. All levels of harmful algae are now below recommended levels and the number of dead birds has decreased as the weather has cooled off. They believe many of the bird deaths were a result of avian botulism, not microcystis. All involved parties are now working on a plan to address any potential future outbreaks.

Ms. Donovan updated the Board on the status of the Coke Point project for MPA. MPA is not sure when or if they are going to be able to acquire the property.


Mr. Harkins directed the members' attention to the schedule of proposed meeting dates for 2013. Dr. Streett advised that he has a professional conference the week of June 24th. The June meeting will be moved to June 17th. All other dates are acceptable. The final schedule will be sent to all Board members with next month's meeting materials.

ADJOURNMENT

At 10:15 a.m. upon motion by Mr. Addison, the meeting adjourned.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 12-12
December 17, 2012**

LOCATION: **MES Headquarters**
259 Najoles Road, Millersville MD 21108

TIME: **9:30 a.m.**

DIRECTORS PRESENT: James M. Harkins, Director
John O'Neill, Deputy Director
Henry Cook, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Ed Adams, P.E.
Leslie Jackson-Jenkins, Esq.
Talmadge E. Simons
Joseph Snee, Esq.

DIRECTORS ABSENT: **None**

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Jerry Wheeler
Mac Gibson
Pamela Fuller
Chris Garrigan
John Kane
Bernard Penner

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:31 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of November 26, 2012. Mr. Addison made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously. Ms. Jenkins arrived shortly after the approval of the minutes.

DIRECTOR'S REPORT

Mr. Harkins reported that November and December have been busy months. He has been reaching out to various contacts in the Legislature, State and County agencies in preparation for the upcoming session. So far, he has met with the Executive Director of MACO, Jim Robey, the Secretary of DNR, John Griffin, the Secretary of DBM, Eloise Foster and Deputy Secretary of DBM, David Romans.

Mr. Harkins attended the Governor's BayStat Cabinet meeting on December 11, 2012. During that meeting a rather extensive discussion was held concerning a study done of the 23 Counties and Baltimore City on the progress to date of the Watershed Implementation Plan (WIP) for the bay. This study was done by the Harry Hughes Center for Agro-Ecology at the University of Maryland at Wye Mills. The report to the Governor details their findings which have not yet been made public. After a lengthy discussion, it was determined the Governor was going to write a letter to each of the County Commissioners, County Council Members, County Executives and Mayor of Baltimore summarizing where the State is now, where it needs to go, and include some suggestions on how to get there. Secretary of DNR, John Griffin recommended MES become involved as a resource to the Counties and Baltimore City. The Governor's letter will include language describing MES and the services it provides. A copy of that language was distributed to the Board members.

An internal workgroup, headed up by Beth Wojton, has been formed within MES to come up with a solid plan that will be presented to the Counties and Municipalities concerning stormwater management.

Mr. Harkins lastly wished the Board and their families a wonderful Christmas.

BUSINESS DEVELOPMENT

The Cecil/Harford Chapter of MML will be holding a meeting on December 20, 2012.

Ms. Wojton will also be attending the winter MACO convention the first week of January. MES will be stressing its stormwater services.

MML has invited MES to speak at its summer conference.

AGENCY ACTIVITY REPORT

Cece Donovan presented design support for the Poplar Island expansion. The expansion is about 575 acres and includes a 5' vertical increase of the existing upland cells, 270 acres of

new upland area, 167 acres of wetlands and a 138 acre open water embayment. MPA is obligated to provide a 25% contribution to the USACE lead design effort by way of "in kind" services. MPA has requested that MES provide a proposal for the services, including offshore and onshore borings, and project & contractor management. MES will provide a separate proposal for reviews, meeting participation and coordination efforts, as requested by MPA, but not directly applicable to MPA's cost share obligations. The Total Estimated Design Costs are \$2.135M. (MPA 25% Cost Share: \$533,750 (MES Managed), MES Additional Support: Budget T.B.D.) Design completion is targeted for 2015

Mac Gibson presented an overview of several projects in Carroll County including, Bark Hill Landfill, Hoods Mill Landfill, and Hodges Landfill. MES has been asked to provide: on-site and off-site landfill gas delineation, drilling of permanent and temporary landfill gas monitoring probes, and groundwater monitoring well replacement.

SPECIAL PROJECT REPORT:
COMPLIANCE-FOCUSED ENVIRONMENTAL COMPLIANCE ANNUAL REPORT

John Kane, Chief of Environmental Compliance presented the Board with a summary of the Compliance department's Annual Report. Mr. Kane summarized the strengths and weaknesses of the agency's compliance efforts. He also listed the many accomplishments of the agency and the Compliance Department, as well as the Goals for future progress. The complete presentation is in the Board presentation.

FINANCIAL REPORT

Mr. Cook presented the November Financial Report. There has not been much change in Labor sales, which continue to be slightly below estimate. There is potential new business in the works that should off-set this. The increase in net assets is right on Plan, but below this time last year. The negative result in project variances is due largely to unbilled projects. This is not unusual. There is a positive trend in unrestricted net assets. The Plan v. Actual shows the agency right on Plan for the full year. The two paid leave days granted during Hurricane Sandy were not in the Plan.

HUMAN RESOURCES

Ms. Wojton reported that the vacancy rate is currently 2.5%. There are 7 new hires scheduled for December. The vacancy rate after these new hires start will be 1.47%.

PROCUREMENT ITEMS

Mr. O'Neill introduced Procurement Item 1 for approval. The procurement is to purchase granular quicklime for Cambridge, Freedom and Piney Orchard WWTP from Carmeuse Lime & Stone, Inc.. Mrs. Jenkins made the motion to approve the Item, Mr. Simmons seconded. The motion passed unanimously

Mr. O'Neill introduced Item 2. The procurement is for engineering services for the design of upgrades to the WWTP and collection and distribution systems at Rocky Gap State Park. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for the purchase and delivery of diesel fuel to Hart-Miller Island and Poplar Island. Mr. Addison made the motion to approve the Item, Mrs. Jenkins seconded. The motion passed unanimously.


The Procurement Notifications are contained in the member's notebooks.

LEGAL REPORT/CLOSED SESSION

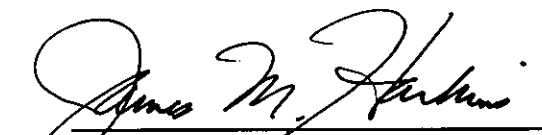
On the recommendation of Mr. Coleman, and upon motion by Mr. Addison, second by Mr. Simons, pursuant to Md. State Government Code Ann. §2-508(a) (7) and (8), the Board voted to go into Closed session for consultation with counsel at 10:21 a.m. At this time, Beth Wojton, Cece Donovan, Chris Garrigan, John Kane and Bernie Penner left the meeting.

ADJOURNMENT

At 10:31 a.m. upon motion by Dr. Streett, the Board came out of closed session and the meeting adjourned.



RICHARD P. STREETT, JR., V.M.D.
SECRETARY



JAMES M. HARKINS
DIRECTOR