

**BOARD OF DIRECTORS  
MINUTES  
MEETING 1-13  
January 28, 2013**

**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 phone)  
William B.C. Addison (via phone)  
Leslie Jackson-Jenkins, Esq. (via phone)  
Talmadge E. Simons (via phone)  
Joseph Snee, Esq. (via phone)

**DIRECTORS ABSENT:** Ed Adams, P.E.

**OTHERS PRESENT:** Sean L. Coleman, Esq.  
Beth Wojton  
Cece Donovan  
Jerry Wheeler  
Steve Tomczewski  
Pamela Fuller  
Chris Garrigan  
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 December 17, 2012. Dr. Streett made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously. Ms. Jenkins called in and joined the meeting shortly after the approval of the minutes.

### **DIRECTOR'S REPORT**

Mr. Harkins announced that Henry Cook would be retiring at the end of February. Mr. Harkins and Board expressed their best wishes and congratulations to Mr. Cook.

MES was well represented at the MACO Winter Conference held in Cambridge, MD January 2<sup>nd</sup> to 4<sup>th</sup>. Discussions were held with officials of several counties about solid waste, water and waste water treatment, as well as TMDL and stormwater management. The agency is still responding to several follow up questions from the conference.

TMDL and Stormwater management are fairly hot topics with the counties and State right now. Governor O'Malley has asked MES to sponsor a summit on best practices and less expensive alternatives that local governments might use. MES is partnering with the MACO, MML and the Governor's office to hold an event on March 4, 2013 in the conference area of the Senate office building in Annapolis, MD. The event will run from about 10am to 3pm. A morning session will be tailored to local elected official to discuss issues with Governor O'Malley, MDE Secretary Bob Summers, and Mr. Harkins. The afternoon session will be focused on public works directors, planners, and engineers from local governments. Mr. Harkins encourages the Board members to attend, if possible.

Russ Brinsfield, the Mayor of the Town of Vienna, Maryland, called MES asking for immediate help. The Town's water and wastewater treatment operator left them suddenly. MES responded to the request and is assisting in the operation of the Town's plant. The Mayor is very happy. MES has submitted a proposal for full-time operations.

### **BUSINESS DEVELOPMENT**

Ms. Wojton attended the winter MACO convention the first week of January. MES stressed its stormwater and TMDL services. Jim Stonesifer is working on reaching out and connecting with every MES customer.

### **AGENCY ACTIVITY REPORT**

Mr. Harkins directed the Board's attention to the agency activity report. Ms Donovan reported that her Group is expecting to soon receive notice to begin work on several large projects. There were no questions.

### **FINANCIAL REPORT**

Mr. Cook presented the December Financial Report contained in this month's documents. There has not been much change in Labor sales, which continue to be slightly below estimate. The agency has shown progress in collecting outstanding Accounts Receivables in December

and January. Campus Hills has settled and agreed to pay \$4,000. Payments from MPA, MVA, and SHA are all being processed now.

The Plan v. Actual Report shows the agency below Plan for the full year. Labor sales continue to be a challenge with decreases in staff and overtime in several major projects. There are 13 new positions as of January 30<sup>th</sup>. Many projects are in the works, but might not be authorized to begin until 2014. Ms. Donovan mentioned that SHA, as a result of their recent audit, has halted all contracts and proposals. She has a meeting with SHA tomorrow to see what projects they can keep moving. None of SHA's bad audit results were from contracts with MES. Mr. Cook went on to explain that MES is about \$290,000 below Plan for the year, reflective mainly of the State's belt tightening and two paid leave days due to Hurricane Sandy. Mr. Harkins relayed a meeting he had with DBM Secretary Eloise Foster regarding State budgets. They are starting to see some better news down the road. This should also help MES.

### **HUMAN RESOURCES**

Ms. Wojton reported that the employment vacancy rate is currently 2.15%.

### **BEST 2013 UPDATE**

An item by item summary of the Best Goals and progress was included in the documents sent to Board members. Some of the goals have already been achieved. There are no concerns on the remaining items at this time. Some of the delayed items are due to the JD Edwards upgrade. There have been monthly meetings of the Best committee.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Procurement Item 1 for approval. The procurement is to purchase aluminum sulfate from Intercoastal Trading. Aluminum sulfate is a metal salt used in the water and wastewater process. Mrs. Jenkins made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for a mitigation project required by the Masonville DMCF construction. It is for construction of an eel ladder at Daniels Dam on the Patapsco River. 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 for the purchase of two articulated haulers for the Poplar Island Environmental Restoration Project. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

The Procurement Notifications are contained in the members' notebooks.

Mr. O'Neill presented a Grant Agreement to the Board for their consideration. MPA asked MES to issue the Grant to the Waterfront Partnership for the construction, installation and maintenance of the Jones Falls Trash Interceptor. MPA will provide funds for the design, construction and placement of the Trash Interceptor. The Waterfront Partnership will manage the development and operation of the Trash Interceptor with funds from this Grant. Stephanie Peters explained how the trash interceptors work. The one built on the Jones Falls will be bigger than the one in the photo. The waterwheel powers the structure, the trash moves up the conveyor and is dumped into barges located inside the structures. Dr. Streett made the motion to approve the Grant, Mr. Sneec seconded. The Board unanimously approved the Grant Agreement.

Ms. Peters left the meeting following the Board's action.

### **LEGAL REPORT**

Mr. Coleman reported that his office is defending two minor traffic accident cases, one in Baltimore City stemming from an accident at BRESCO, the other in Montgomery County stemming from the bus stop trash pickup project.

A judgment creditor in a contract case in Dorchester County has filed a Writ of Garnishment on MES for funds due to a contractor. The State's position is that absent a statute to the contrary, the agency's funds cannot be garnished. The attorney is arguing that MES is not a State agency.

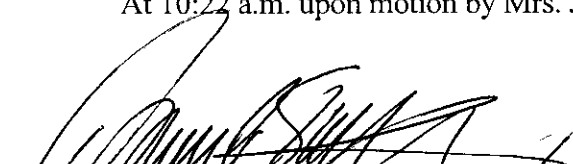
There is a currently a bill before the House of Delegates that proposes a penalty structure for agencies not in compliance with the Opens Meetings Act.


### **OLD BUSINESS**

Dr. Streett inquired if MES is involved in a chicken manure waste to energy plant in Frederick, that was recently in the paper. Mr. Harkins reported that MES is not involved in that project. The State put out an RFP out for a company to produce energy and sell it to the State, under a Power Purchase Agreement. A private vendor will build the facility.

### **ADJOURNMENT**

At 10:22 a.m. upon motion by Mrs. Jenkins the meeting adjourned.

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

  
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JAMES M. HARKINS  
DIRECTOR

**BOARD OF DIRECTORS  
MINUTES  
MEETING 2-13  
February 25, 2013**

**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 phone, out at 10:20)  
William B.C. Addison  
Talmadge E. Simons  
Joseph Snee, Esq. (via phone)  
Ed Adams, P.E.

**DIRECTORS ABSENT:** Leslie Jackson-Jenkins, Esq.

**OTHERS PRESENT:**

Sean L. Coleman, Esq.	Richard Hicks (left after Inspire)
Beth Wojton	Dale Yonkers (left after Inspire)
Cece Donovan	Jhirmane Parks (left after Inspire)
Jerry Wheeler	Marvin Dixon (left after Inspire)
Steve Tomczewski	Don Reed (left after Inspire)
Pamela Fuller	Rex Powell (left after Inspire)
Hament Patel	Milton Justice (left after Inspire)
Chris Garrigan (left after Inspire)	Kelly Trego (left after Inspire)
Micah Kleid (left after Inspire)	Andy Doring (left after Inspire)
Claire Ewing (left after Inspire)	Glen Stephens (left after Inspire)
Michelle Osborn (left after Inspire)	Tim Germana (left after Inspire)
Tom Minton (left after Inspire)	Doug Conaway (left after Inspire)
David Wyatt (left after Inspire)	Joseph Wright (left after Inspire)
Larry Clark (left after Inspire)	

**CALL TO ORDER**

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

**INSPIRE**

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

- Technical & Environmental Services: **Claire Ewing, Michelle Osborn**
- Technical & Environmental Services: **Tom Minton**
- Environmental Operations: **David Wyatt, Larry Clark**
- Environmental Operations: **Richard Hicks, Dale Yonkers, Jhirmane Parks**
- **Water & Wastewater: Marvin Dixon**
- Water & Wastewater: **Don Reed, Rex Powell, Milton Justice, Gregg Kemp, Kelly Trego, Andy Doring, Glen Stephens**

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of January 28, 2013. Mr. Addison made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously.

**RESOLUTION**

Mr. Harkins presented Resolution 13-02-1R honoring Henry Cook upon his retirement as Chief Financial Officer. Mr. Harkins praised Mr. Cook for his many contributions and valued service to MES. Mr. Adams made the motion to approve the Resolution and Mr. Snee seconded. The resolution passed unanimously. Mr. Cook will be a member of the Board of Directors as Treasurer of MES. Mr. Hament Patel will serve as Acting CFO.

**DIRECTOR'S REPORT**

Mr. Harkins reported that the MES budget hearing was held in the House on February 13<sup>th</sup>, and in the Senate on February 18<sup>th</sup>. Both hearings went very well with minimal issues raised.

The agency is keeping an eye on several pieces of legislation in Annapolis this year. The first is SB 641/HB1085 the statewide bottle bill. Mr. Harkins handed out a legislative summary sheet on this bill.

The other bill is SB641/HB799, the solid waste portfolio standards bill. A copy of the bill and a summary were handed out. Mr. Harkins, along with Sean Coleman and Steve

Tomczewski have attended several work sessions on the bill and offered considerable input into its content. As drafted, the bill would have a very negative impact on the Midshore II landfill and the debt issued for the project by the agency. MES is working to obtain an exemption. The two bills put forth very aggressive recycling rates and mandatory landfill diversion dates. The bill is pushing the disposal of waste towards waste-to-energy facilities. However, there are only 3 such facilities in the State right now, with a potential fourth facility in the planning phase. Several questions were addressed.

Mr. Harkins then distributed the ECI Power System Needs Analysis. Mr. O'Neill explained that the ECI Co-Gen plant control equipment is in dire need of upgrade and replacement. MES has asked DBM for a supplemental capital budget increase of \$3M for this year, and intends to use \$1 million of operating funds to purchase electricity during the upgrade. The replacement must be done all at once, it cannot be done in stages.

The Governor's Symposium on Practical Stormwater Solutions for Maryland Local and Municipal Governments will be held on March 4, 2013 in the conference area of the Miller Senate office building in Annapolis, MD. MES is co-sponsor of the symposium along with MACO, MML MDE and the Governor's office. The event will run from about 10am to 3pm. A morning session will be tailored to local elected official to discuss issues with Governor O'Malley, MDE Secretary Bob Summers, and Mr. Harkins. The afternoon session will be focused on public works directors, planners, and engineers from local governments. Mr. Harkins encourages the Board members to attend, if possible.

### **BUSINESS DEVELOPMENT**

Ms. Wojton reported that she has been working with Cece Donovan and Chris Garrigan to plan the Governor's stormwater symposium.

Anne Arundel County published a quarterly report of all new business in the County. MES has started marketing to the businesses listed in this report, and exploring whether the other counties have begun publishing a similar list.

### **AGENCY ACTIVITY REPORT**

Steve Tomczewski presented the operation of three homeowner drop-off locations in Caroline County. The facilities would be operated for a limited number of hours weekly, and would require the involvement of up to five MES employees. They will generate from \$40K - \$60K in project revenue annually, of which \$22K - \$33K would be overhead recovery

Cece Donovan presented the IGA with the Maryland Emergency Management Agency (MEMA). MES will provide environmental, administrative, planning, technical and engineering

services under non-emergency and emergency (Governor Declared) situations. The IGA expires June 30, 2017. The IGA is funded for \$5,000,000.

Dr. Streett left the meeting.

**SPECIAL PROJECT REPORT:**  
**TOWN OF VIENNA, WATER & WASTEWATER PLANTS**

Jerry Wheeler presented a new Water and Wastewater project. On January 14<sup>th</sup>, MES received an urgent request from Mayor Russell Brinsfield for operational assistance at the Town's water and wastewater plants. After an initial evaluation, clean-up, repair and organizing neglected facilities, MES reported on the conditions and necessary work at the Town Council Meeting on January 28<sup>th</sup>. The Town Council authorized some of the necessary repairs, and requested the Agency set up a payment plan for initial evaluation and repairs. On February 5<sup>th</sup>, MES submitted a proposal for operations-Feb 1st to June 30<sup>th</sup>, at a cost of \$24,612. The Town accepted the proposal. A Grant Application for Water Treatment Plant Improvements was submitted to MDE for \$707,000.

The complete report and photographs can be found in the Board Power Point presentation.

**FINANCIAL REPORT**

Mr. Cook presented the January Financial Report, which can be found in this month's documents. January was a three pay month (versus a typical two pay month like last year). This skews all the month and year-to-date comparisons with last year. The figures will catch up in February. Total labor sales YTD of \$15,203,000 is running 4% below Plan. At 10% below Plan, TES labor sales continue to be the primary reason. DNR Fisheries, Masonville Dredging, and GIS Services account for the major difference.

January YTD change in Net Assets is trailing Plan by \$824,000. There is approximately \$250,000 in unbilled Project costs between TES and EO. These project costs accumulate for several months and once completed, they are billed and the revenue recognized. The Total Net Assets are up \$823,000 over the end of last year. Total cash at the end of January is \$37 million, of which MES available cash is \$224,000.

Finance is projecting full year labor sales to be \$851,000 under Plan. It is apparent that not all TES projects will be billed in FY13, as some will carry over into FY14. TES is working with Finance to assign a confidence factor to labor sales to more accurately reflect where projects will end the year. Income from operations for the year is estimated to be \$483,000 below Plan and the increase in net assets is \$796,000 below Plan.



Mr. Harkins added that the agency is watching the federal sequester closely to see how it might affect the agency. Federal as well as State projects are seeing contractions in their budgets that may be further reduced as the year goes on.

### HUMAN RESOURCES

Ms. Wojton reported that the employment vacancy rate is currently 1.92%

### PROCUREMENT ITEMS

Mr. O'Neill introduced Procurement Item 1 for approval. The procurement is for hauling services for yard waste from the Derwood Facility to the Montgomery County Yard Trim Compost Facility. Mr. Adams made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously

Mr. O'Neill introduced Item 2. The procurement is to procure the technical expertise of Dr. Kevin Sellner of the Chesapeake Research Consortium to manage *microcystis* blooms at Poplar Island. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.


The Procurement Notifications are contained in the members' notebooks.

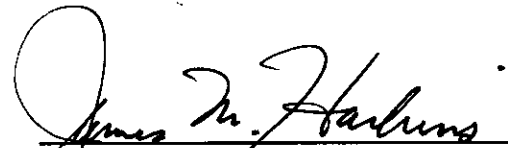
### LEGAL REPORT

A judgment creditor in a contract case in Dorchester County has filed a Writ of Garnishment on MES for funds due to a contractor. The State's position is that absent a statute to the contrary, the agency's funds cannot be garnished. The creditor's attorney is arguing that MES is not a State agency. A second garnishment has now been received from another judgment creditor. A hearing on the matter in the first case has been scheduled for March 27<sup>th</sup> in Dorchester County.

### ADJOURNMENT

At 11:03 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 3-13  
March 25, 2013**

**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 phone)  
William B.C. Addison  
Talmadge E. Simons (via phone)  
Joseph Snee, Esq. (via phone)  
Ed Adams, P.E. (via phone)  
Leslie Jackson-Jenkins, Esq. (via phone)

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:**

Sean L. Coleman, Esq.	Pamela Fuller
Beth Wojton	Chris Garrigan
Hament Patel	Jason Gillespie
Cece Donovan	Larry Swift
Jerry Wheeler	Mike Herzberger
Steve Tomczewski	

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 9:35 a.m.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of February 25, 2013. Mr. Snee made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

The Governor's Symposium on Practical Stormwater Solutions for Maryland Local and Municipal Governments was held on March 4, 2013 in the conference area of the Miller Senate Office Building in Annapolis, MD. MES was a co-sponsor of the symposium along with MACO, MML, MDE and the Governor's office. MES discussed innovative and cost effective practices to manage stormwater. Many County and Municipal officials have requested follow-up information from MES.

Mr. Harkins recently received a request from Ardath Cade, Chair of the Maryland Leningrad Sister State Committee, to set up a meeting to discuss the pending visit of Leningrad's Governor. Governor Drozdenko has made three requests of the committee. He would like to see horse-racing, so his visit will be during the Preakness race. He would also like to see wastewater treatment solutions for small towns, and solid waste methodologies to relieve the demand for landfill capacity. MES will be setting up some tours to accommodate his request.

The MES Capital Budget Summary for FY14. The House and Senate have approved funding for improvements at several Wastewater Treatment Plants; namely,

1. Rocky Gap State Park - \$2,000,000 general obligation bond
2. Charlotte Hall Veterans Home - \$1,700,000 general obligation bond
3. Southern Pre-Release Unit - \$1,500,000 general obligation bond
4. MES Infrastructure Improvement Fund \$5,430,000 FY15 general obligation bond pre-authorization for:
  - a. \$2,173,000 Rocky Gap State Park
  - b. \$1,757,000 Charlotte Hall Veterans Home
  - c. \$1,500,000 Southern Maryland Pre-Release Unit

### **BUSINESS DEVELOPMENT**

Ms. Wojton reported that she has been following up with contacts made at the Governor's stormwater solutions symposium.

### **AGENCY ACTIVITY REPORT**

Cece Donovan presented the Masonville Cove Substrate Improvement project. Phase II is part of the mitigation package developed for the construction of the Masonville DMCF. Phase I was performed in 2010 and covered ~ 4 acres of cove bottom with ~ 10,000CY of clean sand. 635 reef balls were placed on this improved substrate in 2012. Phase II will complete the cove substrate improvement. A qualified marine contractor will be contracted to procure ~125,000CY of clean sand from upland sources for placement over ~90 acres of the cove. The estimated cost

of the procurement and placement of the sand is \$5.5 million. The total project cost is \$6.3 million with a start date in spring 2013. The project is expected to be completed in late 2013.

Steve Tomczewski presented the CFC Recovery contract with Baltimore City. At the request of Baltimore City, MES prepared a proposal to remove CFC's from white goods that the City collects at its five homeowner drop-off sites. An MES trained and certified technician will remove those CFC's for recycling. The City Solicitor has agreed to our contract language and an IGA is being developed.

Jerry Wheeler spoke of the preparation of a Capital Improvement Plan for the Town of Bel Air. MES prepared a CIP in 1994. A new CIP in 2013 would include the following tasks: inspect and map the entire collection system, develop GIS of system, perform flow monitoring using 8 portable meters, perform staged capacity testing at all 10 pump stations, hydraulic modeling, and development of a Capital Improvement Plan. The budget is \$252,000, plus an additional \$80,000 in as needed services.

**SPECIAL PROJECT REPORT:**  
**GIS SERVICES**

Larry Swift, GIS Section Head, and Michael Herzberger, GIS Manager presented an overview of the GIS Services department at MES. Larry Swift explained and summarized what GIS included, the types of employees who work in the department, and what services the GIS department offered. Mike Herzberger then detailed a specific project GIS is currently working on, the MDE Lead Paint Program. The complete report and photographs can be found in the Board Power Point presentation.

**FINANCIAL REPORT**

Mr. Patel presented the February Financial Report, which can be found in this month's documents. Total labor sales are running \$753K below last year. TES labor sales continue to be the primary reason. Reduced labor sales related to DNR Fisheries, Masonville Dredging, and GIS Services account for the major difference.

February YTD change in Net Assets is trailing Plan. This figure should recover as fringe recovery increases over the next few months with fewer holidays and less vacation time used. The Total Net Assets components are showing good signs of growth.

Ms. Donovan addressed a question regarding the TES labor shortages. A major contributing factor has been State Highway Administration (SHA)'s reluctance to sign new contracts. SHA had several bad audit reports and, the SHA Administrator is fairly new, and there are many new personnel throughout the agency. There is a list of SHA projects that are

currently on hold until SHA begins authorizing the awarding contracts and authorizing the projects. Many other MDOT modes have scaled back as well, due to budget issues and Legislative audits. MES is working on a blanket agreement with the MDOT modes to ease the process. There are currently \$9.5M in outstanding agreements that have not been signed. TES and Finance have also been working on projections to compute a “confidence factor” into future projects. TES and GIS are also working on expanding the client base.

Mr. Cook inquired as to the status of the MVA washrack from AR report. Mr. Gillespie informed the Board that the all equipment has been installed and all electrical issues have been finalized. An email was sent to MVA yesterday detailing this, and requesting final approval and payment.

### **RESOLUTION 13-03-1R**

The power plant at the Eastern Correctional Institute (ECI) is over 25 years old. The control equipment is also over 25 years old. There have been a recent series of unexplained black-outs at the prison due to issues with the control equipment. MES currently has an ECI Steam Turbine Contingency Fund. This Resolution amends Resolution 05-12-2R that created the fund. It allows monies in the Eastern Correctional Institution Turbine Project Contingency Fund to be expended for maintenance of the turbines and associated equipment at the ECI Co-Generation Facility, and for other improvements to the energy systems serving the Institution. The monies in this Fund may not be expended without the prior approval of the Board of Directors of the Service and the Secretary of Budget and Management. Mrs. Jenkins made the motion to approve the Item, Mr. Cook seconded. The motion passed unanimously

### **HUMAN RESOURCES**

Ms. Wojton reported that the employment vacancy rate is currently 2.65% It will be 2.2% after new hires start. The agency continues to receive many qualified resumes for each vacancy.

### **PROCUREMENT ITEMS**

Mr. O’Neill introduced Procurement Item 1 for approval. The procurement is for a new modular building at Poplar Island. The old mobile trailers tested positive for mold. Mr. Addison made the motion to approve the Item, Mr. Cook seconded. The motion passed unanimously

Mr. O’Neill introduced Item 2. The procurement is for a hydraulic excavator at Poplar Island. Mr. Simons made the motion to approve the Item, Mrs. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for a spillway improvement project at Cox Creek. Mr. Adams made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is to move the MES Operations trailer at Masonville to its final site location. Dr. Streett made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Leslie Jackson-Jenkins disconnected from the call at 10:30.

The Procurement Notifications are contained in the members' notebooks.

### **LEGAL REPORT**

The Waste Portfolio Standard legislation (SB799) that would increase recycling rates, and decrease the amount of solid waste in landfills, will be coming out of the Senate Committee with many amendments. Many of MES' concerns were addressed in these amendments. A Task Force, with Mr. Harkins is a member of, will be created to study ways for local governments to implement this bill.

A judgment creditor in a contract case in Dorchester County has filed a Writ of Garnishment on MES for funds due to a contractor. The State's position is that absent a statute to the contrary, the agency's funds cannot be garnished. The creditor's attorney is arguing that MES is not a State agency. A hearing on the matter has been scheduled for March 27<sup>th</sup> in Dorchester County.

Leslie Jackson-Jenkins returned to the meeting at 10:36.

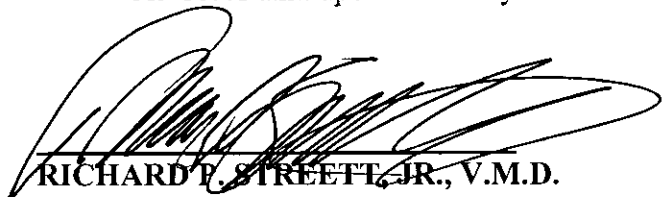
Mr. Coleman advised the Board that they are to continue to use the same short form (Form #1) for their Financial Disclosure filings that they have used in the past, with the exception of Mr. O'Neill, Mr. Harkins, and Mr. Cook.

### **NEW BUSINESS**

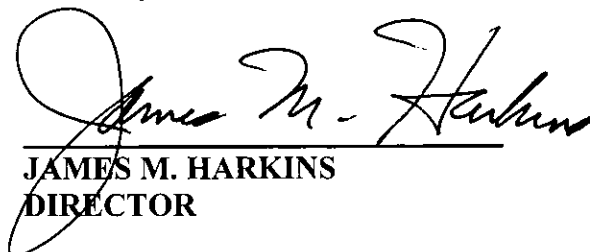
A revision to the Board meeting schedule has been proposed. Rather than travel to Montgomery County in May, Mr. Harkins is proposing the Board visit Dorsey Run AWWTF in May, and they visit the BCRRF in October. All members unanimously agreed. Revised schedules will be sent out.

**ADJOURNMENT**

At 10:41 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  
MEETING MINUTES  
MEETING 4-13  
April 22, 2013**

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

**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  
Talmadge E. Simons  
Joseph Snee, Esq.  
Ed Adams, P.E. (via phone)  
Leslie Jackson-Jenkins, Esq.

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:**

Sean L. Coleman, Esq.	Rob Holford (left at 10:45)
Beth Wojton	Mike Hugel (left at 10:45)
Hament Patel	Brian Rinehart (left at 10:45)
Cece Donovan	Beth Kivela (left at 10:45)
Ellen Frketic	Rex Bowman (left at 10:45)
Steve Tomczewski	Hilda Rodriguez (left at 10:45)
Pamela Fuller	Mark Wheeler (left at 10:45)
Chris Garrigan	Mike Damuth (left at 10:47)
Micah Kleid	Alan Parrish (left at 10:47)
Casey Powers (left at 10:45)	

**CALL TO ORDER**

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



### **INSPIRE**

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

- IT: **Casey Powers**
- IT: **Rob Holford, Mike Hugel, Brian Rinehart**
- Technical & Environmental Services: **Beth Kivela**
- Water & Wastewater: **Erik Betker, Rex Bowman, Randy Broadwater, Darren Klink, Roger Knox, Wes Lidie, Robert Lancaster, Randy Lewis, Paul Lutman**
- Environmental Operations: **Hilda Rodriguez, Mark Wheeler**
- Environmental Operations: **Mike Damuth, Alan Parrish**

All Inspire Recipients, except for Mike Damuth and Alan Parrish left the meeting at 10:45am. Mr. Harkins presented the new Leafgro ([www.leafgro.com](http://www.leafgro.com)) website, which contained a recent commercial for Leafgro. Mr. Damuth and Mr. Parrish then left the meeting at 10:49 am.

### **MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of March 25, 2013. Dr. Streett made the motion to approve the minutes and Mr. Cook seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

Mr. Harkins recently attended a lunch with the MACO Legislative Committee. county executives, county council members, and county commissioners from around the State participated. One issue discussed was stormwater management.

Inquiries continue to come in following the Governor's Symposium on Practical Stormwater Solutions for Maryland Local and Municipal Governments. MES discussed innovative and cost effective practices to manage stormwater. Many county and municipal officials have requested follow-up information from MES. MES personnel continue to meet with representatives from the various counties to discuss services MES can provide.

The annual Spring Flings are continuing, as the Director and staff travel around the State meeting with employees to discuss health care enrollment, and the current state of the agency.

The Dredged Material Management Plan Executive Committee meeting was held at MDOT Headquarters recently. There are several problem sites where MES has been called in to help. MES staff has met with local residents to discuss solutions. MPA wrote a letter to Mr. Harkins thanking MES personnel for their professionalism during the meetings.

Mr. Harkins showcased a book entitled "The Best Place to Shoot Ducks: Miller's Island" by C. John Sullivan, Jr. The book features a history of Hart Miller Island. Copies have been ordered for the Board members.

### **BUSINESS DEVELOPMENT**

Ms. Wojton reported that she has been following up with contacts made at the Governor's Stormwater Solutions Symposium. She also reported that the Town of Bel Air has accepted a proposal from MES to develop a Plan for Improvements to its water and wastewater systems. The Mayor of Cecilton has also asked for a proposal for water and wastewater services.

### **AGENCY ACTIVITY REPORT**

Steve Tomczewski presented an overview of the Gore Cover System Demonstration Project at the Prince George's County Composting Facility at Western Branch. The purpose of the demo project is to allow Prince George's County officials to evaluate the Gore™ cover system technology for their food waste composting needs. After the demo period the County will make a decision on potentially utilizing the Gore technology on a larger scale. The cost of the 12 month demonstration will be approximately \$170,000. MES will evaluate different "recipes" during this period to identify the best mixture to produce a high quality compost. This is high profile project for Prince George's County as they have passed legislation (CB-87-2012) that mandates implementing a pilot food waste composting project

Cece Donovan discussed recent contract amendments with two MES clients, the Office of Planning and Preliminary Engineering within SHA, and the Environmental Planning Division within MTA. The contracts continue to provide senior level archaeological services to SHA and expand services to SHA and MTA by providing an on-site architectural historian in support of required National Environmental Policy Act requirements for Federally funded transportation projects,

Ellen Frketic highlighted a unique service provided by MES: Maintenance Tank Inspections. MES personnel can inspect any type of tank for: existing tank evaluations, reports and reconditioning specifications; underwater dive and robotic inspections with Video Ray Technology; paint failure analysis; lead paint and hazardous material testing; disinfection and chlorination; VOC, bacteria and water quality testing; inspection and quality assurance of repair, cleaning and painting operations; and new tank design, bidding and construction management.

### **FINANCIAL REPORT**

The complete Financial Report can be found in the Board books. Mr. Patel went over the Financial Report slides contained in the Power Point presentation. Labor sales have been holding steady. Net assets increased in March, and are expected to continue to grow in April and June. A question was addressed regarding the expenses for Research and Development. The R&D funds have been expended on several energy projects, including; dairy manure composting options, and the anaerobic digester on the Eastern Shore. The MD Green Fuels project is still in consideration. Ms. Donovan advised that MDOT has authorized MES to proceed with several tasks that had been on hold.

### **HUMAN RESOURCES**

Ms. Wojton reported that the employment vacancy rate is currently 3.24%. It will be 2.95% after new hires start. The agency continues to receive many qualified resumes for each vacancy. Of the 22 vacant current positions, 9 of them are new positions.

### **BEST 2013 UPDATE**

Ms. Wojton handed out the 2013 Best Goals April update. The agency is on track to meet most of the goals. The goals that have not yet been met are tied to the Enterprise One upgrade. The customer satisfaction survey will go out in May.

### **SPECIAL PROJECT PRESENTATION: SOCIAL MEDIA AT MES**

Micah Kleid, Communications Specialist gave a presentation on Social Media. A general overview of social media sites such as Facebook, Twitter, YouTube, Flickr, Blogs and LinkedIn was given, followed by summary of the social media goals at MES. All social media sites will link back to the MES website.

Sean Coleman then presented updates to two MES policies for Board approval. The first update is to the MES IT policy. The changes address MES employees accessing social media site at work, posting on official MES social media sites, and media inquiries. The second change was to MES HR Policy 6.01 – Disciplinary Procedures. The changes address conduct by MES employees that will not be tolerated on MES social media sites. Questions regarding notice and training of MES employees were addressed. Both will follow approval. Mr. Harkins requested approval of the 2 policy changes. Mr. Snee made the motion to approve both policy changes, and Ms. Jenkins seconded. Both policy changes were unanimously approved.

**PROCUREMENT ITEMS**

The Procurement Notifications are contained in the members' notebooks.

**LEGAL REPORT**

The garnishment case in Dorchester County has been settled. The hearing on MES' Motion to Quash the Garnishment was cancelled. The debtor and the creditor worked out an agreement, whereby MES would directly pay the creditor the amount that was otherwise due to the debtor.

The Waste Portfolio Standard legislation (SB799) that would increase recycling rates, and decrease the amount of solid waste in landfills, passed the Senate, but did not pass the House. Senator Middleton is now considering undertaking a summer study of the issue.

**OLD BUSINESS**

Mr. Snee inquired if there had been any contact with the adjacent property owner to MES Headquarters. Mr. Harkins relayed that there had been no recent contact regarding the owners desire to sell the property MES.

**NEW BUSINESS**


The draft schedule for May's Board meeting was distributed. The meeting will be Monday, May 20<sup>th</sup>. The meeting will start with a tour of the Dorsey Run Advanced Wastewater Treatment Facility, followed by the meeting to be held at Ram's Head Tavern in Savage Mills.

**ADJOURNMENT**

At 12:15 p.m. upon motion by Mr. Addison the meeting adjourned.



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



JAMES M. HARKINS  
DIRECTOR

**BOARD OF DIRECTORS  
MEETING MINUTES  
MEETING 5-13  
May 20, 2013**

**LOCATION:** **Tour: Dorsey Run Advance Wastewater Treatment Facility**  
7920 Brock Bridge Road, Jessup MD 20794

**Meeting: Ram's Head, Savage Mills**  
8600 Foundry Street, Savage MD 20763

**TIME:** **11:55 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. (via phone)  
Ed Adams, P.E.  
Leslie Jackson-Jenkins, Esq.

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:**

Sean L. Coleman, Esq.  
Beth Wojton  
Janet Irvin  
Jerry Wheeler  
Cece Donovan  
Steve Tomczewski  
Ellen Frketic

Duane Wilding  
Doug Conaway  
Skip Immler  
Pamela Fuller  
Chris Garrigan  
Dave Bezanson (DPSCS)

**TOUR**

Joseph Wright, Regional Supervisor of Northern Region, Ellen Frketic, Chief, Water/Wastewater Engineering, Duane Wilding, Deputy Chief of Water/Wastewater Engineering, and Skip Immler, conducted a tour of the Dorsey Run Advanced Wastewater Treatment Facility and detailed recent renovations completed at the facility. Dave Bezanson, Assistant Secretary for Capital Programs, Department of Public Safety and Correctional

Services, presented an overview of the DPSCS facilities served by the Dorsey plant. No official business was transacted during the tour.

### **CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 11:55 a.m.

### **MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of April 22, 2013. Ms. Jenkins made the motion to approve the minutes and Mr. Cook seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

MES celebrated Administrative Professionals' Day by taking MES administrative staff to lunch at Café Mezzanotte on April 24<sup>th</sup>.

Mr. Harkins met with Ken Decker, the new County Administrator for Caroline County on May 6<sup>th</sup>.

MES staff continue to meet with prospective clients following the Governor's Symposium on Stormwater Solutions.

### **AGENCY ACTIVITY REPORT**

The agency activity report was presented to the Board. There were no questions.

### **BUSINESS DEVELOPMENT**

Inquiries continue to come in following the Governor's Symposium on Practical Stormwater Solutions for Maryland Local and Municipal Governments. MES discussed innovative and cost effective practices to manage stormwater. Many county and municipal officials have requested follow-up information from MES. MES personnel continue to meet with representatives from the various counties to discuss services MES can provide.

Jim Stonesifer continues to meet with existing MES customers. He has been giving them a presentation of the whole menu of services that MES can provide, in addition to the current services provided.

**SPECIAL PROJECT PRESENTATION:**  
**Dorsey Run WWTP Improvements**

Ellen Frketic and Duane Wilding continued their presentation of improvements to the Dorsey Run WWTP. The Facility was constructed in 1986 to treat wastewater from the Jessup Correctional facilities. The WWTP was designed to achieve advanced level of treatment because it discharges to the Patuxent River Basin. The design capacity was 1.6MGD, which was rerated in 1992 to 2.0 MGD. Current improvements have been on-going over the last 5 years. Construction is due to be complete in June 2013. The total project will have cost \$6.3M. The project was to rehabilitate existing equipment and improve process efficiencies by optimizing the use of chemicals, reducing power consumption, and improving trash removal at the pump stations.

MDE has requested MES to perform a Feasibility Study to determine if the plant needed any improvements to allow classifying the plant as a ENR (Enhanced Nutrient Removal) plant. MDE has given MES a grant for \$48,000 to pay for the costs of the study. The work should be completed by August 2013.

**FINANCIAL REPORT**

The complete Financial Report can be found in the Board books. Ms. Irvin went over the Financial Report slides contained in the handout. Labor sales have been holding steady, but are still lower than last year. Overhead variances contain several one-time expenses such as the Singer Study, snow removal and tub grinder repairs.

Ms. Jenkins inquired into the Singer Survey expense. Mr. Harkins explained that the agency continue to evaluate every MES position on a three-year rotating basis to ensure that salaries remain competitive. Ms. Jenkins requested that the results of the survey be brought to the Board. Ms. Wojton commented that this year's study is almost complete.

Mr. Cook inquired into the status of the MVA washrack from the outstanding AR report. Ms. Donovan explained that MVA is still not satisfied with the work. Ms. Donovan and Mr. Gillespie have met with MVA, and it appears the installation did not meet the specifications. MES is hiring an electrician to compare the installation to the specifications, and get the project completed.

**HUMAN RESOURCES**

Ms. Wojton reported that the employment vacancy rate is currently 3.53%. It will be 2.95% after new hires start. The agency continues to receive many qualified resumes for each vacancy.

**PROCUREMENT ITEMS**

Mr. O'Neill introduced Procurement Item 1 for approval. The procurement is to bid a new front-end loader for the Prince George's County Yard Waste Composting Facility. Mr. Simmons made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, with Ms. Jenkins abstaining from the vote.

The Procurement Notifications are contained in the members' notebooks.

**LEGAL REPORT**

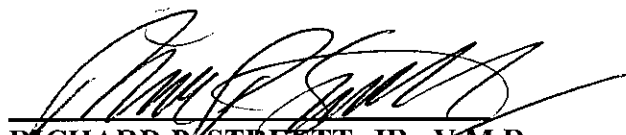
The OAG office continues to work on several agreements with other State agencies.

Mr. Coleman will be joining Attorney General Gansler on a River Audit in Carroll County on May 29<sup>th</sup>.

The legal office continues to prepare for a trial in an auto accident case.

**ADJOURNMENT**

At 12:30 p.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 6-13  
June 17, 2013**

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

**TIME:** 9:55 a.m.

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

**DIRECTORS ABSENT:**

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

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 9:55 a.m.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of May 20, 2013. Dr. Streett made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

Mr. Harkins updated the Board on the Anaerobic Digester project at the Eastern Correctional Institution near Princess Anne in Somerset County. This project has been a priority for Governor O'Malley, the Maryland Department of Agriculture and the Maryland Energy Administration. MES has selected a vendor, EcoCorp out of Alexandria, Virginia. EcoCorp has been working to obtain funding, but has only reached a partial level of funding and was behind on the timeline. MES set a drop-dead date of May 24, 2013 to respond. On that date, EcoCorp issued a press release describing their development of two biogas facilities on the Eastern Shore. EcoCorp has formed a special purpose entity, ECI Biogas, LLC to own and operate the 1MW ECI facility. EcoCorp also announced they have been working with the Somerset County Economic Development Commission and the City of Crisfield to develop a larger, 10MW biogas facility. MES is now conducting due diligence on the funding proposal as well as a fairly long list of significant issues that still need to be resolved before it moves forward.

MES held the annual Service Awards luncheon on June 5, 2013, honoring those employees with 5, 10, 15, 20, 25, and 30 years of service.

MES hosted the SWANA Mid-Atlantic Rodeo at the Midshore II Landfill on June 7, 2013. The program promotes the safe, efficient and productive operation of heavy solid waste loaders, dozers, packers, trucks and related equipment. MES employees took home 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the rubber tire loader competition.

Mr. Harkins updated the Board on the agencies social media initiative. The number of users of the Facebook, Twitter, and Flickr accounts have all been growing steadily.

### **BUSINESS DEVELOPMENT**

Ms. Wojton reported that MES would be attending the MML convention this Sunday. This is a big networking event for MES.

Ms. Wojton also reported that following the Governor's Stormwater Symposium, EPA put MES in contact with Corvias, a company building housing on military posts. They want MES to be a sub-contractor on a new public-private partnership project to retrofit stormwater facilities to bring them into compliance with stormwater regulations. It would be a thirty year contract for compliance and monitoring of these systems. The RFQ is due July 1<sup>st</sup>. Prince George's County has issued the RFQ.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented. There were no questions or comments.

### GROUP UPDATES

Steve Tomczewski presented a new project where MES will provide environmental monitoring and landfilling of industrial waste at the W.R. Grace Industrial Landfill in Curtis Bay. The industrial waste consists of a silica-based filter cake process residue, of approximately 17,000 tons per year (60 – 70 tons per day). The project will employ two part time MES employees and has a value of \$250K annually.

Cece Donovan highlighted the hauling of Dundalk Marine Terminal surcharge stockpile to Masonville for the capping of the upland area. The project entails, the removal of 32,000 CY of stockpile from Dundalk Marine Terminal to meet MPA's expedited redevelopment schedule for the DMT area. MDE has tested and approved use of the stockpile. End use will be for capping material in Access Zone 2 of the Masonville Cove and parts of Access Zone 3. This is a combined effort of Project Managers, Equipment Operators, Inspectors, and CDL Licensed Drivers from the staff of Masonville, BWI, DMT, HMI, and Compliance. The estimated cost of \$322,315 includes projected cost savings of \$110,000 to MPA through not purchasing fill material and using MES staff and a combination of rented and existing MPA equipment. Hauling began on May 20, 2013 and is expected to be complete by the end of August 2013.

Ms. Donovan also informed the Board that SHA backlog of contracts is breaking. Only one contract remains to be signed. Ms. Donovan also informed the Board that Frank Hamons, Deputy Director of Harbor Development at the Maryland Port Administration is retiring. His replacement will be Dave Blazer.

Jerry Wheeler updated the Board on the MES contract with Exelon at the Conowingo Dam/Muddy Run. MES first started working with Exelon in 1999 and has provided 14 years of excellent service. The Water Treatment Plant produces 1.44 million gallons per day(mgd). The Wastewater Treatment Plant flows are 0.456 mgd. Exelon has high corporate performance standards for Environmental Compliance and Safety which MES staff competently provides. In 2012 Maryland Environmental Service renewed with Exelon for 3 additional years (\$90,644/yr average or \$271.932 total).

### SPECIAL PROJECT REPORT: Stormwater Management Service

Jason Gillespie, Division Chief, Environmental Monitoring presented an overview of stormwater management services offered by MES. Stormwater has been a priority for the Governor, and he has promoted MES as an agency that can help jurisdictions meet their stormwater obligations. MES has stormwater experts across the entire agency, allowing greater flexibility in responding to clients' individuals needs. Mr. Gillespie highlighted several projects already completed by MES. Stormwater issues are expected to be a focus of the upcoming MML conference.

### HUMAN RESOURCES

Ms. Wojton reported that there are currently 679 active positions. There were 3 new hires in June and 4 - 7 more scheduled to start later in June and July. The vacancy rate after these new hires start will be 3.68%. The agency continues to receive many qualified resumes for each position.

Ms. Wojton and Mr. O'Neill introduced to the Board Ms. Sally Long, the new Chief of Procurement.

### HUMAN RESOURCES SUBCOMMITTEE

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

1. Compensation for executive employees. The committee considered State and County salary schedules. MES has budgeted a 2.5% cost of living increase for MES employees. The Committee is recommending a 2.5% increase for the Director and the Deputy Director as well. Mr. Snee made the motion to approve the increase, Dr. Streett seconded the motion, the Board unanimously approved the motion to increase the salary of the Director, and Deputy Director by two and a half percent (2.5%) for Fiscal Year 2014. Mr. Harkins, Mr. O'Neill, and Ms. Irvin abstained. The salaries of the Secretary and Treasurer will continue be the per diem compensation paid to Board members.
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. Snee introduced Resolution 13-06-1R. Mr. Snee moved to approve the Resolution. Mr. Adams seconded the motion, and the Resolution was unanimously approved. Mr. O'Neill abstained.
3. Meal reimbursement policy. Ms. Wojton explained that one of the BEST goals was to review the MES meal reimbursement policy. The employee committee recommended the following changes:
  - A receipt shall be required for any meal reimbursement, which will continue to be covered up to the State limits.
  - Emergency call-outs must occur 4 hours before an employee's regular work shift (rather than the current 2 hours) to qualify for breakfast reimbursement, or an employee must be required to work 4 hours beyond their normal end time (rather than the current 2 hours) to qualify for dinner reimbursement.

Mr. Snee made the motion to adopt the revisions to Policy 1.21, Mr. Adams seconded. The motion passed unanimously.

### **FINANCIAL REPORT**

The June Financial Reports are not completed yet. They will be sent out to the Board once completed. Ms. Irvin then presented the FY 2014 Financial Plan. Overhead recovery remains down. This is partly due to the 2% decrease in the overhead rate enacted last year. An increase is not expected for next year.

Ms. Irvin and Mr. O'Neill presented a memo to the Board seeking authorization to use money in the ECI Turbine Contingency Fund for the replacement of the electrical distribution control system at ECI. Eloise Foster, Secretary of Budget and Management has suggested MES use \$500,000 from the Steam Turbine Contingency Fund and \$500,000 from the Reimbursable Project Contingency Fund for these repairs and upgrades. She has also approved the expenditure of \$330,000 from the Reimbursable Projects Contingency Fund to repair the roof at ECI, which was damaged in Superstorm Sandy in October, 2012. Mr. Addison moved to approve the expenditures, as detailed in the Memorandum of June 17, Dr. Streett seconded. The approval passed unanimously.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for a Reliability and Operational Assessment Study for the upgrades at the ECI Co-Gen Energy Plant. Mr. Simons made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for roof refurbishment at ECI Co-Gen. The roof was damaged in Superstorm Sandy in 2012. 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 Masonville Cove substrate placement. The contract to purchase and place sand is ready to go out to bid. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously. Dr. Streett was temporarily out of the room at the time of the vote.

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

### **AUDIT COMMITTEE REPORT**

Talmadge Simons presented an overview of what was discussed at the Audit Committee meeting earlier today. The committee decided that the agency should find a replacement for Bill Serin, the agency Internal Auditor who retired last month. After reviewing the Auditor job description, which will be forwarded to the Committee, a decision will be made as to who the auditor should report to.

**LEGAL REPORT**

Mr. Coleman reported that the legal office continues to review many contracts for the new fiscal year.

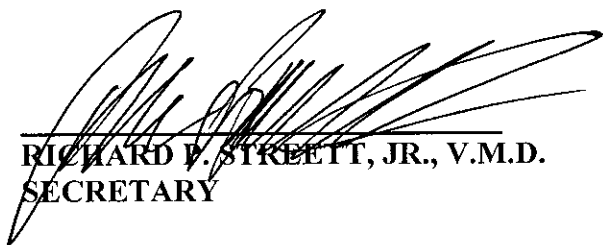
**NEW/OLD BUSINESS**

Mr. Harkins reminded everyone the MML conference is Sunday June 22 through June 26<sup>th</sup> in Ocean City. Also, the MACO conference is August 15 through 17<sup>th</sup>. MES will host the reception at the Clarion from 4:30-7:30pm on 8/14. The Board meeting and breakfast will be Wednesday, 8/15 at The Grande.

Joe Snee inquired about the status of the oyster replenishment projects. Mr. Donovan indicated that DNR had recently contacted MES about this issue. The non-native oyster EIS was rejected. An effort will be made to bring back native oysters. Progress on this has been slow due to funding issues. Mr. Harkins and Ms. Irvin will be meeting with Secretary Gill of DNR to discuss more projects with DNR and longer terms for existing contracts. They will also be meeting with the Secretary of Transportation.

**ADJOURNMENT**

At 11:28 a.m., upon motion by Ms. Jackson-Jenkins, the meeting adjourned.

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

  
JAMES M. HARKINS  
DIRECTOR

**BOARD OF DIRECTORS  
MINUTES  
MEETING 7-13  
July 22, 2013**

**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 (via telephone)  
Janet Irvin, Treasurer  
Richard P. Streett, Jr., V.M.D., Secretary (via telephone)  
Ed Adams, P.E. (via telephone)  
William B.C. Addison (via telephone)  
Leslie Jackson-Jenkins, Esq. (via telephone)  
Talmadge E. Simons (via telephone)  
Joseph Snee, Esq. (via telephone)

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** William J. Selle, Esq.  
Beth Wojton  
Mac Gibson  
Cece Donovan  
Jerry Wheeler  
Pamela Fuller  
Chris Garrigan

**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 June 17, 2013. One correction was noted. The date on page one will be corrected to indicated the meeting was held

**BOARD OF DIRECTORS MINUTES**  
**MEETING 7-13**  
**JULY 22, 2013**  
**PAGE 2**

June 17, 2013, not June 16, 2012. Mr. Snee made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously.

Ms. Jenkins joined the meeting at 9:32 am.

**DIRECTOR'S REPORT**

On June 17<sup>th</sup>, graduation was held for this year's MES Managers' and Supervisors' Training. The members of the class took a tour of the Poplar Island project before returning to Harrison's Restaurant on Tilghman Island for lunch and graduation.

MES attended the Maryland Municipal League (MML) Convention in Ocean City from June 23 to 26<sup>th</sup>. MES hosted a booth where agency personnel met with municipal government officials. The agency continues to follow up on work from those meetings.

On July 9<sup>th</sup>, MES arranged a tour of new technology for the Maryland Department of Agriculture (MDA). Assistant Secretary of Royden Powell and staff member Louise Lawrence and MES staff toured three very high tech manure operations in Chambersburg, PA. MES and MDA will be working on possible future steps.

Mr. Adams and Mr. Wheeler joined the meeting at 9:35am

On July 18<sup>th</sup>, Mr. Harkins, Steve Tomczewski, and Mac Gibson met with the Deputy Secretary of the Maryland Department of the Environment (MDE) to discuss food composting. Secretary Costello indicated this would be a focus of this administration for the next 18 months. Mr. Gibson has served on the MDE Task Force which has been looking at the MDE composting regulations. Suggested changes to the regulations are due out soon.

August 14 – 17<sup>th</sup> will be the Maryland Association of Counties (MACO) 2013 Summer Conference in Ocean City, MD. MES will again host a reception on Wednesday, August 14<sup>th</sup> from 4:30 to 6:30pm at the Clarion Resort Fontainebleau. The next morning, Thursday, August 15<sup>th</sup>, will be the Board meeting at the Grand Hotel.

**BUSINESS DEVELOPMENT**

Ms. Wojton reported that the agency continues to follow up on prospects from the MML conference.

MES has submitted its portion of the proposal to Corvias for stormwater services. The entire proposal has been submitted to Prince George's County.



The principals of Green Fuels indicate they are obtaining financing for the tire project and are gearing up to commence the project.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented. There were no questions or comments.

### **GROUP UPDATES**

Jerry Wheeler updated the Board on the status of Town of Vienna. The Town asked MES for help after they unexpectedly lost their operator. In January, MES stepped in and cleaned up the facility. In February the Town accepted a proposal for operation and maintenance service for through June. MES helped the Town apply for a grant from MDE for upgrades, and is working with the Maryland Rural Water Association. In July, the Town executed a full year contract, and a deferred payment plan to pay for rehabilitation and repairs at the facility. The Town is pleased with the work provided so far.

Cece Donovan updated the Board on the Bridge and Culvert inventory. For this project MES GIS worked with the Maryland Department of the Environment (MDE) to develop and deploy a field mapping tool for the purpose of tracking and inventorying field collected data sets related to bridges and culverts in various counties around the State. Most recently MES GIS inventoried crossings found on State roads located in Baltimore County. The project team is slated to begin inventorying bridges and culverts in Baltimore City and Montgomery County in the coming months. Data derived from this FEMA-funded effort was integrated with other data sets in order to accurately delineate new floodplain maps for various communities.

Mac Gibson, on behalf of Steve Tomczewski, updated the Board on the Prince George's County Recycling Center. The County asked MES for a proposal to operate the single stream recycling facility. The project will bring in about \$2.9M and provide 31 MES jobs. The facility will process approximately 35 tons per hour. The agency will refine its proposal this week.

### **HUMAN RESOURCES**

Ms. Wojton reported that there are currently 679 active positions. There were 6 new hires in July and 4 more scheduled to start later in July and August. The vacancy rate after these new hires start will be 3.53%. The agency continues to receive many qualified resumes for each position.

### **FINANCIAL REPORT**

Ms. Irvin then presented the Preliminary Plan v. Actual for FY13. Labor sales were up 3% from last year. Overhead recovery remains down. Montgomery County, Maryland Aviation Administration and State Highway Administration have requested we produce our billing early. The agency was able to do that for them.

The Financial Auditors will arrive August 12<sup>th</sup>, and be here for about two weeks.

The Annual Report should be ready for the September meeting.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for additional engineering design tasks at the Freedom District WWTP ENR Upgrade. Mr. Simons made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for Poplar Island wetland cell sediment and vegetation monitoring. Mr. Adams made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks. There were no questions.

### **LEGAL REPORT**

Mr. Selle reported that the legal office continues to review many contracts for the new fiscal year. There is potentially new small claim litigation involving an auto accident at the Western Acceptance Facility.

### **NEW/OLD BUSINESS**

Mr. Harkins informed the Board that there had been a theft of an agency truck from the Headquarters parking lot earlier this week. Security footage was turned over to the police. The truck was later recovered with no major damage.

**BOARD OF DIRECTORS MINUTES  
MEETING 7-13  
JULY 22, 2013  
PAGE 5**

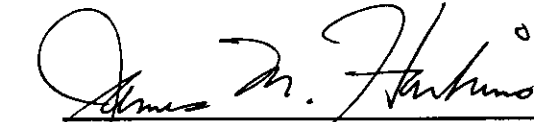
Mr. Harkins reminded everyone the MACO conference is August 14 through 17<sup>th</sup>. MES will host the reception at the Clarion from 4:30-7:30pm on 8/14. The Board meeting and breakfast will be Wednesday, 8/15 at The Grand.

The Internal Auditor position description has been revised. If anyone wants to provide comments, please do so by the end of July.

**ADJOURNMENT**

At 9:59 a.m. the meeting adjourned.

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

  
JAMES M. HARKINS  
DIRECTOR



Martin O'Malley, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 8-13  
August 15, 2013**

**LOCATION:** Grand Hotel  
2100 Baltimore Ave, 4<sup>th</sup> Floor  
Ocean City, Maryland

**TIME:** 8:30 a.m.

**DIRECTORS PRESENT:** James M. Harkins, Director  
Janet Irvin, Treasurer  
Richard P. Streett, Jr., V.M.D., Secretary  
William B.C. Addison  
Joseph Snee, Esq.  
Talmadge E. Simons  
Ed Adams, P.E.

**DIRECTORS ABSENT:** Leslie Jackson-Jenkins, Esq.  
John O'Neill, Deputy Director

**OTHERS PRESENT:** Beth Wojton  
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 8:35 a.m.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of July 22, 2013. Dr. Streett made the motion to approve the minutes and Mr. Snee seconded. The motion passed unanimously.

**DIRECTOR'S REPORT**

The MES reception last night was very successful. There was a large crowd, who seemed very pleased with the event.

MES has had several thefts over the last month. The first occurred July 17<sup>th</sup>, when an MES Survey Truck was stolen from the Headquarters parking lot over night. Most of the expensive surveying equipment was locked up inside Headquarters. There were about \$9,000 worth of tools on the truck. The truck was recovered two days later, with about \$2,000 worth of damage and about \$450 worth of missing tools. The truck had been parked in a blind spot at the rear corner of the lot. The truck will now be parked in a reserved parking spot, closer to the security cameras, and a Lojak was installed. MES is now reviewing the quality of the security cameras, and looking at installing Lojak in the more valuable vehicles.

The second theft occurred at the Dorsey Training Center. Two pickup trucks were stolen, as were several window unit air conditioners, some computers, and about \$12,000 worth of tools. An internal security camera was broken during the break-in, but an outside security camera captured the theft. Joe Wright, the Regional Supervisor recognized one of the persons as a former employee. The two trucks have been recovered. Many other items were recovered from a local pawn shop. The former employee had a key. The security equipment is to be replaced, and intrusion alarms to be installed. Better control of keys will be kept, and the inventory of tools at all facilities will be updated.

Governor O'Malley proposed several changes to the environmental policy at the Maryland Climate Change Summit held July 25<sup>th</sup>. Some of the goals mentioned included, using 25% renewable energy, and a developing a strategy for zero waste. Many of the counties have major long term investments in solid waste landfills. MES has issued revenue bonds for the Midshore II Regional Landfill, which the State might have some responsibility for if the landfill is closed. Last year's legislative workgroup on the issue of waste minimization discussed waste-to-energy processing as one option. However, some waste-to-energy facilities need recyclable materials as well as solid waste in order to function properly. Also, many areas of the State do not produce enough waste to fuel a facility. MES will be watching these developments very carefully.

On July 30<sup>th</sup> MES hosted a delegation from Brazil, as part of the Governor's sister-state program. They were particularly interested in cleaning up their bay, which has many environmental issues similar to the Chesapeake Bay. MES staff conducted solid waste, dredging, and water and wastewater presentations, as well as taking the group on a tour of the Masonville facility.

This will be a very busy week at MACO this year. In addition to the displays at the conference center, many meetings have been scheduled.

Mr. Harkins and Steve Tomczewski will attend the SWANA annual meeting to accept 2 SWANA Gold awards on behalf of the agency. They awards are for Operation of a Landfill (the Midshore II Regional Landfill), and marketing of Leafgro®.

Mr. Harkins then handed out souvenir Swiss army knives to the board members. This is to represent MES' ability to provide a wide variety of services, much as the Swiss army knife can be used for a variety of tasks.

### **BUSINESS DEVELOPMENT**

MES continues to work with Maryland Green Fuels as they continue to seek financing for their proposed tire to fuel facility.

A citizen in Kent County has approached MES about donating a portion of his farm for development of a wastewater system to serve the neighboring community of Kentmore Park.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. In response to questions, Mr. Wheeler explained that a proposal was submitted to Glen Meadows, after MDE referred them to MES for assistance. Ms. Donovan explained the role of an MES Park & Ride Specialist for MTA.

### **GROUP UPDATES**

Cece Donovan updated the Board on 4 projects.

- Cox Creek DMCF – An expanded Dredged Material Placement Facility is being planned at the old Millennium site. The feasibility study is out now. MES is currently working on \$500,000 worth of preliminary tasks. An agreement for another \$4.2M in work is awaiting signature.
- Coke Point – The Harbor Development team at MPA is looking to expand the proposed auto terminal to allow double stacking of trains from this site. If the needed acreage has to be acquired by eminent domain, it would take about two years.
- Masonville – U.S. Fish & Wildlife has designated Masonville an Urban Wildlife Refuge. There will be a ceremony on September 26<sup>th</sup>.
- MEMA – MEMA has approved 8 tasks with Environmental Monitoring for about \$364,000 in new work.

Jerry Wheeler updated the Board on several projects within Water/Wastewater Group.

- Jonestown Water – the construction inspection is going on now. The system serves 25 homes in Caroline County. They want MES to provide one full-time operator for 90 days,

**BOARD OF DIRECTORS MINUTES**

**MEETING 8-13**

**AUGUST 15, 2013**

**PAGE 4**

then supervise their operator for the rest of the year. The contract is worth about \$17,000 per year.

- The Walter Reed Hospital glass-ware wash is an acid based process. The waste must be neutralized before it goes to WSSC. MES will provide a licenses operator 1 hour a day, 3 days a week for about \$5,000.
- The umbrella agreement with SHA is completed thanks to Bernie Penner. The old contracts were very old. The new agreement has task orders, similar to the TES contract model. Many projects will be folded in under this new agreement.
- Glen Meadows retirement community – another small contact for a part time operator.
- All these small contracts add up to about \$10M in Corporate clients, and \$20M in State contracts.

Steve Tomczewski updated on Prince George's County's request for MES to provide assistance to the County in managing its bulk solid waste pick up program. . They recently fired about 15 of their drivers for picking up metal and selling it on the side. They have asked MES to take over route pickups. There is also a possibility they may ask MES for a proposal to operate the Brown Station Landfill as they are unhappy with their current operator. There is a potential for about 60 new positions. Mr. Harkins is meeting with the County Executive later today.

**HUMAN RESOURCES**

Ms. Wojton reported that the vacancy rate is currently higher than it has been in years, due to several new projects. There are 6 new hires scheduled to start in August and another 10 to be scheduled. The vacancy rate after these new hires start will be 4.69%.

Baltimore Green Careers has approached MES regarding a training program they provide. They select individuals with no job experience, and put them through a 6 month training program with an emphasis on job skills, and environmental training, including safety, and haz-mat, and then forward their candidates to MES for consideration.

**BEST GOALS 2013**

Ms. Wojton presented the proposed 2014 Best Goals to the Board. The complete set of Goals and Objectives are contained in the books. Mr. Snee made the motion to approve the 2014 Goals, Mr. Addison seconded. The goals were approved unanimously.

**FINANCIAL REPORT**

The outside financial auditors arrived last week to start the annual financial audit. The audited financial statements will be ready for the September meeting.

**PROCUREMENT ITEMS**

Ms. Wojton introduced Item 1. The procurement is to procure a new bagging system for Montgomery County Yard Trim Composting Facility. The existing equipment is over 15 years old. 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 competitive sealed bids for temporary labor at the Montgomery County facilities. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. The procurement is for competitive sealed bids for Ft. McHenry Tunnel landscape improvements. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 4. The procurement is for a design services provided by Hatch Mott MacDonald for the ENR upgrade at MCI-Hagerstown. Mr. Adams made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

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

**LEGAL REPORT**

There was a minor accident at the WAF. The driver of a trash truck claims an MES employee backed into him. A suit has been filed. MES has filed a motion to dismiss. The auto accident case which occurred at Bresco in Baltimore City has been settled this week. Our office has been working with the Treasurer's office to manage a claim in another accident case where an MES employee made a left turn and hit a vehicle.

An EEOC complaint filed by a former employee alleging discrimination has been dismissed. She now has 90 days to file a civil suit.

Mr. Coleman expressed his deep appreciation to his staff for handling additional work and keeping the office running smoothly during his medical leave.



**OLD/NEW BUSINESS**


Mr. Snee inquired into MES involvement with the Port's expansion. Ms. Donovan replied that MES works closely with MPA on many projects, mostly behind the scenes.

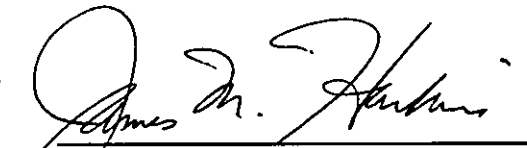
The Baltimore County Single Stream facility is due to open September 30<sup>th</sup>. All the major equipment is in place. A future Board meeting will be held here.

Next months' meeting with will be Monday, September 30<sup>th</sup> 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 10:20 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 9-13  
September 30, 2013**

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

**TIME:** 10:00 a.m.

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

**DIRECTORS ABSENT:** Leslie Jackson-Jenkins, Esq.

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Jerry Wheeler  
Cece Donovan  
Steve Tomczewski  
Pamela Fuller  
Chris Garrigan  
Graylin Smith, SB & Company, LLC (left at 10:10 am)  
Monique Booker, SB& Company (left at 10:10 am)  
Sisilia Mo, SB & Company (left at 10:10 am)  
Travis Milnes, SB & Company (left at 10:10 am)

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 10: 08 a.m.

**YEAR-END AUDIT REPORT**

Graylin Smith presented the Year-end audit report as prepared by SB & Company, Inc. Their audit included Financial Statement, Single Audit of Federal projects, Other Post-Employment Benefits (OPEB), the Schedule of Indirect Costs, and Calculations of Indirect

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phone 410-729-8200 • fax 410-729-8220 • www.menv.com

Overhead Costs for five customers. 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. The Auditors left the meeting at 10:10 am.

### MINUTES

Mr. Harkins requested approval of the minutes of the meeting of August 15, 2013. Mr. Addison made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously with the exception that Mr. O'Neill abstained.

### DIRECTOR'S REPORT

Mr. Harkins extended congratulation to the MES' Water and Wastewater Operations team "Motley Poo" for their achievements at the Chesapeake Water Environment Association (CWEA) 2013 Operations Challenge. The team earned first place among CWEA regional teams and first place among all 12 teams in the process control competition. The competition consists of five timed events: collections, safety, maintenance, lab work, and process control. The team will now go on to represent MES at the national competition at the Water Environment Federation Technical Exhibition & Conference (WEFTEC).

The Maryland Department of Agriculture is preparing new regulations for disposal of animal waste. Mr. Harkins and Ted Street of MES attended the Maryland Animal Waste Technical Advisory Board meeting. MES will be participating in a mobile manure project.

MES night with the Oriole's was a great success. MES employees and family filled almost an entire section. Jerry Wheeler's 93 year old mother was selected to go out on the field before the game to accept the Heavy Hitter award for MES.

The Department of Public Safety and Correctional Services is looking into a heat and power co-generation facility for the Hagerstown prison system. DPS wants MES to take over the existing oil-steam plant and modernize it to run on natural gas. To do this, the existing gas lines need to be extended about 4 miles.

A scarab windrow turner at the Prince George's Yard Leaf Composting Facility caught on fire last week. There was significant damage to the equipment, which cost approximately \$450,000. PG County is repairing the damage with their insurance policy. The cause of the fire is still being investigated. Mr. Harkins has issued reminders to all MES employee emphasizing safety in the workplace.

MES Received 2 awards at the SWANA Wastecon® convention in Long Beach, CA: the Gold Excellence Award in Landfill Management category for the agency's work at the Midshore

II Regional Landfill, and the Gold Excellence Award for Marketing, awarded jointly to MES and Montgomery County for marketing of Leafgro®.

### **BUSINESS DEVELOPMENT**

Prince George's County has put out the solicitation for a Public Private Partnership to implement a comprehensive stormwater management program. Corvias has put together a team that includes MES and submitted a proposal to the county. MES would provide compliance, testing, oversight, administration, and some inspection work.

MES continues to work with Maryland Green Fuels as they continue to seek financing for their proposed tire to fuel facility.

The Masonville Cove site has been designated the first Urban Refuge Partnership in the US by the U.S. Fish and Wildlife Service. This site was built by MES and MPA.

Mr. Harkins has been asked to be part of the US delegation to Israel by the Maryland-Israel Development Office. They will be holding a water conference in Tel Aviv from October 19<sup>th</sup> through 25<sup>th</sup>. A large portion of the expenses will be paid for by the Israeli government. [Note – the trip was subsequently canceled prior to the October meeting of the Board].

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

### **GROUP UPDATES**

Jerry Wheeler updated the Board on the upgrades to the Pearlstone Conference & Retreat Center. The existing wastewater system was an outdated geo-reactor. MES replaced it with the like-new membrane bioreactor equipment and a building from an unused plant at Red Pump Elementary School in Bel Air. Harford County recouped some of their investment and Pearlstone saved over half a million dollars. The new Pearlstone plant is clean, operator-friendly, odor-free and improving the environment at its new home in Reisterstown.

Steve Tomczewski updated the Board on solid waste projects in Prince George's County. MES is providing personnel to assist the County with collection of bulky trash and white goods, and refuse collection/recycling inspection services. The project currently employing five MES employees, more are being added. The project is estimated at \$1.5 million annually, and will last a minimum of one year. Additional services, including landfill disposal activities, may be added at a later date.

Cece Donovan updated the Board on the status of numerous TES projects.

- TES is on target for FY14 labor. They have been focused on adding new clients this year in an attempt to expand their client base.
  - 2 new dredging clients; Mercedes Benz, and Maryland Department of Agriculture,
  - EMR is working with Corvias, and hopes to begin work in January.
- MES is now working with every Maryland Dept. of Transportation (MDOT) modal unit. The agency is working to standardize its invoicing, contracts, etc.
- MES is working with DNR to place crushed oyster shell in Harris Creek, to restore the oyster beds. This project has a very tight time schedule, and may start up in November.
- MPA has received an Economic Development Tiger Grant to complete dredging of deeper channels at the Seagirt Terminal.
- MPA has requested that MES split its proposal for services at the expanded Cox Creek site.
- MPA has asked MES to begin a new task, for design work at Coke Point.

### **HUMAN RESOURCES**

Beth Wojton reported that the vacancy rate is currently higher than it has been in years, due to several new projects. There have been a record number of new hires in August and September. There are 11 new hires scheduled to begin in September and October. The vacancy rate after these new hires start will be 4.02%.

### **BEST RESULTS - 2013**

Ms. Wojton presented the Best 2013 final results. The agency achieved 91.89% of the goals. The objectives that were not achieved were beyond the control of the agency personnel. Goal 1, Object 1 was not achieved due to the loss of 30 DNR funded positions. Goal 1, Object 6 hinged on the upgrade of the E1 accounting system. Since this upgrade has not been completed, due to problems with the vendor, it was impossible to complete this objective.

### **HUMAN RESOURCES COMMITTEE REPORT**

Joe Snee reported that the Human Resources met this morning to review the BEST 2013 goals and achievements. He reiterated the 91.89% success rate, and that the objects not met, were beyond the control of MES employees. The HR committee, through Chairman Joe Snee, thereby moved for the Board to adopt the funding levels and payouts summarized in the handout "BEST 2013 Funding". Dr. Streett seconded the motion. The motion passed unanimously,

except that Mr. Harkins, Mr. O'Neill and Mrs. Irvin abstained. Mr. Snee further moved for MES to make the payout to employees in October. Mr. Adams seconded. The motion passed unanimously.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for Masonville Cove substrate placement. 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 general labor services at Montgomery County Yard Trim Composting Facility. Dr. Streett 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 of two standard reach, and one long reach hydraulic excavators for Cox Creek and Poplar Island. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for a competitive sealed bid for Rocky Gap State Park Water Treatment Plant upgrade. Mr. Simons made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for engineering design/construction services for Baltimore County Eastern Landfill Open Top Transfer Facility. Mr. Simons made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, except that Mr. Adams abstained from the vote.

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

### **LEGAL REPORT**


Mr. Coleman advised that his office continues to be very busy with various human resources and contract issues.


### **OLD/NEW BUSINESS**

To make for a more informative field trip to the Central Acceptance Facility, it was decided unanimously by the Board to re-schedule the field trip from October to November. The October 28<sup>th</sup> Board meeting will now be a conference call, and the November 18<sup>th</sup> meeting will be a field visit to the Baltimore County Central Acceptance Facility.

**ADJOURNMENT**

At 11:35 a.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 10a-13  
October 22, 2013**

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

**TIME:** 10:30 a.m.

**DIRECTORS PRESENT:** James M. Harkins, Director  
John O'Neill, Deputy Director  
Janet Irvin, Treasurer  
William B.C. Addison (via phone)  
Joseph Snee, Esq. (via phone)  
Talmadge E. Simons (via phone)  
Ed Adams, P.E. (via phone)  
Leslie Jackson-Jenkins, Esq. (via phone, online at 10:40am)

**DIRECTORS ABSENT:** Richard P. Streett, Jr., V.M.D., Secretary

**OTHERS PRESENT:** Sean L. Coleman, Esq. (via phone)  
Cece Donovan  
Pamela Fuller

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 10: 35 a.m.

**PROCUREMENT ITEMS**

This meeting was called to approve a contract for the emergency, sole source procurement of fossil oyster shell for the Maryland Reef Building and Restoration project. The Governor has made oyster seeding a priority. DNR has asked MES to purchase oyster shell from Gulf Coast Aggregates (GCA). This oyster shell will be transported from Florida to Maryland via CSX train. CSX has donated half the value of transport to the State, (a value of \$2.5M) on the contingency that the transport occurs during it slow season. The shell will be transported to




**BOARD OF DIRECTORS MINUTES  
MEETING 10a-13  
OCTOBER 22, 2013  
PAGE 2**

Curtis Bay, where it will be loaded onto barges and deposited in various creeks in Talbot County, the first being Harris Creek.

DNR has certified that GCA is the only supplier of this particular type of large, dense fossil oyster shell. GCA needs to update their rail station before they can begin transport. They want the contract with MES signed before they undertake these repairs.

Mr. Harkins introduced Item 1. Mr. Addison made the motion to approve the Item, Mrs. Jenkins seconded. The motion passed unanimously.

At 10:46 a.m. the meeting adjourned.

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

  
\_\_\_\_\_  
JAMES M. HARKINS  
DIRECTOR

**BOARD OF DIRECTORS  
MINUTES  
MEETING 10-13  
October 28, 2013**

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

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

**DIRECTORS PRESENT:** James M. Harkins, Director  
John O'Neill, Deputy Director  
Janet Irvin, Treasurer  
Richard P. Streett, Jr., V.M.D., Secretary (via phone)  
William B.C. Addison (via phone)  
Joseph Snee, Esq. (via phone)  
Talmadge E. Simons (via phone)  
Ed Adams, P.E. (via phone, online at 9:42am)  
Leslie Jackson-Jenkins, Esq. (via phone)

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** Beth Wojton  
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 9:32 a.m.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meetings of September, 20, 2013 and October 22, 2013. Dr. Streett made the motion to approve the minutes and Mr. Snee seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

Mr. Harkins did not travel with the US delegation to Israel to the water conference in Tel Aviv. The trip was to be sponsored by the Maryland-Israel Development Office, but the money for the trip did not come through.

Mr. Harkins attended the Maryland Municipal League Conference from October 16<sup>th</sup> through 18<sup>th</sup> in Solomon's Island, MD. The MES team had several good meetings with various elected officials and are following up on those leads for possible new work.

MES assisted the Prince George's County government at the ribbon cutting ceremony for the food waste composting pilot project, located at the Western Branch Yard Waste site in Upper Marlboro. Mr. Harkins attended the event, and spoke on behalf of the agency.

### **BUSINESS DEVELOPMENT**

MES continues to work with Maryland Green Fuels as they continue to seek financing for their proposed tire to fuel facility. The agency also is preparing to begin work with Corvias, and is following up on several leads from the MML conference.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

### **GROUP UPDATES**

Steve Tomczewski updated the board on recent work at the St. Andrews Landfill in St. Mary's County. MDE required the landfill to prepare an Assessment of Corrective Measures (ACM) Study. MES prepared this ACM, and successfully demonstrated to MDE that the majority of groundwater impacts at the site were the result of landfill gas (LFG), not leachate. This saved the County more than a million dollars in remedial measures. MES is now preparing a LFG treatment system for the County.

Jerry Wheeler presented a new contract to operate two Water Treatment Systems for Worcester County Schools. The school system employees generated the request for MES services. The contract is scheduled to start November 1<sup>st</sup> and run through June 30<sup>th</sup>, for a total of about \$12,000. The reputation of MES utility operators on the Eastern Shore is very positive.

Cece Donovan updated the Board on the Oyster Reef Restoration project. This is a \$25 million dollar project with DNR for restoration of oyster sanctuary areas on the Eastern Shore. The project calls for the transportation and placement of granite and oyster shell. The fossilized oyster shell is being purchased from Gulf Coast Aggregates in Florida. It will be transported by CSX by train to Baltimore. It will then be transferred to barge and transported and placed in several reefs on the Eastern Shore. Granite will also be purchased and placed on these reefs.

### **HUMAN RESOURCES**

Beth Wojton reported that the vacancy rate is currently higher than it has been in years, due to several new projects. There are currently 44 vacant positions. There are 10 pending new hires for October/November. The vacancy rate after these new hires start will be 4.56%.

Resolution 13-10-1R was introduced. This Resolution would close the MES offices on the day after Thanksgiving. Employees working at field locations that are required to remain open will be granted compensatory holiday leave. Mr. Snee made the motion to pass the resolution and Ms. Jenkins seconded. The motion passed unanimously.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The emergency procurement is for barging services to carry the oyster shell from the CSX rail yard to the reef locations. This contract will cover barging services from December through March. The time for bid submission is 15 days, so the project can get started quickly, and coincide with the first shipments from CSX. Dr. Streett made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for a longer term barging contract to start in April. This contract will be for the barging of oyster shell as well as granite. Questions regarding MBE participation were addressed. There is a MBE goal, but not a mandatory requirement. There are no MBE firms that do this sort of barging. The MBE portion of the contract will most likely be for fuel. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is a sole source with National Fish & Wildlife Foundation (NFWF). NFWF is contracting with CSX to move the shell from Florida to Maryland. CSX is donating \$2.5M worth of transportation services. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

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

**LEGAL REPORT**

Mr. Coleman advised that his office continues to be very busy with various contract issues, including the oyster restoration contracts.

Effective October 1, 2013, each public entity subject to the Open Meetings Act must designate a member, or employee to receive training on the requirements of the Act. Mr. Coleman introduced Resolution 13-10-2R, designated himself and Pamela Fuller as the individuals required to complete the training. Ms. Jenkins made the motion to approve the resolution, Ms. Irvin seconded. The resolution passed unanimously.

**OLD/NEW BUSINESS**

Mr. Harkins presented the meeting schedule for Board of Director's meetings for 2014.

The next meeting, on November 18<sup>th</sup>, will be a field trip to the Baltimore County Central Acceptance Facility (CAF) (formerly known as the Baltimore County Resource Recovery Facility (BCRRF)). The board will tour the facility at 9:30 am, then move on to the nearby Holiday Inn Express for the meeting at 11:00 am. The facility began running last week. The ribbon cutting is scheduled for November 19<sup>th</sup>.

There were no Financial reports this month. This is the first month running the reports with the new system, and they were not ready yet. Ms. Irvin will send them out to the Board by the end of the week.

**ADJOURNMENT**

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

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

  
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JAMES M. HARKINS  
DIRECTOR

**BOARD OF DIRECTORS  
MINUTES  
MEETING 11-13  
November 18, 2013**

**LOCATION:** Holiday Inn Express  
11200 York Road, Hunt Valley MD 21030

**TIME:** 11:00 a.m.

**DIRECTORS PRESENT:** John O'Neill, Deputy Director  
Janet Irvin, Treasurer  
Richard P. Streett, Jr., V.M.D., Secretary  
William B.C. Addison  
Joseph Snee, Esq.  
Talmadge E. Simons  
Ed Adams, P.E.

**DIRECTORS ABSENT:** James M. Harkins, Director  
Leslie Jackson-Jenkins, Esq.

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

**CENTRAL ACCEPTANCE FACILITY – TOUR**

From 9:30 to 10:30 the MES Board of Directors toured the Central Acceptance Facility(CAF)(previously known as the Baltimore County Resource Recovery Facility (BCRRF)), located at 10275 Beaver Dam Road, Cockeysville, MD 21030. The above members were joined by MES employees Tim Ford, Dave Czawlytko, Chuck Ingram, and Walt Fraiser. No official business was conducted during the tour.

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. O'Neill at 11:05 a.m.

### **MINUTES**

Mr. O'Neill requested approval of the minutes of the meetings of October 28, 2013. Mr. Simons made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

Mr. O'Neill forwarded Mr. Harkins regrets for missing today's meeting, as he has become unexpectedly ill today.

Mr. O'Neill reported that the Anne Arundel County Executive has asked for a recycling proposal for a facility similar to the CAF. MES continues to work with the Department of Agriculture on the chicken manure regulations and possible storage locations.

### **BUSINESS DEVELOPMENT**

Ms. Wojton reported that MES continues to work with Maryland Green Fuels as they continue to seek financing for their proposed tire to fuel facility.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

### **GROUP UPDATES**

Ms. Donovan passed around samples of the fossilized oyster shell that will be shipped from Florida for placement in Maryland creeks to construct oyster habitat. She also presented two new lake dredging projects due to begin soon. The community association in Germantown asked MES for a proposal to dredge Lake Churchill. The project includes the removal of 23,000 cubic yards of sediment at a cost of about \$3M for the whole project. The second project is to dredge portions of Lake Linganore. The community association had asked for a proposal in 2011, but there were no funds at that time. Now, the City of Frederick and Frederick County are contributing to portions of the project. MES is currently putting together a proposal for the removal of 253,000 cubic yards of sediment. TES is also working with the Maryland Energy Administration, DNR, and Dept. of Public Safety and Correctional Services to put together a proposal to install a Biomass wood boiler similar to the one at ECI at the Patuxent Institution in Jessup.

Mr. Wheeler presented details of Maryland's workforce training initiative "The EARN Maryland Program." The Maryland DLLR has issued a grant to MES and its partner agencies to develop a recruitment and training plan to address the issues facing the water & wastewater industry workforce.

### **HUMAN RESOURCES**

Ms. Wojton reported there are 746 total MES positions. There were 2 new hires in November, and there are 10 pending new hires for November/December. The vacancy rate after these new hires start will be 3.49%. The agency continues to receive many qualified resumes for each position.

### **FINANCIAL REPORT**

Ms. Irvin presented the Financial reports from September. Labor sales are up over the last 3 months, thanks largely to several new projects in TES. The changes in net assets are higher than projected. The invested in capital assets is slightly higher than last year as the agency continues to pay down its debt. The plan vs. actual is looking good.

Dr. Streett requested an update on the MVA wash-rack past-due account receivable. Ms. Donovan reported that the third party review has been completed. In general, they found the technical specs and construction to be sufficient. Some suggested repairs have been made. One last meeting is scheduled for next week to try to iron out remaining issues.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is to purchase a bulldozer for the Hart-Miller Island DMCF. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

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

### **LEGAL REPORT**

In response to last month resolution 13-10-2R, Mr. Coleman and Ms. Fuller have completed the online Open Meetings Act training.

Mr. Coleman advised that his office continues to be very busy with various contract issues, including the oyster restoration contracts, which need to be in place by next week.



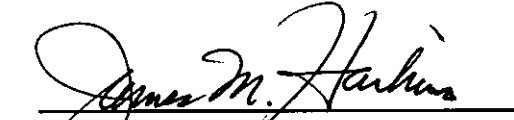
**OLD/NEW BUSINESS**

The next meeting, on Monday, December 16<sup>th</sup> at MES Headquarters.

**ADJOURNMENT**

At 11:42 a.m., upon motion by Mr. Addison, the meeting adjourned.

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

  
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JAMES M. HARKINS  
DIRECTOR

**BOARD OF DIRECTORS  
MINUTES  
MEETING 12-13  
December 16, 2013**

**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  
Janet Irvin, Treasurer  
Richard P. Streett, Jr., V.M.D., Secretary  
Leslie Jackson-Jenkins, Esq.  
William B.C. Addison  
Joseph Snee, Esq.  
Talmadge E. Simons  
Ed Adams, P.E.

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Jerry Wheeler  
Jason Gillespie  
Steve Tomczewski  
Pamela Fuller  
Chris Garrigan  
William J. Selle, Esq.(in at 10am, out at 10:20am)

The following MES Employees attended a portion of the meeting. They all left at 9:50am, after the presentation of the Inspire awards: Diane Olsen (Internal Auditor), Laura King (HR), Vicky McKendry (Payroll), Dale Rose (Procurement), Tara Harris (Procurement), Sue Merkel and Kathy Waters (TES), Mark DeYoung(Procurement), Billy Kessel(Procurement), Cynthia James(WWW), Bonnie Sizemore(TES), Marcia King(EO), Brian Reinhart(I.T.), Maria Bowman(Finance), Mary Proctor(Finance), Jeanette Sharma(Finance), Kim Washington (Finance), Stephanie Acosta(Finance), Ray Rubio(Finance), and Nick Kuba (I.T.).

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 9:50 a.m.

John O'Neill introduced Diane Olsen, the new Internal Auditor for the agency.

**INSPIRE AWARD**

The following employees are recommended for an Extraordinary Service Award for their hard work, long hours and dedication to converting and upgrading the agency's antiquated Financial Accounting System to JDEdwards Enterprise One: Laura King (HR), Vicky McKendry (Payroll), Dale Rose (Procurement), Tara Harris (Procurement), Sue Merkel and Kathy Waters (TES) Next, Mark DeYoung(Procurement), Billy Kessel(Procurement), Cynthia James(WWW), Bonnie Sizemore(TES), Marcia King(EO), Brian Reinhart(I.T.), Maria Bowman(Finance), Asahi Eveleth(Finance), Mary Proctor (Finance), Jeanette Sharma(Finance), Melissa Marshall(HR), Kim Washington(Finance), Stephanie Acosta(Finance), Ray Rubio(Finance), Hament Patel(Finance) and Nick Kuba (I.T.).

**MINUTES**

Mr. Harkins requested approval of the minutes of the meetings of November 18, 2013. Dr. Streett made the motion to approve the minutes and Mr. O'Neill seconded. The motion passed unanimously.

**DIRECTOR'S REPORT**

Mr. Harkins reported to the Board that at 7:30 am this morning, MES employees at the Cox Creek DMCF detected a chlorine smell and witnessed a green cloud coming from the smoke stack of the nearby Green Elements plant. MES employees attempted to contact the company, but no one was there yet. They then contacted the police and MDE and evacuated the area. MDE determined it was a chlorine leak. It has now been shut off, and the evacuation has been lifted and everyone is back onsite.

Mr. Harkins and other MES staff attended the Maryland Association of Counties (MACO) Winter conference in Cambridge, MD from December 11 to 13<sup>th</sup>. They had numerous meetings with county officials during the conference and discussed several potential projects.

Mr. Harkins also attended Governor O'Malley's kick off of the Oyster Restoration Initiative on Friday, December 13<sup>th</sup>. The kickoff was held at the cruise ship terminal pier at the Port of Baltimore. This project is a \$25 million joint effort between DNR, the US Army Corp of Engineers and the US National Oceanic and Atmospheric Administration (NOAA). About 118,750 tons of fossilized oyster shell from Florida will be seeded with baby hatchery seed oyster spat, into the oyster sanctuary reefs of Harris Creek and Little Choptank Rivers on

Maryland's eastern shore. Secretary of DNR, Joe Gill has repeatedly expressed his gratitude to MES for its efforts in coordinating the purchase, transportation and placement of the shell.

The MES headquarters Christmas celebration will be December 19<sup>th</sup>.

### **BUSINESS DEVELOPMENT**

Ms. Wojton recently attended the MACO Winter meeting. There was much discussion regarding stormwater projects. She will be attending a meeting of the Cecil/Harford chapter of MML later this week.

A scope meeting has been scheduled with Corvias for early January. MES recently received a call from Middlesex; they believe another RFP for the Aberdeen Proving Ground project will be issued next year by the Army.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

### **GROUP UPDATES**

Steve Tomczewski discussed the Midshore Regional Recycling Program (MRRP) in Queen Anne's County. MES is in the process of entering into an agreement with Queen Anne's County that will allow all cardboard collected from MRRP drop-off sites to be baled locally at the Queen Anne's County Recycling Center. Local baling will save the MRRP program money by eliminating the need for MES front loader trucks to travel great distances with light loads, wasting fuel, labor and other valuable resources. The actual baling should commence sometime in December 2013. The projected program savings amount to a 50% - 60% reduction in transportation costs.

Jerry Wheeler discussed a new water and wastewater operations project for the Town of Galena. The Town's current operator is retiring. The contract calls for full operations of the wastewater treatment plant (\$21,597) and full operations of the Water System (\$13,846). A Consent Agreement requires abandonment of the Sewage Lagoon, to be replaced with new SBR plant. Current Eastern Region Staff already working at nearby Millington and Sudlersville will be utilized.

Jason Gillespie discussed several stormwater/TMDL expansion projects.

- Geotechnical Support Services: \$400K in amendments to Task 11, bioswale drilling support. \$1.7 M task order for drilling inspection services, expanded to include SHA on-site QA/QC. Work expanding for PLS service

- GIS and Inspection Services: Starting with Dorchester County. Provide GPS location and environmental inspection of all stormwater structures within SHA ROW. Work to expand to the Eastern Shore and Western Maryland. Initial work \$200k-\$300k
- Design-Build Asset Warranty: Perform maintenance and repairs of stormwater infrastructure within District 6. SHA previously bid this work and received only 1 bidder. Initial work \$6 M.

### **HUMAN RESOURCES**

Ms. Wojton reported there are 746 total MES positions. There were 3 new hires in December, and there are 10 pending new hires for December/January. The vacancy rate after these new hires start will be 3.35%. The agency continues to receive many qualified resumes for each position.

### **FLEET POLICY - REVISION**

The MES Fleet Policy is modeled after the State Fleet Policy. MES has undertaken a review to make sure the policy complies with current law and procedures. The following is a summary of the changes:

- Persons who have 5 points on their driver's license cannot use an MES Vehicle. The prior rule was six points.
- The Policy clarifies when a conviction in court or a finding of responsibility by an administrative agency concerning an alcohol related offense will prohibit the person from the use of MES Vehicles
- Mandates there shall be no smoking in any MES Vehicle at any time.
- Clarifies the use and assignment of MES Vehicles, safety procedures and accident reporting
- Clarifies Vehicle acquisition and maintenance procedures.

Ms. Jackson moved to approve the policy, Mr. Addison seconded. The policy was approved unanimously.

William J. Selle, Esq. left the meeting.

### **FINANCIAL REPORT**

Ms. Irvin presented the financial reports for October. Labor sales are up and looking good. The changes in net assets are higher than projected, due to fringe and overhead. This is expected to go down over the holiday season as employees use leave. The invested in capital assets is slightly higher than last year as the agency continues to pay down its debt. The plan vs. actual is looking good.

Mr. Addison requested an update on the MVA wash-rack past-due account receivable. Mr. Gillespie reported that a meeting was held before Thanksgiving between MVA, the contractor, and the third party electrical contractor to come to an agreement on what remains to be done. The list of open items is narrowing down.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is a change order for construction of the new headworks at ECI. 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 an RFP to begin construction of Cell 2 of the Midshore II Regional Landfill. There will be an MBE requirement. Mr. Simons made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. MES would like to exercise its option under the contract with Blue Source (aka C2I Methane) to purchase the flare at Midshore I. Blue Source has not been able to sell the electricity generated by the flare as planned, and has just been selling the CO2 credits. For various environmental reasons, the flare cannot be abandoned. MES has negotiated a sale price of \$400,000. This is cheaper than it would be to install a new flare. Mr. Addison made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously.

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

### **LEGAL REPORT**

Mr. Coleman advised that his office continues to be very busy with various contract issues, including the oyster restoration contracts, and the Blue Source amendment. The OAG office has also been assisting an investigator with the National Labor Relations Board who is investigating a labor issue between an MES contractor and its employees.


### **OLD/NEW BUSINESS**

The next meeting, will be Monday, January 27<sup>th</sup>.

Ms. Garrigan distributed gifts to the Board members as Mr. Harkins expressed his gratitude for their service.

ADJOURNMENT

At 10:45 a.m., upon motion by Mr. Harkins, the meeting adjourned.



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



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JAMES M. HARKINS  
DIRECTOR