



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

BOARD OF DIRECTORS MEETING MINUTES

MEETING 8-22

August 25, 2022

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: Judge Frederic Smalkin, Chair
Robert Witt, II, Secretary
Robert Neall, Treasurer
Honorable Dereck Davis
Marian Hwang, Esq.
Shelley Heller
Hiram Tanner, Jr., P.E.
Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT:

OTHERS PRESENT:

Sean Coleman, Esq.
Ellen Frketic
Tim Barr
Steven Barzal
Hattie Crosby
Marni Dolinar

Tim Ford
Pamela Fuller
Hament Patel
Melissa Slatnick
Steven King
Casey Powers (video)

CALL TO ORDER

Judge Smalkin called the meeting to order at 9:30 a.m. All Board members and staff were present at Maryland Environmental Service (MES) Headquarters. The meeting was streamed live to the public on YouTube.

INSPIRE AWARDS

Mr. Ford presented an Inspire award to **Bruce Carroll, Logan Milby, Eric Frase**, and **Andre Stanley** at the Midshore I Regional Landfill Transfer Station for their work in researching, procuring and implementing a payload tracking system that increased productivity and saved the client money.

Mr. Ford presented an Inspire award to **Bruce Carroll** for going above and beyond to rescue to a box of abandoned guinea pigs that were left at a residential recycling drop-off area in Talbot County.

Mr. Barr presented an Inspire award to **Bob Barnhart** and **Chase Clark** for going above and beyond to help a sampling client make improvements to the client's facility to address repeated violations. Their recommendations resulted in lower violations and a new contract for MES to take over operations of the facility.

Ms. Dolinar presented an Inspire award to **Laura Baker, Emily Sperling, Tim Carney, Kristina Motley, Jessica Macer**, and **Elana Kellner** for their work assisting MDOT MPA plan and implement the first annual youth birding week camp.

Ms. Frketic presented an Inspire award to **Maurice "Mo" Boddie** for his suggestion to place magnetic "We're Hiring" signs on MES vehicles to help reduce the Agency vacancy rate.

All Inspire awardees left the meeting after the awards were distributed.

MINUTES

Judge Smalkin requested discussion or a motion for the approval of the minutes of the Board meetings on July 28, 2022, and August 10, 2022. No corrections or objections were noted, and the minutes were unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass presented the Executive Director's and Deputy Director's expense reports for the last month. The reported expense was for the nutrition expert hired for a third Agency Health and Wellness event.

Dr. Glass presented the list of partner engagements over the last month. He discussed engagement with several clients and potential clients. He also met with the Office of Legislative Audits which is completing their routine audit. Dr. Glass and

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various staff members attended the Maryland Association of Counties (MACo) summer conference from August 16-20, 2022. Follow up contacts are currently being analyzed.

The third Health and Wellness event was held August 16, 2022. Guest speaker Adam Moore from Priority Fitness discussed nutrition.

Dr. Glass visited Point Lookout State Park and met with onsite staff Trish Lyons, Jerome Lucky Jr., Bill Shreve and Robert Henderson. The water and wastewater systems are scheduled for major improvements. Maryland Department of the Environment (MDE) has issued a grant for Enhanced Nutrient Removal (ENR) upgrades at the site. Dr. Glass also visited LaPlata Wastewater Treatment Plant (WWTP). The Director of Operations for the Town of LaPlata, Mr. Bobby Stahl, expressed his high esteem for MES' operator James Brown, Jr., who leads the operators working at the plant.

The Executive Office will be kicking off the first Strategic Advance meeting tomorrow, August 26, 2022, at Maryland Department of Transportation The Secretary's Office (MDOT TSO) headquarters. The Strategic Advance will be a program lead by the leadership team evaluating (Key Performance Indicators) KPIs and developing strategies for implementing the recently approved Strategic Plan. The meeting will consist of team building and program development.

Dr. Glass stressed that filling vacancies is a critical factor in achieving financial goals for Fiscal Year 2023 (FY23). He introduced Mr. Steve Barzal, the new Chief of Human Resources. All staff continue to work on this goal and will be meeting with several community colleges and attending other recruitment events. Secretary Neall asked about the feasibility of offering hiring incentives to current employees who make successful referrals of new employees.

Dr. Glass and Ms. Frketic will be attending the 2022 Chesapeake Tri-Association Conference from August 30 to September 2, 2022. Dr. Glass will be the Keynote speaker and will be earning continuing education credits toward his Professional Engineer (P.E.) license.

A video posted by NBC Washington entitled "Back to Poplar: Battling Climate Change by Building Islands" was played. The video, posted August 17, 2022, described the Poplar Island Ecosystem Restoration Project.

AGENCY ACTIVITY REPORT

Judge Smalkin presented the Agency Activity Report – Accepted Proposals and asked if there were any questions.

FINANCIAL REPORT

A formal financial report was not prepared this month as the new fiscal year has just begun. Labor sales one month into FY23 are 4% higher than FY22. Mr. Patel is confident the Agency will achieve the 4% increase in revenue by fiscal year-end. All expenses in July 2022 will be higher than July 2021, due to higher salaries, and fringe and overhead expenses. Many annual IT expenses (such as Workday and Microsoft licenses) are paid in July.

A discussion was held regarding MES investments. Based on its statutory authority, MES can have its own bank accounts and make its own investments within similar parameters to the State's investments.

The Office of Legislative Audits recently completed its tri-annual audit. They reported one finding related to contracts with State agencies. They also provided suggestions and recommendations. Staff will be meeting next week to review the report and respond.

HUMAN RESOURCES REPORT

Mr. King presented the Human Resources Report. The vacancy rate is currently 8.21%, which is lower than the vacancy rate reported during the previous month's Board of Directors meeting.

FY23 BEST GOALS

Ms. Frketic presented the FY23 BEST (Building Excellence and Success Together) goals. The new goals fall into six categories: Safety; Education; Diversity and Inclusion; Customer and Community Service; Environment; and Administrative Enhancements. The Board suggested adding a goal of reducing injuries reportable to the Occupational Safety and Health Administration (OSHA). They also suggested adding specific, measurable objectives to the BEST goal regarding Minority Business Enterprise (MBE) participation increases. Ms. Hwang made a motion to approve the goals, with the suggested additions. All members voted in favor of the motion; the motion passed unanimously.

GROUP UPDATES

Ms. Dolinar provided the Board with updates about the Port of Baltimore Terrapin Education and Research Partnership (TERP) Program. To date, over 2,900 terrapins raised in classrooms around the State have been released into the Chesapeake Bay. A new cohort of terrapins will be in the tank at headquarters beginning in September.

Mr. Ford updated the Board on two Environmental Operations projects. MES provides support to the Montgomery County Commercial Food Scrap Collections program. The program collects food from about 40 commercial organizations and converts it to compost at the Prince George's County Organic Composting Facility. The program won a 2022 National Association of Counties Achievement Award. Mr. Ford also summarized the partnership with the Maryland Department of Aging for the Durable Medical Equipment (DME) Re-Use program. Over 13,000 pieces of equipment have been restored.

Ms. Slatnick discussed a new contract with the Maryland Department of Emergency Management (MDEM) for the creation of a statewide Mesonet system. The TES group will provide project support to the entire Mesonet system, which consists of about 70 small weather stations located across the State. Staff will help locate State properties on which to install the stations; help design the station specifications; and help with the permitting, procurement, construction and eventual monitoring of the stations.

Mr. Barr discussed a new contract to operate the water and wastewater facilities serving the Brook Lane Health Services campus in Hagerstown, Maryland. Each plant processes about 10,000 gallons per day.

PROCUREMENT ITEMS

Ms. Crosby presented Item 1. The procurement is for bidding and construction services for improvements to the water distribution and collection system at Point Lookout State Park. Mott MacDonald, LLC will provide the services at a cost of \$211,756. There is a 17% MBE goal. Treasurer Davis made the motion to approve the item; Judge Smalkin seconded. No members were opposed. The motion passed unanimously, with the exception of Ms. Hwang who abstained from the discussion, consideration, and vote.

Ms. Crosby presented Item 2. The procurement is for engineering services for the design and construction management of the lagoon and WWTP improvements at

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Swallow Falls State Park. Watek Engineering Corporation will provide the services. There is a 29% MBE goal. This item was presented and approved at the July 2022 meeting; however, the dollar amount of the contract was incorrectly listed as \$416,679. The actual value of the contract is \$461,987. All other details remain the same as Item 5 from July 28, 2022. Mr. Witt made the motion to approve the item; Ms. Hwang seconded. No members were opposed. The motion passed unanimously.

Ms. Crosby presented Item 3. The procurement is for janitorial services for the MES headquarters. Logansmith, Inc. dba ServiceMaster Chesapeake will provide the services at a cost of \$216,941.50. There is a 18% MBE goal. Treasurer Davis made the motion to approve the item; Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

The Board Notifications for Contracts, Purchase Orders, Amendments, and Change Orders between \$25,000 and \$200,000 were reviewed.

LEGAL REPORT

Mr. Coleman will provide his Legal report in closed session.

OLD/NEW BUSINESS

The next meeting of the Board is Thursday, September 29, 2022, at 9:30 a.m. The Human Resources committee will meet at 8:30 a.m.

CLOSED SESSION

At 11:05 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b)(1) and (8) Judge Smalkin stated that the Board intended to enter closed session to approve the minutes of a prior closed-meeting session, and to discuss the performance and compensation of one or more employees of the Agency, and to consult with staff, consultants or other individuals about pending or potential litigation. Judge Smalkin asked if anyone objected to the Board entering closed session; no objections were heard. He also stated that any member of the viewing public who objected could submit their objection via email to the Agency. Secretary Neall then made a motion that the Board enter closed session for the reasons stated above. Treasurer Davis seconded the motion, and all members voted in favor of closing the meeting. Judge Smalkin announced that the meeting of the Board of Directors would immediately adjourn following the closed session. The public meeting ended at 11:06 a.m. Staff members who were not required for the closed session left the meeting room.

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Judge Smalkin called the meeting of the closed session of the Board to order at 11:08 a.m. Present during the closed session of the Board were Board members Smalkin, Witt, Neall, Davis, Heller, Hwang, Tanner, and Glass. They were joined by Mr. Coleman, Ms. Frketic, Mr. Patel and Ms. Fuller.

Judge Smalkin requested approval of the minutes of the closed session from the June 30, 2022, meeting. Ms. Hwang made a motion to approve the minutes as presented. Treasurer Davis seconded the motion. The minutes were unanimously approved.

LEGAL REPORT - Mr. Coleman and Dr. Glass discussed potential litigation stemming from an unpaid project debt. No official action was taken.

At 11:33 a.m. Ms. Frketic, Dr. Glass, and Mr. Patel left the meeting.

EXECUTIVE DIRECTOR SALARY - Ms. Hwang advised that the Executive Director's annual evaluation has now been completed. Since his evaluation exceeded a Satisfactory rating, the Board is recommending implementing the salary increase of 6% as approved by the Board at the June 30, 2022 meeting, effective as of July 13th. Ms. Hwang made a motion to approve the 6% increase, effective July 13, 2022, Treasurer Davis seconded. The motion passed unanimously.

ADJOURNMENT

Upon motion by Treasurer Davis and Ms. Hwang, the meeting adjourned at 12:01 p.m.



ROBERT L. WITT, II
SECRETARY



HONORABLE FREDERIC N. SMALKIN
CHAIR