



Board of Directors Meeting

View online at:

<https://www.youtube.com/watch?v=loifvEWIWPU>

December 15, 2022

9:30 a.m.

Agenda

Board Members

Hon. Frederic N. Smalkin <i>Chair</i>	Call to Order	Frederic Smalkin
Robert L. Witt II <i>Secretary</i>	Inspire Awards	Ellen Frketic
Hon. Robert R. Neall <i>Treasurer</i>	Approval of Minutes – November 17, 2022	Frederic Smalkin
Dereck E. Davis <i>State Treasurer</i>	Executive Director’s Report	Charles Glass
Shelley L. Heller <i>Chair, Audit Committee</i>	BEST FY23 update	Ellen Frketic
Marian C. Hwang, Esq. <i>Chair, HR Committee</i>	Agency Activity Report	Managing Directors
Hiram L. Tanner Jr., P.E.	Financial Update	Hament Patel
Charles C. Glass Ph.D., P.E. <i>Executive Director</i>	Human Resources Report	Steven Barzal
	Group Updates	Managing Directors
	Resolution 22-12-1R Darlington Service District 9 th Biennial Update (see https://menv.com/service/town-of-darlington-water/)	Sean Coleman
	Procurement	Hattie Crosby
	<ul style="list-style-type: none">• Procurement Items (attached)<ul style="list-style-type: none">• Item 1: Island diesel fuel purchase & delivery – Vane Brothers Co• Item 2: Dundalk Marine Terminal Groundwater Treatment Plant upgrade• Item 3: Montgomery County Recycling – Colossal Contractors, labor• Item 4: Cheltenham WTP – Watek Engineering, plant upgrades• Item 5: BWI Deicing – Kalyani Environmental Services, hauling & disposal• Item 6: Prince George’s Co. MRF – sprinkler system replacement• Item 7: Prince George’s Co. MRF – HVAC system replacement• Item 8: Charlotte Hall WTP – Watek Engineering, plant upgrades• Notifications	
	Legal Report	Sean Coleman

New/Old Business

Frederic Smalkin

Closed Session

Adjournment

Frederic Smalkin

MES BEST GOALS FY23



STRIVE to build
excellence &
success together

GOAL 1: SAFETY

MES employees should strive to work in a manner consistent with the highest safety standards.

- All operational facilities to review and update Emergency Response Plans.
- All equipment operators to complete a review of safe operating procedures and complete an operator skills verification administered by the site supervisor. Applies to any employee operating any classification of heavy equipment, powered industrial trucks including forklifts, ATVs or UTVs.
- All operational facilities to complete an annual safety inspection checklist.
- Reduce the number of OSHA/MOSH reported incidents.

GOAL 2: EDUCATION

Encourage staff to take advantage of educational opportunities.

- Each group to develop and administer a training course for their employees to improve efficiency or job knowledge.
- Each group to develop a “trail to the top” visual for job classification/progressions to easily allow employees to understand position requirements & eligibility for advancement opportunities.
- Finance to develop two new user-friendly Workday reports and provide training by the end of FY23.
- Provide three Workday, Bonfire, and/or Proposal review training sessions to employees by the end of FY23.
- Record trainings and post on MES Wave for expanded access.
- Hold at least one wellness event quarterly.

GOAL 3: DIVERSITY AND INCLUSION

Promote a more diverse work environment where opportunities are available for all staff.

- Complete sexual harassment training (in person or virtual) for 95% of employees and provide Diversity Training (in person or virtual) for 65% of employees.
- Each group will participate in at least one cultural observance or DEI sponsored activity.
- Each group will attend at least 1 career fair, job fair, and/or present at a career day at a local school in a predominately minority population or HBCU.
- Meet or beat the State’s goal of 29% MBE participation.
- Continue to focus on diversity recruitment efforts – track what diversity sources HR is using to advertise vacancies and track the job fairs attended to establish a baseline.
- Each group will attend at least one Minority Business Enterprise (MBE) outreach event with the Agency’s MBE Liaison.
- Increase the number and/or total dollar amount of contracts issued to Small Business Reserve (SBR) and MBE Prime Contractors.

GOAL 4: CUSTOMER AND COMMUNITY SERVICE

Provide excellent customer service to both internal and external customers.

- Executive Team and Managing Directors to visit all of their major facilities in the fiscal year. Invite members from other groups, such as HR, on the site visits.
- Continue to increase timely response to communication from MES' partners and internal clients and respond to requests within one business day.
- Each group will identify and lead a Community Service Activity/Volunteer Activity and encourage staff participation.
- Participate in the annual Salvation Army Christmas Adopt-A-Family event.
- Meet or beat annual Maryland Charity Campaign goal.

GOAL 5: ENVIRONMENT

Baseline MES' carbon footprint from operations and identify opportunities to reduce Greenhouse Gas Emissions.

- Each operating group and headquarters will quantify the group's CY22 emissions by the **end of Q3, FY23.**
- In collaboration with our client partners, submit at least one grant application per operating group for climate reduction technology implementation or pilot testing.
- Commission at least one new renewable energy project by the end of FY23.
- Continue annual participation in Earth Day events at each MES site & MES HQ, or within local communities for each site.

GOAL 6: ADMINISTRATIVE ENHANCEMENTS

Improve administrative procedures to increase efficiency, staffing, and revenue.

- Increase revenue through MES billable labor sales, with a goal of a 4% year over year increase.
- Reduce vacancy rate to 5% by the end of Q2 FY23. Maintain through the end of FY23.
- Establish clear and documented policies, guidelines, and/or processes regarding background screening and candidates and salary adjustments.

[Change Order approval

**PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
AMENDMENTS AND CHANGE ORDERS
FOR
BOARD OF DIRECTOR'S APPROVAL**

December 15, 2022

Item: 1

Type: Supplies over \$200,000

Group & Division: Environmental Dredging and Restoration

MES Contract Number: 1-20-3-20-5

Project Name: MPA Poplar Island Ecosystem Restoration Project and Hart-Miller Island Dredged Material Containment Facility

Title/Description: Purchase and delivery of Ultra Low Sulfur Diesel Fuel to the Poplar Island Ecosystem Restoration Project, and the Hart-Miller Island Dredged Material Containment Facility

Original Procurement Method: Competitive Sealed Bid

Contractor: The Vane Brothers Company

Original Term: 2 years

Modified Term: 4 years

Original Amount: \$1,000,000.00 (BOD Item 3, November 22, 2019)

Modifications to Date: Change Order #1 Additional 2 years as per the original contract.

Amount of this Change Order #2: \$600,000

Revised Total Contract Amount: 1,600,000.00

Client/Fund Source: Poplar Island 2592-1200, Hart-Miller Island 2587-1200, MPA

MBE Participation: There is a 0% MBE goal for this contract. MES has determined there are no MBE's meeting the requirements for the purchase of fuels and or the delivery by barge to the Island sites.

Remarks: Sufficient funding is available within the MDOT MPA project budgets to support this Change Order request.

Pre-Solicitation Approval
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
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December 15, 2022

Item: 2

Type: Construction over \$200,000

Group & Division: Environmental Dredging and Restoration

MES Procurement #: 1-23-5-03-5

Project Name: Dundalk Marine Terminal

Title/Description: Dundalk Marine Terminal Groundwater Treatment Plant Upgrade, Capital Improvement Program No. 1

Procurement Method: Competitive Sealed Bid

Advertising Date: December 2022

Estimate: \$660,000.00

Client/Fund Source: Maryland Department of Transportation Maryland Port Administration/MES Agreement for Operation and Maintenance Relating to Chromium Contamination Remediation at Dundalk Marine Terminal, MES Contract No. 96-03-01

MBE Goal: 13%

Remarks: Upgrades include improvements to the acid and caustic systems, the plant heating and ventilation system and the addition of a booster pump to Tank 14.



[Change Order approval

**PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
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December 5, 2022

Item: 3

Type: Services over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-22-4-13-5

Project Name: Montgomery County Recycling Center General Labor Services

Title/Description: Provide labor to the Montgomery County Recycling Center in Derwood, MD

Original Procurement Method: Competitive Sealed Bid

Contractor: Colossal Contractors, Inc.

Original Term: 11/30/2021 thru 11/30/2022 (12 months with an option to renew for four additional one-year terms).

Modified Term: 01/01/2023 through 12/31/2023 (1st of four additional one-year renewals)

Original Amount: \$2,335,185.60 (BOD Item 3, Pre-approved 08/26/2021 for \$2,752,000)

Modifications to Date: \$0 No cost extension (12/01/2022 to 12/31/2022)

Amount of this Letter of Renewal #1: \$2,488,328.80

Revised Total Contract Amount: \$4,823,514.40

Client/Fund Source: Montgomery County Materials Recycling Facility (MCMRF) IGA No. 2-16-4-69. FY2023 Operating Budget: 2553-1200 & 0517

MBE Participation: 30% MBE Goal; 27.6% achieved

Remarks: This renewal is requested so that MES will be able to provide Montgomery County DEP with the general labor services needed to safely and efficiently perform operations at the Montgomery County Materials Recycling Facility to process commingled recyclables and fiber materials.

Approval after Solicitation
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Item: 4

Type: Services over \$200,000

Group & Division: Water/Wastewater Engineering Division

MES Contract Number: 1-23-2-26-3

Project Name: Cheltenham Youth Facility Water System Improvements

Title/Description: Design, bidding and construction management services for upgrades to the water treatment facility serving the Cheltenham Youth Facility

Procurement Method: SBR A/E Shortlist

Awarded To: WATEK Engineering Corporation

Amount: \$333,565

Term: 30 months

Client/Fund Source: Special Funds: FY 2023 PAYGO Funds

MBE Goal: 20%

Remarks: DJS is currently planning an expansion within the boundaries of the Cheltenham Youth Facility Campus which will increase water demand and put a strain on an aging facility. One of the three existing wells is failing and leaves a compromised system at risk to meet fire suppression demand. Several leaks have been detected in the distribution lines. The purpose of this project is to complete the detailed design identified in the preliminary engineering report that included a water audit and the water model. This upgrade will serve to increase resiliency with installation of a new well in addition to rehabilitation of the existing elevated storage tank and the distribution system to address the water quality and stagnation issues.

Approval after Solicitation

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Item: 5

Type: Services over \$200,000

Group & Division: Technical and Environmental Services

MES Contract Number: 1-23-3-20-5

Project Name: BWI Deicing

Title/Description: BWI Midfield Cargo and General Aviation Deicing Wastewater Hauling and Disposal

Procurement Method: Competitive Sealed Bid

Bids/Proposals: ACV Environmental Services, Inc.- \$724,197.50
Kalyani Environmental Solutions, LLC- \$452,500.00
Valicor Environmental Services- \$467,500.00
VLS Environmental Solutions- \$604,500.00

Awarded To: Kalyani Environmental Solutions

Amount: \$452,500.00

Term: Five (5) consecutive years

Client/Fund Source: Maryland Aviation Administration / BWI Deicing

MBE Goal: 17 %

Remarks: On behalf of the MAA, MES oversees operations at the Midfield Cargo Complex and General Aviation Deicing collection areas at BWI Airport. During deicing events, Applied Aircraft Deicing Fluid (AADF) and stormwater are collected and stored in tanks at remote locations non-adjacent to the main AADF collection system. Therefore, this fluid must be transported from the tanks to the main collection system for disposal. Kalyani Environmental Solutions, LLC is the low bidder for this contract.

Pre-Solicitation Approval
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BOD Meeting Date

Item: 6

Type: Construction over \$200,000

Group & Division: Environmental Operations

MES Procurement #: TBA

Project Name: Fire Sprinkler System Replacement for Prince George's County Material Recovery Facility

Title/Description: Sprinkler System Piping and Valve Replacements

Procurement Method: Competitive Sealed Bid

Advertising Date: TBD

Estimate: 400,000

Client/Fund Source: Prince George's County MES Contract No. 2-16-4-27; 3507-1204

MBE Goal: 7%

Remarks: This project includes the installation of 4 fire sprinkler valves and sprinkler system piping replacement.



Pre-Solicitation Approval
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December 15, 2022

Item: 7

Type: Services over \$200,000

Group & Division: Environmental Operations

MES Procurement #: TBD

Project Name: Prince George's County Materials Recovery Facility

Title/Description: HVAC system replacement and duct cleaning at the Prince George's County Materials Recovery Facility

Procurement Method: Competitive Sealed Bid

Advertising Date: TBD

Estimate: \$400,000

Client/Fund Source: Prince George's County, MES Contract #2-16-4-27
Cost Center #3507-1204

MBE Goal: 14%

Remarks: As provided in CIP budget item, the 30-year-old roof mounted HVAC unit, VAV temperature blend, and system controls will be replaced. Additionally, the duct work on the pressure and return side will be cleaned.



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Item: 8

Type: Services over \$200,000

Group & Division: Water/Wastewater Engineering Division

MES Contract Number: 1-23-2-27-3

Project Name: Charlotte Hall Water Treatment Plant Upgrade

Title/Description: Design, bidding and construction management services for upgrades to the water treatment facility serving the Charlotte Hall Veterans Home

Procurement Method: SBR A/E Shortlist

Awarded To: WATEK Engineering Corporation, Gaithersburg, MD

Amount: \$487,678

Term: 40 months

Client/Fund Source: Special Funds: FY 2023 PAYGO Funds

MBE Goal: 37%

Remarks: The existing water infrastructure has multiple deficiencies. The treatment building is deteriorating, and Legionella has been detected in the distribution system. In addition, the Veterans Home Maintenance staff operates 3 salt-based softening units located throughout the facility. The monthly salt usage is excessive, and the backwash impacts the wastewater treatment plant. The delivery of salt to the 3 locations at the Home is an inefficient, labor-intensive method that poses a health and safety risk for residents and staff. This proposed upgrade will address these issues, implement improvements to the distribution system to enhance flexibility and reliability and provide a new, centralized water treatment system that will be operated by MES.