



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

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

BOARD OF DIRECTORS MEETING MINUTES

**MEETING 11-22
November 17, 2022**

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: Judge Frederic Smalkin, Chair
Robert Witt, II, Secretary (video)
Robert Neall, Treasurer
Dereck Davis, State Treasurer (video)
Marian Hwang, Esq. (video)
Shelley Heller (video)
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
Hament Patel

Melissa Slatnick
Steven King
Pamela Fuller
Jana Leech (video)
Casey Powers (video)
Joanna Kille

CALL TO ORDER

Judge Smalkin called the meeting to order at 9:32 a.m. Some Board members and staff were present at Maryland Environmental Service (MES) Headquarters, and other Board members and staff participated via Zoom video call. The meeting was streamed live to the public on YouTube.

MINUTES

Judge Smalkin requested discussion or a motion for the approval of the minutes of the Board meeting on October 20, 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. Dr. Glass' charges stemmed from his site visit to ECI. Ms. Frketic' s charges stemmed from site visits to Back River Wastewater Treatment Plant (WWTP) and associated meetings.

Dr. Glass then presented his list of external engagements. There were no site visits last month. Dr. Glass has spent time developing relationships with various colleges including the University of Maryland, and the Howard and Harford County Community Colleges. Agency personnel have participated in various recruitment events around the State including the Historically Black Colleges and Universities (HBCU) Marketplace, Greater Washington Region Clean Cities Coalition Career Fair, and the Ft. Meade Community and Veterans Job Fair.

On November 4, Dr Glass presented a Personal Finance Seminar for agency personnel. The agency also purchased six books referenced in the class for the lending library in the lounge. Four books have already been borrowed.

As part of the re-culturing effort, Ms. Leech set up the first Onboarding Pilot Peer-to-Peer introduction session. This program aims to introduce new employees to existing employees outside of their normal job duties to welcome them to the agency.

AGENCY ACTIVITY REPORT

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

FINANCIAL REPORT

Mr. Patel presented the preliminary Financial Statements for October 2022. Labor sales are now higher than last year, and higher than projected, especially in Environmental Operations. Overall, this is due to new projects, and lower vacancies. The agency has kept the fringe and overhead rate low, with little variance over the last few years.

HUMAN RESOURCES REPORT

Mr. Barzal presented the Human Resources (HR) Report. Agency representatives attended the Community and Veterans career job fair yesterday. They received many inquiries and resumes. A new HR Specialist will be starting next week. As of yesterday, the vacancy rate is 5.33%. The agency is on target to achieve the 5% or lower goal.

GROUP UPDATES

Mr. Barr presented the recent WWTP replacement at Woodstock Job Corp center. The new Membrane Bioreactor (MBR) system is nearly completed for a total cost of about \$9 million. It is capable of processing 50,000 gallons per day (gpd) of wastewater.

Mr. Ford reviewed the Midshore Regional Solid Waste system. The system consists of Talbot, Caroline, Kent, and Queen Anne's counties. It is an 80-year solution to solid waste management on the Eastern Shore. Under the current cooperative agreement, each county will host a regional solid waste facility for 20 years. The Midshore I landfill is in Talbot County and operated from 1991 to 2010. The Midshore II Landfill is in Caroline County and is currently planned to operate from 2010 to 2030. The Midshore III landfill will be in Queen Anne's County. The system also consists of a regional recycling program.

Ms. Slatnick presented winter activities at Baltimore Washington International Thurgood Marshall Airport. MES supports the Maryland Department of Transportation Maryland Aviation Administration providing deicing fluid collection system management. MES manages the glycol recovery and disposal operations. MES also manages the official snow recording station for the National Oceanic and Atmospheric Administration.

Ms. Dolinar discussed the Cox Creek expanded dike raising to +60 feet. This expansion will increase capacity at the site by an additional 8.5 million cubic yards. The dike raising project is expected to be completed by March 2024.

PROCUREMENT ITEMS

Ms. Crosby presented Item 1. The procurement is for rehabilitation of the collection system at Rocky Gap State Park. Warwick Supply & Equipment Co., Inc. will provide the services at a cost of \$1,449,885. There is a 20% MBE goal. Judge Smalkin made the motion to approve the item, Mr. Tanner seconded. No members were opposed. The motion passed unanimously.

Board of Directors Meeting
November 17, 2022
Page 4

Ms. Crosby presented Item 2. The procurement is for pavement replacement of the lower compost pad at the Harford County Solid Waste Center. American Asphalt will provide the services at a cost of \$393,543.15. There is a 10% MBE goal. Secretary Neall made the motion to approve the item, Mr. Tanner seconded. No members were opposed. The motion passed unanimously.

Ms. Crosby presented Item 3. The procurement is a change order with Gahagan & Bryant Associates for \$142,931.33. It is for engineering and technical assistance for the Poplar Island Environmental Restoration Project. There is a 9.3% MBE goal. Judge Smalkin made the motion to approve the item, Secretary Neall seconded. No members were opposed. The motion passed unanimously.

Ms. Crosby presented Item 4. The procurement is for stormwater remediation and management services for central Maryland. Concrete General, Inc. will provide the services at a total cost of \$2,000,000. There is a 29% MBE goal. Mr. Tanner 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 5. The procurement is for stormwater remediation and management services for central Maryland. HGS LLC (a RES Company) will provide the services at a total cost of \$2,000,000. There is a 29% MBE goal. Secretary Neall 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 6. The procurement is a change order with EARN Contractors, Inc. for \$718,000. It is for labor services at the Montgomery County Yard Trim and Compost Facility. There is a 30% MBE goal. Mr. Tanner made the motion to approve the item, Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Ms. Crosby presented Item 7. The procurement is for design, bidding, and construction phase services for upgrades to the Point Lookout State Park WWTP. Rummel, Klepper & Kahl, LLP will provide the services at a cost of \$499,672.58. There is a 29% MBE goal. Secretary Neall made the motion to approve the item, Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Ms. Crosby presented Item 8. The procurement is a change order with Synagro Central LLC for \$587,125. It is to accommodate an additional 3500 wet tons of materials at the Back River WWTP. There is a 12% MBE goal. It was noted that

Board of Directors Meeting
November 17, 2022
Page 5

Baltimore City has been paying its invoices. Secretary Neall made the motion to approve the item, Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Ms. Crosby presented Item 9. The procurement is for two Ford F-550 with mechanics service bodies and cranes for use at Hart Miller Island. Apple Ford will provide the vehicles at a total cost of \$329,109.20. There is no MBE goal. Secretary Neall made the motion to approve the item, Ms. Hwang seconded. No members were opposed. The motion passed unanimously.

Ms. Crosby presented Item 10. The procurement is for six Ford F-250 crew cab 4x4 pickup trucks for Hart Miller Island. Apple Ford will provide the vehicles at a cost of \$450,000. There is no MBE goal. Mr. Tanner made the motion to approve the item, Mr. Witt seconded. No members were opposed. The motion passed unanimously.

Secretary Neall requested to know how many vehicles owned by the agency are over 15 years old. Mr. Patel will provide that list.

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

LEGAL REPORT

Mr. Coleman reported that the legal office has been very busy supporting the agency with transactional matters.

Mr. Coleman asked for the Board's input on a scheduling matter. The resolutions creating the BEST, BEST Plus, and Executive Incentive programs do not require the HR Committee to first review the performance results or the payout recommendations. The resolutions only require the full Board to review the progress and approve the distribution. Mr. Coleman asked the Board members if they want to continue the practice of having the HR Committee review the performance results and the payout recommendations before being presented to the full board or if the agency management can present the results and recommendations directly to the full board in September or October. Ms. Hwang agreed that it might be more time efficient to present the BEST proposals to the full board, rather than to the HR Committee first. The Board agreed.

OLD/NEW BUSINESS

Dr. Glass expressed his condolences to the family of MES employee Douglas John who passed away last week.

The next meeting of the Board is Thursday, December 15, 2022, at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 11:10 a.m.



ROBERT L. WITT, II
SECRETARY



HONORABLE FREDERIC N. SMALKIN
CHAIR