



Lawrence J. Hogan, Jr., Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 1-15  
January 26, 2015**

**LOCATION:** Maryland Environmental Service  
259 Najoles Road, Millersville

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

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Cece Donovan  
Steve Tomczewski  
John Kane  
Pamela Fuller

**CALL TO ORDER**

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

**MINUTES**

Mr. Harkins requested approval of the minutes of the meetings of December 15, 2014 and January 2, 2015. Mr. Snee made the motion to approve the minutes and Mr. Simons seconded. The motion passed unanimously.

**DIRECTOR'S REPORT**

Since the January 2, 2015 conference call Board meeting, MES Legal and Administrative staff have continued to work on the land acquisition project. The sales contract was fully executed on January 12, 2015.

On December 19<sup>th</sup>, Beth Wojton, John O'Neill and Mr. Harkins met with Charlie Evans and Mark Belton of the Hogan Transition team at MES Headquarters. The meeting went well and several outstanding issues that face the agency were discussed. One such issue was natural gas production through fracking. Whereas the O'Malley administration was very reluctant to allow fracking of natural gas wells, it appears the Hogan administration will be more receptive to the practice. An MES working group has been assembled to evaluate MES' potential role. MES would not be participating in the extraction, but could be a resource to MDE, DNR, and other lead policy agencies should a spill or other environmental issue occur.

MES personnel attended the MACO Winter Conference in Cambridge from January 7<sup>th</sup> to 9<sup>th</sup>. About 50% of County elected officials were new to office. This was a good opportunity to introduce them to MES and the services it offers. Numerous follow-up contacts have been scheduled.

On January 13<sup>th</sup>, Mr. Harkins and Ted Street took Joe Bartendfelder, Secretary Designate of Agriculture, on a field trip to tour the Gettysburg Energy and Nutrient Recovery Facility. The facility is a gasification plant which gasifies chicken litter produced by 6 million egg-laying chickens near the facility. Mr. Bartendfelder will be talking with various stakeholders to discuss the feasibility of a similar plant in Maryland.

Safety awards were given at last week's monthly Safety meeting. In 2012 there were 16 sites with no accidents. That number rose to 21 in 2013 and there were 30 sites with no accidents in 2014.

**BUSINESS DEVELOPMENT**

Ms. Wojton advised that progress is being made on the Bleemke property, adjacent to MES headquarters. The life-estate parcel has been identified, a property inspection has been completed, and a perc test is scheduled for February.

The agency continues to respond to requests generated from the Winter MACO conference. Ms. Wojton has met with Island Companies, a land developer in Anne Arundel County. They wanted to see how they could work with MES. John Kane will be meeting with them to discuss shared use systems.

## **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

### **HUMAN RESOURCES**

Ms. Wojton reported there are 758 total positions, 706 active MES positions. There are currently 27 vacancies. There are 6 pending new hires for January/February. The vacancy rate after these new hires start will be 2.77%. A number of ex-employees have applied for new positions in recent months.

### **BEST UPDATE**

Ms. Wojton presented an update on the BEST 2015 goals. A number of goals have already been met, others remain on track. A significant emphasis has been placed on safety this year.

### **FINANCIAL REPORT**

The Financial Statements for December 2014 were presented to the Board. There was a 5% increase in labor sales due mainly to GIS, DNR Fisheries, and several new projects. Fringe & Overhead remain steady. Total Net Assets will soon be affected by the purchase of new vehicles. Cash and investments is up over last month due to the receipt of several project advances. The Plan v. Actual is looking good. Overhead variance is down a bit, due to expenses related to the new annex.

Ms. Irvin presented the Accounts over 120 days report.

- MTA – 2 invoices are in dispute. Backup is being provided.
- MDE – MDE needs BPW approval, and contract award before payment issued. The BPW will meet 2/18/15
- Montgomery County – this should be paid by the end of January.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for the supply, installation and maintenance of trees at Masonville Cove Restoration site by Lorenz, Inc. Mr. Addison made the motion to approve the Item, Mrs. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Items 2 through 5. This is a follow up to a competitive solicitation awarded in 2012 to four contractors for equipment rental and services related to hazardous waste management at Dundalk Marine Terminal and Hawkins Point Landfill. A

change order to one of those contracts is before the Board today. It was discovered that the original contracts did not go to the Board for approval. Mr. Coleman reported that the procurement was handled properly, but the approval of the expenditures by the Board was missed. It is believed, there was some confusion between this bid and another similar contract that was awarded around the same time. Ms. Fuller has created a database of procurement items submitted to the Board to help prevent this mistake from arising in the future.

- Mr. O'Neill introduced Item 2. This procurement was awarded to ACE Environmental Services. Dr. Streett made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.
- Mr. O'Neill introduced Item 3. The procurement was awarded to Clean Venture Inc. Mr. Adams made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.
- Mr. O'Neill introduced Item 4. The procurement was awarded to EQ Northeast, Inc. Mrs. Irvin made the motion to approve the Item, Mrs. Jenkins seconded. The motion passed unanimously.
- Mr. O'Neill introduced Item 5. The procurement was awarded to Mobile Dredging & Pumping Co. Dr. Streett made the motion to approve the Item, Mrs. Irvin seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for construction quality assurance services for the Midshore I closure cap. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. Simons exited the meeting at 10:00am. He re-joined the meeting at 10:02am during discussion of procurement item 7.

Mr. O'Neill introduced Item 7. The procurement is for laboratory analytical services in support of MPA dredging projects. Dr. Streett 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**

Mr. Coleman advised that the lawsuit filed in Montgomery County by an individual against numerous MES employees and board members is still ongoing. MES requested, and was granted an order dismissing all its officers, employees and units from the case. Mr. Lindsey, the Plaintiff,

has filed a Motion for Reconsideration. Mr. Selle is going to the Montgomery County courthouse today to get a copy of this motion.

Governor Hogan has issued his first executive order concerning ethics and State employees. It appears to be similar to ones issued by the last three Governors. The new Attorney General, Brian Frosh held his first meeting with his senior staff last week. No major policy changes are expected.

**OLD/NEW BUSINESS**

Mr. Harkins advised that he will continue to reach out to Governor Hogan's new staff as they are appointed.

Mr. Adams inquired into any new news concerning activities at Coke Point. Ms. Donovan advised that they have not heard anything for several months.

**ADJOURNMENT**

At 10:15 a.m. upon motion by Mrs. Jenkins, the meeting adjourned.



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



**JAMES M. HARKINS  
DIRECTOR**



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 2-15  
February 23, 2015**

**LOCATION:** Maryland Environmental Service  
259 Najoles Road, Millersville

**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 (phone)  
William B.C. Addison  
Leslie Jackson-Jenkins, Esq. (arrived at 10:05am)  
Joseph Snee, Esq. (phone)  
Talmadge E. Simons (phone)  
Ed Adams, P.E. (phone, left at 10:00am)

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Cece Donovan  
Steve Tomczewski  
John Kane  
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 meetings of January 26, 2015. Mr. Addison made the motion to approve the minutes and Mr. Snee seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

Ms. Harkins reported that MES budget hearings were held on February 11<sup>th</sup> in the House of Delegates, and February 16<sup>th</sup> in the State Senate. There were a few minor questions, but overall both hearings went very well.

Mr. Harkins will be meeting with two key staff members of Governor Hogan this week. He will first meet with Roy McGrath, the Governor's Liaison to the Board of Public Works, then with Mike Richard, the Governor's Deputy Chief of Staff who has oversight of the State's environmental agencies.

### **BUSINESS DEVELOPMENT**

The agency continues to respond to requests generated from the Winter MACO conference. In addition, the agency is sending letters to all newly elected county and municipal officials.

The agency received an email from the Town of Reading, Pennsylvania requesting a proposal for construction management services for its water treatment plant upgrades. Unfortunately, the Town is outside of the watershed area that directly impacts Maryland, and MES may be precluded from working there.

The agency has provided a proposal to UMCES for operation of the Horn Point Water Treatment Plant. The City of Crisfield has asked for a proposal for operations help.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. There were no questions.

### **GROUP UPDATES**

Ms. Donovan updated the Board on Stage 1 of the Cox Creek Expanded dredged material placement site. The current Stage 1 Feasibility study should be complete in the fall of 2015. Stage 1 includes demolition, construction, and relocation of facilities, geotechnical study and dike design, construction of upland dike and the possible raising of the existing DMCF dike, onshore remediation, mitigation, and community enhancement.

Mr. Tomczewski discussed the control system upgrades underway at the Eastern Correctional Institution Co-Gen plant. The project is in the late stages of design, with construction scheduled to begin in the summer or fall of 2015.

Mr. Kane discussed a possible new project, the Triumph Industrial Park WWTP. The Industrial park is located in North East, Maryland, and has a lagoon and traveling sand filter. MES is one of the few employers with operators familiar with this type of system. The project would require 1 to 1.5 MES positions to operate.

### **HUMAN RESOURCES**

Ms. Wojton reported there are 759 total positions, 710 active MES positions. There are currently 23 vacancies, and the vacancy rate is 3.03%. The vacancy rate after the pending new hires start will be 2.24%.

The Human Resources department has gathered some information regarding calendar year 2014 activities. There were 37 employees who took advantage of the tuition reimbursement plan. Two of them received Bachelor's degrees, and one received a Master's degree. One hundred and seventy six new employees were hired in 2014, mostly in TES, then Environmental Operations, followed by Water and Wastewater and Admin. There were 125 separations during this time: 67 resigned, 3 retired, 3 died, 4 reached the end of their contract term, and 48 were terminated. The goal for 2015 is to reduce this number and retain more employees.

### **FINANCIAL REPORT**

The Financial Statements for January 2015 were presented to the Board. There was a 5% increase in labor sales. Fringe & Overhead remain steady. Project variances look good. Total Net Assets will soon be affected by the purchase of new vehicles. Cash is down slightly from last month, as we begin to spend down the cash advances. The Plan v. Actual is looking good. Overhead variance is down a bit, due to expenses related to the new annex.

Ms. Irvin presented the Accounts over 120 days report.

- MTA, Montgomery County, and Brown Station –all PAID
- MEMA – expecting payment in early March
- PG County WAF – invoices submitted, awaiting payment

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for a competitive sealed bid for construction services for the Freedom WWTP ENR upgrade. This project has received BPW approval. 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 Schnabel Engineering Consultants to perform drilling, technical, environmental and asset management support services for SHA OMT. Mr. Snee made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Mr. Adams left the meeting at 10:00am.

Mr. O'Neill introduced Item 3. The procurement is for a competitive sealed bid for a trash interceptor to be constructed at the Masonville Cove culvert. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is to purchase various fleet vehicles from Apple Ford. There are many separate purchase orders for various vehicles to be used at various projects. The aggregate amount payable to Apple Ford exceeds \$250,000. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

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

### **LEGAL REPORT**

Mr. Coleman advised that the lawsuit filed in Montgomery County by an individual against numerous MES employees and board members is still ongoing. MES requested, and was granted an order dismissing all its officers, employees and units from the case. Mr. Lindsey, the Plaintiff, filed a Motion for Reconsideration. The judge has denied Mr. Lindsey's motion, so the MES defendants are out of the case. Other parties are still in the case.

Governor Hogan issued his first executive order concerning ethics and State employees. It is included in your books.

Leslie Jackson-Jenkins arrived at the meeting at 10:05 am.

Discussions have once again resumed with Carroll County for the Springfield Water Supply system.

### **OLD/NEW BUSINESS**

Mr. Harkins advised the progress continues to be made on the adjacent Bleemke property. The life estate portion of the property has been identified. The perc test is scheduled for February 28<sup>th</sup>.

Mr. Harkins handed out re-appointment packets required by the new administration for all Board members. He asked each Board member to complete the packets and return them to him. The agency will forward the completed packets to the Governor's office.

Mr. Coleman reminded the Board members that their annual Financial Disclosure statements are due by the end of April.

**ADJOURNMENT**

At 10:13 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**



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 3-15  
March 23, 2015**

**LOCATION:** Maryland Environmental Service  
259 Najoles Road, Millersville

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

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

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Cece Donovan  
Steve Tomczewski  
John Kane  
Pamela Fuller  
Chris Garrigan  
Bernard Penner  
Ellen Frketic

**INSPIRE RECIPIENTS:** (all left at 9:50am, after the presentation of the Inspire Awards)

Sharon Merkel (photographer)	Kristen Keene
Megan Simon	Cassandra Carr
Liane Hartleb-Kagarise	Maura Morris
Al West	Beth Kivela
Kenna Oseroff	John Mirabile
Amanda Peñafiel	Meril Weimer
Robert Natarian	Marilyn Weimer
Dave Peters	

**CALL TO ORDER**

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

**INSPIRE**

Mr. Harkins and Group Executive Directors presented this quarter's Inspire awards to the recipients. The recipients and their extraordinary deeds are described in the Inspire Awards handout.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of February 23, 2015. Mr. Simons made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously.

**DIRECTOR'S REPORT**

Mr. Harkins met with Roy McGrath, the Governor's Liaison to the Board of Public Works on February 25<sup>th</sup>.

The Bleemke property has passed the perc test.

All of the MES budget hearings went well.

Mr. Harkins attended the SWANA Zero Waste conference in New Orleans last week.

A bill was introduced by Senator George Edwards, and the Western Maryland delegation that would have required the State to pay for work done by Lakes Entertainment at Rocky Gap State Park & Casino. Written testimony was provided at the hearing. Senator Edwards withdrew the bill.

**BUSINESS DEVELOPMENT**

Ms. Wojton reported that the agency continues to reach out via email, letters, and calls, to new county and municipal officials, explaining the services that MES can provide. Several proposals are in the works.

**AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. There were no questions.

**GROUP UPDATES**

Ms. Donovan discussed an agreement with the Baltimore County Department of Public Works and the County Department of Environmental Protection and Sustainability. The agreement is for \$6 million over four years. The contract covers: environmental management and compliance support, environmental planning and engineering services, environmental construction services, and GIS, GPS and environmental data management services.

Mr. Tomczewski discussed the Montgomery County Recycling Center upgrades. Phase I is to replace the Feed Conveyor. This should be done by autumn, 2015. Phase II is for a new Paper Sort Line. All the improvement will be done while the facility remains open.

Mr. Kane, Mr. Penner and Ms. Frketic discussed the Southern Hills Shared Use project. A shared use system is comprised of one or more properties using a smaller wastewater treatment system, rather than feeding into the larger systems. The State greatly restricts septic fields for new development. MDE regulations require these shared systems to have a controlling authority that is not the homeowner's association. The agreements require several components:

1. An agreement with the developer, detailing how the system will be built, operated and updated;
2. An agreement with the County that designates MES as the operator and controlling authority;
3. An agreement with the homeowners.

MES will have approval over the design of the system, and will be responsible for operating and maintaining the system once it is completed. MES will also bill the customers directly for service. MES currently bills customers of the Darlington Water system. Southern Hills will be comprised of 24-25 units. The system will cost approximately \$1 million.

Mr. Kane also discussed the Enclave at Riverside, another shared use system that MES operates. This system is a 4 unit condo building, with a septic tank and drain field. The County has designated MES as the controlling authority, all documents are in place, and MES bills the Condo Association.

Resolution 15-03-1R was introduced, authorizing MES to be the controlling authority for the Southern Hills Shared Use System. The final agreements are still be negotiated. Mr. Addison made the motion to approve the Resolution, Ms. Irvin seconded. The Resolution was approved by all members present with the exception that Ms. Jenkins abstained.

### **HUMAN RESOURCES**

Ms. Wojton reported there are 751 total positions, 707 active MES positions. There are currently 25 vacancies, and the vacancy rate is 3.33%. The vacancy rate after the pending new hires start will be 2.4%.

### **FINANCIAL REPORT**

The Legislative auditors will arrive at MES tomorrow. They will be onsite for 2-3 months. They will be auditing records from December, 2011 to the present.

The Financial Statements for February 2015 were presented to the Board. There was a 5% increase in labor sales. BWI had 17 deicing events this year (tying the previous record). Fringe is up over \$1M, due mainly to the numerous snow days. Project variances look good. The Plan v. Actual is looking good. Revenue projections for the year will be exceeded. "Other" is up due to fleet fuel savings of 25% over this time last year.

Ms. Irvin presented the Accounts over 120 days report. Only one customer this month, P.G. County. The County indicates they have submitted the invoice for payment.

Mr. Harkins mentioned some unusual events this winter due to the snow. The channels leading from the Landbases to Hart Miller and Poplar Islands were frozen over for about two months. Once personnel were able to return to the islands, they found electrical outages, and frozen pipes. Damages are being repaired.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for the second renewal period of the contract with Premium Power Services, LLC for maintenance of the ECI Co-Gen. Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for installation of a new membrane wastewater treatment plant by American Contracting and Environmental Services, Inc. at the Charlotte Hall Veterans Home. The contract has been approved by the Board of Public Works. Ms. Jenkins 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 articulated haulers. One hauler is for the Cox Creek DMCF, and the other is for Masonville DMCF. 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 laboratory services from QC Laboratories Inc. Ms. Irvin made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is to purchase various vehicles for MPA from Apple Ford. The aggregate amount payable to Apple Ford exceeds \$250,000. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

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

### **LEGAL REPORT**

Mr. Coleman reminded the Board members that their annual Financial Disclosure statements are due by the end of April. The legal office has been busy with many transactional matters, including the Southern Hills shared use system. Many hours were also spent on Senate Bill 825, concerning Rocky Gap. Five Assistant Attorney General's from 5 different agencies reviewed this bill. There were many concerns.

### **OLD/NEW BUSINESS**

Ms. Donovan extended an invitation to the Board members to attend the annual terrapin release at Poplar Island on July 17<sup>th</sup>.

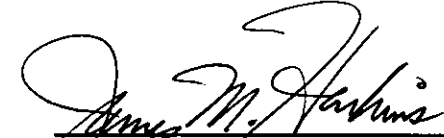
Mr. O'Neill mentioned that solar panels were being installed above the parking lot at headquarters starting in April.

The next meeting is April 27<sup>th</sup>. The Audit committee will meet at 9:30am, followed by the regular board meeting at 10:30.

### **ADJOURNMENT**

At 11:00 a.m. upon motion by Mr. Addison, the meeting adjourned.

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

  
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JAMES M. HARKINS  
DIRECTOR



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 4-15  
April 27, 2015**

**LOCATION:** Maryland Environmental Service  
259 Najoles Road, Millersville

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

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

**DIRECTORS ABSENT:**

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

**CALL TO ORDER**

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

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of March 23, 2015. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously.



### **DIRECTOR'S REPORT**

MES operates the Cox Creek DMCF for MPA. MES will be managing the 93 acre expansion which was just recently approved by the BPW. MPA had been leasing a portion of the NW corner to a recycler, Bronson Co. who stockpiled large amounts of yard waste. The owner recently passed away and the affairs of the business were being handled by a law firm. MPA has been working with the firm to remove the material. On Saturday 3/28 and Monday 3/30 small amounts of smoke were detected coming from the stockpile. The fire department was able to stop it. MPA, various departments within MES and the Anne Arundel County Fire Dept. met to develop a plan. On Thursday, 4/2 a very large pile caught fire. Dredging and Ops worked with the fire department to break down and spread out the materials so the fire could be extinguished. After several days, the fire was eventually put out. MES continues to work to reduce the pile, spread out the material, and have it moved off-site.

Mr. Harkins has been attending Spring Flings throughout April and May. MES will be celebrating the 45<sup>th</sup> anniversary of its creation on July 1<sup>st</sup>. The "MES Parking Lot Solar Information" summary was handed out. The project is being funded by Constellation. Construction is expected to be completed by June 30<sup>th</sup>.

### **REGULATION CHANGES**

Mr. Coleman introduced two regulation changes requested by the agency. The first change would remove the Election Day leave permitted by COMAR 14.27.02.15. With the additional of numerous absentee and early voting options, this leave is no longer necessary, and few employees had utilized it in the past.

The second change was to Procurement regulation 14.27.03.06 concerning small procurements. The agency would like to increase the dollar limits for small purchases, bringing them in-line with the State limits. The changes are attached.

Dr. Streett made the motion to approve the regulation changes, Mr. Simons seconded. The motion passed unanimously.

### **BUSINESS DEVELOPMENT**

Jim Stonesifer has started visiting MES clients again. He is discussing the whole list of services MES can provide.

Ms. Wojton has attended two MML regional dinners, and will attend the MML conference in June. A vendor has requested a proposal from MES for work at the Annapolis Energy Park. They have also asked for a separate proposal to provide sludge management services. A resort near Gettysburg in PA had contacted John Kane requesting operational

assistance. Due to concerns about the commitment by the owner to make required upgrades, MES management decided not to submit a proposal to operate this facility.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. There were no questions.

Donna Oliff, Doug Myers, Rex Bowman, and Thom Riley joined the meeting at 11:02.

### **GROUP UPDATES**

Ms. Donovan discussed the expansion of work at Poplar Island. MPA has requested, and the Board of Public Works has approved, the fourth expansion. The project will run until 2043 and cost about \$1.43 billion.

Mr. Tomczewski discussed gas testing at the Midshore II Landfill. Tier II testing was conducted and found lower concentration of NMOC than Tier I modeling. This will allow MES to defer the installation of a \$500K landfill gas collection and control system as well as \$75K per year in operating costs. Total actual savings over the life of the landfill is \$150K.

Mr. Kane and Ms. Wojton discussed proposed changes to the Operator in Training (OIT) program. In response to requests from employees, the entire OIT program has been reviewed. OITs were finishing the program, but were not well prepared to be Operators.

Doug Myers discussed the many factors considered in revising the program. Ms. Oliff discussed changes to the recruitment process and pre-employment screening. Mr. Bowman detailed the exact changes to be made to the program, and the new requirements for OITs. Mentors will be selected and trained for each OIT. Mr. Riley discussed changes to the academic portion of the training. There are currently 30 OITs in the program. The OIT team will meet with each one to place them exactly where they need to be in the new program.

MES Personnel Policy 8.03 was introduced for approval. Ms. Irvin made the motion to approve the policy change, Mr. Snee seconded. The motion passed unanimously.

Donna Oliff, Doug Myers, Rex Bowman, and Thom Riley left the meeting at 11:40 am.

### **HUMAN RESOURCES**

Ms. Wojton reported there are 757 total positions, 705 active MES positions. There are currently 25 vacancies, and the vacancy rate is 3.30%. The vacancy rate after the pending new hires start will be 2.51%.

### **FINANCIAL REPORT**

Mr. Simons discussed the Audit Committee meeting held earlier this morning. SB & Co. provided their Scope of Services. The MES internal auditor, Diana Olson, presented her audit and investigative findings. A discussion regarding a modification to the way change orders are approved was discussed. Management is going to provide a new policy on when change orders need Board approval. It will be presented at the next meeting.

The Financial Statements for March 2015 were presented to the Board. Labor sales are up over \$1M from last year. An additional snow day in March has affected Fringe. Project variances look good. The Plan v. Actual is looking good. Revenue projections for the year will be exceeded. There are currently no accounts over 120 days due.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for a replacement track dozer for the Midshore II Landfill. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for Anchor QEA to provide exterior monitoring services at Pearce Creek Dredge Material Management Facility. 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 senior advisory services for the State's Dredged Material Management Program. Dr. Streett made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for KCI to provide services for the MPA Stormwater Master Plan. There is a 5.2% MBE goal. Mr. Adams made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is to relocate the Cox Creek campus operations. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for demolition of the Cox Creek uplands area. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is an emergency procurement for removal of stockpiled organic yard waste from the Cox Creek upland site. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is for general labor services provided by Tito Contractors at Montgomery County project sites. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 9. The procurement is for hauling of biosolids by Agri-Services Corp from the Freedom District WWTP. Mr. Adams made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 10. The procurement is for Masonville Cove substrate improvements placed by Corman Marine Construction. Dr. Streett made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 11. The procurement is for unarmed security services provided by 2916 Protective Guard Services at the BCRRF and CAF. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed with 8 in favor; Mr. Adams abstained.

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

### **LEGAL REPORT**

Mr. Coleman reported that the Bleemke property is scheduled for settlement this week. The documents for the Southern Hills Shared Use system will also be finalized this week. Mr. Coleman is currently reviewing recently passed legislation, especially changes to the Public Information Act. Financial disclosure statements are due this week to the State Ethics Commission.

### **OLD/NEW BUSINESS**

The next meeting will be May 18<sup>th</sup> at the Cox Creek or Masonville facilities.

### **ADJOURNMENT**

At 12:10 p.m. upon motion by Dr. Streett, the meeting adjourned.

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

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



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 5-15  
May 18, 2015**

**LOCATION:** Maryland Environmental Service  
259 Najoles Road, Millersville

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

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

**DIRECTORS ABSENT:**

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Cece Donovan  
Steve Tomczewski  
John Kane  
Pamela Fuller  
Chris Garrigan  
Hament Patel

**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 April 27, 2015, and the Audit committee meeting minutes. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

There was an accident at the ECI Co-Gen facility on May 7<sup>th</sup>. An employee of GE, the subcontractor working on the electrical control upgrades at the facility was killed. There was no interruption in power to the prison, and no MES or ECI employees were involved or injured in the incident. MOSH continues to investigate.

Ed Adams joined the meeting at 9:35am. The last of the spring flings was conducted on May 7<sup>th</sup>. Governor Hogan may be attending the ribbon cutting after the completion of the solar array in the headquarters parking lot, sometime in late June. Settlement was held last week on the Bleemke property. We will offer a walking tour of the property at the next board meeting to be held at headquarters. Mr. Harkins is still awaiting word from the Governor's office on the status of board members' appointments.

### **BUSINESS DEVELOPMENT**

Ms. Wojton continues to attend MML and MACO events and meetings, including the upcoming annual MML conference. A developer of manufactured housing communities has approached MES for a proposal to operate a system in Anne Arundel County. John Kane is working on this.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. There were no questions.

### **HUMAN RESOURCES**

Ms. Wojton reported there are now 767 total positions. The vacancy rate is 4.82%. The vacancy rate after the pending new hires start will be 3.39%. Ten new positions have been added by TES.

### **FINANCIAL REPORT**

There are currently two customers on the Accounts over 120 days report, both have promised that payment is on the way. The Financial Statements for April 2015 have not been completed yet. The Plan v. Actual report was reviewed. Labor sales are still up over \$1M from last year.

**PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for hydrilla control services in Deep Creek Lake. Mr. Snee made the motion to approve the Item, Mrs. Irvin seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for storm drain inspection and repair services related to hazardous waste management at Dundalk Marine Terminal (DMT) and Hawkins Point (HP). Ms. Jenkins made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for equipment rental and services (with operators) related to hazardous waste management at Dundalk Marine Terminal (DMT) and Hawkins Point (HP). Mr. Snee made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for equipment rental and services related to hazardous waste management at Dundalk Marine Terminal (DMT) and Hawkins Point (HP). Mr. Adams made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for manpower services related to hazardous waste management at Dundalk Marine Terminal (DMT) and Hawkins Point (HP). Dr. Streett made the motion to approve the Item, Mrs. Irvin seconded. The motion passed unanimously.

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

**LEGAL REPORT**

Mr. Coleman reported that the Bleemke property settled last week. The documents for the Southern Hills Shared Use system were also finalized last week.


**OLD/NEW BUSINESS**


The next meeting will be June 15<sup>th</sup> at the Masonville facility. There will be a tour there, and at the Cox Creek facilities. A tentative schedule is in the materials. The Human Resources committee will meet at 8:30am.

Ms. Donovan invited the board to the terrapin release at Poplar Island on July 17<sup>th</sup>.

ADJOURNMENT

At 9:50am upon motion by Mr. O'Neill, the meeting adjourned.

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

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





Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 5b-15  
May 28, 2015**

**LOCATION:** Maryland Environmental Service  
259 Najoles Road, Millersville

**TIME:** 9:15 a.m.

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

**DIRECTORS ABSENT:** Joseph Snee, Esq. (phone) (see note below)  
Ed Adams, P.E. (phone) (see note below)

**OTHERS PRESENT:** Sean L. Coleman, Esq.  
Cece Donovan  
Pamela Fuller

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 9:15 a.m.

Mr. Harkins thanked everyone for joining the meeting on such short notice.

Mr. O'Neill explained that because of the changes recommended by the audit committee, a change order for over \$250,000 needs approval before the next regularly scheduled meeting. Ms. Donovan explained that the original contract was for \$9.785 million. A survey conducted prior to further dredging discovered additional channel materials that need to be removed. The Port does want to have this additional material removed. The work will add 10 days to the existing contract, for an additional cost of \$845,010. This work needs to be completed within the next few weeks. The dredging will occur in the area leading up to Dundalk and Seagirt Marine Terminals.

Dr. Streett made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

**ADJOURNMENT**

At 9:20am upon motion by Mr. O'Neill, the meeting adjourned.

NOTE: Mr. Adams and Mr. Snee attempted to join the meeting at 9:22am, just moments after it adjourned. They expressed their support for the item.



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



**JAMES M. HARKINS**  
**DIRECTOR**



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 6-15  
June 15, 2015**

**LOCATION:** Maryland Environmental Service  
Masonville Cove DMCF  
1000 Frankfurst Ave. Baltimore, MD

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

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

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Cece Donovan  
Steve Tomczewski  
John Kane  
Pamela Fuller  
Chris Garrigan  
Mike Miller  
Sean Kiernan, MPA (a portion of the meeting)

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 9:45 a.m.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meetings of May 18<sup>th</sup> and 28<sup>th</sup>, 2015. Dr. Streett made the motion to approve the minutes and Mr. Snee seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

Mr. Harkins advised that Energy Answers has expressed renewed interest in MES assisting with a Waste to Energy facility at Fairfield. MES initially met with Energy Answers in 2010. Last week the Governor's office coordinated a meeting with several parties to the project. A meeting with Carroll County is scheduled for later today at which the County's potential interest in the project will be discussed. All costs incurred by MES will be paid by Energy Answers.

On June 1<sup>st</sup>, Mr. Harkins met with the Greater Baltimore Wilderness Coalition to kickoff an initiative to use public lands in urban areas for wildlife habitat.

On June 4<sup>th</sup>, Erin Lanagan, Chief of Compliance was honored at the YWCA Tribute to Women and Industry ("TWIN") dinner.

Harford County has asked MES to take over operation of its solid waste projects. There have been discussions with the County for several years regarding ways in which MES could assist the County. MES is currently building a solid waste transfer facility in Baltimore County for use by Baltimore County and Harford County. Harford County asked for a proposal from MES to take over all solid waste operations. Due to the sensitive personnel issues related to this proposal, the County asked MES to treat the discussions with a high level of confidentiality. This proposal has now been accepted, and on June 10<sup>th</sup>, MES met with Harford County employees and employee union leaders affected by this change. MES will assist the County as it moves employees into other positions, and will work to hire many County employees. MES estimates it will save the County approximately \$179,000 just in labor costs alone.

### **BUSINESS DEVELOPMENT**

Ms. Wojton reported that in addition to renewed discussions with Energy Answers, MES is also in talks with Energy Works on a chicken litter gasification project.

MES is discussing with officials of Queen Anne's County the services it can provide through the Water and Wastewater Group.

MES personnel have been talking with a property developer in Rising Run about assisting with water and wastewater services. MES staff are continuing to meet with existing customers.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. Questions were addressed regarding the oyster reef construction project.

**HUMAN RESOURCES COMMITTEE**

Mr. Snee advised that the Human Resources Committee, consisting of Jim Harkins, Ed Adams (via telephone), Richard Streett, Beth Wojton and himself, met at 8:30 this morning. They discussed, and unanimously approved, three items to be presented to the Board now.

Mr. Snee introduced Resolution 15-06-1R. The resolution will raise the per diem paid board members who do not hold public office, to \$975 per meeting. This amount will be paid to those members who are appointed, qualify and begin a term after the effective date of this Resolution. The per diem rate has not been increased in 4 years. Mr. Snee moved to approve the Resolution, Dr. Streett seconded. The resolution passed unanimously.

Mr. Snee introduced Resolution 15-06-2R. The resolution will allow the agency to make a discretionary Employer Profit Sharing Contribution to the 401k Plan of qualifying employees in the amount of 2%. This is in addition to the 3% already approved. This increase will be in effect for FY16. Mr. Snee made the motion to approve the Resolution, Dr. Streett seconded. The resolution passed unanimously.

Mr. Snee also moved that employees who do not participate in the agency 401k program, will be able to receive from the agency during FY 2016, savings bonds equal to 2% of their salary. MES management will determine which employees are eligible and how the savings bonds will be purchased. Mr. Snee moved to approve the action, Dr. Streett seconded. The motion passed unanimously.

Mr. Snee introduced Resolution 15-06-3R. The resolution will increase the number of hours available for reimbursement through the leave buy-back program to 120 hours. This change was requested by employees at the Spring Flings. Mr. Snee moved to approve the resolution, Mr. Simons seconded. The resolution passed unanimously.

**HUMAN RESOURCES**

Ms. Wojton reported there are now 767 total positions. The vacancy rate is 3.78%. There are currently 29 vacant positions, with 10 new-hires pending. The vacancy rate after the pending new hires start will be 2.48%. The agency continues to receive many qualified applications for each position.

**FINANCIAL REPORT**

Ms. Irvin presented the 2016 Financial Plan. Labor sales are estimated to be up over a half a million dollars. The Overhead rate is estimated to decrease by 0.5%. Overhead expenses will increase, mainly due to some IT upgrades. The oil recovery program has been knocked back for next year. Income from Operations is expected to be higher than last year. The Harford County solid waste projects are not included in the Plan.

**PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for a landfill gas collection system at Clements Landfill. Ms. Jenkins made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is a contract renewal with McGill Environmental Systems to haul dewatered biosolids from Piney Orchard WWTP. Ms. Irvin made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for upgrades to the sludge treatment and processing facilities at Freedom WWTP. Dr. Streett made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is a contract renewal with Tito Contractors for temporary labor services at Baltimore County WAF and CAF. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for a fiber sorting system at the Montgomery County MRF. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for an engineered steel frame building at the Montgomery County MRF to store fiber bales. Dr. Streett made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for a combined heat and power system for the MCI Hagerstown facility. Ms. Jenkins made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is a change order with Anchor QEA for air emissions work at DMT and other MPA facilities. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 9. The procurement is a contract renewal with Doug Clark to haul biosolids from Cambridge WWTP to Dorchester County Landfill. Dr. Streett made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 10. The procurement is for a Peterson 4710 B Horizontal grinder for wood waste. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

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

### **LEGAL REPORT**

The attorney representing GE has requested documents from MES following the accident involving its contractor at ECI last month. The legal office is reviewing and preparing a response to this request. The MOSH investigation continues. On a related note, Mr. O'Neill mentioned he will be in a meeting later today with GE to discuss resuming activity on this project. All work had stopped after the accident.

The NRLB is still investigating Tito Contractors. They have requested to speak with another MES employee. MES is not a subject to this investigation.

Mr. Coleman noted that this is the 301<sup>st</sup> board meeting he has attended.

### **OLD/NEW BUSINESS**

The next meeting will be July 20<sup>th</sup>. It will be a conference call meeting. Mr. Snee inquired if future board meetings could be scheduled on a different day of the week. Mr. Addison has a conflict during the months of January through March, but for the rest of the year a different meeting day would be fine. Meetings in the past were held on Thursdays.

Shawn Kiernan, Chief, Dredging Programs and Project Development, Maryland Port Administration Harbor Development, welcomed everyone to Masonville, and thanked the board for including him at today's meeting and tour.

Leslie Jackson-Jenkins left the meeting at 10:45 am.

### **MASONVILLE DMCF PRESENTATION**

Mike Miller welcomed everyone to Masonville. It has been 5 years since the Board had visited Masonville, and a lot has occurred. Mr. Miller then discussed various aspects of the projects. The presentation is contained in the Board files.

Ms. Donovan then discussed recent activity at Cox Creek, which the Board will see on the tour.

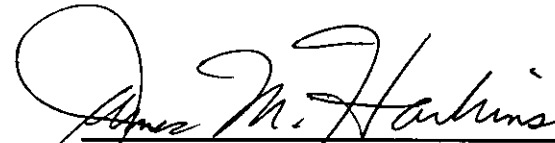
### **ADJOURNMENT**

At 11:06 am upon motion by Dr. Streett, the meeting adjourned.

**SITE TOUR**

The Board members and MES and MPA staff then boarded a bus to tour the Cox Creek facility and then return to the Masonville Cove facilities for lunch. No official business was conducted during the tour. While at Cox Creek Dave Bibo of the MPA Harbor Development staff welcomed the MES group.

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

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





Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 7-15  
July 20, 2015**

**LOCATION:** Maryland Environmental Service  
Conference Call

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

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

**DIRECTORS ABSENT:**

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

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. O'Neill at 9:30 a.m. Because Mr. Harkins was participating by phone Mr. O'Neill was authorized to chair the meeting.

**MINUTES**

Mr. O'Neill requested approval of the minutes of the meeting of June 15, 2015. Mr. Snee made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously. Mr. Adams joined the meeting at 9:34, just after the vote.

### **DIRECTOR'S REPORT**

Mr. Harkins advised that the Harford County Solid Waste transition is going well. The Environmental Operations Group and Human Resources have been busy conducting employee interviews. MES is about to conduct the Customer Satisfaction survey at the County's main landfill.

Mr. Harkins will be scheduling a meeting with the new State Highways Administration administrator.

### **BUSINESS DEVELOPMENT**

Ms. Wojton advised that MES is moving forward with hiring of Harford County solid waste employees. Water and Wastewater is following up on several new potential leads including: Northern High School WWTP, Charles County, and Trimac water plant.

Mr. Adams inquired about Energy Answers project mentioned at last month's meeting. Mr. Harkins responded that he attended a meeting with several Carroll County Commissioners and they seem interested in the project. Talks are ongoing.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

### **HUMAN RESOURCES**

Ms. Wojton reported there are now 824 total positions. The vacancy rate is 8.86% due to the new Harford County positions. Of the 73 vacant positions, 43 of them are in Harford County. Those positions will be filled and become active by August 31<sup>st</sup>.

### **FINANCIAL REPORT**

The June figures have not been closed out yet. Attached are the May Financials. Labor sales are up by more than \$3.1 million over this time last year. Fringe and Overhead remain up due to the increase in labor. "Unrestricted Net Assets" are down and "Invested in Capital Assets" are up due to the purchase of the Bleemke property. A large portion of the Cash and Investments is project advances, particularly from MPA. Overall the agency has been very busy, and is doing very well.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for unarmed security services provided by Stronghold Security at the Montgomery County Yard Trim Composting Facility and

**BOARD OF DIRECTORS MINUTES  
MEETING 7-15  
JULY 20, 2015  
PAGE 3**

Oaks Landfill. Ms. Irvin made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for engineering services to be provided by Watek Engineering Corp. for the Cheltenham Youth Detention Center WWTF improvements. This contract received BPW approval last week. 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 installation of a new membrane WWTP at the Southern Maryland Pre-Release Unit. M2 Construction, LLC submitted the most favorable bid. This item received BPW approval last week. The MBE goal is 10%. Mr. Simons made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for a horizontal grinder for the Montgomery County Tubgrinding operations. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for a Wheel Loader for the Montgomery County Yard Trim Composting Facility. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for another Wheel Loader for the Montgomery County Yard Trim Composting Facility. Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for hazardous and non-hazardous waste transportation from Hawkins Point and Dundalk Marine Terminal by US Ecology. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is for Fairfield Marine Terminal wet basin filling. Ms. Irvin made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 9. The procurement is for a new contract with Voya Reliastar for Short and Long Term Disability Insurance and Employee Term Life Insurance. Ms. Jenkins made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks. Several questions were addressed.

**LEGAL REPORT**


The legal office continues to work on numerous transactional issues, including the Harford County agreements, and several contractor performance issues. Mr. Coleman and Mr. Harkins met with the owners of the Rocky Gap Casino to discuss their claim.


**OLD/NEW BUSINESS**

The next meeting will be at MACO in Ocean City on Thursday, August 13<sup>th</sup> at the Clarion Resort and Conference center. The Reception will be late Wednesday afternoon, also at the Clarion.

**ADJOURNMENT**

At 10:07 am upon motion by Mr. Snee, the meeting adjourned.

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

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



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 8-15  
August 13, 2015**

**LOCATION:** Clarion Resort Fontainebleau Hotel  
Ocean City, Maryland

**TIME:** 8:30 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. (via phone)  
William B.C. Addison  
Joseph Snee, Esq.  
Talmadge E. Simons

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

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

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 8:30 a.m.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of July 20, 2015. Dr. Streett made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously.

### **DIRECTOR'S REPORT**

The National Procurement Institute presented MES' procurement department with the 2015 Annual Achievement of Excellence in Procurement Award. The procurement department has been working to revise their regulations and policies to be in line with National Procurement Institute standards. Mr. Snee recommended an Inspire award for Procurement staff.

Mr. Harkins has been working with MES staff and representatives of the Rocky Gap Casino to resolve an ongoing dispute. The dispute involves compensation for work done in the parking lot area of the resort. County Commissioners and members of the Legislature have contacted him about the matter.

### **BUSINESS DEVELOPMENT**

Ms. Wojton advised that the Harford County Solid Waste transition is going well. The Customer Satisfaction survey was conducted at the County's main landfill last Saturday. The results were good. The survey will be repeated in six months. Mr. Harkins added that Beth Wojton, Steve Tomczewski, John O'Neill and Janet Irvin are doing a great job pulling the Harford County project together. Many Harford County employees have been brought on, while still using the MES hiring standards. Carroll County is interested in a similar project. MES does not currently have the resources at this time to undertake a similar project, but Carroll County remains interested.

Jim Stonesifer continues to do many customer service check-ins with various MES clients.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

Ms. Donovan advised that bids are under review for the Cox Creek demolition and disposal project. All of the bids have come in considerably under the original estimate. They are being closely reviewed. Mr. Tomczewski advised that Prince George's County has issued a Notice to Proceed to double the size of the food waste composting project.

### **HUMAN RESOURCES**

Ms. Wojton reported there are now 825 total MES positions. The vacancy rate is 9.45% due to the new Harford County positions, which will become active by August 31<sup>st</sup>. There are 39 new hires in the process for August/September, with 15 starting yesterday.

### **FINANCIAL REPORT**

The outside auditors are working on the end of year figures right now. Next week the Executive Staff is meeting with the Legislative auditors. Ms. Irvin presented the Major Accounts Over 120 Days Report.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for Hart Miller Island unloading pier demolition, and repairs to the crane pier. Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for labor services provided by Tito Contractors at the Montgomery County Recycling Facility, due to increased tonnages coming to the facility. Mr. Simons made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is to replace a 25 ton articulated hauler at the Cox Creek DMCF. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for geotechnical services for subsurface TMDL tasks as requested by SHA OMT. The MBE on this work is 25.22%. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

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

### **LEGAL REPORT**

The Office of Attorney General continues to work on numerous transactional issues, including the Harford County agreements, and an agreement between MES, DNR, and MPA for public access to the south cell of Hart Miller Island.

### **OLD/NEW BUSINESS**

The next meeting will be September 28<sup>th</sup> at MES Headquarters. The Audit Committee and the Human Resources Committee will meet prior to the regular meeting.

Mr. Snee inquired as to the status of the Bleemke property. Mr. Harkins advised that the property has been purchased, but is not being put to use yet. MES has built a fence, and performs maintenance on the property. The Annex property has been leased for five years. The


agency is also waiting to see what the State decides to do with the Crownsville property. MES is currently storing equipment and vehicles at Crownsville that may be moved to the Bleemke property. The property may also be developed into parking. The solar project at Headquarters will be finished this month.

Ms. Donovan advised of an avian mortality event at Poplar Island. This is not uncommon this time of year. Two hundred and twenty birds were found dead, 217 of them were cormorants. This happens when too many hatchlings are in the same area. They are also watching for signs of avian flu which is expected to reach Maryland by fall.

Mr. Snee extended his congratulations on another successful MACO Reception last night.

**ADJOURNMENT**

At 9:29 am upon motion by Mr. Snee, the meeting adjourned.

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

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





Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 9-15  
September 28, 2015**

**LOCATION:** Maryland Environmental Service Headquarters  
259 Najoles Road, Millersville

**TIME:** 10:30 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. (out at 12pm)  
William B.C. Addison  
Joseph Snee, Esq. (via phone) (out at 12pm)  
Talmadge E. Simons  
Ed Adams, P.E

**DIRECTORS ABSENT:**

**OTHERS PRESENT:**

Beth Wojton  
Sean L. Coleman, Esq.  
Cece Donovan  
Steve Tomczewski  
John Kane  
Pamela Fuller  
Chris Garrigan

**SB& Company** (out at 10:50 am)  
Graylin Smith  
Monique Booker  
Sisilia Mo

**Inspire Recipients** (out at 10:45am)  
Dave Czawlytko  
Alexander Galbreath  
Hament Patel  
Mary Proctor  
Laura Younker  
Casey Powers  
Mike Hugel  
Lincoln Tracy  
Bruce Pepper  
Jeff Fried  
John Landbeck  
Scott Kearney  
Mark Hicks

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 10:33 a.m.

**INSPIRE**

The following MES employees were presented with Inspire awards for Extraordinary Service. (employees in Bold were present to receive the award on behalf of their groups who were not present) Details are included in the handout.

- **Dave Czawlytko** – *Harford County Solid Waste Project*
- Jason Bear and **Alexander Galbreath** – *Harford County Solid Waste Project*
- **Hament Patel, Mary Proctor**, Brooke Keplinger, Harry Burman, Donald Gittings, Maria Bowman, Sarah Schunick-Baney, Donna Oliff, Amy Ledford, **Laura Younker**, Melissa Marshall, Brenda Gibson, Nick Kuba, Brian Rinehart, **Casey Powers, Mike Hugel**, Ray Rubio – *Harford County Solid Waste MES Opening Support*
- **Lincoln Tracey, Bruce Pepper, Jeff Fried, John Landbeck**, Marnie Dolinar, John Mirabile, Robert Natarian, Janel Fishpaw, Rocky Debraccio, Joseph Drescher, Thomas Minton, Robert Jordan, Scott Mister, Michael Wilson, Larry Walsh, John Carnes, Lawrence Wheeler, Curtis Towers, Stephen Laster, Ephraim Diefenderfer, Jr., James Falkenhan, Danny Hayes, Maura Morris, Eddie Lukemire, Ben Gagan, Ricky Bradford, Kyle Young, Lauren Franke, Cassandra Carr, Michael Pierpoint, Steven Mister, Brian Hallam, Stuart Johnson, and Billy Kessell – *Cox Creek Stockpile Fire Response*
- **Scott Kearney and Mark Hicks** – *BWI/MES Glycol Recovery Vehicle Program*

Above mentioned Inspire recipients left the meeting at 10:45 am.

**AUDIT REPORT – SB & COMPANY**

Mr. Graylin Smith and Ms. Monique Booker presented the board with the Draft Financial Audit for FY15. It was a clean audit. New GASB requirements did not have an impact on the net position. Drafts of all reports completed are contained in the distributed report.

Mr. Smith, Ms. Booker and Ms. Mo left the meeting at 10:50 am.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of August 13, 2015. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously.

**DIRECTOR'S REPORT**

On September 17<sup>th</sup>, Mr. Harkins met with Dr. Mike Radebaugh, the Maryland Department of Agriculture State Veterinarian regarding how to prepare for an anticipated avian flu outbreak. Later that day, they also met with all the Department Secretaries and the Governor's office. A copy of that presentation was handed out. One disposal option presented involves composting the dead chickens in the poultry houses, to avoid further contamination.

**BOARD OF DIRECTORS MINUTES  
MEETING 9-15  
SEPTEMBER 28, 2015  
PAGE 3**

On September 9<sup>th</sup>, Mr. Harkins met with Governor Hogan's Deputy Chief of Staff Mike Richard and the Secretaries of Agriculture, Natural Resources, and the Environment to discuss the Governor's phosphorus regulations and the need for a project to manage excess chicken litter. It was decided that MES, working with the other agencies, would lead the effort to find a solution. The first step is for MES to develop an RFI, followed by a RFP. (see 2 handouts – Poultry Litter Nutrient Management Initiative and Maryland Agriculture Phosphorus Initiative 2015). The Maryland Energy Administration will be giving MES a grant to undertake the work.

The MES Water and Wastewater Operations challenge team won first place at the Chesapeake Water Environment Association Operations Challenge in Ocean City, MD. The team is currently in Chicago competing in the National competition.

The Poplar Island Dredged Material Placement project has won the American Society of Civil Engineering Sustainable Engineering Award. MES is partners with the Maryland Port Administration and the Baltimore District of the Army Corp of Engineers on this project. Mr. Harkins will be going to New York with representatives of MPA and the Army Corps on October 13<sup>th</sup> to accept this award.

Mr. Harkins handed out the Executive Summary from the MES Harford County proposal. This summary details the estimated savings of having MES run the Harford County solid waste projects. There have been several articles in the Aegis newspaper lately regarding the cost savings. Also handed out was an Aegis editorial, and a summary of comments to the editorial prepared by Janet Irvin.

Mr. Harkins passed around the National Procurement Institute's "Achievement of Excellence in Procurement" award, earned by the MES Procurement Group.

**BUSINESS DEVELOPMENT**

Ms. Wojton reported that MES is still waiting to hear from Prince George's County on a proposal to operate their single stream recycling facility. The County's contract with Waste Management expires on October 31<sup>st</sup>.

American Water has requested a temporary operator for Ft. Meade for a few months. MES may not have enough personnel to assist them. Pocomoke City and SHA Churchill have requested proposals for full water and wastewater operations. Middlesex Water has notified MES that the Federal government is again looking for proposals for Aberdeen Proving Ground water and wastewater treatment. They continue to want MES to partner with them.

**AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

**HUMAN RESOURCES**

Ms. Wojton reported there are now 818 total MES positions. The vacancy rate is 5.13%. There are 10 new hires in the process. Once they are onboard, the vacancy rate will be 3.91%. There are 43 positions across the Harford County Solid Waste projects. About 22-24 of those positions were held by former County employees, the rest are new.

The power in the building went out at 11:24am. The meeting relocated to the MES lunch room, which had windows for lighting. Mr. Snee was reconnected via phone. The meeting reconvened at 11:30 am.

**BEST 2015 FINAL RESULTS**

For the first time in many years, 100% of the goals for FY 2015 were met. A summary is presented in the Board books.

**BEST 2016 PROPOSED GOALS**

The Board was presented with the draft 2016 BEST Goals. An employee group drafted the goals, which were then reviewed by Executive staff, before being presented to the Board for final approval. The format is a little different this year, to reflect the Governor's cornerstone objectives. The Human Resources committee recommends 2 changes:

- 1) Amend goal 5 to reflect "an employee *may* receive up to four hours of paid leave" to participate in community service events. Guidelines will be prepared.
- 2) Amend goal 4, Objective 4 – change "reduce" to "maintain" the percentage of accident leave

Dr. Streett made a motion to approve the Best 2016 Goals, as amended. Mr. Simons seconded. The goals were approved unanimously.

**HUMAN RESOURCES COMMITTEE REPORT**

Dr. Streett, and the Human Resources Committee presented Resolution 15-09-1R, granting employees of the Service November 27, 2015 as a holiday. Dr. Streett made a motion to approve the Resolution, Ms. Jenkins seconded. The resolution passed unanimously.

Dr. Streett and Ms. Wojton discussed the funding levels for BEST payouts for 2015. Ms. Wojton handed out "BEST 2015 Funding based on revised plan 9/3/15." Payouts will be allocated 40% to BEST, 20% to BEST Plus, and 15% to Executive incentive. There are 642 eligible employees (employees must be off probation on or before June 30<sup>th</sup>). This will be the highest BEST payout so far. Dr. Streett made a motion to approve the funding levels detailed in the handout. Mr. Adams seconded. The motion passed unanimously, with Janet Irvin, John O'Neill, and James Harkins abstaining.

Dr. Streett made a motion to change the payout date to October, rather than November. Mr. Adams seconded. The motion passed unanimously.

**AUDIT COMMITTEE REPORT**

Mr. Simons reiterated what SB& Company reported. It was another positive year for MES. According to the report, MES maintains excellent financial controls. The committee also heard reports from Diana Olson, the MES internal auditor.

**DARLINGTON SERVICE DISTRICT -7TH BIENNIAL REPORT**

As required by the Maryland Environmental Service Act, a 7<sup>th</sup> Biennial update to the Five Year Plan was prepared. A public information hearing was held on September 9<sup>th</sup>. There were no citizen attendees at the hearing, and no comments were received from the public. There were no significant changes to the Plan. Dr. Streett made the motion to approve Resolution 15-09-2R, reaffirming the Darlington Water Supply Service District and approving the Biennial update. Mr. Addison seconded. The resolution passed unanimously.

**PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for additional work at the Fairfield Marine Terminal wet basin storm drain relocation and containment dike. Ms. Jenkins made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for improvements to the Cheltenham Youth Detention Center Water Facility. This item has been approved by the Board of Public Works. 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 upgrades to the Cunningham Falls State Park Water Treatment plant, pump station, and distribution system. This item has been approved by the Board of Public Works. Dr. Streett made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is to continue the engineering services contract for Stan Snarski. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is a change order to the construction contract with Harnden Group for construction of the closure cap at Midshore I. Dr. Streett made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for hazardous and nonhazardous waste transportation and disposal services at Dundalk Marine Terminal and Hawkins Point. Mr. Snee made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for equipment rental and services related to hazardous waste management at Dundalk Marine Terminal and Hawkins Point from

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Clean Venture Inc. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is for equipment rental and services related to hazardous waste management at Dundalk Marine Terminal and Hawkins Point from Ace Environmental LLC. Ms. Irvin made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 9. The procurement is with CP Group for supply and installation of the Fiber Sorting System at Montgomery County MRF. MES is conducting this procurement on behalf of Montgomery County. Ms. Irvin made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously, with Ms. Jenkins abstaining.

Ms. Jenkins and Mr. Snee left the meeting at 12:00pm.

Mr. O'Neill introduced Item 10. The procurement is a client directed contract with Corman Marine Construction for cleanup dredging at the Seagirt-Dundalk Access channel. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 11. The procurement is for emergency repair of the turbine at ECI Co-Gen. Mr. Simons 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 the agency is defending a minor breach of contract case in District Court filed by a former contractor. MES terminated the contract with the plaintiff hauler for failure to perform, MES then had replace the contractor. A counter claim is being considered.

MES is also reviewing a draft Executive Order concerning disposal of birds if the avian flu should reach Maryland.

**OLD/NEW BUSINESS**

The Draft schedule of meetings for 2016 was presented.

**CLOSED SESSION**

At 12:10 pm, upon motion by Mr. Addison, seconded by Dr. Streett, in accordance with the General Provisions Article, §3-305(b)(7) and (8), the Board went into Closed session to consult with counsel on a legal matter, and to consult with staff regarding a potential litigation matter. Ms. Donovan, Mr. Kane, and Ms. Garrigan left the meeting. Ms. Wojton and Mr. Tomczewski remained. Mr. Harkins handed out a proposed draft bill from the NEWDA and

**BOARD OF DIRECTORS MINUTES  
MEETING 9-15  
SEPTEMBER 28, 2015  
PAGE 7**

asked the Board for input, before advice is given to the Governor's office. Mr. Coleman provided advice to the Board on the legal effect of the draft bill.

Mr. Harkins and Mr. Coleman also discussed an ongoing issue with a former contractor, who has threatened litigation. Discussions are ongoing. No official action was taken during the closed session.

**ADJOURNMENT**

At 12:50 pm upon motion by Dr. Streett, the Board came out of closed session and the meeting adjourned.

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

  
JAMES M. HARKINS  
DIRECTOR



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 10-15  
October 26, 2015**

**LOCATION:** Tidewater Inn – Chesapeake Room  
101 East Dover Street, Easton, MD 21601

**TIME:** 9:00 a.m.

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

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

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
Cece Donovan  
John Kane  
Pamela Fuller  
Chris Garrigan  
Willie Wainer  
Jason Gillespie  
Tim Ford

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 9:00 a.m.

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of September 29, 2015. Mr. Snee made the motion to approve the minutes and Mr. Addison seconded. The motion passed unanimously.



**DIRECTOR'S REPORT**

Mr. Harkins discussed MES' role in the Farm Bureau Agricultural Tire Program. This years' collection events will occur between January 1 and March 6, 2016.

Prince George's County owns a Materials Recycling Facility (MRF), which is currently operated by Waste Management. That contract expires October 31, 2015. The County asked MES for a proposal, which MES submitted on September 15, 2015. That proposal has been accepted, and an IGA is being worked out. The contract will be for three years, plus two additional option years. The facility will be shut down during the month of November for MES to perform cleaning, inspection and maintenance of the facility. This is necessary to bring the facility up to reliable and safe operating conditions. Willie Wainer will be the project manager. He handed out photos of existing conditions. MES will re-start the facility on December 1<sup>st</sup> with 15 MES employees and 30 temporary laborers.

Mr. Harkins, Ms. Wojton, Ms. Irvin and Doug Myers will meet with the Frederick County citizens on October 27<sup>th</sup> at Urbana Library, regarding concerns they have expressed about MES activities. The MML conference is October 25<sup>th</sup> through October 28<sup>th</sup> at the Hyatt Regency in Cambridge. Several MES employees will be attending portions of this meeting.

Governor Hogan has approved the RFI to gauge interest in the private sector providing one or more chicken litter fired power projects. A press release was issued Friday, October 23<sup>rd</sup>. MES' role is mentioned in that release.

On a sad note, Mr. Harkins informed the board of the passing of long time MES employee and Maryland Delegate, Joseph "Sonny" Minnick. His funeral was October 16<sup>th</sup>.

The LaPlata Wastewater Treatment Plant has won the Maryland Rural Water Association's Wastewater System of the Year award. Details of the award are posted on the MES Wave website.

**BUSINESS DEVELOPMENT**

The Prince George's County IGA is being drafted as we speak. Also Ms. Wojton and Mr. Kane met with Taneytown officials, who are seeking a proposal for operations.

**AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. One item of note is the Maryland Natural Treatments Solutions proposal for a Nutrient Management Plan. This a company in Caroline County seeking a license to open a medical marijuana facility. Mr. Snee inquired about the prospective MOU with University of Maryland. Ms. Donovan informed that officials of the University approached MES at a Stormwater conference last year about undertaking stormwater and GIS work at all of their campuses.

Ms. Jenkins joined the meeting at 9:18 a.m. via telephone.

### **HUMAN RESOURCES**

Ms. Wojton reported there are now 833 total MES positions. The vacancy rate is 5.4%. Once the new hires are on board, the vacancy rate will be 4.3%. Recruiting has become a challenge, especially with higher standards for Operators in Training. In response to a question, Ms. Wojton advised that salaries continue to be reviewed by the Singer group on a continuous rotating cycle.

Mr. Snee, on behalf of the Human Resources committee advised that the Savings Bond program approved at the September meeting is not working out as planned. At the September meeting, the Board voted to increase the 401k contributions to MES employees by 2% for FY 2016. About 20 employees do not participate in the 401k program. The savings bonds were proposed as a means of providing the 2% to those employees. However, a few employees complained that the savings bond option not a viable benefit. The agency has been working with Vanguard to determine if there is a viable alternative for those employees. A Vanguard program for those employees would need to be kept separate from the basic MES 401k program for employees who make contributions to the plan. There would be no change in costs to MES. In lieu of providing certain groups of MES employees with savings bonds as per the HR committee's September motion, Mr. Snee moved to allow MES management to take whatever actions necessary to provide those particular employees with an equivalent savings option. Dr. Streett seconded the motion, the motion passed unanimously.

### **FINANCIAL REPORT**

Ms. Irvin presented the September Financial report and graphs. Labor sales are up over \$6.6 million over last year across all Groups. Capital assets are much higher than in the past due to the acquisition of the Bleemke property and new fleet vehicles. There is a large amount of cash, but almost all of it is project advances and Midshore closure funds. On the Plan v. Actual Report there is almost \$3 million more in labor sales than projected. There are 3 customers on the Accounts over 120 day report.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is to purchase hydrated lime for use at various water and wastewater sites. Ms. Jenkins made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is to purchase liquid magnesium hydroxide suspension for use at Dorsey Run WWTP. 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 upgrades to the ECI Co-Gen facility. This change order is to supply a load bank to simulate load during final testing. Dr. Streett made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

**BOARD OF DIRECTORS MINUTES  
MEETING 10-15  
OCTOBER 26, 2015  
PAGE 4**

Mr. O'Neill introduced Item 4. The procurement is for additional mechanical testing and repair to the ECI Co-Gen No. 2 Steam Turbine. Ms. Irvin made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is to renew the yard trim hauling contract with Team Transport at Montgomery County Yard Trim Compost Facility. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for a backup hauler contract for hazardous and nonhazardous hauling from Hawkins Point and Dundalk Marine Terminal. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is to procure heavy rolling stock equipment for the Prince George's County MRF, once the IGA is signed with the County. Mr. Addison made the motion to approve the Item, Dr. Street seconded. The motion passed unanimously, except Ms. Jenkins abstained from the vote.

Mr. O'Neill introduced Item 8. Details for this procurement item were just received this morning, but need to be approved before the next Board meeting. The procurement will be for the solicitation of temporary labor for the Prince George's County MRF. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, except Ms. Jenkins abstained from the vote.

The Procurement Notifications are contained in the Board's notebooks. Several questions were addressed.

**LEGAL REPORT**

Mr. Coleman reported that drafting of the Prince George's county agreement is ongoing. Ms. Jenkins stated that MES officials should be certain that the County staff they are working with obtain all required County approvals. Also, negotiations are ongoing with the Somerset County Sanitary District regarding costs to treat the District's raw water.

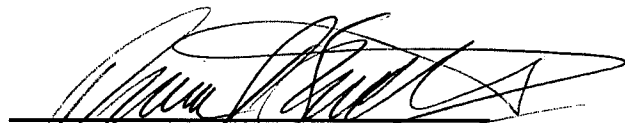
A former MES employee has been named in a lawsuit following a vehicle accident in Montgomery County.

**OLD/NEW BUSINESS**


The Schedule of meetings for 2016 was presented.

**ADJOURNMENT**

At 10:02 am upon motion by Dr. Streett, the meeting adjourned. The Board then participated in a tour of a local chicken farm, and the Midshore II Regional Landfill. No official business was conducted during this tour.



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



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**JAMES M. HARKINS  
DIRECTOR**



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 11-15  
November 16, 2015**

**LOCATION:** MES Headquarters – 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)  
Leslie Jackson-Jenkins, Esq. (via phone)  
William B.C. Addison (via phone, online at 9:35am)  
Joseph Snee, Esq. (via phone)  
Talmadge E. Simons (via phone)  
Ed Adams, P.E (via phone)

**DIRECTORS ABSENT:**

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

**CALL TO ORDER**

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

**MINUTES**

Mr. Harkins requested approval of the minutes of the meeting of October 26, 2015. Dr. Streett made the motion to approve the minutes and Ms. Jenkins seconded. The motion passed unanimously, with the exception that Mr. Addison had not yet joined the call.

**DIRECTOR’S REPORT**

Mr. Harkins and staff continue to meet with the Frederick County delegation to clarify any misconceptions they may have concerning MES. On Thursday, November 5<sup>th</sup>, Steve

Tomczewski and Mr. Harkins had lunch with the leadership of the North East Waste Disposal Authority (NEWDA). The talks were productive and follow up meetings are planned. On Monday, November 9<sup>th</sup>, Mr. Harkins attended the Maryland Rural Counties Coalition meeting in Annapolis. On Friday, November 20<sup>th</sup>, MES will be hosting Governor Hogan's Deputy Chief of Staff for site visits to several MES projects.

#### **BUSINESS DEVELOPMENT**

Mr. Wojton will be meeting with representative from Middlesex Water in preparation for a possible partnership on the Aberdeen Proving Ground solicitation which is due out this spring.

#### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board.

#### **HUMAN RESOURCES**

Ms. Wojton reported there are now 832 total MES positions. The vacancy rate is 5.17%. Once the new hires are on board, the vacancy rate will be 4.21%.

#### **FINANCIAL REPORT**

Due to the early date of the meeting, October Financials are not yet complete. Ms. Irvin presented Major Accounts over 120 days report. Brown Station and SHA have both paid. Baltimore County is working on clearing up the unpaid invoice. Shultz and Sons have been in touch, but are unable to pay at this time. A2Z Environmental is on a payment plan.

#### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is for service to the two Beast horizontal grinders at the Montgomery County tubgrinding operation. Mr. Simons made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for construction of the ENR upgrade at MCI WWTP. This contract goes to the Board of Public Works on December 2<sup>nd</sup>. Mr. Snee made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for barging and transportation services to Hart Miller Island, Poplar Island and Cox Creek DMCFs. Up to 4 contracts may be awarded for a total of no more than \$8 million. Dr. Streett made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for Phase II of the Electronic Commercial Fishing Harvest Reporting system project. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is to purchase the spare parts from Waste Management for the Prince George's County Materials Recycling Facility. Mr. Snee made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously, with the exception that Ms. Jenkins abstained.

Questions were addressed regarding the IGA between MES and Prince George's County.

Mr. O'Neill introduced Item 6. The procurement is for repair to the ECI Co-Gen No. 2 Steam Turbine. Mr. Snee 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**

Mr. Coleman reported that a Public Information Act Request has been received by Prince George's county, requesting copies of the MRF IGA between the County and MES, as well as the agreement between MES and the County for the Western Branch facility. Mr. Coleman has discussed the response with an Assistant County Attorney.

Mr. Coleman has also been working with the attorney from NEWDA regarding MES taking over several contracts the Authority has with Harford County for solid waste management services.

#### **OLD/NEW BUSINESS**

The Harford County Solid Waste projects appear to be going well. Mr. Tomczewski responded that MES has been operating the project for about 2 months, with no problems. There have been no new developments since last month in the avian flu epidemic. Mr. Harkins advised that smoldering grass and leaves were noticed at Western Branch over the weekend. MES personnel and fire department hosed down the piles and the situation has been resolved. The next meeting is Monday, December 14<sup>th</sup> at MES Headquarters.

#### **ADJOURNMENT**

At 9:50 a.m. upon motion by Dr. Streett, the meeting adjourned.

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

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



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 12-15  
December 14, 2015**

**LOCATION:** MES Headquarters

**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.  
Cece Donovan  
John Kane, Esq.  
Ellen Frketic  
Steve Tomczewski  
Pamela Fuller  
Chris Garrigan  
Ellen Frketic

**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 November 16, 2015. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The motion passed unanimously, with the exception that Ms. Jenkins had not yet joined the meeting.



### **DIRECTOR'S REPORT**

MES has now taken over operations of the Prince George's County Single stream recycling facility. The county asked MES to step in and take over when they ended their contract with Waste Management. A major team effort was made to draft and complete a contract, obtain adequate staffing, and clean up numerous safety and mechanical issues, all in a short period of time.

MES has met with the North East Waste Disposal Authority (NEWDA), as well as an Eastern Shore county to discuss two new potential solid waste projects.

Last week Governor Larry Hogan visited the Rocky Gap Resort and Casino for the ribbon cutting on the new water treatment plant. Many elected officials were in attendance.

Ms. Jenkins arrived at the meeting at 9:40 am.

MES again hosted a delegation of engineers from China who were interested in the practical aspects of stormwater management practices. This is the second group from China to tour, and it went very well.

The MACO winter conference was held December 9<sup>th</sup> to 11<sup>th</sup> at the Hyatt Regency hotel in Cambridge. MES had a booth and is following up on several leads.

The Governor's Appointments Office has indicated the MES Board re-appointments will be going to the General Assembly in February of 2016.

### **BUSINESS DEVELOPMENT**

Ms. Wojton indicated winter MACO went well. MES continues to meet with representative from Middlesex Water in preparation for a possible partnership on the Aberdeen Proving Ground solicitation which is due out this spring. A developer in Fauquier County has approached MES about operation of a system.

### **AGENCY ACTIVITY REPORT**

The Agency Activity Report was presented to the Board. A question was addressed regarding the Waste Management King George landfill item.

### **GROUP UPDATES**

Cece Donovan discussed the Clean Water Partnership between Prince George's County and Corvias Solutions. MES has about five employees working on the project, and expects to add more in the Spring.

John Kane and Ellen Frketic displayed the trophies won by this years' Water/Wastewater Operations Challenge team. The team has won the overall CWEA Regional challenges for the last 3 years. This year they are WEF Division II National Champions, beating 34 other teams. The team is now ranked as Division I, and the organization wants MES to help with the national apprenticeship training program they are developing. Mr. Snee recommended Inspire awards for the team.

Steve Tomczewski discussed startup of MES operations at the Prince George's County Material Recycling Facility. The relationship between PG County and the previous operator ended badly. The County asked MES to take over operations, and agreed to a one month shut-down period so MES could complete much needed repairs and maintenance. After a tremendous team effort, the facility re-opened and has been running smoothly. There are about 17 employees, and 30 temporary line-sorters. The initial contract is for seven months.

### **HUMAN RESOURCES**

Ms. Wojton reported there are now 826 total MES positions. The vacancy rate is 3.03%. Once the new hires are on board, the vacancy rate will be 2.30%.

Ms. Wojton and Mr. Coleman presented the revised Substance Abuse Policy, and a summary of the proposed changes. The Board is being asked to review the changes, and vote on the revised policy at the next meeting.

### **FINANCIAL REPORT**

Ms. Irvin presented the November financial report and graphs. Labor sales are up over 7.4% over last year. Total net assets reflect recent land and equipment purchases. Of the \$47 million cash on hand, almost all of it belongs to MES customers. The overall Plan v. Actual looks good, with labor sales about \$4-5 million over plan. Ms. Irvin presented Major Accounts over 120 days report.

### **PROCUREMENT ITEMS**

Mr. O'Neill introduced Item 1. The procurement is to renew a contract for onsite nitrogen generating system at the ECI Co-Gen Facility. 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 hauling and disposal of agricultural scrap tires collected at annual tire collection events. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously, with the exception that Mr. Adams abstained.

Mr. O'Neill introduced Item 3. The procurement is a change order to the contract with Marine Technologies for the Fairfield Marine terminal wet basin storm drain relocation and containment dike. Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for repairs to the Cox Creek unloading pier. Mr. Addams made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for Phase II of the Boehm/Crownsville Scrap Tire Stockpile. 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 a mediation with the Somerset County Sanitary District is being set up soon. A public information act request was received by MES, and numerous other State agencies seeking correspondence between the agencies and two members of the House and Senate.

**ADJOURNMENT**

At 10:36 a.m. upon motion by Ms. Jenkins, the meeting adjourned.

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

  
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JAMES M. HARKINS  
DIRECTOR



Lawrence J. Hogan, Jr., Governor

James M. Harkins, Director

**BOARD OF DIRECTORS  
MINUTES  
MEETING 1-15a  
January 2, 2015**

**LOCATION:** Maryland Environmental Service  
259 Najoles Road, Millersville  
Conference call

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

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

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

**OTHERS PRESENT:** Beth Wojton  
Sean L. Coleman, Esq.  
William J. Selle, Esq.

**CALL TO ORDER**

The meeting of the Board was called to order by Mr. Harkins at 11:02 a.m.

Mr. Harkins advised a meeting with the Governor-elect's transition team went well. They have requested more information, which is being gathered.

**CLOSED SESSION**

At 11:05am, upon motion by Mr. Snee, seconded by Dr. Streett, the Board entered closed session to discuss the acquisition of real property for a public purpose. No official action was taken during the closed session. At 11:16 am, upon motion by Mr. Addison, seconded by Dr. Streett, the board came out of closed session.

Upon motion by Mr. Snee, and seconded by Dr. Street, the board voted unanimously to approve the acquisition of real property located at 265 and 269 Najoles Road.

**ADJOURNMENT**

At 11:19 a.m. upon motion by Dr. Streett, the meeting adjourned.



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



**JAMES M. HARKINS  
DIRECTOR**