



Larry Hogan, Governor

James M. Harkins, Director

**BOARD OF DIRECTORS
MINUTES
MEETING 1-16
January 25, 2016**

- LOCATION:** MES Headquarters – Conference call
(Due to severe weather conditions all attendees participated by 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
Leslie Jackson-Jenkins, Esq.
Joseph Snee, Esq.
Talmadge E. Simons
Ed Adams, P.E
- DIRECTORS ABSENT:** William B.C. Addison
- OTHERS PRESENT:** Sean L. Coleman, Esq.
Cece Donovan
John Kane, Esq.
Steve Tomczewski
Pamela Fuller

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:32 a.m.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of December 14, 2015. Dr. Streett made the motion to approve the minutes and Ms. Jenkins seconded.

DIRECTOR'S REPORT

Due to the Blizzard on Saturday, January 23rd, the agency is closed today. Many facilities continue to operate. There have been no major issues due to the snow.

The General Assembly 2016 session began on January 13th. Mr. Harkins briefed members of the Environment and Transportation Committee, with an "MES 101" presentation that went well.

BUSINESS DEVELOPMENT

Ms. Wojton was unavailable for today's meeting.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

HUMAN RESOURCES

The Human Resources report and photos of recent new hires are contained in the Board materials.

Mr. O'Neill and Mr. Coleman introduced the revised Substance Abuse Policy, and a summary of the proposed changes which were provided at last month's meeting. Mr. Snee made the motion to approve the revised Policy and Mr. Simons seconded. The revised Policy passed unanimously.

FINANCIAL REPORT

Ms. Irvin presented the December financial report and graphs. Labor sales are up over 7% over last year. Water and Wastewater are about even with budget, and Environmental Operations labor is over projected due to new projects in Hagerstown, Harford County and Prince George's County. The overall Plan v. Actual looks good. Ms. Irvin presented Major Accounts over 120 days report.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is to purchase aluminum sulfate for statewide use. Dr. Streett made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

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Mr. O'Neill introduced Item 2. The procurement is for general labor services at Montgomery County Composting facility, provided by Tito Contractors. Mr. Snee made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for pump station upgrades at the Western Correctional Institution provided by Carl Belt, Inc. Ms. Jenkins made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for general labor services provide by Tito Contractors at the Montgomery County MRF. Dr. Streett made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for certified drilling inspection services for SHA OMT. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for outreach support services provided by Council Fire at Cox Creek Expanded DMCF. Ms. Jenkins made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is to purchase a 29 ton pontoon excavator for Poplar Island. Mr. Simons made the motion to approve the Item, Mr. O'Neill seconded. The motion passed unanimously.

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

LEGAL REPORT

Mr. Coleman advised that a demand letter has been received from Waste Management in connection with the Prince George's County MRF. A PO had been issued for spare parts, but was only partially paid when numerous parts were missing from the inventory.

The agency has received seven Public Information Act Requests from various residents in Frederick County. It is obvious all the requests were generated by the same person. Among other things, they have requested all emails sent or received by Mr. Harkins and Ms. Wojton in the previous 12 months. MES sent responses last week advising the cost to respond to the requests. Dr. Streett inquired if these requests were sent by the same individuals who sent the last requests. Mr. Coleman and Mr. Harkins believe they were. Ms. Jenkins inquired if they would narrow their request. Mr. Coleman advised that since no phone number or email was provided, all correspondence with the requestors must be done by regular mail, but the agency would work with the citizens to respond to their request.


The mediation with the Somerset County Sanitary District is scheduled for January 27th.

ADJOURNMENT

At 10:03 a.m. upon motion by Mr. Simons, seconded by Dr. Streett, 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 2-16
February 29, 2016**

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.
Joseph Snee, Esq.
Talmadge E. Simons
Ed Adams, P.E
William B.C. Addison

DIRECTORS ABSENT:

OTHERS PRESENT:

Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
John Kane, Esq.
Steve Tomczewski
Pamela Fuller
Chris Garrigan
Sydney Jacobs, Sierra Club (left at 10:22)
Sharon Merkel (left at 9:45am)
Salem Alsai (left at 9:45am)
Hattie Crosby (left at 9:45am)
Tara Harris (left at 9:45am)
Brian Johnson (left at 9:45am)
Tim Ford (left at 9:45am)

Dave Czawlytko (left at 9:45am)
Willie Wainer (left at 9:45am)
Marcia King (left at 9:45am)
Jerold Boyd (left at 9:45am)
Amy Ledford (left at 9:45am)
Laura Younker (left at 9:45am)
Brian Rinehart (left at 9:45am)
Casey Powers (left at 9:45am)
Mike Hugel (left at 9:45am)
Julia Dowgiallo (left at 9:45am)
Ellen Frketic (left at 9:45am)
Tracy Jackson (left at 9:45am)
Luke Page (left at 9:45am)

CALL TO ORDER

The meeting of the Board was called to order by Mr. Harkins at 9:32 a.m.

INSPIRE

Mr. O'Neill and Mr. Tomczewski presented Inspire awards for Extraordinary Service to employees from the Finance, IT, Procurement, Human Resources, and Environmental Operations staff for their efforts bringing the Prince George's County MRF online. Mr. Tomczewski presented Inspire awards to staff of the Prince George's County Composting Facility for their work handling materials after a fire at the MRF. Mr. Kane presented Inspire awards to Tracy Jackson and Luke Page for their Innovative Idea which benefited the Maryland and Virginia Milk Producers Cooperative.

MINUTES

Mr. Harkins requested approval of the minutes of the meeting of January 25, 2016. Ms. Jenkins made the motion to approve the minutes and Mr. Snee seconded.

DIRECTOR'S REPORT

Mr. Harkins reported that the Blizzard of January 27 presented many challenges. No serious issues were encountered.

Mr. Harkins has presented testimony on several bills before the General Assembly this year, including HB 795/SB 447 (Collective Bargaining) and SB 367 ("Bottle Bill"). He has been meeting with members of both the House and Senate to explain how MES operates. Of particular concern is SB 367 the "Bottle Bill." John O'Neill will testify on the House version of this bill on Friday. MES' concern is the significant operating and capital costs of implementing the program authorized by the bill. As written, this endeavor would not be financially viable.

Sydney Jacobs of the Sierra Club attended the meeting as an observer, to learn why MES was opposed to this bill. Mr. Harkins invited her to speak to the Board regarding the bill, which she did. Several members of the Board also made statements regarding how a beverage container deposit program would affect current recycling activities. Following the discussion Ms. Jacobs left the meeting.

BUSINESS DEVELOPMENT

Ms. Wojton advised that MES has been contacted by the Town of Indian Head. Indian Head is a previous customer who is now asking MES for a new W/WW Operations proposal.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

GROUP UPDATES

John Kane discussed the expanded operations at Anne Arundel County Public Schools. The contract has gone from basic Inspections to full Operations. He also mentioned the complimentary article about La Plata Wastewater Treatment Facility that appeared in TPO magazine.

Steve Tomczewski discussed the Agricultural Tire recycling events sponsored by MES, MDE and the Maryland Farm Bureau. There are 21 counties participating this year.

Cece Donovan discussed a barge at Masonville that became partially submerged after the January Blizzard. The barge belonged to Cormar Marine, under contract to MPA. The barge was repaired and righted with no fuel leakage.

HUMAN RESOURCES

Ms. Wojton reported the current vacancy rate is 1.8%. This is extremely low compared to other State agencies. There are currently 827 positions. The agency continues to receive many qualified resumes for each vacancy.

FINANCIAL REPORT

Ms. Irvin presented the January financial report and graphs. Labor sales are up 10% over last year. Changes in Net Assets are healthy due to increased labor sales. The Total Net Assets are going well. MES is buying equipment for customers. All Cash on hand belongs to customers. The overall Plan v. Actual looks good. Ms. Irvin presented Major Accounts over 120 days report, all of which are now paid, or are making payments.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is with George, Miles and Buhr for the design of new water and sewer services to a new Women's Detention Center. Mr. Adams made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for KCI Technologies to provide environmental safety and industrial hygiene services at MPA facilities. Mr. Simons made the motion to approve the Item, Mr. Adams seconded. The motion passed unanimously.

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Mr. O'Neill introduced Item 3. The procurement is to purchase bulk crushed agricultural limestone for HMI. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is to purchase 15 new F450 4x4 fleet vehicles. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for a 20 ton low ground pressure bulldozer for Poplar Island. Ms. Jenkins made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for Corman Marine to complete additional shoal clearing of the Seagirt-Dundalk connecting channel. Mr. Adams 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 a lawsuit has been filed, naming MES as a defendant. The suit originates with a child injured at Southern High School while participating in an activity with the Futures Farmers of America. Mr. Selle is gathering information to respond.

The agency has received another Public Information Act Request from another individual named Haines in Frederick County. He has also filed an affidavit of indigence. MES has responded to his request, and requested additional information.

CLOSED SESSION

At 10:55 am, upon motion by Mr. Adams, and seconded by Mr. Addison, the Board entered closed session to discuss a personnel issue, in accordance with Md. General Provisions Article §3-305(b)(1). Present during the closed session where: James M. Harkins, John O'Neill, Janet Irvin, Richard P. Streett, Leslie Jackson-Jenkins, Joseph Snee, Talmadge E. Simons, Ed Adams, William B.C. Addison, Sean L. Coleman, Esq., and Beth Wojton. During the closed session Mr. Harkins informed the Board that he would be retiring, effective Wednesday, March 16, 2016. Mr. Harkins remarked on the tremendous job that the managers and staff of MES have accomplished during his tenure, and he praised his executive team in particular. Several Board members in turn thanked Mr. Harkins for his service and commented favorably on his many accomplishments at MES.

At 11:02 a.m. Mr. Harkins left the conference room and did not return during the closed session. During the closed session the remaining Board members adopted a motion to pay Mr. Harkins a severance. Following the vote Mr. Harkins was invited to return to the conference room, and he was informed of the Board's action. At 11:30 a.m., upon motion by Mr. Simons, and seconded by Ms. Jenkins, the Board voted unanimously to return to open session.

During the closed session no other items were discussed other than Mr. Harkins' retirement, and no other actions were taken by the Board.

ADJOURNMENT

At 11:35 a.m. upon motion by Ms. Jenkins, seconded by Mr. Simons, the meeting adjourned.



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



**JOHN O'NEILL
DEPUTY DIRECTOR**



Larry Hogan, Governor

John J. O'Neill, Jr., Deputy Director

**BOARD OF DIRECTORS
MINUTES
MEETING 3-16
March 28, 2016**

LOCATION: MES Headquarters

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

DIRECTORS ABSENT:

OTHERS PRESENT:

Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
John Kane, Esq.

Steve Tomczewski
Pamela Fuller
Chris Garrigan
Kevin Hedge

CALL TO ORDER

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

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of February 29, 2016. Dr. Streett made the motion to approve the minutes and Ms. Jenkins seconded. The minutes were unanimously approved with the exception that Mr. Adams had not yet joined the meeting.

DIRECTOR'S REPORT

Mr. O'Neill reported that the Town of Cecilton has issued a Notice to Proceed for construction work on the water line at Pearce Creek. (Ed Adams arrived at the meeting).

One turbine remains out of service at ECI Co-Gen. The new computer system cannot be installed until that turbine is repaired and re-installed. It is due back by the end of April. GE is on hold for now.

The Hagerstown CHP project design plans are about 50% complete.

Mr. O'Neil updated the Board on the status of several bills before the General Assembly this session.

- SB367/HB862 – the Maryland Beverage Container Recycling Refund and Litter Reduction Act (“the Bottle bill”) has received an unfavorable report in the House. The Appropriations committee has recommended that MDE study the issue. The results of the study would be due in September.
- SB447/HB795 – MES Collective Bargaining Act is still in Committee (Finance Committee in Senate; Appropriations Committee in the House).
- Capital Budget hearing was held in both houses. Janet Irvin, John O'Neill and Ellen Frketic testified on behalf of MES. There were no reductions in the Capital Budget for MES projects.

Chris Garrigan reminded the Board of the retirement party for Mr. Harkins on Thursday night in Annapolis.

BUSINESS DEVELOPMENT

Ms. Wojton advised that Jim Stonesifer has begun his annual visits with MES clients. A meeting was held with Middlesex regarding the proposal for Aberdeen. This morning DC/WASSA accepted the MES proposal for operations of their pump stations. MES is still negotiating with the Town of Greensboro.

Joe Snee inquired if the John would be doing the annual Spring Fling visits to MES facilities. Those visits will be scheduled soon.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

GROUP UPDATES

Steve Tomczewski discussed MES operations at WR Grace's Landfill at Hawkins Point. The contract is expected to be renewed next year.

Cece Donovan discussed the Clean Water Partnership between Prince George's County and Corvias. MES continues to provide stormwater and GIS work for these projects.

John Kane discussed MES's role at the St. Charles Communities. Charles County asked MES to assist the community as it installed a new pumping station.

HUMAN RESOURCES

Ms. Wojton reported that there are currently 826 positions. There were 3 new hires last month, and 15 current vacancies. The current vacancy rate is 1.82%. The agency continues to receive many qualified resumes for each vacancy.

FINANCIAL REPORT

Ms. Irvin presented the February financial report and graphs. Labor sales are up 10.7% over last year. Changes in Net Assets are healthy due to increased labor sales and decreased gas prices. The Total Net Assets are going well. The overall Plan v. Actual looks good. The Prince George's County MRF and Harford County Solid Waste projects were not in the Plan.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for temporary labor services provided by Colossal Contactors at the Montgomery County Recycling Center. Mr. Sneer made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is to purchase a super vacuum truck for the MPA Marine Terminals Stormwater Management Maintenance program. Mr. Addison made the motion to approve the Item, Mr. Simons seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for Confined Aquatic Disposal at Masonville. 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 professional geotechnical inspection and geophysical services for SHA activities and projects. Mr. Sneer made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for stormwater management and remediation services for Garrett, Allegany and Washington Counties. Dr. Streett made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks. Ms. Donovan reported that MDE allowed MPA to buy a trash interceptor water wheel from the Waterfront Partnership in order for MPA to satisfy a mitigation requirement, rather than design and build their own.

LEGAL REPORT

Mr. Coleman advised that a lawsuit has been filed, naming MES as a defendant. The suit originates with a child allegedly injured at Southern High School while participating in an activity with the Futures Farmers of America. MES was not involved in this incident and will be filing a Motion to Dismiss.

WM Recycle has filed a lawsuit against MES. The issue stems from the purchase of spare parts at the Prince George's County MRF.

Financial Disclosure statements are due by the end of April.

ADJOURNMENT

The next meeting of the Board will be Thursday, April 28th at 10:30am, following the Audit committee meeting at 9:30am. The Board members extended their best wishes to Jim Harkins and Tom Simons, as this is their last meeting. At 10:25 a.m. upon motion by Mr. Addison, seconded by Ms. Jenkins, the meeting adjourned.



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



**JOHN O'NEILL
DEPUTY DIRECTOR**

**BOARD OF DIRECTORS
MINUTES
MEETING 4-16
April 28, 2016**

LOCATION: MES Headquarters

TIME: 10:30 a.m.

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

DIRECTORS ABSENT:

OTHERS PRESENT:

Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan

John Kane, Esq.
Steve Tomczewski
Pamela Fuller

CALL TO ORDER

The meeting of the Board was called to order by Mr. O'Neill at 10:40 a.m.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of March 28, 2016. Mr. Addison made the motion to approve the minutes and Mr. Snee seconded. The minutes were unanimously approved with the exception that Mr. Adams had not yet joined the meeting.

COMMITTEE ASSIGNMENTS

The Board officially welcomed Kevin Hedge to the Board. Mr. Addison made the motion to appoint Mr. Hedge to the Audit Committee and Ms. Jenkins seconded. Ed Adams joined the meeting at 9:42am. After discussion, Mr. Addison made a motion to appoint Ms. Jenkins as the Chair of the Audit Committee and Mr. Snee seconded. The motion passed unanimously, with Ms. Jenkins abstaining from the vote, but accepting the appointment.

AUDIT COMMITTEE REPORT

Ms. Irvin reported that Bill Seymour and Sisilia Moe from SB& Company attended the Audit Committee meeting this morning. They outlined the audit plan for the FY2016 financial statements.

The Legislative Audit of MES was finally completed April 7th. The report covered the period December 2011 to March 2015. No wrongdoing was cited. There were 5 reported findings, and all recommendations were adopted immediately. The full audit can be viewed on the Legislative Auditor's website.

Diana Olson, the MES internal auditor, also updated the committee on several audits. She has completed audits at the Baltimore County Central Acceptance Facility and the Harford County Landfill. In both cases, recommendations have been discussed with management and planned changes are in development. Future audits include: petty cash monthly audit, scale house quarterly audits, and Living Classroom grant audit.

DIRECTOR'S REPORT

Mr. O'Neill has had several meeting with the Governor's office explaining the nature and function of MES. On April 7th, he met with Jeannie Haddaway-Riccio, the Deputy Chief of Staff, Dennis Schrader, the Secretary of Appointments, Robert Scholz, Chief Legal Counsel, Richard Tabuteau, the Senior Advisor to the Lt. Governor, and Shawn Eum, the Special Assistant to the Deputy Chief of Staff and provided requested documentation. The information provided included copies of MES contracts, an MES 101 briefing, listing of MES employees, and discussion of fund sources by sector. Discussion included the fact that 97% of MES financial activity is with government entities, and that over 60% of revenues flow through to the private sector. There is no word yet on appointment of a new Director.

MES held an Earth Day event on Friday, April 22nd, which included highway trash pickup, flower planting, and a picnic lunch.

The recent Bay Cabinet meeting focused on the Conowingo Dam project. MES has been told to put together a RFI to determine interest for dredging and beneficial re-use of the material behind the dam as the State determines whether to dredge that area. The quality of the sediment is being examined. The area has never been dredged before. It is a 9,000 acre pond with about 1,000 ft of sediment on the bottom.

The Chicken Litter RFP has been put on hold. The Lumberton facility in North Carolina is only operating with about 10% chicken litter at this point. The State will wait until this percentage goes up and re-visit the plant in August.

There are several outstanding issues at the Hagerstown power plant CHP project. Costs should be back from Johnston Controls by the end of May. Spring Flings will begin next week. The 2015 Annual Report is now complete, and was handed out. The Board was asked if they wanted to hold the August meeting and reception at MACO in Ocean City in August. The members of the board stated that they would like to continue with both events.

BUSINESS DEVELOPMENT

Ms. Wojton reported that Jim Stonesifer continues to visit MES clients to assess satisfaction, and remind them of other services MES can provide. There has been great interest in the mobile tub grinding. Black and Decker has asked MES for assistance with a stormwater project.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. An inquiry was made regarding projects in Lake Linganore. MES is working on several items across multiple Groups including a sewer rehabilitation, and a study to dredge the lake.

GROUP UPDATES

John Kane discussed the State-wide capital improvement program. MES received the largest appropriation ever for FY2017 to fund 14 projects.

Cece Donovan discussed progress at Cox Creek uplands demolition. The former Kennecott Copper Refinery has been demolished and removed. Much of the steel and concrete has been recycled.

Steve Tomczewski discussed the variety of work being done in St. Mary's County. The work includes engineering and environmental consulting, monitoring and inspections at the County's two landfills.

HUMAN RESOURCES

Ms. Wojton reported that there are currently 838 positions. There were 3 new hires last month. The current vacancy rate is 3.58%, but will be 2.51% after pending new hires are brought onboard. The agency continues to receive many qualified resumes for each vacancy. MES has reached out to universities for recruiting.

The EEO audit was completed yesterday. It examined recruitment efforts and complaint procedures. The audit was good.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Snee reported that Human Resources committee met this morning. The committee recommends the removal of the Director of Communications position from the Executive Staff designation. Other members of the Executive staff would remain the same. Mr. Snee made the motion to approve Resolution 16-04-1R, Mr. Addison seconded, the motion passed unanimously.

FINANCIAL REPORT

Ms. Irvin presented the March financial report and graphs. Labor sales are up 11.3% over last year. Changes in Net Assets are healthy due to increased labor sales and decreased gas prices. The Total Net Assets are going well. The overall Plan v. Actual looks good. Labor sales are up \$4.4 million over plan. New plans for the next fiscal year are currently being prepared.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for pallets for the Montgomery County Yard Trim Composing Facility. 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 for spare parts from Van Dyke Baler Corporation for the Prince George' County MRF. Mr. Adams made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously, with the exception that Ms. Jenkins abstained from the vote.

Mr. O'Neill introduced Item 3. The procurement is for Duffield Hauling to continue to transport and dispose of biosolids from the LaPlata WWTP. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for Padlands LLC to continue to provide beneficial reuse services at the Dorsey Run AWWTP. 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 Anchor Engineering to continue environmental remediation work at the Cristal USA facility. Mr. Snee made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for Century Engineering to continue to provide water resource management design at HMI. Mr. Addison made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks. Ms. Jenkins left the meeting at 11:35 am.

LEGAL REPORT

Mr. Coleman advised that MES has been dismissed from the lawsuit filed by a student injured at Southern High School while participating in an activity with the Futures Farmers of America. MES had no involvement in the incident.

WM Recycle has filed a lawsuit against MES. The issue stems from the purchase of spare parts at the Prince George's County MRF. MES has filed a Motion to Dismiss, and in the alternative, a motion to move the case from Anne Arundel County to Prince George's County.

CLOSED SESSION

At 11:40 am in accordance with General Provisions Article, §3-305(b)(1), Mr. Snee made a motion to enter Executive/Closed Session "To discuss the compensation, of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals." Ms. Donovan, Mr. Kane and Mr. Tomczewski left the meeting at this time. Mr. O'Neill, Street, Snee, Adams, Hedge, and Coleman, Ms. Irvin, Wojton and Fuller remained.

The Minutes of the closed session of the February 29, 2016 meeting were read aloud by Mr. Coleman. Mr. O'Neill requested approval of these minutes. Mr. Snee made the motion to approve the minutes and Mr. Addison seconded. The minutes were unanimously approved.

Mr. O'Neill left the meeting at 11:44 am. At that time the Board discussed temporarily modifying the salary of the Deputy Director. Upon motion of Mr. Adams, seconded by Dr. Streett, the remaining Board members voted unanimously to temporarily modify the salary of the Deputy Director.

At 11:46 am, Mr. Snee made a motion to exit closed session. Mr. O'Neill returned to the meeting at 11:49 am.

ADJOURNMENT

At 11:50 a.m. upon motion by Mr. Adams, seconded by Ms. Addison, the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 5-16
May 25, 2016**

LOCATION: MES Headquarters/Conference Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer (phone)
Richard P. Streett, Jr., V.M.D., Secretary (phone)
Leslie Jackson-Jenkins, Esq. (phone)
Joseph Snee, Esq. (phone)
William B.C. Addison (phone)
Kevin Hedge (phone)

DIRECTORS ABSENT:

OTHERS PRESENT:

Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan

John Kane, Esq.
Steve Tomczewski
Pamela Fuller

CALL TO ORDER

The meeting of the Board was called to order by Mr. O'Neill at 9:32 a.m.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of April 28, 2016. Mr. Snee made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. O'Neill reported that Spring Flings continue across the State. Mr. O'Neill and each of the Group Executive Directors summarized their Spring Fling presentations for the Board.

MES has been responding to numerous Public Information Act requests from the Frederick County area.

Mr. O'Neill has been meeting with the Governor's Chief of Staff and budget analysts who have been looking at how MES provides its services.

MES Crisis Management Drills and training are occurring at the agency.

BUSINESS DEVELOPMENT

Ms. Wojton reported that Jim Stonesifer continues to visit MES clients to assess satisfaction, and remind them of other services MES can provide. The agency is currently preparing new displays for MML in June and MACO in August.

AGENCY ACTIVITY REPORT

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

HUMAN RESOURCES

Ms. Wojton reported that there are currently 843 positions. There were 8 new hires last month. The current vacancy rate is 4.03%, but will be 2.61% after pending new hires are brought onboard. The agency continues to receive many qualified resumes for each vacancy.

FINANCIAL REPORT

Ms. Irvin presented the March financial report and graphs. Labor sales are up 11% over last year. Changes in Net Assets are healthy due to increased labor sales and decreased gas prices. The Total Net Assets are going well. The Bleemke property is now showing on the asset report, as well as \$2 million in equipment purchased for Prince George's County MRF. The overall Plan v. Actual looks good. She estimates that Total Net Assets will be up about \$4 million for FY 2016.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for Verizon cellular services. Mr. Snee made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for a Wheel Loader for Montgomery County Yard Trim Composting Facility. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for a Windrow Turner for Montgomery County Yard Trim Composting Facility. Mr. Addison made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for an expedited competitive sealed bid to begin work at the Tyler/Clarksville Scrap Tire Stockpile Cleanup project. Dr. Streett 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

An EEOC complaint has been filed against MES alleging discrimination based on sex, race, and disability. The agency will be responding in June.

WM Recycle has filed a lawsuit against MES. The issue stems from the purchase of spare parts at the Prince George's County MRF. MES had filed a Motion to Dismiss, and in the alternative, a motion to move the case from Anne Arundel County to Prince George's County. The motion to transfer the case has been denied. Oral argument on the Motion to Dismiss is scheduled for July 20th.

As mentioned earlier, the agency has received multiple Public Information Act Requests (PIAR) from residents in the Frederick County area. They are seeking access to a substantial number of records concerning MES operations. The latest round of requests have been accompanied by fee waiver requests. The legal office has spent a considerable amount of time responding to these requests.

OLD/NEW BUSINESS

Ed Adams resigned from the Board last month. There is currently a vacancy on the Human Resources Committee. Billy Addison volunteered to serve on both the Human Resources Committee and the Audit Committee until a replacement for Mr. Adams is appointed to the Board. Dr. Streett moved to approve this appointment, Ms. Irvin seconded. The appointment passed unanimously.

ADJOURNMENT

At 10:20 a.m. upon motion by all the members concurrently, the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 6-16
June 23, 2016**

LOCATION: MES Headquarters

TIME: 9:30 a.m.

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

DIRECTORS ABSENT: Leslie Jackson-Jenkins, Esq.

OTHERS PRESENT:

| | |
|---------------------------|-----------------------------|
| Sean L. Coleman, Esq. | Segundo Enriquez (Inspire) |
| Beth Wojton | Jerald Boyd (Inspire) |
| Cece Donovan | Dave Coale (Inspire) |
| John Kane, Esq. | Travis Farrand (Inspire) |
| Steve Tomczewski | Jayce Bennett (Inspire) |
| Pamela Fuller | Bryan Winklemeyer (Inspire) |
| Jim Anderson (Inspire) | Eric Frase (Inspire) |
| John Jones (Inspire) | Marshall Monteith (Inspire) |
| Rob Scheidegger (Inspire) | Travis Schulties (Inspire) |
| Doug Griffith (Inspire) | Dave Czawlytko (Inspire) |
| Gerald Thomas (Inspire) | Doug Myers (Inspire) |
| Richard Brown (Inspire) | Sharon Merkel (Inspire) |

CALL TO ORDER

The meeting of the Board was called to order by Mr. O'Neill at 9:36 a.m.

INSPIRE AWARDS

The following Inspire Awards were presented:

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MEETING 6-16
June 23, 2016
PAGE 2

- Extraordinary Service for snow plowing in Baltimore County during the 2016 Blizzard State of Emergency. Jim Anderson accepted on behalf of John Stallings, Willie Spears, Marshall Friend, Richard Carranza, Carl Kling, Ricky Rehr, Willie Bruce, Harry Eichelberger, Jeff Fried, Jerry Webb and Marcellus McGarrell.
- Extraordinary Service for dedicated teamwork by the recycling staff at the CAF which increased revenue by 68%. John Jones and Rob Scheidegger accepted the award on behalf of Willie Bruce, Warren Bowman, Anthony Robinson, Jesse White, Andre Harrington, Jeremy Johnson, Daniel Harris, Don Nichols, John Stallings, Jerry Webb, Bill Stiffler.
- Innovative Idea – Management of invasive species within Masonville Cove mitigation areas. Doug Griffith
- Innovative Idea – Retrofit and replacement of Star Screens at the PG MRF. Gerald Thomas, Richard Brown Segundo Enriquez, and Jerald Boyd accepted on behalf of Hector Vivar, , Luis Argueta, Marina Garcia.
- Innovative Idea – Demolishing the old Springfield WWTP and using leftover excavated soil from ENR upgrade at Freedom facility to fill in the open areas at the old plant - Dave Coale
- Extraordinary Service – Harford County Solid Waste Facility Maintenance Shop re-organization and safety overhaul - Travis Farrand, Jayce Bennett accepted on behalf of Mario Melendez
- Innovative Idea – Built and installed new, more efficient water booster system at Sideling Hill Rest Stop - Bryan Winkelmeyer accepted on behalf of Rex Bowman, Greg Brown, Keith Wright, Darren Klink, Paul Lutman, George Dom.

All of the Inspire recipients and Dave Czawlytko, Doug Myers, and Sharon Merkel left at 9:55am.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of May 25, 2016. Mr. Addison made the motion to approve the minutes and Mr. Hedge seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. O'Neill highlighted several recent agency events; including, several Day of Service volunteer events, the MES Service Awards lunch, and the Hart Miller Island park trails grand opening. The agency recently hosted a private sector outreach event, chaired by Cece Donovan, and Procurement staff hosted a small business outreach day at MES. Prince George's County Executive Rushern Baker visited the Western Branch Composting Facility in anticipation of expanding its food composting operations.

Motley Poo, the Water and Wastewater Operations team placed 2nd overall at the New York/New England Water Environment Association, and won 2nd place in the collections and lab events. Ms. Kimberly Boyd-Washington was honored at the YMCA Tribute to Women in Industry event. Janet Irvin is being installed as President of the Maryland Government Finance Officers Association this week. On Friday, 36 employees will graduate from MES' Supervisory and Management training program. MES made the local news when a small dog was rescued

from a load of recyclables at the Montgomery County MRF. The dog has since been adopted by Operations Manager, Mark Wheeler and named Packer.

The Department of Budget and Management requested information regarding the history and evolution of MES' services, which was provided. The Governor's office asked if MES' executive order requiring state agencies to use MES for certain services is still needed. The agency replied that it is still necessary. The Governor then eliminated 75 old executive orders. MES' was not eliminated.

Electrical work at ECI Co-Gen is back on track following the accident last year. The warden at ECI is retiring after more than 30 years. The MCI – Hagerstown project has grown in scope and cost.

The Bay Cabinet meeting was held June 9th. Secretary Bartenfelder indicated that nitrogen levels in the bay are not as high as previously estimated in some areas. This may be due to changes in how the chicken houses handle cleanout procedures, resulting in a reduced amount of chicken litter for disposal. The Bay Cabinet established the Conowingo Sediment Management Working Group to identify dredging solutions, including beneficial and/or innovative use for sediment behind the Conowingo Dam. The purpose statement and timeline for the Request for Information (RFI) were presented and funding for MES services on the RFI were discussed. MES has drafted the RFI for the Work Group. MES is awaiting identification of the client and funding source for this project before it will issue the RFI.

BUSINESS DEVELOPMENT

Ms. Wojton reported that a new MES display was created for MML and MACO. It is currently in the lobby. A mobile home park in Crownsville, whose previous operator walked away from the project, has contacted MES for an operations proposal. Jim Stonesifer continues to visit MES clients to assess satisfaction, and remind them of other services MES can provide. His focus is on government entities.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. In the bi-weekly report to the Governor, Mr. O'Neill has been emphasizing how much money flows through MES to the private section, and that 97% of the work done by the agency is for government entities.

HUMAN RESOURCES

Ms. Wojton reported that there are currently 841 positions. There were 8 new hires last month. The current vacancy rate is 3.09%, but will be 2.62% after pending new hires are brought onboard. The agency continues to receive many qualified resumes for each vacancy.

HUMAN RESOURCES COMMITTEE

Mr. Snee reported that the Human Resources committee met this morning to discuss several matters. The first matter is MES' contribution to employee 401k accounts. Last

year, the Board voted to temporarily raise the MES matching contribution level from 3% to 5%. In light of anticipated salary raises for FY17, that temporary increase is no longer needed. Mr. Snee offered a motion to allow the 401k matching contribution rate to return to 3%. Dr. Streett seconded the motion, the motion passed unanimously.

FINANCIAL REPORT

Ms. Irvin presented the May financial report and graphs. Labor sales are up 11% over last year. Changes in Net Assets are healthy due to increased labor sales and decreased gas and repair prices. The Total Net Assets are showing steady growth. The agency has been spending down cash advances on hand. Cash on hand will increase in July with the start of the new FY. The overall Plan v. Actual looks good. Mr. Snee asked if a column could be added to the Plan v. Actual report for percent change. Ms. Irvin said that could be done.

Mr. Irvin then discussed the medical benefits plan for MES retirees and OPEB impacts. The plan is in good shape.

Ms. Irvin then presented the 2017 Financial Plan. Labor sales are projected to be higher than FY16 by about \$30 million dollars based on budgets prepared for clients. The agency is anticipating an increase of about \$2 million in net assets for FY 2017.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for sewer upgrades at Cunningham Falls State Park. Dr. Streett made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for water treatment plant upgrades at Cunningham Falls State Park. 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 a beneficial reuse services of sewage sludge provided by Padlands LLC at Freedom District WWTP. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for GIS services provided by Amec Foster Environment & Infrastructure, Inc.. Mr. Hedge made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for general labor provided by CMT Services Inc at the Prince George's County Materials Recycling Facility. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

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Mr. O'Neill introduced Item 6. The procurement is for storm drain relocation construction support services at Fairfield Marine Terminal. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for an innovated/beneficial use outreach provided by Johnson, Mirmiran & Thompson. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is to purchase a trash interceptor from Clearwater Mills for the Masonville Cove culvert. Dr. Streett 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 agency has responded to an EEOC complaint alleging discrimination based on sex, race, and disability. A second EEOC inquiry has been received from another employee

WM Recycle has filed a lawsuit against MES. The issue stems from the purchase of spare parts at the Prince George's County MRF. MES had filed a Motion to Dismiss, and a Motion to Transfer the case from Anne Arundel County to Prince George's County. The Motion to Transfer the case has been denied. Oral argument on the Motion to Dismiss is scheduled for July 20th.

NEW BUSINESS

Ms. Wojton presented two community outreach videos that were recently recorded, and have been posted to the MES website.

CLOSED SESSION

At 11:05 am in accordance with General Provisions Article, §3-305(b)(1), Mr. Snee made a motion to enter Executive/Closed Session "To discuss the compensation, of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals." Dr. Streett seconded the motion and it was unanimously approved. Except as noted below, all staff left the meeting at this time. Mr. O'Neill, Ms. Irvin, Dr. Streett, Mr. Snee, Mr. Addison, Mr. Hedge, Mr. Coleman, Ms. Wojton and Ms. Fuller remained part of the meeting.

The Minutes of the closed session of the April 28, 2016 meeting were read aloud by Mr. Coleman. Mr. O'Neill requested approval of these minutes. Dr. Streett noted that his name was misspelled, and Mr. Addison noted that he had been left off the list of members present in the meeting. Ms. Irvin made the motion to approve the minutes with the changes noted, and Mr. Addison seconded. The minutes were unanimously approved.

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Mr. O'Neill left the meeting at 11:10 am. The Human Resources Committee presented a second item for consideration. Mr. Snee, on behalf of the committee recommended that the Deputy Director's salary be increased by four percent (4%) effective July 1, with the proviso that the salary will be reevaluated by the Human Resources Committee immediately if the position becomes vacant, but in any event no later than November 1, 2016 regardless of the status of the position.

Mr. O'Neill then returned to the meeting room at 11:24 a.m. Dr. Streett made the motion to approve the recommendation described above, Mr. Addison seconded, and the motion was approved with 5 members voting in favor and Mr. O'Neill abstaining.

At 11:25 a.m., Mr. Snee moved to open the closed session, Mr. Addison seconded, and the Board voted unanimously to return to open session.

OLD BUSINESS

Mr. Snee inquired about the status of several projects.

Mr. O'Neill advised that the work being performed by Johnson Controls at MCI-H is in the first phase of approval. No money has been paid yet.

MES owns the neighboring "Bleemkee" property. It is currently being maintained by MES and being used for storage.

Harford County has accepted and authorized another year to the Solid Waste services contract. The two year renewal of the Prince George's MRF project is currently being drafted.

The next meeting is July 28th, and the following meeting in August is in Ocean City at the MACO conference.

ADJOURNMENT

At 11:28 a.m. upon motion by Mr. Snee, the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 7-16
July 28, 2016**

LOCATION: MES Headquarters – Conference Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
Leslie Jackson-Jenkins, Esq.(phone)
Joseph Snee, Esq. (phone)
William B.C. Addison (phone)
Kevin Hedge (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: none

OTHERS PRESENT:

William J. Selle, Esq.
Beth Wojton
Cece Donovan
John Kane, Esq.

Steve Tomczewski
Pamela Fuller
John Mirable (Inspire)
Lincoln Tracy (Inspire)

CALL TO ORDER

The meeting of the Board was called to order by Mr. O'Neill at 9:35 a.m. Mr. O'Neill welcomed J.P. Smith to his first Board meeting.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of June 23, 2016. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved, with the exception of Ms. Jenkins and Mr. Smith who abstained.

INSPIRE AWARDS

The following Inspire Awards were presented:

- Extraordinary Service during a power outage at the Montgomery County Yard Trim Composting Facility in Dickerson. Mr. Willie Wainer presented the award to the recipients

Alice Freeman, Steve Freeman, Mike Damuth, and Charles Bradford, this morning at the facility.

- Extraordinary Service to John Mirable for his long efforts to replace the engine in the Osprey crew boat, which saved MPA \$23,000.

Joe Snee joined the meeting at 9:30am. John Mirable and Lincoln Tracy left at 9:42am.

DIRECTOR'S REPORT

John O'Neill reported on many events occurring over the last month, including:

- The Governor held a press conference on July 7th at the Conowingo Dam regarding the sediment issue. MES will be coordinating the Request for Information, which should be advertised by August 1st.
- Many audits are currently underway. MES auditors SB&Company are onsite now working on the IT component of the 2016 fiscal year financial statements. Harford County and Baltimore County auditors are both performing audits of MES operations conducted on their behalf.
- Baltimore County is reducing the number of temporary laborers at the CAF for 2 months. They will instead increase the number of the inmates, and also slow the processing time in an attempt to reduce the percentage of residuals.
- A Capital Budget meeting was held with DBM. MES will receive no additional funding. If bid overages can't be worked into the current approved funding then other projects will need to be shifted to out years.
- Work continues on the Combined Heat Power (CHP) plant proposal at MCI-Hagerstown. Columbia Gas confirmed pipeline costs stay at \$6.22 million
- New Secovac breakers were received at ECI-CoGen, but they do not work, and will need to be re-ordered. GE is finalizing programming work on PLC control and substations 1 and 3.
- Janet Irvin, MES Treasurer and Chief Financial Officer was installed as President of the Maryland Government Finance Officers Association.
- The agency received a Public Information Act Request from a citizen who would like to see the Board of Director's meeting minutes posted on the MES website. Plans are underway to post the minutes in the future.
- After 30 years, MPA recently notified MES that they want to change the way they pay MES. MPA no longer wants to provide advances to MES. They believe the advances cannot be properly tracked in State Finance system (FMIS). As the process takes MPA 75-90 days to pay MES' invoices, MES would not have enough cash on hand to pay its vendors working on MPA projects within 30 days. MES is looking into a line of credit that would allow it to pay its vendors on time. Costs associated with this line, which

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could exceed \$900,000 annually, would be paid by MPA. This will be discussed in more detail by Ms. Irvin.

- Under the Governor's new Customer Service Initiative, MES is required to submit a draft customer service plan to the Governor's office by August 15th.
- MES has received a complaint from a customer that a vendor is selling an inferior product, and calling it Leafgro®. This is currently under investigation.
- Midshore II just celebrated 3 years with a perfect compliance record with an employee lunch.
- Midshore I is experiencing gas buildup issues due to a malfunctioning flare. The hookup to Easton Utilities needs to be completed soon, and damage to the closure cap fixed.
- The MES employee picnic will occur on September 18th at Kurtz's Beach in Pasadena.
- Plans for the MACO reception in Ocean City are underway.
- The Ethiopian embassy is sending a group of representatives to see water and wastewater technologies. MES will be hosting the group and taking them on several tours.

BUSINESS DEVELOPMENT

Ms. Wojton reported that Jim Stonesifer continues to visit MES clients to assess client satisfaction. The feedback has been good. The Water Management Director at MDE has contacted MES for help with a project in Cecil County. A wastewater system in a development is out of compliance and the owner/operator wants to abandon it. MDE has asked MES for short-term solutions. A possible long term solution is to build a pump station and connect to the Cecil County sewer system. Meetings are ongoing.

An ex-MES employee, Dane Bauer, asked MES to take over a wastewater plant at a mobile home park. MES stepped in to a bad situation and has done a great job improving the safety and operations of the system. The facility is now in compliance.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Due to phone difficulties, Mr. Snee exited the meeting at 10:00am.

HUMAN RESOURCES

Ms. Wojton reported that there are currently 844 positions. There were 4 new hires last month. The current vacancy rate is 4.03%, but will be 3.20% after pending new hires are brought onboard. The agency continues to receive many qualified resumes for each vacancy. There has been some trouble locating qualified mechanics. As a result of the Singer Survey, the rates for mechanics are being adjusted.

Ms. Wojton introduced HR Policy 4.04 concerning Reduction in Force. The only change to the policy is in paragraph F. The current policy requires MES to notify former employees of

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new positions they may be qualified for. The revised policy would put the burden on the employee to check the MES website for new positions. Joe Snee rejoined the meeting. The old policy was adopted before positions were posted to the internet. After several questions, Ms. Wojton withdrew the current proposed change, and will further revise the language and re-submit at the next meeting.

FINANCIAL REPORT

Ms. Irvin reported that the FY16 financial reports are not fully closed out yet, and need to be audited. They should be final in September. The "accounts over 120 days report" was discussed. The staff has done a great job keeping this list small. Starting next month, the report will show accounts over 90 days past due. Ms. Irvin then discussed the Cash and Cash equivalents chart. The cash balances have been decreasing over time. MPA has been spending down their advances, and asked MES to return some of the money to them in June and July.

By way of background to the current MPA situation, and as clarification for the Board's new members, Ms. Irvin explained the MES financial structure. MES provides operators and labor. The sale of labor generates money used to operate the agency. All money expended is tracked, and recovered from agency clients. In some situations, such as the purchase of equipment, MES pays the vendors, then the client reimburses MES. There is no overhead charged for these transactions. For larger projects, such as the projects undertaken on behalf of the MPA, the client will advance MES the cash needed to pay costs associated with the project and MES uses this money to pay the client project's bills. MPA has been providing cash advances to MES for over 30 years. For FY17, MPA contract work is projected to be \$76 million. This is approximately \$6 million for labor, and \$70 million in no cost recovery project expenses. Using advances, MES would be using MPA money to pay MPA bills, generating no overhead to MES.

MPA has recently begun re-thinking this approach. A 3½ hour meeting was recently held with the MPA Director of Harbor Development and MPA Finance Director and various members of the MES staff. The meeting highlighted MES work, and showed how MES uses the advances to advance the interests of the State. It also illustrated how the lack of advances would require MES to cover \$7 million in MPA expenses by September. MPA asked if MES could provide a line of credit to cover these costs. On Wednesday, July 27th, MES received a letter from MPA, whereby MPA admitted that while the advances would be in the best interest of the State, they would not be in the best interest of MPA, and they would no longer be providing them. MES has a contractual obligation to continue with the projects, but under this change, MES will not be able to pay its vendors on time. To obtain a line of credit, MES will need to submit a request the Attorney General to hire outside Bond Counsel. That process also requires the Governor's approval. A line of credit would cost about \$330,000 in interest charges, which MPA has agreed to pay. Mr. Snee disconnected from the meeting at 10:22am.

Mr. Selle introduced Resolution 16-07-1R, which would grant MES the authority to borrow money and open a \$15 million dollar line of credit. There would be no specific security

against this line. An issue yet to be addressed is if the line will be taxable or tax-exempt. Ms. Irvin presented this resolution as a safeguard to ensure money is available to pay MES vendors, just in case MPA cannot be persuaded to change its mind. Mr. Snee rejoined the meeting at 10:25am.

Ms. Donovan explained that in the past MES drew down from the advances to cover expenses. Now MPA wants MES to front the money for the 60-90 days it takes between MES incurring the cost and the payment arriving back to MES. MES does not have enough cash to do this. MPA has agreed to pay the costs associated with borrowing money. Ms. Irvin reported that without the line of credit, MES would run out of money to pay costs incurred for MPA projects by the end of August. Bank of America indicates it would take 30 days to install the line of credit. Mr. Snee, and each member of the Board expressed their displeasure with this situation. Mr. Snee was adamant that MES not become a bank for MPA.

Several questions were addressed. Each Board member voiced their concerns. The MES/MPA contracts indicate that advances be mutually agreed upon by MES and MPA. MES does not agree with MPA's decision. Mr. O'Neill proposed setting up a conference call between Kathy Broadwater, Janet Irvin, Joe Snee, and himself.

Members of the Board stated that they will not allow MES to become a bank for MPA. Mr. Snee would like an Opinion of the Attorney General on the issue of advances.

Ms. Irvin, stated that she was in the difficult of position of managing the finances of the agency, introduced Resolution 16-07-1R for approval. Mr. O'Neill seconded. One member voted in favor, Ms. Irvin. Mr. O'Neill abstained, and all other members voted in opposition to the resolution. The Board directed Mr. O'Neill to advise MPA of this action, and report back to them.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for general labor services provided by Tito Contractors for the Montgomery County tubgrinding operations. Mr. Smith noted an error in the revised contract amount total. The new revised contract amount is actually \$2,534,589. Mr. Smith made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for Anchor QEA to provide strategic planning support for reducing air emissions to the MPA. Mr. Addison made the motion to approve the Item with the provision that a Notice to Proceed not be issued until the issues with MPA can be resolved, Mr. Hedge seconded. The motion passed with 7 members voting in favor and Mr. Snee opposed.

Mr. O'Neill introduced Item 3. The procurement is for Anchor QEA to provide environmental sampling and monitoring for the Confined Aquatics Disposal (CAD) pilot project

for the MPA. Mr. Addison made the motion to approve the Item with the provision that a Notice to Proceed not be issued until the issues with MPA can be resolved, Mr. Smith seconded. The motion passed with 6 members voting in favor, Mr. Snee opposed, and Ms. Jenkins abstained.

Mr. O'Neill introduced Item 4. The procurement is for a change order with Harnden Group LLC for Midshore I closure cap construction. 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. Selle updated the Board on the status of the WM Recycle lawsuit against MES. The issue stems from the purchase of spare parts at the Prince George's County MRF. The motion to dismiss has been denied. MES will now file an Answer and Discovery.

OLD/NEW BUSINESS

The next meeting is August 18th in Ocean City at the Clarion Hotel. The MES reception will be Wednesday evening at the Clarion, followed by the Board meeting Thursday morning. Susan Weil will send out hotel reservation confirmations for MACO.

The Governor is scheduled to tour Poplar Island Sunday morning, July 31. Mr. Snee would like to attend this tour.

ADJOURNMENT

At 11:15 a.m. upon motion by Mr. O'Neill the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 8-16
August 18, 2016**

LOCATION: Clarion Resort Fontainebleau Hotel – Ocean City, MD

TIME: 8:30 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
Leslie Jackson-Jenkins, Esq.(phone)
Joseph Snee, Esq.
William B.C. Addison
Kevin Hedge
J.P. Smith

DIRECTORS ABSENT: none

OTHERS PRESENT:

Sean Coleman, Esq.
Beth Wojton
Cece Donovan
John Kane, Esq.
Steve Tomczewski

Pamela Fuller
John Poggi (Johnson Controls)
Allison Dunn (Johnson Controls)
Chuck Farina (Johnson Controls)

CALL TO ORDER

The meeting of the Board was called to order by Mr. O'Neill at 8:33 a.m.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of July 28, 2016. Mr. Smith made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

John O'Neill reported on many events occurring over the last month, including:

- On August 14th, Governor Hogan attended a tour of Poplar Island given by MES Deputy Director John O'Neill, MPA Deputy Executive Director, Kathleen Broadwater, and the

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District Commander for the USACE, Edward Chamberlayne. It was an extremely hot day but a good tour, ending in a terrapin release.

- MES staff continue to meet with Port officials to develop a solution to the Port's decision to stop providing project cash advances next fiscal year.
- MES submitted its customer service plan to the Governor's office as required. The plan will be presented to the MES Board at the September meeting.
- There is currently a bird mortality event underway at Poplar Island. A total of 53 dead birds have been found so far., Eight birds were transported to TriState for necropsy to determine the cause. MES staff continue to remove and bury the dead birds. All involved agencies have been notified. Dr. Streett suggesting adding the Maryland Department of Agriculture to that list.
- Representatives from Johnson Controls are at the meeting today. They have been working on a proposal for the CHP project at MCI.
- The poultry litter RFI has been completed and signed by all participating agencies and has been forwarded to the Governor's office. The recommendation of the report is that the procurement process not move to an RFP at this time due to ongoing state funding of several promising technologies initiated through MDA. All agencies involved will continue to monitor the issue.
- On August 10th, MES staff attended a meeting regarding debris management and recovery efforts along the Patapsco River, in the wake of the Ellicott City flooding earlier this month. MES engineering staff have accompanied DNR staff to view debris piles on 8/15 and are working on a scope for a contract with DNR to assist in the cleanup efforts.
- After flooding in her hometown in West Virginia destroyed the local library, MES employee Maggie Cavey initiated a book drive to help replenish the lost books. MES employees donated over 1,500 books, audio books, and movies to the cause.
- MES employees also collected school supplies that will be delivered to Anne Arundel County Public Schools.
- Employees at the Midshore II Landfill in Ridgely had a celebratory lunch on July 18th in recognition of three years with a perfect environmental compliance inspection records.
- John Kane and fellow MES employees hosted the Tigray Regional Government delegation from Ethiopia last week. The visitors were interested in learning about technologies used at MES' water and wastewater plants. The group toured MES Headquarters, the Dorsey Run Advanced Wastewater Treatment plant, and the Triadelphia Wastewater Treatment plant.
- The diamondback terrapins at Poplar Island were recently featured on NBC 4. The News 4 I-team reported on the restoration of Poplar Island.
- The MES picnic is scheduled for September 18th at Kurtz's Beach in Pasadena.

- Kathy Magruder from Maryland Clean Energy Center has been meeting with MES after a bill was passed last legislative session, seeking to assess the programs provided by the Clean Energy Center.

BUSINESS DEVELOPMENT

Employees from TES and OPS have been meeting with DNR to offer assistance with the cleanup in Patapsco State Park caused by the Ellicott City flooding. Customer Service visits have been going well. The Customer Service plan has been finalized and submitted to the Governor's office. Colandro Construction, a developer in southern Anne Arundel County has contacted MES about water and wastewater options for the 250 home development they are planning.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

HUMAN RESOURCES

Ms. Wojton reported that there are currently 851 positions. There were 5 new hires last month. The current vacancy rate is 4.70%, but will be 4.11% after pending new hires are brought onboard. The agency continues to receive many qualified resumes for each vacancy. There has been some trouble locating qualified mechanics, engineers and drivers.

Ms. Wojton introduced HR Policy 4.04 concerning Reduction in Force. The only change to the policy is in paragraph F. The current policy requires MES to notify former employees of new positions they may be qualified for. The revised policy would put the burden on the employee to check the MES website for new positions. The old policy was adopted before positions were posted to the internet. Mr. Hedge made the motion to approve the Policy, Ms. Jenkins seconded. The motion passed unanimously.

Ms. Wojton presented and reviewed the Best Goals for FY2017. The BEST initiative was started in 2000. The employee run Best Committee creates the goals, which are then measured for completion. If the goals are met, every employee shares equally in the Best payout fund. Dr. Streett made the motion to approve the proposed Best Goals for FY2017, Mr. Smith seconded. The FY17 goals passed unanimously.

FINANCIAL REPORT

Ms. Irvin reported that the FY16 financial reports are currently being audited. They should be final in September. Ms. Irvin discussed the Cash and Cash equivalents chart. The cash balances have been decreasing over time. The new "accounts over 90 days report" was discussed.

The Midshore Counties administrators' meeting was yesterday. The costs for capping the Midshore I has exceeded the amount reserved so far. There is still \$8 million in cash available

for the overall Midshore project. Any overages on the closure will be rolled into the operating costs of the Midshore II. GASB requires that the full cost of the closure be treated as an expense for FY16.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for emergency repairs to the gas blower and flare at the Midshore I. Mr. Snee made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for Anchor QEA to provide technical support for design and construction of a fuel cell demonstration project at MPA. 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 to purchase a vortex trash interceptor for the Dundalk Marine Terminal. The interceptor will filter stormwater coming across the DMT before it reaches the chromium contaminated area. Mr. Addison made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

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

OLD/NEW BUSINESS

With several new members to the Board, committee assignments were reviewed. Mr. Addison volunteered to remain on the Human Resources committee. Mr. Addison then moved to appoint Mr. Smith to the Audit Committee, and Dr. Streett seconded. The motion passed unanimously. The Audit committee now consists of: Leslie Jackson-Jenkins, Kevin Hedge and J.P. Smith. The Human Resources Committee now consists of: Joe Snee, William Addison, and Richard Streett.

LEGAL REPORT

Mr. Colman advised that the agency and an employee were recently named in a suit filed in Caroline County, stemming from an automobile accident that occurred three years ago. A claim was previously submitted to the Treasurer's office.

CLOSED SESSION

At 9:30 a.m. in accordance with General Provisions Article, §3-305(b)(1), and (8), Mr. Smith made a motion to enter Closed Session to approve the minutes of the June 23rd closed session meeting which discussed "the compensation .. of employees, or officials" of the agency, and "to consult with staff... about pending or potential litigation" stemming from possible termination of a procurement contract. Ms. Irvin seconded the motion and it was unanimously approved. At this time Cece Donovan, John Kane, John Poggi, Allison Dunn, and Chuck Farina left the meeting. The following people remained part of the meeting: John O'Neill, Janet Irvin, Richard P. Streett, Jr., Leslie

**BOARD OF DIRECTORS MINUTES
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Jackson-Jenkins, Joseph Snee, William B.C. Addison, Kevin Hedge, J.P. Smith, Sean Coleman, Esq., Beth Wojton, Steve Tomczewski, and Pamela Fuller.

The Minutes of the Closed session of the June 23, 2016 meeting were introduced. Mr. O'Neill requested approval of the minutes. Mr. Hedge made the motion to approve the minutes, and Mr. Snee seconded. The minutes were unanimously approved, with the exception of Ms. Jenkins and Mr. Smith who abstained.

Mr. O'Neill then briefed the Board regarding the performance of a contractor on a procurement contract. The agency is considering terminating the contract. Mr. Coleman also commented on the matter. No other action was taken during the closed session.

ADJOURNMENT

At 10:00 a.m. upon motion by Mr. Addison, the Board came out of closed session and the meeting immediately adjourned.



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



**JOHN O'NEILL
DEPUTY DIRECTOR**

**BOARD OF DIRECTORS
MINUTES
MEETING 9-16
September 29, 2016**

LOCATION: MES Headquarter, 259 Najoles Road, Millersville

TIME: 10:30 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (out at 11:17am)
Leslie Jackson-Jenkins, Esq.
Joseph Snee, Esq. (out at 11:17am)
William B.C. Addison
Kevin Hedge
J.P. Smith (phone, on the line at 10:40am)

DIRECTORS ABSENT: none

OTHERS PRESENT:

| | |
|-----------------------------|--------------------------|
| Sean Coleman, Esq. | Hattie Crosby (Inspire) |
| Beth Wojton | Jamie Scheerer (Inspire) |
| Cece Donovan | Wes Lidie (Inspire) |
| John Kane, Esq. | Mark Kaiser (Inspire) |
| Steve Tomczewski | Ryan Bateson (Inspire) |
| Pamela Fuller | Dale Younger (Inspire) |
| Monique Booker (SB&Company) | Richard Hick (Inspire) |
| Sisilia Mo (SB& Company) | Gerry Tyler (Inspire) |
| Sharon Merkel (Inspire) | Brad Fruh (Inspire) |

CALL TO ORDER

The meeting of the Board was called to order by Mr. O'Neill at 10:20 a.m.

INSPIRE

- Salem Alsai – Extraordinary Service, One Card Discount. Accepted by Hattie Crosby on his behalf.
- Nelson “Eddie” Lukemire – Innovated Idea, Cox Creek Wetland Recirculation process.

- Jamie Scheerer, Richard Downs, Victor Bradford, Andrew Payton, William Tittle, Jerome Lucky, and Trish Lyons – Extraordinary Service, Dundalk Marine Terminal 12th Street line cleaning.
- Rex Bowman, Wes Lidie, Mark Kaiser, Robert Lancaster, Ryan Bateson, Mike Griffith – Innovative Idea, Chlorination system at Frostburg Water Treatment Facility.
- Dale Younker, Richard Hicks – Extraordinary Service, CFC Recovery services.
- Gerry Tyler, Mike Wilson, Doug Raymond, James Smith, Jason Doty, Danny Hayes, Brad Fruh, Bill Larrimore, Rob Handford, John Miller, Chris Homeister, Dustin Harris, Doug Greene, Jack Hayes, and Ron Brown – Extraordinary Service, saved a life at Poplar Island.

The Inspire recipients left at 10:32 am.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of August 18, 2016. Mr. Addison made the motion to approve the minutes and Mr. Snee seconded. The minutes were unanimously approved.

FY16 AUDIT REPORT – SB&COMPANY

Monique Booker and Sisilia Mo of SB&Company presented the FY16 Audit Report. The report contained the same 5 reports as last year. They are issuing a clean, unmodified report with no findings. This is the best level of report possible. The Financial Statements are on page 15 of the report. They show 2 significant items: the return of the advances to the Port, and increases due to new projects and customers. Ms. Booker and Ms. Mo left at 10:38 am.

DIRECTOR'S REPORT

John O'Neill reported on many events occurring over the last month, including:

- MES has verbally notified Johnson Controls that MES will be halting the Hagerstown Energy project due to the inability of the contractor to meet the requirements of the RFP. Johnson's senior staff are coming to MES next week to discuss.
- JP Smith called into the meeting at 10:40am
- Ed Fayda, an independent electrical engineer, is reviewing the GE project at ECI Co-Gen. There have been numerous glitches during the automation of substation 1 and 3 and MES is uncertain of further planned activity.
 - MES received 14 responses to the RFI for the Conowingo Dam Sediment & Nutrient project.
 - The Chicken Litter RFI report was submitted to the Governor's office on August 15th. MES is awaiting further instruction.

- There have been no recent bird mortalities at Poplar Island after the algal bloom last month.
- The Maryland Board of Public Works has approved the wetlands license for the Poplar Island expansion project.
- MES has recently turned down 3 projects offered by private firms that would have MES replacing a private contractor.
- Two major wastewater capital projects are almost complete; Charlotte Hall Veterans Home, and Southern Maryland Pre-Release Unit.
- Construction of the landfill gas line from Midshore I to Easton Utilities is currently underway. It should be completed in November, 2016.
- Garrett County signed a contract for the Deep Creek Lake Dredging evaluation.
- A bid has gone out for Ft. Carroll Oyster Reef expansion. Placement is scheduled for Fall, 2016.
- The demolition at Cox Creek Expansion site continues.
- Construction of the water line for the Pearce Creek community is about 80% complete. The Pearce Creek Dredged Material Containment Facility will begin operations next year. All parties appear happy.
- Work on the ECI Co-Gen substation upgrade continues.
- MES continues to serve on the Maryland Clean Energy Center Task Force which is examining where the agency should be located.
- MES' W/WW Operations Challenge Team took 1st place in Process Control, Lab, and Collection events at the Chesapeake Tri-Association Conference in Ocean City, MD. The team is currently competing at the national competition in New Orleans.
- The MES picnic was held at Kurtz Beach on Sunday, September 18th, with about 300 employees and family members in attendance. The MES Christmas party will be held at Kurtz Beach on December 9th from 6-10pm

BUSINESS DEVELOPMENT

MES will be hosting a customer appreciation cocktail reception at MML on October 14th. The Customer Service survey is going out to all MES customers.

HUMAN RESOURCES COMMITTEE

Mr. Snee reported on the activities of the Human Resources Committee, which met this morning. The Committee consisted of: Joe Snee, Richard Streett, and William Addison. Beth Wojton and John O'Neill were also present during the meeting.

The Committee recommends introduction of Resolution 16-09-1R, authorizing the day after Thanksgiving as a paid day off for MES employees. Mr. Snee made the motion to approve the item, Dr. Streett seconded. The resolution passed unanimously.

Mr. Snee also presented amended personnel Policy 8.03 authorizing changes to the Operator in Training program. The changes allow an OIT who finishes the program early to receive an increase in salary and classification to Operator –Pending. Mr. Snee made the motion to approve the policy amendment, Dr. Streett seconded. The policy amendment passed unanimously.

Ms. Wojton presented the BEST 2016 final results. The agency achieved 96.7% of its goals. The only goal not achieved was the OIT test passage rate. MES' passage rate remains higher than the State average. Ms. Wojton handed out the "FY2016 BEST Payment Summary" which summarizes the amount of money allocated to each of the BEST pools, and the amount to be distributed to employees. This will be the highest payout to employees in the history of the program. Mr. Snee made a motion for the agency to make the payout as presented, Dr. Street seconded. The motion passed unanimously. Mr. Snee also made a motion to make the payment to employees by the end of October, Dr. Street seconded. The motion passed unanimously.

The 401k participation rate remains could be better. New employees are being automatically enrolled in the program, but there are many who have not yet joined.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for skilled and general labor at the Central Acceptance Facility and Western Acceptance Facility in Baltimore County. Mr. Smith made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for Verizon Cellular services. Ms. Jenkins made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for unarmed security services at the Central Acceptance Facility and Western Acceptance Facility in Baltimore County. Mr. Addison made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for 2 used Rubber Tracked Dumpers for use at Hart Miller Island. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for configuration and implementation of an Electronic Commercial Fishing Harvest Reporting System for Maryland Fisheries Service.

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 supply and delivery of a 29ton Pontoon Excavator for Hart Miller Island. Dr. Streett made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for hauling of fill material from various locations to Masonville for Phase II Dike construction and filling of Kurt Iron Slip. Dr. Streett made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is for community outreach and public involvement support short list. Mr. Snee made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 9. The procurement is for 4 additional GORE© cover systems for food waste composting at Western Branch. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, with the exception that Ms. Jenkins abstained.

Mr. O'Neill introduced Item 10. The procurement is for Rocky Gap WWTP improvements. Dr. Streett made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board's notebooks.
Mr. Snee and Dr. Streett left the meeting at 11:17am

AUDIT COMMITTEE REPORT

Ms. Jenkins reported on the activities of the Audit Committee, which met this morning. The Audit Committee consisted of: Leslie Jackson-Jenkins, Kevin Hedge, J.P. Smith, and Janet Irvin.

Ms. Jenkins summarized the Audit report provided by SB & Company. Ms. Irvin reviewed the Legislative Audit which had two recommendations. The first recommendation was that MES renew its contract for the operation of ECI. The second recommendation was for the agency to obtain a legal opinion as to whether the executive order, and MES statute are sufficient to govern MES doing business with State agencies. Both items are currently being worked on by Sean Coleman.

Ms. Jenkins also reviewed several recent audits completed by MES Internal Auditor, Diane Oslon and mentioned the next audits to be conducted.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

HUMAN RESOURCES

Ms. Wojton reported that there are currently 836 positions. There were 4 new hires last month. The current vacancy rate is 4.67%, but will be 3.59% after pending new hires are brought onboard. The agency continues to receive many qualified resumes for each vacancy. There has been some trouble locating qualified mechanics, and engineers. The salary for both designations has been increased by 5%.

FINANCIAL REPORT

Ms. Irvin presented the August Financial statements. All three groups are performing above plan for the first 2 months of the fiscal year. The charts will be a bit off for the next few months, as July 2015 had 3 pay periods, and July 2016 had two. This difference in number of pay periods has skewed the variances. Total net assets are up. Cash includes \$8.5 million in cash advances from MPA that will soon be expended. The Plan vs. Actual looks good. All Accounts receivable over 90 days have been paid.

LEGAL REPORT

Mr. Coleman advised that the Open Meetings Law has recently been amended. Effective October 1st, MES will need to place Board Meeting Agendas on the website prior to the meetings, and post the approved Minutes of the meetings afterward. The agency is currently working on ensuring this information is made available.

OLD/NEW BUSINESS

The draft 2017 meeting schedule was presented to the Board. Some discussion was held regarding the location of the October 2016 meeting. The October 27th meeting will be at MES headquarters, and a Field trip to an MES facility or project will be planned for April 2017.

ADJOURNMENT

At 11:35 a.m. upon motion by Mr. Hedge, the Board the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 10-16
October 27, 2016**

LOCATION: MES Headquarter, 259 Najoles Road, Millersville

TIME: 9:30 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
Leslie Jackson-Jenkins, Esq.
Joseph Snee, Esq.
William B.C. Addison
J.P. Smith (phone)

DIRECTORS ABSENT: none

OTHERS PRESENT:

| | |
|----------------------|-------------------------|
| Sean Coleman, Esq. | Sharon Merkel (Inspire) |
| Beth Wojton | Scott Kearney (Inspire) |
| John Kane, Esq. | Sam Grimard (Inspire) |
| Steve Tomczewski | Jerry Keyser (Inspire) |
| Pamela Fuller | Paul Lutman (Inspire) |
| Tammy Banta | Tim Strite (Inspire) |
| Jason Gillespie | Chase Clark (Inspire) |
| Bernard Penner, Esq. | |

CALL TO ORDER

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

INSPIRE

- **Extraordinary Service - BWI Severe Weather Event and Playground Opening** to Wayne Jackson, Scott Kearney, Greg Stehli, Derek Day, Matt Tomitz, Jarad Proctor, Nykki Stritzinger, James Hancock, Samuel Grimard, Paul Waters, Chris Coleman, Jerry Keyser, David Hoch, Mark Hicks, Ryan Hanna
- **Extraordinary Service - Bretton Woods Water Supply** to Tim Strite, Paul Lutman, James Weller, Scott Murphy, Chase Clark

The Inspire recipients left at 9:38 am.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of September 29, 2016. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

John O'Neill reported on many events occurring over the last month, including:

- MES participated in the first and second meeting of the Maryland Clean Energy Center Task Force. Ms. Wojton presented a brief overview of MES. The next meeting is November 21st.
- Congratulations to Chief of Water/Wastewater Engineering, Ellen Frketic for being elected Vice President of CWEA (Chesapeake Water Environment Assoc.). The position automatically advances to President-elect next year and then President the following year.
- EPA has awarded a grant of \$978,000 to MPA and MES to retrofit the cargo handling equipment at the Port.
- Mr. O'Neill made a presentation to a meeting of the local chapter of the American Society of Military Engineers.
- The Maryland Charities Campaign kicked off this month. Another MES event is scheduled for October 31st.
- The Governor's Customer Service initiative continues. MES' plan was submitted and approved.
- Poplar Island just concluded a 10 week avian mortality event resulting in the death of 109 birds. The deaths were attributed to fungal, and bacterial diseases, and botulism.
- The algae bloom at Masonville is subsiding, and discharges are due to begin again.
- MES received 13 responses to the Conowingo Dam Sediment and Nutrient Management RFI. A summary will be presented at the next Bay Cabinet meeting.
- Staff at Hart-Miller Island are using quick lime in the trenches to adjust the pH of the water to be discharged.
- MES continues to help MPA to prepare and facilitate the October Pearce Creek implementation committee meeting.
- The Fort Carroll Oyster Reef expansion continues. MES will be assisting by putting down granite.
- The Deep Creek Lake dredging evaluation kickoff meeting was October 14th.
- The Midshore I/Easton Utilities landfill gas turbine is scheduled to start up next month.

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- Work continues on the ECI Co-Gen electrical switchgear upgrade. Substations 1 and 3 are complete; however, GE has not completed the rest. An extended power outage has been rescheduled from October to January, 2017.
- The Hagerstown CHP Project has been terminated. Johnson Controls is generating a final invoice under the terms of the contract for work that was completed.
- The Baltimore County Eastern Sanitary Landfill Transfer station project has been substantially completed.
- A total of 325,000 tires were removed from the Boehm Scrap Tire Cleanup project. With the closure of the Harford Waste to Energy Facility, it has been difficult to dispose of these tires. Currently, 3-4 loads per day are being transported the York Waste to Energy Facility.
- Additional tires have been found at the Tyler Towing site. Revised budgets are being prepared.
- W/WW Ops has met with Stevenson University officers regarding upgrades to the WWTP plant
- Engineering and lab monitoring continue at the Woodstock WWTP.
- Cunningham WTP engineering design upgrades are being reviewed.
- A five year IGA with the DC Water and Sewer Authority was signed this week.
- The Board of Public Works approved the contract with Carl Belt for construction of the Rocky Gap WWTP upgrade
- The US Army Corp of Engineers has toured Poplar Island with MPA.
- MES submitted its Annual Report to the State Archives. A copy was distributed to each Board member.

BUSINESS DEVELOPMENT

MES representatives attended the MML reception recently. It was very well attended, and MES may have a new tub-grinding client. The Winter MACO convention is December 7th to 9th in Cambridge. Quarterly leadership meetings will be occurring soon. Customer service and future business opportunities will be discussed. Ms. Wojton and Jason Gillespie met with KCI regarding possible solar installations. Ms. Wojton and John Kane met with Robin Frasier in Frederick County regarding a micro grid technology that might be used at Camp Fretterd. A grant may be available to pay for the project.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

GROUP UPDATES

John Kane and Bernie Penner discussed MES and American Water's relationship as it pertains to providing water treatment at 3 mobile home parks; Maybelle Manor, Conowingo, and Cinnamon Woods. MDE requires a government entity to serve as a controlling authority on

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permits for shared use systems. A single plant treating Conowingo and Maybelle Manor's wastewater would be a shared use system. American Water is interested in owning the shared use water plant, but does not have operators. MES can to operate the plant and would consider serving as Controlling Authority if the owner provides financial security to replace the plant if necessary. MDE appears to agree with this arrangement

Jason Gillespie discussed Task 4 with the State Highway Administration for emergency repair work to a sink hole on MD Rte. 64 in Washington County. MES completed repairs to the subsoil caused by stormwater runoff, and SHA completed the paving. There are many other areas in Western Maryland that face these same conditions due to stormwater runoff.

Mr. Tomczewski discussed the recently completed Baltimore County Eastern Transfer Facility. It incorporated the same design as the Cockeysville facility. Roy Kirby was the construction contractor but MES placed them in default for not completing the project. F&D Insurance is the surety company now responsible for completion of the project. Baltimore County solid waste was going to the Scarboro Facility in Harford County until this facility was completed.

HUMAN RESOURCES

Ms. Wojton reported that there are currently 838 positions. There were 9 new hires last month. The current vacancy rate is 4.18%, but will be 3.46% after pending new hires are brought onboard. The agency continues to receive many qualified resumes for each vacancy. There has been some trouble locating qualified mechanics, and drivers.

FINANCIAL REPORT

Ms. Irvin presented the September Financial statements. The charts will be a bit off for the next few months, as July 2015 had 3 pay periods, and July 2016 had two. This difference in number of pay periods has skewed the variances. Total net assets are steadily increasing. Closure and post closure cash funds are going down as closure cap activity continues. The Plan vs. Actual looks good. The Accounts Receivable over 90 Days report looks good.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for utility yard upgrades at ECI Co-Gen. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for closure cap construction change orders with Harnden Group at Midshore I Landfill. Mr. Smith made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for Nalco Company to provide boiler plant water treatment services at ECI Co-Gen and Hagerstown MCI Boiler plant. Ms. Jenkins made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

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Mr. O'Neill introduced Item 4. The procurement is for supply and delivery of fill material to Masonville DMCF for the Phase II Dike construction. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for dredging and backfill of the Kurt Iron Slip at Masonville DMCF. 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 supply and delivery of ultra low sulfur diesel fuel to Hart-Miller Island and Poplar Island DMCFs. Mr. Smith made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for Marine Technologies to complete the wet basin storm drain relocation and containment dike at Fairfield Marine Terminal. Mr. Snee made the motion to approve the Item, Ms. Irvin seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is engineering services provided by Geosyntec Consultants for the closure cap at Midshore I Landfill. Dr. Streett 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

Mr. Coleman reported that a new Deputy Attorney General has been appointed, Carolyn Quattrocki, Esq.

OLD/NEW BUSINESS

The 2017 meeting schedule was presented to the Board.

CLOSED SESSION

At 10:46 am, upon motion by Mr. Addison, seconded by Dr. Streett, the Board entered closed session in accordance with Md. Ann. Code, General Provisions, §3-305(b)(1) to discuss a possible termination of an agreement which may result in the termination or transfer of MES employees, and §3-305(b)(8) to consult with Counsel regarding current litigation. At this time Tammy Banta, Jason Gillespie, and John Kane left the meeting. The following Board members and MES employees were present during the closed session: John O'Neill, Janet Irvin, Richard P. Streett, Jr., Leslie Jackson-Jenkins, Esq., Joseph Snee, Esq., William B.C. Addison, J.P. Smith (phone), Sean Coleman, Esq., Beth Wojton, Steve Tomczewski, and Pamela Fuller.

Mr. Coleman updated the Board on the status of a current litigation matter.

Mr. O'Neill then briefed the board on a letter received from an MES client.

The Board took no official action while in closed session. At 11:16am, upon motion by Dr. Street, seconded by Mr. Snee the Board came out of closed session.

ADJOURNMENT

At 11:16 a.m. upon motion by Mr. Addison, the Board the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 11-16
November 17, 2016**

LOCATION: MES Headquarter, 259 Najoles Road, Millersville
Conference Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
Leslie Jackson-Jenkins, Esq. (phone)
Joseph Snee, Esq. (phone)
William B.C. Addison (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: none

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

CALL TO ORDER

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

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of October 27, 2016. Mr. Smith made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

John O'Neill reported on many events occurring over the last month, including:

- MES management continue to follow-up with Baltimore County regarding the County's decision to terminate the contract for operation of the CAF and WAF. Last Tuesday

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employees at the two facilities were updated. Baltimore County has expressed a desire to hire many of these employees. MES' priority remains finding positions for all displaced employees.

- Janet Irvin and Cece Donovan are meeting with Kathy Broadwater later today to discuss cash advances from MPA.
- The Governor's Customer Service Initiative is being announced today. The first training for MES staff was Monday.
- The Maryland Charities Campaign continues. MES is in excellent shape to meet its contribution goal.
- The Conowingo Dam Sediment & Nutrient Management project is moving along. A summary of the RFI responses was presented at the Bay Cabinet last Tuesday. MDE will be completing a detailed analysis of the sediment before further action is determined.
- Citizens continue to be connected to the water line related to the Pearce Creek project. Everyone appears happy.
- Deep Creek Lake Dredging evaluation work continues. A detailed scope and budget were presented to DNR.
- The landfill gas line has been connected from Midshore I to Easton Utilities. EU now needs to install a valve to purge air from the line before it can be started up.
- There was an unexpected outage at ECI Co-Gen due to Delmarva Power and a subcontractor. Two of the substations were not automated correctly, and will need to be re-done.
- The new Baltimore County Eastern Sanitary Landfill Transfer Station is substantially complete, and is now operational. Work is continuing to convert the old transfer station.
- The NEWDA is constructing a new building for the Montgomery County MRF paper line project.
- Discussions are underway with the University of Maryland which wants to install a gas collection system at Midshore II. They will get the carbon credits, and save money for the Midshore II closure fund.
- Discussions are underway with DPSCS for MES to assume operations of the Jessup steam plant.
- MES continues work at Cunningham Falls and Freedom District WWTP.s
- MES is reviewing issues related to the cost of additional equipment needed at the Southern Pre-Release Unit WWTP.
- The Clean Energy Center Task Force is scheduled to meet November 21st. MES will attend.

Mr. Snee inquired about the discussion with Fred Homan from Baltimore County. Mr. O'Neill reported that MES had developed a revised operations proposal, that lowered overhead by \$130,00, but Mr. Homan declared that was not enough and stated he can operate the facility for less money with his own staff. Mr. O'Neill said that he asked Ed Adams for his thoughts on the matter, and Mr. Adams believes the County's decision is purely based on money, and that the County was happy with the work done by MES. The merits of possible actions were discussed. Steve Tomczewski and Beth Wojton have been working with employees to keep as many of them as possible, or find alternative placements, and to make sure they are eligible for all possible benefits.

BUSINESS DEVELOPMENT

Ms. Wojton has been contacted by Peter Thomson from Coaltech Energy regarding their animal manure processing. Future opportunities may be possible. The Governor's office has requested that MES look at a mobile wastewater treatment technology proposed by a California company. They are looking to move the manufacturing of these systems to Maryland. A pilot project is possible. Winter MACO will take place from December 7th to 9th. Prior to this conference, letters are going out to major MES clients and County Executives describing MES accomplishments and services the agency provides. The Harford/Cecil chapter of MML dinner is December 15th.

Ms. Jenkins left the meeting at 10:00am.

Dr. Streett inquired about the status of the poultry litter disposal project. Ms. Donovan responded that submissions were still under review. Several promising proposals were submitted, but none of them are quite ready to move forward.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

HUMAN RESOURCES

Ms. Wojton reported that the agency currently has 845 positions. There are 36 vacancies. The current vacancy rate is 4.26%, but will be 3.55% after pending new hires are brought onboard. The agency has nearly completed its review of the new Fair Labor Standards Act regulations. Several employees may be changed from non-exempt to exempt.

FINANCIAL REPORT

Due to the earlier than normal meeting date, the October financial statements are not completed yet. Ms. Irvin presented the Cash report. It showed one major change from last month, reflecting \$2.1 million in State unearned revenues, which was returned to the State. The Accounts Receivable over 90 Days report looks good.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for hauling of yard waste materials for Baltimore County. This contract will need to be transferred to Baltimore County after July 1st. Mr. Snee made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for stormwater management and remediation services in Central Maryland. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for Jet Blast combo services at Dundalk Marine Terminal. Mr. Smith 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 reported that after mandatory mediation, the agency has reached a settlement with WM Recycle America stemming from the purchase of spare parts at the Prince George's County MRF.

OLD/NEW BUSINESS

Mr. Snee would like to acknowledge the passing of retired Colonel James W. Peck, MES Director from 1995 to 2003, who passed away on November 7, 2016. He would like the Board to consider naming the MES Conference room in his memory. Mr. Snee would also like the Board to consider renaming the Inspire Awards the "Larry Shubnell Inspire Award" in honor of former Board member Larry Shubnell who was instrumental in creation of the MES Inspire program.

The MES holiday party is December 9th from 6-10pm at Kurtz Beach in Pasadena, MD.


The next meeting is Thursday, December 15th at MES Headquarters

ADJOURNMENT

At 10:18 a.m. upon motion by Mr. Addison, the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 12b-16
December 20, 2016**

LOCATION: MES Headquarter, 259 Najoles Road, Millersville
Conference Call

TIME: 10:00 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
Leslie Jackson-Jenkins, Esq. (phone)
Joseph Snee, Esq. (phone)
William B.C. Addison (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: Kevin Hedge

OTHERS PRESENT: Sean Coleman, Esq.
Beth Wojton
Pamela Fuller

CALL TO ORDER

The meeting of the Board was called to order by Mr. O'Neill at 10:00 a.m.

CLOSED SESSION


At 10:00 am, upon motion by Ms. Jenkins seconded by Mr. Smith, the Board entered closed session in accordance with Md. Ann. Code, General Provisions, §3-305(b)(1) to discuss the salary of an officer of the Service. The following Board members and MES employees were present during the closed session: John O'Neill, Janet Irvin, Richard P. Streett, Jr., Leslie Jackson-Jenkins, Esq., Joseph Snee, Esq., William B.C. Addison, J.P. Smith, Sean Coleman, Esq., Beth Wojton, and Pamela Fuller.

During the closed session, the Board voted to establish the salary of the Director of the agency.

At 10:07 a.m., upon motion by Mr. Snee, seconded by Mr. Smith, the Board unanimously voted to come out of closed session.

ADJOURNMENT

At 10:08 a.m. upon motion by Mr. Smith, seconded by Ms. Jenkins, the meeting adjourned.



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



JOHN O'NEILL
DEPUTY DIRECTOR

**BOARD OF DIRECTORS
MINUTES
MEETING 12-16
December 15, 2016**

LOCATION: MES Headquarter, 259 Najoles Road, Millersville

TIME: 9:30 a.m.

DIRECTORS PRESENT: John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
Leslie Jackson-Jenkins, Esq.
Joseph Snee, Esq.
William B.C. Addison
J.P. Smith (phone)
Kevin Hedge

DIRECTORS ABSENT: none

OTHERS PRESENT:

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

Ellen Frketic
Brad Yeakle
Wayne Rumbaugh
Jim Elliot
Kirk Parks
Jesse McAllister

CALL TO ORDER

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

INSPIRE

Mr. O'Neill and Mr. Kane presented the Extraordinary Service award to the Water and Wastewater competition team, formerly known as "Motely Poo." The team, Brad Yeakle, Wayne Rumbaugh, Jim Elliot, Kirk Parks, Jess McAllister, and Captain Ellen Frketic placed second overall in Division 1 of the Water Environment Federation's Operations Challenge. They also took 1st place in Lab, 2nd place in Safety, and 3rd place in Process Control and Collection System events. The Board congratulated the team members for their significant accomplishments. Recipients of the Inspire award left the meeting at 9:45am.

MINUTES

Mr. O'Neill requested approval of the minutes of the meeting of November 17, 2016. Dr. Streett made the motion to approve the minutes and Mr. Addison seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

John O'Neill reported on many events occurring over the last month, including:

- MES completed another of its Maryland Charity Campaign fundraising events. The last event is scheduled for December 16th. The agency has already exceeded its goal for the year.
- MES sponsored three Salvation Army families this year. Each family received everything on their list.
- The MES Holiday party was Friday, December 9th at Kurtz' Beach in Pasadena, MD. About 240 MES employees and family members attended.
- MES held its quarterly Administrator's meeting with the Midshore Counties on Thursday, December 8th.
- MES participated in last week's Maryland Association of Counties (MACO) Winter meeting.
- Ms. Irvin and Ms. Donovan continue to work on the advance payment issues with the Port Administration.
- The Conowingo Dam workgroup will reconvene in January to evaluate additional modeling data and look at cost comparison studies.
- MES is working on an additional trash intercept wheel. The new wheel will be placed in the Masonville Cove area and will be powered by the flow of water through the wheel.
- Work continues on the design for the Lake Linganore dredging project.
- Work continues on the stormwater relocation at Fairfield Marine Terminal.
- The Fort Carroll Oyster Reef Expansion was completed in two days.
- MES staff met with Baltimore County staff regarding transfer of operations at the Baltimore County Western Acceptance Facility and the Central Acceptance Facility. Despite hiring our recycling coordinator, they have asked MES to continue to market recycled products for another month.
- Startup of the new gas to energy line at Midshore I continues. The goal for this week is to run the generator for the whole week. Air emission testing is being conducted.
- Replacement of the switchgears at ECI Co-Gen has hit another setback. The new SecoVac breakers suggested by the contractor are not operationally successful. They are being replaced with the old PowerVac breakers. No money has been paid to the contractor yet.

- Mr. Snee inquired as to the status of the Johnson Controls agreement. Mr. O'Neill has been talking with the Executive Vice President in Boston. They will be sending a closing invoice for the agreed amount of \$495,000 for work completed. Among other things, they completed the 50% drawings, which can be used in the future by MES.

BUSINESS DEVELOPMENT

Ms. Wojton reported that the agency has continued to reach out to existing customers. She had conversations with almost all of the County Executives at MACO. Environmental Operations has received a request from the Maryland National Capital Parks and Planning Commission for recycling services in their local parks.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

GROUP UPDATES

Mr. Tomczewski discussed the Jessup Steam Plant. There are currently 3 DPSCS employees at the plant who have been working 7 days a week. The DPSCS have contracted with MES for 3 temporary boiler operators from ECI. Three permanent employees will start in February, with hopefully 6 full time MES employees in July. It is a natural gas plant used to provide steam to the 6 DPSCS facilities in the area.

Mr. Kane discussed the Charlotte Hall Veterans Facility. This is an assisted living facility for veterans. MES procured and managed the design and installation of a new membrane wastewater system. This will increase the number of available beds at the facility, due to the increased wastewater capacity.

Ms. Donovan discussed the Oyster Reef expansion at Fr. Carroll. MPA is paying to expand the existing oyster bed. MES procured a contractor to place granite at the site. The Chesapeake Bay Foundation will place oyster spat later in the season.

HUMAN RESOURCES

Ms. Wojton reported that the agency currently has 839 positions. There are 21 vacancies. The current vacancy rate is 2.5%, but will be .95% after pending new hires are brought onboard. Ms. Wojton also presented the Monthly Vacancies report. The agency is looking at not filling some administrative overhead vacancies as they become open.

Ms. Wojton, at the request of the Human Resource Committee, presented HR Policy 3.02 Annual Leave for revision. Currently, the policy allows employees to carry over 35 days of annual leave into the next year, but they can request to carry over additional hours. The Human Resources Committee requested that the policy be revised to allow Executive Staff and the Director to also request leave carryover, and establish a system of approval for such requests. Mr. Snee made the motion to approve the policy change. Dr. Streett seconded the motion, the

policy change was unanimously approved. Mr. Snee then made the motion to approve Mr. O'Neill's request to carry over his unused annual leave hours into 2017. Dr. Streett seconded the motion, the motion passed unanimously.

FINANCIAL REPORT

Due to the earlier than normal meeting date, the November financial statements are not completed yet, so Ms. Irvin discussed the October financials. Labor sales are ahead of plan. Fringe and overhead are close to plan. Project variances are looking good. Net assets are increasing. The Cash report for November shows only slight variances.

The Accounts Receivable over 90 Days report was discussed. Three MPA invoices are on this list, billed in July in accordance with the contracts. MPA had agreed to approve advances for FY16 on some projects, but were reluctant to pay these 3 invoices. A work group of MES and MPA employees has been meeting monthly since July to review project progress and advance requests. The work group reviewed the request for these 3 advances at the December meeting and MPA agreed to pay them. MES has reissued the invoices at MPA's request. Payment is expected in January.

It was also noted that the work group has been refining the advance requests and in November one contractor invoice was paid late due to a delay in MES receiving the project advance. MPA has promised to speed up the process by which they pay MES invoices.

At MPA's request MES staff from various disciplines brainstormed alternatives to cash advances. There has been much analysis of the existing process which showed the advance process was valuable and was working to move the MPA projects forward. During a presentation in November most MPA and MES staff were in agreement that the advances are necessary. However, the MPA Finance Director is not comfortable with MES holding MPA money.

The process is very slowly moving in the right direction. Ms. Irvin will be meeting with the MES auditor (SB& Company), and Mr. O'Neill will be meeting with the MPA Deputy Executive Director.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for landscaping and snow removal services at MES Headquarters. Mr. Hedge made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 2. The procurement is for waste management services provided by Clean Ventures at various SHA facilities. Mr. Smith made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for Phase I engineering services at Lake Langanore dredging site. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is to purchase a 25 ton articulated hauler for the Cox Creek DMCF. Mr. Addison made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

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

LEGAL REPORT

Mr. Coleman reported that his office has been working with the plaintiff's attorney and the Treasurer's office on a case stemming from a traffic accident on the Eastern Shore involving a MES employee.

OLD/NEW BUSINESS

Resolution 16-12-1R was presented. The resolution proposes to rename the MES Headquarters, the "James W. Peck Building." Mr. Snee made the motion to approve the resolution, Mr. Addison seconded. The resolution passed unanimously.

The next meeting is Monday, January 25th at MES Headquarters. It is a conference call.

Mr. O'Neill presented holiday gifts to the Board. The baskets consist of items from local Maryland businesses.

ADJOURNMENT

At 11:18 a.m. upon motion by Ms. Jenkins, the meeting adjourned.



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



**JOHN O'NEILL
DEPUTY DIRECTOR**