



Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Roy McGrath, Director/CEO
John J. O'Neill, Jr., Deputy Director

**BOARD OF DIRECTORS
MINUTES
MEETING 1-17
January 23, 2017**

LOCATION: MES Headquarters, 259 Najoles Road, Millersville

TIME: 9:30 a.m.

DIRECTOR'S PRESENT: Roy McGrath, Director
John O'Neill, Deputy Director (in at 9:38)
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
William B.C. Addison (phone)
J.P. Smith
Kevin Hedge (phone)

DIRECTOR'S ABSENT: None

OTHERS PRESENT:

Sean L. Coleman, Esq.	Pamela Fuller
Beth Wojton	Ellen Frketic
Cece Donovan	Sharon Merkel (out at 9:40)
John Kane	Brian Krug (out at 9:40)
Steve Tomczewski	James Jett (out at 9:40)

CALL TO ORDER

The meeting of the Board was called to order by Mr. McGrath at 9:33 a.m.

INSPIRE

Ms. Donovan and Mr. McGrath presented the Extraordinary Service award to Brian Krug for his work cleaning and recoating the leachate storage tank at Hawkins Point.

Ms. Donovan and Mr. McGrath presented the Extraordinary Service award to James Jett for his vegetation management work at Fairfield and Masonville Marine Terminals.

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January 23, 2017
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Mr. Krug, Mr. Jett, Ms. Merkel left the meeting at 9:40am. Mr. O'Neill joined the meeting at 9:38am.

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of December 15, 2016. Mr. Snee made the motion to approve the minutes and Mr. Smith seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath thanked the Board and staff for their assistance during his first two weeks. He thanked John O'Neill for his great stewardship over the last nine months. He thanked Beth Wojton for the many jobs she does at MES, including her work with the transition process. Ms. Wojton's title is being changed, effective immediately to "Managing Director." The Group Executive Director's titles will be changing in the future also, and some new staff members will be coming on board.

Mr. McGrath had a great first impression of the agency and wants to start his administration by setting a direction for the agency and creating short and long term goals. His first priority is to resolve of the MPA advances issues. He will be meeting with MPA tomorrow. He will also attempt to arrange a meeting with Fred Homan, from Baltimore County to see if there is any opportunity for the County to retain MES.)

The Short term, 30 day goals include:

- HR/Admin: Current personnel levels will be reviewed to make sure the right levels of staffing are present in each department. An analysis of benefits will be conducted, and diversity will be promoted.
- Communications – More emphasis will be placed on helping the public understand MES and the work it does. MES' work with the private sector will be highlighted.
- Finance – Janet Irvin and John O'Neill are looking at plans for capital needs, as well as overhead expenses in general. They will also be looking at the size of the MES fleet.
- IT – JD Edwards software is still being rolled out. The self-service modules will be the next step, allowing employees to enter their own timesheets and reducing redundant data entry.

The Long term, 90 day goals include:

- Agency Strategic Plan – The executive group has been asked to create a strategic plan.
- Client Competitiveness Assessment and Resolution – Competition with the private sector will be examined.

- Client, Team, and Board Engagement & Appreciation Programs will be reviewed and enhanced.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Several questions were addressed.

BUSINESS DEVELOPMENT

Mr. McGrath advised that the title, "Business Development" will be changing in the future. Ms. Wojton reported that she and Steve Tomczewski met with representatives from Sibelco. Sibelco contacted MES for advice and assistance with a glass recycling facility they are hoping to build in Maryland. There is currently no market for recycled glass in this area, and most of what is processed at the MRF's is being taken to landfills or transported to a facility near Pittsburgh. The counties are very interested in see their glass recycled into new products. Sibelco is looking at the Baltimore-Washington corridor. They would like MES to help with siting, permitting, and operating. They currently have eight facilities in Europe.

Ms. Wojton has also met with Coastal Companies regarding a potential water and wastewater plant, and with Evangelical Presbyterian Church which has requested MES help.

GROUP UPDATES

Ms. Donovan discussed dredging work at Lake Linganore. The project has entered Phase II – procurement and construction. A procurement is due out in February.

Mr. Tomczewski discussed food waste composting at Western Branch in Prince George's County. The pilot project began in 2013, and is expected to double capacity this year. It will then be the largest food composting project in the State. The finished product is sold in bulk as Leafgro Gold ®.

Ms. Frketic discussed ENR upgrades at ECI WWTP. The initial construction bids exceeded the funded allocation. Revisions were made and the project split into 2 parts, then re-bid. New bids also came in over projections, so a value engineering study was conducted by Watek. More changes were made to plant capacity, and new permit limits will be negotiated with MDE.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 851 positions. The current vacancy rate is 3.41%, but will be 2.47% once new hires are brought on board in January and February.

Mr. Snee inquired into how many employees are at Poplar Island. Ms. Donovan reported after the meeting that there are 27 employees at Poplar.

FINANCIAL REPORT

Ms. Irvin presented the December Financial reports. Labor sales are 2% higher than this time last year. Environmental Operations is up due to scrap tire projects and PG MRF. TES and WWW are both down slightly. Fringe and Overhead are both up, due to increased labor. Non-labor overhead is down compared to last year. In total net assets, unrestricted assets is higher than invested assets for the first time since 2013. The Cash graph is a snapshot of one day in time, December 31st, 2016. There are no accounts over 90 days past due.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is to purchase a John Deere Wheel Loader for Prince George's County Western Branch. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, with the exception of Ms. Jenkins who abstained and did not participate in the discussion.

Mr. O'Neill introduced Item 2. The procurement is to renew for the third and final time the contract with Team Transport Inc. for yard trim hauling at the Montgomery County Yard Trim Compost Facility. Mr. Addison made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is to amend a previous approval, and allow for multiple awards to a competitive sealed bid for supply and delivery of fill material to Masonville DMCF for phase II dike construction. Ms. Jenkins made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is to approve change orders for George Miles and Buhr for engineering services to design ENR upgrades to the Freedom WWTP. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, with the exception of Mr. Smith who abstained and did not participate in the discussion.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Coleman advised that a trial has been scheduled for this summer in relation to a traffic accident involving an MES employee. The legal office remains involved in all the projects discussed today, as well as in legislative review and fiscal note responses.


OLD/NEW BUSINESS

Mr. Snee inquired into the status of his request to rename the Inspire awards in dedication to Larry Shubnell. Ms. Wojton is working on that request.

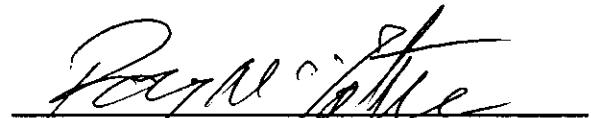
The next meeting will be February 27, 2017 at MES headquarters. Mr. McGrath requested that all Board members sit for new portraits at the next meeting, so that their photos could join those in the lobby or another area. He then handed out small gifts to all Board members as a token of thanks.

AJOURNMENT

Upon motion by Mr. McGrath, the meeting adjourned at 10:53 am.



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



ROY MCGRATH
DIRECTOR



Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Roy McGrath, Director/CEO
John J. O'Neill, Jr., Deputy Director

**BOARD OF DIRECTORS
MINUTES
MEETING 2-17
March 6, 2017**

LOCATION: MES Headquarters, 259 Najoles Road, Millersville

TIME: 9:30 a.m.

DIRECTOR'S PRESENT: Roy McGrath, Director / CEO
John O'Neill, Deputy Director
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
Kevin Hedge
J.P. Smith

DIRECTOR'S ABSENT: None

OTHERS PRESENT:

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

CALL TO ORDER

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

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of December 20, 2016 and January 23, 2017. Mr. Addison made the motion to approve the minutes and Mr. Snee seconded. The minutes were unanimously approved.

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March 6, 2017

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DIRECTOR'S REPORT

Mr. McGrath's first few months have been very busy. He has been busy reviewing key functional areas and several new staff members have come on board. The agency has an Associate Director, Communication Strategy who will be re-focusing on both internal and external communication efforts. The Business Development area has been re-branded Strategic Partnerships, and a new Strategic Partnerships Executive has been appointed, who will report to Beth Wojton. This section will focus on new opportunities for MES and its clients, with a focus on not competing with the private sector. Also, Shannon Bettleyon will be focusing on external programs and strengthening team member cooperation. Last Friday was employee appreciation day.

Collective bargaining bills have been introduced again this session in both the Senate and the House. Mr. McGrath and Ms. Wojton met with representatives of AFSCME seeking information. Meeting have been scheduled with many legislators to explain why collective bargaining is not a good fit for MES. The Senate bill has already been approved in Committee. Efforts will now be focused on the House side. MML and MACO also opposed these bills. MES estimates the bills will have a fiscal impact on MES clients by increasing costs 12.5 %. Ms. Irvin explained the fiscal impacts include: 20 minutes of unbillable time to discuss union business, extra personnel required in Legal and Human Resources, and any potential monetary impacts from negotiated items. The dues required for employees to join the union are approximately \$30 per month.

Mr. McGrath has tried unsuccessfully to contact Fred Homan to discuss the Baltimore County contracts. Ms. Wojton and Mr. Tomczewski met with MES employees at the CAF to explain everything MES knows about the scheduled termination of their employment at the CAF and potential opportunities within the agency. Immediately after that meeting, Mr. Homan contacted Mr. Tomczewski to discuss employee issues. Mr. Homan reiterated that no amount of reduction in MES overhead costs would be acceptable to him. He also re-voiced his desire to review MES personnel files. MES is still attempting to re-locate as many employees as possible to other agency positions. Many employees have expressed a desire to stay with MES. About 70 positions are effected.

Mr. McGrath met with Jim White, Executive Director of the Maryland Port Administration. It was a very good meeting and many issues and possible solutions to the project advance issue were addressed. Mr. White assure Mr. McGrath that MES will have the funds needed to pay invoices in a timely manner.

MES representatives toured the Material Recycling Facilities (MRF) in Prince George's, Montgomery, and Baltimore County with representatives from Sibelco. They are eager to establish a glass recycling facility in Maryland, and were pleased with the glass stream from all

three facilities. They plan to return for a visit in March to discuss potential site options and permit requirements. They also suggested MES representatives tour Sibelco facilities in Europe.

Progress is being made on the 30-day Strategic Plan. The team is pausing in the 90 day planning to solicit input from a third party consultants on how to move forward. An update of some informational technologies is being explored, including a CRM module. (Customer Relations Management). The Spring Flings have been rebranded to "Catch the Wave." They will begin in April. A refresh of the MES wave logo is also in the works.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Several questions were addressed.

STRATEGIC PARTNERSHIP OPPORTUNITIES

Ms. Wojton advised that the St. Mary's Metropolitan Commission has contacted MES regarding an Omnibus IGA for various environmental services. The draft IGA is in the review process now.

MES has been approached by several poultry processing companies for assistance in siting a pilot project. The Department of Agriculture is granting funds for poultry litter disposal pilot projects.

GROUP UPDATES

Mr. Tomczewski discussed the Nicholson Landfill remediation in Kent County. The County is under a consent order to fix groundwater contamination issues stemming from the closed landfill. MES will be installing a vacuum extraction system and central flair. This will produce big savings to the County over their current systems.

Mr. Kane discussed the Southern Pre-Release Unit wastewater treatment plant upgrades. The upgraded plant was not meeting permit limits, so MES met with Ovivo, the supplier of the membrane systems and advised them to fix the problems. MES is considering this technology for three other WWTP upgrades. Ovivo agreed to fix the system at their expense. The plant is now working well, and is now meeting permit requirements. Staff are now analyzing ways to reduce chemical costs. Rocky Gap is the next Ovivo system.

Ms. Donovan discussed the eCollaboration between MES, MDE and DNR. MES has written the software to automate MDE Wetlands and Waterways permit submissions. The section 404 permit process is now web-based and reduces time to process permits. The software is now being rolled out nationally.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 856 positions. The current vacancy rate is 3.97%, but will be 3.39% once new hires are brought on board. The agency continues to receive many qualified resumes for each advertised position.

Ms. Wojton then reviewed several additional graphs examining MES staff by age groups and by tenure.

BEST UPDATE

The BEST Goals 2017 update was presented. Many objectives are on track for successful completion. Only one goal is struggling. Options for increasing the Operator-in-training (OIT) certification passage rate are being examined.

FINANCIAL REPORT

Ms. Irvin presented the January Financial reports. Labor sales are 2% higher than this time last year with many projects contributing to this increase. Fringe and Overhead are both up, due to increased labor. Non-labor overhead is down compared to last year. Project variances remain the same. The Cash graph shows MES with \$2.566 million, but a significant portion of that was then paid out 2 days later. Both accounts over 90 days past due have been paid or resolved.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for upgrades to Cunningham Falls State Park WTP. The item has already received BPW approval. 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 to procure and install a new modular building and utilities at Poplar Island. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is to exercise the contract option for an additional year of general labor services at the Montgomery County MRF. Mr. Hedge made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is to approve change orders for Norair Engineering for ENR upgrades to the Freedom WWTP. Mr. Snee made the motion to approve

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the Item, Mr. Addison seconded. The motion passed unanimously, with the exception of Mr. Smith who abstained and did not participate in the discussion.

The Procurement Notifications are contained in the Board notebooks.

OLD/NEW BUSINESS

Mr. Snee inquired into the status of the new MES property, adjacent to Headquarters. There has been no change in status, it is currently being used for storage.

INSPIRE

Mr. McGrath and Ms. Donovan presented the extraordinary service award to Jarad Proctor for his work during a fuel spill at BWI Airport.

Mr. McGrath and Ms. Donovan presented the extraordinary service award to Greg Stehli and Ryan Zacherl for their work standardizing and upgrading the ejector stations at BWI Airport.

Mr. Proctor, Mr. Stehli, and Mr. Zacherl arrived just prior to the presentation, and left immediately after presentation of the awards.

LEGAL REPORT

Mr. Coleman recommend the Board go into Closed session to discuss several matters.

CLOSED SESSION

At 11:05 am, upon motion by Dr. Streett, seconded by Ms. Jenkins, the Board entered closed session in accordance with Md. Ann. Code, General Provisions §3-305(b)(1), (7), and (8) to approve the Minutes of prior closed sessions and to consult with counsel regarding a complaint filed with the Open Meetings Compliance Board (OMCB). The following Board members and MES employees were present during the closed session: Roy McGrath, John O'Neill, Janet Irvin, Richard P. Streett, Jr., William B.C. Addison, Joseph Snee, Leslie Jackson-Jenkins, Kevin Hedge, J.P. Smith, Sean L. Coleman, Beth Wojton and Pamela Fuller.

Ms. Jenkins made the motion to approve the minutes of the closed sessions of October 27, 2016 and December 20, 2016, and Mr. Smith seconded. The minutes were unanimously approved.

Mr. Coleman then discussed with the Board a complaint filed against MES with the Open Meetings Compliance Board.

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At 11:17 am, upon motion by Dr. Streett, seconded by Mr. Smith, the Board unanimously voted to come out of closed session.

AJOURNMENT

Mr. McGrath then brought in two new staff members to introduce to the Board. Ms. Heather Epkins is the new Associate Director, Communication Strategy. Mr. Matthew Sherring is the Strategic Partnership Executive.

Upon motion by Mr. Snee, the meeting adjourned at 11:19 am.



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



ROY MCGRATH
DIRECTOR / CEO



Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Roy McGrath, Director/CEO
John J. O'Neill, Jr., Deputy Director

**BOARD OF DIRECTORS
MINUTES
MEETING 3-17
March 27, 2017**

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

TIME: 9:30 a.m.

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

DIRECTOR'S ABSENT: None

OTHERS PRESENT:

Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan

John Kane
Steve Tomczewski
Pamela Fuller

CALL TO ORDER

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

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of March 6, 2017. Mr. Addison made the motion to approve the minutes and Mr. Hedge seconded. The minutes were unanimously approved. Mr. Snee and Mr. Smith logged into the meeting at 9:32am, immediately after the approval of the Minutes.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Several questions were addressed. Ms. Jenkins logged into the meeting at 9:33am, during these questions.

DIRECTOR'S REPORT

Strategic Planning is progressing. An outside firm, The Clearing, has been brought in to help develop the plan in a more structured way. A plan should be completed by the end of April, or early May. The plan will help prepare the agency to meet future challenges.

The MES collective bargaining bill is progressing through the legislature. The bill has already passed the Senate, and is scheduled for a vote in the House tonight. Despite legislators speaking in opposition to the bill, it is expected to pass. There are still several steps in the process before it becomes law. The key provision of the act is to change the word "may" to "shall" in regards to MES and collective bargaining. Mr. McGrath expressed his appreciation to Ms. Wojton for all her work on this issue. If it passes, staff will address the implications with employees during the Catch the Wave tour which will begin toward the end of April.

Also, as part of the Catch the Wave tour, the next Board meeting will be at Rocky Gap in Western, MD. The meeting will include a tour of the Rocky Gap facilities, and the Frostburg water treatment facilities. Details to follow as they become available.

The Communications group has been very busy under the leadership of Heather Epkins. A revamped wave logo will be sent out to the board members later today.

STRATEGIC PARTNERSHIP OPPORTUNITIES

Ms. Wojton advised that the St. Mary's Metropolitan Commission has contacted MES regarding an Omnibus IGA for various environmental services. Mr. Coleman has reviewed the draft IGA. The Commission will vote on its approval tonight.

Work with Sibelco is continuing. Their North American representative is scheduled to visit MES on April 5th.

Fuel Corp has approached MES for assistance in the early development of a project. A scrap tire recycler has approached MES for assistance with a scrap tire recycling project.

Dr. Streett inquired about the status of negotiations with MPA. Ms. Irvin and Ms. Donovan have been working with MPA staff. Mr. McGrath is confident things are moving in a positive direction

Mr. McGrath also advised he is meeting with Governor Hogan later this week. If any Board members have any issues they would like him to discuss with the Governor, please let him know.

The agency is beginning to look at space requirements for agency staff. In addition to the Headquarters building at 259 Najoles, the agency is currently leasing space at 255 Najoles. Mr. McGrath will be reviewing the possible expansion of the 259 building, allowing all personnel to be in the same building.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 850 positions. There are 802 active positions. There are 21 vacancies, with a current vacancy rate of 2.47%. That rate will be 1.76% once new hires are brought on board. The agency continues to receive many qualified resumes for each advertised position.

FINANCIAL REPORT

Ms. Irvin presented the February Financial reports. Labor sales are 3% higher than this time last year, and 10% over plan, with many projects contributing to this increase. Fringe and Overhead are both up, due to increased labor. Project variances are still up. The cash balances are roughly the same as last month. The one customer on the accounts over 90 days past due report has since paid. Brooke Keplinger has been doing a fantastic job keeping accounts current.

RESOLUTION 17-03-1R

Ms. Irvin introduced Resolution 17-03-1R which would amend Resolution 93-07-3R concerning vehicles for MES executive staff. To reduce the cost of operating the MES fleet executive staff vehicles will become pool vehicles, and employees listed in the Resolution will be permitted to submit for full mileage reimbursement when using their personal vehicle for work travel. It is important for the Executive staff to set the example as we move forward with examining potential costs savings in other areas. The new policy is more in-line with the State policy and private sector practices. Options for other employees currently assigned MES vehicles will be examined next.

Mr. Hedge made the motion to approve the Resolution, Mr. Addison seconded. The Resolution passed unanimously.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for support service provided by Amec Foster Wheeler Environmental & Infrastructure Inc. to prepare flood maps for

Montgomery County. Mr. Smith made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

Joe Snee logged off the line at 10:10am.

LEGAL REPORT

Mr. Coleman advised that if the collective bargaining bill passes, he may be asked by the Office of Attorney General to provide legal analysis of the constitutionality of the bill.

OLD/NEW BUSINESS

Mr. McGrath advised that there are many things on the horizon that may impact the finances of the agency. MES will continue to focus on growing the revenue side of the agency, while making sure not to negatively impact existing clients or unfairly impacting the private sector. Some belt tightening across the entire agency will be encouraged.

AJOURNMENT

The meeting adjourned at 10:16 am.



RICHARD R. STREEPT, JR., V.M.D
SECRETARY



ROY MCGRATH
DIRECTOR / CEO



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MINUTES
MEETING 4-17
April 27, 2017**

LOCATION: Rocky Gap Lodge – Emerald Conference room
16701 Lakeview Lodge Road, Flintstone, MD 21530

TIME: 9:30 a.m.

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

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
John Kane
Steve Tomczewski
Pamela Fuller
Bob Barnhardt – Left at 9:34am

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 9:30 a.m.

INSPIRE

Mr. McGrath and Mr. Kane presented the Extraordinary Service award to Wayne Rumbaugh, Joe Hott, Rich Salvatore, Joel Cicero, Vernon Fortney, and Bob Barnhardt for their work in managing a fuel spill incident at Foxville Gardens. Mr. Barnhardt accepted on behalf of the group. Mr. Barnhardt left the meeting at 9:34am.

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of March 27, 2017. Mr. Snee made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath thanked everyone for coming out to Rocky Gap. MES staff visited several sites the day prior as part of the Catch the Wave tour.

The agency has a new Managing Director of IT who will be working to improve technologies available at MES. Ms. Wojton has a new position title and responsibilities. She will now be Chief of Staff.

About 25 agency personnel participated in a Strategic Planning session on Monday. The planning effort is now being called "MES 2022." The Clearing facilitated the meeting, which was very productive. Current challenges and future opportunities were discussed. Three main areas of interest were highlighted: people (employees), business (clients and opportunities), and communication. A summary will be provided to the Board once it is prepared.

Discussions with MPA are on a good path. About 10 days ago, MPA staff requested MES accept a smaller advance payment than requested. MES staff re-stated their justification for the amount requested. Mr. McGrath and MPA Harbor Development staff have separately met with MPA Executive Director Jim White. Director White instructed his Finance department to deliver the full amount of the advance request to MES.

Mr. McGrath, Ms. Wojton, and Mr. Tomczewski recently traveled to Belgium and France for a series of meetings and tours with Sibelco. Sibelco has about 10,000 employees worldwide. They appear to be very motivated to get a glass recycling facility up and running in Maryland. They also met with MDE to discuss permitting issues. Several MES facilities produce recycled glass that would be a good fit for their process. Sibelco would build and own the facility, with MES operating.

The loss of the Baltimore County projects will result in a \$3 million dollar impact on MES. Belt tightening across the agency is being implemented. Outreach to new potential clients is being explored. Staff will be attending the Maryland Economic Development Corporation (MDECO) conference next week.

AUDIT COMMITTEE REPORT

Ms. Jenkins reviewed the SB & Company's "Presentation to the Audit Committee," which was presented to the Audit Committee earlier this morning. She reviewed the timeline for completion of the audit. Reports should be issued in September. SB & Company conveyed that they are available at any time as a resource.

Mr. Jenkins then summarized Diana Olson, MES' Internal Auditor's, report. Ms. Olson recently completed four audits: the Harford County Petty Cash Audit follow-up, the Scale House audit, the One Card audit, and the CAF Inventory preliminary audit. The One Card audit resulted in one reprimand, and will result in more training for card users, and a possible revision to the policy. Ms. Olson has the following four audits planned: the CAF inventory in May, the Petty Cash audit, the Semi-Annual Scale House audit, and the Legislative audit review.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Several questions were addressed. New software is being implemented which will help to better track opportunities.

STRATEGIC PARTNERSHIP OPPORTUNITIES

Ms. Wojton reported that work continues with Sibelco.

The omnibus MOU requested by the St. Mary's Metropolitan Commission has been drafted and delivered to the County. MES is now waiting to see what services MetCom may request that MES provide.

Representative from Middlesex have again contacted MES about partnering with them on a proposal for services at Aberdeen Proving Ground. They have been told a new RFP is coming out this fall.

MES has been contacted by a Connecticut company about helping them with groundwater work in Baltimore City.

Mr. McGrath advised that Matthew Sherring has been out visiting with various groups and clients.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 852 positions. There are 20 vacancies, with a current vacancy rate of 2.35%. That rate will be 2.11% once new hires

are brought on board. The agency continues to receive many qualified resumes for each advertised position.

Dr. Streett inquired into the status of employees at the Baltimore County projects. Ms. Wojton advised that Baltimore County has been meeting with employees individually and asking for applications. They have advised they plan to hire many of the current employees. MES management has also been working to find other positions within the agency for those that want to stay with MES. June 30th is the last day for MES operations.

FINANCIAL REPORT

Ms. Irvin presented the March Financial reports. Labor sales are at \$26.4 million, and 10% over plan, with many projects contributing to this increase. Fringe and Overhead are both up, due to increased labor, and fewer snow days this year. Also unemployment and workers comp claims are down from last year. The cash balances are roughly the same as last month, except for less money in Project Advances. There is only one unpaid customer on the accounts over 90 days past due report.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for the purchase of aluminum sulfate from Intercoastal Trading. 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 water system improvements at Camp Fretterd, provided by M2 Construction. 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 drainage remediation services for SHA District 6 provided by Harbel, Inc. 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 drainage remediation services for SHA OHD District 6, provided by Concrete General Inc. Mr. Smith made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for the purchase of a 3-D-Radar Geoscope GPR system from 3d-Radar. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for the algal-flow way technology and fuel cell demonstration at MPA's Dundalk Marine Terminal, provided by

Anchor QEA. Mr. Snee made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Items 7 through 10. These procurements are for traffic control services in SHA Region 1, 2, 3, and 4 respectively. One Invitation for Bids will go out, resulting in 4 contracts, 1 for each Region. Mr. Snee made the motion to approve the Items, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 11. The procurement is for the purchase of an SG Mega System with Gore Covers for the Western Branch food composting project. Mr. Addison made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously, with the exception of Ms. Jenkins, who abstained.

The Procurement Notifications are contained in the Board notebooks.

OLD/NEW BUSINESS

Mr. Tomczewski advised that he is meeting with Prince George's County next week in Washington DC to discuss adding a second shift to the PG MRF to accommodate the District's single stream recycling. They may also be sending yard waste to Western Branch.

An MES workgroup has made suggested changes to MES Fleet Policy. Those policies will be going into effect shortly. A summary will be sent to the Board.

LEGAL REPORT – CLOSED SESSION

Mr. Coleman advised that he had a litigation matter to discuss with the Board. At 10:55 am, upon motion by Mr. Snee, seconded by Mr. Addison, the Board entered closed session in accordance with MD Code Annotated, General Provision §3-305(b)(7) and (8) to approve the Minutes of a prior closed session, and to consult with counsel regarding recently filed litigation. The following Board members and MES employees were present during the closed session: Roy McGrath, John O'Neill, Janet Irvin, Richard P. Streett, Jr., William B.C. Addison, Joseph Snee, Leslie Jackson-Jenkins, Kevin Hedge, J.P. Smith, Sean L. Coleman, Beth Wojton, John Kane and Pamela Fuller.

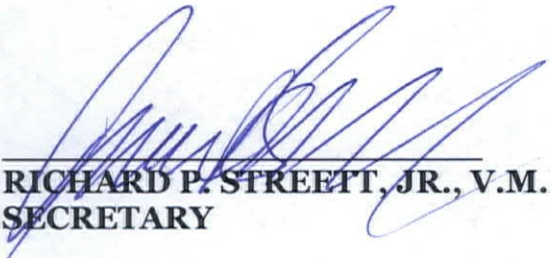
Mr. Smith made the motion to approve the minutes of the closed session of March 6, 2017, and Mr. Hedge seconded. The minutes were unanimously approved.

Mr. Coleman then discussed with the Board a lawsuit filed in District Court against MES.

At 11:00am, upon motion by Mr. O'Neill, seconded by Dr. Streett, the Board unanimously voted to come out of closed session. No other action was taken during the closed session.

AJOURNMENT

The meeting adjourned at 11:01 am.



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



ROY MCGRATH
DIRECTOR / CEO



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MINUTES
MEETING 5-17
May 25, 2017**

LOCATION: MES Headquarters
250 Najoles Road, Millersville MD 21108

TIME: 9:30 a.m.

DIRECTORS PRESENT: Roy McGrath, Director / CEO
John O'Neill, Deputy Director
Janet Irvin, Treasurer (phone)
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison (phone, out at 9:52am)
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq. (phone)
Kevin Hedge (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Steve Tomczewski
Vishal Bhatia
Pamela Fuller

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 9:30 a.m.

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of April 27, 2017. Mr. Addison made the motion to approve the minutes and Mr. Smith seconded. The minutes were unanimously approved.

Mr. Addison advised he would need to log off the meeting by 10. Mr. McGrath decided to alter the agenda order to accommodate his schedule.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for emergency boiler services 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 biosolids beneficial reuse services for Piney Orchard WWTP. Mr. Smith made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for dredging of Lake Linganore in Frederick 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 excavation at Cox Creek Expanded borrow area and widening of the base dike. 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 demolition of Building 201, which was found to contain PCBs, at the Cox Creek uplands area. Mr. Addison made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for innovative and beneficial reuse support services for TSA II Task 26. Mr. Smith made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. This procurement is for substation transformer and circuit breaker upgrades at ECI Co-Gen Substation. Mr. Snee made the motion to approve the Items, Mr. Hedge seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

AGENCY ACTIVITY REPORT

The newly formatted Agency Activity Report was presented to the Board. Several questions were addressed. New software is being implemented which will help to more efficiently track partnership opportunities.

DIRECTOR'S REPORT

Mr. McGrath reported that there have been many changes at the agency lately. With the retirement of John Kane, it was determined that this was a good time for a change to be made to the Water/Wastewater Group. W/WW is now part of the re-named Environmental Services Group, led by Cece Donovan. Jason Gillespie will play a leadership role in the W/WW area. Greater attention will be paid to the organization and process aspects of running the Group. Merging two of the Groups will help to control expenses.

There have been about 10 "Catch the Wave" visits so far, covering about 1/3 of the MES staff. They are going well, and enthusiasm seems high. Many questions have concerned retirement health care issues, and Beth Wojton and Donna Oliff are looking into options. Mr. Addison logged off the line at 9:52am.

A survey was recently sent to all MES staff. About 400 employees responded. There was much positive and constructive feedback. About 80% reported they were happy to be here. The most important issues for employees were compensation and training. A number of employees also commented on the commute policy. Mr. McGrath explained that the change to the commute policy should result in about \$300,000 in overhead savings in FY 2018.

Budget planning is ongoing. The agency is looking at many ways to offset the loss of the Baltimore County projects. A budget will be presented at the next meeting.

Two weeks ago, MPA Executive Director, Jim White, came to MES to meet with Mr. McGrath. They had a great conversation about many issues. Mr. White assured MES that the past billing issues will not continue. He has directed his Director of Finance to pay MES invoices in a more timely fashion.

There are many new partnership opportunities in the pipeline. A new Customer Relationship Management (CRM) tool from Salesforce will be implemented soon to help track these opportunities. The pilot is already up and running, and the full package should be available soon. MES is also looking at attending new trade shows and meeting with many of the Counties. Mr. McGrath attended the ICSC Recon Conference and has a meeting coming up with representatives of Sagamore Development.

STRATEGIC PARTNERSHIP OPPORTUNITIES

Ms. Wojton advised that the Strategic Partnership efforts have been very busy. Matthew Sherring has been out visiting with various groups and clients. Several entities have approached MES about potential partnerships; including, Tammy Howie

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with Maryland Tech Council, Charlie Day at DHCD, Ryan Sears with Launch Annapolis, and Brian Darmody with the University of Maryland.

MES projects were highlighted at the MML Montgomery County Chapter meeting. St. Mary's MetCom has indicated three opportunities on the horizon. A meeting has been scheduled for June 14th to discuss. DNR has contacted MES about adding one position. Ms. Wojton and others are meeting with a poultry processing company in Dorchester County later today. A traveling "roadshow" of MES 101 is being put together to visit State agencies and other potential partners.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 845 positions, 806 are active. There are 22 vacancies, with a current vacancy rate of 2.60%. That rate will be 2.25% once new hires are brought on board.

FINANCIAL REPORT

Ms. Irvin presented the April Financial reports. Agency staff have been very busy meeting and preparing budget plans for the next fiscal year. This budget will be presented at the next meeting in June. Labor sales are at \$26.4 million for the year, and 10% over plan, with many projects contributing to this increase. Fringe and Overhead are both up, due to increased labor, and fewer snow days this year. Also unemployment and workers comp claims are down from last year. The cash balances are roughly the same as last month, except for less money in Project Advances. There is only one customer on the accounts over 90 days past due report.

LEGAL REPORT

Mr. Coleman reported there have been no changes on litigation issues. The new partnership opportunities have required the attorneys to spend a significant part of their time drafting new contracts.

OLD/NEW BUSINESS

Mr. Smith inquired in the status of the collective bargaining law. Mr. McGrath advised that they are still looking at potential issues and impacts on the agency. They want to make sure all the details are accurate before rolling out the information to employees. Management is looking for a consultant to advise and guide the agency

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through the process. The goal is to have a plan in place by July. The law is effective October 1, 2017.

Cece Donovan advised that the transition with the Water/Wastewater Group is going well. Jason Gillespie, who already has some W/WW experience will be supervising this unit. Ms. Donovan and Mr. Gillespie have been traveling out to each Region to meet with staff.

John O'Neill announced he will be retiring within the next few months.

The June board meeting will need to be rescheduled. An announcement will be made as soon as a new date is found. The August board meeting will be at MACO in Ocean City on August 16th. Please complete the forms and return to Shannon Bettleyon.

AJOURNMENT

The meeting adjourned at 10:28 am.



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



ROY MCGRATH
DIRECTOR / CEO



**BOARD OF DIRECTORS
MINUTES
MEETING 6-17
July 10, 2017**

LOCATION: **MES Headquarters
250 Najoles Road, Millersville MD 21108**

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

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

DIRECTORS ABSENT: None

OTHERS PRESENT:

Sean L. Coleman, Esq.	Eileen Crawford (out at 9:39am)
Beth Wojton	Kevin Crawford (out at 9:39am)
Cece Donovan	David Miller (out at 9:50am)
Steve Tomczewski	Steve Laster (out at 9:50am)
Vishal Bhatia (phone)	Sam Grimard (out at 9:50am)
Pamela Fuller	Jerry Keyser (out at 9:50am)
Alicia Settle (out at 9:50am)	Tim Sautter (out at 9:50am)
Maryanne Crawford (out at 9:39am)	

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 9:34 a.m.

INSPIRE AWARDS

Mr. Snee presented an Inspire award to the family of Kevin Crawford, Sr. Mr. Crawford was an MES employee who passed away several months ago. Mr. Crawford was on his way home from work when he underwent a medical emergency. The troopers on the scene relayed that Mr. Crawford, while in the midst of the emergency,

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was able to safely exit a very busy highway and bring his vehicle to a complete stop, possibly preventing a serious accident and saving lives. Mrs. Crawford expressed her thanks and appreciation to MES for the support provided by its employees.

Mr. Tomczewski presented an Extraordinary Service award to David Miller for his dedicated service on the Midshore I and Easton Utilities LFG to energy plant. Mr. Tomczewski then presented an Extraordinary Service award to Steve Laster for his work with the Mobile Tub Grinder.

Ms. Donovan presented an Extraordinary Service award to Sam Grimard, Jerry Keyser, and Tim Sautter for their fast and decisive work cleaning up a gasoline spill near BWI airport caused by a serious motor vehicle accident.

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of May 25, 2017. Mr. Snee made the motion to approve the minutes and Mr. Smith seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath expressed his appreciation for the cooperation of the Board regarding meeting date flexibility due to schedule conflicts.

The agency has been active increasing customer engagement and awareness. Agency personnel have attended trade shows recently. MES sponsored the recycling efforts at the recent MML conference.

Mr. McGrath attended the June 29th Governor's Cabinet meeting, where each sub-cabinet was asked to assemble a presentation. The Bay Cabinet, in which Mr. McGrath participates, assembled over 30 ideas for consideration, including many from MES. Those ideas involved two MES presentations on glass recycling and water re-use.

Mr. McGrath and Ms. Donovan recently participated in the Bay Cabinet meeting which discussed the Conowingo sediment recovery and innovative and beneficial use project. An RFI was issued last year. The Bay Cabinet seeks MES to issue an RFP by early Fall. A pilot project of 25,000 cu yards will be proposed. Mr. Snee handed out a recent Washington Post article on the issue.

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Strategic Partnerships:

- Progress continues on the Sibelco glass recycling project. Management of Sibelco are anticipating going to their Board in September with recommendations to construct a glass recycling facility in Maryland.
- Matthew Sherring continues to set up meetings with officials of State agencies, which have led to new opportunities.
- Relations with MPA continue smoothly.
- MES ended operations in Baltimore County on June 30th. The transition went well. Some loose ends and payment issues are still being resolved.

Personnel news:

- This week Sean Coleman is celebrating the 30th anniversary of his appointment as Principal Counsel at MES.
- Sue McCauley, Chief of Safety recently retired after many years with the agency. Erin Lanagan, Chief of Compliance, will assume safety duties and serve as the Chief of Safety and Compliance.
- The Communications Associate recently departed the agency. A decision regarding a replacement or re-alignment of duties is in progress.
- Much research and planning continues to be done in preparation for collective bargaining. A consultant has been identified to help with implementation. Meetings will be held in September to discuss the issue with staff.

IT news:

- A new "voice over internet protocol" (VOIP) phone system has been installed, replacing the old analog system.
- The new customer relations tool "Salesforce" is being implemented.

Financial news:

- The new vehicle policy went into effect on June 19th. Commuting using Agency vehicles is no longer permitted unless approved by the Director.
- The FY 18 budget was prepared over the last few months. At the Director's direction, the groups worked to improve projections, and closely examined how they are spending resources.

Other:

- Performance based compensation will be 3% for meets expectations and 4% for exceeds.
- A section of the storage room at headquarters is being converted into a fitness center.
- Water bottle filling stations at headquarters has been well received and widely used.
- The Executive Compensation Study was recently completed. The last one was done over 18 years ago. The survey showed MES was not competitive with its public sector peers, nor the non-profit or private sectors in regards to executive salaries.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Several questions were addressed.

STRATEGIC PARTNERSHIP REPORT

Ms. Wojton updated the Board on some of the many meetings with potential partners. The partnership with Sibelco could bring up to twenty new positions. The MES team has scheduled meetings with Maryland Energy, SHA, DNR, counties, American Water, and Middlesex. Maryland Green Fuels is interested in MES operating their facility which makes fuel out of tires. St. Mary's MetCom has three projects for which they want MES assistance under the MOU. Smith Island is having a new WWTF built; potential opportunity for MES to explore.

GROUP UPDATES

Mr. Tomczewski highlighted the Mobile Tub Grinding operation, which MES has operated since the last 1990's, and has expanded tremendously in recent years.

Ms. Donovan highlighted BWI midfield cargo complex deicing facility expansion, which will eventually require additional MES employees.

FINANCIAL REPORT

Ms. Irvin presented the May Financial reports. There were three pay days in May, and one holiday. Labor sales are 11% over budget for the year, with many projects contributing to this increase. Fringe and Overhead recovery are both up, due to increased labor. Overhead expenses are down. The cash balances are roughly the same

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as last month. The agency has spent down \$3.1 million in advances. There are only two customers on the accounts over 90 days past due report, both of which have now paid.

Ms. Irvin presented the FY18 Budget. It includes about \$31 million in labor sales, which is slightly higher than FY17. There have been several changes to the Overhead recovery rate across the Groups. There will be a projected \$2.1 million increase in net assets, reflecting a modest increase over FY17 results.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 858 positions, 805 are active. There are 28 vacancies, with a current vacancy rate of 3.26%. That rate will be 2.91% once new hires are brought on board. The agency continues to receive many qualified resumes for each open position.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Snee advised that the Human Resources Committee met earlier today and discussed several matters. The committee consists of Richard Street, William Addison, and himself. Mr. McGrath and Ms. Wojton also attended the meeting. They reviewed the salary recommendations for FY 18. The agency will award a 3% increase to employees who "meet expectations," and a 4% increase to employees who "exceed expectations."

The committee also reviewed the Executive Compensation study conducted by the Singer Group. The review was last done in 1999. The survey looked at 7 positions and compared them to 10 outside organizations, including the Maryland Executive Salary scale, independent agency peers, and the private sector. The consultant advised that several positions are significantly misaligned.

CLOSED SESSION

At 11:00am, in accordance with Md. Ann. Code, Gen Prov. §3-305(b)(1), Mr. Snee recommended the Board enter a closed session to discuss compensation of agency personnel. Ms. Jenkins seconded the motion, all members voted in favor of closing the meeting. Ms. Donovan and Mr. Tomczewski left the room, and Mr. Bhatia exited the phone line. Mr. McGrath and Mr. O'Neill also left the room. Board members Snee, Irvin, Addison, Hedge, Jenkins and Smith remained in the conference room, in addition to Mr. Coleman, Ms. Wojton, and Ms. Fuller. Dr. Streett remained on the phone.

During the closed session Mr. Snee proposed to set the FY 18 salary of the Director and the Deputy Director in accordance with the recommendations contained

on page 13 of the June, 2017 Singer Executive Compensation Study. Mr. Addison seconded the motion. The motion passed unanimously by the members present. At 11:02 Mr. McGrath and Mr. O'Neill re-entered the conference room. The Board continued its closed session.

Mr. McGrath requested approval of the minutes of the closed session of April 27, 2017. Mr. Snee made the motion to approve the minutes and Mr. Hedge seconded. The minutes were unanimously approved. At 11:03am, upon motion by Mr. Snee, seconded by Mr. Addison, the Board unanimously voted to come out of closed session. No other action was taken during the closed session.

Ms. Donovan, Mr. Tomczewski and Mr. Bhatia returned to the meeting at 11:05am.

HUMAN RESOURCES COMMITTEE REPORT (continued)

Mr. Snee handed out copies of the Director's proposed Blue Heron Awards Program. The goal of the Blue Heron Awards Program is to recognize and reward outstanding contributions by individual employees or teams of employees in gaining new strategic partnerships for MES. The committee is recommending approval of this program with two amendments. In the opening paragraph, they would like move #4 to become #1, and they would like to add "prior to the award" to #5 of the General Provisions. Several questions were addressed. Mr. Snee made the motion to approve the Item with the proposed changes, Mr. Hedge seconded. The motion passed unanimously

PROCUREMENT ITEMS

Mr. O'Neill informed the Board that the MES Contract Manager, John Landbeck was in a serious automobile accident earlier this month. He had significant injuries and may be out for quite some time.

Mr. O'Neill introduced Item 1. The procurement is for continued ENR upgrades at Freedom WWTP Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed with 8 members voting in favor, and Mr. Smith abstaining.

Mr. O'Neill introduced Item 2. The procurement is to purchase a Flusher Truck for use at Montgomery County Yard Trim Compost Facility. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is to purchase a Wheel Loader for use at Montgomery County Yard Trim Compost Facility. 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 to purchase a Wheel Loader for use at Montgomery County Grinding Operations. 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 to purchase a Horizontal Grinder for use at Montgomery County Grinding Operations. Mr. Addison made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is for rock jetty rehabilitation and expansion at the Horn Point Campus of the University of Maryland Center for Environmental Science. Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for Port of Baltimore community outreach and public involvement outreach initiatives provided by Ecologix Group. Mr. Snee made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 8. The procurement is for continued ENR upgrades at MCI WWTP. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 9. This procurement is for additional inspections provided by the Jet Blast combo unit services contract. Mr. Smith made the motion to approve the Items, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 10. This procurement is for traffic control services for various clients. Mr. Addison made the motion to approve the Items, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 11. This procurement is to purchase a Front-end Loader Recycling truck for the Midshore Regional Recycling Program. Mr. Snee made the motion to approve the Items, Ms. Jenkins seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 12. This procurement is to extend the term of the contract with CMT Services for temporary labor at the Prince George's County MRF. This is the second of four yearly extensions under the contract. Mr. Snee made the

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motion to approve the Items, Mr. Smith seconded. The motion passed with 8 members voting in favor, and Ms. Jenkins abstaining.

Mr. O'Neill introduced Item 13. This procurement is for maintenance dredging at Dundalk East Federal Channel and Dundalk Marine Terminal. Ms. Jenkins made the motion to approve the Items, Mr. Hedge seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Coleman advised that the legal office has spent considerable time on the Baltimore County termination issues.

There will be a hearing on Thursday at MES in response to a contractor's appeal of a Procurement Officers' decision. John O'Neill will be the hearing officer, advised by Mr. Coleman. Mr. Selle will be representing the agency.

A new provision of the Open Meetings law requires a Board member to complete the Open Meetings training and be present whenever a public body goes into closed session. Ms. Irvin has volunteered to complete the training. Mr. Smith advised he may have already completed this training as well. Mr. Coleman will provide background material on the new requirements.

OLD/NEW BUSINESS

Mr. McGrath handed out an updated tentative meeting schedule for the remainder of the year. The next meeting will be a conference call on July 24th, followed by the August meeting at MACO in Ocean City. The meeting and the reception will be on Wednesday, August 16th.

ADJOURNMENT

The meeting adjourned at 11:30am.



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



ROY MCGRATH
DIRECTOR / CEO



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MINUTES
MEETING 7-17
July 24, 2017**

LOCATION: MES Headquarters
250 Najoles Road, Millersville MD 21108

TIME: 9:30 a.m.

DIRECTORS PRESENT: Roy McGrath, Director / CEO
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison (phone)
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq. (phone)
Kevin Hedge (phone)

DIRECTORS ABSENT: John O'Neill, Deputy Director
J.P. Smith

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Steve Tomczewski
Vishal Bhatia
Pamela Fuller

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 9:31 a.m.

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of July 10, 2017. Mr. Snee made the motion to approve the minutes and Ms. Jenkins seconded. The minutes were unanimously approved. Mr. Hedge joined the meeting at 9:33am.

DIRECTOR'S REPORT

Mr. McGrath attended the Tawes Clam Bake last week. While there, he met with representatives from Somerset County Sanitary Commission to discuss an 8 year old contract between the Sanitary Commission and MES. Secretary of the Environment Ben

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Grumbles also participated in the meeting. Several pre-requisites in place at the time the contract was made are no longer possible now, making performance of the contract impractical. To operate the project now would result in a financial loss to MES' client, the Department of Public Safety. Ms. Donovan supplied some background on the arrangement. Further discussions will need to take place.

The last of the Catch the Wave meetings was held last week on Poplar Island. The Head-start Terrapin release was live streamed on Facebook Live. There were about 30 Catch the Wave meetings held throughout the state, reaching the large majority of employees.

Last Friday was MES Night at Camden Yards, attended by about 250 employees and their families. The Governor stopped by to visit MES staff.

This week, Mr. McGrath will be traveling to New York to speak at the Leadership, Innovation & Diversity Symposium. He will be discussing sustainable, green building projects.

An "All-staff" meeting is being planned for September. This meeting will discuss, among other things; statutory changes, milestone anniversary celebrations, and Best Goals.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Mr. McGrath commented that there are many opportunities in the pipeline.

STRATEGIC PARTNERSHIP REPORT

Ms. Wojton reported team members had a very productive meeting with Anne Arundel County. There are many opportunities possible. The team also met with the Maryland Energy Administration. There are meetings scheduled in the next 2 months with other agencies for MES staff to brief them on the services MES can provide.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 794 positions, 748 are active. This is the first report without the Baltimore County positions. There are 26 vacancies, with a current vacancy rate of 3.27%. That rate will be 2.64% once new hires are brought on board.

Dr. Streett inquired as to the fate of the MES employees from the Baltimore County projects. Ms. Wojton advised that about 60 employees were hired by Baltimore County, 3-4 choose to retire, and the remainder were absorbed into other MES projects.

FINANCIAL REPORT

It is too early in the month for June reports. There is one agency on the 90 day report, Montgomery County for costs related to MES services at the County transfer station. Additional backup materials have been requested and provided.

PROCUREMENT ITEMS

Ms. Donovan introduced Item 1. The procurement is for hauling of used deicing fluid from the Mid-Field Cargo Deicing Fluid Collection Facility at BWI. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Donovan introduced Item 2. The procurement is for Anchor QEA to provide engineering & survey support for the Lake Linganore dredging project. Dr. Streett made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

A new provision of the Open Meetings law requires a Board member to complete the Open Meetings training and be present whenever a public body goes into closed session. Ms. Irvin has volunteered to complete the training. Mr. Coleman provided background material on the new requirements. Mr. Addison moved to appoint Ms. Irvin as the designated Board member. Mr. Snee seconded the motion. The motion passed unanimously.

OLD/NEW BUSINESS

The next meeting is August 16th at MACO at the Clarion resort in Ocean City, prior to the MES/NMWDA reception. The reception invitations were mailed and emailed. There has been a good response so far.

August 4th is the Oriole's game at Camden Yards for Board members. Tickets will be mailed out soon. This will not be considered an official meeting of the Board of Directors nor will one be called to order.

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John O'Neill will be retiring at the end of August. There will a retirement lunch on August 29th. Further information will follow.

Mr. Snee asked if there had been any update on the Collective Bargaining issues. A contract with Segal Consulting is almost completed. Joe Adler of Segal Consulting will be helping the agency prepare for October 1st, and the conversations that will occur with staff. He will then help with implementation when the time arrives.

ADJOURNMENT

The meeting adjourned at 10:04 am.



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



ROY MCGRATH
DIRECTOR / CEO



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MINUTES
MEETING 8-17
August 16, 2017**

LOCATION: Clarion Resort Fontainebleau Hotel
10100 Coastal Hwy, Ocean City, MD 21842

TIME: 2:30 p.m.

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

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Steve Tomczewski
Vishal Bhatia
Pamela Fuller

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 2:30 p.m.

MINUTES

Mr. McGrath requested approval of the minutes of the meeting of July 24, 2017. Mr. Snee made the motion to approve the minutes and Mr. Addison seconded. The minutes were unanimously approved. Mr. Hedge joined the meeting at 2:33pm.

DIRECTOR'S REPORT

Mr. McGrath welcomed everyone to Ocean City and the Maryland Association of Counties (MACO) conference.

The IT Group will be reviewing and updating the IT Policy as it has not been revised since 2003. The cell phone usage policy will also be examined.

Agency personnel met Monday with Joe Adler, a collective bargaining consultant. The three hour briefing encompassed the entire collective bargaining process and how it might be implemented at MES, should the agency adopt such an approach.

Governor Hogan announced that the RFP for the Conowingo Dam project will be released by the end of August. The dam was constructed in 1928 and the reservoir is estimated to be 92% filled with nutrient and sediment. Goals of the RFP are to analyze what is in the sediment, and examine methods to extract and innovatively re-use the sediment. MPT recently aired an interview with the Director on this topic.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Ms. Jenkins inquired into the nature of the services being provided to Corvias. Ms. Donovan clarified that the task is to train inspectors of stormwater structures.

STRATEGIC PARTNERSHIP REPORT

Ms. Wojton reported that team members continue progress with Sibelco. She will be meeting with BTS BioEnergy later this week at MACO to review the preliminary MOU. Two proposals have been provided to St. Mary's MetCom, with three more due next week. The team plans to meet with many strategic partners at MACO this week.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 800 positions, 741 are active MES positions. There are 25 vacancies, with a current vacancy rate of 3.13%. That rate will be 2.25% once new hires are brought on board.

Ms. Wojton then reviewed the BEST 2017 final results. There were a record number of goals and objectives in 2017. Every one of the goals were met, except for one. Goal 2, Objective 3 strove to raise the Operator in Training (OIT) test passage rate to 47%. The State wide passage rate is 15%. MES achieved a 37% passage rate, representing an 8% increase over the preceding year. Mr. Snee moved to amend the goals, to require a 30% passage rate, which is double the State rate. Mr. Addison seconded the motion. The motion passed unanimously.

Mr. McGrath presented a letter of appreciation to the Board from the Crawford family for the posthumously awarded Inspire award, presented last month.

FINANCIAL REPORT

Ms. Irvin presented the early numbers for July. July is the first full month without the Baltimore County projects. Labor sales are 5% over budget. The Change in Net Assets report is showing a whole year budget compared to one month of actual figures. The billable rate went down 1.65% this year. There are three customers on the 90 day report. Work continues on the Year-End Audit.

PROCUREMENT ITEMS

Mr. O'Neill introduced Item 1. The procurement is for additional work at Rocky Gap WWTP provided by Carl Belt, Inc. The item was approved by the Board of Public Works earlier today. 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 to lease glycol recovery vehicles at the BWI Midfield Cargo area. Mr. Addison made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 3. The procurement is for engineering services provided by George, Miles & Buhr, LLC for the Woodstock WWTP. The item was approved by the Board of Public Works earlier today. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 4. The procurement is for additional work at Cunningham Falls State Park WTP provided by M2 Construction. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 5. The procurement is for reconditioning of the elevated water storage tank at Crownsville Hospital. The item will go to the Board of Public Works after the award. Mr. Addison made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 6. The procurement is to renew the contract for short and long disability insurance and life insurance. Mr. Snee made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 7. The procurement is for mitigation plantings at Masonville Cove. Mr. Addison made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

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Mr. O'Neill introduced Item 8. The procurement is for drainage remediation services at SHA OHD District 6. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 9. The procurement is for routine maintenance and emergency services provided by Johnson Controls for the boiler system at Springfield State Hospital. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 10. The procurement is for construction of storm water and parking improvements at the Laurel Readiness Center. Mr. Smith made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Mr. O'Neill introduced Item 11. The procurement is for general labor services provided by Tito Contractors at the Montgomery County Yard Waste Composting Facility and Grinding Operations. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Mr. O'Neill advised that an emergency item would be coming next month for a fuel oil spill and pond cleanup at Aberdeen Proving Ground.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Coleman advised the agency was served today with a suit filed in the U.S. District Court for the District of Maryland alleging employment discrimination. The EEOC declined to bring an action on this complaint.

Mr. Selle will be defending the agency on Friday in the District Court of Maryland for Kent County in a matter brought by a property owner alleging damages caused by MES omissions related to installation of an underground fiber optic cable.

Mr. Coleman reported that Assistant Attorney General Bernie Penner will be retiring at the end of September after many years of service with both the Attorney General's office, and with other agencies of the State.

OLD/NEW BUSINESS

Mr. Addison advised he will not be able to attend the next meeting.


CLOSED SESSION

At 3:28pm, in accordance with Md. Ann. Code, Gen Prov. §3-305(b)(1), Mr. Addison made a motion that the Board enter a closed session to discuss compensation of agency personnel. Mr. Hedge seconded the motion, all members voted in favor of closing the meeting. Ms. Donovan, Mr. Tomczewski, Mr. Bhatia, and Mr. O'Neill left the room. Board members McGrath, Snee, Irvin, Addison, Hedge, and Smith remained in the conference room, in addition to Mr. Coleman, Ms. Wojton, and Ms. Fuller. Dr. Strett and Ms. Jenkins remained on the phone.

The Board discussed BEST pay and pro forma payment for unused annual leave for Mr. O'Neill. The Board approved payment of these two items for Mr. O'Neill upon his retirement. At 3:36 pm, upon motion by Mr. Snee, seconded by Mr. Smith, the Board unanimously voted to come out of closed session. No other action was taken during the closed session. At no time was Mr. O'Neill present during closed session.

ADJOURNMENT

The meeting adjourned at 3:37 pm.



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



ROY MCGRATH
DIRECTOR / CEO



**BOARD OF DIRECTORS
MINUTES
MEETING 9-17
September 26, 2017**

LOCATION: **MES Headquarters
259 Najoles Road, Millersville MD 21108**

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

DIRECTORS PRESENT: Roy McGrath, Director / CEO
Janet Irvin, Treasurer
Richard P. Strett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
Kevin Hedge
J.P. Smith

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Jason Gillespie
Steve Tomczewski
Vishal Bhatia
Pamela Fuller
Roger Marshall (Inspire, out at 10:40am)
Allen Linebaugh (Inspire, out at 10:40am)
Jim Souders (Inspire, out at 10:40am)
Martha Stauss (Inspire, out at 10:40am)
Alicia Settle (out at 10:40am)
Monique Booker, SB & Company (out at 10:46am)
Graylin Smith, SB & Company (out at 10:46am)
Sisilia Mo, SB & Company (out at 10:46am)

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 10:30 a.m.

INSPIRE

Steve Tomczewski presented an Extraordinary Service award to the employees of the Derwood Grinding Operation in Montgomery County, for their efforts in abating complaints about dust from a nearby business. Roger Marshall, Allen Linebaugh, and Jim Souder were present to accept the award.

Mr. Gillespie presented an Extraordinary Service award to Martha Strauss for her efforts in helping the Terrapin Institute, the South River Federation, and the SHA in relocating numerous turtles in a safe and proper manner.

AUDITOR'S REPORT

Monique Booker of SB & Company summarized their presentation which was made to the Audit Committee earlier in the morning. They are issuing a clean, unmodified opinion. There were no findings of fraud or abuse. All internal controls are effective. The single-audit report, required by Federal regulations, has been completed. There were no issues or instances of non-compliance. They are also issuing a clean, unmodified finding on the OPEB report. The final report should be issued this week. The auditors left the meeting at 10:46am.

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of August 16, 2017. Mr. Snee made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath reported receiving considerable positive feedback following the MACO reception, which was well attended. MES team members met with many clients and potential clients while in Ocean City. A follow up meeting with the Stadium Authority is scheduled for next week.

MES staff continues to close out the financial aspects of the Baltimore County projects, which ended on June 30. Baltimore County has put a hold on other projects, which has caused management to reassign a number of MES employees to other projects.

The Prince George's County Clean Water Partnership has reached a milestone of 1,000 acres of treated stormwater surface. Other counties have approached MES regarding possible stormwater projects.

The Conowingo Dam RFP was issued on schedule by MES on August 31st. The responses are due next week; however, that deadline may be extended to accommodate a change in the sample site location.

MES is exploring a potential new partnership with DNR. DNR has approached MES to co-support "Outdoors Maryland" a television program on Maryland Public Television (MPT). MES will discuss creative content opportunities with MPT. The equally shared cost to MES is \$35,000, which will be paid for through internal budget adjustments in other areas.

The Prince George's County Materials Recycling Facility has earned a SWANA safety improvement award. They were named the most improved recycling facility in the nation.

The first annual All-MES staff meeting will be occurring tomorrow. Three quarters of all employees are expected to be present. The state of the agency, as well as the vision for the future will be discussed. Lieutenant Governor Rutherford will be the keynote speaker.

Sean Coleman was recently presented with an Exceptional Leadership Award by the Attorney General.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

STRATEGIC PARTNERSHIP REPORT

Ms. Wojton reported on the numerous opportunities explored this month:

- 8/24 Matthew Sherring attended the MML Frederick Chapter in Middletown
- 8/28 the team met with Secretary Belton and Assistant Secretary Anderson of DNR
- 8/29 the team met with Executive Director Frenz and staff from the Maryland Stadium Authority
- 9/12 attended a meeting with officials of Sagamore Development regarding Port Covington partnership opportunities including a wetlands delineation project

- 9/14 the team attended MML Carroll County Chapter meeting in Taneytown, where they received positive feedback from the Mayor of Sykesville
- 9/19 the team met with Secretary Bartenfelder and the Maryland Department of Agriculture leadership team
- 9/19 had a phone call with Energy Sage, the “expedia of solar” to learn more about their services
- MES roadshow visits continue to State agencies, including upcoming visits with the MDOT business units
- Discussions continue with Sibelco. Their next step in the development of the project is to obtain the approval of their Board of Directors. MES continues to investigate grant and financial incentive options.
- St. Mary’s METCOM continue to review proposed task orders
- Environmental Ops has reached out to the Board of Stationary Engineers to discuss the creation of an apprenticeship program for steam plant operators.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 795 positions, 748 are active MES positions. The vacancy rate will be 1.64% once new hires are brought on board. MES has engaged the services of communications consultant, Ryan Nawrocki.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Snee advised that the Human Resources Committee met earlier today. The committee consists of Joe Snee, Richard Streett, Billy Addison, Roy McGrath and is staffed by Beth Wojton. The first item they considered was a resolution granting the day after Thanksgiving as a paid holiday. Mr. Snee made the motion to approve Resolution 17-09-1R, Mr. Smith seconded. The Resolution passed unanimously.

The second item considered was a revision to the MES salary scale for grades 1 through 12. This revision would raise the minimum and maximum limits of the salary bands by 10%. A modest number of employees at the lower end of the salary scale would receive an immediate salary increase. Mr. Snee and the Committee recommend approving the revised scale, Mr. Hedge seconded. The motion passed unanimously.

The third item considered was the BEST program. It was noted that this was a great year, with 100% of the goals being met for FY17. The FY17 goals and summary of results were handed out. The number of eligible employees for the BEST pool is 644. Based on the available funds in the BEST pool, Mr. Snee and the Committee

recommended the maximum potential award of \$2,760 to each eligible employee; Dr. Streett seconded. The motion passed unanimously. Mr. Snee recommended the BEST payout be made to employees as soon as possible and the BEST plus payout be made in December; Dr. Street seconded. The motion passed unanimously.

The next item considered was the Executive incentive plan. Mr. McGrath, Ms. Irvin, Mr. Gillespie, Mr. Tomczewski, and Mr. Bhatia left the meeting. Ms. Wojton handed out the FY17 plan to Board members. Executive incentive is based on achieving the agency's goals, and it is not to exceed 15% of the base pay of eligible employees. The chart contained figures based on a pro-rated amount, for staff that have not been here for the full fiscal year, and a not-prorated amount. The committee and Mr. Snee moved that the executive staff be compensated on the non-prorated amount, Dr. Street seconded. The motion passed favorably with Ms. Jenkins abstaining. Mr. McGrath and Ms. Irvin did not vote. Following the vote Mr. McGrath, Ms. Irvin, Mr. Gillespie, Mr. Tomczewski, and Mr. Bhatia returned to the meeting.

Mr. Snee and the committee then presented the FY18 BEST goals for approval, Ms. Jenkins seconded. The motion passed unanimously. Each group will be tasked with proving how they are achieving the goals.

Ms. Wojton presented three revised Human Resources Policies for the Board's approval. The polices are Abandonment of Employment, Acting Capacity, and Overtime/ Compensatory Time. The Board will be asked to vote on them next month.

AUDIT COMMITTEE REPORT

Ms. Jenkins reported that SB & Company presented a very thorough report of their audit. A summary of the results can be found on page 6 of their report. Assets are listed on page 17. Net Position can be found on page 18. They thanked the Finance and IT staff for their help.

MES' Internal Auditor, Diana Olson also presented her findings to the Audit Committee earlier this morning. She completed a thorough inventory of the CAF and WAF before the contracts terminated on June 30. She also completed her semi-annual scale house audit. Future audits will include: EEO, Legislative audit followup, the Headquarters quarterly cash audit, and the Scale-house end of year audit.

SB & Company are paid monthly. The annual amount paid is about seven to eight thousand dollars. The financial reports prepared by the auditors are included in the Annual Report, which is sent to the Legislature.

FINANCIAL REPORT

Ms. Irvin presented the August Financial reports. Labor sales are nearly even with this point in FY17. The Change in Net Assets report is showing a whole year budget compared to two month of actual figures. The billable overhead rate declined this fiscal year. The total net assets are higher than at this point last year. The cash chart includes money due to projects, including Baltimore County. There are three clients on the 90 day report.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for 3D GPR data processing and analysis services for SHA provided by Starodub, Inc. Mr. Addison made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. The procurement is support services to develop enhanced Hazus risk-assessment software for MEMA. Mr. Smith made the motion to approve the Item, Mr. Hedge seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. The procurement is for lab services provided by Test America Laboratories, Inc. at various MPA projects. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Selle defended the agency in the District Court of Maryland for Kent County in a matter brought by a property owner alleging damages caused by MES and other defendants related to installation of an underground fiber optic cable. The judge dismissed all counts against all defendants.

Mr. Coleman is currently interviewing candidates to replace Assistant Attorney General, Bernie Penner, after his retirement.

OLD/NEW BUSINESS

Mr. Snee commented that the new signage on the front of the building looks very nice.

In an effort to increase visibility, the agency is looking to auto-wrap some of its fleet vehicles with the MES logo and name. One vehicle, owned by the Port, has already been wrapped, and will make its debut at the all-staff meeting.


Mr. McGrath has made a recommendation to the Governor's office for a new Deputy Director.

A new MES video will be premiered at the annual meeting tomorrow, and our next board meeting. There are interviews being conducted for several executive positions, including Business Development and Performance Management.

Mr. Snee would like an update after tomorrow's all-agency meeting.

ADJOURNMENT

The meeting adjourned at 12:10 pm.



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



ROY MCGRATH
DIRECTOR / CEO



**BOARD OF DIRECTORS
MINUTES
MEETING 10-17
October 26, 2017**

LOCATION: **MES Headquarters
259 Najoles Road, Millersville MD 21108**

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

DIRECTORS PRESENT: Roy McGrath, Director / CEO
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
Kevin Hedge (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Steve Tomczewski
Vishal Bhatia
Michael Harris
Pamela Fuller
Preston Fuller (Inspire, out at 9:42am)
Joe Johnson (Inspire, out at 9:42am)
Melissa Cheatham (Inspire, out at 9:42am)
Marcia King (Inspire, out at 9:42am)
Jeff Fried (Inspire, out at 9:42am)
Marshall Monteith (Inspire, out at 9:42am)
Ed Miller (Inspire, out at 9:42am)
Brad Davis (Inspire, out at 9:42am)
Kokuei Chen (Inspire, out at 9:42am)
Ginger Dadds (Inspire, out at 9:42am)
Alicia Settle (out at 9:42am)
Hattie Crosby (in at 10:38, out at 11:03)

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 9:30 a.m.

INSPIRE

Steve Tomczewski presented an Extraordinary Service award to the employees of the Brown Station Road Leachate Pretreatment Facility for their outstanding customer service and cost savings to their client. Preston Fuller, Joe Johnson, and Melissa Cheatham were present to accept the award.

Steve Tomczewski presented an Extraordinary Service award to Marcia King, Jeff Fried, Marshall Monteith, and Ed Miller for organizing and implementing the SWANA Road-E-O, on very short notice, at the Midshore II Regional Landfill.

Cece Donovan presented an Extraordinary Service award to members of the GIS staff, for their extraordinary service in helping implement the new BaltimoreLink bus route system. Brad Davis, Kokuei Chen, and Ginger Dadds, were present to accept the award.

Mr. Snee joined the meeting at 9:41. All Inspire recipients, and Ms. Settle left the meeting at 9:42am.

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of September 26, 2017. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath introduced Michael Harris, the newest member of the executive staff. He is the Managing Director of Financial Performance. He also announced Deputy Chief of Procurement, Hattie Crosby will be the new Acting Chief of Procurement.

The first annual all staff meeting went well. There was a great program, and it was well received by the staff. In addition to the announcement about BEST payouts, 82 milestone awards were handed out. Lt. Governor Rutherford was the keynote speaker. A MES video was premiered at the event. It was played for the Board members.

The MPA partnership is going well. A proposal to implement an omnibus agreement to address the payment and tracking of cash advances has been withdrawn. Invoices are being paid on-time.

The Clean Water Partnership in Prince George's County recently celebrated meeting a goal of remediating 1,000 acres of stormwater surface.

Mr. McGrath recently attended the University of Maryland's College Park campus solar array dedication ceremony. Their solar array is over a number of parking garages and on the building rooftops.

Mr. McGrath also recently attended the National Governor's Association Energy Summit in Denver, Colorado. He spoke with other State's about their solar and energy projects. He also observed the Solar Decathlon competition, where the University of Maryland won Best in the US, and placed second in the world.

The agency is finalizing an agreement with Tradepoint Atlantic for MES to provide dredging planning services.

The Maryland Charity Campaign kicked off this week.

The Conowingo dam project continues to move along. The responses to the RFP's will help determine what is done with the dredged material. The quality of the material will determine what applications are appropriate. Responses to the RFP are due November 7th. There is a public meeting on the project scheduled for November 2nd.

Mr. McGrath and team members will be meeting with officials of Domino Sugar today to discuss how to properly dispose of a waste product that is part of the firm's production process.

Members of the staff visited various locations on the Eastern Shore yesterday, including the Business Economic and Community Outreach Network ("Beacon") at Salisbury University, and at Perdue headquarters in Salisbury.

Ms. Jenkins inquired how Joe Adler's presentation was received at the all-MES meeting. Some feedback was received from employees.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

STRATEGIC PARTNERSHIP REPORT

Ms. Wojton reported on the numerous opportunities explored this month including:

- 9/29 – staff met with Metropolitan Solutions to learn about each other's services
- 10/2 – the Roadshow team met with Secretary Churchill and DGS leadership to discuss recycling and composting partnerships
- 10/11 – staff attended the WTCI State of the Port event in Baltimore
- 10/11 - staff met with the Maryland Stadium Authority to discuss recycling and composting assistance at their properties
- 10/16 – the Roadshow team met with the Baltimore Development Corporation to discuss partnership opportunities
- 10/18 – the team met with Domino Sugar to learn more about the challenges of disposing of sugar byproducts, and discuss partnership opportunities
- 10/19 – staff attended the Prince George's County Municipal Association (MML Chapter) meeting, providing an overview of MES
- 10/23 - team met with Lori Gillikin to discuss opportunities with her various energy companies she represents
- 10/24 – team met with Tami Howie of Maryland Tech Council to discuss partnership opportunities

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 787 positions, 746 are active MES positions. The vacancy rate will be 2.16% once new hires are brought on board. The agency continues to receive many qualified resumes.

Three revisions to Human Resources policies were distributed last month for review. The Human Resources staff are in the process of updating and revising all of the HR policies. The changes to the first policy, Abandonment of Employment, consist of title updates. Changes to the second policy, Acting Capacity, were intended to make the MES policy more consistent with the State policy. Changes to the third policy, Overtime/ Compensatory Time, were designed to clarify the number of minutes worked over the normal shift required to earn overtime. The change is consistent with the existing State policy. Mr. Addison made a motion to approval all three policy updates, Dr. Streett seconded. The motion passed unanimously.

GROUP UPDATES

Mr. Tomczewski discussed the Eastern Correctional Institution utility yard upgrades. This is a capital project to replace the existing substation and obsolete equipment.

Ms. Donovan discussed improvements to the wastewater and water treatment systems at Camp Fretterd. The existing septic tanks will be replaced with tubular membrane bio-reactor system. The existing well will be replaced with a new well, water main, and booster station.

FINANCIAL REPORT

Ms. Irvin presented the September Financial reports. Labor sales are slightly below this point in FY17, but over the budgeted amount by 5%. The billable overhead rate declined this fiscal year. The early BEST payout had an impact on Fringe. The total net assets were impacted by the termination of the CAF. The CAF assets have been written-off, but so has the debt. The cash chart includes money due to projects, including Baltimore County.

There are 6 clients on the 90 day report. Payments are currently being process for the following: Calvert Cliffs, MD. Dept. of Housing, and MD Transit Admin. Staff at SHA are working on processing MES invoices. Ms. Donovan and Mr. McGrath will be speaking with representatives from the Town of Sudlersville soon. The amount of cash being held for Baltimore County is roughly the same as the amount they owe MES.

PROCUREMENT ITEMS

Mr. McGrath introduced Hattie Crosby, the new Acting Chief of Procurement. She will be presenting the Procurement items for review.

Ms. Crosby introduced Item 1. The procurement is for the supply and delivery of wood chips for the ECI Co-Gen facility. Mr. Snee made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Ms. Crosby introduced Item 2. The procurement is for repair and maintenance services for the Beast Grinders at the Derwood Grinding operation. Mr. Addison made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 3. The procurement is for derelict vessel removal at the Masonville DMCF, Kurt Iron slip. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Ms. Crosby introduced Item 4. The procurement is for the purchase of a 20 ton low ground pressure Bulldozer for the Cox Creek DMCF. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 5. The procurement is for materials hauling for the Hawkins Point DMCF south cell closure. Dr. Streett made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 6. The procurement is for environmental and industrial hygiene services for MDOT MPA tasks. Ms. Jenkins made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 7. The procurement is compaction grouting of buried barges at the Fairfield Marine Terminal. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Crosby introduced Item 8. The procurement is for ENR upgrades at MCI WWTP. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 9. The procurement is for household hazardous waste collection, transfer, and disposal services in three regions. Ms. Jenkins made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, with the exception of Mr. Smith, who abstained from the vote.

Ms. Crosby introduced Item 10. The procurement is for general labor services provide by Colossal Contractors, Inc. at the Montgomery County MRF. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks. Ms. Crosby left the meeting at 11:03 am.

LEGAL REPORT

Mr. Coleman has completed the interview process for a new Assistant Attorney General, and should be making a recommendation to hire by the end of the month.

OLD/NEW BUSINESS

Mr. McGrath handed out the tentative 2018 meeting schedule. The Board confirmed that 9:30 am is a good start time. The December meeting will be on December 11th at Blackhall Hitch in Annapolis. There will be a meeting, followed by a holiday luncheon for the Board.

An RFI was issued on October 20th for offers to supply natural gas to the ECI Co-Gen, rather than the traditionally used wood chips. The installation of natural gas service could have a positive economic impact on the area.

Mr. Snee inquired if there had been any activity on the property adjacent to the MES Headquarters. The design architect has presented 3 options so far for an expansion of the office building, which are being examined by staff.

ADJOURNMENT

The meeting adjourned at 11:11 am.



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



ROY MCGRATH
DIRECTOR / CEO



**BOARD OF DIRECTORS
MINUTES
MEETING 11-17
November 16, 2017**

LOCATION: **MES Headquarters
259 Najoles Road, Millersville MD 21108**

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

DIRECTORS PRESENT: Roy McGrath, Director / CEO
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison (phone)
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq. (phone)
Kevin Hedge (phone)
J.P. Smith (phone, out at 9:56, back in at 10:19)

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Steve Tomczewski
Vishal Bhatia
Michael Harris
Pamela Fuller
Hattie Crosby (in at 10:00 out at 10:22)

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 9:31 a.m.

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of October 26, 2017. Mr. Snee made the motion to approve the minutes and Mr. Smith seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath announced a new partnership with BTS Bioenergy North America. They are an Italy-based company which operates more than 1,000 waste-to-energy facilities in Europe and abroad. MES has supported their plans for a headquarters and two anaerobic digestion facilities in Howard County, and they are eyeing additional expansion opportunities in Maryland and across the U.S. .

The MES administration has been looking into ways to improve and expand health benefits for retirees, including the idea of joining the State system. Initial feedback from DBM indicated the State option may not be possible, and they have offered an alternate idea. The MES benefits team is reviewing the suggestions.

Several capital improvement projects have begun at the headquarters building. Planning for the building expansion has begun. New carpet will be installed in the next few weeks, and updating is planned for the break/lunch room.

The Conowingo dredging project remains a priority for the State. The team continues to work on resolving related issues, including a road access issue that may have impact the project schedule.

Michael Harris is forming a Process Improvement Workgroup to examine ways to improve internal processes. His goal is a report to the Director by the end of the year.

The Maryland Charity Campaign drive is well underway. Last year, MES employees doubled their participation rate, and contributed \$27,000. The goal for this year is \$30,000. MES will also be sponsoring several families for the Salvation Army Christmas Family program.

The MES holiday celebration will be December 15th from 3 to 5 p.m., at headquarters.

Mr. McGrath announced that he has been selected to serve on the University of Maryland College of Behavioral and Social Sciences Board of Visitors.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board. Mr. Addison mentioned there was an article in the newspaper about Kent County possibly needing assistance with the Worton WWTP lagoon, and the closed Nicholson landfill. Mr.

Tomczewski advised MES has been working with the County at the landfill for a number of years and that the County has put out an RFP for the additional landfill work.

Dr. Street inquired as to the nature of the Domino Sugar opportunity. Mr. Tomczewski advised that Domino sugar has a potential need for storage and disposal of waste products. MES is finalizing a proposal for them.

Mr. Smith exited the meeting at 9:56 am.

STRATEGIC PARTNERSHIP REPORT

Ms. Wojton reported on the numerous opportunities explored this month including:

- 10/31 the MES Roadshow visited the Department of Juvenile Services
- 11/2 MES hosted a tour of Poplar Island for Secretary Churchill and Deputy Secretary Reichart of DGS
- 11/6 the Roadshow team met with Administrator Quinn and MTA leadership
- 11/7 Cece and Mathew met with Century Engineering
- 11/13 the Roadshow team met with Director Reigurt and Maryland Transportation Authority leadership
- 11/14 the Roadshow team met with Secretary Kramer and Maryland Department of Aging leadership
- Discussions have been held with Domino Sugar
- 12/1 a follow-up meeting is scheduled with Anne Arundel County
- December- Winter MACO is December 6-8.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 794 positions. The vacancy rate is currently 3.02%, it will be 2.77% once new hires are brought on board. The agency continues to receive many qualified resumes.

Ms. Wojton advised that her staff is currently reviewing all Human Resources policies. She presented three policies for the Board to review. The Board will be asked to vote on them next month.

- Annual Leave – minor changes to update position titles.
- Appeal of Suspension – no changes proposed.

- Bereavement Leave – changes proposed to bring policy into alignment with State bereavement policy and be more specific.

FINANCIAL REPORT

Mr. Irvin reported that it is too early in the month for the full financial reports. She presented the Cash and Cash Equivalents chart. This is a snapshot of cash on hand on October 31, 2017. The State unearned revenues were returned, as part of the normal process. The report changes daily.

There are 8 clients on the 90 day report. Payments have been received for the following: Calvert Cliffs, MD. Dept. of Housing, and MD Transit Admin. Holcim may be referred to Legal for collections. Staff at SHA are working on processing MES invoices. The Town of Sudlersville made 2 payments. The town manager will be calling Ms. Irvin. Baltimore County is working with its attorney regarding payment issues.

Mr. McGrath mentioned that he attended a meeting of the NEWDA Board of Directors. Baltimore County had asked NEWDA to assess the equipment at the CAF. MES requested the NEWDA staff decline this request as being a potential conflict. Baltimore County has determined it will conduct its own procurement to obtain a contractor to undertake the assessment.

PROCUREMENT ITEMS

Ms. Crosby introduced a proposed change to COMAR 14.27.03.02. This proposed change would allow MES to participate in the State's Small Business Reserve (SBR) Program. Mr. Coleman advised that MES is exempt from most of the State Procurement Law provisions in this title, with the exception of the MBE program and several other requirements. The SBR program was designed about 5 years ago to direct more money toward Maryland small businesses, and was expanded last year to include all State agencies. The SBR program is a priority of the Administration. Mr. Addison moved to approve the proposed regulation, Ms. Jenkins seconded. The motion passed unanimously.

Ms. Crosby introduced Item 1. The procurement is to purchase Leagro® bags for the Montgomery County Composting Facility. The contract was awarded to Trinity Packaging Company. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Ms. Crosby introduced Item 2. The procurement is for construction of a new membrane wastewater treatment plant at Camp Fretterd. Mr. Addison made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks. Several questions were addressed. Mr. Smith rejoined the meeting at 10:19 am. Ms. Crosby left the meeting at 10:22 am.

LEGAL REPORT

Mr. Coleman has made a recommendation to the Attorney General to hire a new AAG. The candidate is meeting with the Attorney General this week.

MES was served with a civil rights action from an ex-employee. The EEOC turned down the case, and the employee has now filed a civil action in the US District Court in Baltimore. A response will be filed by the end of the month.


OLD/NEW BUSINESS


Mr. McGrath inquired if the tentative 2018 meeting schedule was acceptable to the Board. All concurred that the schedule was acceptable as presented.

The December meeting will be on December 11th at Blackhall Hitch in Annapolis. There will be a meeting, followed by a holiday luncheon for the Board.

ADJOURNMENT

The meeting adjourned at 10:27 am.


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


ROY MCGRATH
DIRECTOR / CEO



**BOARD OF DIRECTORS
MINUTES**

**MEETING 12-17
December 11, 2017**

LOCATION: **Blackwall Hitch Restaurant,
400 Sixth Street, Annapolis MD**

TIME: **12:07 p.m.**

DIRECTORS PRESENT: Roy McGrath, Director / CEO
Janet Irvin, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
Kevin Hedge
J.P. Smith

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Beth Wojton
Cece Donovan
Steve Tomczewski
Vishal Bhatia
Michael Harris
Pamela Fuller
William J. Selle (arrived at 12:17 pm)

CALL TO ORDER

Mr. McGrath called the meeting of the Board to order at 12:07 p.m.

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of November 17, 2017. Mr. Snee made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath reported that the MES annual report will be finalized and released soon. It has been a great year, and the report highlights many of the agency's accomplishments.

The Conowingo Dam RFP closed on Friday. Potential partners expressed interest. The technical committee will now review the proposals and provide comments. The Bay Cabinet will then review the recommendations.

A Request for Information was issued for installing a natural gas supply line to ECI.

The E1 employee self service modules are progressing. All employees can currently view their time online. Groups will be brought on board in stages to begin entering their time directly into the system. This system should improve efficiency and reduce paperwork.

Michael Harris is leading a workgroup focused on opportunities to enhance performance within the agency.

Mr. McGrath received an email from the Deputy Secretary of the Department of Budget & Management several weeks ago regarding the MES FY19 budget, which included provisions for potential salary adjustments. DBM planned to remove funds from the proposed reimbursable budget for employee salary increases in FY19. Mr. McGrath took the opportunity to explain to DBM how MES is different from other State agencies, has an independent personnel system, and requested the adjustment be reinstated.

Third party assistance will be solicited for the upcoming 2018 Legislative session.

William J. Selle arrived at 12:17 p.m. Mr. McGrath took this opportunity to thank Mr. Coleman and Mr. Selle for their hard work carrying a tremendous workload over the last few months with reduced staff.

AGENCY ACTIVITY REPORT

The Agency Activity Report was presented to the Board.

STRATEGIC PARTNERSHIP REPORT

Ms. Wojton reported on the numerous opportunities explored this month including:

- Staff have completed many roadshows, including SHA and MAA
- Many follow up meetings have been scheduled, including meetings with Anne Arundel County.
- The Department of Aging has contacted MES regarding potential recycling of durable medical equipment such as wheel chairs and crutches.
- A proposal is being sent to Domino Sugar
- A conference call is scheduled with Sibelco tomorrow.
- MES had a presence at winter MACO, which occurred last week in Cambridge.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 795 positions. The vacancy rate is currently 2.14%, it will be 0.88% once new hires are brought on board. Mr. McGrath referenced Noha Ahmed, who is the new Manager of Strategic Partnerships working with Matthew Sherring.

Ms. Wojton advised that her staff is currently reviewing all Human Resources policies. Mr. Wojton presented three policies, which were presented last month, for a vote:

- Annual Leave – minor changes to update position titles.
- Appeal of Suspension – no changes proposed.
- Bereavement Leave – changes proposed to bring policy into alignment with State bereavement policy and be more specific.

Mr. Snee made a motion to approve the revisions to the three policies, Mr. Addison seconded. The motion passed unanimously.

FINANCIAL REPORT

Ms. Irvin presented Resolution 17-12-1R which expresses the intent of the agency to reimburse itself from bond proceeds for costs incurred in the planning, engineering, design, construction and financing of Cell 3 of the Midshore II Regional Landfill. Mr. Snee made the motion to approve the Resolution, Dr. Street seconded. The motion passed unanimously.

Ms. Irvin presented the October Financial report and graphs. Labor sales are approximately 5% above budget, and about 3% below FY17. Fringe and overhead are still looking good. MES used its yearly training budget in October for the first annual

all-staff MES Meeting. The total net assets will change once seven replacement trucks are purchased. The Budget v. Actual report looks good.

There are 8 clients on the 90 day report. Payments have been received from Calvert Cliffs and Holcim. Communication continues with the Town of Sudlersville.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for continued work by Anchor QEA to locate and design a staging area for the Conowingo Dam pilot project. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Wojton introduced an Item for notification only. This was, and continues to be an emergency procurement for fuel spill cleanup at Edgewood Armory for the Maryland Military Department. The total expended so far is \$941,090.84.

LEGAL REPORT


Mr. Coleman advised that his initial recommendation for a replacement Assistant Attorney General was not approved by the Attorney General. Mr. Coleman has made another recommendation to the Attorney General. The candidate is meeting with the Attorney General today.

OLD/NEW BUSINESS

The next meeting is Monday, January 22, 2018 at MES Headquarters.

ADJOURNMENT

The meeting adjourned at 12:35 pm. The meeting participants remained for lunch, but did not discuss agency business following adjournment of the meeting.



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



ROY MCGRATH
DIRECTOR / CEO