



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 1-19
January 14, 2019**

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

TIME: 9:30 am

DIRECTORS PRESENT: Roy McGrath, Director / CEO (phone)
Beth Wojton, Deputy Director (phone)
Michael C. Harris, Treasurer (phone)
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison (phone)
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq. (phone)
J.P. Smith (phone)

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq. (James Peck Boardroom)
Steve Tomczewski (phone)
Tammy Banta (phone)
Jason Gillespie (phone)
Vishal Bhatia (phone)
Pamela Fuller (James Peck Boardroom)
Hattie Crosby (phone)
Matthew Sherring (phone) Craig Renner (phone)

CALL TO ORDER

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

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of December 11, 2018. Mr. Smith made a motion to approve the minutes, and Mr. Addison seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath thanked the Board for calling in this morning. The inclement weather has not had an adverse effect on MES' operations.

Taping for the TV program Innovations was completed last week at MES Headquarters and the Prince George's County Composting Facility. The focus of the program will be on food-waste composting. Secretary Ben Grumbles of MDE, Joe Gill, Acting Director of the Prince George's County Dept of Environment, and Lori Scozzafava of MES were also interviewed for the program, which should air in early 2019.

There are many RFPs working through the pipeline. A \$15 million dollar multi-year dredging project in Frederick County at Lake Linganore will be discussed today.

Mr. McGrath and team members have attended a number of conferences. Winter MACO was held earlier this month to the largest attendance to date. Many newly elected officials were in attendance. Later this month, Mr. McGrath will be attending the Mountain Maryland PACE conference which focuses on building and developing relationships in Western Maryland. The Bay Cabinet meeting was held on December 17th. Board members from the Chesapeake Bay Commission were in attendance. There was much discussion of the recent Bay report card.

A key MES partner, Adam Ortiz is leaving his position as Director of the Department of Environment in Prince George's County, for a similar position in Montgomery County. Joe Gill, the current Deputy Director is now serving as Acting Director in Prince George's County.

Mr. McGrath will be attending Governor Hogan's inauguration later this week in Annapolis.

Mr. McGrath introduced Craig Renner to the Board. He will step into his role as Senior Director of Communications at MES on Wednesday.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. Mr. Smith inquired as to the agency's role in the Agricultural Scrap Tire project. Mr. Tomczewski indicated that MES administers the program under a contract with the Maryland Department of the Environment (MDE). This year, there are four counties participating in the collection

events; including Harford, Carroll, and Cecil. Frederick County is not participating in a event this year.

Mr. Smith also inquired if MES had any role in the expansion activities at the Westminster WWTP. Mr. Gillespie indicated that MES is not involved in that project.

Ms. Jenkins inquired if the food scraps being collected from Charles County Public Schools were going to Western Branch, and how they were being transported. Mr. McGrath informed the Board that the food waste being composted at Western Branch is coming from many sources, including Charles County. Mr. Tomczewski indicated that Charles County Public Schools does pay a tip fee to dispose of the food scraps.

Mr. Addison inquired as to the location of the Mid-Bay Island Ecosystem Restoration project. Ms. Banta informed the Board that Mid-Bay Island is actually a group of two islands: Barren Island and James Island. The project has been in development for about a decade, as the next large-scale restoration project to eventually replace Poplar Island.

FINANCIAL REPORT

Mr. Harris reported on revenues and direct labor for the month ending November, 2018. The month ended with total revenue exceeding FY 2018 by one million dollars. Total labor sales were 5% above than last year; however, labor sales were 2% below projected. The budget figures were very aggressive.

Mr. Harris referred members to page 4, the Accounts Receivable over 90 days report. Many accounts were paid off after the close of the month. MES has ceased operations at Summerhill Mobile Home park and referred this matter to legal for collections. Prince George's county has signed the new IGA, and payment is anticipated shortly.

November ended with a total cash balance of \$29 million. The average month ending cash- on hand is between 25-29 million. Referring to page 9, Mr. Harris concluded the agency is projected to end the year with an increase of net assets in excess of \$4.3 million.

Dr. Streett inquired if there had been any update on the outstanding Baltimore County invoices. Mr. McGrath responded that they are letting the new County

Executive settle in, and he will work towards re-establishing relationships with Baltimore County.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 819 total positions and the vacancy rate is 3.23%. Once the new hires are on-board, the vacancy rate will be 2.07%. Recruitment efforts are going well.

Ms. Wojton presented a new policy for approval. Policy 3.23 will grant MES employees paid Organ Donor Leave. This policy mirrors an existing State personnel policy. The agency recently had an employee ask for organ donor leave, prompting the promulgation of this policy at MES. The policy allows for up to 7 days of paid leave for a bone marrow donation, and up to 30 days for organ donations. Ms. Jenkins made the motion to approve the policy, Mr. Addison second. The policy was unanimously approved.

STRATEGIC PARTNERSHIP REPORT

Mr. Sherring briefed the Board on his group's activities this month. The first task has been completed in the partnership with the Maryland Department of Aging (MDA) for the Durable Medical Equipment refurbishment program. MES worked with an A/E shortlist firm to create conceptual designs for the Cheltenham warehouse which will likely be used for the Central Refurbishment Center. Lease options are being discussed with MDE and DGS.

The Roadshow team met with the Realtors Association, formerly the Maryland Realtors Association. It was a good opportunity to learn more about each other's services. A follow up meeting has been scheduled for this week.

Team members attended the Maryland Municipal League (MML) Allegany-Garrett Chapter meeting in Westernport. Positive feedback was received from partners City of Frostburg and Town of Friendsville. Team members also attended the MML Legislative reception in Annapolis.

Team members attended the Upper Shore Rural Economic Development session hosted by the Maryland Economic Development Association (MEDA) at Cecil College. Mr. McGrath participated in a panel focused on infrastructure planning for

communities interested in attracting residents and businesses. They also attended the MEDA Winter Conference in Annapolis.

The team attended the UMCES Environmental Summit in Baltimore. This event brought together leaders from across the globe to discuss ways to solve environmental challenges. The team also attended the NAIOP-MD (National Association of Industrial and Office Properties) holiday lunch in Baltimore. This is the Maryland Chapter of the Commercial Real Estate Development association. This event will raise awareness of MES in the private sector.

PROCUREMENT ITEMS

Ms. Crosby introduced Item 1. The item is for procurement of a wheel loader from Alban CAT to be used at the Montgomery County Yard Trim Composting Facility. Mr. Addison made the motion to approve the item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 2. The item is for procurement of a wheel loader for the Montgomery County MRF. 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 strategic planning support for reducing air emissions at MDOT MPA Facilities provided by Anchor QEA. Mr. Smith made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Ms. Crosby introduced Item 4. The procurement is for dredging and hauling of dredged material from Lake Linganore by Mobile Dredging & Video Pipe. Ms. Wojton made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 5. The procurement is for transportation and processing of bypass recyclable material from Montgomery County MRF by Penn Waste. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Crosby introduced Item 6. The item is for approval of a change order to Geosyntec to provide technical support in the matter of Harnden v. MES, stemming from closure of the Midshore I Landfill. Dr. Streett made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 7. The procurement is for a change order to Harnden Group stemming from a decision of the Hearing Officer in an appeal of the procurement officer's decision filed by Harnden. Their additional claims are now subject to active litigation. Mr. Coleman summarized the status of current litigation stemming from the construction of the closure cap at Midshore I. 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. Coleman reported that the legal office has spent a considerable amount of time on the Harnden litigation as just discussed. He also reminded the Board that they need to complete their annual Financial Disclosure forms before April 30th. They should have received an email reminder. If they did not, they should contact the State Ethics Commission.

OLD/NEW BUSINESS

Mr. McGrath inquired if there were any conflicts with the draft Board meeting schedule for 2019 which was handed out at the last meeting. Hearing none, that schedule will implemented.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 10:18 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
MEETING MINUTES
MEETING 2-19
February 25, 2019**

LOCATION: MES Headquarters
James Peck Boardroom
259 Najoles Road, Millersville, MD

TIME: 9:30 am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
J.P. Smith

DIRECTORS ABSENT:

OTHERS PRESENT: Sean L. Coleman, Esq.
Steve Tomczewski
Tammy Banta
Jason Gillespie
Vishal Bhatia
Pamela Fuller
Hattie Crosby, in at 10:15, out at 11:01 am
Matthew Sherring
Craig Renner
Steve Pennington
Zachary Peters
Jim Delaney, out at 9:35 am
Joan Serrano, out at 9:35am
Craig Morrell, in at 9:50, out at 10:12 am

CALL TO ORDER

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

INSPIRE AWARD

Steve Tomczewski presented the Inspire Award for Extraordinary Service to team members from Montgomery County who completed an emergency shut down and repair of the conveyor belt at the Montgomery County MRF. Jim Delaney and Joan Serrano accepted the award on behalf of fellow team members David Shaffer, Michael Fisher, Hector Vivar, Luis Argueta, Segundo Enriquez, Chris Pelan and Rayon Howell. Staff of the MRF were able to pull team members from several other sites, as well as temporary employees, and complete the work themselves. This saved the client approximately \$25,000.

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of January 14, 2019. Mr. Snee made a motion to approve the minutes, and Mr. Addison seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath began by introducing several new team members. Steve Pennington is the new Managing Director, Strategic Partnerships & Industry Relationships. Mr. Pennington's team will be Matthew Sherring, Noha Ahmed and Zachary Peters. Zachary Peters is the new Associate Director, Government & Industry Relations. Craig Renner, who was on the conference call last week, is Senior Director, Communications.

Over the last month, Mr. McGrath has attended the Governor's and Comptroller's inauguration events. The legislative session has been going smoothly. The operating budget hearings went well, and the capital budget hearings are scheduled for tomorrow and next week. There have been several key personnel changes at the State level. Mr. McGrath has met with Governor Hogan's new Deputy Chief of Staff, Stephen Schatz. The former Deputy Chief of Staff, Jeannie Haddaway-Riccio, has been appointed Secretary of Natural Resources.

There have been several developments in the procurement area. The Lake Linganore dredging project was awarded after the last meeting. This is a \$12.7 million contract to dredge the lake, which is the primary source of water for the City of Frederick. In addition, the Conowingo RFP process is almost concluded.

Mr. McGrath and other MES staff are undertaking conversations with Baltimore County executives toward the goal of reengaging our business partnership.

The second annual Environmental Business Leadership conference will be held on July 10th and 11th in Baltimore. This event helps bring together top-level executives in the environmental business industry and helps to elevate MES' profile.

CRAIG MORRELL PRESENTATION – HQ EXPANSION

Craig Morrell joined the meeting to discuss the headquarters building expansion. His real estate firm helped procure and build the original building in 2004. A joint venture partnership was created for this purpose. In 2008, MES bought out Craig's interest in the joint venture partnership. In the meantime, MES has acquired the adjacent property consisting of 13.2 acres. A small portion of that land is subject to a life-estate. When the current building was constructed, there were no public utilities on the west side of Interstate 97. St. John's Properties has been developing properties in this area, which has brought the sewer line across I-97 and it will soon be extended along Najoles Road. MES will have the opportunity to connect to that sewer line, upon payment of a connection fee, which is currently estimated to be about \$195,000.

Mr. Morrell displayed several rough drawings of the proposed expansion. The initial design for expansion is about 30,000 square feet. It would be a 2-story L-shaped addition to the current building. One possible way to accomplish the expansion is to re-establish the joint venture. A preliminary budget is being prepared. The next step would involve the design team who would conduct comprehensive programming to re-configure the existing space and integrate the new space. Once the design phase is about 40% complete, MES can issue a bid for construction, and create the final budget. Once the design is approved, it will take about 5 months to pre-bid at a cost of about \$120,000, for the architect and civil engineer. It will then take about 7 months for the approvals and permits, followed by about 12 months of construction.

Mr. Morrell left the meeting at 10:12am. Mr. McGrath reported that a plan should be in place before the next fiscal year. They agency will explore all potential funding mechanisms.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. There were no questions.

FINANCIAL REPORT

Mr. Harris presented the Financial statements for the month ending January 2019. Revenues to date are up 3% over FY 18. Labor sales are also above last year (up 5.1%), and continue to move in the positive direction. As expected, Net Assets are tracking less than in FY18 due partly to Workday implementation and an increase in Fringe costs, stemming from two unplanned holidays (Christmas Eve and George H.W. Bush's funeral). Next month's report will include an increase in Fringe costs again due to a snow day. Overall, Net Assets continue growing positively, with notable improvements in the past two fiscal years. FY18 was closed with \$4.8M; January 2019 closed with \$5.18M.

The Accounts over 90 days report was presented. However, there have since been payments, such as Millington and MPA both having paid. Several clients had end of year close out issues, that have now been resolved. Harvest Consumer Products is a Leafgro® customer. There was an issue with an incorrect PO number, that has since been fixed.

STRATEGIC PARTNERSHIP REPORT

Mr. Sherring briefed the Board on strategic partnership team's activities this month. The team attended the Mountain Maryland PACE annual reception and business program in Annapolis. That group's mission is to bring attention to Western Maryland.

The team then attended Keep America Beautiful annual convention in Baltimore. This national organization focuses on beautifying communities through ending litter and increasing recycling. Teammate Lori Scozzafava participated on a composting panel along with partners from Prince George's County and University of Maryland highlighting the closed loop partnership. A group of conference attendees also took a tour of the Prince George's County Organic Composting Facility.

The team attended the Offshore Wind Small Business Networking event at TradePoint Atlantic. The team has also attended several events in Annapolis, including the Maryland Tech Council legislative dinner, the MEDA Economic Development Day, and the Baltimore Port Alliance's reception.

The Roadshows continued with a visit to the Maryland Department of Disabilities. The team visited KRM Development and Dixon Valve in Chestertown who are looking to expand their headquarters and warehouse space.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 826 total positions and the vacancy rate is 4.62%. Once the new hires are on-board, the vacancy rate will be 4.36%. Ten of the current vacancies are new positions. There remains some challenge filling technical positions.

Ms. Wojton presented a new policy for approval. Policy 3.22 Sick and Safe Leave. This policy is a result of the Maryland Working Families Act legislation passed last year. The policy allows an employee to use sick leave for the listed reasons and allows part time employees to earn up to 40 hours of Sick and Safe Leave. Ms. Jenkins made the motion to approve the policy, Mr. Smith seconded. The policy was unanimously approved.

Ms. Wojton updated the Board on the status of the All-Star program. It has been very successful. The agency has awarded about \$2,500 in the first 3 months, more than double the full year awards under the previous On the Spot program.

RESOLUTION 19-02-1R

Ms. Wojton introduced Resolution 19-02-1R to amend the MES Retiree Health Care Reimbursement Plan. The current plan grants \$3,600 to MES retirees who meet several requirements to be used toward health care costs. The new plan would take a tiered approach for individuals who retire on or after January 1, 2019. Employees who retire with 15-20 years of service will be eligible to be reimbursed up to \$4,000, those with 20-25 years will receive \$4,500, those with 25-30 will receive \$5,000 and those with more than 30 years will receive \$5,500. Retirees who were in the Plan prior to January 1, 2019, will not be eligible for the new tiered approach, but the resolution increases the maximum amount of their benefit to \$4,000 per year, up from \$3,600. All the payments to retirees are intended to be tax-exempt to retirees. However, Mr. Coleman advised that due to the tiered nature of the Plan, the IRS prohibition on plans favoring highly compensated individuals might cause some individuals to have to pay taxes on their benefit. There will need to be annual analysis performed to determine if the plan and the payments comply with the IRS anti-discrimination rules. Mr. Harris indicated that the change does not have a significant financial impact on the Service. Mr. Snee made the motion to approve the policy, Ms. Wojton seconded. The resolution was unanimously approved.

GROUP UPDATES

Mr. Tomczewski updated the Board on the status of the Cell 3 construction at the Midshore II Regional Landfill. The project is currently in winter-shut down mode. The large amount of recent rain has produced many issues dealing with the clay onsite. The cell is projected to be completed by July and remains on track for that date.

Mr. Gillespie updated the Board on a recently completed MBR installation at Camp Fretterd WWTP. This camp serves Maryland Military and MEMA. Construction started in March 2018 and was completed in February 2019. They should be ready to start discharging in 6-8 weeks. This new system will allow the facility to meet the new permit requirements.

Mr. Banta presented information on the North Cell Pilot project at Hart-Miller Island. This project is also Procurement Item #3 to be presented today. MPA has focused on innovative use of dredged material. This project will be on the State park side of the island, and will create a diverse habitat, and minimize O&M costs. The project will take 12 months.

PROCUREMENT ITEMS

Ms. Crosby introduced Item 1. The item is for cellular service and equipment provided by Verizon Wireless for the entire agency. Ms. Jenkins made the motion to approve the item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 2. The item is to supply the MDOT/SHA Data Governance Division with professional support services for the HMIS for the 2019 data collection season. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Crosby introduced Item 3. The procurement is for final design plan and engineer's estimate and construction assistance and management of the pilot habitat development project within the North Cell of HMI provided by Anchor QEA. Mr. Snee made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 4. The procurement is for Hawkins Point South Cell wick and strip drain design, supply and installation provided by Anchor QEA. Ms. Wojton made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

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February 25, 2019

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Ms. Crosby introduced Item 5. The procurement is for Dredged Material Management Program support, planning and outreach services provided by EcoLogix. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 6. The item is to award a grant to Waterfront Partnership of Baltimore on behalf of the MPA for a water wheel trash interceptor at the mouth of the Gwynn Falls. Mr. Addison made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 7. The procurement is for 3 replacement fuel tanks at Poplar Island DMCF. Mr. Smith made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Crosby introduced Item 8. The procurement is for the Conowingo Sediment Characterization and Innovative Reuse and Beneficial Use Pilot Project. Mr. Snee made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Ms. Crosby introduced Item 9. The item is for engineering and environmental services in support of MDOT MPA's Dredged Material Management Program. Ms. Jenkins made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 10. The procurement is for the expansion and upgrade of the Eastern Pre-Release Unit WWTP by M2 Construction. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Crosby introduced Item 11. The procurement is for Rapid Turn Service to provide laboratory services to Dundalk Marine Terminal and Hawkins Point. Ms. Wojton made the motion to approve the Item, Ms. Jenkins seconded. The motion passed unanimously.

Ms. Crosby introduced Item 12. The procurement is for Eurofins Lancaster to provide laboratory services to DMT. Mr. Smith made the motion to approve the Item, Ms. Snee seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Coleman reported that Assistant Attorney General Joe Selle has been very busy in court this month. The case of Myers v. MES in the District Court for Carroll County was just dismissed following Mr. Selle's presentation to the court. Mr. Selle is currently appearing before the Circuit Court in Anne Arundel County to argue MES' motion for summary judgment in the case of Gupta v. MES.

OLD/NEW BUSINESS

Mr. Snee asked what the impact would be of the current pending legislation directed at reducing emissions at the waste-to-energy facility in Baltimore. Mr. Tomczewski indicated they were not sure at this point, but would continue to monitor the situation.

Planning is underway for the 50th Anniversary of MES' creation in 2020.

There have been no developments regarding the collective bargaining topic.

The next meeting is March 25th, it is a conference call. Plans for a field trip for the April meeting are being considered.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 11:11 am.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 3-19
March 25, 2019**

LOCATION: MES Headquarters
James Peck Boardroom – Conference Call
259 Najoles Road, Millersville, MD

TIME: 9:30 am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison (phone)
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq. (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: none

OTHERS PRESENT: Sean L. Coleman, Esq.
Steve Tomczewski
Tammy Banta
Vishal Bhatia
Rebecca Sprouse
Steve Pennington
Craig Renner
Zachary Peters
Hattie Crosby
Pamela Fuller

CALL TO ORDER

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

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of February 25, 2019. Mr. Snee made a motion to approve the minutes, and Mr. Addison seconded. The minutes were unanimously approved, with the exception of Mr. Smith who joined the call immediately after the vote.

DIRECTOR'S REPORT

Mr. McGrath reported that both capital budget hearings went well. The legislative auditors have begun the tri-annual agency audit. Mr. Harris will be working closely with them to provide a responsive and transparent audit. Also noted, Mr. Harris was recently inducted into the Leadership Maryland, Class of 2019.

Mr. McGrath and other team members have attended several functions with the Baltimore Business Journal recently, including the Journal's CEO of the Year and Power 10 awards banquet. Mr. McGrath also participated in a BBJ panel discussion last Friday highlighting work done by MES and its partners. The panel discussion will be published in the Journal on April 12th.

About two weeks ago, a quarterly MES Leadership Meeting was held at the University of Maryland. It was attended by about twenty-five senior staff members who engaged in productive dialogue about the current and future state of the agency, including an Ethics refresher given by Mike Lord from the State Ethics Commission.

Follow up meetings are being scheduled to discuss the statewide fuel consolidation participation. The State, spearheaded by DGS, is interested in handling fleet fuel management in a different manner. Different distribution options are being investigated. MES may have a role to play in the new plan.

Mr. McGrath attended the Washington Board of Trade Mid-Winter Gala in D.C., and the Climate Leadership Conference last week, which was held in Baltimore. The conference focused on environmental and climate topics.

The Innovations TV segment has been completed. It is scheduled to premiere on April 1st on the History Channel. It will also air later on Fox Business News and the Discovery Channel soon after.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. Several questions were addressed. Mr. Tomczewski explained that the item for Architect of the Capital was an

expansion of the food waste collection the agency is already doing at the Senate Office building. Mr. Tomczewski also provided background on the Harford County horse manure composting item. The agency has applied for a grant from the Maryland Department of Agriculture to conduct a small-scale manure composting pilot project at the Harford County Landfill.

FINANCIAL REPORT

Mr. Harris presented the Financial statements for the month ending February 2019. Revenues to date are higher over FY 18. Many new projects have contributed to this increase. Labor sales are also above last year (up 5%) and continue to move in a positive direction. Net Assets are trending positively, despite three unplanned administrative leave days. (Christmas Eve, George H.W. Bush's funeral, and one snow day). Overall, Net Assets continue growing positively, with notable improvements over the past two fiscal years. The Accounts Over 90 Days report was presented. Several billing issues have been resolved, and payment is expected soon.

STRATEGIC PARTNERSHIP REPORT

Mr. Pennington briefed the Board on the Strategic Partnership Team's activities this month. On the marketing and communications front, team members have been preparing for the July Environmental Business Leadership Conference by contacting sponsors and partners. The team has also been participating in numerous engagements with partners through MML, MACO and Town Hall meetings. These efforts are aimed at increasing awareness of the services MES provides. MES has also been attending local events such as the Tri-County council events and BizNow in Baltimore. Team members have been having weekly meetings with Managing Directors as well.

Mr. Peters has been tracking many bills that might be of interest to MES or its partners. Mr. Renner has been updating and tailoring MES marketing materials.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 829 total positions and the vacancy rate is 4.11%. Once the new hires are on-board, the vacancy rate will be 2.82%.

Seven of the current vacancies are new positions in the Environmental Services group. Mr. McGrath noted that the number of employees is now back to what it was prior to the end of MES' contract with Baltimore County, and the highest in the agency's history.

Ms. Wojton presented the 2018 BEST goals update, which contains many examples of how the agency and team members are accomplishing these goals.

PROCUREMENT ITEMS

Ms. Crosby introduced Item 1. The item is for US Ecology to provide hazardous and non-hazardous waste transportation and disposal services from the Hawkins Point Landfill and Dundalk Marine Terminal. Ms. Jenkins made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Crosby introduced Item 2. The item is for procurement and installation of a security camera system at Cox Creek Expansion DMCF. Mr. Smith made the motion to approve the Item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Crosby introduced Item 3. The procurement is for hauling and disposal of wastewater from BWI Airport by Environmental Recovery Corporation of MD. Mr. Snee made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously.

Ms. Crosby introduced Item 4. The procurement is the purchase of a CAT material handler for Montgomery County MRF. Mr. Snee made the motion to approve the Item, Mr. Addison seconded. The motion passed unanimously.

Ms. Crosby introduced Item 5. The procurement is for general labor and supervisory services provided by CMT Services at the Prince George's County MRF. Mr. Smith made the motion to approve the Item, Dr. Streett seconded. The motion passed unanimously, with the exception that Ms. Jenkins abstained.

Ms. Crosby introduced Item 6. The item is to purchase a Stationary Screening System for the Montgomery County Yard Trim Composting Facility. Mr. Addison made the motion to approve the Item, Mr. Harris seconded. The motion passed unanimously.

Ms. Crosby introduced Item 7. The procurement is for drainage and remediation services for MDOT-SHA districts, provided by A. Morton Thomas. Mr. Smith made the motion to approve the Item, Mr. Snee seconded. The motion passed unanimously.

Ms. Crosby introduced Item 8. The procurement is for a term extension to the contract with Starodub, Inc. for data processing of the MDOT SHA ground penetrating radar database. Mr. Snee made the motion to approve the Item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Crosby introduced Item 9. The item is for the supply and delivery of various stone aggregates to the Masonville, Cox Creek, and Hawkins Point sites from FTC Aggregates. Ms. Jenkins made the motion to approve the Item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 10. The procurement is for Chesapeake Utilities to install a gas line for ECI Co-Gen and the University of Maryland, Eastern Shore. Mr. McGrath elaborated that the State is interested in converting the Co-Gen from wood burning to gas. This project has been under consideration and planning for the last year. It is also expected to provide opportunities for economic development on the lower eastern shore. Mr. Smith made the motion to approve the Item, Mr. Harris seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Coleman reported that Assistant Attorney General Joe Selle was very busy in court last month. The court granted MES' motion for summary judgment in the case of Gupta v. MES. Mr. Gupta has now filed an appeal with the Court of Special Appeals. In a separate case, originally filed by a former employee with the EEOC four years ago, Mr. Selle obtained a dismissal.

OLD/NEW BUSINESS

There have been no developments regarding the collective bargaining topic.

The Conowingo dredging and sediment characterization pilot project continues as planned. The Bay Cabinet will meet next Tuesday.

Mr. Snee inquired if there were any legislative issues to be concerned about. Mr. Peters has been monitoring the bills introduced this session. There are currently 6 or 7 bills concerning oysters and dredging in the Bay that are being closely watched.

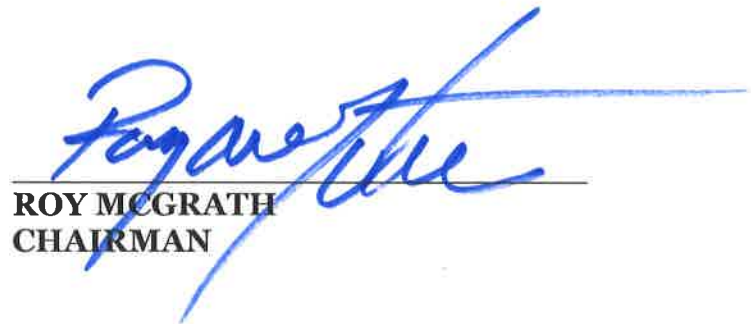
The next meeting is April 25. Potential plans for a site visit for the April meeting are being considered. The meeting may also include a presentation from Mike Lord, from the State Ethics Commission. Details will follow.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 10:23 am.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 4-19
April 25, 2019**

LOCATION: The Hotel at the University of Maryland
7777 Baltimore Ave, College Park, MD 20740

TIME: 9:00 am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
J.P. Smith

DIRECTORS ABSENT: none

OTHERS PRESENT: Sean L. Coleman, Esq.
Steve Tomczewski, in at 10:04am
Tammy Banta, in at 10:04am
Vishal Bhatia, in at 10:04am
Jason Gillespie, in at 10:04 am
Matthew Sherring, in at 10:04 am
Craig Renner, in at 10:04am
Zachary Peters, in at 10:04am
Pamela Fuller
Angie Irwin
Michael Lord, out at 10:04am
Ross Stern, Univ. of MD, in at 10:30

CALL TO ORDER

Mr. McGrath called the meeting to order at 9:05 am.

MARYLAND STATE ETHICS COMMISSION PRESENTATION

Michael Lord, Executive Director of the Maryland State Ethics Commission gave a presentation to the Board members regarding Maryland's Public Ethics Law. A copy of the power point presentation can be found in the Board files. He also reminded the Board that their Disclosure statements are due April 30th, and that there was a completely new electronic system this year. The presentation ended at 10:03 am. Mr. Lord left the meeting, and the MES Senior Staff members entered the meeting.

CALL TO ORDER

Mr. McGrath called the general meeting of the Board to order at 10:06 am. As a follow up to Mike Lord's presentation, Sean Coleman reminded everyone that when filing their Ethics Disclosure forms they will be given the option to upload financial statements. If they choose to do this, they should redact personal information such as address and account numbers before they upload the statements.

MINUTES

Mr. McGrath requested a motion for the approval of the minutes of the meeting of March 25, 2019. Mr. Smith made a motion to approve the minutes, and Mr. Addison seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath reported that team members have been diligently meeting with many county officials throughout the State. These meetings have been productive and fruitful. Team members met with the Cecil County Executive and Director of Economic Development regarding current projects, and future options.

Many team members attended the retirement of Chris Correale, Director of Harbor Development with the Maryland Department of Transportation Maryland Port Administration (MDOT MPA).

Mr. McGrath delivered the welcoming address at the 33rd annual International Solid Waste Conference in Annapolis, sponsored by Widener University. Many Environmental Operations team members were in attendance.

MES recently hosted representatives from an Israeli delegation visiting the U.S. The members of the delegation were employed in various environmental industries.

A follow up meeting was held with the management of Rocky Gap Resort and Casino. Adjustments to the billing method have been successful, and they appear to be satisfied.

Board of Directors Minutes

April 25, 2019

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Recent meetings were held with the Administrators of Allegany and Charles Counties. Current and potential projects were discussed. Potential business opportunities were identified. Team members also met with Jerry Walker, President of the Anne Arundel County Economic Development Corporation.

Team members attended a breakfast event with the BWI Partnership last month. Steuart Pittman, County Executive for Anne Arundel County was the guest speaker. The event was attended by numerous business leaders.

Mr. McGrath, Beth Wojton and Steve Tomczewski met with Steve Walsh, Director of Public Works for Baltimore County. This was an initial meeting to revisit the agency's relationship with Baltimore County.

Joe Gill, the new Director of Prince George's County Department of the Environment met with MES team members to discuss MES providing expanded services for the County's solid waste program.

MES has joined the Washington Board of Trade, an industry trade group focused on Washington metropolitan business community advocacy and networking.

The Innovations TV program segment highlighting MES aired April 1 on the History Channel. It is also scheduled to run on Fox Business and the Discovery channel. The 6 minute segment was shown.

Mr. McGrath shared the April 12th article published in the Baltimore Business Journal which featured MES and several of its partners.

FINANCIAL REPORT

Mr. Harris presented the financial statements for the month ending March 31, 2019. The Legislative Audit is currently under way. The feedback so far has been positive. RSM LLC has been selected as the new financial auditor. They will attend the May Board of Directors meeting to present their preliminary plan for conducting the FY19 financial audit.

The agency is currently 5% over its top line revenues from this time last year.

STRATEGIC PARTNERSHIP REPORT

Mr. Sherring reported on the activities of the Strategic Partnership group. The Maryland Department of Aging was able to secure funding for the durable medical equipment refurbishment project. MES has attended several Town Hall style meetings with the Maryland Parks Service. Team members attended the Baltimore Business

Journal's Best in Real Estate awards. The Roadshows have continued, including a visit with WISP resort in Garrett County.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 835 total positions and the vacancy rate is 4.88%. Once the new hires are on-board, the vacancy rate will be 4.24%.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The item is for Padlands LLC to continue land application of biosolids from Dorsey Run AWWTP. Mr. Snee made the motion to approve the item, Dr. Streett seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. The item is to solicit cleaning and maintenance services for environmental facilities at various SHA locations and BWI and Martin State Airport. Mr. Addison made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. The item is for the rental of liquid storage tanks for BWI Airport. Mr. Smith made the motion to approve the item, Ms. Jenkins seconded. The motion passed unanimously.

Ms. Wojton introduced Item 4. The item is for hauling and disposal of wastewater from the BWI Fire Rescue training test pit facility. Mr. Snee made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 5. The item is for hazardous waste management services at Hawkins Point and Dundalk Marine Terminal. Ms. Wojton made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 6. The item is for Phase II Construction Manager at Risk services for the Eastern Correctional Institution WWTP upgrade. Dr. Streett made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks. Mr. Snee requested that the reason for sole source procurement be included on future Notification reports.

LEGAL REPORT

Mr. Coleman reported that just as agency staff are extremely busy, so too are the staff in his office on a variety of matters. They are waiting for the scheduling order from Court of Special Appeals for the case of *Gupta vs. Maryland Environmental Service*.

OLD/NEW BUSINESS

Mr. Snee inquired if the Eastern Shore gas line was proceeding. Mr. McGrath reported that the RFP is moving forward. A notice to proceed was issued at the end of March.

Mr. McGrath introduced Ross Stern, Executive Director for Government Relations at the University of Maryland. Mr. Stern welcomed the Board to Maryland's flagship university. He handed out information on the UM budget and spoke about some of the many accomplishments and programs of the University.

The next meeting of the Board of Directors will be May 30th at MES Headquarters. The Audit and Human Resources Committees will meet before the general meeting.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 11:17 am. Mr. McGrath, Ms. Wojton, Mr. Harris, Dr. Streett, Mr. Addison and Mr. Snee, along with MES staff members, toured several MES projects in Prince George's County. No official business was conducted during the tour. The tour ended at approximately 4:30 p.m.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 5-19
May 30, 2019**

LOCATION: MES Headquarters
James Peck Boardroom
259 Najoles Road, Millersville, MD

TIME: 10:00 am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
J.P. Smith

DIRECTORS ABSENT: none

OTHERS PRESENT: Sean L. Coleman, Esq.
Priscilla Carroll, Esq.
Steve Tomczewski
Tammy Banta
Vishal Bhatia
Jason Gillespie
Steve Pennington
Craig Renner
Hattie Crosby, in at 10:30am
Pamela Fuller

CALL TO ORDER

Mr. McGrath called the meeting to order at 10:00 am.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of April 25, 2019. Mr. Smith made a motion to approve the minutes, and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath reported on another very busy month of engagement and activity across MES. The Agency participated in the recent Preakness event, which the State of Maryland sponsors. Steve Pennington attended a monthly breakfast event with the BWI Partnership, where MPA Executive Director Jim White was the featured speaker. Team members also attended the Maryland Economic Development Conference, and a Greater Washington Board of Trade meeting. Mr. McGrath, Mr. Tomczewski, and other team members also attended Waste Expo, the largest solid waste convention in the country.

In FY19, MES funded two scholarships to environmental science students at the University of Maryland. Each awardee received \$5,000. Mr. McGrath attended a scholarship event in College Park with the awardees.

The annual MES Orioles game and picnic outing had a very good turnout with about 150 teammates and families.

A US Department of Commerce sponsored delegation from Sri Lanka, toured the Prince George's County Organics Facility. Separately, a group of environmental companies from Israel, organized with the Maryland Israel Partnership and the Embassy of Israel in Washington D.C. met with MES to discuss water opportunities.

Mr. McGrath, Mr. Pennington, and Mr. Peters attended the Maryland activities of the International Council of Shopping Centers (ICSC) Convention to network with business partners and Maryland officials who attend.

Mr. McGrath attended the Maryland State Bar Association's Environmental and Energy Sector group's meeting in Reisterstown.

Progress continues on the ECI natural gas infrastructure project. The initial agreement was signed in March. Supplemental agreements are expected to be completed in the following months, progressing on schedule.

Some members of the Governor's Cabinet, including Mr. McGrath for MES, traveled to Allegany County last week. A round table discussion with local officials was held regarding the closure of the paper mill in the Town of Luke. The mill employed

over 700 people. The State is assisting in finding a buyer for the plant, and the delegation is looking for employment options for those who are displaced.

WUSA Channel 9 ran a story on MES food waste composting and the University of Maryland. The piece was shown to the Board members.

AUDIT COMMITTEE REPORT

Leslie Jackson-Jenkins reported that the Audit committee, consisting of Michael Harris, J.P. Smith and herself, met with the new auditors this morning. RSM was the firm selected for a three-year contract, with 3 optional additional one-year terms. This competitive procurement and new contract is a cost savings to the agency, as well providing a fresh set of eyes and a new audit approach. They will conduct interim field work the week of June 10th, and will be back the week of August 5th to conduct final field work. They will meet again with the Audit Committee in September and provide their findings.

Mr. Harris then brought in Valerie Colimon and Andrew Wolf of RSM for a brief introduction. Ms. Colimon stated that she was looking forward to working with MES on its audit.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. Several questions were addressed. Mr. Pennington elaborated on the Shrink Wrap Collection Program. The shrink wrap is from boat winter wrappings and is currently being landfilled. MES staff are gathering information on a similar program in Rhode Island.

FINANCIAL REPORT

Mr. Harris presented the financial statements for the month ending April 30, 2019. Labor sales for all Groups are ahead of where they were at this point last year. The fringe variance caused by two unexpected holidays is shrinking. Total net assets have been trending upwards over time. The Budget v. Actual report shows ground being made up with fringe. The agency should end the year with close to a zero fringe variance. Several items on the Accounts over 90 day report have since been paid.

STRATEGIC PARTNERSHIP REPORT

Mr. Pennington explained how his team is using Salesforce to capture every account, not just potential customers. The team has attended many partner and stakeholder events over the last month, for both the public and private sector.

The team is also exploring opportunities in the energy sector, consistent with MES' statutory responsibility, toward benefits MES can bring to potential partners.

Mr. Snee inquired if MES has been of any assistance to Howard County in relation to the Ellicott City flood. Ms. Wojton replied that MES has offered, but in order to qualify for federal disaster relief the County is limited in its ability to contract directly with another government agency. Mr. Snee also mentioned the Town of Aberdeen water tower is in need of replacement. Mr. Gillespie will contact the Town.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has a record 837 total positions. The vacancy rate is 6.47%, but once the new hires are on-board, the vacancy rate will be 4.92%. There are many new positions.

GROUP UPDATES

Ms. Banta reported on the Stormwater improvements recently completed at the Maryland Zoo in Baltimore. The improvements will earn MDOT MPA 3.46 acres treatment credit towards their MS4 permit.

Mr. Gillespie presented the WaterHub reclamation system at Port Covington in Baltimore. MES will serve as the Owner's Representative and Program Manager for the upgrade efforts.

Mr. Tomczewski discussed the Somerset County Infrastructure project. The project will expand natural gas services on the lower Eastern Shore, including the University of Maryland Eastern Shore, and ECI.

PROCUREMENT ITEMS

Ms. Crosby introduced Item 1. The item is for Concrete General to provide drainage remediation services to Central Maryland (SHA District 3). Mr. Snee made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Crosby introduced Item 2. The item is for Concrete General to provide drainage remediation services to Western Maryland (SHA District 6). Dr. Streett made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Coleman introduced Assistant Attorney General, Priscilla Carroll. She will be attending the next Board meeting, as Mr. Coleman will be away that week. She has also been very busy conducting depositions in the Midshore I contractor dispute litigation. The office is still waiting for the scheduling order from Court of Special Appeals for the case of *Gupta vs. Maryland Environmental Service*.

OLD/NEW BUSINESS

Mr. Bhatia gave a progress update on Workday implementation. The transition kicked off last August 16th and will go live July 1st. Along the way, they have worked closely with a Workday partner on streamlining internal processes. Training for agency staff will begin this week. Human Resources will go live on June 26th, followed by Accounting on July 1st.

The next meeting of the Board of Directors will be June 27th at MES Headquarters at 10am. The Human Resources Committees will meet before the general meeting at 9:30am.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 11:05 am.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 6-19
June 27, 2019**

LOCATION: MES Headquarters
James Peck Boardroom
259 Najoles Road, Millersville, MD

TIME: 10:00 am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
J.P. Smith (phone)

DIRECTORS ABSENT: none

OTHERS PRESENT: Priscilla Carroll, Esq.
Steve Tomczewski
Tammy Banta
Vishal Bhatia
Jason Gillespie
Steve Pennington
Craig Renner
Hattie Crosby, in at 10:30am
Pamela Fuller

CALL TO ORDER

Mr. McGrath called the meeting to order at 10:04 am.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of May 30, 2019. Mr. Snee made a motion to approve the minutes, and Mr. Addison seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath reported on another very busy month of engagement and activity across MES. Team members met with Anne Arundel County Executive Steuart Pittman, his Department of Public Works Director, and the Chief Science and Environmental Officer to discuss potential collaboration. A Meeting was held with the Harford County Executive, Administrator, and Deputy of Community Affairs. The County is pleased with the work MES is doing. Mr. McGrath and Mr. Harris attended the Baltimore Business Journal Leaders in Diversity event.

Mr. McGrath briefed the Board on a tragic accident which occurred in Montgomery County about two weeks ago. Staff attended a debrief with the County that included the County Executive, the Director of the Environment, Montgomery County employees, and on-site team members and vendor staff. MES has provided counseling, and safety reminders. An official investigation into the accident is in progress. MES continues to conduct its own inquiry; is reviewing its onsite operations; and is completing a process of updating policy and procedure handbooks that was already underway.

A Town Hall meeting was held about two weeks ago in the Town of Grantsville, in Garrett County with Senator Edwards. MES was invited to participate. Messrs McGrath, Gillespie, and Pennington attended. Water and wastewater issues were discussed.

A delegation with the Sister State Committee from the Leningrad region of Russia recently visited Maryland and MES, received a presentation, and discussed a wide range of environmental topics.

The Greater Washington Board of Trade is rounding-out a Regional Solutions Workgroup consisting of about 100 people. The Group will be conducting a multi-year assessment of the Washington DC infrastructure and related topics. Mr. McGrath has been asked to Chair the Resiliency and Sustainability workgroup.

Following a year of collaborating and planning, Garrett County has signed an agreement for MES to operate all 27 of its water and wastewater facilities. The transition will take shape over the next few weeks. MES anticipates about Ten new employees will come on board. This is expected to generate about \$850,000 in additional labor sales.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report.

STRATEGIC PARTNERSHIP REPORT

Mr. Pennington explained how his team is using Salesforce to capture every account, not just potential customers. The team has attended many partner and stakeholder events over the last month, for both the public and private sector.

The team has met with or attended many partner events over the last month including: RMI manufacturing event, Israeli Embassy select USA Networking, The Greater Washington Board of Trade, The BWI Partnership, Maryland Tech Council and Maryland Municipal League (MML).

There are several new opportunities in the development stage including: the City of Havre de Grace, Tulkoff Foods wastewater treatment and organic waste, Sol Systems – a solar provider, and BTS Bioenergy which is now Bioenergy Devco.

Bioenergy Devco, which recently broke ground in Howard County on their facility, has signed a new master service agreement with MES.

Team members will be meeting with Blue Whale, a company interested in recycling lithium batteries, and Bozzuto Management, a multi-family residential builder.

FINANCIAL REPORT

Mr. Harris presented the financial statements for the month ending May 31, 2019. Labor sales for all Groups are ahead of where they were at this point last year. Labor sales are 5.5% higher than projected. Total net assets have been trending upwards over time. Several items on the Accounts over 90 day report have since been paid.

Mr. Harris reported that the Legislative Auditors finished up their field work about two weeks ago. They will be finishing their report shortly. The Financial auditors have also been onsite conducting their preliminary investigation. Their report will be ready in September.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has a record 840 total positions. The vacancy rate is 4.91%, but once the new hires are on-board, the vacancy rate will be 3.23%.

BUILDING EXPANSION

Ms. Wojton presented a letter of understanding with CPM RE Ventures, LLC for the design and construction of the MES headquarters expansion. This letter has undergone significant internal review. CPM will acquire a 1% interest in KC-MES J.V., LLC. An operating agreement will be drafted, and CPM will be the developer, and coordinate financing, if needed. The architect and engineering firms that were used on the existing headquarters are anticipated to be used again. Ms. Wojton pointed out that the letter may nominally change before final execution. Mr. Addison moved to accept the Letter of Understanding, Dr. Streett seconded. The motion passed unanimously.

GROUP UPDATES

Ms. Banta highlighted the Arlington Echo Shoreline Restoration Project partnership between MES, MDOT MPA and AACCP. The Anne Arundel County school system approached MES about the shoreline restoration project but needed more funding. MES contacted MDOT MPA who provide a portion of the funding in exchange for TMDL credits. It was a good partnership, where all parties benefited. MES Communications are currently working on a video documenting the project.

Mr. Gillespie presented MDOT SHA District 3 Memorandum of Understanding. This MOU is similar to the one in place for District 6. It covers drainage infrastructure design and management, erosion control, inlet maintenance, and sustainable infrastructure, and drainage remediation support. District 7 may also be added soon.

Mr. Tomczewski reported on the recently completed tipping floor repair at Midshore I. The old floor was over 30 years ago. Floor repairs were made between May 22nd and June 2nd. During construction, transfer activities were conducted outdoors, with zero regulatory issues or customer complaints.

Mr. Bhatia gave a progress update on Workday implementation. Workday will replace JD Edwards. It will improve disaster recovery, be more user friendly for staff, will improve workflows and reduce paper processes. The transition kicked off last August and was live for Timesheets as of June 26th. The entire platform will go live July 1st.

PROCUREMENT ITEMS

Ms. Crosby introduced Item 1. The item is for Jet Blast combo unit services provided by Pipe and Plant at DMOT SHA Districts. Ms. Jenkins made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Crosby introduced Item 2. The item is for supply and delivery of wood chips to the ECI Co-Gen Facility. This item had been approved before solicitation, but the sole bid came in over the approved amount. Mr. Addison made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Ms. Carroll reported that Mr. Coleman is out of town. The legal report will be conducted in closed session, if necessary.

CLOSED SESSION

At 10:58 a.m., in accordance with MD. Code, Ann., Gen. Prov. §3-305(b)(1), Dr. Streett made a motion that the Board enter closed session to discuss compensation issues related to specific employees of the agency, and to approve the minutes of a prior closed meeting session. Mr. Snee seconded the motion, all members voted in favor of closing the meeting. Mr. Bhatia, Mr. Tomczewski, Ms. Banta, Mr. Gillespie, Ms. Crosby, Mr. Pennington, and Mr. Renner left the meeting. Board members Mr. Addison, Mr. Snee, Ms. Jenkins, Mr. Smith (via phone), Dr. Streett, Mr. McGrath, Ms. Wojton and Mr. Harris remained in the meeting, in addition to Ms. Carroll and Ms. Fuller.

Mr. McGrath requested a motion for the approval of the minutes of the closed session from the meeting of August 16, 2018. Mr. Snee made the motion to approve the minutes and Mr. Harris seconded. The minutes were unanimously approved.

The Board then considered the Human Resources Committee's recommendations for FY2020 employee compensation plans. Mr. Snee made the motion to approve the committee's recommended salary adjustments, Mr. Addison seconded. The motion passed unanimously.

At 11:07 a.m. Mr. McGrath and Ms. Wojton left the room. The Board discussed the compensation of the Director and Deputy Director. The Human Resources Committee recommended the Director and Deputy Director receive the same percentage increase as other team members. Mr. Snee made the motion to approve the recommendation, Dr. Streett seconded. The motion passed unanimously.

Mr. McGrath and Ms. Wojton returned to the meeting at 11:09 a.m.

At 11:10 a.m., upon motion by Mr. Snee, which was seconded by Ms. Jenkins, the Board came out of closed session.

OLD/NEW BUSINESS

The next meeting of the Board of Directors will be July 25th at MES Headquarters at 9:30 a.m., it will be a conference call. The August Board meeting will be in Ocean City during the MACO convention. The MES-NMWDA reception will be Wednesday, August 14th at the Clarion Resort, and the Board meeting will be on Thursday, August 15th at the Residence Inn.

Dr. Streett suggested a possible future field visit and meeting might be done at Tradepoint Atlantic in Sparrows Point. Mr. McGrath also suggested a possible trip to Garrett County.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 11:19 am.


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


ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 7-19
July 25, 2019**

LOCATION: MES Headquarters
James Peck Boardroom – Conference Call
259 Najoles Road, Millersville, MD

TIME: 9:30 am

DIRECTORS PRESENT: Roy McGrath, Chairman (phone)
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison (phone)
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq. (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: none

OTHERS PRESENT: Sean Coleman, Esq.
Steve Tomczewski
Tammy Banta
Jason Gillespie
Vishal Bhatia
Steve Pennington
Hattie Crosby, in at 9:55 am
Pamela Fuller

CALL TO ORDER

Mr. McGrath called the meeting to order at 9:30 am.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of June 27, 2019. Mr. Smith made a motion to approve the minutes, and Mr. Addison seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

The Garrett County partnership is proceeding well. Meetings are ongoing with Garrett County staff, and efforts are being made to transition county water and wastewater employees to MES.

The Environmental Business Leadership Conference (EBLC) earlier this month went very well. There was an impressive turnout. The feedback from attendees has been very favorable. Mr. Snee, on behalf of the Board, expressed his appreciation and compliments to Mr. McGrath and MES team for their hard work and dedication to the event. Mr. McGrath pointed out that Fox 45 news and WBAL covered the event live that day.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. Mr. Smith inquired as to the MDOT SHA Property research task. Mr. Gillespie reported the project is to help SHA identify all real property owned or leased by the agency. This project also led to work with the Department of Planning, creating a database of all State-owned land.

STRATEGIC PARTNERSHIP REPORT

Mr. Pennington reported on several areas of Strategic Partnership participation over the last month. Internal MS4 team training was conducted for the Strategic Partnership team. Salesforce is being used to track Managing for Result (MFR) numbers. There were 5 partnership events in July, and 10 face to face customer meetings. Team members attended several stakeholder events including the Baltimore Business Journal Philanthropy conference, the Greater Washington Board of Trade Resiliency and Sustainability Solution Group, and the Maryland Economic Development Association summer meeting in Frederick.

The team also explored many new opportunities with the agency's municipal and county partners. The Maryland Municipal League (MML) summer conference has led to 2 potential new partners, the Town of Perryville, and Mt. Rainier. Key meetings have occurred with Anne Arundel County and Wicomico County. The team has been working to expand its working relationship with engineering companies with a series of "lunch and learns." The team is now focused on the upcoming Maryland Association of Counties (MACO) conference in August.

Contact will be made with Tradepoint Atlantic about a possible tour in the Fall for the MES Board of Directors.

FINANCIAL REPORT

Mr. Harris reported that the Finance group is in the process of closing out FY19. The preliminary closing in June looked good. The auditors will start work on August 5th, and final closing figures will be available when they complete their audit. Gross revenues are about \$160 million, which is \$5 million over last year. Labor sales are 5% above FY18. The month ended with \$30 million in cash. There were no changes to the 90-day AR report.

Mr. Snee inquired if it would be feasible to meet with representatives from Baltimore County during MACO. The agency has invited representative from Baltimore County to the MES reception. The county has also hired MES to complete some GIS work. Steps toward rebuilding a relationship continue.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 839 total positions. The vacancy rate is 6.28%, but once the new hires are on-board, the vacancy rate will be 4.32%.

BEST UPDATE

Ms. Wojton presented the draft BEST Final Results for FY 2019. The agency did a great job achieving all of the goals. Reports of accomplishments are still coming in. The final report will be provided at the August meeting. Ms. Wojton also presented the Proposed BEST Goals for FY 2020, which are the same goals as 2019.

PROCUREMENT ITEMS

Ms. Crosby introduced Item 1. The item is to purchase a food waste grinding building for the Prince George's County Organic Composting Facility. There were no MBE's available for this intergovernmental cooperative purchase. Mr. Snee made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously, with the exception of Ms. Jenkins who abstained.

Ms. Crosby introduced Item 2. The item is to purchase a front-end loader for the Prince George's County Organic Composting Facility. There were no MBE's available for this intergovernmental cooperative purchase. Dr. Streett made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously, with the exception of Ms. Jenkins who abstained.

Ms. Crosby introduced Item 3. The item is to purchase an electric GORE cover winder for the Prince George's County Organic Composting Facility. This is a sole source purchase from Sustainable Generations. Mr. Snee made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously, with the exception of Ms. Jenkins who abstained.

Ms. Crosby introduced Item 4. The item is for water tank reconditioning provided by Minoan Inc. at the Eastern Correctional Institution. There is a 10% MBE goal. Mr. Addison made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 5. The item is for general labor services provided by CMT Services at the Prince George's County Material Recycling Facility. There is a 25% MBE goal. Mr. Snee made the motion to approve the item, Dr. Streett seconded. The motion passed unanimously, with the exception of Ms. Jenkins who abstained.

Ms. Crosby introduced Item 6. The item is a change order with David A. Bramble, Inc. for work on the Ackerman property wetland construction, performed in conjunction with Cell 3 of the Midshore II Regional Landfill. There is a 15% MBE goal for this work. Mr. Harris made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

Ms. Crosby introduced Item 7. The item is for transportation and processing of bypass recyclable material from Montgomery County by Penn Waste, Inc. Mr. Snee made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

The Procurement Notifications are contained in the Board notebooks.

LEGAL REPORT

Mr. Coleman reported that his office has been working closely with the Safety & Environmental Compliance Group as they respond to requests from MOSH regarding the Montgomery County Grinding Operation accident. The office has been very busy with several active civil cases. A scheduling order has been issued by the Court of Special Appeals in the Gupta v. MES case. A reply brief is due the end of September.

OLD/NEW BUSINESS

Mr. Snee requested a briefing from MES' MBE Coordinator, Tim Barnes. Mr. McGrath agreed.

Board of Directors Minutes

July 24, 2019

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Mr. McGrath mentioned that conversations with Montgomery County are ongoing regarding a number of partnership topics.

The next meeting of the Board of Directors will be in Ocean City during the MACO convention. The MES-NEWDA reception will be Wednesday, August 14th at the Clarion Resort, and the Board meeting will be at 9:30am on Thursday, August 15th at the Residence Inn.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 10:18 am.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR

Boyd K. Rutherford LT. GOVERNOR

Roy McGrath DIRECTOR/CEO

BOARD OF DIRECTORS MEETING MINUTES

MEETING 8-19

August 15, 2019

LOCATION: **Residence Inn
White Marlin Room
300 Seabay Lane, Ocean City, Maryland**

TIME: **9:30am**

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
J.P. Smith

DIRECTORS ABSENT: Leslie Jackson-Jenkins, Esq.

OTHERS PRESENT: Sean Coleman, Esq.
Steve Tomczewski
Tammy Banta
Jason Gillespie
Steve Pennington
April King

CALL TO ORDER

Mr. McGrath called the meeting to order at 9:29 am.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of July 25, 2019. Mr. Snee made a motion to approve the minutes, and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath introduced April King, as the new Special Assistant and Government Relations Liaison. Mr. McGrath summarized the FY19 financial results. He noted that FY 19 had

the highest labor sales in MES history and the record number of MES employees continues to grow.

Feedback from Garrett County partnership has been very positive. Ten former County Water and Wastewater employees have been hired by MES. After this smooth positive transition other counties in the state are interested in a partnership with MES.

Mr. McGrath reviewed Governor Hogan's new Clean and Renewable Energy Initiatives. These initiatives are aimed at advancing solar energy deployment and development on state-managed and owned properties. The Executive Order dated August 14, 2019 established the Governor's Task Force on Renewable Energy Development and Siting to reach goals to help make the state more environmentally sustainable, such as inserting solar panel covers on parking lots. MES was invited to be on the task force which will consist of 15 members.

BTS Bioenergy, which is working on developing a facility at the Maryland Food Center Authority located in Jessup, is finalizing project financing for \$100 million. Steve Pennington is working on the Master Service agreement.

The natural gas pipeline project for Somerset County is moving forward. The agency is on track.

BEST Awards are scheduled to be distributed on September 9th at the All Team meeting. Close to 700 teammates will be in attendance. Employees celebrating a milestone service anniversary will be recognized.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. Several questions were addressed. MES assistance to Prince Georges County on their existing landfill project was discussed.

STRATEGIC PARTNERSHIP REPORT

Mr. Pennington reviewed Partnership operations and solutions. Salesforce integration is still a continuing focus and effort. Sales Force will be used to capture Managing for Results numbers for July. This is required by the Department of Budget and Management.

- Partnership Events FY20 Target 104 / yr 7 for July for annual run rate 84
- B2B meetings FY20 Target 156 / yr 18 for July for annual run rate 216

The partnership team is focusing on brand awareness, positive marketing, and methods of strategic promotion for possible customers. To help implement these methods Mr. Pennington along with the marketing team met with a marketing vendor to create a strategy between marketing, communications and strategic partnership teams on social media messaging and targeting. This will help balance activity between public and private industry. A new solutions brochure is now being used.

A key new opportunity development, Bioenergy a \$106 M Private Equity investment closed early August. MES continues to pull together the details for a Master Services Agreement and operating structure for Bioenergy DevCo Group (BDG). BDG will acquire the Perdue Agricycycle facility in Seaford, DE. Closing for this transaction is in early September. The focus for both facilities is a long-term management support role.

The Partnership team is working to develop strategy and define MES involvement for the Governor's new Executive Order focused on Solar.

FINANCIAL REPORT

Mr. Harris reported gross revenues of \$160 million, the second highest in the history of the organization. This was a great accomplishment for the agency after the termination of the Baltimore County contract at the conclusion of FY 2017, which accounted for \$16.8 million in total revenue and approximately \$3 million in labor sales. There was also a \$4.8 million increase in net assets.

Labor sales were \$34.6 million in FY19, the highest in MES history. Final June statements are in the preliminary stages as the FY 2019 financial audit is in process. July 2019 ended with \$36 million in cash.

Financial Auditors were on site and concluding audit field work. The agency is currently awaiting the Legislative Auditors' preliminary report.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 851 total positions. The reported vacancy rate is higher than usual since this is the first time the data was extracted from Workday. Workday includes internships and positions that are on hold. JDE did not capture those vacancies. There are many new positions including the partnership with Garrett County.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Snee advised that the Human Resources committee, consisting of himself, Mr. Addison, Dr. Streett, Mr. McGrath, and Ms. Wojton met earlier this morning.

The committee reviewed the BEST incentive guidelines and funding. The BEST program began in 2000. Last year was the largest payout since inception. The BEST pool is equally divided among all eligible employees. BEST Plus is available to employees who have demonstrated extraordinary effort in achieving the BEST goals or who have consistently demonstrated outstanding performance. 100% of the BEST goals were achieved. The agency also experienced financial success this year having the highest labor sales in its history. Mr. Snee moved to fund the incentive programs as follows: BEST pool – 53% funds available, BEST PLUS pool – 20%, and the Executive Incentive – 20%. Dr. Streett seconded. The motion passed unanimously.

The Human Resource Committee also recommended changing the date of the BEST, BEST Plus and executive payouts. Mr. Snee made the motion to pay incentives for this year as

follows: BEST, and Executive Incentive after August 16 and BEST Plus after December 1, Mr. Addison seconded, the motion passed unanimously.

Ms. Wojton then handed out the proposed BEST FY 2020 Goals. Mr. Addison made the motion to approve the goals, Dr. Streett seconded. The motion passed unanimously.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for the replacement of the water plant, distribution systems and storage tank at Fair Hill by M2 Construction, LLC. Mr. Addison made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. This is a change order for Padlands, LLC to transport lime stabilized biosolids from the Freedom District WWTP, first option year renewal. Mr. Smith made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. This is a change order for the Configuration and Implementation of an Electronic Commercial Fishing Harvest Reporting System for Maryland Fisheries for fiscal year 2020. Mr. Snee made the motion to approve the item. Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 4. This is for a change order to Philips Brothers Electrical Contractors, Inc. for ECI Cogeneration Facility-Utility Yard Upgrades which include: 1) Modify the power system study to reflect required utility company relay settings and 2) Provide temporary back-up power generation during commissioning phase. Dr. Streett made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Wojton introduced Item 5. Montgomery County MRF. This is a change order for an additional term (1 year) with Colossal Contractor's Inc. for general labor, skilled labor and supervision. Dr. Streett made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

Ms. Wojton introduced Item 6. This is a change order related to the Utility Yard Upgrade at the ECI Cogeneration Facility for continued construction administration support through project completion by Geosyntec Consultants. Mr. Addison made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

LEGAL REPORT

Mr. Coleman advised that because the Harnden Group has continued to fail to comply with multiple discovery requests his office has filed a motion to compel. The Harnden Group has not yet filed a response.

Mr. Coleman attended the MOSH close-out meeting regarding the fatal accident at the Montgomery County yard debris grinding operation. MOSH will not be issuing a citation to MES regarding the fatality, but there will most likely be other litigation regarding this accident.

OLD/NEW BUSINESS

Ms. Wojton gave a building update; the project is moving forward. A meeting with the architects will be soon to work on details.

Dr. Streett inquired about the results of the Environmental Business Leadership Conference. Mr. McGrath responded that it is being reconciled and is expected to break even as intended.

Details of the next meeting of the Board of Directors have not yet been finalized, but a Board visit to Western Maryland, including some of the new facilities MES is operating in Garrett County, is being planned with more details to come soon.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 10:14 am.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR
Boyd K. Rutherford LT. GOVERNOR
Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 9-19
September 20, 2019**

LOCATION: Nemacolin Woodlands Resort
1001 Lafayette Drive, Farmington, PA 15437

TIME: 9:00am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq.
J.P. Smith

DIRECTORS ABSENT:

OTHERS PRESENT: William J. Selle, Esq. (phone)
Steve Tomczewski
Tammy Banta
Jason Gillespie
Vishal Bhatia
Matthew Sherring
Mark Serio
April King
Pamela Fuller (phone)

CALL TO ORDER

Mr. McGrath called the meeting to order at 9:00 am.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of August 15, 2019. Mr. Smith made a motion to approve the minutes, and Dr. Streett seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath opened the meeting and thanked the Board members for attending the offsite meeting and tour for the new water and wastewater partnership with Garrett County.

MES team members recently met with Carroll County (Commissioner, Administrator, and Staff) to discuss current and potential partnership opportunities. Carroll County had taken note of the MES partnership with Garrett County.

The Governor's Chesapeake Bay Council convened recently. The Council is a regional group consisting of executive representatives from Maryland, Delaware, Pennsylvania, Virginia and New York, gathered to discuss environmental issues effecting the Chesapeake Bay. Governors Hogan and Northam attended.

The third annual MES All-Team meeting was held on September 9th at Maryland Live Hotel. It was a productive and informative meeting, with keynote remarks by Chakisse Newton. A post-event survey indicated over 90% of respondents considered the meeting valuable.

Mr. McGrath attended the Change of Command ceremony at the Maryland National Guard a few weeks ago. Major General Timothy Gowen has replaced retiring Major General Linda Singh as Adjutant General. The MD Department of the Military is a notable MES client.

Some team members attended the Mid-Atlantic Bioenergy Council conference this week in Linthicum. The conference was a good opportunity to develop our role in the sector, and to help better support the agency's Bioenergy partners.

The Baltimore Sun will host a panel on October 2nd in Towson entitled "Reimaging Maryland." Mr. McGrath will be a panelist, as will the Baltimore County Executive, and representatives from GBMC Healthcare, Greenberg Gibbons, Towson University and the Chamber.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report.

STRATEGIC PARTNERSHIP REPORT

Mr. Sherring summarized a productive month which included meetings with representatives from Carroll, Allegany, Charles, and Wicomico Counties. In a follow up to MACO, a productive roadshow meeting was held with Carroll County, exploring ways MES may be of support. A fruitful meeting with Chesapeake College will be leading to a

future meeting with other local community colleges. Team members are finalizing an agreement with Bioenergy DevCo (BDC) as they plan an anaerobic digesting facility in Maryland. Team members attended the Future of Prince George's County conference, and the BWI Business Partnership breakfast. The data tracked in Managing for Results is on schedule to meet goals.

FINANCIAL REPORT

Mr. Harris reported that the legislative auditors have submitted their preliminary discussion notes. MES team members are reviewing the recommendations and will update the Board after the closeout meeting. No accurate, major issues have been noted.

The financial auditors have nearly completed their audit. As soon as they receive the final information on the retirement funds from the actuaries, they will present their findings, at the next Board meeting in October.

The month of July closed with \$12 million in revenue, which reflects an increase of \$4 million over the same time period in 2018. About half of the amount is due to the way Workday computes billing periods compared to our former accounting platform JD Edwards E1. The month ended with \$27 million in cash.

Mr. Harris noted that the Baltimore County account is in the process of being closed out. The Baltimore County Office of Finance reached out this week requesting backup materials for about \$200,000. MES is moving forward with new opportunities with the County.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 851 total positions. The vacancy rate once all the new hires are brought on board will be 4%. There has been some challenge recruiting lately, especially engineers, project managers, and laborers. Several recruitment strategies were discussed.

RESOLUTION 19-09-1R

Ms. Wojton presented Resolution 2019-09-1R for the Board's consideration. The resolution would grant the day after Thanksgiving as an additional paid day off for MES employees. The financial state of the agency this year is once again conducive to this Resolution. Mr. Snee made the motion to approve the Resolution, Mr. Addison second. The Resolution passed unanimously.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for engineering design services provided by Mott McDonald for the Pt. Lookout State Park water and wastewater systems. Mr. Addison made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. The procurement is to exercise the first of three optional renewal periods for janitorial services provided by ServiceMaster for the MES Headquarters. Ms. Jenkins made the motion to approve the item, Dr. Streett seconded. The motion passed unanimously.

The Board Notifications were reviewed.

LEGAL REPORT

Mr. Selle advised that the Legal office has been very busy lately with several pending litigation matters, including an upcoming trial, a pending appeal before the Court of Special Appeals, and a case in the US District Court, as well as several procurement claim issues.

GARRETT COUNTY OPERATIONS

Mr. Gillespie and Mr. Serio, the Division Chief for Water and Wastewater Operations, discussed the MES partnership with Garrett County. On August 4th MES assumed operations of the County's Water and Wastewater facilities. These new facilities have doubled the size of MES operations in Western Maryland. Weekly meetings continue with Mr. Serio, the MES Regional supervisors and County representatives. MES is currently performing the daily operations and preventive maintenance, the County is still providing major maintenance. The County also has asked for engineering and construction support. The tours today will include the Friendsville water and wastewater facility, and the Deep Creek Lake facility, which is the largest Garrett County facility.

Mr. Serio handed out some information regarding the operations. There are 27 new facilities. Ten county operators were hired by MES. MES is able to provide labor, equipment, and supplies savings to the County.

OLD/NEW BUSINESS

The next Board meeting will October 24th at Tradepoint Atlantic in Baltimore. Mr. McGrath then reviewed the logistics for the Garrett County tours.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 9:52 am.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR
Boyd K. Rutherford LT. GOVERNOR
Roy McGrath DIRECTOR/CEO

BOARD OF DIRECTORS MEETING MINUTES

**MEETING 10-19
October 31, 2019**

LOCATION: Tradepoint Atlantic
1600 Sparrows Point Blvd, Baltimore MD

TIME: 9:30am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Strett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq.
Leslie Jackson-Jenkins, Esq.
J.P. Smith (phone)

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean Coleman, Esq.
Steve Tomczewski
Tammy Banta
Jason Gillespie
Vishal Bhatia
Steve Pennington
Matthew Sherring
Pamela Fuller
Valerie Colimon (in at 9:37, out at 9:42)
Ernie Almonte (in at 9:37, out at 9:42)
Aaron Tomarchio (in at 10:44am)

CALL TO ORDER

Mr. McGrath called the meeting to order at 9:30 am.

AUDIT REPORT

Valerie Colimon and Ernie Almonte from RSM distributed the draft "Report to the Board of Directors regarding the Results of the 2019 Audit." Their audit is

Board of Directors Minutes

October 31, 2019

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substantially complete pending the completion of three more tasks: the subsequent events review, concurring partner review, and the representation letter. At this time, they plan to issue a clean, unmodified opinion. They expressed their appreciation to the MES staff for their assistance and professionalism.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of September 20, 2019. Dr. Streett made a motion to approve the minutes, and Mr. Harris seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath highlighted the State's settlement with Exelon Corporation over the Conowingo Dam license renewal, which was recently announced by Governor Hogan. This agreement will provide two hundred million dollars over fifty years of the license agreement for environmental enhancement projects in the area of Conowingo Dam. The press release outlines how the money will be spent. The agreement is an example of the improving relationship between the State and Exelon. The pilot dredging project can continue to move forward. Permitting and sediment sampling is anticipated for fall of 2019. Mr. Coleman noted that the Public Information Act Request from Exelon concerning the project has been withdrawn.

The agency recently signed an agreement with Bioenergy Devco (formerly BTS Bioenergy) for work with their anaerobic digesters. Bioenergy Devco will provide up-front capital for MES to begin the work.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. Questions were addressed regarding the dike raising at Masonville Dredged Material Containment Facility, and the engineering work at Brown Station Landfill.

STRATEGIC PARTNERSHIP REPORT

Mr. Pennington reported on the continued focus on stakeholder meetings. There were 11 stakeholder meetings in October, and 24 business-to-business meetings. His group continues to work with Communications and Marketing on external outreach by targeting social media, email, etc. His office has attended numerous meetings including: MML conference, the Bioenergy International summit, MEDA, MCEC, and the Cecil County Economic Development summit. Planning is underway for MACO in December. Meetings with Carroll County and Cecil county are scheduled.

AUDIT COMMITTEE REPORT

Ms. Jenkins summarized the auditors report. They will be issuing a clean report and had much positive feedback on working with MES team members. In addition to the financial audit, they investigated potential risks. The audit team will be meeting with MES on a quarterly basis between audits.

FINANCIAL REPORT

Mr. Harris presented the August financials. Revenues are \$5 million over this time last year. There has been one extra pay period so far this year. Comparisons to last year will line up more accurately after October. Labor sales are \$1 million over FY19. Net assets are \$100,000 over last year. Team members have been doing a good job managing expenses. Cash is similar to this time last year.

Finance team members have been providing additional documentation to Baltimore County on their past-due accounts. Issues continue to be discussed with the Town of Sudlersville. The Town Manager recently resigned.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 850 total positions. The vacancy rate once all the new hires are brought on board will be 4.63%. A number of long-term employees have recently retired. In light of market conditions, there has been some challenge recruiting lately, especially senior engineers and project managers.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for GIS technical support provided by Whitney, Bailey, Cox and Magnani for MDOT/SHA DGD projects. Mr. Snee made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. The procurement is for a new crew boat for the Poplar Island Ecosystem Restoration Project. Mr. Addison made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. The procurement is to lease four glycol recovery vehicles for BWI De-icing operations, until new vehicles can be purchased. Dr. Streett made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 4. The procurement is for waste management services for various SHA administration facilities. Mr. Snee made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 5. The procurement is for environmental compliance support provided by Barton and Loguidice at various Montgomery County solid waste management facilities. Mr. Harris made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Wojton introduced Item 6. The procurement is for project development support services provided by CPM Project Management LLC for the MES headquarters expansion. Dr. Streett made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

The Board Notifications were reviewed.

OLD/NEW BUSINESS

The draft schedule of Board of Director's meeting dates for 2020 was distributed for review. Mr. McGrath requested the November conference call meeting be moved from Thursday November 21st to Friday November 22nd. The Board concurred. The meeting scheduled for December 19th will most likely be a luncheon meeting in the Baltimore area.

LEGAL REPORT

Mr. Coleman had several matters of pending litigation to discuss with the Board. He requested that the Board convene in a closed session.

CLOSED SESSION

At 10:30 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b)(8), Mr. Snee made a motion that the Board enter closed session to discuss pending litigation, and to approve the minutes of a prior closed meeting session. Dr. Streett seconded the motion, all members voted in favor of closing the meeting. The Board members, Mr. Coleman, Mr. Tomczewski, Ms. Banta, Mr. Gillespie, Mr. Bhatia, Mr. Pennington, Mr. Sherring and Ms. Fuller remained in the meeting.

Mr. McGrath requested a motion for the approval of the minutes of the closed session from the meeting of June 27, 2019. Mr. Addison made the motion to approve the minutes and Dr. Streett seconded. The minutes were unanimously approved.

Mr. Coleman then updated the Board on two matters of current litigation. No official action was taken during the closed session.

At 10:44 a.m., upon motion by Mr. Snee, which was seconded by Ms. Wojton, the Board came out of closed session.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 10:44 a.m.

TRADEPOINT ATLANTIC PRESENTATION

Aaron Tomarchio, the Senior Vice President of Administration and Corporate Affairs at TradePoint Atlantic gave an overview of the site, followed by a bus tour. Mr. Tomarchio summarized the history of the project, current status, and future development plans. The Board took no official action during Mr. Tomarchio's presentation or the tour.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR
Boyd K. Rutherford LT. GOVERNOR
Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 11-19
November 22, 2019**

LOCATION: 259 Najoles Road, Millersville Maryland
Conference Call

TIME: 10:00am

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary (phone)
William B.C. Addison (phone)
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq. (phone)
J.P. Smith (phone)

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Steve Tomczewski
Tammy Banta
Jason Gillespie (phone)
Vishal Bhatia
Steve Pennington
Matthew Sherring
Craig Renner
Richard Corbi
Pamela Fuller

CALL TO ORDER

Mr. McGrath called the meeting to order at 10:00 am. He introduced Richard Corbi to the Board. Richard is newly hired in the Environmental Operations group.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of October 31, 2019. Mr. Snee made a motion to approve the minutes, and Mr. Smith seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath reported that MES achieved a record first quarter of the new fiscal year, with revenue up approximately \$14 million year-over-year, an increase of 50%.

Members of Governor Hogan's Task Force on Renewable Energy, on which Mr. McGrath serves, toured several locations last week. The first stop was a Tesla-owned solar field operation on the Eastern Shore. They then visited MES Headquarters for a presentation and tour of the solar field and canopy, followed by a visit to a City of Annapolis solar field located on top of a closed landfill. The preliminary report of the task force is due at the end of this year.

MES' quarterly leadership team meeting was held last week. In conjunction, the team completed the Clifton Strengths assessment by Gallup. This is a tool used to determine individual strengths and help team members to identify and utilize each other's strengths within their teams. Document retention, Workday progress, and BEST goals were also discussed.

MES participated in the EPA America Recycles Week Innovations Fair in DC. Mr. McGrath and Mr. Pennington met with Calvert County Commissioners President Tim Hutchins who invited MES to share information on MES services. He has asked for a summary and that MES representatives attend their January Commissioners' meeting.

Messers McGrath and Sherring attended the Capital Regional Transportation Forum, hosted by the Greater Washington Board of Trade and the Greater Washington Partnership. There, Governor Hogan announced a major project to replace the American Legion Bridge. Maryland has approximately 70% responsibility for the bridge, the remainder is shared with Virginia.

MDOT and Walmart announced the completion of a High Performance Pond (HP3) last week. The "smart pond" monitors the level of stormwater in the pond, and can draw down the water before a rain event. This can help prevent flooding, and generates stormwater credits. Mrs. Wojton attended the event on behalf of MES.

MES participated in the Baltimore Business Journal Fall Expo. A meeting was held with Steve Lafferty, Baltimore County's new Chief Sustainability Officer. A new IGA with Baltimore County has been executed.

A new MES internal mentorship program was announced. A pilot program will begin in January.

AGENCY ACTIVITY REPORT

Mr. McGrath presented the Agency Activity Report. Questions were addressed regarding the work for Prince George's County at Brown Station Landfill.

STRATEGIC PARTNERSHIP REPORT

Mr. Pennington reported continued focus on stakeholder meetings by Strategic Partnerships and Industry Relations (SPIR). There were eight such meetings in November, and 23 business-to-business meetings. A new social media initiative launched last week is geared toward State and County officials. The Strategic Partnership & Industry Relations team (SPIR) has attended several MML dinners including, Alleghany/Garrett and Washington County. A Lake Linganore site visit was held with DBM and MDE. There was some discussion about expanding the scope of the dredging project. The WTCI State of the Ports annual event was held. Winter MACO is early next month for three days. MES will begin audit work for Bioenergy Development Group (BDG) in Delaware as they acquire the Perdue Agricycle facility in Seaford, DE. MES signed an IGA with the Town of Perryville. Several community colleges have contacted MES about expanding their solar and recycling programs.

FINANCIAL REPORT

Mr. Harris presented the September financials. The month closed out with \$43 million. The expanded Cox Creek project contributed significantly. Revenue is \$14 million more than FY19. The balance sheet may show a \$4 million decrease, due to MES investment of funds on 9/30, but the cash not being moved until 10/1. The Accounts Receivable report appears higher, mainly due to the timing of September invoices. Labor sales are higher than last year. There was a \$674,000 increase in net assets, \$28,000 over this time last year. The A/R amount due from Montgomery County is for a screener purchased by MES for the County. The invoicing was broken into three parts, but the County will pay all three once the final piece is delivered. Questions were addressed.

Mr. Harris requested permission to re-allocate previously designated BEST funds to the current BEST Plus pool. Resolution 99-10-6R created BEST and BEST Plus. It designated that 20% of the pool funds be made available to BEST Plus payouts. Since some employees left MES before payments could be made in previous years, there are funds left over in those year's allocations. Mr. Harris proposed moving those unspent funds, about \$106,000, into the current year's BEST Plus pool, making \$910,000 available for this year's distribution. Mr. Harris made the motion to move the funds, Ms. Wojton seconded the motion. The motion passed unanimously.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 850 total positions. The vacancy rate once all the new hires are brought on board will be 5.37%. In light of market conditions, there has been some challenge recruiting lately, especially senior engineers and project managers.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for American Asphalt to replace the pavement on the upper Compost Pad at the Harford County Disposal Center. Mr. Snee made the motion to approve the item, Dr. Streett seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. The procurement is for EMS coordination and support for Port of Baltimore environmental initiatives, provided by EcoLogix Group. Ms. Jenkins made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. The procurement is to supply 200,000 gallons of ultra low sulfur diesel fuel to Poplar and Hart Miller Islands. Mr. Addison made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

Ms. Wojton introduced Item 4. The procurement is for KCI Technologies to provide environmental, safety and industrial hygiene services for MDOT MPA. Mr. Snee made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Wojton introduced Item 5. The procurement is for contract labor provided by EARN Contractors at Montgomery County composting and grinding facilities. Mr. Harris made the motion to approve the item, Dr. Streett seconded. The motion passed unanimously.

Ms. Wojton introduced Item 6. The procurement is to purchase a windrow turner for Montgomery County Composting Facility from Ecoverse Industries. Mr. Smith made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 7. The procurement is for Carl Belt to construct new wells at Backbone and Meadow Mountain Youth Centers. Mr. Snee made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

The Board Notifications were reviewed.

LEGAL REPORT

Mr. Coleman updated the Board on the status of the Curtis v. MES case scheduled to be heard in the US District Court for the District of Maryland. The case settled the Friday before the Monday trial. MES admitted no liability and Mr. Curtis released the agency from any claims. MES will also continue to conduct recruitment at HBCU's (Historically Black Colleges and Universities).

OLD/NEW BUSINESS

The 2020 Board of Director's meeting schedule was approved. The next meeting will be a luncheon meeting at Blackwall Barn & Lodge in Gambrills on December 19th from 11:30 – 1:30.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 10:51 a.m.



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



ROY MCGRATH
CHAIRMAN



Larry Hogan GOVERNOR
Boyd K. Rutherford LT. GOVERNOR
Roy McGrath DIRECTOR/CEO

**BOARD OF DIRECTORS
MEETING MINUTES
MEETING 12-19
December 19, 2019**

LOCATION: **Blackwall Barn & Lodge,
329 Gambrills Rd. Gambrills, Maryland**

TIME: **11:30 a.m.**

DIRECTORS PRESENT: Roy McGrath, Chairman
Beth Wojton, Deputy Director
Michael C. Harris, Treasurer
Richard P. Streett, Jr., V.M.D., Secretary
William B.C. Addison
Joseph Snee, Esq. (phone)
Leslie Jackson-Jenkins, Esq.
J.P. Smith

DIRECTORS ABSENT: None

OTHERS PRESENT: Sean L. Coleman, Esq.
Steve Tomczewski
Tammy Banta
Jason Gillespie
Vishal Bhatia
Steve Pennington
Matthew Sherring

CALL TO ORDER

Mr. McGrath called the meeting to order at 11:30 a.m.

MINUTES

Mr. McGrath requested discussion or a motion for the approval of the minutes of the meeting of November 22, 2019. Mr. Smith made a motion to approve the minutes, and Mr. Addison seconded. The minutes were unanimously approved.

DIRECTOR'S REPORT

Mr. McGrath welcomed and thanked the Board for assembling during the holidays. He noted that it would be an abbreviated report, pointing out that 2019 has been a year of record successes for MES, including achieving the largest sales in its history. Mr. McGrath also pointed out that 2020 is MES's 50th Anniversary, and that the event would be celebrated throughout the year, beginning with the roll-out of a special 50th Anniversary logo. He closed by mentioning there would be an update on the PMT topic to share under old/new business.

FINANCIAL REPORT

Mr. Harris presented the October financials. The month closed out well with \$59 million in revenue. The results also reflect a positive growth in net assets at \$1.6 million. Net assets were also \$117,000 above last year at this time. There were no notable concerns regarding A/R. Finally, the cash balance for October was \$15.6 million.

HUMAN RESOURCES REPORT

Ms. Wojton reported that the agency currently has 843 total positions. The vacancy rate once all the new hires are brought on board will be 3.87%. In light of market conditions, there has been some challenge recruiting lately, especially senior engineers and project managers.

PROCUREMENT ITEMS

Ms. Wojton introduced Item 1. The procurement is for Eastern Shore Forest Products, Inc. to supply and deliver wood chips to ECI Co-Gen. Mr. Addison made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 2. The procurement is for Environmental Recovery Corporation of Maryland (ERC) to remove and dispose of substances from cleaning and maintenance activities at Baltimore Washington International, Martin State Airports, and State Highway Administration. Dr. Streett made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

Ms. Wojton introduced Item 3. The procurement is for Whitney, Bailey, Cox & Magnami, LLC to supply the Maryland Department of Transportation State Highway Administration's (MDOT SHA) Data Governance Division (DG) with professional support services for the purposes of Highway Management Information Systems

(HMIS) support services for the 2019 data collection season. Ms. Jenkins made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 4. The procurement is for Wood Environment & Infrastructure Solutions, Inc. to perform hydraulic analyses for MDE in support of floodplain development for flooding sources located in Montgomery County. Dr. Streett made the motion to approve the item, Ms. Wojton seconded. The motion passed unanimously.

Ms. Wojton introduced Item 5. The procurement is for monthly Verizon wireless cellular service and equipment charges. Mr. Harris made the motion to approve the item, Mr. Smith seconded. The motion passed unanimously.

Ms. Wojton introduced Item 6. The procurement is to purchase a New MRRP Recycle Front-Loader Truck from Mid-Atlantic Waste Systems. Ms. Jenkins made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

Ms. Wojton introduced Item 7. The procurement is for Voya Financial to provide fully-insured short-term disability, long-term disability, and group-term life insurance plans for eligible employees of MES. Ms. Wojton made the motion to approve the item, Mr. Harris seconded. The motion passed unanimously.

Ms. Wojton introduced Item 8. The procurement is for Penn Waste, Inc. to provide transportation and processing of bypass recyclable material from Montgomery County. Mr. Snee made the motion to approve the item, Dr. Streett seconded. The motion passed unanimously.

Ms. Wojton introduced Item 9. The procurement is for diesel fuel supplied by Fannon Petroleum Services to the Montgomery County Yard Trim Compost Facility. Ms. Jenkins made the motion to approve the item, Mr. Addison seconded. The motion passed unanimously.

The Board Notifications were reviewed.

LEGAL REPORT

Mr. Coleman presented Resolution 19-12-1R. The Resolution approves changes to the Amended and Restated Operating Agreement of KC-MES J.V., LLC. One of the changes transfers a one percent ownership interest in the LLC to Craig Morrell, acting through CPM Project Management, LLC. The Resolution also authorizes the Director and other offices of the Service to execute a Membership Interest Purchase Agreement and an Assignment of Membership Interests. By approving and finalizing the

documents the agency will utilize the services of CPM Project Management, LLC to manage the continued design, engineering and construction of the expansion of the MES Headquarters building.

Dr. Streett made the motion to approve Resolution 19-12-1R, Mr. Smith seconded. The motion passed unanimously.

Mr. Coleman also advised the Board that the agency's brief in the case of *Gupta v. MES* will now be filed in the Court of Special Appeals in the third week of January.

OLD/NEW BUSINESS

Mr. McGrath followed up on Mr. Snee's inquiry about the Phosphorous Management Tool (PMT) progress. Mr. McGrath reported that progress was being made including a meeting being held at the Maryland Department of Agriculture on December 20, 2019, and there will be more information developing on this topic soon.

The next meeting will be held at MES headquarters on January 23, 2020 at 9:30 a.m.

ADJOURNMENT

Mr. McGrath adjourned the meeting at 12:00 p.m.


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


ROY MCGRATH
CHAIRMAN