



Board of Directors Meeting

View online at: https://youtube.com/live/SX_s9eFvj8o

October 26, 2023

9:30 a.m.

Agenda

Board Members

Shelley Heller
Chair

Hon. Frederic N. Smalkin
Secretary

Brendon Baatz
Treasurer

Robert L. Witt, II
Chair, HR Committee

Moalie Jose
Chair, Audit Committee

James H. Johnson Jr.,
Ph.D., P.E.

Dereck E. Davis
State Treasurer

Charles C. Glass, Ph.D.,
P.E.
Executive Director

Call to Order	Shelley Heller
Inspire Awards	Aimee Warner
Approval of Minutes – September 28, 2023	Shelley Heller
RSM FY23 Financial Audit	Valerie Colimon
Executive Director’s Report	Charles Glass
New Business Report	Managing Directors
Financial Update	Hament Patel
Audit Committee	Moalie Jose
Human Resources Report	Shannon Bettleyon
BEST, BEST PLUS, & Executive Incentive Program <ul style="list-style-type: none">FY23 BEST	Hament Patel
Procurement	Hattie Crosby
Procurement Items (attached) <ul style="list-style-type: none">Item 1: Harford Co Solid Waste Management – The American Asphalt Company, LLC, pavement replacementItem 2: Prince George’s Co. Materials Recovery Facility – laborItem 3: Prince George’s Co. Organics Composting Facility – GT Mid Atlantic, Horizontal GrinderItem 4: Montgomery Co. Yard Trim Compost Facility – Bradley Technologies, Inc., security office	
Procurement Notifications	
Legal Report	Sean Coleman

Group Updates

- TES: Resilient Maryland Revolving Loan Fund Melissa Slatnick
- EDR: Port of Baltimore Diesel Equipment Upgrade Prog Aimee Warner
- WWW: Team Innovation Tim Barr

New/Old Business

Shelley Heller

Adjournment

Shelley Heller

FY23 BEST Proposal

Building Excellence and Success Together

October 2023

The Service has an established incentive program, Building Excellence & Success Together (BEST). The Board has recognized that incentives are only to be paid to employees if the Service is successful in achieving or exceeding defined performance goals.

In recognition of the efforts that the Service's employees have undertaken to carry out their duties and maintain the critical mission activities of the Service and achieving Service's BEST goals, it is recommended that the Board authorize a BEST payment, BEST Plus, and the Executive Incentive.

It is recommended to pay the following amounts from BEST Pool:

- \$2,700,203 for BEST payment (60.89%), to be paid November 20, 2023.
- \$1,516,203 for BEST Plus incentive (34.19%), to be paid November 21, 2023.
- \$218,162 for Executive Incentive payment (4.92%), to be paid November 21, 2023.

BEST

Distribute \$2,700,603 for FY 2023 BEST payment in the amount of \$4,200 per eligible employee.

BEST Plus

Distribute the BEST Pool funds in the amount of \$1,516,203 to Executives and Managing Directors to reward individual employees who have made extraordinary contributions to achieving the FY 2023 BEST Goals and for outstanding performance.

The BEST Plus pool amount will be distributed to each Group based on the total regular salaries as of 6/30/2023 of the BEST eligible employees for that Group.

Each Managing Director will be allotted an amount for their Group to award employees as an additional incentive in their Group.

The Group Managing Directors will provide written recommendations and justifications to the Executive Director for employees recommended for BEST Plus awards.

BEST and BEST Plus payments combined should not be greater than 15% of an employee's salary. Exceptions may be granted for lower salary employees.

BEST Plus amount may be adjusted due to change in number of eligible employees at the time of BEST payout. However, the total BEST pool amount will not change.

Executive Incentive Payments

Award Executive Incentive payments in the amount of \$218,162. The amount paid to each executive is 15 % of their base pay or prorated based on their tenure in their executive position.

Maryland Environmental Service FY2023 BEST Payment Summary Recommendation		FY2023 Proposal
Percentage of Goals Met		99%
Number of Eligible Employees		643
		\$ 4,200.00
BEST Pool Amount		\$ 4,434,968
60.89% of the pool BEST		\$ 2,700,603
34.19% of the pool BEST Plus		\$ 1,516,203
Executive Incentive (15% of base pay)		\$ 218,162
FICA & Medicare 7.06%		\$ 355,563
401K 4.88%		\$ 245,772
Total		<u>\$ 5,036,303</u>
Components for BEST Funding:		
Fringe Variance		\$ 237,000
Overhead Variance		\$ 3,188,568
Project Variance / Working Capital / Equipment Fund		\$ 1,485,000
Interest Income		\$ 662,000
Total FY2022		<u>\$ 5,572,568</u>
Adjustments		\$ (617,000)
FY2022 BEST Remaining Balance		\$ 80,735
Total BEST Pool		<u>\$ 5,036,303</u>

Approval after Solicitation
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
AMENDMENTS, AND CHANGE ORDERS
FOR
BOARD OF DIRECTOR'S APPROVAL

October 26, 2023

Item: 1

Type: Construction over \$200,000

Group & Division: Environmental Operations – Solid Waste

MES Contract Number: TBD

Project Name: Harford County Solid Waste Management Services

Title/Description: Pavement Replacement of Five (5) Sections – Lower Recycle HODO, HODO Entrance Road, HODO Exit Road, Compost Entrance Road, Administration Building Parking Lot, and Driveway.

Procurement Method: Cooperative Agreement with Harford County Government

Bids/Proposals:

The American Asphalt Company, LLC	\$438,690.19 TOTAL
▪ Lower Recycle HODO	\$132,059.68
▪ HODO Entrance Road	\$ 48,077.43
▪ HODO Exit Road	\$ 52,731.53
▪ Compost Entrance Road	\$ 76,277.30
▪ Admin Bldg Lot & Driveway	\$129,544.25

Awarded To: The American Asphalt Company, LLC

Amount: \$438,690.19

Term: The work is to be completed prior to June 30, 2024.

Client/Fund Source: Harford County – Proposed FY24 IGA Amendment #2

MBE Goal: 10%

Remarks: These five (5) sections are the remainder of the 10-year paving plan at HWDC developed by MES and Harford County Government. The pavement is cracked and degraded and requires replacement.

Pre-Solicitation Approval
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Item: 2

Type: Services over \$200,000

Group & Division: Environmental Operations – Prince George’s County Projects

MES Procurement #: TBD

Project Name: General Labor for the Prince George’s County Materials Recovery Facility (MRF)

Title/Description: Labor force for recycling sorting and other general labor at the PG MRF

Procurement Method: Competitive Sealed Bid

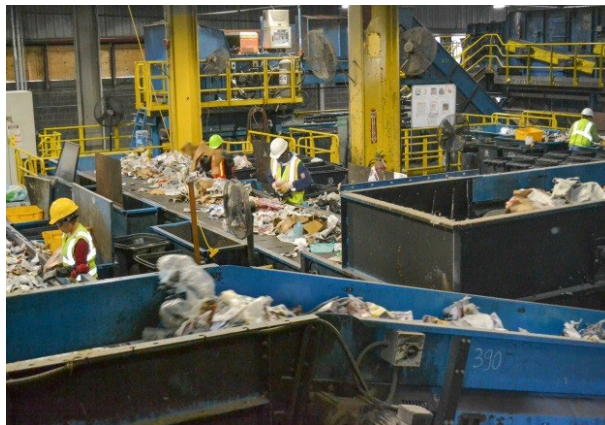
Advertising Date: November 1, 2023

Estimate: \$1,600,000

Client/Fund Source: Prince George’s County

MBE Goal: 30%

Remarks: The current labor contract for the MRF is going to expire in June 2024, and needs to be rebid, as there are no renewal options. The estimate includes the costs for thirty-seven (37) contract workers and one (1) supervisor for 1-year.



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Item: 3

Type: Equipment Purchase over \$200,000

Group & Division: Environmental Operations Group

MES Contract Number: TBD

Project Name: Prince George's County Organics Composting Facility

Title/Description: Purchase of a CBI 6800 Horizontal Grinder

Procurement Method: Intergovernmental Cooperative Purchasing Program (Sourcewell)
Sourcewell Contract 030923-TER, MES Sourcewell ID No. 5305

Bids/Proposals: Groff Tractor Mid Atlantic, LLC - \$716,757

Awarded To: Groff Tractor Mid Atlantic, LLC

Amount: \$716,757

Term: One (1) time purchase

Client/Fund Source: Prince George's County/2548-1700

MBE Goal: N/A

Remarks: This unit is necessary to replace the Peterson 6700B and Morbark 4600XL horizontal grinders. The new grinder will increase productivity and decrease maintenance costs for the OCF. The Peterson and Morbark grinders will be traded in with estimated values of \$150,000 and \$250,000, respectively.



Change Order approval
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
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October 26, 2023

Item: 4

Type: Services over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-22-4-14-5

Project Name: Montgomery County Yard Trim Compost Facility

Title/Description: This renewal is to extend the term of the contract for the 1st of three (3) additional one-year terms.

Original Procurement Method: Competitive Sealed Bid

Contractor: Bradley Technologies, Inc.

Original Term: One Year from Notice to Proceed (7/1/22-6/30/23)

Modified Term: First of Three Additional Option Year Renewals (7/1/23-6/30/24)

Original Amount: \$158,153.84

Modifications to Date: N/A

Amount of this Renewal: \$166,550.28

Revised Total Contract Amount: \$324,704.12

Client/Fund Source: Montgomery County Yard Trim Compost Facility (MCYTFCF) IGA No. 2-16-4-68. FY 2024 Operating Budget: 2554-1200 and 1201

MBE Participation: Goal: 17% currently at 8.5 %

Remarks: Contractor is providing all management, field supervision, administrative support, basic classroom, on-the-job training, manpower on-site, materials, supplies and equipment related to placement of a mobile, unarmed security officer(s) at the Montgomery County Yard Trim Compost Facility.

This project was renewed for the first of three (3) additional one-year terms on June 28, 2023. At the time, MES was only renewing

the contract and not adding any option year funds to the contract due to the amount of funds still available in the initial year. However, because this was a renewal, the amount of Option Year one should have been approved by the BOD even though the Option Year one funds were not going to be needed. The renewal amount includes an increase in funding in accordance with the Montgomery County Living Wage. BTI provides critical over night unarmed managed security and fire watch at the Montgomery County Yard Trim Compost Facility.

The vendor is self-reporting MBE and have expressed continued issues with finding a suitable MBE to fulfill their contractual obligations. MES Procurement and Legal have been in communication with BTI to find a resolution to the non-compliance. This funding will be used for services until resolution or termination of the contract with BTI.