



Wes Moore GOVERNOR

Aruna Miller LT. GOVERNOR

Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

# BOARD OF DIRECTORS MEETING MINUTES

**November 16, 2023**

**LOCATION:** Headquarters/Video Call

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

**DIRECTORS PRESENT:** Shelley Heller, Chair (video)  
Judge Frederic Smalkin, Secretary (video)  
Brendon Baatz, Treasurer (video)  
Robert Witt, II (video)  
Moalie Jose, P.E.  
James Johnson, Jr., Ph.D., P.E.  
Joanna Kille, State Treasurer’s Designee (video)  
Charles Glass, Ph.D., P.E.

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:**

Sean L. Coleman, Esq.	Hament Patel, Finance
Ellen Frketic, Deputy Director	Kanishk Sharma, Administration
Tim Barr, Water/Wastewater	Luke Page, Technical & Environmental Services
Winsome Condra, Procurement	Pamela Fuller, Board Clerk
Marni Dolinar, Environmental Dredging & Restoration	Casey Powers, IT (video)
Tim Ford, Environmental Operations	Jana Leech, Executive Office
	Emily Martinazzi, Water/Wastewater

### CALL TO ORDER

Ms. Heller called the meeting to order at 9:31 a.m. Some Board members and staff were present at Maryland Environmental Service (MES) Headquarters, and other

Board members and staff participated via Zoom video call. The meeting was streamed live to the public on YouTube.

### **MINUTES**

Ms. Heller requested discussion or a motion for the approval of the minutes from the Board meeting on October 26, 2023. No substantive corrections or objections were noted, and the minutes were unanimously approved.

### **EXECUTIVE DIRECTOR'S REPORT**

Dr. Glass presented the Executive Director's and Deputy Director's expense reports for the last month. Dr. Glass and Ms. Frketic attended the Water Environment Federation's Technical Exhibition and Conference (WEFTEC) in Chicago in early October. These expenses are from the conference. A few more expenses are currently being processed.

Dr. Glass reported on several external engagements within the last month with governmental and private entities. Dr. Glass met with three of the four Glen Burnie High School students whom he will be advising on their climate mitigation project. He had several conversations with non-profit entities. He also asked for any referrals from the Board, staff, or the public of non-profits that may need assistance from the Agency in meeting their environmental goals.

Ms. Kille joined the meeting at 9:39 a.m.

Dr. Glass presented the Fall/Winter recruitment schedule. Recruitment events will slow over the winter holidays but increase again in January. The Agency will also begin recruiting for its summer intern program.

Some members of the Board visited the Prince George's County Materials Recycling Facility last month.

Agency staff toured the Hart-Miller Island Dredged Material Placement Site and State Park.

A "lunch and learn" was held on November 8, 2023. Ms. Nicole Hill, an Outreach Coordinator with the Anne Arundel County Board of Elections, discussed the importance of becoming an election judge. MES will grant eight hours of leave to any employee who volunteers as an election judge on Election Day.

Dr. Glass summarized recent grant proposal applications filed by the Agency. Four proposals have been submitted over the last month in cooperation with several partners. Several more applications are currently being drafted.

### **NEW BUSINESS REPORT**

Ms. Heller presented the New Business Report and asked if there were any questions.

### **FINANCIAL REPORT**

Mr. Patel reported on the Agency's preliminary financial performance as of October 31, 2023. Billable labor is \$3.3 million greater than this time last year due to three pay periods falling in October 2023 (versus only two pay periods in October 2022). These figures will even out over the next two months.

The Agency received its first electric truck, a Ford F-150 Lightning. Two new vehicle charging stations will be installed at Headquarters, and an additional 12 stations are in the planning stages.

### **HUMAN RESOURCES REPORT**

Mr. Sharma presented the Human Resources (HR) report. As of November 16, 2023, the Agency vacancy rate is 4.56%. There are 36 vacancies, ten of which are new positions. In an effort to be more flexible, the Agency has started onboarding new employees twice a week rather than once a week. Staff will be looking at all processes to see where improvements to efficiency can be made.

### **PROCUREMENT ITEMS**

Ms. Condra presented Item 1. The procurement is for upgrades to the wastewater treatment facility at the Camp Fretterd Military Reservation. Lee Foundation Company, Inc. will provide the services at a cost of \$3,576,943. There is a 20% Minority Business Enterprise (MBE) goal. Questions were addressed regarding the history of this item. Agency staff are looking at improving the process going forward. The initial low bidder did not meet the MBE requirements and did not request a waiver. Dr. Johnson made the motion to approve the item; Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is for water distribution and collection system upgrade design services at Greenbrier State Park. Mott MacDonald, LLC will provide the services at a cost of \$495,724. The contractor has committed to a 57.4% MBE goal. Mr. Witt made the motion to approve the item; Dr. Johnson seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is for engineering services for the water main and electric power distribution systems upgrades at the Janes Island State Park. Keystone Engineering, Inc. will provide the services at a cost of \$292,961.

There is a 36% MBE goal. Judge Smalkin made the motion to approve the item; Mr. Baatz seconded. No members were opposed. The motion passed unanimously.

The Board Notifications for Contracts, Purchase Orders, Amendments, and Change Orders between \$25,000 and \$200,000 were reviewed.

### **GROUP UPDATES**

Mr. Ford presented an overview of three steam plants operated by the Agency on behalf of the Maryland Department of Public Safety and Correctional Services. MES provides licensed Grade 1 Stationary Engineers for 24/7 operation of the facilities. The Agency also provides a training program for operators.

Ms. Dolinar discussed the Masonville Cove Connector, which will provide convenient and equitable access to Masonville Cove, the first Urban Wildlife Refuge Partnership in the country. Proposed plans have been presented to the community for comment. The 30% design plans will be completed this winter. The 100% design will be completed in 2024, with construction occurring in 2025.

Ms. Martinazzi, an Assistant Engineer in the Water/Wastewater Group, discussed graphical presentations of Water/Wastewater (W/WW) compliance data. Data collected from Water Information Management Systems (WIMS) is converted to graphical format to help W/WW operators, engineers, and Safety and Compliance staff see and project trends in testing data. This data is currently being exported for a variety of State projects.

Mr. Page updated the Board on preparations for the 2023-2024 winter season at the Baltimore/Washington International Thurgood Marshall Airport (BWI). MES manages the deicing fluid collection system and the National Oceanic and Atmospheric Administration (NOAA) official snow measurement and reporting.

### **OLD/NEW BUSINESS**

The next meeting of the Board is Thursday, December 14, 2023, at 9:30 a.m.

### **LEGAL REPORT**

Mr. Coleman stated that he will update the Board on one litigation matter in closed session.

### **CLOSED SESSION**

At 10:35 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b)(8), Ms. Heller stated that the Board intended to enter closed session to approve the minutes of a prior closed-meeting session and to receive a briefing from the Office of the Attorney General (OAG) on a pending litigation matter. Ms. Heller asked if anyone objected to

the Board entering closed session; no objections were heard. She also stated that any member of the viewing public who objected could submit their objection via email to the Agency. Mr. Johnson then made a motion that the Board enter closed session for the reasons stated above. Judge Smalkin seconded the motion; all members voted in favor of closing the meeting. Ms. Heller announced that the meeting of the Board of Directors would immediately adjourn following the closed session. The public meeting ended at 10:35 a.m. Staff members who were not required for the closed session left the meeting room and Zoom session.

Ms. Heller called the meeting of the closed session of the Board to order at 10:38 a.m. Present during the closed session of the Board were Board members Heller, Smalkin, Witt, Baatz, Jose, Johnson, Kille, and Glass. They were joined by Mr. Coleman, Ms. Frketic, Ms. Fisher, and Ms. Fuller.

Ms. Heller requested approval of the minutes of the closed session from the September 28, 2023, meeting. There were no corrections or comments. The minutes were unanimously approved. The Board took no other official action during the closed session.

Mr. Coleman and Assistant Attorney General Christy Fisher briefed the Board on a new litigation matter.

**ADJOURNMENT**

The meeting was adjourned at 10:41 a.m.

*Frederic N. Smalkin*

*Shelley Heller*

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**HONORABLE FREDERIC SMALKIN**  
**SECRETARY**

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**SHELLEY HELLER**  
**CHAIR**