



# Board of Directors Meeting

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**February 29, 2024**

**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, P.E.  
*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
Approval of Minutes – January 25, 2024	Shelley Heller
Executive Director’s Report	Charles Glass
Legislative Update	Jeff Tosi
BEST Update	Ellen Frketic
New Business Report	Managing Directors
Financial Update <ul style="list-style-type: none"><li>Proposed contribution to employee’s 401k plan</li></ul>	Hament Patel
Human Resources Report	Stephanie Patton
Procurement	Winsome Condra
Procurement Items (attached) <ul style="list-style-type: none"><li>Item 1: Microsoft 365 licensing – SHI International Corp.</li><li>Item 2: Hart-Miller Island landbase pier replacement – Dissen &amp; Juhn, LLC</li><li>Item 3: Disability and Life Insurance policy – Voya/Reliastar Life Insurance Company</li><li>Item 4: ECI WWTP sludge facility upgrade – KCI Technologies Inc.</li><li>Item 5: MD Energy Administration – Residential Energy Programs support – Newport Partners, LLC</li><li>Item 6: MD Energy Administration offshore wind financial &amp; economic analysis – Levitan &amp; Associates, Inc.</li><li>Item 7: New Germany S.P. water and wastewater system improvements – WATEK Engineering Corp.</li><li>Item 8: Camp Fretterd Water system upgrade – WATEK Engineering Corp.</li><li>Procurement Notification – Camp Fretterd water main replacement – George, Miles &amp; Buhr, LLC</li></ul>	

Procurement Notifications

Legal Report

Sean Coleman

Group Updates

- EDR: Baltimore Inner Harbor Site
- TES: Stormwater Support for Universities
- OPS: Control of Methane from Municipal Landfills
- WWW: African American Water Pioneers

Marni Dolinar  
Jen Wijetunga  
Charles Ingram  
Tiff Bradshaw

New/Old Business

Shelley Heller

Adjournment

Shelley Heller



Wes Moore GOVERNOR

Aruna Miller LT. GOVERNOR

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

**To:** Board of Directors

**From:** Charles Glass, Ph.D., P.E

**Date:** February 29, 2024

**Re:** \$ 600 MES contribution to 401K plan for MES employees

Maryland Environmental Service's employees have done excellent work in operating all facilities and projects efficiently to serve our clients and the citizens of Maryland.

As of January 31, 2024, the Financial Performance of MES is exceptional as reflected in the financial statements. The billable labor is significantly more than FY 2024 budget because of our very low vacancy rate. In addition, the overhead expenses are much lower than the budgeted amount. As a result, it is expected that net earnings of MES for FY 2024 will be approximately \$2 million higher than the budgeted amount.

Maryland State Employees were awarded up to a \$600 match in their Maryland Supplemental Retirement Plans for FY 2024. MES chose to defer this \$600 contribution from July 2023 until the financial performance in FY 2024 could be evaluated as of January 31, 2024.

Based on the financial performance as of January 31, 2024 and year-end projections for FY 2024, I recommend that MES employees receive a \$600 contribution to their 401K account in FY 2024.

This 401K contribution will be distributed to all current MES employees except the employees who are participants in State Pension System, Chesapeake Bay Trust employees, interns, and any MES employee who is not currently eligible for MES contribution to their 401K account. The amount of this \$600 contribution will be prorated for part-time employees.

This contribution will be distributed in the pay period ending date of March 19, 2024 to the eligible employees who are current employees as of February 29, 2024 and are active employees as of March 19, 2024.

**Approval after Solicitation**  
**PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,**  
**AMENDMENTS, AND CHANGE ORDERS**  
**FOR**  
**BOARD OF DIRECTORS APPROVAL**

**February 29, 2024**

**Item:** 1

**Type:** Services over \$200,000

**Group & Division:** Administration; Information Technology

**MES Contract Number:** NA

**Project Name:** Annual Microsoft Licensing

**Title/Description:** Microsoft 365 subscriptions. On-premises server and software licensing including software assurance. Year 1 of 3.

**Procurement Method:** Intergovernmental Cooperative Purchasing Agreement  
Contract number 2018011-02 subcontract #001B3600339

**Bids/Proposals:** NA

**Awarded To:** SHI International Corp.

**Amount:** \$776,239.44 for 3 years (\$258,746.48 yearly)

**Term:** April 2024 – March 2027

**Client/Fund Source:** Overhead/IT

**MBE Goal:** 0%

**Remarks:** MES employees utilize Microsoft 365 as a suite of cloud-based productivity and collaboration applications including Outlook, Word, Excel, PowerPoint, OneDrive, and Teams. This is a 3-year agreement for Microsoft 365 and on-premises server and software licensing with software assurance including Microsoft Windows Server and Microsoft SQL.

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**February 29, 2024**

**Item:** 2

**Type:** Construction over \$200,000

**Group & Division:** Environmental Dredging and Restoration

**MES Contract Number:** 1-24-5-21-5

**Project Name:** Hart-Miller Island Land Base Pier Replacement

**Title/Description:** The Hart-Miller Island (HMI) Land Base Pier Replacement Project

**Procurement Method:** Competitive Sealed Bid

**Bids/Proposals:**

- Dissen & Juhn, LLC: \$358,450.00
- Consolidated Construction & Engineering Company, Inc. \$437,160.00
- Ballard Marine Construction, LLC: \$603,690.51

**Awarded To:** Dissen & Juhn, LLC

**Amount:** \$358,450.00

**Term:** 180 days

**Client/Fund Source:** Maryland Port Administration, HMI O&M MOU 2587

**MBE Goal:** 5%

**Remarks:** Following an inspection, it was determined that the HMI land base pier required complete replacement. The scope of work for the project encompasses the provision of all labor, materials, and equipment for destruction and removal of the existing pier and reconstruction of a replacement land base pier. The MBE goal is 5% due to regulations requiring a licensed Marine Contractor to complete most of the specified services, limiting subcontractor opportunities to electrical and waste disposal services.



**Change Order approval**  
**PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,**  
**AMENDMENTS, AND CHANGE ORDERS**  
**FOR**  
**BOARD OF DIRECTORS APPROVAL**

**February 29, 2024**

**Item:** 3

**Type:** Services over \$200,000

**Group & Division:** Administration, Human Resources

**MES Contract Number:** 1-20-1-01-5

**Project Name:** Short Term & Long-Term Group Disability & Life Insurance Policy

**Title/Description:** Insurance coverage for MES Employees

**Original Procurement Method:** Competitive Sealed Bid

**Contractor:** Voya/Reliastar Life Insurance Company

**Original Term:** Two (2) Years from NTP with one (1) additional two (2) year period January 31, 2020-January 31, 2024

**Modified Term:** Six (6) month extension to 7/31/2024

**Original Amount:** \$1,021,947.30 (BOD ITEM 7; 12/19/2019)

**Modifications to Date:** Letter Renewal - \$1,021,947.30 (BOD ITEM 4; 1/27/2022)

**Amount of this Change Order:** \$250,000.00

**Revised Total Contract Amount:** \$2,293,894.60

**Client/Fund Source:** MES Fringe Benefits Cost Center (1131-1133 6171)

**MBE Participation:** 0%

**Remarks:** To pay two outstanding invoices and to extend the current contract for an additional 6 months while a new competitive sealed bid for disability and life insurance services is completed.

**Change Order approval**  
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**BOARD OF DIRECTORS APPROVAL**

**February 29, 2024**

**Item:** 4

**Type:** A/E Services over \$200,000

**Group & Division:** Water and Wastewater

**MES Contract Number:** 1-21-2-30-3

**Project Name:** ECI WWTP Sludge Facility Upgrade

**Title/Description:** Design, bid and construction services in the upgrade of the sludge dewatering facility at the Eastern Correctional Institution (ECI) wastewater treatment plant (WWTP).

**Original Procurement Method:** 2018 ALL A/E Shortlist

**Contractor:** KCI Technologies, Inc.

**Original Term:** From Notice to Proceed to October 1, 2022.

**Modified Term:** 11/22/22 No Cost Extension Letter extended to December 31, 2025

**Original Amount:** \$232,100

**Modifications to Date:** None

**Amount of this Change Order:** \$20,000

**Revised Total Contract Amount:** \$252,100

**Client/Fund Source:** Department of Public Safety & Correctional Service  
CC- 3701-000 (ECI WWTP ENR Operations Grant)

**MBE Participation:** Goal: 21%; Participation to date: 27.7%

**Remarks:** KCI Technologies, Inc., was the engineer of record for a recently completed upgrade and expansion of the ECI-WWTP. This change order is for its assistance in modification of the reverse osmosis (RO) reject water piping which is currently treated with the wastewater from the prison. KCI will update the WWTP design criteria and develop piping plans to be submitted to MDE for permitting the modification.



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**FOR**  
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**February 29, 2024**

**Item:** 5

**Type:** A/E Services over \$200,000

**Group & Division:** Technical and Environmental Services

**MES Contract Number:** 1-24-3-44-8

**Project Name:** MEA Energy Technical & Engineering Analysis Residential

**Title/Description:** Contractor to provide energy technical and engineering analysis services to support the development and implementation of energy programs implemented by the Maryland Energy Administration (MEA) using primarily state funding sources.

**Procurement Method:** Task Based Request for Proposals (RFP)

**Bids/Proposals:** Maryland Energy Advisors  
Newport Partners, LLC  
Prime Partners Engineering, LLC

**Awarded To:** Newport Partners, LLC

**Amount:** \$2,600,000  
(\$1,300,000 initial 2-year term, plus two 1-year option years at \$650,000 each year)

**Term:** 2 years from date of NTP, plus two 1-year option years

**Client/Fund Source:** MEA Task 23 Energy Technical & Engineering Analysis Contract and Task Assignment Management 3648-1523

**MBE Goal:** 29%

**Remarks:** The Contractor will provide the requested technical assistance to MES and MEA on a task assignment basis in support of MEA's Residential Energy Programs, such as the Low-to-Moderate Income Energy Efficiency grant program and the Low-Income Solar Energy Program, or other residential programs provided by MEA.

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**FOR**  
**BOARD OF DIRECTORS APPROVAL**

**February 29, 2024**

**Item:** 6

**Type:** A/E Services over \$200,000

**Group & Division:** Technical and Environmental Services

**MES Contract Number:** 1-24-3-54-2

**Project Name:** Offshore Wind Financial Data Analytics

**Title/Description:** Maryland Energy Administration (MEA) Offshore Wind Financial and Economic Analysis

**Procurement Method:** Client Directed Sole Source

**Bids/Proposals:** Levitan & Associates, Inc.

**Awarded To:** Levitan & Associates, Inc.

**Amount:** \$1,000,000

**Term:** June 30, 2025

**Client/Fund Source:** MEA Task #28, Offshore Wind Analysis

**MBE Goal:** 0%

**Remarks:** Maryland Energy Administration (MEA) has the need for specialized technical expertise in support of financial examination and analysis of requests related to offshore wind development and developers. The focus of this work will be on analysis and technical review of various aspects related to the development of offshore wind including such tasks as: prospect of commercial inquiry regarding existing Offshore Wind Renewable Energy Certifications (OREC) awards; the likelihood of commercial success; review to modernize Maryland's OREC; economic review for MEA for applications to the Public Service Commission (PSC); environmental considerations associated with Maryland support for Tier 1 supply chain in the commonwealth; analysis of the supply

chain issues in neighboring states; review and analysis related to environmental justice aspects and impacts of offshore wind; and analysis related to the stakeholder process.



(Image taken from: <https://energy.maryland.gov/Pages/Info/renewable/offshorewind.aspx>)

**Change Order approval**  
**PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,**  
**AMENDMENTS, AND CHANGE ORDERS**  
**FOR**  
**BOARD OF DIRECTORS APPROVAL**

**February 29, 2024**

**Item:** 7

**Type:** A/E Services over \$200,000

**Group & Division:** Water/Wastewater Engineering Division

**MES Contract Number:** 1-22-2-07-3

**Project Name:** New Germany State Park – Water and Sewer System Improvements

**Title/Description:** Engineering services, including redesign and construction-related services, for improvements to the water and wastewater systems at New Germany State Park.

**Original Procurement Method:** SBR A/E shortlist

**Contractor:** WATEK Engineering Corporation

**Original Term:** NTP to 10/31/23

**Modified Term:** No Cost Extension letter - to 3/28/2026

**Original Amount:** \$407,845 (BOD Item 14, 8/26/21)

**Modifications to Date:** 1 - \$91,759.89 (extended to 2/15/24)  
No cost extension Letter (12/18/23) (extended to 3/28/26)

**Amount of this Amendment #2:** \$157,240

**Revised Total Contract Amount:** \$656,844.89

**Client/Fund Source:** Department of Natural Resources (DNR)/ Natural Resources Development Fund (NRDF) of FY22/ Program Open Space (POS) 004 (PCA #12210; \$157,240)

**MBE Participation:** Goal = 29%, Participation to date = 30.7%

**Remarks:** The Department of Natural Resources (DNR) has directed MES to relocate and redesign the Wastewater Treatment Plant (WWTP), access road, and collection system to minimize environmental impacts, aiming for minimal visitor disruption, preservation of mature

trees, and protection of the Poplar Lick ecosystem. Public opposition has halted the completion of the design for upgrading the existing WWTP at its current location, despite recommendations from the A/E, due to concerns regarding permanent environmental risks and ecosystem damage.

As directed by DNR, the expanded scope of work involves rerouting pipelines to connect the new WWTP site with the existing Outfall. This includes relocating the WWTP and associated upgrades to the site of an existing bathhouse. The DNR has also required relocation of the RV dump station to the WWTP site as part of this project. Further adjustments for stormwater management are needed emphasizing tree preservation. Additionally, while two new test wells show excellent water quality, they are insufficient for long-term withdrawal due to aquifer limitations. Therefore, a hydrogeologist strongly recommends drilling a third well.

Additional tasks include soil testing, building modifications, and installing equipment and tanks. The updated scope also includes adding an RV dump station, coordinating additional demolitions, and conducting water quality testing for the third well. The construction schedule has been adjusted to reduce the duration of park closure, thereby ensuring continued revenue collection.

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**February 29, 2024**

**Item:** 8

**Type:** Small Business Reserve (SBR) A/E Short List

**Group & Division:** Water and Wastewater Group, Engineering Division

**MES Contract Number:** 1-24-2-33-3

**Project Name:** Camp Fretterd Water System Upgrade

**Title/Description:** Design, bidding and construction management services for the upgrade of the water system at Camp Fretterd Military Reservation

**Procurement Method:** SBR A/E Shortlist

**Awarded To:** WATEK Engineering Corporation

**Amount:** \$356,914

**Term:** 36 months

**Client/Fund Source:** Maryland Military Department (MMD)  
FY 2023 PAYGO General Funds (PCA#12245)

**MBE Goal:** 29%

**Remarks:** The purpose of this project is to design a new well and a water treatment system. This well will be a backup to the existing wells. The two existing wells are hydraulically linked via the subsurface rock formations, which impacts the plant capacity and redundancy. The scope of work associated with this contract includes the design, bidding and construction phase services for the installation of a new backup well and a water treatment system, modification of existing well, and well house with emergency power generator.

**MES BOARD OF DIRECTORS – PROCUREMENT NOTIFICATION  
FEBRUARY 29, 2024**

**DRAFT**

**BOARD OF PUBLIC WORKS  
SECRETARY'S  
ACTION AGENDA  
March 13, 2024**

**XX. MARYLAND ENVIRONMENTAL SERVICE  
*Camp Fretterd Military Reservation, Baltimore County***

***A/E Contract:*** Camp Fretterd Military Reservation Water Main Replacement  
MES Project # 1-24-2-36-3

***Description:*** Bidding and construction management services for replacement of  
the water main at Camp Fretterd Military Reservation

***Procurement:*** A/E Shortlist

***Award:*** George, Miles & Buhr, LLC

***Amount:*** \$92,320.33

***Term:*** 24 months

***MBE Participation:*** 6.03%

***Remarks:*** Historical flow records indicate significant leakage is present in the existing underground water distribution system at Camp Fretterd Military Reservation. Portions of the existing piping system are likely to be more than 70 years old and consist of asbestos-cement, and galvanized steel pipe. The age and composition of these two pipelines make them susceptible to leakage and significant pressure losses. Proposed upgrades include the replacement of approximately 8,100 LF water mains with new pipes to reduce leakage and to provide a more reliable supply of water for domestic and fire flow demands. This contract is for bidding and construction phase services related to the proposed enhancement of the water main infrastructure at Camp Fretterd Military Reservation.

***Fund Source:*** FY 2023 PAYGO General Funds

***Appropriation Codes:*** PCA#12245 - \$92,320.33

***Resident Business:*** Yes