



Board of Directors Meeting

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October 31, 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
Inspire Awards	Managing Directors
RSM FY24 Financial Audit	Valerie Colimon
Approval of Minutes – September 26, 2024	Shelley Heller
Executive Director’s Report	Charles Glass
New Business Report	Managing Directors
Financial Update	Hament Patel
BEST, BEST PLUS & Executive Incentive Program <ul style="list-style-type: none">• FY24 BEST Payments	Hament Patel
Human Resources Report	Ramona Jones
Inspire Program Guidelines	Ellen Frketic
Procurement Items:	Winsome Condra
<ul style="list-style-type: none">• Item 1: Fleet Vehicles – 12 New Trucks, Apple Ford or Sport Chevrolet• Item 2: Cox Creek DMCF – Replacement Pumps, Xylem Dewatering Systems• Item 3: Prince George’s Co. Composting Facility – Wheel Loader, Jesco• Item 4: Midshore Recycling Program – Recycling Collection Truck, Maryland Industrial Truck (Sourcewell)• Item 5: Prince George’s Co. Materials Recycling Facility – Star Screener Parts, Van Dyk Baler Corp.	
Procurement Notifications	
Legal Report	Priscilla Carroll

Group Updates

- SWANA Road-E-O
- Rocky Gap Wastewater Treatment Plant
- Masonville Cove Outreach
- Maryland Solar Parks

Tim Ford
Ezgi Kurdoglu
Matias Orrego
Melissa Slatnick

New/Old Business

Shelley Heller

Closed Session

Priscilla Carroll

Adjournment

Shelley Heller

INSPIRE AWARDS PROGRAM GUIDELINES

I. PURPOSE

The primary objective of the Inspire Awards Program is to recognize and reward employees' outstanding contributions to the Maryland Environmental Service (hereafter referred to as the Service). The Inspire Awards Program acknowledges and rewards employees whose innovative ideas, actions, and performance align with the Inspire objectives and contribute significantly to the success of the Service.

II. ELIGIBILITY

Any employee of the Service may submit a nomination for any other employee of the Service. An employee cannot self-nominate.

Executive staff are not eligible for the Inspire Award.

III. TYPES OF AWARDS

Criteria

Superior ("Outstanding") performance of normal duties will not, in itself, justify this award. To be eligible for consideration, the employee's achievement or service must demonstrate excellence in at least one of the following areas of recognition:

Areas of Recognition

The Inspire Award is designed to recognize outstanding professional achievement by employees of the Maryland Environmental Service, with each employee eligible to receive one award per year. Teams of individuals may be nominated when a significant team effort is demonstrated. Any exceptions to this limit require approval from the Executive Director or their designee.

- **Outstanding Achievement**

Recognizes a specific project or accomplishment where the nominee demonstrated outstanding achievement beyond their regular job duties. Consider the nominee's contribution to the success of the project or the organization, including increase in revenues, productivity, time/money savings, or other impactful improvements.

- **Teamwork and Collaboration**

Recognizes instances where the nominee excelled in teamwork and collaboration beyond their expected role. Consider how the nominee fostered a cooperative environment and positively influenced the team's success. Evaluate how the nominee helped nullify waste, redundancy, or duplication, and how they contributed to improving team morale.

- **Innovation and Creativity**

Recognizes a nominee who demonstrated innovation and creativity in their role. Describe a situation where the nominee introduced a new idea, process, or solution that significantly benefited the organization. Consider how their innovation increased productivity, reduced errors, or enhanced the quality of service.

- **Leadership**

Recognizes scenarios where the nominee exhibited strong leadership qualities beyond expectations. Evaluate how the nominee guided, mentored, or inspired others to achieve a common goal. Consider how their leadership may have boosted morale or contributed to safety improvements.

- **Customer Service Excellence**

Recognizes a nominee who demonstrated exceptional customer service, going above and beyond their regular duties. Provide examples of how their actions resulted in positive outcomes, including improvements in client relations, service quality, or customer procedures.

- **Overcoming Challenges**

Recognizes a nominee who faced a significant challenge and went beyond their usual responsibilities to overcome it. Consider the impact of their perseverance on the team or

project, and evaluate whether their actions helped prevent accidents, conserve resources, or reduce costs.

- **Continuous Improvement**

Recognizes a nominee who has contributed to continuous improvement within their role or department, going beyond their regular job expectations. Evaluate how their efforts led to measurable improvements or efficiencies, including impacts on productivity, error reduction, or waste elimination.

- **Community and Social Responsibility**

Recognizes a nominee who contributed to community or social responsibility initiatives within the organization beyond the expectations of their role. Describe the impact of their involvement on both the community and the organization. Consider their contributions to environmental protection or efforts to enhance client and community relations.

- **Inspirational Impact**

Recognizes a nominee who inspired others in the workplace by exceeding their standard job duties. Evaluate how they set an example or motivated their colleagues through their actions or attitude. Consider how their inspiration drove others to excel or fostered a positive work environment.

- **Commitment to Diversity, Equity, and Inclusion (DEI)**

Recognizes a nominee who demonstrated a commitment to promoting diversity, equity, and inclusion within the organization. Provide examples of initiatives or actions they took to create a more inclusive workplace.

- **Exceptional Contract Performance**

Recognizes a nominee who demonstrated exceptional performance that exceeded the requirements of their position, resulting in the acquisition of new contracts or retaining of existing contracts. Describe the impact of their efforts on the organization's success.

- **Special Project or Sustained Period of Excellence**

Recognizes a nominee or group of employees who excelled on a special project or over a sustained period, demonstrating knowledge, skill, or ability beyond what was required for their positions and achieving the Inspire objective. Describe how their performance contributed to the overall success of the project or initiative.

- **Other – Any Other Noteworthy Area**

Recognizes a nominee who made a distinctive or noteworthy contribution in any other area that significantly benefits the organization, government, or Maryland residents. Consider why this nominee deserves the Inspire Award for this unique contribution and describe what makes their impact particularly noteworthy.

IV. SUBMISSION PROCESS

Submission Timing

Submissions may be made at any time throughout the year. The Executive Director’s Review Committee will meet monthly to ensure timely reviews of submissions and awards.

Submission Procedure

A nomination must be submitted by an employee to their immediate supervisor for review and recommendation. The supervisor will indicate approval or disapproval and forward it to the Managing Director of the employee’s Group for review and approval. If approved, the recommendation will be forwarded to the Chair of the Executive Director’s Review Committee.

Request for Additional Information

The Managing Director or the Chair of the Executive Director’s Review Committee may request additional information from the employee’s direct supervisor or the nominee before advancing the nomination.

Award Frequency

Nominations for individuals or groups cannot exceed one per fiscal year unless an exception is granted by the Executive Director or their designee.

V. APPROVAL REVIEW AND APPROVAL AUTHORITY

The Executive Director’s Review Committee will evaluate nominations and forward recommendations for approval to the Executive Director or their designee. All decisions by the Executive Director or their designee are final.

VI. AWARD AMOUNTS AND CONTRIBUTION SCALE

The Executive Director or their designee may grant the following awards to an employee or group of employees.

Cash Awards

Awards carry a minimum of \$250.00 and a maximum of \$1,500.00, unless a greater amount is authorized by the Executive Director or their designee.

Contribution Scale:

- **Small Contribution (\$250-\$500)**
Recognizes work beyond normal duties.
- **Moderate Contribution (\$500-\$1,000)**
Recognizes cost savings initiatives, enhanced processes, or exceptional customer service.
- **Significant Contribution (\$1,000-\$1,500)**
Recognizes innovative ideas with substantial savings or extraordinary service resulting in new clients or projects.
- **Extraordinary Contribution (\$1,500+)**
Recognizes actions providing new technology, significant cost savings, or rare, impactful service.

VII. INSPIRE COMMITTEE

Committee Formation

The Executive Director or their designee shall establish a Review Committee to evaluate award recommendations.

Term of Service

Each committee member shall serve a two-year term, with membership rotating annually and including representation from all Groups of the Service. Terms of office shall begin on July 1 and end June 30.

Recommendations

The Review Committee shall forward its recommendations for awards and the corresponding award values to the Executive Director or their designee.

Committee Member Eligibility

A member of the Executive Director's Review Committee is eligible to participate in the Inspire Awards Program but may not evaluate submissions made by or on behalf of that individual.

VIII. PRESENTATION OF AWARDS

Award Presentation

Awards may be presented by the Executive Director or their designee and the Managing Director at the upcoming Board of Directors meeting. A certificate will be presented and attendance is optional for the awardee.

Payment

All cash awards will be issued in the same manner as the employee's regular paycheck.

IX. PROGRAM FUNDING

Funding Source

The funding for the Inspire Awards Program shall be directly related to the financial well-being of the Maryland Environmental Service.

Annual Funding Determination

The level of funding for the Inspire Awards Program shall be determined annually based on the financial condition of the Service.

Use of Funds

Cash awards and expenses related to other awards under this program shall be covered by funds allocated each fiscal year.

X. GENERAL PROVISIONS

Submission Timeline

Recommendations for an Inspire Award must be submitted within three months of the time an idea or extraordinary service is performed.

Additional Compensation

An award made under this program is in addition to the regular compensation of the recipient.

Grievance Procedures

Determinations about any award under this program are in the sole discretion of the Service and are not subject to the Service's employee grievance procedures.

Final Decisions

All determinations for awards by the Executive Director or their designee are final. The Executive Director shall report all awards to the Board of Directors. The Executive Director may recommend an Inspire Award over \$1,500 at their discretion.

Records and Privacy

Records

MES Human Resources shall maintain copies of all award recommendations and recipients in accordance with record retention policies.

Privacy

Routine data for production and publicity purposes (e.g., first name, grade, organizational location, photograph of awardee, type of award, and description of contribution) are considered public information. Personal information (e.g., last name, date of birth, home address, professional affiliations, and employment history) will not be publicized without prior permission from the employee.

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

October 31, 2024

Item: 1

Type: Vehicles over \$200,000

Group & Division: Finance

MES Contract Number: TBA

Project Name: Equipment Fund – Fleet replacement vehicles

Title/Description: 10 FORD F-150, or an equivalent model
2 FORD F-250, or an equivalent model

Procurement Method: Baltimore County contract # 0004504;
State of Maryland BPO 001B4600204

Bids/Proposals: NA

Awarded To: APPLE FORD and/or SPORT Chevrolet

Amount: \$600,000

Term: Within FY25

Client/Fund Source: Equipment Fund, Various clients

MBE Goal: 0%

Remarks: Replacing vehicles for various projects which have very high mileage (over 150,000 miles)

- 6 for Water/Wastewater projects
- 2 for Environmental Operations projects
- 2 for Technical & Environmental Services projects
- 2 for Environmental Dredging & Restoration projects

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Item: 2

Type: Equipment Purchase over \$200,000

Group & Division: Environmental Dredging and Restoration

MES Contract Number: TBD

Project Name: Cox Creek Dredged Material Containment Facility (Site)

Title/Description: Purchase of Two (2) 12-inch Dewatering Pumps. This purchase will replace two (2) aging 12-inch pumps and allow the Site to discharge water as permitted from both the North and South discharge diffusers into the Patapsco River.

Procurement Method: Intergovernmental Cooperative (H-GAC Buy)

Bids/Proposals: Xylem Dewatering Solutions, Inc. \$215,180.02

Awarded To: Xylem Dewatering Solutions, Inc.

Amount: \$215,180.02

Term: One-Time Purchase

Client/Fund Source: 75%: Cox Creek Dredged Material Containment Facility Operations MOU FY 25 Budget.
25%: 2022-2023 Diesel Emissions Reduction Act (DERA) National Grants

MBE Goal: 0%. An MBE search was performed for this purchase as well as for previous purchases of pumps. In all searches, no MBEs were found.

Remarks: DERA Grant and MPA funding have been approved for this purchase and are included in the FY25 Operating Budget.

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October 31, 2024

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 John Deere 744 X-Tier Wheel Loader

Procurement Method: Intergovernmental Cooperative Purchasing Program (Sourcewell)
Sourcewell Contract #032119- JDC, MES Sourcewell ID No. 5305

Bids/Proposals: Jesco - \$473,385.00

Awarded To: Jesco

Amount: \$473,385.00

Term: One (1) Time purchase

Client/Fund Source: Prince George's County

MBE Goal: 0%

Remarks: This unit is necessary for maintaining normal operations and supports the MES mission of protecting the environment.



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Item: 4

Type: Equipment over \$200,000

Group & Division: Environmental Operations Group

MES Contract Number: TBD

Project Name: Midshore Regional Recycling Program

Title/Description: Purchase of a 2024 Peterbuilt / New Way Front Loader

Procurement Method: Intergovernmental Cooperative Agreement
Sourcewell Contract # 110223/NWY
MES Sourcewell # 5305

Bids/Proposals: Maryland Industrial Truck (via Sourcewell)

Awarded To: Maryland Industrial Truck

Amount: \$415,540.09

Term: 1-Time Purchase

Client/Fund Source: Midshore Regional Recycling Program / Equipment Fund

MBE Goal: 0%

Remarks: This unit is planned to replace the aging 2012 Mack / Heil Front Loader, M1. The front loader is used to haul recyclable commodities from the Midshore resident drop-off locations to local markets.

*An MBE search was performed for this purchase as well as for previous purchases of heavy trucks. In all searches, no MBEs were found.

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Item: 5

Type: Equipment Purchase (Supply and Installation) over \$200,000

Group & Division: Environmental Operations – Solid Waste

MES Contract Number: 1-25-4-31-5

Project Name: Prince George’s County Material Recycling Facility - Screen Upgrades

Title/Description: Furnishment and installation of paper and glass screens including ancillary conveyors, pre-screening equipment, and spare parts.

Procurement Method: Sole Source

Bids/Proposals: N/A – Sole Source

Awarded To: Van Dyk Baler Corp

Amount: \$2,475,597.23

Term: 10 months from NTP

Client/Fund Source: Prince George’s County MRF – Capital Expenses

MBE Goal: 0% - Sole source; no opportunities for MBE participation

Remarks: The Prince George’s County Materials Recycling Facility (MRF) accepts single-stream recycling from County residents. The incoming recyclables (glass, paper, and metal) are sorted by size and composition using a screening system. This system is composed of several screens, each designed to agitate the recyclables over a bed of rotating shafts with star-shaped attachments where the smaller items fall to another screen. This process continues until the recyclables are sorted, collected, bundled, and shipped. The goal of this project is to install new glass and paper star screens featuring anti-wrapping shafts to improve operating efficiency and reduce maintenance demands. This project includes the engineering and design, furnishment, and installation of all scoped screens and ancillary conveyors. Operator

training and a spare parts package are delivered during the installation.

The current equipment and current inventory of parts at the facility are Bollegraaf/Van Dyk. The proposed upgraded equipment is compatible with the current spare parts inventory. To minimize potential downtime from the upgrade and ensure continued fiscal responsibility, a sole source procurement is recommended for the upgrade equipment.

All incoming recyclables will be diverted during the month-long installation period. This project has an estimated 9-10-month term, including an estimated 7-month lead time for equipment manufacturing and delivery. Costs and procedures associated with waste diversion are not included in this scope. We are targeting completion by November 2025 since waste cannot be diverted in December/early-January.



Star deck of proposed Office and Newspaper (ONP) Screen



Current screen showcases large plastic buildup