



Wes Moore GOVERNOR

Aruna Miller LT. GOVERNOR

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

BOARD OF DIRECTORS MEETING MINUTES

November 21, 2024

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. (video)
James H. Johnson Jr., Ph.D., P.E. (video)
Joanna Kille for Dereck Davis (video)
Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT:

OTHERS PRESENT:

Priscilla N. Carroll, Esq.	Pamela Fuller, Board Clerk
Ellen Frketic, Deputy Director	Jana Leech (video)
Winsome Condra, Procurement	Casey Powers, IT (video)
Marni Dolinar, Env. Dredging & Restoration (EDR)	Sam Grimard (TES)
Tim Ford, Environmental Operations (EO)	Todd Boulden (WWW)
Ramona Jones, Human Resources	
Matt Lapinsky, Water/Wastewater	
Hament Patel, Finance	
Kanishk Sharma, Administration	
Melissa Slatnick, Technical & Environmental Services (TES)	

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

INSPIRE AWARDS

Ms. Dolinar presented the Extraordinary Service Inspire Award to Mackenzie Miller, Claire Spears, Dallas Henson, Tim Carney, Clara Liddell, and Ginny Jeppi for their efforts in planning and executing the Cox Creek Open House on October 19, 2024.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes from the Board meeting on October 31, 2024. No corrections or objections were noted, and the minutes were unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director and Deputy Director's expense reports for the last month were reviewed. They both incurred travel expenses for the Water Environment Federation's Technical Exhibition and Conference (WEFTEC) in New Orleans. Part of Ms. Frketic's hotel cost was reimbursed by the Chesapeake Water Environment Association (CWEA). They also both had expenses related to lunches with Division Chief candidates.

Dr. Glass reported on external engagements with governmental and private entities over the last month, including meetings with Blink and the Latin American Youth Center.

Another 50 managers and supervisors graduated from the Manager & Supervisor Training Course on November 12. Ms. Heller was the keynote speaker at the graduation. MES will hold classes for a new cohort in the spring.

The new MES Employee Assistance Program (EAP) launched this month. The EAP provides free, confidential aid to help staff with personal or professional issues that may affect their daily responsibilities.

The internal Mentoring Program also launched this month. Inspired by an employee's suggestion, the program is designed to create structured learning relationships to support employee growth, enhance workplace culture, and build leadership skills.

MES supported Veterans Day by participating in Project Green Light, lighting the Headquarters building green. In addition, the agency presented challenge coins to military veterans on staff and continued outreach at Fort Meade.

Regional Supervisor Todd Boulden led a “lunch and learn” on the daily tasks of water/wastewater operators on November 18. Dr. Glass led a stretching and mobility wellness event on November 19.

Dr. Glass reviewed the long-term projects he will focus on in the coming months. These include completing agreements with State partners for water and wastewater operations, enhanced recruiting for Operators in Training at regional Vo-Tech schools, and creating a comprehensive services document for potential new clients.

An update on per- and polyfluoroalkyl substances (PFAS) is being prepared for the January Board meeting.

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 2024. Billable labor is higher than last year. The billable labor was aggressively budgeted to be 5% higher, so the overall amounts are lower than budgeted. Normal growth would have been a 4% increase. This fiscal year’s labor sales are 2.52% higher than FY24. Billable hours are higher, but so are overhead expenses. Revenue is higher, with much of it passing through to third-party vendors. The biggest savings are being seen in budgeted overhead expenses.

HUMAN RESOURCES REPORT

Ms. Jones presented the Human Resources (HR) report. As of November 7, 2024, the agency vacancy rate was 3.9%. Fall recruitment events are ongoing, with the agency participating in 12 career fairs in November and scheduled to attend one in December.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is a change order with South Atlantic Marine Services Inc. for \$34,300. It is for additional hydrated lime for various facilities in Anne Arundel, Carroll, and Washington Counties. There is a 0% minority business enterprise (MBE) goal. Ms. Kille made a motion to approve the item; Dr. Johnson seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is a change order with United Rental (North America), Inc. for \$65,000. It is for equipment rental for hazardous material management at Dundalk Marine Terminal and Hawkins Point Landfill. There is a 0% MBE goal. Mr. Baatz made a motion to approve the item; Mr. Witt seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is a contract renewal with Gahagan & Bryant Associates, Inc. for \$2,000,000. It is for the option year 1 renewal for engineering and environmental services in support of the Maryland Port Administration's (MPA) Dredged Material Management Program (DMMP). There is a 29% MBE goal, and participation to date is 27%. This is a task-based contract. Renewal is being requested now as tasks are being added to commit funds for work that will happen in the next few years. Mr. Witt made a motion to approve the item; Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is a change order with Allen Myers MD, Inc. for \$243,029.88. It is for additional time and materials associated with added work to relocate a well prior to the construction of Cell C-1 at the Brown Station Landfill. There is a 29% MBE goal. The contractor is currently achieving 12%, but MBE participation is expected to increase once the actual construction phase begins. Mr. Witt made a motion to approve the item; Mr. Baatz seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 5. The procurement is the third contract renewal with Colossal Contractors, Inc. for \$3,303,162.22. It is for continued general and skilled labor provided to the Montgomery County Recycling Center. There is a 30% MBE goal, and the contractor is currently achieving 42.6%. Mr. Baatz made a motion to approve the item; Dr. Johnson seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 6. The procurement is a contract renewal with Maryland Chemical Company for \$113,960 for the purchase of Delpac 2000 for the Brown Station Landfill Pretreatment Facility. There is a 0% MBE goal. Mr. Witt made a motion to approve the item; Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 7. The procurement is a pre-solicitation approval for \$4,000,000 for as-needed stormwater management and remediation services for State Highway Administration (SHA) metropolitan districts. The contract has an initial three-year term for \$2,000,000, with two possible optional renewal years at 1,000,000 each for a total of \$4,000,000. Up to two contractors may be awarded, resulting in two separate \$4,000,000 contracts. There is a 29% MBE goal. Dr. Johnson made a motion to approve the item; Judge Smalkin 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.

LEGAL REPORT

Ms. Carroll reported on the process of selecting a new Assistant Attorney General to backfill her prior position.

GROUP UPDATES

Mr. Boulden presented an overview of the day in the life of a water/wastewater operator. An operator needs technical, analytical, communication, and time management skills. Mr. Boulden will deliver this presentation at a local school later today, November 21.

Ms. Dolinar discussed the Cox Creek Dredged Material Containment Facility (DMCF) Open House, which was held October 19, 2024. Many partnering agencies took part. Over 210 participants visited the numerous educational stations, including “touch a truck” and fishing. The Swan Creek Nature Trail groundbreaking ceremony was also held during the Open House.

Mr. Grimard discussed the recycling assistance provided by MES at the Baltimore Washington International (BWI) Thurgood Marshall Airport. Services include food residual collection, recycling coordination, grease management, and regulatory tracking.

Mr. Ford presented on the Baltimore County Food Waste Composting Pilot Project. The one-year pilot will conclude at the end of 2024. It has gone very well, and the county has requested a further one-year project extension.

OLD/NEW BUSINESS

The next meeting of the Board is Thursday, December 19, 2024, at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:40 a.m.

Frederic N. Smalkin

HONORABLE FREDERIC SMALKIN
SECRETARY

Shelley Heller

SHELLEY HELLER
CHAIR