

## **BOARD OF DIRECTORS MEETING MINUTES**

**March 27, 2025**

**LOCATION:** Headquarters/Video Call

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

**DIRECTORS  
PRESENT:** Shelley Heller, Chair (video)  
Judge Frederic Smalkin, Secretary (video)  
Robert Witt, II (video)  
Brendon Baatz, Treasurer (video)  
Moalie Jose, P.E. (video)  
James H. Johnson Jr., Ph.D., P.E.  
Joanna Kille for Dereck Davis (video)

**DIRECTORS  
ABSENT:** Charles Glass, Ph.D., P.E.

<b>OTHERS PRESENT:</b>	Priscilla N. Carroll, Esq.	Hament Patel, Finance
	Craig Hawkins, Procurement	Melissa Slatnick, Technical &
	Marni Dolinar, Env. Dredging &	Environmental Services (TES)
	Restoration (EDR)	Pamela Fuller, Board Clerk
	Tim Ford, Environmental	Casey Powers, IT (video)
	Operations (EO)	Josh Welborn, Esq.
	Ramona Jones, Human Resources	Charles Ingram, EO
	Jen Wijetunga, Water/Wastewater	

### **CALL TO ORDER**

Ms. Heller called the meeting to order at 9:33 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.

## **MINUTES**

Ms. Heller requested a discussion or motion to approve the minutes from the Board meeting on February 27, 2025. Dr. Johnson asked for clarification on how the minutes were approved. Ms. Heller indicated that when there are no comments, minutes can be confirmed by consent. Dr. Johnson made a motion to approve the minutes; Ms. Kille seconded. The motion passed unanimously.

## **EXECUTIVE DIRECTOR'S REPORT**

Dr. Glass was unavailable for the meeting. In his absence, Ms. Dolinar delivered his report. The Executive Director's and Deputy Director's expense reports for the last month were reviewed. Dr. Glass had one expense, and Ms. Frketic had several.

Dr. Glass' list of external engagements with governmental and private entities over the last month was displayed.

A Project Improvement Team (PIT) was created to improve the performance and speed of payments to vendors. The team has now met three times and made great progress in assessing the agency procurement process, which includes the use of credit cards, purchase orders, contracts, supplier invoice requests, and expense reports. The next step is to examine the use of procurement cards for purchases less than \$1,000. The goal of the PIT is to identify the optimum balance between process efficiency and risk.

On March 14, 2025, Dr. Glass received a request from the Maryland Joint Committee on Cybersecurity, IT and Biotechnology asking about the agency's use of artificial intelligence (AI) tools. A response is being prepared and will be submitted tomorrow, March 28, 2025.

Dr. Glass's list of long-term projects he will focus on in the coming months was reviewed. Several items have already been completed.

## **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 February 2025. Total billable labor in FY25 is higher than in FY24 but lower than budgeted. FY25 was budgeted based on a 5% increase over FY24. The Strategic Plan indicates the agency should aim for a 4% increase. This month's report and future reports will be recalculated with a budgeted billable labor increase of 4% over the prior year. The reasons billable labor is lower for the Technical and Environmental Services (TES) and Water/Wastewater (WWW) groups have been examined. The WWW group lost two long-serving employees who billed at higher rates and saw

the elimination of services at the Crownsville Wastewater Treatment Plant (WWTP) when Anne Arundel County took over the site. The TES group lost eight billable employees when they were hired directly by their client agencies, and completed an environmental justice project for the Department of Housing and Community Development (DHCD). Overhead expenses have also been lower, offsetting the reduced labor. Overall, the agency is doing well.

## **HUMAN RESOURCES REPORT**

Ms. Jones presented the Human Resources (HR) report. As of March 12, 2025, the agency vacancy rate was 3.1%. Spring recruitment events are currently being scheduled.

## **PROCUREMENT ITEMS**

Mr. Hawkins presented Item 1. The procurement is for the purchase of three 2025 Caterpillar 966 Wheel Loaders for the Montgomery County Yard Trim Compost Facility and Grinding Lot. Carter CAT will provide the equipment at a cost of \$1,530,000. There is a 0% minority business enterprise (MBE) goal. Mr. Witt made the motion to approve the item; Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Mr. Hawkins presented Item 2. The procurement is change order #3 with Agri-Services Corp. for \$1,301,295.20 for additional loading, hauling, and disposal of leachate collected at the Brown Station Road Sanitary Landfill. There is a 0% MBE goal. The unit price for hauling was fixed by the contract. This change order is for additional gallons only. Mr. Baatz made the motion to approve the item; Dr. Johnson seconded. No members were opposed. The motion passed unanimously.

Mr. Hawkins presented Item 3. The procurement is for the purchase of a 2025 Caterpillar MH3024 Material Handler for the Montgomery County Grinding Lot. Carter CAT will provide the equipment at a cost of \$359,600. There is a 0% MBE goal. Dr. Johnson made the motion to approve the item; Mr. Witt 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 that the filing period has opened with the State Ethics Commission for the filing of financial disclosures, which are due April 30, 2025.

Ms. Carroll also introduced Joshua Welborn, the new Assistant Attorney General who started last week.

## GROUP UPDATES

Ms. Wijetunga presented on the Town of Myersville's Water and Wastewater Treatment Facilities. MES has operated the facilities since 1997, providing both treatment and storage. Ms. Wijetunga described the annual cleaning of the lagoon and recent troubleshooting at the plant.

Ms. Slatnick described the roadway asset data collection activities done by MES for the State Highway Administration (SHA) Asset Management office. MES is currently mapping, assessing, and collecting data on street lighting throughout Prince George's and Montgomery Counties.

Ms. Dolinar discussed the upcoming +80 ft dike raising planned for the Cox Creek Dredged Material Containment Facility. The planned construction will increase the capacity and lifespan of the facility.

Mr. Ingram described the Eastern Correctional Facility (ECI) Boiler operator training program. Regulations require a Grade 1 Stationary Engineer to be onsite at all times. It can take up to ten years to complete all the necessary steps. It has been a challenge finding properly licensed operators. A number of current operators have achieved their licenses through this career ladder.

## OLD/NEW BUSINESS

Ms. Heller noted a number of changes to the upcoming Board meeting schedule. There will be HR Committee meetings on April 17 at 9:00 a.m. and on June 12 at 1:00 p.m. There will be a lunch for Board members after the June meeting. The Organizational meeting of the Board will be held during the July 24 meeting, which will also include the Annual Board training. There were no comments on these updates.

The next meeting of the Board is Thursday, April 24, 2025, at 9:30 a.m.

## ADJOURNMENT

Upon motion by Mr. Witt, seconded by Mr. Baatz, the meeting adjourned at 10:33 a.m.

*Frederic N. Smalkin*

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

*Shelley Heller*

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**SHELLEY HELLER**  
**CHAIR**