



Board of Directors Meeting

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June 26, 2025

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	
Approval of Minutes – May 29, 2025	Shelley Heller
Executive Director’s Report	Charles Glass
FY25 BEST Update	Charles Glass
New Business Report	Managing Directors
Financial Update	Hament Patel
Resolution 25-06-01R - Midshore II – Bonds	
Human Resources Report	Felicia Gross
Human Resource Committee Report	Robert Witt
• Performance-Based Compensation • HR 9.01 BEST Program • HR 1.12 Reinstatement Policy • HR 4.01 Resignation Policy • HR 10.07 Shift Differential	
Procurement	Winsome Condra
Procurement Items	
• Item 1: MPA - Clean Ports Grant outreach, Straughan Environmental, Inc. • Item 2: Masonville DMCF – Dam Safety permit compliance, GBA, Inc. • Item 3: Jessup Correctional Institution – upgrade boiler controls, Power & Combustion, Inc. • Item 4: Midshore II – Cell 5 construction • Item 5: Prince George’s County Organics Composting Facility – Roll Off Truck, 72 House LLC	
Procurement Notifications	

Legal Report

Priscilla Carroll

New/Old Business

Shelley Heller

Closed Session

- HR Committee Report
- Legal Update

MARYLAND ENVIRONMENTAL SERVICE

BOARD OF DIRECTORS

RESOLUTION NO. 25-06-1R

A RESOLUTION AUTHORIZING

the issuance, sale and delivery by the Maryland Environmental Service (the “**Service**”) of its Maryland Environmental Service Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2025 (the “**Series 2025 Bonds**”) in an aggregate principal amount not to exceed \$28,000,000, the proceeds of which will be used to (i) finance or refinance all or a portion of the costs of the planning, design, construction, equipping and operation of Cell Number 5 and Cell Number 1 of the Mid-Shore II Regional Landfill located in Caroline County, Maryland (the “**Mid-Shore II Regional Landfill**”), related infrastructure and all other costs related thereto, (ii) fund certain reserves, if any, (iii) pay capitalized interest on the Series 2025 Bonds during construction, and (iv) pay for certain costs of issuance of the Series 2025 Bonds (collectively, the “**Project**”); approving the execution and delivery of a Fourth Supplemental Indenture of Trust (the “**Fourth Supplemental Indenture**”) between the Service and The Bank of New York Mellon, as trustee (the “**Trustee**”), relating to and securing the Series 2025 Bonds; providing for the Series 2025 Bonds to be obligations of the Service payable from amounts received pursuant to the Waste Disposal Service Agreements between the Service and each of the Mid-Shore Counties (defined below), from such other revenues as may be received by the Service in connection with the operation of the Mid-Shore II Regional Landfill, and from the proceeds of future bonds, notes or other obligations of the Service; authorizing the sale of the Series 2025 Bonds by competitive bidding; authorizing the Executive Director to award the sale of the Series 2025 Bonds to the successful bidder submitting a proper bid; authorizing each of the Executive Director, the Secretary, the Treasurer and the Managing Director of Finance, who has been appointed as the Deputy Treasurer, of the Service (collectively, the “**Authorized Officers**”), by any number or combination of such Authorized Officers, to execute the Fourth Supplemental Indenture of Trust, to execute a Continuing Disclosure Agreement in compliance with Rule 15c2-12(b)(5) of the Securities Exchange Act of 1934, as amended (the “**Rule**”), to execute any documents necessary to insure compliance by the Service with the provisions of the Internal Revenue Code of 1986, as amended and the regulations promulgated thereunder (the “**Code**”) applicable to the Series 2025 Bonds, and to execute such other documents or certificates as may be necessary in connection with the issuance, sale and delivery of the Series 2025 Bonds; and providing generally for other matters necessary for the issuance, sale and delivery of the Series 2025 Bonds.

RECITALS

The Service was created by, exists under, and exercises the powers contained in Sections 3-101 through 3-130 of the Natural Resources Article of the Annotated Code of Maryland, as amended to date (the “**Act**”), including (among others) the powers (i) to borrow money for the purpose of paying all or any part of the cost of any one or more projects or for any other purpose of the Service, (ii) to enter into contracts with the Federal or any State government, or any unit, instrumentality or, subdivision thereof, or with any municipality or person within or without the State of Maryland, providing for or relating to the furnishing of services to or the facilities of any project of the Service, and (iii) to make any contract or agreement the Service determines to be necessary or incidental to the performance of its duties and to the execution of the purposes of and the powers granted by the Act, including contracts with the Federal or any State government, or any unit, instrumentality, or municipality thereof, or with any person, on terms and conditions the Service approves.

Pursuant to a Memorandum of Understanding dated February 4, 2005 (the “**2005 MOU**”), by and between the Service and the County Commissioners of Caroline County, County Commissioners of Queen Anne’s County, County Commissioners of Kent County, and the County Council of Talbot County, Maryland (collectively, the “**Mid-Shore Counties**”), the Service agreed to proceed with the planning, design, permit acquisition, financing, construction, and operation of the Mid-Shore II Regional Landfill Project located near Ridgely, Caroline County, Maryland. In furtherance of the Mid-Shore II Regional Landfill Project, the Service and the Mid-Shore Counties have entered into waste disposal service agreements (the “**Service Agreements**”) under which the Mid-Shore Counties have made binding, long-term commitments to the Service for the disposal of solid waste generated within the boundaries of the Mid-Shore Counties. The Service Agreements provide that the Mid-Shore Counties will pay a tipping fee for each ton of acceptable waste that is delivered to the Mid-Shore II Regional Landfill Project, and will pay a supplemental fee in the event that the total costs of the Mid-Shore II Regional Landfill Project exceed the revenues.

The 2005 MOU included a provision that each of the Mid-Shore Counties would host an active solid waste disposal facility for 20 years. Pursuant to an Amended and Restated Memorandum of Understanding dated July 16, 2024, by and between the Service and the Mid-Shore Counties (the “**2024 MOU**”), the parties agreed to, among other things, extend the term for which the Service will accept solid waste at the Mid-Shore II Regional Landfill beyond the initial 20-year period, currently estimated to be June 30, 2042.

On February 16, 2011, the Service issued its \$18,275,000 Maryland Environmental Service Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2011 (the “**Series 2011 Bonds**”) in order to finance the cost of the acquisition, design, construction and equipping of the first cell (Cell Number 4) at the Mid-Shore II Regional Landfill. The Series 2011 Bonds were issued and are outstanding under and pursuant to an Indenture of Trust, dated

as of February 1, 2011 (the “**Original Indenture**”), by and between the Service and the Trustee.

On May 22, 2014, the Service issued its \$4,500,000 Maryland Environmental Service Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2014 (the “**Series 2014 Bonds**”) to finance the cost of the acquisition, design, construction and equipping of the second cell (Cell Number 2) at the Mid-Shore II Regional Landfill. The Series 2014 Bonds were issued pursuant to the Supplemental Indenture of Trust, dated as of May 1, 2014 (the “**First Supplemental Indenture**”), by and between the Service and the Trustee.

On August 8, 2018, the Service issued its \$8,915,000 Maryland Environmental Service Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2018 (the “**Series 2018 Bonds**”) to finance the cost of the acquisition, design, construction and equipping of the third cell (Cell Number 3) at the Mid-Shore II Regional Landfill. The Series 2018 Bonds were issued pursuant to the Second Supplemental Indenture of Trust, dated as of August 1, 2018 (the “**Second Supplemental Indenture**”), by and between the Service and the Trustee.

On September 30, 2020, the Service issued its \$9,805,000 Maryland Environmental Refunding Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2020 (the “**Series 2020 Bonds**”) to refund the outstanding Series 2011 Bonds. The Series 2020 Bonds were issued pursuant to the Third Supplemental Indenture of Trust, dated as of September 1, 2020 (the “**Third Supplemental Indenture**” and, together with the Original Indenture, the First Supplemental Indenture and the Second Supplemental Indenture, the “**Existing Indenture**”), by and between the Service and the Trustee.

The Service has determined to issue its Series 2025 Bonds, as contemplated by its declaration of official intent in Resolution 25-01-2R and in accordance with the terms of this Resolution for the purposes stated therein and herein. The Series 2025 Bonds will be issued and secured under and pursuant to the Existing Indenture and the Fourth Supplemental Indenture of Trust to be entered into in connection with the issuance of the Series 2025 Bonds (collectively, the “**Indenture**”) and will be payable from the revenues received under the Service Agreements, as modified by the 2024 MOU, and from the operation of the Mid-Shore II Regional Landfill, and from the proceeds of future bonds, notes or other obligations of the Service.

The Service considers the planning, design, permit acquisition, financing, construction and operation of the Project to be in furtherance of the public purposes of the Act and the Service.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MARYLAND ENVIRONMENTAL SERVICE, THAT:

1. Capitalized terms used and not defined herein shall have the meanings set forth in the Act and the Recitals to this Resolution.

2. The issuance, sale and delivery of the Series 2025 Bonds in a principal amount not to exceed \$28,000,000, to be designated “Maryland Environmental Service Revenue Bonds (Mid-Shore II Regional Landfill Project) Series 2025” shall be, and hereby is, authorized and directed pursuant to the provisions of the Act to provide funds for the payment of all or any part of the costs of the Project, as provided in the Act and the Indenture.

3. The Series 2025 Bonds shall be sold to the successful bidder submitting a proper bid in response to an Official Notice of Sale (the “**Notice of Sale**”) on the terms and conditions set forth in the Notice of Sale to be attached to a draft Preliminary Official Statement (the “**Preliminary Official Statement**”), both of which will be presented to the Board of Directors of the Service (the “**Board**”) for approval at a later meeting. Notwithstanding the foregoing, the Service may engage an underwriter and the Series 2025 Bonds may be sold on a negotiated basis as determined by the Executive Director in consultation with PFM Financial Advisors LLC (the “**Financial Advisor**”), financial advisor to the Service, without further action from or approval of the Board.

4. The total principal amount of the Series 2025 Bonds shall not exceed \$28,000,000. The true interest cost for the Series 2025 Bonds, to be calculated as will be provided for in the Notice of Sale, shall not exceed 5.25% percent. The final maturity date of the Series 2025 Bonds shall not be more than seventeen (17) years from the date of the issuance of the Series 2025 Bonds. The Executive Director shall, in consultation with the Financial Advisor and subject to the limitations set forth in this paragraph, award the sale of the Series 2025 Bonds to the successful bidder(s) therefor, fix the principal amount of the Series 2025 Bonds, the interest rate or rates for the Series 2025 Bonds, and the principal payment schedule for the Series 2025 Bonds, and the Executive Director shall, in consultation with the Financial Advisor, include such terms in the Series 2025 Bonds.

5. The Series 2025 Bonds shall be issued under, secured in accordance with, and have the terms set forth in the Indenture. A substantially final form of the Fourth Supplemental Indenture of Trust, which will include substantially final forms of the Series 2025 Bonds shall be presented to the Board for approval at a later meeting; provided, however, that the terms of the Fourth Supplemental Indenture of Trust and the Series 2025 Bonds shall not alter the substance of the transaction authorized and approved by this Resolution.

6. A substantially final version of the Preliminary Official Statement will be presented to the Board for approval at a later meeting in connection with the issuance and sale of the Series 2025 Bonds.

7. It is hereby authorized that the total purchase price for the Series 2025 Bonds shall be paid to the Authorized Officers, as agent of the Service for the purpose of receiving the purchase price and delivering the Series 2025 Bonds to the successful purchaser.

Immediately upon receipt thereof, the purchase price shall be deposited with the Trustee in the proper accounts as provided in the Indenture.

8. The Authorized Officers shall be and hereby are, each authorized to take such other steps and to execute and deliver such other documents and certificates as the Authorized Officers shall deem desirable to effect the completion of the issuance, sale, and delivery of the Series 2025 Bonds and the other matters contemplated by this Resolution and the Indenture, including but not limited to executing and delivering a Continuing Disclosure Agreement to comply with the Rule and executing and delivering a tax certificate and any and all documents necessary to insure compliance by the Service with the provisions of the Code relating to the Series 2025 Bonds and the excludability of interest on the Series 2025 Bonds from gross income of the owners thereof for purposes of Federal income taxation.

9. The Authorized Officers each may make such covenants or agreements in connection with the issuance of the Series 2025 Bonds as they shall deem advisable in order to assure the registered owner or owners of the Series 2025 Bonds that interest thereon shall be and remain excludable from gross income for federal income tax purposes, and such covenants or agreements shall be binding on the Service so long as the observance by the Service of any such covenants or agreements is necessary in connection with the maintenance of the exclusion of the interest on the Series 2025 Bonds from gross income for federal income tax purposes. The foregoing covenants and agreements may include such covenants or agreements on behalf of the Service regarding compliance with the provisions of the Internal Revenue Code as the Authorized Officers shall deem advisable in order to assure the registered owner or owners of the Series 2025 Bonds that the interest thereon shall be and remain excludable from gross income for federal income tax purposes, including (without limitation) covenants or agreements relating to the use and investment of proceeds of the Series 2025 Bonds, the payment of certain earnings (if any) resulting from such investment to the United States, limitations on the times within which and the purposes for which proceeds of the Series 2025 Bonds may be expended, the use of specified procedures for accounting for and segregating proceeds of the Series 2025 Bonds, the operation and use of any Project being financed with the proceeds of any Series 2025 Bonds or other series of bonds, and retention of records relating to the foregoing matters and the Series 2025 Bonds. Such covenants and agreements may be set forth in a tax certificate or other agreement.

10. Where any action is required of the Authorized Officers, such action may be taken by any one Authorized Officer acting in an individual capacity or, if necessary, by any such combination thereof, and the foregoing Resolution shall not be construed as to require participation by all Authorized Officers.

11. The Bank of New York Mellon is hereby confirmed as Trustee for the Series 2025 Bonds under the Indenture.

12. The execution by the Authorized Officers of any document authorized herein to be executed by the Authorized Officers shall constitute conclusive evidence of approval of

such document, and any and all changes thereto from the form presented to the Service herewith, by the Service.

13. This Resolution shall take effect immediately upon its adoption.

ADOPTED THIS _____ DAY OF JUNE, 2025

[SEAL]

MARYLAND ENVIRONMENTAL SERVICE

BY: _____
Shelley L. Heller, Chair

BY: _____
Honorable Frederic N. Smalkin, Secretary

Attest: _____



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: June 6, 2025

Re: Employee Performance Based Compensation for FY 2026

Maryland Environmental Service's employees have done excellent work in operating all facilities efficiently to serve our clients and the citizens of Maryland. In appreciation for the dedication and hard work of the employees, taking into consideration the rising costs of living, and to provide wages comparable to entities similar to MES, I recommend the following salary increase for MES employees.

I recommend that MES employees receive performance-based compensation increases as outlined in the table below for FY 2026 based on the performance review for the period of April 1, 2024 to March 31, 2025, or applicable probationary period performance review. Employees who have not completed their probationary period as of March 31, 2025, will not be eligible for the salary increase.

These salary increases will be effective with the pay period beginning July 09, 2025.

Score	Percentage of Increase
2.99 and under	No PBC
3.0 - 3.49	2%
3.5 - 3.99	3%
4.0 - 5.0	4%

This salary increase will not be applicable to the Executive Director, Deputy Director, the attorneys of the Office of the Attorney General, and the employees of Chesapeake Bay Trust.

The salary card will be updated to reflect the maximum percentages approved by the Board for performance-based compensation.

Thank you.

MES Salary Card

FY26 Effective July 2025

Grade	Minimum	Mid	Maximum
OIT	\$39,748.80	\$52,665.29	\$65,581.77
	\$19.11	\$25.32	\$31.53
	\$1,528.80	\$2,025.59	\$2,522.38
1	\$39,351.31	\$54,106.09	\$68,860.86
	\$18.92	\$26.01	\$33.11
	\$1,513.51	\$2,081.00	\$2,648.49
2	\$41,515.16	\$57,083.16	\$72,651.16
	\$19.96	\$27.44	\$34.93
	\$1,596.74	\$2,195.51	\$2,794.28
3	\$45,666.23	\$62,791.65	\$79,917.05
	\$21.95	\$30.19	\$38.42
	\$1,756.39	\$2,415.06	\$3,073.73
4	\$50,233.92	\$69,070.88	\$87,907.82
	\$24.15	\$33.21	\$42.26
	\$1,932.07	\$2,656.57	\$3,381.07
5	\$55,256.40	\$75,978.12	\$96,699.83
	\$26.57	\$36.53	\$46.49
	\$2,125.25	\$2,922.24	\$3,719.22
6	\$60,782.49	\$83,575.93	\$106,369.36
	\$29.22	\$40.18	\$51.14
	\$2,337.79	\$3,214.46	\$4,091.13
7	\$66,861.04	\$91,933.74	\$117,006.45
	\$32.14	\$44.20	\$56.25
	\$2,571.58	\$3,535.91	\$4,500.25
8	\$73,547.00	\$101,127.12	\$128,707.25
	\$35.36	\$48.62	\$61.88
	\$2,828.73	\$3,889.50	\$4,950.28
9	\$80,901.39	\$111,239.22	\$141,577.06
	\$38.89	\$53.48	\$68.07
	\$3,111.59	\$4,278.43	\$5,445.27

10	\$88,991.37	\$122,363.14	\$155,734.91
	\$42.78	\$58.83	\$74.87
	\$3,422.75	\$4,706.27	\$5,989.80
11	\$97,890.21	\$134,599.61	\$171,309.01
	\$47.06	\$64.71	\$82.36
	\$3,765.01	\$5,176.91	\$6,588.81
12	\$107,680.31	\$148,060.03	\$188,439.77
	\$51.77	\$71.18	\$90.60
	\$4,141.55	\$5,694.62	\$7,247.68
13	\$118,448.33	\$162,866.03	\$207,283.75
	\$56.95	\$78.30	\$99.66
	\$4,555.71	\$6,264.08	\$7,972.45
EP1	\$166,257.00	\$213,016.78	\$259,776.57
	\$79.93	\$102.41	\$124.89
	\$6,394.50	\$8,192.95	\$9,991.41
EP2	\$182,882.70	\$234,318.46	\$285,754.22
	\$87.92	\$112.65	\$137.38
	\$7,033.95	\$9,012.25	\$10,990.55
EP3	\$201,170.97	\$257,750.31	\$314,329.64
	\$96.72	\$123.92	\$151.12
	\$7,737.35	\$9,913.47	\$12,089.60



Policy #: HR 9.01
Policy Category: Performance Based Eval & Comp
Department Responsible: Human Resources
Effective Date(s): 10/28/2021
Board of Directors Approval: 10/28/2021
Last Edit: 6/12/2025

PERFORMANCE BASED EVALUATIONS & COMPENSATION BEST PROGRAM - INCENTIVE PROGRAM PAY

I. SCOPE AND PURPOSE

BEST Program Purpose

- To recognize and reward eligible employees, who contribute to the continued growth and strength of the Service.
- To pay eligible employees an incentive for meeting and exceeding preset goals.
- To emphasize that all employees have an impact on the success of the Service.
- To emphasize the importance of cooperation and teamwork to the growth and success of the Service.

II. POLICY STATEMENT

The General Assembly has directed the Maryland Environmental Service to compensate employees based on performance. It is the policy of the Maryland Environmental Service pursuant to resolutions adopted by the Board of Directors to offer the Building Excellence and Success Together (BEST) incentive program, which includes a BEST Plus component, and to offer an Executive Employee Incentive Plan for certain designated employees of the Service.

III. DEFINITIONS

BEST Program – is the Building Excellence and Success Together incentive program which grants eligible employees an incentive payment if (a) the Service is successful in achieving or exceeding defined performance goals for the prior fiscal year, and (b) funds are available to be awarded, as determined by the Board of Directors.

BEST Pool (Funds Available) – is the sum of the fringe variance, overhead variance (including working capital), project variance (including Equipment Fund income), interest income, and adjustments as approved by the Board of Directors. .

BEST - This award is based on the number of eligible employees as of June 30 each fiscal year.

BEST Plus – is an additional payment granted by the Executive Director to individual employees who have made extraordinary contributions to achieving the BEST goals of the Service. These employees receive this individual award as well as a BEST award.

Executive Incentive Plan – is an annual incentive payment paid to certain designated employees of the Service based on the Agency's achievement of its annual goals, as determined by the Board of Directors.

IV. ELIGIBILITY

A. BEST and BEST Plus Eligibility

All permanent, full, and part-time employees (but not including Assistant Attorneys General, and staff of the Chesapeake Bay Trust) who:

- have received at least a “meets expectations” rating overall on the employee’s last performance appraisal (3.0)
- are active employees at the time of BEST payout
- are supervised by an MES employee
- are not on probation as of June 30, and
- are not eligible for the Executive Incentive.

B. Executive Incentive Eligibility

The Executive Incentive Plan only applies to:

- Executive Director
- Deputy Director
- A Managing Director of the Service

V. DISTRIBUTION

- A. By September 30 of each year, the Executive Director shall prepare and deliver to the Board an analysis of the Service’s success in meeting its goals for the prior fiscal year. At the first meeting of the Board after September 30 of each year, the Board shall determine (a) the success of the Service in meeting the goals established for the prior fiscal year, (b) the Funds Available to be used for the BEST pool, including the total amount of funds available for the Executive Incentive Plan.

B. BEST Award

This distribution is based on the number of eligible employees as of June 30th (last day of the fiscal year) divided into the funds available for BEST award. Each eligible full-time employee receives the same amount. Eligible part-time employees will receive a payment prorated based on their full time equivalency (“FTE”).

The BEST Pool should be comprised of at least 40% of the Funds Available.

Notwithstanding that goal, the Board reserves the right to reduce the percentage of Funds Available to less than 40% if the Board, in its sound business judgment, determines that the financial needs and circumstances of MES warrant a lower percentage.

C. BEST Plus Award

The Board shall also approve at least 20% of the Funds Available to be used by the Executive Director to distribute to the Managing Directors to reward individual

employees who have made extraordinary contributions to achieving the BEST goals of the Service. Notwithstanding, the Board reserves the right to reduce the percentage of Funds Available to less than 20% if in its sound business judgement, the Board determines that the financial needs and circumstances of MES warrant a lower percentage. These individuals shall receive an individual BEST Plus award as well as a BEST award. BEST Plus award for eligible and recommended part-time employees will be prorated based on FTE.

The Managing Directors will provide written recommendations and justifications to the Executive Director or Deputy Director for employees recommended for BEST Plus awards. The Executive Director or Deputy Director may modify or reject a recommendation for a BEST Plus award.

D. Award of Executive Incentive Plan Payment

An award to eligible employees under the Executive Incentive Plan will be based on the extent to which the Service's Strategic Business Goals and the BEST Goals are achieved. The Service shall, no later than July 31, submit to the Board for its approval, proposed Strategic Business Goals and proposed BEST goals for the fiscal year.

The amount of each individual Executive Incentive payment shall be determined by multiplying an equal percentage not to exceed fifteen percent (15%) to the base pay of each eligible employee, prorated based on their tenure in their executive position for that fiscal year.

VI. INTERPRETATION WITH BOARD RESOLUTIONS

Board Resolutions 99-10-6R and 99-10-7R, as amended, which established the BEST and Executive Incentive Plans, shall continue in effect and are not repealed. The provisions of this Policy and the Board Resolutions are to be interpreted and applied to give each their fullest effect. If any provision of this Policy directly conflicts with any of the Board Resolutions, then the provisions of this Policy shall prevail.

VII. RELATED POLICY AND PROCEDURE LINKS

N/A

VIII. REVISION HISTORY

Version	Date of Change	Section	Description of Change
.001	10/28/2021	Full Document	Initial adoption of new policy format
.002	06/12/2025	Full Document	Clarification and restructuring

REINSTATEMENT POLICY

I. POLICY

It is the policy of the Maryland Environmental Service to reinstate an eligible former employee of the Service who returns to active duty within three years of the employee's separation from Service employment.

II. PURPOSE

To enable an eligible Maryland Environmental Service employee to leave and return to active duty within a period of three years, with reinstatement to the employee of time in service credit.

III. ELIGIBILITY

- A. The following former employees, whether full-time or part-time, are eligible for reinstatement:
1. An employee who was separated as a result of a layoff.
 2. An employee who resigned in good standing.
 3. An employee who was separated because of not meeting the requirements of the Operator in Training (OIT) Program. The employee is not eligible to be reinstated into the OIT program.
- B. A former employee who did not have a satisfactory work record with the Service shall not be eligible for reinstatement.

IV. PROCEDURES

- A. An eligible former employee of the Service may be reinstated to the Service within three years from the date of separation from active service, subject to the availability of an employment position for which the employee is qualified.
- B. An individual who is reinstated shall receive Service credit for time employed before separation for the purpose of determining the employee's:

1. Placement in the salary schedule
 2. Rate of annual leave accrual; and
 3. Length of service
- C. The availability of reinstatement does not require the Service to rehire an individual who has previously separated from the Service.
- D. An individual who is reinstated may be required to pass a pre-employment medical examination.
- E. This policy will follow any update to COMAR 14.27.02.

V. REINSTATEMENT OF VETERANS

- A. Notwithstanding the foregoing, the Service shall reinstate returning veterans in accordance with the MD Ann. Code, St. Pers. & Pen. Article §20-701 et seq., and after applicable State and federal law.

VI. REVISION HISTORY

Version	Date of Change	Section	Description of Change
.001	10/23/1997	Full Document	Initial adoption of new policy
.002	06/06/2025	§IV Procedures	Removes restoration of unused sick leave

RESIGNATION

I. SCOPE AND PURPOSE

To establish a procedure for employment resignations in accordance with the terms and conditions of the employee's employment contract.

II. DEFINITIONS

N/A

III. POLICY

It is the policy of the Maryland Environmental Service to consider an employee's voluntary termination of employment as a resignation if the employee provides prior notice to the Service.

IV. PROCEDURES

A. An employee shall give fourteen (14) calendar days prior notice to the Service before the employee resigns or voluntarily terminates the employment contract.

B. A resignation shall be in writing and submitted to the employee's immediate supervisor. The immediate supervisor will immediately forward written resignations to the Managing Director and the Human Resources Division for inclusion in the employee's official personnel file.

Unless otherwise set forth in the resignation and agreed by the Service, a resignation shall be effective 14 days after notice of the resignation is given to the Service.

C. The employee cannot schedule paid leave during the last two weeks of employment. Any requested leave during the last two weeks of employment must be approved by the employee's supervisor and may require the additional approval of the Managing Director or Human Resources. If leave was scheduled prior to submission of a letter of resignation, that leave may be rescinded.

D. A Managing Director shall notify the Human Resources Division as soon as the Managing Director becomes aware of an impending voluntary termination.

E. The employee's immediate supervisor will meet with the employee, if possible. The immediate supervisor will review the circumstances of the employee's decision to resign.

- F. The employee's immediate supervisor shall ensure that the employee returns all Service property and identification on the final day of work.
- G. An employee who resigns shall receive pay for hours worked. The final paycheck will also include any unused earned annual leave to the extent permitted by the Service's regulations and policies. Any amount owed by the employee to the Service will be deducted from the employee's pay. If the amount owed by the employee to the Service is greater than the pay owed to the employee, the unpaid amount continues to be a debt of the employee owed to the Service.
- H. Accrued, unused sick leave is forfeited at the termination of employment.
- I. All resignations will be processed through the Human Resources Division to assure compliance with this policy.
- J. The Human Resources division will ensure the resignation paperwork is processed in Workday.
- K. An employee who fails to submit a letter of resignation in accordance with this policy shall be considered to have abandoned the employee's employment in accordance with Policy No. 4.03.
- L. This policy will follow any update to COMAR 14.27.02.

V. **RELATED POLICY AND PROCEDURE LINKS**

N/A

VI. **REVISION HISTORY**

Version	Date of Change	Section	Description of Change
.001	10/23/1997	Full Document	Initial adoption of new policy
.002	06/06/2025	§IV Procedures	Updated and elaborated procedures

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

June 26, 2025

Item:	1
Type:	A/E Services over \$200,000
Group & Division:	Environmental Dredging and Restoration
MES Contract Number:	TBD
Project Name:	Maryland Port Administration (MPA) - Clean Ports Grant: Outreach and Engagement Services
Title/Description:	Conduct efforts to engage local communities, create new innovative materials, platforms, and tools, develop website for air quality and climate education and project information, and develop a long-term comprehensive community outreach and engagement plan. Will also cover a community coordinator outreach position for duration of the grant.
Procurement Method:	A/E Short List - SBR FIRMS - Project ID No. 1-24-1-03-7, Category 3
Bids/Proposals:	Straughan Environmental, Inc.
Awarded To:	Straughan Environmental, Inc.
Amount:	\$747,628.15
Term:	NTP through November 30, 2027
Client/Fund Source:	Maryland Port Administration/ MES Contract No. 2-24-5-10: Environmental Management Systems II MOU
MBE Goal:	45%
Remarks:	Straughan Environmental work for MPA will be funded by the EPA Clean Ports Grant, which was awarded to MPA for a 3-year period (awarded to MPA in November 2024).

Approval after Solicitation
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
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FOR
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June 26, 2025

Item: 2

Type: Services over \$200,000

Group & Division: Environmental Dredging and Restoration

MES Contract Number: TBD

Project Name: Masonville Dredged Material Containment Facility (DMCF)

Title/Description: Post-Construction Maryland Department of the Environment (MDE) Dam Safety Division Permit Compliance Support Services

Procurement Method: SBR AE Short List 1-24-1-03-7

Bids/Proposals: Gahagan & Bryant Associates, Inc.

Awarded To: Gahagan & Bryant Associates, Inc.

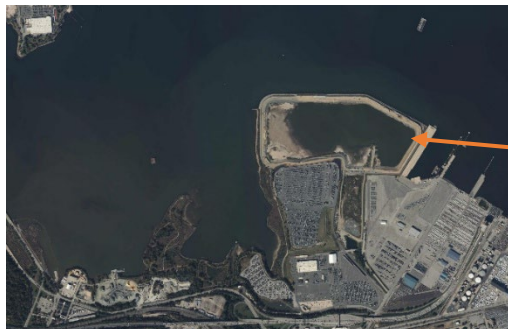
Amount: \$443,311.60

Term: NTP through June 30, 2030

Client/Fund Source: Maryland Port Administration: Dredging & DMCF Support Services MOU, MES Contract No. 2-18-3-79

MBE Goal: 50.7%

Remarks: Gahagan & Bryant Associates, Inc. will provide project management services, technical support and inspection associated with the Emergency Action Plan (EAP) for Masonville DMCF. The inspections are required by MDE permits.



Masonville DMCF

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Item: 3

Type: Construction over \$200,000

Group & Division: Environmental Operations; Engineering

MES Contract Number: 1-25-4-47-5

Project Name: Jessup Correctional Institution (JCI) Boiler Controls Upgrade

Title/Description: Upgrade of the boiler control system for the four boilers at the JCI steam plant.

Procurement Method: Competitive Sealed Bid

Bids/Proposals:

Power and Combustion, Inc.	\$ 1,382,900.00
American Combustion Industries	\$ 1,755,099.00

Awarded To: Power and Combustion, Inc.

Amount: \$ 1,382,900.00

Term: 11 months from NTP (June 26, 2026 – May 26, 2026)

Client/Fund Source: MCCBL of 2019, MES Infrastructure Improvement Fund (UB00)

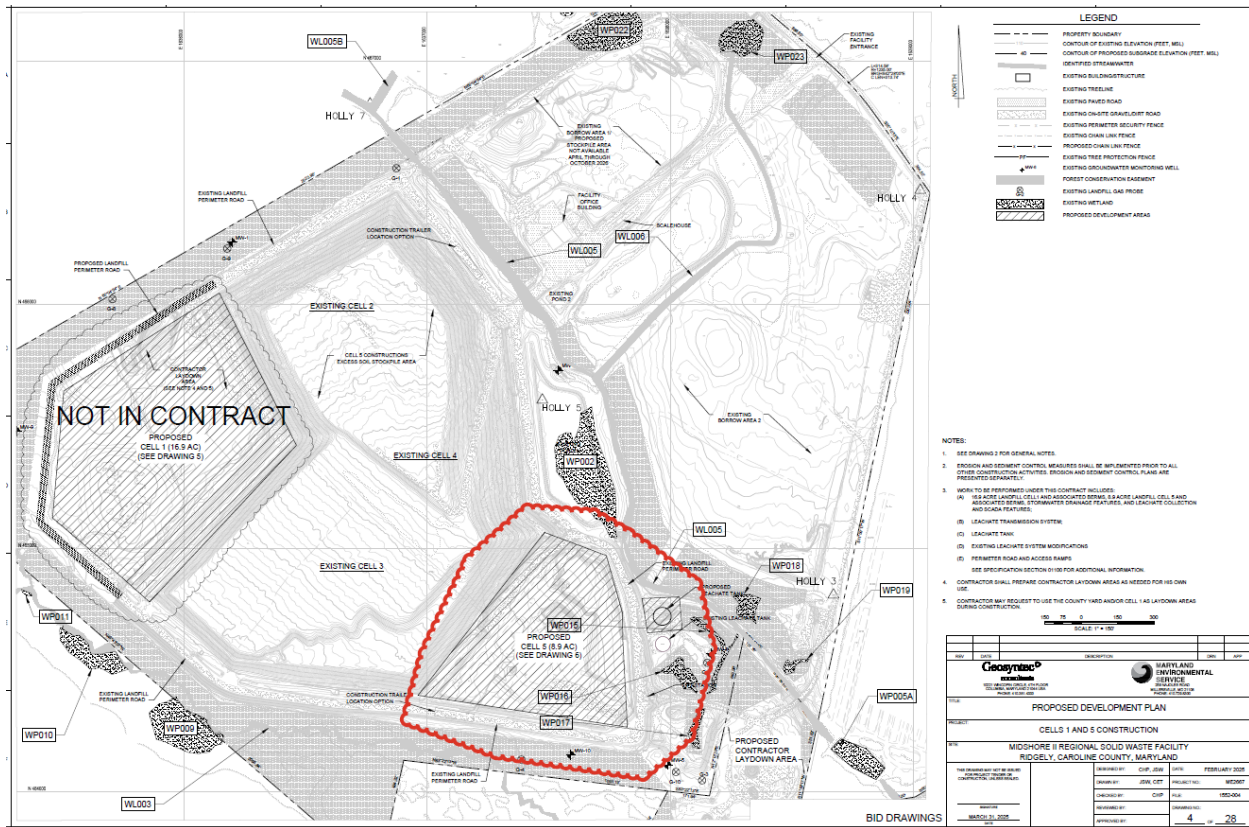
MBE Goal: 15%

Remarks: The boiler controls have aged and become obsolete since they were automated in 2012. A 2016 notification from the Original Equipment Manufacturer of the control system noted a lack of repair part component availability and expiring electrical approvals as the reason for product retirement. This poses a challenge in the event of an unscheduled control system outage where a suitable long-term repair option is unlikely. The purpose of this contract is a full boiler control system upgrade to resolve the challenges associated with operating an obsolete system. The upgrade will address service delivery deficiencies, optimize system performance, increase system reliability, and assure compliance with applicable safety and industry standards, such as the National Fire Prevention Association articles.

Pre-Solicitation Approval
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June 26, 2025

Item:	4
Type:	Construction over \$200,000
Group & Division:	Environmental Operations
MES Procurement #:	1-26-4-02-5
Project Name:	Midshore II Cell 5 Construction
Title/Description:	Construction of an approximately 9-acre cell and leachate storage tank associated with Cell 5 at the Midshore II Landfill
Procurement Method:	Competitive Sealed Bid
Advertising Date:	June 17, 2025
Estimate:	\$7,669,952
Client/Fund Source:	Midshore Operating Funds
MBE Goal:	20%
Remarks:	With the Midshore Counties' decision to extend the operational life of the MSII Landfill, the construction of Cell 5 is now required. The scope of work for this project includes the installation and maintenance of erosion and sediment control measures, stormwater management systems, and site preparation earthwork. Additionally, the work involves furnishing and installing the landfill cell components, including the subbase clay layer, geomembrane liner, geocomposite drainage net, leachate collection system, rain cap, and a leachate storage tank.



Approval after Solicitation
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Item: 5

Type: Equipment Purchase over \$200,000

Group & Division: Environmental Operations

MES Contract Number: TBD

Project Name: Prince George's County Organics Composting Facility

Title/Description: Purchase of a Roll Off Truck

Procurement Method: Intergovernmental Cooperative Purchasing Program (Sourcewell)
Sourcewell Contract #032824-NAF, MES Sourcewell ID No. 5305

Bids/Proposals: 72 Hour LLC - \$233,200

Awarded To: 72 Hour LLC

Amount: \$233,200

Term: One Time Purchase

Client/Fund Source: Prince George's County

MBE Goal: 0%, single equipment purchase

Remarks: Roll off trucks are critical to the operation of the Prince George's County Organics Composting Facility. The truck is used to move materials around the site and throughout the County.

