

## **BOARD OF DIRECTORS MEETING MINUTES**

**June 26, 2025**

**LOCATION:** Headquarters/Video Call

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

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

**DIRECTORS ABSENT:** <sup>1</sup>

**OTHERS PRESENT:**

Joanna Kille, State Treasurer's designee  
Priscilla N. Carroll, Esq.  
Pamela Fuller, Board Clerk  
Winsome Condra, Procurement  
Marni Dolinar, Env. Dredging &  
Restoration (EDR)  
Felicia Gross, Ph.D., Human Resources

Matt Lapinsky, Water/Wastewater  
Hament Patel, Finance  
Melissa Slatnick, Technical &  
Environmental Services (TES)  
Kanishk Sharma, Administration  
Sharon Merkel (video)

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<sup>1</sup> Ms. Jose resigned her appointment effective June 12, 2025, pending a review by the Ethics Commission of her new employment status. She was reappointed to her position on July 1, 2025, to serve out the remainder of her term.

## **CALL TO ORDER**

Ms. Heller called the meeting to order at 9:35 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. Condra presented an Inspire Award to Alex McGinnity for his efforts to onboard new internal audit staff and shepherd the MDEM Public Assistant billable project contract.

Mr. Lapinsky presented an Inspire Award to Lance Tarr and Ryan James for their efforts to demolish the old polymer tanks at the Dorsey Run Advanced Wastewater Treatment Plant so the new centrifuges upgrade project could continue.

## **MINUTES**

Ms. Heller requested a discussion or motion to approve the minutes from the Board meeting on May 29, 2025. There were no comments or corrections. The minutes were approved by consent.

## **EXECUTIVE DIRECTOR'S REPORT**

Dr. Glass reported one expense during the last month for his Solid Waste Association of North America (SWANA) membership renewal. He then reviewed his list of external engagements with governmental and private entities over the last month including a discussion with the Maryland Department of Information Technology, AI Community of Practice.

Dr. Glass also extended congratulations to Skip Immler on his retirement after more than 50 years of service to MES. Mr. Immler progressed through many positions while at MES including Laborer, Regional Supervisor for the Northern Region, Maintenance Engineer, and Water and Wastewater Specialist.

Treasurer Davis arrived at 9:43 a.m.

A Minority Business Enterprise (MBE) and Small Business Reserve (SBR) outreach event was held at MES on May 30, 2025. The in-person and virtual event was designed to empower small and minority-owned business by providing essential resources, networking opportunities and insights into the Maryland procurement process. The event attracted 27 individuals attending in person, and six (6) participating virtually. MES hopes to make this an annual event.

The Manager and Supervisor Training graduation was held on June 16, 2025. The 48 students worked hard over the course of several months to learn communication, leadership, and management skills. Since 2013, over 300 MES staff members have completed this program.

Dr. Glass reviewed his list of long-term projects he will focus on in the coming month. Several items have been completed, and several new items were added. Negotiations are underway on the one remaining State reimbursable project IGA. The PIT team reviewing supplier invoice payment processing has completed its assessment. Training and Procurement Administration Guidelines will continue to be developed.

The Washington Post has once again named MES a Top Workplace for the second year in a row.

Dr. Glass expressed his appreciation to several Board members whose terms end on June 30th. It has been a pleasure to work with Judge Smalkin, Mr. Witt, Treasure Davis, and his designee, Ms. Kille, over the last several years.

On a sadder note, Dr. Glass expressed his condolences on the passing of former Board member Marian Hwang. A moment of silence was held.

### **FY25 BEST UPDATE**

Dr. Glass reviewed the progress of the FY25 BEST goals. Most goals are complete, or very close to completion. Goals one (1) through five (5) are complete or are expected to be complete by next week. Goal six (6) will require a bit more work. The goal to increase revenue through billable labor sales by 4% may not be possible. The agency is currently at 3.485% as of the end of May. Another goal was to meet the State's Small Business Reserve goal. At the time this goal was adopted, the SBR goal was 15%. MES is on track to meet that goal. However, the State goal was changed to 20% in the middle of the fiscal year. This 20% goal may be more challenging to achieve this year.

### **NEW BUSINESS REPORT**

Ms. Heller presented the New Business Report and asked if there were any questions. There were none.

### **FINANCIAL REPORT**

Mr. Patel reported on the agency's preliminary financial performance as of May 2025. Total billable labor in FY25 is higher than FY24 but still lower than FY25 budgeted. The FY25 budget was based on a 4% increase. Overhead expenses were budgeted at 5% increase, but are currently much lower, offsetting the reduced labor. There is still one month to go in the fiscal

year. Many factors affecting this year's budget will be different in the next fiscal year, making future years challenging to plan and predict. Overall, the agency is doing well.

## **RESOLUTION 25-06-1R**

Mr. Patel introduced Resolution 25-06-1R in connection with the sale and delivery of the MES Revenue Bonds for the Midshore II Regional Landfill Project, Series 2025 Bonds in the amount of \$28,000,000. Recent agreements between the Counties will extend the life of the landfill for 17 years. This extension will necessitate the construction of two new cells (Cells 1 and 5). This Resolution allows for the financing of the costs of planning, design, construction, equipping and operation of the cells, funding of certain reserve funds, payment of capitalized interest, payment of costs associated with the issuance of the bonds, and approving the execution and delivery of the Fourth Supplemental Indenture of Trust. It also authorizes the Executive Director, Secretary, Treasurer or Deputy Treasurer to execute documents in connection with the bond transactions. The substantially completed Preliminary Official Statement (POS) will be presented to the Board next month. Mr. Witt made a motion to approve the Resolution, Judge Smalkin seconded. The motion passed unanimously, with the exception of Ms. Heller who abstained from the discussion, consideration, and vote.

## **HUMAN RESOURCES REPORT**

Dr. Gross presented the Human Resources (HR) report. As of June 11, 2025, the agency vacancy rate was 3.9%. Of the 33 current openings, six (6) offers have been extended. Twelve interns, two Fellows, two Yale Scholars, and one youth apprentice have all started work.

## **HUMAN RESOURCES COMMITTEE REPORT**

Mr. Witt reported that the HR Committee met on June 12, 2025, to review several policies and the performance-based compensation recommendations (PBC).

Mr. Patel reviewed the agency's recommendation for PBC for the period April 1, 2024, to March 31, 2025. The agency recommends the following percentage increases based on performance evaluation scores:

- Score 2.99 and under No PBC
- Score 3.0 – 3.49 2%
- Score 3.5. – 3.99 3%
- Score 4.0 – 5.0 4%

The recommendation is based on a review of comparable Federal, State and County salary increases, as well as the Consumer Price Index. The increase will also require an increase to the Salary Card of 4%. Mr. Witt reported that HR Committee reviewed and

recommended approval of these increases. Dr. Johnson made a motion to approve the recommended increases, seconded by Treasurer Davis. The motion passed unanimously.

Mr. Patel reviewed the updates and clarifications to the BEST policy (HR 9.01). Dr. Gross reviewed the updates to the Reinstatement (HR 1.12), Resignation (HR 4.01) and the Shift Differential (HR 10.07) policies. Each policy updated and elaborated on procedures. The shift differential policy also increases the hourly shift differential pay rate to \$1.65 per hour. The HR Committee reviewed and approved the recommended policy updates. Treasurer Davis made a motion to approve the Policies, seconded by Dr. Johnson. The motion passed unanimously.

## **PROCUREMENT ITEMS**

Ms. Condra presented Item 1. The procurement is for outreach and engagement services for the Maryland Port Administration (MPA) Clean Ports Grant. Straughan Environmental, Inc. will provide the services at a cost of \$747,628.15. There is a 45% MBE goal. Mr. Witt made the motion to approve the item; Judge Smalkin seconded. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is for post-construction Maryland Department of the Environment (MDE) dam safety division permit compliance support services for the Masonville Dredged Material Containment Facility. Gahagan & Bryant Associates, Inc. will provide the services at a cost of \$443,311.60. There is a 50.7% MBE goal. Dr. Johnson made the motion to approve the item; Treasurer Davis seconded. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is for the upgrade of the boiler control system for the four boilers at the Jessup Correctional Institution (JCI) steam plant. Power & Combustion, Inc. will provide the services at a cost of \$1,382,900.00. There is a 15% MBE goal. Treasurer Davis made the motion to approve the item; Mr. Witt seconded. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is a pre-solicitation approval for \$7,669,952.00 for construction of Cell 5 and leachate storage tanks at the Midshore II landfill. There is a 20% MBE goal. Treasurer Davis made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously, with the exception of Ms. Heller who abstained from the discussion, consideration, and vote.

Ms. Condra presented Item 5. The procurement is for the purchase of a roll off truck for the Prince George's County Organics Composting Facility. 72 Hour, LLC will provide the truck at a cost of \$233,200.00. There is a 0% MBE goal. Dr. Johnson made the motion to approve the item; Judge Smalkin seconded. 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 Office of the Attorney General continues to be very busy with transactional, administrative, and advice issues, in addition to several litigation matters, and the Midshore II bond transaction.

## **OLD/NEW BUSINESS**

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

## **CLOSED SESSION**

At 10:46 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b) (1) and (8), Ms. Heller stated that the Board intended to enter closed session to approve the minutes of a prior closed-meeting session, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and to consult with staff, consultants, or other individuals about pending or potential litigation. Ms. Heller asked if anyone objected to the Board entering the closed session; no objections were heard. She also stated that any member of the viewing public who objected could submit their objection via email to the agency. Mr. Witt then made a motion that the Board enter closed session for the reasons stated above. Mr. Baatz seconded the motion; all members voted in favor of closing the meeting.

The public meeting closed at 10:46 a.m. Staff not required for the closed session left the meeting room and Zoom session. A five-minute recess was held before the closed session commenced.

Ms. Heller called the meeting of the closed session of the Board to order at 10:55 a.m. Present during the closed session were Board members Glass, Heller, Smalkin, Witt, Davis, Baatz and Johnson. They were joined by Ms. Carroll, Mr. Lapinsky, Ms. Fuller, Mr. Eric Hartlaub, Esq. and Mr. Joshua Welborn, Esq., who joined the meeting for the closed session.

Ms. Heller requested approval of the minutes of the closed session from the May 29, 2025, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Mr. Witt reported that the HR Committee undertook the administrative function of reviewing the Financial Disclosures filed by Board members, as required by the MES Conflicts of Interest Policy (BOD 1.01). The Committee had no concerns or comments.

Ms. Carroll, Mr. Hartlaub, and Mr. Welborn briefed the Board on several matters of pending and potential litigation. Mr. Hartlaub, Welborn and Lapinsky left the meeting at 11:17 a.m.

Dr. Glass updated the Board on the hiring process for the Deputy Director position. He then left the meeting at 11:24 a.m.

The Board discussed the results of the Executive Director's performance evaluation. The HR Committee recommended a salary increase of 3%. Treasurer Davis made a motion to approve the recommendation, Dr. Johnson seconded. The motion passed unanimously.

The HR Committee also recommended approval of the starting salary range recommended by Dr. Glass for the new Deputy Director. Mr. Witt made a motion to approve the recommended salary, Treasurer Davis seconded. The motion passed unanimously.

### **ADJOURNMENT**

Upon motion by Dr. Johnson, seconded by Treasurer Davis, the meeting adjourned at 11:32 a.m.



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**SEAN L. COLEMAN, ESQ.**  
**SECRETARY**



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**SHELLEY HELLER**  
**CHAIR**