



Board of Directors Meeting

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August 21, 2025

9:30 a.m.

Agenda

Board Members

Shelley Heller
Chair

Sean L. Coleman, Esq.
Secretary

Brendon Baatz
Treasurer

Moalie Jose, P.E.
Chair, Audit Committee

James H. Johnson Jr.,
Ph.D., P.E.
Chair, HR Committee

Odessa L. Philip, P.E.

Rebecca Flora
*Secretary, Department
of Planning*

Charles C. Glass, Ph.D.,
P.E.
Executive Director

Call to Order	Shelley Heller
Approval of Minutes – July 24, 2025	Shelley Heller
Executive Director’s Report	Charles Glass
New Business Report	Managing Directors
Financial Report	Hament Patel
Resolution 25-08-01 Midshore II Bond Financing	Hament Patel
Human Resources Report	Felicia Gross
Procurement	Qieon Graham
Procurement Items	
• Item 1: Cambridge Wastewater Treatment Plant Sludge Hauling Services – Livingston Septic Services • Item 2: Verizon Wireless – Monthly Cell Service and Equipment • Item 3: Maryland Energy Administration Home Energy Rebate Program • Item 4: Midshore II Landfill Quality Assurance Services for Cell 5 Construction – Geosyntec Consultants • Item 5: Eastern Correctional Institution Cogeneration Facility Electrical Services – Premium Power Services, LLC • Item 6: Brown Station Landfill Household Hazardous Waste Collection and Disposal, Year 3 Renewal – ACV Environmental Services, Inc. • Item 7: Prince George’s County Materials Recycling Facility Tipping Floor Restoration – Janus Contractors, Inc. • Item 8: Prince George’s County Organics Composting Facility and Materials Recycling Facility Processing of Recyclable Materials During Shut Down – WM Recycle America, LLC • Item 9: Eastern Correctional Institution Cogeneration Facility Natural Gas Commodity Purchase – WGL Energy Services, Inc.	
Procurement Notifications	

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Legal Report

Priscilla Carroll

- Board Bylaws Update
- Public Comment Procedures

Old/New Business

Shelley Heller

- BEST FY26 Goals - Updated
- 2026 Board Meeting Schedule

Charles Glass

Pamela Fuller

Group Updates

- WWW: Highland View Academy WWTP
- Env. Ops: Harford County Composting
- EDR: MPA Stormwater Support Services
- TES: St. Mary's County Stormwater Project

Bob Barnhart

David Gostomski

Aimee Warner

Luke Page

Adjournment

Shelley Heller

MARYLAND ENVIRONMENTAL SERVICE

BOARD OF DIRECTORS

RESOLUTION NO. 25-08-1R

A SUPPLEMENTAL RESOLUTION AUTHORIZING

the execution and delivery of various documents in connection with the issuance, sale and delivery by the Maryland Environmental Service (the “**Service**”) of its Maryland Environmental Service Revenue Bonds (Midshore 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 Midshore II Regional Landfill located in Caroline County, Maryland, 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, if so desired by the Service, and (iv) pay for certain costs of issuance of the Series 2025 Bonds; approving the substantially final form, and the execution and delivery thereof, 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**”) including, without limitation, the form of Series 2025 Bond; approving and authorizing the substantially final form of each of the Notice of Sale, the Preliminary Official Statement and the Official Statement; 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; delegating authority to the Managing Director of Finance of the Service, who has been appointed as the Deputy Treasurer, to determine whether to use bond proceeds to fund capitalized interest and adjust the par amount of the Series 2025 Bonds accordingly; 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.

The Service previously adopted Resolution 25-06-1R on June 26, 2025, pursuant to which it, among other things: (i) authorized the issuance, sale and delivery of the Maryland Environmental Service Revenue Bonds (Midshore II Regional Landfill Project) Series 2025 in an aggregate principal amount not to exceed \$28,000,000 (the “**Series 2025 Bonds**”), the proceeds of which are to be used as described therein; (ii) approved the execution and delivery of the Fourth Supplemental Indenture and the Continuing Disclosure Agreement; (iii) appointed certain officers of the Service to act as Authorized Officers in connection with the Series 2025 Bonds; and (iv) authorized the Executive Director to award the sale of the Series 2025 Bonds to the successful bidder submitting a proper bid (the “**Prior Board Resolutions**”).

The Service now desires to take further action to supplement the Prior Board Resolutions in order to authorize the forms of certain documents, and the execution and delivery thereof, in connection with the issuance, sale and delivery of the Series 2025 Bonds, and to take such other actions as set forth herein.

Capitalized terms used and not defined herein shall have the meanings set forth in the Prior Board Resolutions.

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

1. The Series 2025 Bonds shall be sold to the successful bidder submitting a proper bid in response to the Official Notice of Sale (the “**Notice of Sale**”) on the terms and conditions set forth in the Notice of Sale included in the draft and substantially final Preliminary Official Statement (the “**Preliminary Official Statement**”) presented to the Board of Directors of the Service (the “**Board**”) at this meeting. Such form of the Notice of Sale shall be, and hereby is directed to be, filed among the permanent records of the Service. 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, financial advisor to the Service (the “**Financial Advisor**”), without further action or approval from the Board.

2. The Series 2025 Bonds shall be issued under, secured in accordance with, and have the terms set forth in the Indenture and the Fourth Supplemental Indenture. The Fourth Supplemental Indenture presented to the Board at this meeting (including, without limitation, the form of the Series 2025 Bonds appended thereto) shall be, and hereby is, adopted and

approved, and the Authorized Officers shall be, and hereby are, each authorized to execute and deliver such Fourth Supplemental Indenture with such changes, omissions, insertions, and revisions as shall be deemed advisable by the Authorized Officers; provided, however, that such changes, omissions, insertions and revisions shall not alter the substance of the transaction authorized and approved by this Resolution. The form of the Fourth Supplemental Indenture shall be, and hereby is directed to be, filed among the permanent records of the Service.

3. The Series 2025 Bonds shall be, and hereby are directed to be, executed and delivered to the Trustee substantially in the form of the Series 2025 Bonds appended to the Fourth Supplemental Indenture with such changes, omissions, insertions and revisions as shall be deemed necessary or desirable by the Authorized Officers; provided, however, that such changes, omissions, insertions and revisions shall not alter the substance of the transaction authorized and approved by this Resolution. Upon delivery of the Series 2025 Bonds and request by the Service, the Trustee shall authenticate such Series 2025 Bonds and deliver the same to the purchaser(s) (the “**Purchaser**”) thereof.

4. The Preliminary Official Statement in substantially the form presented to the Board at this meeting is hereby approved with such changes, omissions, insertions, and revisions as the Authorized Officers may deem necessary or desirable in connection with the issuance and sale of the Series 2025 Bonds. The Official Statement in substantially the form of the Preliminary Official Statement presented to the Board at this meeting, is hereby approved, with such changes, omissions, insertions, and revisions as the Authorized Officers may deem necessary or desirable in connection with the issuance and sale of the Series 2025 Bonds, and the Authorized Officers shall be, and hereby are, each authorized to execute and deliver such Official Statement in connection with the issuance and sale of the Series 2025 Bonds and to execute any documents and to take any and all other actions necessary to consent to the inclusion of the information and certify the accuracy thereof, included in such Preliminary Official Statement and Official Statement.

5. The Managing Director of Finance of the Service, who has been appointed as the Deputy Treasurer, is hereby authorized and approved, in consultation with the Financial Advisor and without further action or approval from the Board, to determine whether to use proceeds of the Series 2025 Bonds to pay capitalized interest on the Series 2025 Bonds during construction and correspondingly adjust the par amount of the Series 2025 Bonds to be offered.

6. 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 such 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.

7. That the Board hereby ratifies and continues the delegation of authority to the Authorized Officers as set forth in the Prior Board Resolutions, and hereby further delegates to the Authorized Officers the authority to perform the acts authorized hereunder.

8. 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.

9. 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.

10. That the foregoing Resolutions are intended to supplement the Prior Board Resolutions, which shall continue to remain in effect, unless otherwise revised herein, except that, to the extent the foregoing Resolutions are inconsistent with the Prior Board Resolutions, the foregoing Resolutions shall supersede the Prior Board Resolutions.

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

ADOPTED THIS 21st DAY OF AUGUST, 2025

[SEAL]

MARYLAND ENVIRONMENTAL SERVICE

BY: _____
Shelley L. Heller, Chair

BY: _____
Sean L. Coleman, Secretary

Attest: _____

Change Order Approval
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
AMENDMENTS, AND CHANGE ORDERS
FOR
BOARD OF DIRECTORS' APPROVAL

August 21, 2025

Item: 1

Type: Services over \$200,000

Group & Division: Water/Wastewater Group, Engineering Services Division

MES Contract Number: 1-24-2-26-5

Project Name: City of Cambridge Wastewater Treatment Plant, Sludge Hauling Services

Title/Description: Transporting Cambridge's dewatered sludge to the Dorchester County Landfill.

Procurement Method: Competitive Sealed Bid

Contractor: Livingston Septic Services

Original Term: One base year (September 1, 2024 – October 31, 2025) with four optional one-year renewal periods.

Modified Term: Year two of the contract (first option year).

Original Amount: \$109,650

Modifications to Date: None

Amount of this Renewal #1: \$109,650

Revised Total Contract Amount: \$219,300

Client/Fund Source: City of Cambridge, Project No: 2305-1200

MBE Participation: 0%. No subcontractor services are available for this contract.

Remarks: This change order is for the first option year contract renewal (second year of the contract) for the hauling and disposal of dewatered biosolids from the City of Cambridge Wastewater Treatment Plant (WWTP). In the agreement, the contractor, Livingston Septic Service, hauls dumpsters of dewatered sludge from the wastewater treatment plant to the Dorchester County Landfill for disposal.

Approval After Solicitation
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August 21, 2025

Item: 2

Type: Services over \$200,000

Group & Division: Administration, Information Technology

MES Contract Number: TBD

Project Name: Verizon Wireless Cellular/Data Service and Equipment Charges

Title/Description: Monthly Verizon Wireless cellular service and equipment.

Procurement Method: GSA Multiple Award Scheduler Number 47QTCA20D00B5

Bids/Proposals: N/A

Awarded To: Verizon Wireless

Amount: Estimated \$409,000

Term: July 2025 – July 2026

Client/Fund Source: Billed to various clients/projects and overhead.

MBE Goal: 0%

Remarks: GSA Multiple Award Scheduler Number 47QTCA20D00B5 is utilized by the State of Maryland for its Verizon Wireless services and equipment.

This includes monthly access fees and equipment charges for 300 lines (estimate).

Estimated Costs:

- Monthly Access Fees for Services: \$32,560.00
- New and Replacement Equipment Charges: \$19,000.00

Pre-Solicitation Approval
PROCUREMENTS, CONTRACTS, PURCHASE ORDERS,
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August 21, 2025

Item:	3
Type:	Services over \$200,000
Group & Division:	Technical and Environmental Services
MES Procurement No.:	1-26-3-05-8
Project Name:	Maryland Energy Administration Home Energy Rebate Program
Title/Description:	Provides services to the Maryland Energy Administration (MEA) to support implementation of the Inflation Reduction Act Section 50121 – The Home Efficiency Rebates Opportunity (HERO) Program and Section 50122 – The Home Electrification and Appliance Rebates (HEAR) Program. The 2022 Inflation Reduction Act established two rebate programs, collectively known as the Home Energy Rebate Programs, to provide rebates through state energy offices to alleviate costs associated with select home improvement projects that could lower energy bills. Services include but are not limited to: program development; rebates delivery and administration; maintenance of data and technology systems; and federal compliance and reporting requirements.
Procurement Method:	Request for Proposals
Advertising Date:	July 15, 2025
Estimate:	Not to exceed \$15,351,000
Client/Fund Source:	Maryland Energy Administration/2022 Inflation Reduction Act via the United States Department of Energy (new task to be developed).
MBE Goal:	20%

Remarks:

The Maryland Energy Administration (MEA) submitted applications for both Section 50121 – The Home Efficiency Rebates Opportunity (HERO) Program and Section 50122 – The Home Electrification and Appliance Rebates (HEAR) Program to the United States Department of Energy and received conditional awards. Maryland is currently awaiting full award approval. Contract execution will be contingent on funding from MEA.



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Item:	4
Type:	A/E Services over \$200,000
Group & Division:	Environmental Operations
MES Contract Number:	TBD
Project Name:	Midshore II Construction Quality Assurance Services for the Construction of Cell 5
Title/Description:	Provides quality assurance personnel, lab services, and the completion of the Maryland Department of the Environment (MDE) Construction Certification Report.
Procurement Method:	A/E shortlist
Bids/Proposals:	A/E Shortlist selection
Awarded To:	Geosyntec Consultants
Amount:	\$333,671
Term:	NTP to March 31, 2026.
Client/Fund Source:	Midshore Enterprise Fund
MBE Goal:	4%
Remarks:	As the Midshore Counties have decided to extend the life of the Midshore II Landfill, Cell 5 needs to be constructed. This procurement will allow for construction quality assurance services to construct Cell 5. These services include supplying a full-time quality assurance representative, lab testing of soils and geosynthetics, and completing the Maryland Department of the Environment (MDE) Construction Certification Report. There is limited minority business enterprise (MBE) participation due to the fact that the only item to outsource is soils lab testing. There is one local MBE soils lab available to work on the project.

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Item: 5

Type: Services over \$200,000

Group & Division: Environmental Operations Group

MES Contract Number: 1-26-4-03-5

Project Name: Eastern Correctional Institution (ECI) Cogeneration Facility

Title/Description: Provides electrical preventative maintenance services and on-call emergency service support for the ECI Cogeneration Facility.

Procurement Method: Competitive Sealed Bid

Bids/Proposals: Premium Power Services, LLC – \$365,050
Dvorak, LLC – \$1,087,000
LND Technical Services, LLC – \$2,470,000
ABM Electrical Power Solutions, LLC – \$2,686,125

Awarded To: Premium Power Services, LLC

Amount: \$365,050

Term: Five years

Client/Fund Source: State Reimbursable Account

MBE Goal: 0%

Remarks: Electrical equipment at the Eastern Correctional Institution (ECI) Cogeneration Facility requires periodic testing, maintenance, and emergency repair to ensure uninterrupted power is supplied to the largest prison (by incarcerated individual population) in the state. Electrical equipment covered by this contract includes the 25kV utility yard, 5kV switchgear room, and nine distribution substations.

Due to the specific nature of the maintenance required on this project and the associated safety concerns, this project does not support minority business enterprise (MBE) subcontracting opportunities.

Change Order Approval
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August 21, 2025

Item: 6

Type: Services over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-21-4-54-8

Project Name: Household Hazardous Waste (HHW) Collections and Disposal at Brown Station Road Sanitary Landfill (BSRSL)

Title/Description: Provides services to pack, haul, and dispose of collected HHW.

Original Procurement Method: Request for Proposals

Contractor: ACV Environmental Services, Inc.

Original Term: Notice to Proceed to August 31, 2023, with three additional one-year extensions.

Modified Term: Option Year 1 – Through 8/31/24
Option Year 2 – Through 8/31/25
Option Year 3 – Through 8/31/26

Original Amount: \$2,527,654.96 (BOD Item 6, 8/26/21 for \$2,400,000)

Modifications to Date: Year 1 Option, \$701,295.36 (BOD Item 9, 8/24/23)
Year 2 Option, \$677,491.00 (BOD Item 7, 6/27/24)

Amount of this Renewal #3: \$737,253.79

Revised Total Contract Amount: \$4,643,495.11

Client/Fund Source: Prince George's County Contract Management Services (IGA 2-21-4-53)

MBE Participation: Goal = 18%. Participation to Date = 15.25%.

Remarks: Prince George's County opened the household hazardous waste (HHW) lot, located at the Brown Station Road Sanitary landfill, in 2000. It is open and free of charge to County residents who need to

dispose of harmful household waste such as car batteries, automotive fluids and fuels, electronics, cleaning agents, oil-based paints, household batteries, and solvents, amongst other materials. The HHW lot operates weekly, Thursday to Saturday. The contractor provides staff to support operations and is responsible for the proper handling and disposal of the material stream collected. Services include technical identification of waste items, creation of shipping documents, safe control of vehicle traffic, off-loading of vehicles, waste bulking, waste disposal, site set up, and overall event execution. During Option Year 3, ACV will continue to provide these services through fiscal year 2026.

ACV has been operating under a Corrective Action Plan (CAP) since March 2023. ACV has made significant progress in closing their minority business enterprise (MBE) performance gap during FY24 (Option Year 1) and FY25 (Option Year 2). ACV has added new MBE vendors in an effort to comply with their CAP. They have improved MBE participation from 2.4% in July 2023 to 15.25% in July 2025. The vendor has committed to attaining their 18% MBE performance goal by the end of calendar year 2025.

MES recommends exercising Option Year 3 through August 31, 2026.

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Item:	7
Type:	Construction over \$200,000
Group & Division:	Environmental Operations – Engineering
MES Contract Number:	1-26-4-10-6
Project Name:	Prince George’s County Materials Recycling Facility (MRF) Tipping Floor Restoration
Title/Description:	Surface repair and restoration and of the concrete tipping floor.
Procurement Method:	Assisted Procurement – Sourcewell (Contract No. MD-R3-GC-030425-JAN)
Bids/Proposals:	Janus Contractors, Inc. – \$850,568.91
Awarded To:	Janus Contractors, Inc.
Amount:	\$850,568.91
Term:	Four months from NTP – December 16, 2025
Client/Fund Source:	Prince George’s County/IGA 2-21-4-53
MBE Goal:	12%
Remarks:	This is a construction project for the repair and restoration of the Prince George’s County Materials Recycling Facility (MRF) concrete tipping floor. The tipping floor is used for the storage and movement of recycled material before products are loaded into the feed conveyor for processing. The facility’s original concrete tipping floor (approximately 31 years old) has degraded to the point that it must be fully reconstructed in some sections and a fiber reinforced concrete overlay installed in less damaged portions.

Remarks (Continued):

The work is phased to allow MRF operations to continue with minimal disruption. Furthermore, the concrete repairs have been coordinated to coincide with a previously-scheduled outage in October 2025.

The selected contractor is a minority business enterprise (MBE) certified by the Maryland Department of Transportation (MDOT) and is a County-Based Small MBE certified by Prince George's County. The contractor's pricing is within 6% of the engineer's estimate.



Tipping floor – Area Needing New Flooring Section

Approval After Solicitation
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Item:	8
Type:	Services over \$200,000
Group & Division:	Environmental Operations
MES Contract Number:	1-26-4-12-6
Project Name:	Prince George's County Organics Composting Facility (OCF) and Prince George's County Materials Recycling Facility (MRF)
Title/Description:	Waste Management (WM)/Northeast Maryland Waste Disposal Authority (NMWDA) Piggyback; Processing of Recyclable Materials Diverted During Facility Shut Down
Procurement Method:	Cooperative Agreement with NMWDA
Bids/Proposals:	WM Recycle America, LLC – Unit amount \$116/ton
Awarded To:	WM Recycle America, LLC
Amount:	\$336,180.00
Term:	This work is to be completed by November 1, 2025.
Client/Fund Source:	Prince George's County
MBE Goal:	0%
Remarks:	In October 2025, Prince George's County Materials Recycling Facility (MRF) will need to shut down for facility equipment upgrades. The incoming recyclable material needs to be diverted to another MRF of comparable capacity. WM Recycle America, Elkridge Facility, is willing to take approximately 150 tons per day. The processing cost is \$116/ton, less any rebate on saleable material. There are no facilities that exist that are MBE/SBR designated and capable of processing the capacity required.

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Item: 9

Type: Supplies over \$200,000

Group & Division: Environmental Operations Group

MES Contract Number: PO-0072241

Project Name: Eastern Correctional Institution (ECI) Cogeneration Facility

Title/Description: Natural Gas Commodity Purchase

Original Procurement Method: Assisted Contract – State Blanket Purchase Order No. 001B3600050

Contractor: WGL Energy Services, Inc.

Original Term: January 2025 – June 2026

Modified Term: July 2026 – June 2027

Original Amount: \$6,526,735 (BOD Item 6, 12/19/24)

Modifications to Date: None

Amount of this Change Order #1: \$4,221,434

Revised Total Contract Amount: \$10,748,169

Client/Fund Source: State Reimbursable

MBE Participation: N/A

Remarks: Fixed-price physical purchase of natural gas commodity to Eastern Shore Natural Gas (ESNG) pipeline Transco Gate and ESNG tariff contract demands charges for delivery to Chesapeake Utilities Eden distribution system Gate. These are physical purchases only, including firm volumes of natural gas for future delivery months. No financial purchases are made.

This change order extends the contract term through June 2027.

Proposed FY26 BEST Goals

Goal 1: Safety (3)

- All operation facilities and project sites conduct two evacuation drills (Fall and Spring) and document a summary of how the drill was conducted and how all employees were accounted for.
- All operational site employees complete Hazard Communication Training.
- Facility Managers ensure all employees certified in Confined Space Entry take the MES Confined Space Refresher class (recorded by SEC) and complete a Confined Space Entry Drill (required annually for all MES employees certified in Confined Space Entry).

Goal 2: Education (4)

- Each group (EO, W/WW, EDR, TES, Admin, Finance, Safety, IT) will hire at least one intern for summer 2026, if budgets allow.
- MES holds 6 health and wellness events throughout the year.
- Each group ~~recruits~~ **selects** 10 of its non-supervisory employees to present a training and/or safety tailgate over the course of the year.
 - **Changed “recruits” to selects per Board suggestion.**
- **Have 75% of MES staff complete required cybersecurity training.**
 - **Alternatives are to raise the percentage to 80%, or to have 100% completion of the training for those who’ve been issued laptops.**
 - **An additional option would be looking into group style remote trainings, if applicable.**

Goal 3: Diversity, Equity and Inclusion (3)

- MES Event planning groups will purchase items from businesses owned by people of color, women, LGBTQ+ individuals, veterans, and people with disabilities, meeting a goal of 20% event expenditures.
- ~~MES will complete equal opportunity employment training (EEO) overview training for 50% of MES managers, supervisors or employees with hiring authority.~~

100% of new MES managers, supervisors and employees with hiring authority will complete Equal Opportunity Employment (EEO) overview training within six months of position start date.

- **Modified this goal to meet the 100% completion recommendation of the Board within a reasonable time frame for HR to host training.**
- Each group will host a DEI event at one of their sites throughout the year.

Goal 4: Customer and Community Service (3)

- MES will increase participation in community engagement drives throughout the state on a quarterly basis for the fiscal year. (EX. Book drives for the library, Clothing drives etc.)
- MES will organize company participation in a community-based charity event. (Run, Walk, Festival etc.)
- MES will meet or beat the annual Maryland Charity Campaign (MCC) Goal.

Goal 5: Environment (3)

- Each operating group will host a webinar or information session on a current environmental topic impacting MES operations. (Example: PFAS treatment in drinking water systems; State-wide progress on meeting TMDL Goals)
- MES will host an educational activity or event in recognition of Endangered Species Day (3rd Friday of May).
 - **Recommend keeping this goal as is, as there is no separate Maryland-based holiday. MES will acknowledge these days regardless of changes to the federal calendar.**
- MES will host an event for "America Recycles Day" (Nov. 15th) allowing opportunities for employees to recycle and donate reusable items, including technology, clothing, etc.
 - **Recommend keeping this goal as is, as there is no separate Maryland-based holiday. MES will acknowledge these days regardless of changes to the federal calendar.**

Goal 6: Administrative Enhancements (5)

- Each group and departments chosen by their Managing Director will produce an onboarding checklist for managers, supervisors, and anyone with hiring abilities, to include required. Tech, phones, software, etc.
- MES will increase revenue through billable labor sales, with the goal of a 4% year-over-year increase.
- MES will maintain a 4% average quarterly vacancy rate through the end of FY26.
- Each group will participate in at least one career fair event at a local school in a predominately minority population area or at a historically Black College and University (HBCU).
- Group Leadership visits one of their sites each month.