

BOARD OF DIRECTORS MEETING MINUTES

July 24, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

**DIRECTORS
PRESENT:** Shelley Heller, Chair
Sean L. Coleman, Esq., Secretary
Brendon Baatz, Treasurer
James H. Johnson Jr., Ph.D., P.E.
Moalie Jose, P.E.
Odessa Phillip, P.E.
Rebecca L. Flora, AICP, Secretary, Dept. of Planning
Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT:

OTHERS PRESENT:

Priscilla N. Carroll, Esq.
Pamela Fuller, Board Clerk
Winsome Condra, Procurement
Marni Dolinar, Env. Dredging &
Restoration (EDR)
Tim Ford, Environmental Operations

Felicia Gross, Ph.D., Human Resources
Matt Lapinsky, Water/Wastewater
Hament Patel, Finance
Luke Page, Technical & Environmental
Services (TES)
Kanishk Sharma, Administration
Casey Powers, IT (video)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:37 a.m. All Board members and staff were present at Maryland Environmental Service (MES) Headquarters. The meeting was streamed live to the public on YouTube.

INSPIRE AWARDS

Mr. Ford presented an Inspire Award to Gerard Glase for his renovations to the maintenance shop bathroom and office area at the Prince George's County Organics Composting Facility. His impeccable work was completed for more than \$15,000 less than quoted.

Ms. Dolinar and Mr. Page presented an Inspire Award to Jessica Riesett, Dave Awkward, Andrew Payton, and Samuel Sutter for their outstanding contributions and excellent customer service in support of an after-hours fuel spill in the Baltimore Inner Harbor. The TES and EDR teams' swift, effective, and knowledgeable response assisting with the cleanup efforts demonstrated excellent customer service helping to contain the spill and prevent additional adverse environmental impacts.

ORGANIZATIONAL MEETING

Ms. Heller and Dr. Glass welcomed new members, Odessa Phillip, Sean Coleman, and Rebecca Flora to the Board of Directors. The first meeting of the fiscal year has been designated the Organization Meeting where members are assigned to officer positions and committees, among other business.

Dr. Glass asked if there were any nominations for the Chair position. Ms. Jose nominated Ms. Heller to continue on as Chair for the coming year. Mr. Johnson and Mr. Baatz seconded the motion. It passed unanimously, except for Ms. Heller who abstained.

Dr. Glass asked if there were any nominations for the Secretary position. Hearing none, he nominated Mr. Coleman for the position of Secretary. Ms. Heller seconded. The motion passed unanimously, except for Mr. Coleman who abstained.

Ms. Heller nominated Mr. Baatz for the Treasurer position. Mr. Coleman seconded. The motion passed unanimously, except for Ms. Baatz who abstained.

Dr. Glass asked for a motion to confirm Ms. Fuller as the Deputy Secretary, Mr. Coleman seconded. The motion passed unanimously.

Dr. Glass asked for a motion to confirm Mr. Patel as the Deputy Treasurer, Mr. Baatz seconded. The motion passed unanimously.

Dr. Johnson nominated himself to serve as HR Committee Chair, Mr. Baatz seconded the motion. The motion passed unanimously, except for Mr. Johnson who abstained. Mr. Baatz made a motion to appoint himself to the HR Committee, Ms. Heller seconded. The motion passed unanimously, except for Mr. Baatz who abstained. Ms. Jose nominated Ms. Phillip to serve on the HR Committee, and Mr. Coleman seconded. The motion passed unanimously, except for Ms. Phillip who abstained.

Dr. Glass nominated Ms. Jose to serve as the Audit Committee Chair, Mr. Coleman seconded. The motion passed unanimously, except for Ms. Jose who abstained. Ms. Heller nominated Mr. Coleman to serve on the Audit Committee, Mr. Baatz seconded. The motion passed unanimously, except for Mr. Coleman who abstained. Ms. Jose nominated Ms. Flora to serve on the Audit Committee, Mr. Baatz seconded. The motion passed unanimously, except for Ms. Flora who abstained.

Ms. Heller and Dr. Glass will serve on both Committees.

The draft 2026 meeting schedule was distributed. Members can provide any conflicts or requests to Ms. Fuller before the August meeting. If none are received, the schedule will be implemented.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes of the Board meeting on June 26, 2025. There were no comments or corrections. The minutes were approved by consent.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported his expenses for the last month. The MES Reform Act requires the Director to present any expenses over \$500 each month. Dr. Glass has always reported *all* of his and the Deputy's expenses. Dr. Glass also reported on a number of engagements with governmental and private entities over the last month.

The Project Improvement Team (PIT) has completed its review of the Accounts Payable payment process. The PIT team will now have quarterly meetings to follow up. The P-card overview video was shown. There are currently about 200 cards being used throughout the agency.

Dr. Glass summarized recent recruitment metrics. Overall, recruitment has increased by 33%. The agency has also partnered with Maryland Corps/Service Year option program through the Department of Civic Innovation. He also discussed staff utilization rates and billable labor percentages. A number of overhead employees have been working on billable projects. He then reviewed his list of long-term projects.

On a sadder note, Dr. Glass expressed his condolences on the passing of employee Mary Marion. A moment of silence was held.

FY26 BEST GOALS

Dr. Glass reviewed the proposed FY26 BEST goals. Dr. Glass explained the nature of the BEST program for the new Board members. It is a bonus system based on financial success, and meeting agency goals. The Board had comments and suggestions for several goals.

- Goal 1: Safety – No changes or comments.
- Goal 2: Education – The Board suggested the goal of having 75% of MES staff complete cybersecurity training be amended. They suggested that it be changed to 100% of staff who actively engage with computers complete the training within a certain number of months of hiring.
- Goal 3: Diversity, Equity & Inclusion (DEI) – Ms. Flora asked if the agency received any federal funding that might be impacted by having DEI goals. Dr. Glass said there was a minimal amount. In addition, the MES statute requires the agency to have a DEI Officer. Mr. Baatz inquired why only 50% of MES managers, supervisors, and employees with hiring authority were required to have completed Equal Employment Opportunity (EEO) training. Dr. Glass indicated the committee would review this percentage.
- Goal 4: Customer & Community Service – No changes or comments.
- Goal 5: Environment – Ms. Flora mentioned that both Endangered Species Day and America Recycles Day are currently federally designated days, subject to revocation by the current administration. The agency may want to consider changing these to Maryland-sponsored events.
- Goal 6: Administrative Enhancement – No changes or comments.

Corrected and updated goals will be presented at the next meeting for Board approval.

HUMAN RESOURCES REPORT

Dr. Gross presented the Human Resources (HR) report. As of July 23, the agency vacancy rate was 3.77%. Staff have been working to onboard new employees within 45 days. The current interns toured the Cox Creek Dredged Materials Containment Facility.

FINANCIAL REPORT

Mr. Patel summarized the agency's year-end performance. Billable labor for FY25 actual was higher than FY24, but lower than budgeted. The budget was prepared with an assumption of 4% growth. The FY25 actual billable labor is 1.39% below budget. This is due to many factors, including the loss of federal projects, the retirement of several senior level employees, and the loss of some employees to clients.

Overall, the agency did well. The contingency fund was increased to 5.25% from 5.11%. This cushion will be helpful, as tough times are anticipated in the next fiscal year.

MES SERVICES FOR NON-GOVERNMENTAL ENTITY

Mr. Page introduced an item for approval. The MES Reform Act requires MES Board approval, prior to Board of Public Works approval, of contracts whereby MES provides services in excess of \$250,000 to non-governmental entities. MES has been providing services to Corvias Innovative Solutions (CIS) for over 10 years. CIS recently implemented a new procurement tracking system, and requested a new contract, rather than renewing the existing contract. MES will be providing the same Clean Water Partnership third party inspections and certification services. This contract is for one year and totals \$819,437. Mr. Baatz made a motion to approve the item, Mr. Coleman seconded. The motion passed unanimously, with the exception of Ms. Phillip who abstained from the conversation and vote.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is for the purchase and delivery of aggregate GAB and number 2 stone for the Poplar Island Environmental Restoration project. FTC Aggregate Supply, LLC will provide the services and goods at a cost of \$1,587,640.10. There is a 23% MBE goal. Mr. Baatz made the motion to approve the item; Ms. Jose seconded. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is Change Order #2 with Kalyani Environmental Solutions, LLC for \$639,500. It is to add funds for the third option year of the contract to provide waste management services to State Highway Administration facilities. There is a 30% MBE goal, and the contractor is currently achieving 30.5%. Dr. Johnson made the motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is for the purchase of ultra-low diesel fuel for the Maryland Correctional Institution-Hagerstown. Carroll Independent Fuel Co. Inc. will provide the fuel at a cost not to exceed \$4,015,461. Bills will be based on actual usage. There is a 0% MBE goal. Ms. Phillip made the motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is Change Order #6 with Consolidated Commercial Services, LLC for \$800,000. It is to renew the contract for the fifth and final year to provide hauling services from the Montgomery County Grinding Operation to the Yard Trim Compost Facility. There is a 30% MBE goal, and the contractor is currently achieving 27.6%. Mr. Baatz made the motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Ms. Condra presented Item 5. The procurement is Change Order #1 with South Atlantic Marine Services, Inc. for \$466,222. It is for additional quantities of 11- and 12-gauge baling wire for use at the Prince George's County Materials Recycling Facility and the Montgomery County Materials Recovery Facility. This change order is to correct an error in estimated quantities. There is a 0% MBE goal. Ms. Flora made the motion to approve the item, contingent upon validation that the error was based on estimation of quantities. Mr. Baatz seconded. The motion passed unanimously.

Item 6 was withdrawn prior to the meeting.

The Board notifications for contracts, purchase orders, amendments, and change orders between \$25,000 and \$200,000 were reviewed.

OLD/NEW BUSINESS

The next meeting of the Board is Thursday, August 21, 2025, at 9:30 a.m.

ADJOURNMENT

Upon motion by Mr. Coleman, seconded by Ms. Jose, the meeting adjourned at 11:12 a.m.



SEAN L. COLEMAN, ESQ.
SECRETARY



SHELLEY HELLER
CHAIR