Maryland ENVIRONMENTAL SERVICE

Wes Moore GOVERNOR
Aruna Miller LT. GOVERNOR
Charles Glass, Ph.D., P.E. EXECUTIVE DIRECTOR

BOARD OF DIRECTORS MEETING MINUTES

August 21, 2025

LOCATION: **Headquarters/Video Call**

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

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

DIRECTORS ABSENT: Brendon Baatz, Treasurer

OTHERS PRESENT:
Priscilla N. Carroll, Esq.
Pamela Fuller, Board Clerk
Qieon Graham, Procurement
Marni Dolinar, Env. Dredging & Restoration (EDR)
Tim Ford, Environmental Operations (EO)
Felicia Gross, Ph.D., Human Resources
Matt Lapinsky, Water/Wastewater
Hament Patel, Finance
Melissa Slatnick, Technical & Environmental Services (TES)
Kanishk Sharma, Administration
Dave Gostomski, EO
Aimee Warner, EDR
Bob Barnhart, WWW
Casey Powers, IT (video)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:39 a.m. Some Board members and staff were present at Maryland Environmental Service (MES) Headquarters, and other Board members participated via Zoom video call. The meeting was streamed live to the public on YouTube.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes of the Board meeting on July 24, 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. There was one expense for parking to attend the Strategic Advance meeting in Hagerstown. He also advised the Board of his intention to attend the Water Environment Federation Technical Exhibition and Conference (WEFTEC) in Chicago next month. He has been invited to take part in Blacks in Water panel and "Cooperative Federalism" panel. He will also attend sessions on per- and polyfluoroalkyl substances (PFAS) treatment and the use of artificial intelligence (AI) in the industry.

Dr. Glass also reported on several engagements with governmental and private entities over the last month.

Dr. Glass introduced Sandy Hertz, who has been selected as the new Deputy Director. She was unable to attend the current Board meeting due to a prior commitment. The agency received 98 applicants for the position. Of those, 25 received phone interviews, and 10 were selected for in-person interviews. The top three candidates visited MES for a half-day and gave a presentation to the entire agency. Ms. Hertz was the highest-ranked candidate from the panel interview and received the most endorsements from the presentation to the agency.

Dr. Glass has been working with Mr. Lapinsky and Mr. Patel to develop strategies to increase labor revenue in the Water/Wastewater Group. A list of nine items has been created and is being implemented.

Dr. Glass reviewed his list of long-term projects.

NEW BUSINESS REPORT

Ms. Heller presented the New Business Report and asked if there were any questions.

FINANCIAL REPORT

Mr. Patel summarized the agency's preliminary financial performance as of July 2025. The first month shows total labor to be better than FY25 actual and FY26 budgeted. Billable labor was 5.12% over last year. Overhead expenses are 2.51% lower. The Budget v. Actual figures look good. Some overhead positions have been generating revenue, and the lower vacancy rate has helped.

RESOLUTION 25-08-1R

Mr. Patel introduced Resolution 25-08-1R 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 Midshore 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 supplemental 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 complete Preliminary Offering Statement (POS), Fourth Supplemental Indenture, and Notice of Sale are attached.

The not-to-exceed-amount of the bond purchase is $28M. It is more likely that with capitalized interest, the agency will likely need $24M. The old bonds will continue until they are paid off. The Standard and Poore's rating call is scheduled for August 26. To avoid strains on cash balances, capitalized interest will be deferred for three years as the old bonds are paid off. A favorable interest rate is expected. Mr. Patel addressed several questions about the term "substantially complete." Dr. Johnson would like to see more explanation of what exactly "substantially" means. Ms. Carroll and Mr. Patel explained that phrase is a term of art in the bond industry and means that no material changes will be made to the document. Dr. Glass offered to have a separate document prepared to circulate to the Board describing this. The Treasurer, Secretary, or Executive Director will sign all final documents. In addition, both MES counsel and bond counsel will issue opinions verifying that the final documents are consistent with the Board-approved documents.

Ms. Heller asked for a motion to approve Resolution 25-08-1R. Mr. Coleman made a motion to approve the resolution as presented; Dr. Johnson seconded. The motion passed unanimously with the exception of Ms. Heller, who abstained.

HUMAN RESOURCES REPORT

Dr. Gross presented the Human Resources (HR) report. There are currently 857 total positions, including 817 MES positions and 40 Chesapeake Bay Trust employees. As of August 20, there were 778 active positions. Seven new employees were onboarded on Aug. 20, making the vacancy rate 4.29%. Fall recruitment events are currently being scheduled.

PROCUREMENT ITEMS

Mr. Graham presented Item 1. The procurement is renewal #1 with Livingston Septic Services for $109,650. It is for the first optional renewal period for transporting sludge from the City of Cambridge Wastewater Treatment Plant (WWTP) to the Dorchester County Landfill. There is a 0% minority business enterprise (MBE) goal, as there are no subcontractor services available. Dr. Johnson made a motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 2. The procurement is for Verizon Wireless cellular/data service and equipment. Verizon Wireless will provide the equipment and service at an estimated cost of $409,000. There is a 0% MBE goal. Mr. Coleman made a motion to approve the item; Ms. Flora seconded. The motion passed unanimously.

Mr. Graham presented Item 3. The procurement is a pre-solicitation approval for a not-to-exceed amount of $15,351,000 to provide services to the Maryland Energy Administration (MEA) Home Energy Rebate Program. There is a 20% MBE goal. Ms. Phillip made a motion to approve the item; Dr. Johnson seconded. Ms. Phillip asked if the project was entirely funded with federal funds. Ms. Slatnick confirmed it is. MEA has no reason to believe the funds will not be issued but will not issue any final approvals until the money is in hand. The motion passed unanimously.

Mr. Graham presented Item 4. The procurement is for quality assurance services for the construction of Cell 5 at the Midshore II Landfill. Geosyntec Consultants will provide the services at a cost of $333,671. There is a 4% MBE goal. Mr. Coleman made a motion to approve the item; Ms. Phillip seconded. The motion passed unanimously with the exception of Ms. Heller, who abstained from the discussion, consideration, and vote.

Mr. Graham presented Item 5. The procurement is for electrical preventative maintenance services and on-call emergency services for the Eastern Correctional Institution (ECI) Cogeneration Facility. Premium Power Services, Inc. will provide the services at a cost of $365,050. There is a 0% MBE goal. Mr. Coleman made a motion to approve the item; Ms. Flora seconded. Mr. Coleman inquired why there was such a wide deviation in bids. Mr. Ford explained that Premium Power is the incumbent bidder and is already familiar with the details of the facility. The bid is consistent with the current contract. The motion passed unanimously.

Mr. Graham presented Item 6. The procurement is renewal #3 with ACV Environmental Services, Inc. for $737,253.79. It is for collection and disposal of household hazardous waste at the Brown Station Road Sanitary Landfill. There is an 18% MBE goal, and the contractor is currently achieving 15.25%. Ms. Phillip made a motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 7. The procurement is for tipping floor restoration at the Prince George's County Materials Recycling Facility (MRF). Janus Contractors, Inc. will provide the services at a cost of $850,568.91. There is a 12% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 8. The procurement is for bypass processing of recyclable materials diverted during the facility shutdown at the Prince George's County Organics Composting Facility (OCF) and MRF. WM Recycle America, LLC will provide the services at a cost of $336,180. There is a 0% MBE goal. Ms. Phillip made a motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 9. The procurement is change order #1 with WGL Energy Services, Inc. for $4,221,434. It is for fixed-price physical purchase of natural gas commodity to the ECI CoGen. This change order extends the contract to June 2027. There is a 0% MBE goal. Ms. Phillip made a motion to approve the item; Dr. Johnson 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 announced that Assistant Attorney General Christy Fisher has resigned. Her position is going to be advertised and might be filled by October.

Ms. Carroll presented updates to the Board Bylaws. These changes are in response to the 2025 legislative session, which made several changes to the membership of the MES Board. These changes update the Bylaws to be consistent with the statute. The bylaws indicate changes can only be made after 21 days' notice to the Board. Ms. Flora asked why §8.01 was being amended to require a majority vote to amend the Bylaws, where elsewhere five affirmative votes were required. It was agreed to make the bylaws consist of and require five affirmative votes for all Board actions, as already indicated in §5.03C. Mr. Coleman proposed a change to §5.03E. He proposed adding "as modified by the Board" to the last sentence requiring meetings be conducted following Robert's Rules of Order.

MES will make the suggested changes and circulate the updated version this week. The Board can then vote on the changes at the September 2025 meeting.

Ms. Carroll also presented the draft Public Participation Procedures. Bylaw §5.04 allows the Board to allow public comments, at the discretion of the Board Chair. The period allowed will be amended to "not exceed" 30 minutes. In the last 30 years, staff could only remember two members of the public attending MES Board meetings.

OLD/NEW BUSINESS

FY26 BEST GOALS

Several revisions to the FY26 Building Excellence and Success Together (BEST) Program goals were suggested at the July 2025 Board meeting. Those revisions have been explored, and new, updated goals were presented. Dr. Glass reviewed the revised FY26 BEST goals.

- Goal 1: Safety – No changes or comments.
- Goal 2: Education – Last month, the Board suggested amending the goal of having 75% of MES staff complete cybersecurity training. They suggested that it be changed to require that 100% of staff who actively engage with computers complete the training within a certain number of months of being hired. The revised goal is to have 100% of employees with access to MES computers and technology complete cybersecurity training. There are employees who have absolutely no contact with computers in the course of their employment.
- Goal 3: Diversity, Equity & Inclusion (DEI) – In July, the Board inquired why only 50% of MES managers, supervisors, and employees with hiring authority were required to

have completed Equal Employment Opportunity (EEO) training. The goal has been revised to require that 100% of employees with hiring authority complete EEO training within six months of their position's start date.

- Goal 4: Customer & Community Service – No changes or comments.
- Goal 5: Environment –Both Endangered Species Day and America Recycles Day are currently federally-designated days and subject to revocation by the current administration. The Board suggested that the agency may want to consider changing this goal to recognize Maryland-sponsored events. After further research, it was confirmed that there are no independent Maryland environmental days. The currently selected dates will be kept and honored, regardless of any changes to federal designations.
- Goal 6: Administrative Enhancement – No changes or comments.

Ms. Phillip made a motion to approve the corrected and updated goals; Mr. Coleman seconded. The motion passed unanimously.

The proposed 2026 Board meeting schedule was agreed upon by consent.

GROUP UPDATES

Bob Barnhart, Environmental Systems Assistant Regional Supervisor, highlighted a recent tour at the Highland View Academy WWTP. This tour was offered to the ninth-grade environmental studies students at the academy. In addition to learning about wastewater processes, they also learned about careers in the industry.

David Gostomski, Senior Project Manager, discussed the new aerated static pile composting system at the Harford County Mulch and Compost Facility. The facility and process are being converted from a traditional windrow system to aerated static piles.

Aimee Warner, Division Chief, discussed stormwater support services provided to the Maryland Port Administration (MPA). Services provided by MES include inspections, reporting, oil spill response, sampling, annual training, storm drain cleaning, filter replacement, and sand filter plantings and maintenance.

Due to technical difficulties, the Technical and Environmental Services presentation on the St. Mary's County stormwater management inspection program was postponed until the September Board meeting.

ADJOURNMENT

The next meeting of the Board is Thursday, September 25, 2025, at 9:30 a.m.

Upon motion by Dr. Johnson, seconded by Mr. Coleman, the meeting adjourned at 12:00 p.m.

Sean L. Coleman

SEAN L. COLEMAN, ESQ.
SECRETARY

SHELLEY HELLER
CHAIR