



Board of Directors Meeting

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October 30, 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. Phillip, P.E.

Rebecca L. Flora, AICP
*Secretary, Department
of Planning*

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

Delegate Dylan A. Behler

Call to Order	Shelley Heller
Inspire Awards	Matt Lapinsky
SB & Company FY25 Audit Report	Monique Booker
Approval of Minutes – September 25, 2025	Shelley Heller
Executive Director's Report	Charles Glass
Legislative Update	Jeff Tosi
New Business Report	Managing Directors
Audit Committee report	Moalie Jose
Financial Report FY25 BEST Payments	Hament Patel
Human Resources Report	Ramona Jones
Procurement	Winsome Condra
Procurement Items - Item 1: Household Hazardous Waste collection program renewal #1 – MXI Environmental Services, LLC - Item 2: Swallow Falls State Park culvert bridge replacement – Carl Belt, Inc. - Item 3: Montgomery Co. Yard Trim Compost Facility, purchase pallets – Valleywood Industries, Inc. - Item 4: Fleet Vehicles – Apple Ford, Sport Chevrolet or Ourisman - Item 5: Point Lookout State Park power distribution upgrade – Hartwell Engineering - Item 6: Point Lookout State Park sewer system improvements – Stormwater Management Solutions, LLC - Item 7: Brown Station Road Landfill pond maintenance – Highway & Safety Services, LLC	

Procurement Notifications
Small Business Reserve (SBR) strategic plan

Legal Report

Eric Hartlaub

Group Updates

- Asset Management: Maintenance Connection - Emily Martinazzi/ Casey Hanna
- Colgate Creek Dredging & Geotube Dewatering Aimee Warner
- Prince George's County MRF tipping floor restoration Tim Ford

Old/New Business

Shelley Heller

Adjournment

Shelley Heller

FY2025 BEST Proposal

October 30, 2025

Building Excellence and Success Together

The Service has developed a Building Excellence & Success Together (BEST) incentive program. The Board has recognized that incentives are only to be paid to employees if the Service is successful in achieving or exceeding defined performance goals.

In recognition of the efforts that the Service's employees have undertaken to carry out their duties and maintain the critical mission activities of the Service and achieving Service's BEST goals, it is recommended that the Board authorize a BEST payment, BEST Plus, and the Executive Incentive.

It is recommended to pay the following amounts from BEST Pool:

\$3,735,200 for BEST payment (59.89%)

\$2,305,428 for BEST Plus incentive (36.96%)

\$196,165 for Executive Incentive payment (3.15%)

BEST

Distribute \$3,735,200 for FY 2025 BEST payment in the amount of \$5,600 per eligible employee. Eligible part-time employees will receive a payment prorated based on their full time equivalency ("FTE").

BEST Plus

Distribute the BEST Pool funds in the amount of \$2,305,428 to Executives and Managing Directors to reward individual employees who have made extraordinary contributions to achieving the FY 2025 BEST Goals and for outstanding performance.

The BEST Plus pool amount will be distributed to each Group based on the total regular salaries as of 6/30/2025 of the BEST eligible employees for that Group.

Each Managing Director will be allotted an amount for their Group to award employees as an additional incentive in their Group.

The Group Managing Directors will provide written recommendations and justifications to the Executive Director for employees recommended for BEST Plus awards.

BEST and BEST Plus payments combined should not be greater than 15% of an employee's salary. Exceptions may be granted for lower salary employees.

BEST Plus amount may be adjusted due to change in number of eligible employees at the time of BEST payout. However, the total BEST pool amount will not change.

Executive Incentive Payments

Award Executive Incentive payments in the amount of \$196,165. The amount paid to each executive is 15 % of their base pay or pro-rated based on their tenure in their executive position.

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

October 30, 2025

Item: 1

Type: Services Over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-23-4-03-8

Project Name: Statewide Household Hazardous Collection (HHW) Program

Title/Description: Collection services for HHW for various counties within Maryland

Original Procurement Method: Competitive Sealed Bid

Contractor: MXI Environmental Services, LLC

Original Term: Three years with two one-year renewal options

Modified Term: One year – 1/1/2026-12/31/2026

Original Amount: \$2,195,231.25

Modifications to Date: CO#1 \$134,000 10/18/2025- Funds added to contract to cover additional Prince George's County events

Amount of this Renewal #1: \$930,000

Revised Total Contract Amount: \$3,259,231.26

Client/Fund Source:

Project	Amount
Worcester Co. HHW	\$ 37,000.00
Prince George's County -BSRSL Operations	\$ 585,000.00
Wicomico Co HHW	\$ 30,000.00
St. Mary's HHW	\$ 58,000.00
Midshore Recycling Program- HHWC	\$ 107,000.00
Harford Solid Waste Operation- Recycling	\$ 113,000.00

MBE Participation: Goal 20%. Achieved to date 20%

Remarks:

This contract is for periodic HHW collection events in counties throughout Maryland. These collection events offer residents an opportunity to properly dispose of their HHW, thereby keeping it out of landfills and the environment.

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Item:	2
Type:	Construction Over \$200,000
Group & Division:	Water/Wastewater Engineering Division
MES Contract Number:	1-26-2-03-8
Project Name:	Swallow Falls State Park- Culvert Bridge Replacement
Title/Description:	Replacement of the existing temporary bridge with a permanent culvert and concrete structure utilizing the existing headwalls per the Maryland Historical Trust.
Procurement Method:	Competitive Sealed Bid
Bids/Proposals:	Carl Belt, Inc. \$556,140
Awarded To:	Carl Belt Inc.
Amount:	\$556,140
Term:	November 15, 2025 – April 15, 2026 (150 Days)
Client/Fund Source:	DNR/NRDF - FY24/POS - CM Fund (PCA#12291 - \$556,140)
MBE Goal:	10%
Remarks:	The project was advertised on both eMaryland Marketplace and the MES Bonfire website. Emails were sent to sixty-two general contractors on the MES bidder's list. Sixty-two companies requested bid packages, six expressed the intention to bid, two actively participated in the pre-bid meeting, and two visited the site. However, only one bid was received.

MES surveyed all plan holders to find out why they did not submit bids. Their reasons for not bidding included the remote nature of the project site, which they deemed to be out of their service area, the potential difficulty of the MHT guidelines, which may require special equipment for stabilization without harm to the headwalls; a scarcity of equipment and material suppliers in the area; and difficulties in meeting the MBE goal for subcontractors.

This Design-Build has many unknowns that may be encountered during the construction phase. Due to the unknowns involved, the contractor had to allocate extra funding as protection. We feel this is an appropriate price due to the unknown variables. The Design-Build Contractor shall provide comprehensive engineering design and construction services, including the removal of the existing damaged culvert, installation of a new metal plate arch culvert system, and all associated site restoration and paving. The project shall preserve the visual and aesthetic character of the existing bridge to maintain consistency with its original design and the surrounding natural environment.

The contractor shall coordinate with DNR about all aspects of the construction, including: Drawings, Documentation, Pre-construction activities, Demolition, Salvage, Installation, Restoration and Deliverables.



Collapsed Bridge culvert



Sunken Pavement above culvert

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Item: 3

Type: Services Over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-24-4-01-5

Project Name: Supply Pallets to the Montgomery County Yard Trim Compost Facility

Title/Description: Supply and deliver grade "B" or #2 reconditioned hardwood pallets to the Montgomery County Recycling Center in Derwood, MD

Original Procurement Method: Competitive Sealed Bid

Contractor: Valleywood Industries Inc.

Original Term: 9/20/2023 to 9/19/2024 (12 months with an option to renew for four additional one-year terms).

Modified Term: Renewal 1 09/20/2024 to 11/20/2025 (1st of four additional one-year renewals).

Original Amount: \$119,000

Modifications to Date:

Renewal #1	\$0
CO #1	\$81,000
CO #2	\$0

Amount of this Renewal #2: \$200,000.00 (2nd of four additional one-year renewals)

Revised Total Contract Amount: \$400,000.00

Client/Fund Source: Montgomery County Yard Trim Compost Facility (MCYTCF)
IGA No. 2-24-4-61. FY2026 Operating Budget

MBE Participation: No MBE goal

Remarks: This will allow MES to execute year two of four additional one-year contract extensions and continue to provide grade "B" or #2 reconditioned hardwood pallets for the use in LeafGro bagging production.

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Item: 4

Type: Equipment Purchase Over \$200,000

Group & Division: Finance

MES Contract Number: TBA

Project Name: Equipment Fund- Fleet replacement vehicles

Title/Description: 10 FORD F-150, or an equivalent model trucks

Procurement Method: Baltimore County contract # 0004504; State of Maryland BPO 001B4600194; State of Maryland BPO 001B4600204

Bids/Proposals: NA

Awarded To: APPLE FORD, SPORT Chevrolet, or Ourisman

Amount: \$600,000

Term: One-time purchase within FY26

Client/Fund Source: Equipment Fund, Various clients

MBE Goal: 0%

Remarks: Replacing various high-mileage vehicles in the fleet.



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Item: 5

Type: A/E Services Over \$200,000

Group & Division: Water and Wastewater Engineering

MES Contract Number: 1-26-2-21-3

Project Name: Point Lookout State Park Power Distribution Upgrade

Title/Description: Design of upgrades to the power distribution system and provide services during bidding and construction phase services.

Procurement Method: A/E Shortlist

Awarded To: Design Teams, Inc., dba Hartwell Engineering A Division of McCrone

Amount: \$230,341.53

Term: 24 months

Client/Fund Source: Natural Resources Development Fund (NRDF) of FY26 / Program Open Space (POS)/Item 004

MBE Goal: 0%

Remarks: The scope of work includes designing upgrades to the electric power distribution system in the park, encompassing electrical load analysis, and the development of detailed design plans that incorporate modern equipment and code compliance. It also covers coordination with utility providers and regulatory agencies, preparation of construction documents, cost estimates, and phasing plans to minimize disruption to park operations. Deliverables include technical drawings, specifications, and permit packages. The design aims to support current needs and future growth while preserving the park's natural environment. The AE's scope also includes services during the bidding and construction phases of the project.

The design effort is specifically for the development of plans, specifications, cost estimates, and bid packages for the electrical system upgrade. There are no sub-disciplines in this effort that could be performed by another subcontractor to enable MBE participation, which is the reason why there is no MBE participation.

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Item: 6

Type: Construction Over \$200,000

Group & Division: Water and Wastewater, Engineering

MES Contract Number: 1-23-2-15-5

Project Name: Point Lookout State Park Water and Sewer System Improvements

Title/Description: This additional scope includes removal and replacement of three (3) air relief valves (ARVs) and associated manholes, installation of sewer force main clean-outs, removal and replacement of plug and check valves, and jetting and TV inspection of 2,300 linear feet of sewer pipe.

Original Procurement Method: Competitive Sealed Bid

Contractor: Stormwater Management Solutions, LLC

Original Term: 730 days (original), (217 days previously provided)

Modified Term: 75 days added under this modification.

Original Amount: \$8,999,999.00 (BOD Item 12, 1/26/22)

Modifications to Date: CO 1: \$3,118,942.87 (BOD Item 10, 8/24/23)
CO 2: \$326,643.03 (BOD Item 2, 3/28/24)
CO 3: \$266,711.20 (BOD Item 10, 5/30/24)

Amount of this Change Order #4: \$427,870.61

Revised Total Contract Amount: \$13,140,166.71

Client/Fund Source: State of Maryland (DNR)/Natural Resources Development Fund

MBE Participation: Goal 26%, Participation achieved to date 25.47%

Remarks:

This segment of the sewer line runs along a causeway connecting the south park to the north park. It was in good structural condition, and therefore it was not included in the original construction scope. Significant accumulation of solids and air entrapments in the sewer line became apparent recently when the upgraded pump stations were put into service. This change order will address these problems.

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Item: 7

Type: Construction over \$200,000

Group & Division: Environmental Operations

MES Contract Number: 1-25-4-52-5

Project Name: Brown Station Road Sanitary Landfill Pond Maintenance

Title/Description: Construction services for the maintenance/ removal of accumulated sediment at three (3) ponds at the Brown Station Road Sanitary Landfill (BSRSL). The three ponds consist of Pond B-1, B-2, and the Barger Tract. Sediment has reduced the stormwater holding capacity at the ponds.

Procurement Method: Competitive Sealed Bid

Bids/Proposals:

Vino Construction Services, LLC	\$646,758.10
L&S Dirt Work, LLC	\$723,755.52
Brute, LLC	\$755,183.00
Highway & Safety Services, Inc.	\$876,480.00
Pay Dirt, LLC	\$919,171.29
Allan Myers, Inc.	\$989,989.00
Bourne Environmental, LLC	\$1,506,030.00

Awarded To: Highway & Safety Services, LLC

Amount: \$876,480.00

Term: 90 days

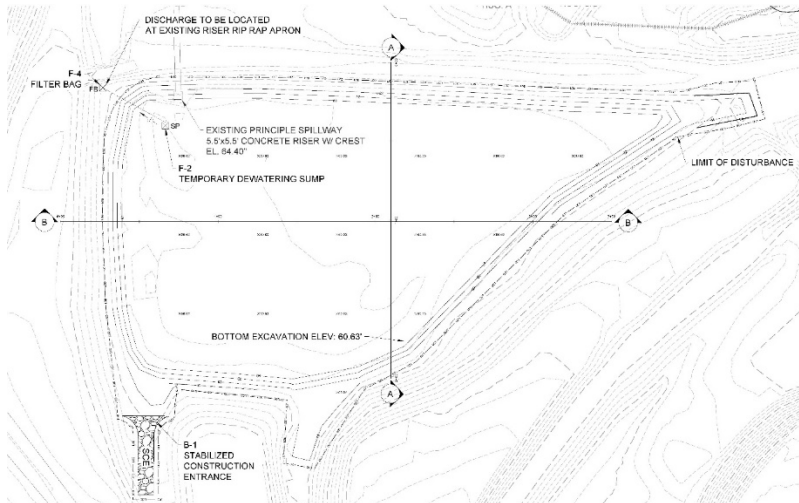
Client/Fund Source: Prince George's County/3838-1204 PG Co/FY22 – FY26 Contract Management Services (IGA 2-21-4-53)

MBE Goal: 12 %

Remarks: The Brown Station Road Sanitary Landfill (BSRSL) is a municipal solid waste landfill owned and operated by Prince George's County (County). The work to be performed under this contract

includes the removal of excess sediment and re-establishing permitting grades of three ponds at the site. All three ponds have encountered sediment laden runoff from the site operations and consequently the effectiveness to treat stormwater for a clear stormwater discharge from the site has been hindered. Regrading of the ponds will return them to design grades and capacity.

Exhibits:



Construction Drawing of Barge Tract Stockpile Pond (typical of the three ponds)



Photo of Barger Tract Pond
Sediment buildup