

## **BOARD OF DIRECTORS MEETING MINUTES**

**November 20, 2025**

**LOCATION:** Headquarters/Video Call

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

**DIRECTORS PRESENT:** Shelley Heller, Chair (remote)  
Sean L. Coleman, Esq., Secretary  
Brendon Baatz, Treasurer (remote)  
James H. Johnson Jr., Ph.D., P.E.  
Moalie Jose, P.E. (remote)  
Odessa Phillip, P.E.  
Andrew Kelson, Designee for Secretary, Dept. of Planning (remote)  
Charles Glass, Ph.D., P.E.

**DIRECTORS ABSENT:** None

**OTHERS PRESENT:**

Sandy Hertz, Deputy Director  
Priscilla Carroll, Esq.  
Pamela Fuller, Board Clerk  
Felicia Gross, Human Resources  
Winsome Condra, Procurement  
Aimee Warner, Env. Dredging &  
Restoration (EDR)  
Tim Ford, Environmental Operations (EO)  
(remote)  
Ezgi Kurdoglu, Water/Wastewater (W/WW)  
Hament Patel, Finance

Melissa Slatnick, Technical &  
Environmental Services (TES)  
Kanishk Sharma, Administration  
Casey Powers, IT (remote)  
Rebecca Culler, EO  
Eric Mentzer, EDR  
Koffi Tsidji, W/WW  
Yousuf Yousuf, W/WW  
Kayla Rhue, TES

## **CALL TO ORDER**

Ms. Heller called the meeting to order at 9:32 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 October 30, 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. He had expenses for parking and transportation at the Water Environment Federation's Technical Exhibition and Conference (WEFTEC) in Chicago. Deputy Hertz incurred expenses for travel and parking at a site visit and for participation in the College Park Climate Literacy Conference. Dr. Glass and Deputy Hertz will be attending the Maryland Association of Counties (MACo) winter conference in December in Cambridge, Maryland.

Dr. Glass also reported on several engagements with governmental and private entities over the last month. Deputy Hertz likewise reported on some of her engagements over the last month.

The new MES Systems Administrator provided training on the use of Microsoft Copilot. Future training sessions are being planned.

Dr. Glass also reviewed his list of long-term projects. Options for a project management professional (PMP) course are being explored.

## **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 October 2025. The first four months indicate total labor sales to be better than FY25 actual and FY26 budgeted. The FY26 budget was prepared based on a 4% growth over FY25. Billable labor has been good, and expenses so far have been lower than budgeted. The overhead variance has been consistent over the last five years.

## **HUMAN RESOURCES REPORT**

Dr. Gross presented the Human Resources (HR) report. The agency ended October with a vacancy rate of 3.3%. As of November 12, 2025, when the report was prepared, the vacancy rate was 3.66%. There were 12 recruitment events in November, 58% of which were at diversity events. Enhanced exit interviews are being conducted and will be analyzed.

## **PROCUREMENT ITEMS**

Ms. Condra presented Item 1. The procurement is a contract renewal with Sustainable Generation, LLC for \$42,000. It is for the rental of composting equipment for the Baltimore County Organics Composting project. There is a 0% minority business enterprise (MBE) goal. Dr. Johnson made a motion to approve the item; Ms. Phillip seconded. The motion passed unanimously.

Item 2 was withdrawn prior to the meeting.

Ms. Condra presented Item 3. The procurement is for the purchase of Delpac 2000 for the Brown Station Road Landfill Leachate Pretreatment Facility. Maryland Chemical Company, Inc. will provide the chemicals at a cost of \$299,039.04. There is a 0% MBE goal. Ms. Phillip made a motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is a pre-solicitation approval for \$12,000,000 for capacity recovery activities at the Cox Creek Dredged Material Containment Facility. There is a 5% MBE goal. Dr. Johnson made a motion to approve the item; Ms. Phillip seconded. Several questions were addressed. The solicitation is a Request for Proposals. The team is open to various options and approaches that will achieve the project objective of recovering capacity at the site. The estimate was based on experience with numerous smaller projects. 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 an offer has been extended and accepted for the vacant Assistant Attorney General position. Mr. Bruce Eisenstein is scheduled to start on December 10, 2025. He has over 20 years of experience in many areas which are beneficial to MES.

## **GROUP UPDATES**

Mr. Eric Mentzer, Lead Operations Manager at Poplar Island, presented an overview of Poplar Island and recent activities in Cell 7. The cell was prepared over the last two years to accept inflow for the next four years. Once complete, the cell will receive 1,117,000 cubic yards of dredged material.

Ms. Rebecca Culler, Deputy Division Chief for Solid Waste, reviewed the recently completed upgrades at the Prince George's County Materials Recycling Facility. Screen and conveyor upgrades were completed over the course of a four-week shutdown, as well as significant maintenance, cleaning, and the tipping floor refurbishment discussed last month.

Mr. Koffi Tsidji, Engineering Fellow, and Yousuf Yousuf, Associate Engineer, presented their observations of the recent Rocky Gap Wastewater Treatment Facility membrane cleaning and inspection. The plant is a membrane bioreactor that processes about 150,000 gallons per day from the Rocky Gap State Park and Casino. Ragging and red worms are a consistent issue that continue to be addressed as the process is improved.

Ms. Kayla Rhue discussed recent stormwater support provided to the Washington Grove community. Unmanaged runoff was causing significant deterioration within the West Woods. Outfall stabilization was implemented in the West Woods and a retention pond was added to the Towne Crest area of the East Woods.

### **OLD/NEW BUSINESS**

Ms. Heller asked if there was any old or new business to discuss. Mr. Baatz shared a memo with the Audit Committee last month recommending MES initiate a strategic audit for generative AI and process automation. Discussion was held regarding the recommendation. Dr. Glass suggested the agency conduct internal reviews of its processes and report back to the Board. The managing groups continue to monitor technologies that would assist their operations, and administration continues to explore technology to aid the agency as a whole. Discussion was held regarding utilizing internal assets for training personnel vs. paying Microsoft for training. The Board's consensus was to continue with its purposeful, deliberative approach to technology adoption. An overview of the current uses will be presented to the Board in the coming months.

### **ADJOURNMENT**

The next meeting of the Board is Thursday, December 18, 2025, at 9:30 a.m.

The meeting adjourned at 11:07 a.m.



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



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**SHELLEY HELLER**  
**CHAIR**