



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

January 23, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: Shelley Heller, Chair
Judge Frederic Smalkin, Secretary (video)
Robert Witt, II (phone)
Moalie Jose, P.E. (phone)
James H. Johnson Jr., Ph.D., P.E. (video)
Joanna Kille for Dereck Davis (video)
Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT: Brendon Baatz, Treasurer

OTHERS PRESENT: Priscilla N. Carroll, Esq.
Ellen Frketic, Deputy Director
Winsome Condra, Procurement
Marni Dolinar, Env. Dredging & Restoration (EDR)
Tim Ford, Environmental Operations (EO)
Ramona Jones, Human Resources
Matt Lapinsky, Water/Wastewater
Hament Patel, Finance
Kanishk Sharma, Administration
Melissa Slatnick, Technical & Environmental Services (TES)
Pamela Fuller, Board Clerk
Casey Powers, IT (video)
Jennifer Wijetunga, WWW
Melissa Filiaggi, EO
Kristian Ramsey, portion of meeting
Sean Deere, portion of meeting
Eric Hartlaub, Esq., portion of meeting

CALL TO ORDER

Ms. Heller called the meeting to order at 9:31 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.

INSPIRE AWARDS

Ms. Wijetunga presented an Extraordinary Service Inspire Award to Kristian Ramsey. Ms. Ramsey showed excellent critical thinking in response to a malfunction at the Tridelphia & Folly Quarters Wastewater Treatment Plant. When initial troubleshooting failed to solve the problem, she investigated further, located the underlying problem, and planned and executed a repair before continuing her rounds to other facilities on schedule. By taking the initiative to purchase parts and complete the repair independently, Ms. Ramsey eliminated the need to bring in a maintenance mechanic, which would have resulted in higher costs to the client and longer plant outages.

Mr. Sharma presented an Extraordinary Service Inspire Award to Sean Deere. Mr. Deere has made outstanding contributions to MES' Workday operations. He was critical to managing Workday tickets and systems operations during a staffing shortage and has initiated valuable changes that have improved user experience and saved costs for MES. Mr. Deere has also shown excellent initiative by completing Workday training courses and helping to recruit top Workday talent. He has earned praise from clients and colleagues for his customer service, responsiveness, and dedication to excellence.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes from the Board meeting on December 19, 2024. The minutes were approved by consent.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's and Deputy Director's expense reports for the last month were reviewed. Dr. Glass had one parking expense, and Ms. Frketic had hotel expenses for the Winter Maryland Association of Counties (MACo) Conference.

Dr. Glass reported on external engagements with governmental and private entities over the last month. Many contacts were made in Annapolis at the MACo and Maryland Municipal League (MML) conference receptions. Capital and Operating Bill hearings are scheduled for February.

The Town of Myersville Wastewater Treatment Plant recently received an Area-Wide Optimization Program Silver Award from the Maryland Department of the Environment (MDE). This award is a testament to the successful collaboration between MES and the Town of Myersville. MDE presented the award to MES operators Ben Shank, Tanner Bartles, Scott Murphy, Chase Clark, and Bob Barnhart, as well as the town Mayor and Council.

The quarterly strategic advance meeting was held on January 10, 2025, at Aberdeen Proving Ground. Major General Jim Turinetti IV generously addressed the group.

Dr. Glass reviewed the long-term projects he will focus on in the coming months. Many of the items on this list are complete, and he will work on a new list for next month.

NEW BUSINESS REPORT

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

FINANCIAL REPORT

Mr. Patel reported on the agency's preliminary financial performance as of December 2024. Billable labor was aggressively budgeted to be about 5% higher, so the overall amounts are lower than budgeted. Normal growth would have been a 4% increase; this fiscal year's labor sales are 2.53% higher than in FY24. Overall, the agency is doing well compared to last year. Historical analysis reveals the second half of the fiscal year typically shows more growth in billable hours than the first part of the year.

Ms. Kille joined the meeting at 9:51 a.m.

It is unlikely the agency will meet the FY25 budget estimates. The agency has previously grown at an accelerated rate, and that level of increase is not sustainable every year. Additionally, MES is not permitted to market its services or compete with the private sector. A 4% growth projection suggested by a prior Board member and is incorporated into the five-year plan. A new five-year plan will be drafted soon.

RESOLUTION 25-01-1R

Mr. Patel presented Resolution 25-01-1R for the dissolution of the KC-MES J.V., LLC. The joint venture was created with the developer of the MES headquarters building to finance and maintain the property. In 2008, MES bought out the other partner and became the sole owner of the partnership. The mortgage on the property was paid off in August 2024 and the LLC is no longer needed. Mr. Patel will register as the resident agent for one year, as required by law. Dr. Johnson made a motion to approve the resolution; Mr. Witt seconded. The resolution passed unanimously.

RESOLUTION 25-01-2R

Mr. Patel presented Resolution 25-01-2R, declaring the official intent of the agency to reimburse expenditures incurred for the planning, engineering, design, construction, and financing of Midshore II Regional Landfill Cells 1 and 5. With the extension of the Midshore II agreements until 2042, additional cells will be needed. Bonds in the amount of approximately \$25,025,000 will be issued. MES will pay some expenses for the expansion, then be reimbursed through the bond proceeds. Bond payments will be funded with tipping fees. Mr. Witt made a motion to approve the resolution; Ms. Jose seconded. The resolution passed unanimously with the exception of Ms. Heller, who abstained from the discussion, consideration, and vote.

HUMAN RESOURCES REPORT

Ms. Jones presented the Human Resources report. As of January 9, 2025, the agency vacancy rate was 4.29%, with 36 open positions. Winter recruitment events are currently being scheduled.

INTERNAL AUDIT CHARTER

Ms. Condra presented the updated Internal Audit (IA) Charter, which incorporates new standards and practices required by the Institute of Internal Auditors (IIA). The updates change the focus of the IA role from consulting to advisory, as well as provide more detail and new audit technologies. Implementation is required by January 15, 2025. The updated charter was sent to the Audit Committee prior to the meeting, but the Committee did not have the opportunity to hold a formal meeting on the changes. Ms. Kille made a motion to approve the updated charter; Judge Smalkin seconded. The motion passed unanimously.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is amendment #1 with SCS Engineers for \$49,120. It is for groundwater and surface water per- and polyfluoroalkyl substances (PFAS) monitoring services at the Brown Station Road Sanitary Landfill. There is a 27.5% minority business enterprise (MBE) goal, and the contractor is currently achieving 27.28%. Judge Smalkin made a motion to approve the item; Mr. Witt seconded. No members were opposed. 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 the filing period has opened with the State Ethics Commission for the filing of financial disclosures, which are due April 30, 2025. She also reported that the process of selecting a new Assistant Attorney General to backfill her prior position is ongoing and should be completed soon. Private bond counsel will be retained for the Midshore II bond transaction.

GROUP UPDATES

Ms. Slatnick presented about the Freedom District Wastewater Treatment Plant (WWTP) positive displacement blower replacement. Four old blower units are to be replaced with two higher-efficiency units. The MES Maintenance Department recently disassembled three malfunctioning blowers, replaced them with a new unit, and updated the electrical conduit, power feeders, and circuit breaker. The first new blower is currently in service. Installation of the second unit is projected to begin at the end of January.

Ms. Filiaggi provided a presentation on the new Tiger HS-55 depackaging system currently being used at the Prince George's County Organic Composting Facility. The first of its kind in the State of Maryland, the system allows the facility to accept packaged food scraps. It separates plastic, cardboard, and metal from food scraps, resulting in a clean stream of compostable materials.

Ms. Wijetunga presented information on PFAS testing at the Darlington Water Treatment Plant (WTP). The facility, which serves about 250 residents in the Town of Darlington, is the only MES-owned WTP. In April 2024, the U.S. Environmental Protection Agency (EPA) issued new regulatory levels for maximum contaminant levels for PFAS in water systems. MES has been testing for PFAS since 2016. The most recent test indicated levels that slightly exceed the new limits. The community has already been notified, and additional testing will be conducted. Solutions are currently being investigated and will be implemented by the 2029 deadline.

Ms. Dolinar provided a presentation on the evolution of design and construction in dredged material placement projects. MES has helped support the Maryland Port Administration (MPA) on these projects since the early 1980s. Hart-Miller Island was the first island dredged material containment facility in Maryland. The project initially did not focus on community outreach efforts, and opposition to the project delayed it for ten years. The original plan was to restore the island for recreation purposes only. However, as wildlife arrived on the island, areas were modified for wildlife habitat restoration. In contrast, the Poplar Island Ecosystem Restoration project focused on island habitat restoration from the beginning, employing considerable community and stakeholder outreach. The newest island dredged material placement project is the Mid-Bay Island Ecosystem Restoration Project, which consists of Barren and James Islands. The project is exploring nature-based solutions for the restoration.

OLD/NEW BUSINESS

The next meeting of the Board is Thursday, February 27, 2025, at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:45 a.m.

Frederic N. Smalkin

HONORABLE FREDERIC SMALKIN
SECRETARY

Shelley Heller

SHELLEY HELLER
CHAIR



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

February 27, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair (video)

PRESENT: Judge Frederic Smalkin, Secretary (video)

Robert Witt, II (video)

Brendon Baatz, Treasurer (video)

Moalie Jose, P.E. (video)

James H. Johnson Jr., Ph.D., P.E.

Joanna Kille for Dereck Davis (video)

Charles Glass, Ph.D., P.E.

DIRECTORS

ABSENT: None

OTHERS

PRESENT: Priscilla N. Carroll, Esq. Luke Page, Technical & Environmental Services (TES)
Ellen Frketic, Deputy Director Pamela Fuller, Board Clerk
Winsome Condra, Procurement Casey Powers, IT (video)
Marni Dolinar, Env. Dredging & Restoration (EDR) Jennifer Wijetunga, WWW
Tim Ford, Environmental Operations (EO) Tiff Bradshaw, WWW
Ramona Jones, Human Resources Joseph Wright, WWW
Matt Lapinsky, Water/Wastewater Danielle Wilson, EO
Hament Patel, Finance Lisa Barry, EDR
Kanishk Sharma, Administration Alex Hancock, TES
Janani Ravi (video)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:33 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 from the Board meeting on January 23, 2025. The minutes were approved by consent.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's and Deputy Director's expense reports for the last month were reviewed. Dr. Glass had no expenses, and Ms. Frketic had one expense.

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

Dr. Glass reported on invoice processing performance which is a key performance indicator (KPI) being monitored by agency staff. While the processing time has improved, it is not yet at goal. Efforts are being made to improve the processing of purchase orders (POs). A Project Improvement Team (PIT) has been established to provide rules for procurement card purchasing and PO processing.

At a recent budget hearing, Dr. Glass was asked about the agency's use of artificial intelligence (AI) tools. Microsoft Copilot is being explored among the executive staff, and the AI Help Assistant feature has been utilized in Workday. MES is also developing an in-house chatbot to address frequently asked questions and provide templates for routine tasks.

Dr. Glass reviewed an updated list of long-term projects he will focus on in the coming months. Several items have already been completed. Dr. Glass reported to the Maryland General Assembly's Transportation and the Environment Subcommittee Chair that MES has finalized agreements with all but two State partners for reimbursable projects. The remaining two agencies are currently reviewing the contracts. The committee seemed satisfied. Dr. Glass is also currently reviewing the numerous applications to MES' new fellowship program.

BEST 2025 UPDATE

Ms. Frketic provided an update on the status of the Building Excellence and Success Together (BEST) FY2025 goals. Most items are in progress, on track, or already completed. Goal 6 (Administrative Enhancements) contains several sub-goals requiring close monitoring. Meeting the goal of increasing revenue through billable labor sales by 4% may be difficult, but

everyone is working hard. Another goal that may be challenging to achieve is the objective to meet or exceed the State's Small Business Reserve (SBR) goal. Last year, MES was very close to the State-set goal. This year, the State changed the guidelines for calculating SBR rates. The new rates are based on the dollar value of SBR contracts awarded rather than as the percentage of SBR contracts. There are very few SBR contractors available for major engineering and construction projects. The BEST SBR goal was set for 20%, which may not be within the agency's control. A realistic expectation would now be 12-15%.

NEW BUSINESS REPORT

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

FINANCIAL REPORT

Mr. Patel reported on the agency's preliminary financial performance as of January 2025. Total billable labor in FY25 is higher than in FY24 but lower than budgeted. Billable labor is lower in Technical and Environmental Services and Water/Wastewater and higher in the other two groups, Environmental Operations and Environmental Dredging and Restoration. Billable hours were lower this January than last, but holidays and inclement weather may have played a role. Overhead expenses have also been lower, due primarily to overhead vacancies.

Overall, the agency is doing well. State clients make up the majority of MES customers. Seventy to eighty percent of the work is to ensure required permit compliance. Prospective new Geographic Information Systems (GIS) work, as well as additional distribution and collection systems work for the Maryland Department of Natural Resources (DNR) and Department of Public Safety and Correctional Services (DPSCS), should lead to increased labor figures.

Municipal securities firm DAC Bond recently awarded MES a Certificate of Excellence for its outstanding commitment to continuing disclosure of its bonds. Maria Bowman has ensured the required monthly reporting is completed for MES and the four Midshore partner counties for the last five years. DAC's recognition will be very beneficial as MES moves forward with its next bond sale for the Midshore II Landfill.

HUMAN RESOURCES REPORT

Ms. Jones presented the Human Resources report. As of February 19, 2025, the agency vacancy rate was 3.10%. Spring recruitment events are currently being scheduled.

PROCUREMENT ITEMS

Procurement Item 1 was withdrawn prior to the meeting.

Ms. Condra presented Item 2. The procurement is for the purchase of a Vermeer Trommel TR626 with Vermeer Vector VacStack for the Montgomery County Yard Trim Compost Facility. Vermeer All Roads will provide the equipment at a cost of \$654,161. There is a 0% minority business enterprise (MBE) goal. Mr. Witt made a motion to approve the item; Mr. Baatz seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is for marine delivery and supply of ultra-low-sulfur diesel fuel to Hart-Miller and Poplar Islands. Vane Brothers Company will provide the fuel and delivery at a cost of \$617,500. There is a 0% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Baatz seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is a change order with Geosyntec Consultants, Inc. for \$244,033.56. It is for contract design and permitting services, bid document preparation, and bid support for the new enclosed flare system at the Sandy Hill Landfill, necessitated by recent Maryland Department of the Environment (MDE) requirements. There is a 19% MBE goal for the change order. Mr. Baatz made a motion to approve the item; Mr. Witt seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 5. The procurement is a change order with EA Engineering, Science, and Technology, Inc. for \$137,431.87. It is for facility upgrades at the Brown Station Road Leachate Pre-Treatment facility. There is a 32.2% MBE goal, and the contractor is currently achieving 37.48%. Mr. Witt made a motion to approve the item; Mr. Baatz seconded. No members were opposed. The motion passed unanimously with the exception of Ms. Jose, who abstained from the discussion, consideration, and vote.

Ms. Condra presented Item 6. The procurement is a pre-solicitation approval for \$225,600 for the purchase of 50% sodium hydroxide for the Brown Station Road Landfill leachate pre-treatment facility. There is a 0% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Witt seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 7. The procurement is for upgrades to the baler feed conveyor at the Prince George's County Materials Recycling Facility. Van Dyke Baler Corp. will provide the parts and services at a cost of \$372,114.75. There is a 0% MBE goal. Judge Smalkin made a motion to approve the item; Mr. Baatz seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 8. The procurement is for planning and mapping support services for the 2026 State of Maryland Hazard Mitigation Plan. AECOM will provide the services at a cost of \$214,802.85. There is an 81.7% MBE goal. Mr. Baatz made a motion to approve the item; Ms. Jose seconded. No members were opposed. The motion passed unanimously.

Ms. Condra presented Item 9. The procurement is a pre-solicitation approval for \$14,340,000 for dredging, transport, unloading, and dewatering of dredged material from Colgate Creek into geotextile tubes. Work on the project must begin soon after solicitation in order to be completed within the spring dredging season. There is a 10% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Witt seconded. No members were opposed. 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 thanked Eric Hartlaub and Pam Fuller for their work in completing the agreements with MES' State reimbursable clients. Whiteford, Taylor & Preston, private bond counsel, and PFM, financial advisors, have both been retained for the Midshore II bond transaction. They were both part of the team that worked on the 2018 bond transaction.

A new Assistant Attorney General has been selected and should be appointed before the next Board meeting.

Ms. Carroll reported that the filing period has opened with the State Ethics Commission for the filing of financial disclosures, which are due April 30, 2025.

GROUP UPDATES

Danielle Wilson, Deputy Division Chief, Solid Waste, presented on a conveyor repair at the Montgomery County Material Recovery Facility. The current commingle plant is over 30 years old. Conveyor downtime became a significant issue in 2023, and a total rebuild of conveyor #2 was required. Materials were fabricated remotely and arrived on-site on January 6, 2025. The demolition and replacement of the equipment occurred over two weeks, and the conveyor is now back in service.

Tiff Bradshaw and Joe Wright, Managers of Water/Wastewater (WWW) Operations, and Jen Wijetunga, Division Chief, WWW, presented on the Operator in Training (OIT) program. Mr. Bradshaw discussed efforts to attract and retain qualified operators, including a recent meeting and tour with the Anne Arundel County Public School's Career and Technical Education program. He also detailed efforts to establish a Youth OIT Apprenticeship position, allowing high school students to start the program prior to graduation. Ms. Wijetunga described a plan to broaden the OIT classification's education requirements to allow the substitution of educational courses for up to one year of the program. This would match the Maryland Board of Waterworks and Waste System Operators' licensing requirements. Mr. Wright then detailed an effort to retain current OITs between steps in the program by adding an "OIT Pending" classification to the OIT career ladder for staff until they can pass the required tests. Changes to

the program and the career ladder will be brought to the Board of Directors' Human Resources Committee in March or April 2025.

Lisa Barry, Senior Environmental Specialist, discussed harmful algal blooms and wildlife disease response at dredged material containment facilities and restoration projects. A number of collaboration partners work together in response to harmful algal blooms and wildlife disease outbreaks. Once identified, standard operating procedures are implemented to stop the spread, monitor conditions, and treat.

Alex Hancock, Assistant Environmental Section Chief, discussed the Maryland Quality Initiative (MdQI) Conference hosted by the Maryland Transportation Builders and Materials Association. This was MES' first year as an exhibitor and sponsor. In addition to engaging in networking opportunities, staff had the opportunity to attend a variety of information sessions.

OLD/NEW BUSINESS

The next meeting of the Board is Thursday, March 27, 2025, at 9:30 a.m. Dr. Glass informed the Board that he would be in Michigan on a family matter that week and would either participate remotely or that Deputy Frketic would represent him at the meeting.

ADJOURNMENT

Upon motion by Dr. Johnson, seconded by Mr. Baatz, the meeting adjourned at 11:35 a.m.

Frederic N. Smalkin

**HONORABLE FREDERIC SMALKIN
SECRETARY**

Shelley Heller

**SHELLEY HELLER
CHAIR**



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

March 27, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair (video)

PRESENT: Judge Frederic Smalkin, Secretary (video)

Robert Witt, II (video)

Brendon Baatz, Treasurer (video)

Moalie Jose, P.E. (video)

James H. Johnson Jr., Ph.D., P.E.

Joanna Kille for Dereck Davis (video)

DIRECTORS

ABSENT:

Charles Glass, Ph.D., P.E.

OTHERS

PRESENT:

Priscilla N. Carroll, Esq.

Craig Hawkins, Procurement

Marni Dolinar, Env. Dredging & Restoration (EDR)

Tim Ford, Environmental Operations (EO)

Ramona Jones, Human Resources

Jen Wijetunga, Water/Wastewater

Hament Patel, Finance

Melissa Slatnick, Technical & Environmental Services (TES)

Pamela Fuller, Board Clerk

Casey Powers, IT (video)

Josh Welborn, Esq.

Charles Ingram, EO

CALL TO ORDER

Ms. Heller called the meeting to order at 9:33 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 from the Board meeting on February 27, 2025. Dr. Johnson asked for clarification on how the minutes were approved. Ms. Heller indicated that when there are no comments, minutes can be confirmed by consent. Dr. Johnson made a motion to approve the minutes; Ms. Kille seconded. The motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass was unavailable for the meeting. In his absence, Ms. Dolinar delivered his report. The Executive Director's and Deputy Director's expense reports for the last month were reviewed. Dr. Glass had one expense, and Ms. Frketic had several.

Dr. Glass' list of external engagements with governmental and private entities over the last month was displayed.

A Project Improvement Team (PIT) was created to improve the performance and speed of payments to vendors. The team has now met three times and made great progress in assessing the agency procurement process, which includes the use of credit cards, purchase orders, contracts, supplier invoice requests, and expense reports. The next step is to examine the use of procurement cards for purchases less than \$1,000. The goal of the PIT is to identify the optimum balance between process efficiency and risk.

On March 14, 2025, Dr. Glass received a request from the Maryland Joint Committee on Cybersecurity, IT and Biotechnology asking about the agency's use of artificial intelligence (AI) tools. A response is being prepared and will be submitted tomorrow, March 28, 2025.

Dr. Glass's list of long-term projects he will focus on in the coming months was reviewed. Several items have already been completed.

NEW BUSINESS REPORT

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

FINANCIAL REPORT

Mr. Patel reported on the agency's preliminary financial performance as of February 2025. Total billable labor in FY25 is higher than in FY24 but lower than budgeted. FY25 was budgeted based on a 5% increase over FY24. The Strategic Plan indicates the agency should aim for a 4% increase. This month's report and future reports will be recalculated with a budgeted billable labor increase of 4% over the prior year. The reasons billable labor is lower for the Technical and Environmental Services (TES) and Water/Wastewater (WWW) groups have been examined. The WWW group lost two long-serving employees who billed at higher rates and saw

the elimination of services at the Crownsville Wastewater Treatment Plant (WWTP) when Anne Arundel County took over the site. The TES group lost eight billable employees when they were hired directly by their client agencies, and completed an environmental justice project for the Department of Housing and Community Development (DHCD). Overhead expenses have also been lower, offsetting the reduced labor. Overall, the agency is doing well.

HUMAN RESOURCES REPORT

Ms. Jones presented the Human Resources (HR) report. As of March 12, 2025, the agency vacancy rate was 3.1%. Spring recruitment events are currently being scheduled.

PROCUREMENT ITEMS

Mr. Hawkins presented Item 1. The procurement is for the purchase of three 2025 Caterpillar 966 Wheel Loaders for the Montgomery County Yard Trim Compost Facility and Grinding Lot. Carter CAT will provide the equipment at a cost of \$1,530,000. There is a 0% minority business enterprise (MBE) goal. Mr. Witt made the motion to approve the item; Judge Smalkin seconded. No members were opposed. The motion passed unanimously.

Mr. Hawkins presented Item 2. The procurement is change order #3 with Agri-Services Corp. for \$1,301,295.20 for additional loading, hauling, and disposal of leachate collected at the Brown Station Road Sanitary Landfill. There is a 0% MBE goal. The unit price for hauling was fixed by the contract. This change order is for additional gallons only. Mr. Baatz made the motion to approve the item; Dr. Johnson seconded. No members were opposed. The motion passed unanimously.

Mr. Hawkins presented Item 3. The procurement is for the purchase of a 2025 Caterpillar MH3024 Material Handler for the Montgomery County Grinding Lot. Carter CAT will provide the equipment at a cost of \$359,600. There is a 0% MBE goal. Dr. Johnson made the motion to approve the item; Mr. Witt seconded. No members were opposed. 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 the filing period has opened with the State Ethics Commission for the filing of financial disclosures, which are due April 30, 2025.

Ms. Carroll also introduced Joshua Welborn, the new Assistant Attorney General who started last week.

GROUP UPDATES

Ms. Wijetunga presented on the Town of Myersville's Water and Wastewater Treatment Facilities. MES has operated the facilities since 1997, providing both treatment and storage. Ms. Wijetunga described the annual cleaning of the lagoon and recent troubleshooting at the plant.

Ms. Slatnick described the roadway asset data collection activities done by MES for the State Highway Administration (SHA) Asset Management office. MES is currently mapping, assessing, and collecting data on street lighting throughout Prince George's and Montgomery Counties.

Ms. Dolinar discussed the upcoming +80 ft dike raising planned for the Cox Creek Dredged Material Containment Facility. The planned construction will increase the capacity and lifespan of the facility.

Mr. Ingram described the Eastern Correctional Facility (ECI) Boiler operator training program. Regulations require a Grade 1 Stationary Engineer to be onsite at all times. It can take up to ten years to complete all the necessary steps. It has been a challenge finding properly licensed operators. A number of current operators have achieved their licenses through this career ladder.

OLD/NEW BUSINESS

Ms. Heller noted a number of changes to the upcoming Board meeting schedule. There will be HR Committee meetings on April 17 at 9:00 a.m. and on June 12 at 1:00 p.m. There will be a lunch for Board members after the June meeting. The Organizational meeting of the Board will be held during the July 24 meeting, which will also include the Annual Board training. There were no comments on these updates.

The next meeting of the Board is Thursday, April 24, 2025, at 9:30 a.m.

ADJOURNMENT

Upon motion by Mr. Witt, seconded by Mr. Baatz, the meeting adjourned at 10:33 a.m.

Frederic N. Smalkin

HONORABLE FREDERIC SMALKIN
SECRETARY

Shelley Heller

SHELLEY HELLER
CHAIR



Wes Moore **GOVERNOR**

Aruna Miller **L.T. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS HUMAN RESOURCES COMMITTEE MEETING MINUTES

April 17, 2025

LOCATION: **Headquarters/Video Call**

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

COMMITTEE Robert L. Witt, II (Chair) (video)
MEMBERS Honorable Frederic N. Smalkin (video)
PRESENT: Dr. James Johnson, Jr., Ph.D., P.E.
Shelley Heller (video)

OTHERS	Priscilla Carroll, Esq.	Kanishk Sharma
PRESENT:	Marni Dolinar	Josh Welborn, Esq.
	Ramona Jones	Pamela Fuller
	Felicia Gross	Casey Powers (IT) (video)
	Matt Lapinsky	

CALL TO ORDER

Mr. Witt called the meeting to order at 9:02 a.m. Some Board members and staff participated via Zoom video and/or audio call; the remainder were present at Maryland Environmental Service (MES) Headquarters. The meeting was streamed live to the public via YouTube.

MINUTES

Mr. Witt requested a discussion or motion to approve the minutes of the Committee meeting on June 13, 2024. Dr. Johnson moved to approve the minutes; Ms. Heller seconded. No corrections or objections were noted, and the minutes were unanimously approved by consent.

HUMAN RESOURCES POLICIES

Mr. Sharma introduced Dr. Felicia Gross, the new Chief of Human Resources, who started last week.

Several Human Resources (HR) policies were submitted for review and approval. Ms. Jones summarized the changes to each policy. The committee decided to review each policy individually, then vote on them collectively.

The policies reviewed were:

- HR 1.11 Scheduled Hours. Changes were made to the policy scope and definitions. There were no questions or comments
- HR 3.02 Annual Leave. Changes clarified eligibility criteria, and utilization and carryover provisions. There were no questions or comments.
- HR 3.22 Sick and Safe Leave. The changes clarified accrual, use, and denial provisions. Dr. Johnson asked if there were guidelines for what constitutes a “disruption” for purposes of denial. Dr. Gross indicated HR could provide guidance, but the disruptive hardship could differ between units. This policy only applies to a small group of employees who would otherwise not earn sick leave and will be administered in the same way that traditional sick leave is handled. The proposed changes bring the policy into compliance with State law.
- HR 4.03 Abandonment of Employment. The changes update the procedures to be followed. There were no questions or comments.
- HR 5.02 Attendance Standards – Lateness. The changes clarified employee and supervisor’s responsibilities and the procedures to be followed. Dr. Johnson recommended a format change to §III.A. as the second paragraph was the supervisor’s responsibilities. A change was made to have section A pertain to Employee, and Section B pertain to Supervisors. All agreed this format change clarified the section.
- HR6.05 Appeal of Disciplinary Procedure. The changes clarified the definitions and updated several titles. There were no questions or comments.
- HR 8.03 Apprenticeship Policy for Operator in Training (OIT) Program. The changes allow for the substitution of academic credit for up to one (1) year of experience at various levels of the program. The changes also added the

designation “OIT Pending” between OIT 1 and OIT 2. This would allow the agency to retain qualified operators who are struggling to pass the exam and move to the next level. There were no questions or comments.

- **HR 10.04 Overtime and Compensatory Time Accrual and Use.** Mr. Witt questioned the 120-hour carryover limit for exempt employees. Ms. Heller mentioned many organizations do not allow accrual of any compensatory time, or cap it 80 hours. The policy does allow for exceptions to the carryover limit under unique circumstances.

Ms. Heller made a motion to recommend approval of all the policy updates to the full Board; Dr. Johnson seconded. The motion passed unanimously.

CAREER LADDERS

Mr. Lapinsky summarized the proposed changes to the OIT and Operator career ladders. The changes are part of HR Policy 8.03 discussed earlier. The OIT ladder adds a rung for “OIT Pending” for those OITs who are struggling to pass the required exams. It allows them to remain in the program and allows MES to retain quality operators. They can remain at this level for no more than three years, while they work to pass the exams necessary to maintain their licenses. The ladders are also being updated to allow one (1) year of college coursework to be substituted for up to one (1) year of experience. This change has already been approved by the Board of Waterworks and Waste System Operators (WWSO). The WWSO Board has also recently allowed high school students to accumulate hours before they graduate that can be applied toward their licenses.

Mr. Witt indicated that this is a great idea, as sometimes the best operators are not great test takers. Mr. Lapinsky further explained that the agency is examining past test performance and looking at all avenues to help operators pass their exams. Approximately eight (8) operators are currently signed up for a 5-day course and exam at Mt. St. Mary’s University.

Dr. Johnson made a motion to approve the changes to both career ladders; Judge Smalkin seconded. The motion passed unanimously.

EXECUTIVE DIRECTOR PERFORMANCE EVALUATION TIMELINE

Mr. Witt proposed the following schedule for completion of Dr. Glass performance evaluation:

- April 24 - Evaluation Survey Form will be distributed by Ms. Fuller to the full Board
- May 29 - All completed evaluations are due to Mr. Witt
- June 2 - Mr. Witt will combine all responses and distribute a compiled evaluation to all Board members for their review and discussion
- June 12 - June HR Committee meeting. The meeting will include:
 - Executive Session: to review and discuss the evaluation (all members welcome to attend, or provide comments to Mr. Witt in advance of meeting)
 - Closed Session: consider salary recommendation
- June 26 - June Board meeting
 - Closed session: salary recommendation
 - Mr. Witt and Ms. Heller to meet with Dr. Glass after the meeting to present his evaluation and salary adjustment

ADJOURNMENT

Upon motion by Ms. Heller, seconded by Dr. Johnson, the meeting adjourned at 9:36 a.m.



**ROBERT L. WITT, II
HUMAN RESOURCES COMMITTEE CHAIR**



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

April 24, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair

PRESENT: Judge Frederic Smalkin, Secretary (video)

Brendon Baatz, Treasurer (phone)

Robert Witt, II (video)

Moalie Jose, P.E. (video)

James H. Johnson Jr., Ph.D., P.E.

Joanna Kille for Dereck Davis (video)

Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT:

OTHERS Priscilla N. Carroll, Esq.

PRESENT: Winsome Condra, Procurement

Marni Dolinar, Env. Dredging & Restoration (EDR)

Tim Ford, Environmental Operations (EO)

Ramona Jones, Human Resources

Matt Lapinsky, Water/Wastewater

Hament Patel, Finance

Melissa Slatnick, Technical & Environmental Services (TES)

Jeff Tosi, Gov. Affairs

Pamela Fuller, Board Clerk

Casey Powers, IT (video)

Felicia Gross, Human Resources

Kanishk Sharma, Administration

Kerri Walsh, Exec, (video)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:31 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.

INSPIRE

Ms. Dolinar presented an Inspire award to Mark Lennon, Chris Heyrend, Chris Green, Mickey Newport, and Oluwatosin Bello for their customer service excellence and exceptional contract performance for the construction management and inspection support services for the Cox Creek Dredged Material Containment Facility +60 dike raising and expansion project.

Ms. Dolinar presented an Inspire award to Bill Buszinski, Travis Rowe, Wanita David, John Ell, Danny Hayes, Jason Doty, Manning Budd, James Smith, and Justin Riesett for their work to repair a pipe for the University of Maryland Center for Environmental Science (UMCES) at their Horn Point Laboratory in Cambridge, Maryland. They exhibited excellent customer service which resulted in acquiring a new contract and increased revenue for the Service while responding to an emergency by a State supported institution.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes from the Board meeting on March 27, 2025. There were no comments or corrections. The minutes were approved by consent.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported one expense for parking last month. He then reviewed his list of external engagements with governmental and private entities over the last month.

A Project Improvement Team (PIT) continues to examine ways to improve the performance and speed of payments to vendors. The team has now met multiple times and made great progress in assessing the agency procurement process, which includes the use of credit cards, purchase orders, contracts, supplier invoice requests, and expense reports. The goal of the PIT is to identify the optimum balance between process efficiency and risk. The team is recommending the use of P-cards for purchases of up to \$2,500. This would result in an 80% reduction in the number of purchase orders. Two policies are being drafted and should be ready to be sent to the Audit Committee by May 8, 2025.

The summer Internship program is ramping up. Twelve interns have been selected and placed throughout the agency, with a few more awaiting confirmations. Two rotational Fellows have been chosen from over 200 resumes. The Environmental Specialist and Engineer will rotate throughout the agency over the course of the year.

Earth Day activities were held throughout the agency on Tuesday, April 22.

Dr. Glass reviewed his list of long-term projects he will focus on in the coming month. Several new items were added.

LEGISLATIVE UPDATE

Mr. Tosi updated the Board on several recently passed bills that may impact the agency. HB344/SB315 alters the membership of the MES Board. The bill removes the State Treasurer and replaces the Treasurer with the Secretary of the Maryland Department of Planning. It also adds two members of the General Assembly (one Senate and one House) as non-voting members. Quorum and voting thresholds remain the same. The bill will be effective July 1, 2025.

Other bills reviewed include:

- Budget Reconciliation & Financing Act (BRFA – HB352) This bill increased the fund balances on two MES contingency funds. The State Reimbursable project fund cap was increased to \$3 million. The ECI Steam Turbine project contingency fund cap was increased to \$5 million.
- Capital Budget Projects – all MES projects were fully funded
- Procurement Reform Act (HB500) –made adjustments to the Small Business Reserve (SBR) program
- Family & Medical Leave Insurance Program (HB102) – delays implementation to January 1, 2027
- Extended Producer Responsibility (SB901) – implements new program for product packaging.

NEW BUSINESS REPORT

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

FINANCIAL REPORT

Mr. Patel reported on the agency's preliminary financial performance as of March 2025. Total billable labor in FY25 is higher than FY24 but lower than FY25 budgeted. There are no major cuts to ongoing projects, and new projects continue to rise steadily. Overhead expenses have also been lower, offsetting the reduced labor. Overall, the agency is doing well.

HUMAN RESOURCES REPORT

Dr. Glass introduced Dr. Felicia Gross, the new Chief of Human Resources. Ms. Jones presented the Human Resources (HR) report. As of April 9, 2025, the agency vacancy rate was 2.62%. There are numerous spring recruitment events currently scheduled, with more being added.

HUMAN RESOURCES COMMITTEE

Mr. Witt advised the Human Resources (HR) committee met last week to discuss several matters. Several policies were reviewed and approved. Ms. Jones summarized the changes to each policy.

- HR 1.11 Scheduled Hours. Changes were made to the policy scope and definitions.
- HR 3.02 Annual Leave. Changes clarified eligibility criteria, and utilization and carryover provisions.
- HR 3.22 Sick and Safe Leave. The changes clarified accrual, use, and denial provisions. This policy only applies to a small group of employees who would otherwise not earn sick leave and will be administered in the same way that traditional sick leave is handled. The proposed changes bring the policy into compliance with State law.
- HR 4.03 Abandonment of Employment. The changes update the procedures to be followed.
- HR 5.02 Attendance Standards – Lateness. The changes clarified employee and supervisor's responsibilities and the procedures to be followed.
- HR 6.05 Appeal of Disciplinary Procedure. The changes clarified the definitions and updated several titles.
- HR 8.03 Apprenticeship Policy for Operator in Training (OIT) Program. The changes allow for the substitution of academic credit for up to 1 year of experience at various levels of the program. The changes also added the designation "OIT Pending" between OIT 1 and OIT 2.
- HR 10.04 Overtime and Compensatory Time Accrual and Use.

Mr. Witt advised that the HR Committee reviewed and approved of all the proposed changes. Dr. Johnson made a motion to approve all of the policy updates; Ms. Kille seconded. There were no questions or comments. The motion passed unanimously.

Mr. Lapinsky summarized the proposed changes to the OIT and Operator career ladders. The changes are part of HR Policy 8.03 discussed earlier. The OIT ladder adds a rung for "OIT Pending" for those OITs who are struggling to pass the required exams. It allows them to remain in the program and allows MES to retain quality operators. They can remain at this level for no more than three years, while they work to pass the exams necessary to maintain their licenses. The ladders are also being updated to allow one year of college coursework to be substituted for up to 1 year of experience. This change has already been approved by the Board of Waterworks and Waste System Operators (WWSO). The WWSO Board has also recently allowed high school students to accumulate hours before they graduate that can be applied toward their licenses. Mr. Witt advised that the HR Committee reviewed and approved both career ladder updates. Dr. Johnson made a motion to approve the updates; Mr. Witt seconded. The motion passed unanimously.

Mr. Witt proposed the following schedule for conducting Dr. Glass' performance evaluation. The evaluation forms will be distributed to the Board today. All completed evaluations should be submitted to Mr. Witt by May 29. He will then compile the responses and distribute them to the Board members. He proposed the Board members meet on June 5, at 9:00 a.m. to review and discuss. The HR Committee would then meet on June 12 to discuss a salary recommendation proposal. Mr. Witt and Ms. Heller will deliver the evaluation to Dr. Glass after the June 26 Board meeting.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is for the purchase of aluminum sulfate for statewide water and wastewater projects. Tricon Chemical Corporation will provide the chemicals at a cost of \$409,293.00. There is a 0% MBE goal. Mr. Witt made the motion to approve the item; Ms. Jose seconded. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is for algae analysis lab services at the various dredged material containment facilities. Cyano Holdings, Inc./GreenWater Laboratories will provide the services at a cost of \$225,800.00. There is a 0% MBE goal. Dr. Johnson made the motion to approve the item; Mr. Witt seconded. The procurement is a sole source, as they are the only laboratory that can accommodate the volume of tests and needed quick turn-around time. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is for avian rehabilitation and mortality response at various dredged material containment facilities. Tri-State Bird Rescue and Research, Inc. will provide the services at a cost of \$223,505.00. There is a 0% MBE goal. Judge Smalkin made the motion to approve the item; Ms. Jose seconded. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is for paving of River and Holly Roads adjacent to the Midshore II Landfill. David A. Bramble, Inc. will provide the services at a cost of \$392,151. There is a 12% MBE goal. Mr. Witt made the motion to approve the item; Dr. Johnson seconded. The motion passed unanimously, except for Ms. Heller who abstained from the discussion, consideration, and vote.

Ms. Condra presented Item 5. The procurement is for the purchase of a new 2025 Caterpillar MH3024 material handler (excavator) for the Prince George's County Materials Recovery Facility (MRF). Carter Machinery Co., Inc. will provide the equipment at a cost of \$397,460.00. There is no MBE goal. Dr. Johnson made the motion to approve the item; Judge Smalkin seconded. The motion passed unanimously.

Ms. Condra presented Item 6. The procurement is for the supply and delivery of 11- and 12-gauge baling wire for the Prince George's County MRF and Montgomery County Recycling

Center. South Atlantic Marine Service, Inc. will provide the wire at a cost of \$318,978.00. There is a 0% MBE goal. Mr. Witt made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Ms. Condra presented Item 7. The procurement is for dredging, transportation, unloading, and dewatering of dredged material into geotextile tubes adjacent to the Colgate Creek. McLean Contracting Company will provide the services at a cost of \$17,121,000.00. This project was approved in February for \$14,340,000 based on the engineers' estimate. All bids came in higher than this amount due to the limited construction period and specific polymer requirements. There is a 10% MBE goal. Dr. Johnson made the motion to approve the item; Ms. Jose seconded. Ms. Kille inquired about the 10% MBE goal. Ms. Dolinar advised that dredging projects typically have fewer qualified MBE firms. Also, the use of the geotextile tubes increased the cost, and decreased the opportunities for MBE participation. The motion passed unanimously.

Ms. Condra presented Item 8. The procurement is for the purchase of a 2025 CBI 6400 CT Horizontal Grinder for the Montgomery County Grinding lot. Aggregate Screens & Crushers, LLC will provide the equipment at a cost of \$1,275,950.00. There is no MBE goal. Mr. Baatz made the motion to approve the item; Judge Smalkin seconded. The motion passed unanimously.

Ms. Condra presented Item 9. The procurement is a renewal with EARN Contractors, Inc. for \$1,268,780.00. It is for temporary labor services provided to Montgomery County Yard Trim and Composting Facility. There is a 15.97% MBE goal, contracting is currently achieving 30%. Mr. Witt made the motion to approve the item; Judge Smalkin seconded. The motion passed unanimously.

Ms. Condra presented Item 10. The procurement is for the purchase of a 2025 Powerscreen Phoenix 3300 Trommel Screen for the Prince George's County Organics Composting Facility. Aggregate Screens and Crushers, LLC will provide the equipment at a cost of \$484,589.00. There is no MBE goal. Dr. Johnson made the motion to approve the item; Mr. Witt seconded. The motion passed unanimously.

Ms. Condra presented Item 11. The procurement is a change order with SCS Engineers for \$280,566.95. It is for additional engineering, permitting & construction support for Area C infill area at the Brown Station Landfill. There is a 20% MBE goal, they are currently achieving 17.53%. Mr. Baatz made the motion to approve the item; Mr. Witt seconded. The motion passed unanimously.

Ms. Condra presented Item 12. The procurement is for the installation of an aerated static pile composting system at the Harford County Mulch and Compost Facility. Sustainable Generation will provide the proprietary system at a cost of \$314,700.00. There is a 0% MBE

goal. Dr. Johnson made the motion to approve the item; Judge Smalkin seconded. Ms. Heller asked why this was a sole source. Mr. Ford indicates that due to the location of the project, the County wanted maximum odor control. The Gore cover system allows them to do this. Food scraps may be added in the future. 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 the filing period with the State Ethics Commission for the filing of financial disclosures closes next week on April 30, 2025.

CLOSED SESSION

At 11:02 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b) (7) and (8), Ms. Heller stated that the Board intended to enter closed session to approve the minutes of a prior closed-meeting session, to consult with counsel to obtain legal advice, and to consult with staff, consultants, or other individuals about pending or potential litigation. Ms. Heller asked if anyone objected to the Board entering the closed session; no objections were heard. She also stated that any member of the viewing public who objected could submit their objection via email to the agency. Mr. Baatz then made a motion that the Board enter closed session for the reasons stated above. Ms. Jose seconded the motion; all members voted in favor of closing the meeting.

Ms. Heller announced that the meeting of the Board of Directors would return to the open session following the closed session.

The public meeting closed at 11:03 a.m. Staff not required for the closed session left the meeting room and Zoom session. A five-minute recess was held before the closed session commenced.

Ms. Heller called the meeting of the closed session of the Board to order at 11:14 a.m. Present during the closed session were Board members Glass, Heller, Smalkin, Witt, Baatz, Jose, Johnson, and Kille. They were joined by Ms. Carroll, Mr. Lapinsky, Ms. Fuller and Mr. Eric Hartlaub and Mr. Joshua Welborn, who joined the meeting for the closed session.

Ms. Heller requested approval of the minutes of the closed session from the December 19, 2024, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Ms. Carroll, Mr. Hartlaub, and Mr. Welborn briefed the Board on several matters of pending and potential litigation.

At 11:48 a.m. Dr. Johnson made a motion to return to the open session, seconded by Mr. Witt. All members were in favor.

OLD/NEW BUSINESS

The Board returned to the open session at 11:49 a.m.

RESOLUTION 25-04-1R

Mr. Lapinsky presented a history of the Southern Hills Shared Use Facility. The Shared Use system documents were executed in 2015 after the MES Board of Directors approved MES's service as the Controlling Authority. The MES Board of Directors relied on representations made by the developer, Southstar, in approving Resolution 15-03-1R, which authorized the agency to serve as the Controlling Authority and enter into a series of agreements with Southstar and Anne Arundel County. Southstar then failed to deliver on the agreed-upon plans and its many commitments to MES. Mr. Lapinsky listed many of the deficiencies in the wastewater system that was provided. The facility's inadequacies in addition to the high influent quantity and poor influent quality issues have led to a premature failure of the treatment system. In addition, homeowner use of salt-based water softeners has damaged the plant and membranes. To maintain environmental compliance, the facility has been taken out of service, and all influent is being pumped and hauled to another facility for proper treatment. In accordance with MDE regulations, no new building permits can be issued in the community while it is on pump and haul status. This has upset many of the homeowners. Mr. Baatz left the meeting at 12:03 p.m.

The developer has not fully paid MES for its operations and maintenance costs. Improvements to the plant will be costly. There are insufficient funds in the sinking fund to cover rehabilitation. The developer, the County and MES are now at an impasse. Southstar never completed the facility. MES never accepted the facility, nor does it own the facility, and MES is not the permittee. The County delegated operation of the plant to MES but has continued to grant permits that increase the capacity and negatively impact operations. In short, the plant will never operate properly under present conditions.

Dr. Glass presented Resolution 25-04-1R, which addresses that for the reasons discussed, MES is no longer in a position to provide the necessary construction, operation, maintenance, expansion, relocation, replacement, renovation, or repair of the Southern Hills Wastewater Facility. It is in MES's best interest to rescind Resolution 15-03-1R and withdraw from the role of Controlling Authority for Southern Hills. The agency believes this is also in the best interest of the Homeowners, as the County will be permitted to provide services related to their wastewater system. This Resolution gives the agency the authority to issue a Certification to this effect, in accordance with the Annotated Code of Maryland, Natural Resources Article §3-104(w). Mr. Witt made a motion to approve the Resolution, Judge Smalkin seconded. The motion passed unanimously.

ADJOURNMENT

The next meeting of the Board is Thursday, May 29, 2025, at 9:30 a.m. There is an Audit Committee on May 22, 2025, at 9:30 a.m.

Upon motion by Mr. Witt, seconded by Mr. Baatz, the meeting adjourned at 12:10 p.m.

Frederic N. Smalkin

**HONORABLE FREDERIC SMALKIN
SECRETARY**

Shelley Heller

**SHELLEY HELLER
CHAIR**



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS AUDIT COMMITTEE MEETING MINUTES

May 22, 2025

LOCATION: Headquarters/Video Call

TIME: 9:35 a.m.

COMMITTEE

MEMBERS PRESENT: Moalie Jose, Chair (video)
Brendon Baatz, Treasurer (video)
Shelley L. Heller, Board Chair (video)
Charles Glass, Ph.D., P.E., Executive Director

COMMITTEE

MEMBERS ABSENT: Dereck E. Davis, State Treasurer

OTHERS PRESENT:

James Johnson, Jr., Ph.D., P.E.	Winsome Condra
Priscilla Carroll, Esq. (video)	Kanishk Sharma
Pamela Fuller	Casey Powers (video)
Hament Patel	Monique Booker, SB & Company (video)

CALL TO ORDER

Ms. Jose called the meeting to order at 9:35 a.m. Some Board members and staff were present at Maryland Environmental Service (MES) Headquarters, and other Board members and staff participated via Zoom video call. The meeting was streamed live to the public on YouTube.

MINUTES

Ms. Jose requested a discussion or a motion for the approval of the minutes of the Audit Committee meeting of October 24, 2024. No corrections or objections were noted, and the minutes were unanimously approved.

SB & COMPANY FY25 AUDIT PLAN

Ms. Booker from SB & Company reviewed the FY25 audit plan. The scope of services will include an audit of the FY25 financial statements, single audit, schedule of indirect costs, and availability year-round for consultation. She reviewed the key phases of the audit process and the projected timeline. The planning has already begun, and preliminary fieldwork is scheduled to begin in June. The final report will be ready by the end of October. The risk-based audit approach focuses on risk, controls, and account misstatements. The engagement team was identified, and contact information was provided. There were no questions.

Ms. Booker left the meeting at 9:55 a.m.

PROCUREMENT POLICIES

Ms. Winsome presented two procurement policies that have arisen out of the PIT process. The policies are projected to go live by July 1, and training will be provided.

The Procurement Policy (Proc 1.01) clarifies the regulations and provides more elaboration on procedures. One aim of the policy is to prevent purchase orders from being issued after an invoice arrives.

The P-Card Policy (Proc. 1.02) details the criteria and controls for purchasing cards. It addresses the roles and duties of employees. Quarterly audits of p-card purchasing will be conducted.

Ms. Heller moved to recommend approval of both policies; Mr. Baatz seconded. The motion passed unanimously.

INTERNAL AUDIT REPORT

Ms. Winsome presented the Internal Audit (IA) quarterly report.

Audit 24-01 Duplicate payment review was completed on December 18, 2024. It assessed Accounts Payable controls to manage duplicate invoices submitted by vendors and mitigate the risk of duplicate payments. Review of the supplier information will be conducted annually.

Audit 25-01 Poplar Island Contract Management Review and Audit 25-02 Midshore II site management review will begin in July and should be completed by August 2025.

Special Audit SP25-01 Review of the Maintenance Staff Tasks was completed in December. It examined maintenance management practices from July 2023 to August 2024. A lack of strong controls was identified. Corrective actions have been implemented to rectify the discrepancies, including standard operating procedures for logbook entries, photo documentation, and GPS in the work trucks.

The following audits are planned for FY25/26:

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- 26-01 – Review of safety communication and implementation processes – Montgomery County Material Recycling Facility (MRF) and grinding lot.
- 26-02 – Inventory management review – Masonville
- 26-03 – Review of marketing contract management processes
- 26-04 – Review of the reimbursable contractor agreements

MES IA staff have also completed billable work on several projects. The Maryland Department of Emergency Management Covid Close-out project will be completed in September. Staff continue to assist the Maryland Department of the Environment with Procurement and Water Infrastructure Finance Administration (WIFA) process improvements.

OLD/NEW BUSINESS

The next Audit Committee meeting is scheduled for Thursday, October 23, 2025, at 9:30 a.m.

ADJOURNMENT

The meeting adjourned at 10:20 am.



Moalie Jose (Oct 23, 2025 14:12:58 EDT)

MOALIE JOSE
CHAIR, AUDIT COMMITTEE



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

May 29, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS PRESENT: Shelley Heller, Chair (video)
Judge Frederic Smalkin, Secretary (video)
Brendon Baatz, Treasurer (phone) out at 11:30 a.m.
Robert Witt, II (video)
Moalie Jose, P.E. (video)
James H. Johnson Jr., Ph.D., P.E.
Joanna Kille for Dereck Davis (video) out at 11:15 a.m.
Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT:

OTHERS PRESENT: Priscilla N. Carroll, Esq.
Winsome Condra, Procurement
Marni Dolinar, Env. Dredging & Restoration (EDR)
Felicia Gross, Ph.D., Human Resources
Matt Lapinsky, Water/Wastewater
Hament Patel, Finance
Melissa Slatnick, Technical & Environmental Services (TES)
Jeff Tosi, Gov. Affairs
Pamela Fuller, Board Clerk
Casey Powers, IT (video)
Kanishk Sharma, Administration
Kerri Walsh, Exec, (video)
Kendred Jones, IT
Jason Browne, Env. Operations
Emily Martinazzi, WWW
Monique Booker, SB & Company (out at 9:51 a.m.)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:33 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.

INSPIRE AWARDS

Mr. Lapinsky presented an Inspire Award to Water and Wastewater and Technical & Environmental Services (TES) Maintenance employees for their efforts in upgrading the Rocky Gap State Park Wastewater Treatment plant. The team included Mark Kaiser, Kollin Keister, Ezgi Kurdoglu, Devin Spicher, Chris Sawyers, Brandon Folk, Mohamed Mohamed, Darren Klink, Roger Knox, Hunter Bingaman, and Ben Weller. Their ingenuity and efforts in upgrading the design and installation saved approximately \$200,000.

FY25 AUDIT PLAN

Ms. Monique Booker of SB & Company presented an overview of the FY25 audit plan. A full presentation was given to the Audit Committee on May 22, 2025. Ms. Booker reviewed the key phases of the audit and the audit timeline. The planning phase has already begun. Fieldwork is scheduled to begin onsite in June. The final report will be ready by October 30, 2025.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes from the Board meeting on April 24, 2025. There were no comments or corrections. The minutes were approved by consent.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported one expense during the last month. He then reviewed his list of external engagements with governmental and private entities over the last month.

The 2025 Solid Waste Association of North America (SWANA) Road-E-O was held at the Midshore II Landfill on May 16, 2025. MES operators won five of the seven competitions. Seven MES winners will be going to the international competition in Lake Mary, Florida in October. A short video of the event was played.

Dr. Glass reviewed his list of long-term projects he will focus on in the coming month. Several items have been completed, and several new items were added.

NEW BUSINESS REPORT

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

FINANCIAL REPORT

Mr. Patel reported on the agency's preliminary financial performance as of April 2025. Total billable labor in FY25 is 2.3% higher than FY24 but 1.6% lower than FY25 budgeted. The FY25 budget was based on a 4% increase. Overhead expenses were budgeted at 5% increase, but are currently much lower, offsetting the reduced labor. Overall, the agency is doing well.

RESOUTION 25-05-1R

Mr. Patel introduced Resolution 25-05-1R to update the Project Contingency Funds. The recent Budget Bill (Chapter 604, Acts of 2025) increased the amount of funds that can be retained in two of the three Project Reserve Funds. This resolution amends Resolutions 03-09-2R, 05-12-2R, and 11-05-2R. The cap on the Reimbursable Contingency Fund is increased from \$1,000,000 to \$3,000,000. The cap on the Eastern Correctional Institution Turbine Project Contingency Fund is increased from \$1,500,000 to \$5,000,000. This resolution also eliminates the per-year contribution that can be deposited into the funds. All other terms and conditions remain the same. Dr. Johnson made a motion to approve the resolution; Mr. Baatz seconded. The motion passed unanimously.

AUDIT COMMITTEE REPORT

Ms. Jose reported that the Audit Committee met on May 22, 2025. In addition to the briefing from SB & Company, they reviewed two procurement policies and the Internal Auditor's report.

Ms. Condra summarized the two procurement policies. The Procurement Policy (Proc-1.01) elaborates on the requirements of COMAR 14.27.03. The policy intends to streamline the procurement process by reducing the risks and focusing on cost-reduction efforts for the agency and its clients. The Procurement Card Management Policy (Proc-1.02) covers the use and management of the procurement cards within the agency.

The Audit Committee reviewed each policy and voted to recommend their approval to the full Board. There were no questions. Mr. Witt made a motion to adopt both policies; Ms. Jose seconded. The motion passed unanimously.

Ms. Condra summarized the Internal Audit department's recent activities. The duplicate payment review has been completed and rated effective. Several audits are currently in progress, including Poplar Island contract management review, Midshore II site management review, and an audit of Maintenance department tasks. Upcoming audits include: a biosolids billing process

review; a review of safety communication and implementation processes for the Montgomery County Grinding and Materials Recycling Facilities; Masonville inventory management review; a review of marketing contract management processes; and a review of the Reimbursable Contractor Agreements. In addition, Ms. Condra has been completing billable projects for the Maryland Department of Emergency Management's (MDEM) Covid Close-Out Project and Maryland Department of the Environment's (MDE) procurement process review.

HUMAN RESOURCES REPORT

Dr. Gross presented the Human Resources (HR) report. As of May 15, 2025, the agency vacancy rate was 4.6%. There are currently 767 active positions. Of the 39 current openings, 11 are new positions.

Thirteen interns have been selected and placed throughout the agency. They are scheduled to start on June 2, 2025. They will be joined by two Yale Scholars and the two rotational Fellows.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is for drilling and development of a production well at the Cheltenham Youth Facility. A.C. Schultes of Maryland, Inc. will provide the services at a cost of \$446,650. There is a 3% minority business enterprise (MBE) goal. Mr. Baatz made a motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is for the replacement of the administrative-area HVAC equipment at the Prince George's County Materials Recycling Facility (MRF). Vigil Contracting, Inc. will provide the equipment and installation at a cost of \$492,982.18. There is a 20% MBE goal. Mr. Baatz made a motion to approve the item; Mr. Witt seconded. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is for supply and delivery of GreenClean Liquid 5.0 algaecide for use at the Masonville and Cox Creek Dredged Material Containment Facilities. BioSafe Systems, LLC will provide the product at a cost of \$694,000. There is a 0% MBE goal. Approval of the item is contingent upon BioSafe Systems successfully renewing their State Dept. of Assessments Maryland corporate registration status. Mr. Witt made a motion to approve the item; Ms. Jose seconded. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is for regulatory compliance support services at the Sandy Hill Creative Disposal project. SCS Engineers will provide the services at a cost of \$557,131. There is a 10% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Witt seconded. Dr. Johnson asked for clarification on why bids were listed as "NA." Ms.

Condra explained that the vendor was chosen from the A/E Shortlist. In future, procurement items will clarify this. The motion passed unanimously.

Ms. Condra presented Item 5. The procurement is for on-call stormwater drainage construction support for Maryland State Highway Administration (SHA) District 6. Carl Belt, Inc. will provide the services at a cost of \$8,325,071.50. There is a 10% MBE goal. Ms. Jose made a motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Ms. Condra presented Item 6. The procurement is for on-call stormwater drainage construction support for SHA Districts 1 and 2. David A. Bramble, Inc. will provide the services at a cost of \$10,530,972.50. There is a 9.64% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Baatz seconded. Mr. Baatz inquired about the relatively low MBE goal. Ms. Condra and Ms. Slatnick reported it was due to the geographic region covered and small number of eligible MBE firms that can respond to the emergencies in the area. The motion passed unanimously.

Ms. Condra presented Item 7. The procurement is for transportation model mapping and support for SHA Enterprise Information Services Division (EISD) Task 13. Synergy Systems & Services, Inc. will provide the services at a cost of \$474,721.06. There is a 29.24% MBE goal. Mr. Baatz made a motion to approve the item; Mr. Witt seconded. The motion passed unanimously.

Ms. Condra presented Item 8. The procurement is for cleaning and maintenance for Baltimore/Washington International Thurgood Marshall Airport (BWI), SHA, Maryland Transit Administration (MTA) and Maryland Transportation Authority (MDTA) facilities. Kalyani Environmental Solutions, LLC will provide the services at a cost of \$2,004,000. There is a 12% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Ms. Condra presented Item 9. The procurement is for lab services for environmental sample analysis for Maryland Port Administration (MPA) projects. Eurofins Environmental Testing Northeast, LLC will provide the services at a cost of \$1,750,000. There is a 0% MBE goal. Mr. Baatz made a motion to approve the item; Mr. Witt seconded. Ms. Kille expressed concern about this being a “client-directed” sole source procurement. Ms. Condra and Ms. Slatnick explained that MPA requested this lab as it has several years’ worth of historic data, and MPA prefers to keep using it for consistency of data sets. In addition, this is the only lab within a three-hour drive capable of processing the specific type of testing at the required volumes. The justification for the sole source is sufficient, without being client-directed. The motion passed unanimously.

Ms. Condra presented Item 10. The procurement is the first renewal with CMT Services, Inc. for \$2,114,789.71. It is for temporary labor provided to the Prince George’s County MRF.

There is a 30% MBE goal. Mr. Baatz made a motion to approve the item; Ms. Kille seconded. The motion passed unanimously.

Ms. Condra presented Item 11. The procurement is for landfill gas and air emissions compliance monitoring and reporting at the Brown Station Road Sanitary Landfill. SCS Engineers will provide the services at a cost of \$576,648. There is a 20% MBE goal. Dr. Johnson made a motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Ms. Condra presented Item 12. The procurement is for consent order assistance and compliance monitoring and reporting at the Sandy Hill Creative Disposal Project. Arcadis US, Inc. will provide the services at a cost of \$565,337. There is a 30% MBE goal. Mr. Witt made a motion to approve the item; Ms. Kille seconded. The motion passed unanimously.

Ms. Condra presented Item 13. The procurement is a change order with Allan Myers MD, Inc. for \$211,502. It is for client-requested changes to the access road at Brown Station Road Landfill, Area C construction. There is a 29% MBE goal. Mr. Baatz made a motion to approve the item; Mr. Witt 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 reported that the Office of the Attorney General continues to be very busy with transactional, administrative, and advice issues. Bi-weekly meetings are being held with agency staff, bond counsel, and the financial advisors in preparation for the Midshore II bond sale. A resolution will be brought to the Board in June to approve the issuance, which is scheduled for August 2025. Ms. Carroll introduced Billy Hennessy, who will be working with the office as a law clerk for the summer.

GROUP UPDATES

Mr. Tosi provided a summary of the recently completed 2025 Employee Engagement Survey. He reviewed the 2024 results and completed action items. Three remaining items are on track for completion. The 2025 survey was conducted in February and consisted of the same questions as last year, with three additional questions added. Overall, employee sentiment remains overwhelmingly positive, with about 100 more responses being received this year. The key focus areas identified have been categorized into six areas: employee compensation; retention; communication; employee recognition; training and career development; and operational efficiency and process improvement.

Mr. Jones summarized key Workday enhancements that have launched over the last few months, as well as operational inefficiencies and costs that have been examined. The Information

Technology (IT) department is working on moving away from reliance on external consultants and performing more work in-house. In the last four months, IT has:

- Saved \$260,059
- Improved internal knowledge retention
- Improved business processes and logic
- Reduced end-user manual entry
- Increased financial visibility and tracking
- Improved robustness and scalability of our multimillion-dollar enterprise resource planning (ERP) system
- Improved security and data fidelity
- Improved data and process stewardship
- Stopped outsourcing

Ms. Kille left the meeting at 11:15 a.m.

Ms. Dolinar summarized work completed at the University of Maryland Center for Environmental Science's (UMCES) Horn Point Laboratory in Cambridge, MD. UMCES contacted MES for assistance with a discharge pipe that supplies seawater to the oyster hatchery, labs, and ponds. MES staff replaced the entire 144-foot discharge pipe in January 2025, coming in \$40,000 under budget. The MES team which completed the project received an Inspire award at the April 2025 Board meeting.

Ms. Slatnick reviewed the bridge projects conducted for the Maryland Department of Natural Resources (DNR) Environmental Review Program. Work is completed to minimize construction impacts on the environment. MES recently completed projects at the Susquehanna Rail Bridge – which is scheduled for replacement – the Nice Bridge demolition, the Chesapeake Bay Bridge Tier 2 Study, and emergency cleanup associated with the Francis Scott Key Bridge collapse.

Mr. Browne presented an update on the compost industry in Maryland. Limited capacity at landfills and recent legislation for food waste generators are driving conversations on organics diversion. There are currently only three large-scale food waste facilities in Maryland, but a large demand for finished compost. Mr. Browne reviewed the challenges and opportunities in the industry. The MD-DC Composting Council and US Composting Council continue to educate the public and collaborate with industry professionals and clients to provide options for small, medium, and large-scale needs.

Ms. Martinazzi discussed the role of MES in water tank maintenance and inspections. Inspections are conducted of above-ground tanks and inside buried tanks. The inspection reports are then used to guide repair and maintenance decisions. A tank typically requires rehabilitation every 15-20 years. MES also helps secure funding for rehabilitation projects through the capital improvement program.

Mr. Baatz left the meeting at 11:30 a.m.

OLD/NEW BUSINESS

The next meeting of the Board is Thursday, June 26, 2025, at 9:30 a.m. There is a Human Resources Committee meeting on June 12, 2025, at 1:00 p.m.

CLOSED SESSION

At 11:49 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b) (7) and (8), Ms. Heller stated that the Board intended to enter closed session to approve the minutes of a prior closed-meeting session, to consult with counsel to obtain legal advice, and to consult with staff, consultants, or other individuals about pending or potential litigation. Ms. Heller asked if anyone objected to the Board entering the closed session; no objections were heard. She also stated that any member of the viewing public who objected could submit their objection via email to the agency. Ms. Jose then made a motion that the Board enter closed session for the reasons stated above. Dr. Johnson seconded the motion; all members voted in favor of closing the meeting.

The public meeting closed at 11:49 a.m. Staff not required for the closed session left the meeting room and Zoom session. A five-minute recess was held before the closed session commenced.

Ms. Heller called the meeting of the closed session of the Board to order at 11:57 a.m. Present during the closed session were Board members Glass, Heller, Smalkin, Witt, Jose, and Johnson. They were joined by Ms. Carroll, Mr. Lapinsky, Ms. Fuller, Mr. Eric Hartlaub, and Mr. Joshua Welborn, who joined the meeting for the closed session.

Ms. Heller requested approval of the minutes of the closed session from the April 24, 2025, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Ms. Carroll, Mr. Hartlaub, and Mr. Welborn briefed the Board on several matters of pending and potential litigation.

ADJOURNMENT

Upon motion by Dr. Johnson, seconded by Ms. Jose, the meeting adjourned at 12:11 p.m.

Frederic N. Smalkin

**HONORABLE FREDERIC SMALKIN
SECRETARY**

Shelley Heller

**SHELLEY HELLER
CHAIR**



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

June 26, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair

PRESENT: Judge Frederic Smalkin, Secretary

Brendon Baatz, Treasurer (video)

Robert Witt, II

James H. Johnson Jr., Ph.D., P.E.

Dereck Davis, State Treasurer

Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT:

¹

OTHERS PRESENT:

Joanna Kille, State Treasurer's designee

Priscilla N. Carroll, Esq.

Pamela Fuller, Board Clerk

Winsome Condra, Procurement

Marni Dolinar, Env. Dredging &
Restoration (EDR)

Felicia Gross, Ph.D., Human Resources

Matt Lapinsky, Water/Wastewater

Hament Patel, Finance

Melissa Slatnick, Technical &
Environmental Services (TES)

Kanishk Sharma, Administration

Sharon Merkel (video)

¹ Ms. Jose resigned her appointment effective June 12, 2025, pending a review by the Ethics Commission of her new employment status. She was reappointed to her position on July 1, 2025, to serve out the remainder of her term.

CALL TO ORDER

Ms. Heller called the meeting to order at 9:35 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.

INSPIRE AWARDS

Ms. Condra presented an Inspire Award to Alex McGinnity for his efforts to onboard new internal audit staff and shepherd the MDEM Public Assistant billable project contract.

Mr. Lapinsky presented an Inspire Award to Lance Tarr and Ryan James for their efforts to demolish the old polymer tanks at the Dorsey Run Advanced Wastewater Treatment Plant so the new centrifuges upgrade project could continue.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes from the Board meeting on May 29, 2025. There were no comments or corrections. The minutes were approved by consent.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported one expense during the last month for his Solid Waste Association of North America (SWANA) membership renewal. He then reviewed his list of external engagements with governmental and private entities over the last month including a discussion with the Maryland Department of Information Technology, AI Community of Practice.

Dr. Glass also extended congratulations to Skip Immler on his retirement after more than 50 years of service to MES. Mr. Immler progressed through many positions while at MES including Laborer, Regional Supervisor for the Northern Region, Maintenance Engineer, and Water and Wastewater Specialist.

Treasurer Davis arrived at 9:43 a.m.

A Minority Business Enterprise (MBE) and Small Business Reserve (SBR) outreach event was held at MES on May 30, 2025. The in-person and virtual event was designed to empower small and minority-owned business by providing essential resources, networking opportunities and insights into the Maryland procurement process. The event attracted 27 individuals attending in person, and six (6) participating virtually. MES hopes to make this an annual event.

The Manager and Supervisor Training graduation was held on June 16, 2025. The 48 students worked hard over the course of several months to learn communication, leadership, and management skills. Since 2013, over 300 MES staff members have completed this program.

Dr. Glass reviewed his list of long-term projects he will focus on in the coming month. Several items have been completed, and several new items were added. Negotiations are underway on the one remaining State reimbursable project IGA. The PIT team reviewing supplier invoice payment processing has completed its assessment. Training and Procurement Administration Guidelines will continue to be developed.

The Washington Post has once again named MES a Top Workplace for the second year in a row.

Dr. Glass expressed his appreciation to several Board members whose terms end on June 30th. It has been a pleasure to work with Judge Smalkin, Mr. Witt, Treasure Davis, and his designee, Ms. Kille, over the last several years.

On a sadder note, Dr. Glass expressed his condolences on the passing of former Board member Marian Hwang. A moment of silence was held.

FY25 BEST UPDATE

Dr. Glass reviewed the progress of the FY25 BEST goals. Most goals are complete, or very close to completion. Goals one (1) through five (5) are complete or are expected to be complete by next week. Goal six (6) will require a bit more work. The goal to increase revenue through billable labor sales by 4% may not be possible. The agency is currently at 3.485% as of the end of May. Another goal was to meet the State's Small Business Reserve goal. At the time this goal was adopted, the SBR goal was 15%. MES is on track to meet that goal. However, the State goal was changed to 20% in the middle of the fiscal year. This 20% goal may be more challenging to achieve this year.

NEW BUSINESS REPORT

Ms. Heller presented the New Business Report and asked if there were any questions. There were none.

FINANCIAL REPORT

Mr. Patel reported on the agency's preliminary financial performance as of May 2025. Total billable labor in FY25 is higher than FY24 but still lower than FY25 budgeted. The FY25 budget was based on a 4% increase. Overhead expenses were budgeted at 5% increase, but are currently much lower, offsetting the reduced labor. There is still one month to go in the fiscal

year. Many factors affecting this year's budget will be different in the next fiscal year, making future years challenging to plan and predict. Overall, the agency is doing well.

RESOUTION 25-06-1R

Mr. Patel introduced Resolution 25-06-1R 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 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 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 Treasure to execute documents in connection with the bond transactions. The substantially completed Preliminary Official Statement (POS) will be presented to the Board next month. Mr. Witt made a motion to approve the Resolution, Judge Smalkin seconded. The motion passed unanimously, with the exception of Ms. Heller who abstained from the discussion, consideration, and vote.

HUMAN RESOURCES REPORT

Dr. Gross presented the Human Resources (HR) report. As of June 11, 2025, the agency vacancy rate was 3.9%. Of the 33 current openings, six (6) offers have been extended. Twelve interns, two Fellows, two Yale Scholars, and one youth apprentice have all started work.

HUMAN RESOURCES COMMITTEE REPORT

Mr. Witt reported that the HR Committee met on June 12, 2025, to review several policies and the performance-based compensation recommendations (PBC).

Mr. Patel reviewed the agency's recommendation for PBC for the period April 1, 2024, to March 31, 2025. The agency recommends the following percentage increases based on performance evaluation scores:

- Score 2.99 and under No PBC
- Score 3.0 – 3.49 2%
- Score 3.5. – 3.99 3%
- Score 4.0 – 5.0 4%

The recommendation is based on a review of comparable Federal, State and County salary increases, as well as the Consumer Price Index. The increase will also require an increase to the Salary Card of 4%. Mr. Witt reported that HR Committee reviewed and

recommended approval of these increases. Dr. Johnson made a motion to approve the recommended increases, seconded by Treasurer Davis. The motion passed unanimously.

Mr. Patel reviewed the updates and clarifications to the BEST policy (HR 9.01). Dr. Gross reviewed the updates to the Reinstatement (HR 1.12), Resignation (HR 4.01) and the Shift Differential (HR 10.07) policies. Each policy updated and elaborated on procedures. The shift differential policy also increases the hourly shift differential pay rate to \$1.65 per hour. The HR Committee reviewed and approved the recommended policy updates. Treasurer Davis made a motion to approve the Policies, seconded by Dr. Johnson. The motion passed unanimously.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is for outreach and engagement services for the Maryland Port Administration (MPA) Clean Ports Grant. Straughan Environmental, Inc. will provide the services at a cost of \$747,628.15. There is a 45% MBE goal. Mr. Witt made the motion to approve the item; Judge Smalkin seconded. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is for post-construction Maryland Department of the Environment (MDE) dam safety division permit compliance support services for the Masonville Dredged Material Containment Facility. Gahagan & Bryant Associates, Inc. will provide the services at a cost of \$443,311.60. There is a 50.7% MBE goal. Dr. Johnson made the motion to approve the item; Treasurer Davis seconded. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is for the upgrade of the boiler control system for the four boilers at the Jessup Correctional Institution (JCI) steam plant. Power & Combustion, Inc. will provide the services at a cost of \$1,382,900.00. There is a 15% MBE goal. Treasurer Davis made the motion to approve the item; Mr. Witt seconded. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is a pre-solicitation approval for \$7,669,952.00 for construction of Cell 5 and leachate storage tanks at the Midshore II landfill. There is a 20% MBE goal. Treasurer Davis made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously, with the exception of Ms. Heller who abstained from the discussion, consideration, and vote.

Ms. Condra presented Item 5. The procurement is for the purchase of a roll off truck for the Prince George's County Organics Composting Facility. 72 Hour, LLC will provide the truck at a cost of \$233,200.00. There is a 0% MBE goal. Dr. Johnson made the motion to approve the item; Judge Smalkin 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 reported that the Office of the Attorney General continues to be very busy with transactional, administrative, and advice issues, in addition to several litigation matters, and the Midshore II bond transaction.

OLD/NEW BUSINESS

The next meeting of the Board is Thursday, July 24, 2025, at 9:30 a.m.

CLOSED SESSION

At 10:46 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b) (1) and (8), Ms. Heller stated that the Board intended to enter closed session to approve the minutes of a prior closed-meeting session, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and to consult with staff, consultants, or other individuals about pending or potential litigation. Ms. Heller asked if anyone objected to the Board entering the closed session; no objections were heard. She also stated that any member of the viewing public who objected could submit their objection via email to the agency. Mr. Witt then made a motion that the Board enter closed session for the reasons stated above. Mr. Baatz seconded the motion; all members voted in favor of closing the meeting.

The public meeting closed at 10:46 a.m. Staff not required for the closed session left the meeting room and Zoom session. A five-minute recess was held before the closed session commenced.

Ms. Heller called the meeting of the closed session of the Board to order at 10:55 a.m. Present during the closed session were Board members Glass, Heller, Smalkin, Witt, Davis, Baatz and Johnson. They were joined by Ms. Carroll, Mr. Lapinsky, Ms. Fuller, Mr. Eric Hartlaub, Esq. and Mr. Joshua Welborn, Esq., who joined the meeting for the closed session.

Ms. Heller requested approval of the minutes of the closed session from the May 29, 2025, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Mr. Witt reported that the HR Committee undertook the administrative function of reviewing the Financial Disclosures filed by Board members, as required by the MES Conflicts of Interest Policy (BOD 1.01). The Committee had no concerns or comments.

Ms. Carroll, Mr. Hartlaub, and Mr. Welborn briefed the Board on several matters of pending and potential litigation. Mr. Hartlaub, Welborn and Lapinsky left the meeting at 11:17 a.m.

Dr. Glass updated the Board on the hiring process for the Deputy Director position. He then left the meeting at 11:24 a.m.

The Board discussed the results of the Executive Director's performance evaluation. The HR Committee recommended a salary increase of 3%. Treasurer Davis made a motion to approve the recommendation, Dr. Johnson seconded. The motion passed unanimously.

The HR Committee also recommended approval of the starting salary range recommended by Dr. Glass for the new Deputy Director. Mr. Witt made a motion to approve the recommended salary, Treasurer Davis seconded. The motion passed unanimously.

ADJOURNMENT

Upon motion by Dr. Johnson, seconded by Treasurer Davis, the meeting adjourned at 11:32 a.m.

Sean L. Coleman

SEAN L. COLEMAN, ESQ.
SECRETARY

Shelley Heller

SHELLEY HELLER
CHAIR



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

July 24, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair

PRESENT: 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.

Felicia Gross, Ph.D., Human Resources

Pamela Fuller, Board Clerk

Matt Lapinsky, Water/Wastewater

Winsome Condra, Procurement

Hament Patel, Finance

Marni Dolinar, Env. Dredging &
Restoration (EDR)

Luke Page, Technical & Environmental
Services (TES)

Tim Ford, Environmental Operations

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 Item1. 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

SEAN L. COLEMAN, ESQ.
SECRETARY

Shelley Heller

SHELLEY HELLER
CHAIR



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 Shelley Heller, Chair (remote)

PRESENT: 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.

Hament Patel, Finance

Pamela Fuller, Board Clerk

Melissa Slatnick, Technical &

Qieon Graham, Procurement

Environmental Services (TES)

Marni Dolinar, Env. Dredging &
Restoration (EDR)

Kanishk Sharma, Administration

Tim Ford, Environmental Operations (EO)

Dave Gostomski, EO

Felicia Gross, Ph.D., Human Resources

Aimee Warner, EDR

Matt Lapinsky, Water/Wastewater

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

SHELLEY HELLER
CHAIR



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

September 25, 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. (remote)
Andrew Kelson, Designee for Secretary, Dept. of Planning (remote)
Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT:

OTHERS PRESENT:

Sandy Hertz, Deputy Director	Matt Lapinsky, Water/Wastewater
Priscilla N. Carroll, Esq.	Hament Patel, Finance
Pamela Fuller, Board Clerk	Melissa Slatnick, Technical &
Winsome Condra, Procurement	Environmental Services (TES)
Marni Dolinar, Env. Dredging &	Kanishk Sharma, Administration
Restoration (EDR)	Casey Powers, IT (video)
Tim Ford, Environmental Operations (EO)	Jeff Tosi (Government Affairs)
Felicia Gross, Ph.D., Human Resources	Kenna Oseroff (EDR)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:34 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.

INSPIRE

Mr. Ford presented an Inspire Award to Joel Lohr, Luis Merino-Baires, John Stockard, Jaime Escobar, Andy Guillen, Sandy Gomez, Marlon Dortch, and Edison Carrillo from the Montgomery County Recycling program for their work cleaning, assembling, and delivering approximately 2,100 recycling carts to over 700 homes in Silver Creek within one week.

Mr. Sharma presented an Inspire Award to Pamela McGee for her work as the agency's Equal Employment Opportunity officer and Diversity, Equity, and Inclusion Officer, as well as the many other tasks she has taken on in the Administration group.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes of the Board meeting on August 21, 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 lodging to attend the Maryland Association of Counties convention in Ocean City.

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

The new Operator-in-Training recruitment video was played. The video is on the MES YouTube page and linked to the MES website. It will be used at various conferences and recruitment events.

The MES WaveBot was launched on the MES intranet site. This AI tool is accessible to employees to answer questions and provide frequently requested information.

Dr. Glass also discussed the Pathways to Growth newsletter assembled by Mary Chiarella in Communications. The monthly newsletter focuses on health, wealth, and knowledge topics for employees.

MES received Top Workplace Cultural Excellence awards in 2024 for: Employee Well-Being, Professional Development, and Compensation and Benefits.

Dr. Glass reviewed his list of systems in place to track and promote continuous improvement. Those systems include BEST, Strategic Plan, employee engagement surveys, Managing for Results, Board meetings, employee suggestion box, audits, and long-term projects. He then reviewed his list of long-term projects.

A new Board member was appointed last week. Delegate Dylan Behler was appointed by the Speaker of the House to serve on the Board in the newly created delegate position.

Dr. Glass then presented Marni Dolinar, Managing Director of Environmental Dredging & Restoration, with the Governor's Citation of Excellence upon her retirement after more than 35 years with MES.

2025 EMPLOYEE ENGAGEMENT SURVEY TASKS

Mr. Tosi reviewed the task list generated from the 2025 Employee Engagement survey. There was a 39% increase in responses from the 2024 survey. The 30 news tasks have been divided into 12 categories. The task categories are:

- Compensation
- Career & Profession Growth
- Communication and Policy Updates
- Safety
- Procurement and Workday Improvements
- Recognition
- Education and Training
- Equity and Inclusion
- Operations and Innovations
- Wellness & Work-Life Balance
- Human Resources – Recruitment & Retention
- Executive Leadership & Administration

FY 28-32 STRATEGIC PLAN

Mr. Tosi reviewed the FY28-FY32 Strategic Plan development process. There will be five phases to the process:

1. Planning & Development (Q2 of FY26)
2. SWOT (Q3-Q4 of FY26)
3. Implementation and Development (Q1 of FY27)
4. Strategy Validation & Refinement (Q2 of FY27)
5. Presentation and Approval of Board of Directors (Q3-Q4 of FY27)

Mr. Coleman inquired if the Board would have a role or updates before the presentation. Mr. Tosi indicated the Board would be updated at each stage of development.

FY25 BEST GOALS – FINAL REPORT

Ms. Hertz reviewed the Building Excellence and Success Together (BEST) final goal performance for FY25. All tasks within each goal were met with two exceptions. Three of the five goals within Goal 6 Administrative Enhancement were met. The other two goals were extremely close.

“MES will increase revenue through billable labor sales with the goal of a 4% year-over-year increase.” This goal was not met. As of June, the rate was 3.9%. It should be noted that FY24 had record growth. Some cuts to budgets and programs did have an impact on this goal.

“MES will meet or exceed the state’s Small Business Reserve (SBR) goal.” This goal was not met due to several factors. When MES drafted the BEST goals, the state SBR goal was 15%. During the 2024 Legislative session, the state goal was increased to 20%, in the middle of the BEST year. The state also changed how the goal was to be measured. Previously, the goal was measured as payments to SBR firms. Computed with this formula, MES achieved 20.75%.

Now it is computed based on dollars awarded. Computed with that formula, MES achieved 14.73%. Procurement strategies have already been implemented to improve compliance for the new year.

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 August 2025. The first two months indicate total labor sales to be better than FY25 actual and FY26 budgeted. Billable labor was 4.49% higher than last year. Overhead expenses are lower. The Budget vs. Actual figures look good. Some overhead positions have been generating revenue, and the lower vacancy rate has helped. The increase in billable labor is coming from new projects and expanded scopes in some existing projects.

RESOLUTION 25-09-1R

Mr. Patel introduced Resolution 25-09-1R. This resolution proposes to close MES offices and make American Indian Heritage Day (the day after Thanksgiving) a holiday. MES has been designating this day as a holiday annually by Resolution for 19 years. The State designated the day as a permanent official holiday several years ago. This resolution would close the service on November 28, 2025, and make the day after Thanksgiving a permanent holiday in subsequent years. Ms. Heller asked for a motion to approve Resolution 25-09-1R. Mr. Baatz made a motion to approve the resolution; Mr. Coleman seconded. The motion passed unanimously.

HUMAN RESOURCES REPORT

Dr. Gross presented the Human Resources (HR) report. The agency closed August with a vacancy rate of 4.55%. As of September 17, 2025, when the report was prepared, the vacancy rate is 4.66%. As of September 24, the rate was 3.73%. Thirteen new employees are scheduled to begin next week. Fall recruitment events are currently underway.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is contract renewal #2 with Gahagan & Bryant Associates, Inc. (GBA) for \$2,000,000. It is for two additional years of engineering and environmental services in support of the MPA Dredged Material Management Program (DMMP). There is a 29% MBE goal, and the contractor is currently achieving 41.4%. Dr. Johnson made the motion to approve the item; Ms. Phillip seconded. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is contract renewal #4 with Colossal Contractors, Inc. for \$3,501,352. It is for the fourth of four additional years of temporary labor

services for the Montgomery County Recycling Center. The increased cost includes the cost-of-living adjustment in the contract and the County's Living Wage laws. There is a 30% MBE goal, and the contractor is currently achieving 41.95%. Mr. Coleman made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is Change Order #11 with Stearns, Conrad & Schmidt, Consulting Engineers, Inc. (SCS Engineers) for \$159,360. It is for additional construction quality assurance services at the Brown Station Road Landfill. There is a 20% MBE goal, and the contractor is currently achieving 19.8%. Ms. Phillip made the motion to approve the item; Mr. Coleman 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 reported that the vacant Assistant Attorney General position has been advertised, and interviews should begin soon.

Last month, Ms. Carroll presented updates to the Board Bylaws. These changes were in response to the 2025 legislative session, which made several changes to the membership of the MES Board. These changes updated the Bylaws to be consistent with the statute. The bylaws indicate changes can only be made after 21 days' notice to the Board. Comments from the meeting were incorporated into the document. No further comments were received after the meeting. Mr. Coleman made a motion to approve the updated Board Bylaws, and Dr. Johnson seconded. The motion passed unanimously.

Ms. Carroll also presented the draft Public Participation Procedures last month. Bylaw §5.04 allows the Board to allow public comments at the discretion of the Board Chair. Comments received were incorporated into the guidelines. Ms. Phillip made a motion to approve the Public Participation procedures, and Mr. Coleman seconded. The motion passed unanimously.

Ms. Carroll summarized the Regulatory Review and Evaluation Act which requires State agencies to periodically review their regulations. Agency staff have been reviewing MES' three chapters and have prepared the evaluation report, which is due October 1, 2025. The report contains several proposed updates that will need to be promulgated after the comment period on the evaluation report. All proposed changes to the regulations will require Board review and approval.

GROUP UPDATES

Mr. Lapinsky discussed the Chesapeake Tri-Association Conference, which was held last month. Many Water and Wastewater team members attended workshops, classes, and competitions. The Operations team competed in the "Top Ops" quiz competition. Motley Poo competed in the Operations challenge. Ms. Heather Fritz won the Best in Presentation award.

And Deep Creek WWTP won the Class B Biosolids competition. Mr. Joe Wright was awarded the William D. Hatfield award for outstanding performance and professionalism in the Operation of a Wastewater Treatment Facility.

Ms. Slatnick discussed St. Mary's County stormwater management inspection program. The inspection program began in 1997. MES developed a database to manage grading permits (GPs). Current services include entering new GPs into the database, conducting field inspections, and providing field reports.

Mr. Ford discussed the Midshore Regional Recycling Program (MRRP). The MRRP is a cooperative agreement between MES, Caroline, Kent, Queen Anne's, and Talbot Counties. It is separate from the Midshore Solid Waste agreements. The program consists of residential recycling drop-off collection sites, household hazardous waste collection, electronic recycling, and education and outreach.

Ms. Oseroff discussed the Maryland Port Administration's Reuse and Beneficial Use of Dredged Material program. Innovative Reuse of dredged material is used in upland applications. Beneficial Use is used in wetland restoration. Most material coming out of the Baltimore Harbor channels is Category 2. With treatment, it can be upgraded to Category 1.

OLD/NEW BUSINESS

Ms. Heller asked if there was any old or new business to discuss.

ADJOURNMENT

The next meeting of the Board is Thursday, October 30, 2025, at 9:30 a.m. There is an Audit Committee meeting on Thursday, October 23, 2025, at 9:30 a.m.

The meeting adjourned at 11:49 a.m.

Sean L. Coleman

Sean L. Coleman (Nov 3, 2025 14:21:26 EST)

SEAN L. COLEMAN, ESQ.
SECRETARY

Shelley L. Heller

Shelley L. Heller (Nov 3, 2025 15:33:30 EST)

SHELLEY HELLER
CHAIR



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

October 30, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair

PRESENT: Sean L. Coleman, Esq., Secretary

James H. Johnson Jr., Ph.D., P.E.

Moalie Jose, P.E. (remote)

Odessa Phillip, P.E. (remote)

Andrew Kelson, Designee for Secretary, Dept. of Planning (remote)

Rebecca Flora (remote, portion of meeting)

Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT: Brendon Baatz, Treasurer

OTHERS PRESENT:

Sandy Hertz, Deputy Director

Eric Hartlaub, Esq.

Pamela Fuller, Board Clerk

Winsome Condra, Procurement

Aimee Warner, Env. Dredging & Restoration (EDR)

Tim Ford, Environmental Operations (EO)

Matt Lapinsky, Water/Wastewater

Hament Patel, Finance

Melissa Slatnick, Technical & Environmental Services (TES)

Kanishk Sharma, Administration

Casey Powers, IT (video)

Jeff Tosi (Strategy & Gov. Affairs)

Casey Hanna (TES)

Emily Martinazzi (WWW)

Monique Booker (SB & Company)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:35 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.

INSPIRE AWARDS

Mr. Lapinsky presented an Inspire Award to Joseph Wright, who received the Water Environment Federation's (WEF) William D. Hatfield Award last month for his exceptional commitment and service within the water and wastewater field, including his advocacy for student licensing reforms.

Mr. Lapinsky presented an Inspire Award to Heather Fritz for her work to improve MES' biosolids entry at the WEF conference. Her effort and creativity earned MES the "Best in Presentation Overall" award.

FY25 AUDIT REPORT

Ms. Monique Booker presented an executive summary of SB & Company's FY25 Financial Audit to the Board. A full briefing was delivered to the Audit Committee on October 23, 2025. SB & Company has issued a clean, unmodified opinion on the MES, Midshore, and other postemployment benefits (OPEB) financial statements. The single-audit and indirect costs testing is still in progress, but there are no areas of concern. No material weaknesses were noted. Though this was a risk-based audit, not a fraud audit, no instances of fraud were detected.

New Governmental Accounting Standards Board (GASB) sick leave reporting requirements were included in the audit. FY24 numbers were adjusted for comparison purposes.

Mr. Patel welcomed SB & Company back and thanked them for their diligence. He also thanked the entire Finance staff and agency staff who assisted with all of the testing and document requests.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes of the Board meeting on September 25, 2025. There were no comments or corrections. Dr. Johnson made a motion to approve the minutes; Mr. Coleman seconded. The minutes were unanimously approved.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported his expenses for the last month. He had expenses for registration and transportation to attend the Water Environment Federation's Technical Exhibition and Conference (WEFTEC) in Chicago. Deputy Hertz incurred expenses for registration and lodging at the Maryland Association of Counties (MACo) conference and for new safety boots.

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 MES Water/Wastewater operations challenge team, Motley Poo, did very well at WEFTEC, improving from fourteenth place last year to finish in sixth place among Division 3 teams.

Congratulations to Dr. Johnson, who was honored by the Board of Trustees of Anne Arundel Community College as a Trustee Emeritus.

Dr. Glass announced new titles for Jeff Tosi and Shannon Bettleyon, reflecting their new duties in strategic planning as well as governmental affairs.

The quarterly strategic advance meeting was held on October 17, 2025. Ms. Liliana Maldonado was the keynote speaker. Dr. Glass highlighted several key performance indicators (KPIs). The first quarter of FY26 showed improvement in purchase order (PO) payment processing. The average, billable labor percentage also continues to grow.

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

2026 LEGISLATIVE SESSION

Mr. Tosi reviewed the proposed changes to MES' statute being considered for the 2026 General Assembly session. The current draft bill includes provisions for the delegation of duties to the Deputy Treasurer, increases to the small procurement threshold, and updates to the service district rate-change notification procedures. Once the language is finalized in November or December, the agency would like to request a letter of support from the Board.

NEW BUSINESS REPORT

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

AUDIT COMMITTEE REPORT

Ms. Jose reported that the Audit Committee met on October 23, 2025. It received an in-depth report from SB & Company on the FY25 audit. It also received an Internal Audit report from Ms. Condra. The committee will meet again in May 2026.

FINANCIAL REPORT

Mr. Patel summarized the agency's preliminary financial performance as of September 2025. The first three months indicate total labor sales to be better than FY25 actual and FY26 budgeted. However, these figures are a bit skewed since there have been three pay periods in September so far this year, compared to two pay periods at this point last year. The figures will even out by next month. The Budget vs. Actual figures look good. Some overhead positions have been generating revenue, and the lower vacancy rate has helped.

Mr. Patel also advised that the agency is currently preparing the tenth biennial update to the Darlington Service District Five-Year plan. The debt for rebuilding the plant thirty years ago has not been retired. A new loan and grants are being sought to upgrade the facility to accommodate per- and polyfluoroalkyl substances (PFAS) and perfluorooctanoic acid (PFOA) treatment and testing. There will be a rate increase for residents to cover this new loan and operating costs and to provide adequate funds for the future plant replacement. The final report will be presented to the Board and residents in the coming months.

BEST FY25 – FINAL

Last month, Ms. Hertz presented the FY25 Building Excellence and Success Together (BEST) Goals final report. The goals were 99% completed.

Mr. Patel reviewed the components of the BEST program funding. Funding for the BEST incentives comes from fringe variance, overhead variance, project variance, working capital, the equipment fund, and interest income. The total BEST pool for FY25 is \$8,224,305. MES is proposing to allocate \$1,226,000 of the pool to contingency funds and the remaining \$6,998,305 to the BEST payout. The agency proposes allocating 59.89% (\$3,735,200) of this pool to the BEST payout, which would result in a \$5,600 payment to eligible employees. Eligible employees must have completed probation. Of the current 789 employees, 667 are currently eligible. The agency is further proposing to allocate 36.96% (\$2,305,428) of the pool to the BEST Plus incentive and 3.15% (\$196,165) to the Executive Incentive. BEST payments would be made on November 24. BEST Plus and Executive Incentive payments would be made November 25. Mr. Patel explained how amounts were determined.

Ms. Heller asked for a motion to approve the FY25 BEST proposal as presented. Dr. Johnson made a motion to approve the proposal; Ms. Phillip seconded. The motion passed unanimously, with the exception of Mr. Coleman who abstained from the discussion, consideration, and vote.

HUMAN RESOURCES REPORT

Mr. Sharma presented the Human Resources (HR) report. The agency ended September with a vacancy rate of 3.92%. As of October 22, 2025, when the report was prepared, the vacancy rate was 3.55%. Many fall recruitment events are currently underway.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is renewal #1 with MXI Environmental Services, LLC for \$930,000. It is for household hazardous waste collection services at various projects. There is a 20% minority business enterprise (MBE) goal, and the contractor is currently achieving 20%. Mr. Coleman made a motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Ms. Condra presented Item 2. The procurement is for the culvert bridge replacement at Swallow Falls State Park. Carl Belt, Inc. will provide the services at a cost of \$556,140. There is

a 10% MBE goal. Ms. Jose made a motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Ms. Condra presented Item 3. The procurement is a contract renewal with Valleywood Industries, Inc. for \$200,000. It is for the supply and delivery of pallets to the Montgomery County Yard Trim Compost Facility. There is no 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 to purchase ten Ford F-150 or equivalent replacement vehicles for the MES fleet. The trucks will be purchased from the State of Maryland contract from Apple Ford, Sport Chevrolet, or Ourisman. There is no MBE goal. Dr. Johnson made a motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Ms. Condra presented Item 5. The procurement is for power distribution system upgrades at Point Lookout State Park. Design Teams, Inc. dba Hartwell Engineering, a Division of McCrone, will provide the services at a cost of \$230,341.53. There is a 0% MBE goal. Mr. Coleman made a motion to approve the item; Mr. Kelson seconded. The motion passed unanimously.

Ms. Condra presented Item 6. The procurement is change order #4 with Stormwater Management Solutions, LLC for \$427,870.61. It is for water and sewer system improvements at Point Lookout State Park. There is a 26% MBE goal, and the contractor is currently achieving 25.47%. Dr. Johnson made a motion to approve the item; Ms. Phillip seconded. The motion passed unanimously.

Ms. Condra presented Item 8. The procurement is for pond maintenance at the Brown Station Road Landfill. Highway & Safety Services, LLC will provide the services at a cost of \$876,480. There is a 12% MBE goal. Mr. Coleman made a motion to approve the item; Ms. Phillip seconded. The motion passed unanimously.

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

Ms. Condra presented the agency's plan to improve small business participation in FY26.

LEGAL REPORT

Mr. Hartlaub reported that interviews for the vacant Assistant Attorney General position have concluded and a recommendation has been sent to the Attorney General, who will make the final decision.

GROUP UPDATES

Mr. Hanna (Technical and Environmental Services) and Ms. Martinazzi (Water/Wastewater) discussed the asset management maintenance tracking system. The system will allow for work order management, asset management, predictive maintenance, preventative

maintenance, inventory management, mobile computerized maintenance management system (CMMS) access, and reporting and analytics across all water and wastewater projects.

Ms. Warner discussed the Colgate Creek dredging and geotube dewatering project. Dredged material from the Dundalk and Seagirt Marine Terminals will be processed at the Cox Creek facility.

Mr. Ford presented on the tipping floor concrete restoration project at the Prince George's County Materials Recycling Facility. The restoration was completed on time and under budget.

OLD/NEW BUSINESS

Ms. Heller asked if there was any old or new business to discuss.

ADJOURNMENT

The next meeting of the Board is Thursday, November 20, 2025, at 9:30 a.m.

The meeting adjourned at 11:42 a.m.



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



**SHELLEY HELLER
CHAIR**



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

November 20, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair (remote)

PRESENT: 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.



SEAN L. COLEMAN, ESQ.
SECRETARY



SHELLEY HELLER
CHAIR



Wes Moore **GOVERNOR**

Aruna Miller **LT. GOVERNOR**

Charles Glass, Ph.D., P.E. **EXECUTIVE DIRECTOR**

BOARD OF DIRECTORS MEETING MINUTES

December 18, 2025

LOCATION: Headquarters/Video Call

TIME: 9:30 a.m.

DIRECTORS Shelley Heller, Chair

PRESENT: Sean L. Coleman, Esq., Secretary

Brendon Baatz, Treasurer (remote)

James H. Johnson Jr., Ph.D., P.E.

Moalie Jose, P.E.

Odessa Phillip, P.E.

Rebecca Flora, AICP, Secretary, Dept. of Planning (remote)

Delegate Dylan Behler (remote)

Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT: None

OTHERS PRESENT:

Sandy Hertz, Deputy Director

Hament Patel, Finance

Priscilla Carroll, Esq.

Melissa Slatnick, Technical &

Environmental Services (TES)

Pamela Fuller, Board Clerk

Kanishk Sharma, Administration

Felicia Gross, Human Resources

Casey Powers, IT (remote)

Winsome Condra, Procurement

Ezgi Kurdoglu Heim, (W/WW)

Aimee Warner, Env. Dredging &

Jason Browne, (OPS)

Restoration (EDR)

Bruce Eisenstein, Esq.

Tim Ford, Environmental Operations (EO)

Matt Lapinksy, Water/Wastewater (WWW)
(remote)

CALL TO ORDER

Ms. Heller called the meeting to order at 9:37 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 November 20, 2025. There were no comments or corrections. Dr. Johnson made a motion to approve the minutes Mr. Coleman seconded. The minutes were unanimously approved.

INSPIRE AWARDS

Ms. Warner presented the Inspire award to Laura Baker, Emily Sperling, Beth Ross, Julia Moya, and Rachel Stuber for their service in support of the Maryland Port Administration (MPA). Their extraordinary customer service allowed MPA to be awarded the American Association of Port Authorities Lighthouse Award for Excellence in Community/Education Outreach for the Terrapin Education Research Partnership (TERP) program.

Ms. Slatnick presented the Inspire award to Jay Janney, Phil James, and Jessica Cox of the laboratory services team for their extraordinary efforts in implementing new testing and reporting procedures for new lead and copper sampling. Their efforts led to no exceedances in 2025, reduced costs for additional samples, and limited the need for public notice issuances.

Mr. Ford presented the Inspire award to Robert Strand for his extraordinary customer services at the Brown Station Road Landfill in Prince George's County. Mr. Strand stepped in and worked a weekend during his pre-scheduled vacation to assist when the project manager had to attend to a family issue. He kept the project on schedule and on budget.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported his expenses for the last month. There were no expenses for November. Dr. Glass and Deputy Hertz attended 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.

Dr. Glass also reviewed his list of long-term projects. Exit interviews have been implemented. A project management program is being planned. Board site visits are being scheduled for the spring.

The agency celebrated America Recycles Day with a winter coat and accessories drive, as well as electronics recycling. The agency is also collecting toys for Toys for Tots and has achieved 112% of its goal for the Maryland Charities Campaign (MCC).

Dr. Glass and Ms. Heller welcomed Delegate Behler to the Board.

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 November 2025. The first five 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. Labor growth is consistent across all four operating groups. Overhead expenses have been lower than budgeted so far but will increase in January with the new health insurance rates. The full financial report was not available prior to the meeting, due to the early meeting date. It will be sent to the Board members after the meeting.

DARLINGTON WATER SYSTEM – PFAS TREATMENT

Ms. Kurdoglu Heim discussed the Darlington Water System. The Service District was established in 1998 and consists of 96 active customers, and a total of 122 possible water connections. The new Water Treatment Plant was built in 2004. In 2024, the Environmental Protection Agency (EPA) announced new Per- and Polyfluoroalkyl Substances (PFAS) regulatory standards, that were also adopted by the Maryland Department of the Environment (MDE). PFAS, also known as “forever chemicals,” are found in hundreds of everyday items, and have been detected in the water supply for the Town of Darlington above the limits set by EPA. There are various removal and destruction technologies emerging that have been approved by MDE. MES will focus on removal at this time and is currently conducting a pilot removal system that utilizes coal-based filters. Preliminary PFAS testing has been positive. Future capital projects will address destruction. The project currently qualified for a 50/50 funding split between two federal programs, the Infrastructure Investment and Jobs Act (IIJA) General Loan (which will need to be repaid) and the IIJA PFAS/Emerging Contaminates (EC) Fund (with 100% forgiveness after 10 years).

DARLINGTON SERVICE DISTRICT – 10TH BIENNIAL UPDATE

Mr. Patel then presented the draft Tenth Biennial update to the Darlington Service District Five-Year Plan. MES owns and operates system. The deadline to make PFAS improvements is 2031. The system rates will need to be increased to properly treat the water and make process improvements for the removal of PFAS. Half of the costs will be covered by a forgivable loan. For the last 20 years, MES has based prior price increases on the Consumer Price Index (CPI). Future rate increases will need to be implemented, including an increase on the price per gallon charged to individual users. The proposal is being presented to the Board today for comments and opinions.

The proposed rate increases are summarized below:

Year	2027	2028	2029	2030	2031
Fixed fee for Depreciation and Capital Improvement Fund	\$120.61	\$126.64	\$132.98	\$139.63	\$146.61
Cost (per 1000 Gallons)	\$10.90	\$18.24	\$25.61	\$26.89	\$28.24
Average User Charge Amount	\$104.35	\$174.67	\$245.26	\$257.52	\$270.40
Sinking Fund	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00
Bay Restoration Fee	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
PFAS Debt Retirement	\$42.74	\$42.74	\$42.74	\$42.74	\$42.74
Quarterly Total	\$307.71	\$384.06	\$460.97	\$479.88	\$499.74
Monthly Total	\$102.57	\$128.02	\$153.66	\$159.96	\$166.58
Annual Increase from Previous Year	37.55%	25.45%	25.64%	6.30%	6.62%

A number of questions from Board members were addressed. The proposed changes will be communicated to residents by notice in their quarterly bills, published in local newspapers, and a community hearing will be held. Ms. Phillip inquired why the increases were being front-loaded. The initial increases are what is necessary for the system to be self-sufficient, remove the current PFAS, and create a capital fund for future improvements. The proposed rate increases are planned for July 1, 2026, and will run by fiscal year, not calendar year. The proposal is being presented to the Board today for comments and opinions. Several Board members asked if it was possible to spread the rate increases out over longer periods, to reduce the impact.

Dr. Glass and Mr. Lapinsky reported that many communities and schools in that area have had PFAS issues. The source has not been identified. Removal of the PFAS is a requirement, and someone needs to pay for it. This is the first proposed increase in the cost per gallon. Mr. Patel indicated the agency would continue to explore other funding options, as well as look for ways to spread the cost out with more gradual increases to soften the impact. He welcomed any further suggestions or comments from the Board. An update will be provided to the Board when it is ready.

HUMAN RESOURCES REPORT

Dr. Gross presented the Human Resources (HR) report. The agency ended November with a vacancy rate of 3.3%. As of December 10, 2025, when the report was prepared, the vacancy rate was 3.06%. The summer internship program will launch next week. The Co-Op Developing Young Professionals program is ongoing. There were four recruitment events in December. The Supervisor and Manager Training Program will begin in January.

HUMAN RESOURCES COMMITTEE

Dr. Johnson reported that the Human Resources (HR) Committee met earlier this month. They reviewed and approved changes to 10HR policies. Those policies were:

- HR 1.02 Nepotism
- HR 1.09 Probationary Period

- HR 1.12 Reinstatement
- HR 1.18 Internal Applicants
- HR 1.22 Emergency Essential Duty
- HR 3.02 Annual Leave
- HR 3.07 Personal Leave
- HR 3.10 Jury Duty
- HR 3.13 Military Leave
- HR 5.03 Teleworking

Changes to HR 3.02 Annual Leave policy are being removed from the batch, pending further revisions. Ms. Phillip made a motion to approve the remaining nine policies as presented, Mr. Baatz seconded. The motion passed unanimously.

PROCUREMENT ITEMS

Ms. Condra presented Item 1. The procurement is for leachate hauling at the Midshore II Regional Landfill. JCI Environmental will provide the services at a cost of \$248,809.32. There is a 0% MBE goal. Mr. Coleman made the 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.

Item 2 was withdrawn prior to the meeting.

Ms. Condra presented Item 3. The procurement is a pre-solicitation approval for up to \$10,000,000 for public outreach and stakeholder engagement in support of the Maryland Port Administrations' (MPA) Dredged Material Management Program. There is a 29% MBE goal. Dr. Johnson made the motion to approve the item; Ms. Phillip seconded. The motion passed unanimously.

Ms. Condra presented Item 4. The procurement is for line cleaning, inspection, and repair at the Dundalk Marine Terminal and Hawkins Point Landfill. Mobile Dredging and Video Pipe, Inc. will provide the services at a cost of \$2,023,650. There is a 7% MBE goal. Ms. Phillip made the motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Ms. Condra presented Item 5. The procurement is to purchase a Gimpel top mechanism trip and throttle valve for the ECI Co-Generation facility. Siemens Energy, Inc. will provide the equipment at a cost of \$202,650. There is a 0% MBE goal. Ms. Jose made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Ms. Condra presented Item 6. The procurement is for street sweeping services at the Brown Station Road Sanitary Landfill and associated facilities. Atlantic Sweeping & Cleaning, Inc. will provide the services at a cost of \$218,060. There is a 5% MBE goal. Ms. Coleman made the motion to approve the item; Ms. Phillip 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 introduced Bruce Eisenstein the new Assistant Attorney General. He has over 20 years of experience in many areas which are beneficial to MES, including business administration, and planning.

GROUP UPDATES

Due to the length of the meeting so far, Group updates will be rescheduled for next month.

OLD/NEW BUSINESS

Ms. Heller asked if there was any old or new business to discuss.

CLOSED SESSION

At 11:45 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b) (3) and (8), Ms. Heller stated that the Board intended to enter closed session to approve the minutes of a prior closed-meeting session, to consider the acquisition of real property for a public purpose and matters directly related thereto; and to consult with staff, consultants, or other individuals about pending or potential litigation. Ms. Heller asked if anyone objected to the Board entering the closed session; no objections were heard. She also stated that any member of the viewing public who objected could submit their objection via email to the agency. Mr. Coleman then made a motion that the Board enter closed session for the reasons stated above. Ms. Jose seconded the motion; all members voted in favor of closing the meeting.

The public meeting closed at 11:45 a.m. Staff not required for the closed session left the meeting room and Zoom session.

Ms. Heller called the meeting of the closed session of the Board to order at 11:50 a.m. Present during the closed session were Board members Dr. Glass, Ms. Heller, Mr. Baatz, Mr. Coleman, Ms. Jose, Dr. Johnson, Ms. Phillip, and Ms. Flora. They were joined by Ms. Carroll, Mr. Eisenstein, Ms. Hertz, Mr. Patel, Ms. Condra, Ms. Warner, Ms. Slatnick, Ms. Fuller, and Mr. Eric Hartlaub, Esq. and Mr. William Buzinski who joined the meeting for the closed session.

Ms. Heller requested approval of the minutes of the closed session from the June 26, 2025, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Mr. Patel presented a request for authorization to procure or lease real property for use as a maintenance facility. Several proposals were discussed and considered. Ms. Flora suggested an ad hoc committee be established to review the requirements and proposals. Ms. Flora left the meeting at 12:17 p.m. Volunteers for the committee included Mr. Coleman (Chair), Ms. Jose, and Dr. Johnson. Ms. Phillip made a motion to establish the Real Estate Review Committee for

this purpose. Mr. Coleman seconded the motion; it passed unanimously. The Committee will assist management in collecting any necessary information and bring the final request back to the Board for approval.

Ms. Carroll, Dr. Glass, Ms. Slatnick and Mr. Patel left the meeting at 12:25 p.m.

Mr. Hartlaub briefed the Board on a recently filed bid protest and potential litigation. Due to the time sensitive nature of the work involved, the Board was comfortable with bringing the procurement item for the project to the Board for approval in January while the bid protest is pending.

ADJOURNMENT

The next meeting of the Board is Thursday, January 20, 2025, at 9:30 a.m.

The meeting adjourned at 1:00 p.m.



SEAN L. COLEMAN, ESQ.
SECRETARY



SHELLEY HELLER
CHAIR