

BOARD OF DIRECTORS MEETING MINUTES

February 26, 2026

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)
Andrew Kelson, Dept. of Planning designee (remote)
Charles Glass, Ph.D., P.E.

DIRECTORS ABSENT: Odessa Phillip, P.E.
Delegate Dylan Behler

OTHERS PRESENT:

Sandy Hertz, Deputy Director (remote)
Priscilla Carroll, Esq.
Pamela Fuller, Board Clerk
Felicia Gross, Human Resources
Winsome Condra, Technical &
Environmental Services (TES)
Kenna Oseroff, Env. Dredging &
Restoration (EDR)
Tim Ford, Environmental Operations
(EO)

Hament Patel, Finance
Kanishk Sharma, Administration
(remote)
Casey Powers, IT (remote)
Jeff Tosi, Strategic & Gov. Affairs
Jen Wijetunga, Water/Wastewater
(W/WW)
Todd Boulden, W/WW
John Agnoli, EO
Pam McGee, W/WW (remote)

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.

INSPIRE AWARDS

An Inspire award was presented to Lynn Armel, Bernard Briscoe II, Kevin Malozi, Neil Draper, and Jeffrey Billing. This INSPIRE Award recognizes the team for swiftly leading a coordinated response to remove an illegally dumped refrigerator that disabled a BWI Airport trash compactor and posed an environmental risk. Ms. Armel's leadership, the team's cross-agency coordination, and thorough investigation restored operations, ensured enforcement action, and strengthened Maryland Environmental Service's reputation for environmental stewardship and partnership.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes of the Board meeting on January 22, 2026. 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. During the period of this expense report, the Deputy Director incurred no expenses. Dr. Glass incurred a \$199.64 expense for registration to the Mid-Atlantic Utility Conference. He will be hosting one panel and participating in two others during the two-day local conference.

Dr. Glass reviewed his and Deputy Hertz's list of recent contacts. Dr. Glass met with former Governor O'Malley, who now works with Green Logic, LLC.

Congratulations to Mr. Ford for being named to the Baltimore City Commission on Sustainability. He will be sworn in on March 2. The Health & Wellness series continued with a presentation by Ms. Brittany Ghosn, a registered dietitian and nutritionist. Dr. Glass also reviewed his list of long-term projects. Board meeting site visits are currently being scheduled for the spring.

Mr. Tosi provided an update on the FY28-32 Strategic Plan Steering Committee. The Committee, formed in Q3 CY2025, has met three times, approved its charter, reviewed the FY23–27 Strategic Plan, and is currently reviewing existing KPIs. The committee is preparing to conduct a SWOT analysis in Q2–Q3 CY2026.

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 January 2026. The first seven 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. There are a number of anticipated expenditures coming up. Mr. Coleman inquired what the line for "Notes Receivable" was for on the financial report, page 5. Mr. Patel indicated he would check on that. Later in the meeting, Mr. Patel confirmed that the line was for the purchase of a compactor for the Midshore II Landfill. MES purchased the compactor, which will be paid for by the Midshore account over three years. As such, it will appear on MES' statements as a "receivable," and on the Midshore accounts as a "payable."

DARLINGTON WATER SERVICE DISTRICT

Dr. Glass updated the Board on a proposed rate change for the Darlington Water Supply Service District. He discussed the background of the system, including its history, customer base, MES' responsibilities, and the need to address PFAS regulations and associated treatment costs. MES is required by statute to ensure each project stands on its own merits and is billed based on actual time and materials, plus fringe and overhead. As such, the rates for Darlington need to be adjusted. Original estimates were computed based on the engineer's estimate of \$850,000 to address the detected PFAS issues. The agency is now investigating means to self-perform a large portion of this project to reduce the capital costs. He presented two pricing scenarios. Option 1 included a 3% increase in the water usage rate and a fixed fee and excluded PFAS expenditures and charges. Option 2 included a 3.25% increase to the water usage rate and a fixed fee, and excluded depreciation on the existing system, but included PFAS expenditures and loan repayment. The agency is recommending Option 2. The Board was asked for comments or questions. Hearing none, Option 2 will be presented to the community for public comment. The updated plan will then come back to the Board for approval before July 1, 2026.

HUMAN RESOURCES REPORT

Dr. Gross presented the Human Resources (HR) report. The agency ended January with a vacancy rate of 3.56%. This included 15 terminations and five new hires. As of February 18, 2026, when the report was prepared, the vacancy rate was 4.52%, which reflected the terminations from January. Issues with the prescreening vendor are delaying start dates for new hires. This situation is being addressed. The listing for the summer internship program closed this week. There were 256 applicants. About 50 applicants have already been pre-screened, with another 10 in the works. There were many recruitment events in February.

Ms. Jose noted that there are currently three vacancies among the executive staff. She asked what the agency's plans were for the transition and the passing of knowledge. Dr. Glass indicated there is succession planning in place, and each position currently has an acting staff member in place. He offered to call each Board member after the meeting. Ms. Jose requested a closed session of the full Board to discuss personnel issues.

BEST UPDATE

Deputy Hertz provided an update on FY26 BEST goals, reporting that safety initiatives and required trainings remain on track or in progress, educational and workforce development efforts continue with internships, wellness events, and cybersecurity training are largely completed, and DEI objectives are on track across event planning, training, and site-based activities. Customer and community service goals were reported as on track or complete, while environmental goals and certain administrative enhancements—such as onboarding checklists and environmental information sessions—were identified as needing additional attention, with other administrative and revenue-related targets remaining on track.

PROCUREMENT ITEMS

Mr. Graham presented Item 1. The procurement is for street sweeping services at the Brown Station Landfill. Quiet Sweep, Ltd. will provide the services at a cost of \$340,115.05. There is a 5% MBE goal. Dr. Johnson made the motion to approve the item; Mr. Kelson seconded. The motion passed unanimously.

Mr. Graham presented Item 2. The procurement is for traffic data management support for the State Highway Administration EISD Task 16. Synergy Systems & Services, Inc. will provide the services at a cost of \$448,860.60. There is a 34.5% MBE goal. Mr. Baatz made the motion to approve the item; Mr. Kelson seconded. The motion passed unanimously.

Mr. Graham presented Item 3. The procurement is a pre-solicitation approval for \$1,500,000 for professional engineering services to complete watershed studies on behalf of the Maryland Department of the Environment. There is an 18% MBE goal. Mr. Coleman made the motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Mr. Graham presented Item 4. The procurement is a pre-solicitation approval for \$1,900,000 for technical assistance for the Building Energy Performance Standards (BEPS) program for the Maryland Energy Administration. There is a 25% MBE goal. Mr. Baatz made the motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 5. The procurement is a pre-solicitation approval for \$19,910,755 for the construction of a new landfill cell C2/3 at the Brown Station Landfill.

There is a 28% MBE goal. Mr. Coleman made the motion to approve the item; Dr. Johnson seconded. Dr. Johnson asked how the MBE goals are determined for projects. Mr. Ford and Ms. Condra explained that the project is broken down into parts, and then the MBE directory is searched for the number of potential firms that might be able to complete that work. Those numbers are then combined into an overall MBE goal. That goal is reviewed and approved by the agency MBE Liaison. Compliance is measured annually. The motion passed unanimously.

Mr. Graham presented Item 6. The procurement is a change order with JCN Partners, Inc., (doing business as EverBlue), for \$51,637,000. It is to facilitate the distribution of rebates for the Home Energy Rebates Opportunity (HERO) program and the Home Electrification and Appliance Rebates (HEAR) program. There is a 0% MBE goal for this change order. Dr. Johnson moved to consider the item; Mr. Baatz seconded. Questions were addressed regarding the large increase for this change order. Ms. Condra explained that the original contract was for the first part of the program and consisted of vetting and approving applicants to the rebate program. This change order is to handle the distribution of the rebates to the applicants. The Maryland Energy Administration (MEA) will provide funding to MES via cash advancements every two to three months. MES will then distribute the funds to EverBlue, which will be administering the program and issuing the rebates to approved applicants. Questions arose as to the cost to administer the program, and how much went to the applicants versus EverBlue. More information about the details of the program was requested. Dr. Johnson and Mr. Baatz withdrew their motions. The item will be resubmitted next month with further details.

Mr. Graham presented Item 7. The procurement is a change order #4 with United Rentals (North America) Inc. for \$245,785.30. It is for equipment rental for hazardous material management at Dundalk Marine Terminal and Hawkins Point Landfill. There is a 0% MBE goal. Mr. Coleman made the motion to approve the item; Mr. Kelson seconded. The motion passed unanimously.

Mr. Graham presented Item 8. The procurement is a pre-solicitation approval for \$4,000,000 for handling, loading, and hauling of dewatered dredged material from Cox Creek Dredged Material Containment Facility to Masonville and Hawkins Point DMCF locations for future use. There is a 29% MBE goal. Mr. Coleman made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Mr. Graham presented Item 9. The procurement is for lead abatement at the Maryland Military Department (MMD) indoor firing range. Arc Environmental LLC will provide the services at a cost of \$400,000. There is a 14.8% MBE goal. Mr. Kelson 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 announced that Mr. Eric Hartlaub has been promoted to Deputy Principal Counsel, effective February 4, 2026.

Ms. Carroll reminded the board that the State Ethics Disclosure period has opened. Disclosures are due by April 30, 2026. Once filed with the state, please send a copy to the Board clerk.

GROUP UPDATES

Mr. Boulden highlighted a partnership with Blynk for a workforce pipeline development initiative for water and wastewater operators. They linked MES with Green Street Academy students for a guided tour of the Dorsey Run Wastewater Treatment Plant and an overview of treatment processes. MES staff engaged students through a structured Q&A on certified operator roles, the Water/Wastewater Apprenticeship Program, and career pathways from entry-level positions to leadership, emphasizing long-term workforce development and community partnerships.

Ms. Oseroff highlighted the Swan Creek Nature Trail at the Cox Creek DMCF property. Once completed, the trail will include multiple boardwalks, nature observation viewpoints, and outdoor classrooms. The completed trail should be open in 2027.

Mr. Agnoli presented an overview of remediation efforts at the Tollgate Landfill, describing the site's history, groundwater contamination issues, and proximity to public recreational areas. The update explained the selection and installation of a fountain-based aeration system as a permanent remedial measure, noting improved water quality results, elimination of solvent exceedances, and added aesthetic value to the site, with potential future enhancements such as lighting and landscaping.

Mr. Hancock provided an update on Technical and Environmental Services (TES) emergency response and drainage remediation activities, noting eleven completed projects since January 2025 delivered under budget, with additional sites completed or in development statewide. The presentation highlighted recent emergency repairs at high-priority locations, including major stormwater pipe failures and slope stabilization, as well as ongoing responses to fuel spills, sanitary overflows, and unlawful sewer discharges coordinated with state and local partners.

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, March 26, 2026, at 9:30 a.m.

The meeting adjourned at 11:30 a.m.

Sean L. Coleman

[Sean L. Coleman \(Mar 26, 2026 19:38:58 EDT\)](#)

SEAN L. COLEMAN, ESQ., SECRETARY

Shelley L. Heller

[Shelley L. Heller \(Mar 26, 2026 16:14:58 EDT\)](#)

**SHELLEY HELLER,
CHAIR**

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Final Audit Report

2026-03-26

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