# BOARD OF DIRECTORS MEETING MINUTES

**May 28, 2026**

**LOCATION:** **Headquarters/Video Call**

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

**DIRECTORS PRESENT:** Shelley L. 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)
Rebecca Flora, AICP, Dept. of Planning (remote)
Charles Glass, Ph.D., P.E. (remote)

**DIRECTORS ABSENT:** Delegate Dylan Behler

**OTHERS PRESENT:**
Sandy Hertz, Deputy Director
Priscilla Carroll, Esq.
Pamela Fuller, Board Clerk
Winsome Condra, Technical & Environmental Services (TES)
Tim Ford, Environmental Operations (EO)
Qieon Graham, Procurement
Felicia Gross, Human Resources
Kenna Oseroff, Env. Dredging & Restoration (EDR)
Hament Patel, Finance
Casey Powers, IT (remote)
Jen Wijetunga, Water/Wastewater (W/WW)
Ryan Dowdell, Internal Audit
Bruce Eisenstein, Esq. Office of the Attorney General (OAG)
Monique Booker (SB & Company) (in at 10:12 a.m. out at 10:20 a.m.)
Eric Hartlaub, Esq. (OAG) (closed session only)
Josh Welborn, Esq. (OAG) (Closed session only)

## 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 of the Board meeting on April 30, 2026. The minutes were approved by consent.

## EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported his expenses for the last month. Neither Dr. Glass nor Deputy Hertz had any expenses for this time period. Conference season begins, which will include Maryland Municipal League (MML) in June, Maryland Association of Counties and Chesapeake Tri-Con in August, and Water Environment Federation's Technical Exhibition and Conference (WEF-Tec) in September.

Dr. Glass reported on a successful presentation about MES's top workplaces story and discussed potential public-private partnership opportunities with Maryland Economic Development Corporation (MEDCO) and the Maryland Clean Energy Center. The Deputy Director reported on government engagements with the Maryland Department of Natural Resources regarding Days Cove landfill lease support, and private entity presentations on nature-based solutions for wastewater treatment. Dr. Glass concluded by discussing the May strategic advance and all-staff meetings' focus on alignment, accountability, and intentional growth, emphasizing the 4% labor revenue growth goal and its relationship to cost of living adjustments and performance-based compensation. The meetings also focused on leadership expectations, organizational culture, and staff engagement initiatives at MES, including surveys and communication channels to ensure all staff feel connected and valued.

Some members of the Board toured Masonville Cove Nature Center and Dredged Material Containment Facility (DMCF) on May 7, 2026. The next tour will be to the Triadelphia Elementary & Folly Quarters Middle School water and wastewater treatment facility on June 2, 2026.

Work continues on Dr. Glass' list of long-term projects. The Sean L. Coleman, Esq. walking path dedication will occur after the meeting.

## NEW BUSINESS REPORT

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

## FINANCIAL REPORT

Mr. Patel presented the financial report showing that FY26 labor was 38.7 million, which is 2.3 million higher than FY25 and 0.8 million above budget. The organization is performing better than projected with estimated net earnings of 8.6 million compared to a budgeted 4.5 million, though two major expenses will reduce this amount: contingency fund increases and Other Post Employment Benefit (OPEB) contributions. Mr. Patel also reported positive results from procurement process improvements, noting that purchase orders have decreased from over 1,000 to 356 while procurement card transactions have increased from 670 to 1,182 per month, with appropriate controls in place.

## AUDIT COMMITTEE REPORT

Ms. Jose reported that the Audit Committee met on May 21, 2026. They received a briefing from SB & Company and are recommending approval of a resolution and the Internal Audit Plan.

Mr. Dowdell recapped his Internal Audit Report. He reported completing four audit projects with effective opinions and one with a partially effective opinion, with four findings currently being remediated. Seven audit projects are currently in progress and will either be completed by year-end or rolled into the 2027 audit plan.

He then reviewed the FY27/FY28 Internal Audit Plan. He reviewed the planned audits, hours, and timing. Mr. Baatz made a motion to approve the FY28 internal audit plan, Mr. Coleman seconded. The motion passed unanimously. Mr. Baatz made a motion to approve the FY27 internal audit plan, Mr. Coleman seconded. The motion passed unanimously.

## RESOLUTION 26-05-1R

Mr. Patel introduced Resolution 26-04-1R to change the OPEB trust agreement, transitioning from Bank of New York Mellon as trustee to PNC Bank, which will also provide investment advisory services. He explained that combining services with PNC would save $10,000 in fees, provide faster trading capabilities, and eliminate the need to reconcile separate statements from two entities. Ms. Phillip asked about potential conflict of interest, which Mr. Patel addressed by explaining that PNC's role as custodian for Maryland's local government investment pool was selected through a state RFP process. Ms. Carroll later elaborated that outside counsel was retained to assess any potential conflicts of interest. They confirmed there was no conflict and advised on the proper path forward. Dr. Johnson made a motion to approve the resolution; Ms. Phillip seconded. The motion passed unanimously.

## SB & COMPANY – FY26 AUDIT PLAN

Ms. Booker presented SB & Company's FY26 Audit Plan, outlining the team's approach for the upcoming year's audit of MES's financial statements, including compliance and indirect cost audits. The audit will follow a risk-based approach, with preliminary testing in June and final fieldwork in August-September, with results expected to be reported to the audit committee and board in October.

## HUMAN RESOURCES REPORT

Dr. Gross reported that the agency closed April with a 3.09% vacancy rate, currently has 823 active employees, and is actively working on 28 vacancies with plans to welcome nine new team members in the next week or two. The agency will be welcoming ten interns and two fellows on June 1 and has completed 94% of performance evaluations with 65% of feedback discussions completed. Several policy updates are being prepared for the June HR Committee review.

## PROCUREMENT REPORT

Mr. Graham presented Item 1. The procurement is for renovation of restroom and locker rooms at the Prince George's County Materials Recovery Facility (MRF). Janus Contractors, Inc. will provide the construction services at a cost of $247,406.83. There is a 30% Minority Business Enterprise (MBE) goal. Mr. Coleman made the motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Mr. Graham presented Item 2. The procurement is a change order with CMT Services, Inc. for $2,199,381.00. It is for labor force services supporting recycling sorting and general labor provided to the Prince George's County MRF. There is a 30% MBE goal. Mr. Baatz made the motion to approve the item; Ms. Jose seconded. The motion passed unanimously.

Mr. Graham presented Item 3. The procurement is a change order with E.A.R.N. Contractors, Inc. for $1,310,282.15. It is for temporary general labor services provided to the Montgomery County MRF and Grinding Lot. There is a 30% MBE goal. Ms. Phillip made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Mr. Graham presented Item 4. The procurement is a change order with General Protective Services Enterprise for $167,615.50. It is for unarmed security services provided to the Montgomery County Yard Trim Compost Facility. There is a 0% MBE goal. Mr. Coleman made the motion to approve the item; Dr. Johnson seconded. The MBE goal is low due to the small amount of the contract, with few subcontracting opportunities. The motion passed unanimously.

Mr. Graham presented Item 5. The procurement is for construction quality assurance inspection and testing services at the Brown Station Road Landfill Cell C2 & C3 project. ARM Group, LLC will provide the services at a cost of $710,545.13. There is a 6.44% MBE goal. Ms. Phillip made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Mr. Graham presented Item 6. The procurement is for dike raising construction services at the Masonville Dredged Material Containment Facility to elevation +42 feet. Allan Myers MD, Inc. will provide the services at a cost of $15,388,877.00. There is a 24% MBE goal. Mr. Coleman made the motion to approve the item; Ms. Phillip and Mr. Baatz seconded. Numerous questions were addressed. There were two bids received. Allan Myers MD, Inc. completed the initial +30' elevation and did well. The project is scheduled to run from the Summer of 2026 through 2028. The proposed amounts are $4M below the engineers' estimate. Retainage, liquidated damages, and contingencies are all built into the process. There were no bid protests for this bid. The motion passed unanimously.

Mr. Graham presented Item 7. The procurement is a change order with Gahagan & Bryant Associates, Inc. for $2,000,000. It is for engineering and environmental services supporting Maryland Port Administration dredged material management program projects. There is a 29% MBE goal. Ms. Phillip made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously.

Mr. Graham presented Item 8. The procurement is a change order with Carroll Independent Fuel Company, Inc. for $260,000. It is for bulk purchase and delivery of ultra-low sulfur diesel fuel and diesel exhaust fluid provided to the Sediment Technology and Reuse Facility (STAR) site operations. There is a statewide 35% MBE goal. Mr. Baatz made the motion to approve the item; Mr. Coleman seconded. MES is piggybacking off of the state contract, which has a 35% MBE goal. The state will get MBE credit, and MES cannot also count it. Rising fuel prices and delays with the power installation have contributed to the increases. The motion passed unanimously.

Mr. Graham presented Item 9. The procurement is for construction services at the New Germany State Park water and wastewater system upgrades project. Carl Belt, Inc. will provide the services at a cost of $12,113,156.75. There is an 8% MBE goal. Mr. Baatz made the motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 10. The procurement is for A/E services for the upgrade of the Albert Powell Wastewater Treatment Plant. Watek, Inc. will provide the services at a cost of $358,167. There is a 29% MBE goal. Mr. Coleman made the motion to approve the item; Mr. Baatz 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 provided additional information about the OPEB resolution, summarized above. A litigation report was provided in closed session.

## OLD/NEW BUSINESS

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

## CLOSED SESSION

At 11:00 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 noted. 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 for the Board to 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 11:00 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 11:08 a.m. Present during the closed session were Board members Dr. Glass, Ms. Heller, Mr. Coleman, Ms. Jose, Dr. Johnson, Ms. Phillip, and Ms. Flora. Ms. Carroll, Mr. Eric Hartlaub, Mr. Bruce Eisenstein, Mr. Josh Welborn, Deputy Hertz, and Ms. Fuller joined them.

Ms. Heller requested approval of the minutes of the closed session from the April 30, 2026, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Ms. Carroll, Mr. Hartlaub, and Mr. Welborn updated the Board on several matters of current litigation. No actions were taken.

## ADJOURNMENT

The next meeting of the Board is Thursday, June 25, 2026, at 9:30 a.m. There will be an HR Committee meeting on Thursday, June 18, 2026, at 9:30 a.m.

The meeting adjourned at 11:54 a.m.

Sean L. Coleman
Sean L. Coleman (Jun 29, 2026 13:33:26 EDT)

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

Shelley L. Heller
Shelley L. Heller (Jun 29, 2026 11:58:56 EDT)

**SHELLEY L. HELLER, CHAIR**

# Minutes - May 2026 FINAL

Final Audit Report 2026-06-29

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|---|---|
| Created: | 2026-06-25 |
| By: | Pamela Fuller (pfuller@menv.com) |
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## "Minutes - May 2026 FINAL" History

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