BOARD OF DIRECTORS
MEETING MINUTES

July 23, 2026

LOCATION: **Headquarters/Video Call**

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

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

DIRECTORS ABSENT: Delegate Dylan Behler

OTHERS PRESENT:
Sandy Hertz, Deputy Director
Priscilla Carroll, Esq., Office of the Attorney General (OAG)
Pamela Fuller, Board Clerk
Winsome Condra, Technical & Environmental Services (TES)
Tim Ford, Environmental Operations (EO)
Qieon Graham, Procurement
Pam McGee, Water/Wastewater (W/WW)
Kenna Oseroff, Env. Dredging & Restoration (EDR)
Hament Patel, Finance
Kanishk Sharma (Administration)
Casey Powers, IT (remote)
Heather Enos-Graves, TES (remote)
Scott Kearney, TES (remote)
Andrew Lavin, Esq., OAG
Dr. Alvine Onyilofor, Media Share Solutions
Dr. Scott Catey, Media Share Solutions

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 Marcus Brooks, Richard Brown, and Devon Wilkerson for their exceptional teamwork and dedication in safely and efficiently completing the installation of a mixed rigid plastic bunker at the Prince George's County Recycling Facility ahead of schedule. Their collaborative efforts enhanced facility operations and appearance, demonstrated outstanding stewardship and customer service, and reflected MES' INSPIRE values of teamwork and achievement.

An Inspire Award was presented to Ryan Zacherl, Manning Budd, and Mark Norfolk for their outstanding initiative, technical expertise, and teamwork in responding to and permanently repairing a major mechanical failure at the Jenkins Creek Pump Station. By completing the repair safely in-house, the team restored operations, avoided the need for outside contractors, and saved the City of Cambridge more than $4,000, demonstrating exceptional customer service, fiscal responsibility, environmental stewardship, and outstanding achievement.

An Inspire Award was presented to Ronald Adams and Zachary Sholand for their extraordinary commitment and teamwork in maintaining continuous operations at the Charlotte Hall Wastewater Treatment Plant (WWTP) during a catastrophic effluent pump failure in January 2026. Through 24-hour shift coverage, innovative operational procedures, and unwavering dedication over a two-week emergency period, they prevented overflows and ensured uninterrupted plant operations, demonstrating exceptional teamwork, reliability, and outstanding service.

ORGANIZATIONAL MEETING

The first regular meeting of each state fiscal year has been designated as the Organizational Meeting, at which time the Elected Officers of the Board shall be elected, the members of the Standing Committees shall be confirmed, the schedule of regular meetings shall be approved, the Board Clerk shall be confirmed, and the Board shall take any other actions required by the Bylaws.

Mr. Coleman nominated Ms. Heller to continue as the Board Chair; Dr. Johnson seconded the motion. The motion passed unanimously, with the exception of Ms. Heller, who abstained from the discussion and the vote.

Ms. Heller nominated Mr. Coleman to continue as the Board Secretary; Dr. Johnson and Mr. Baatz seconded the motion. The motion passed unanimously, with the exception of Mr. Coleman, who abstained from the discussion and the vote.

Mr. Coleman nominated Mr. Baatz to continue as the Board Treasurer; Ms. Heller seconded the motion. The motion passed unanimously, with the exception of Mr. Baatz, who abstained from the discussion and the vote.

Mr. Coleman nominated Ms. Fuller to continue as the Deputy Secretary and Board Clerk; Ms. Phillip seconded the motion. The motion passed unanimously.

Ms. Phillip nominated Mr. Patel to continue as the Deputy Treasurer; Mr. Baatz seconded the motion. The motion passed unanimously.

Dr. Johnson expressed an interest in joining the Audit Committee, as well as serving on the Human Resources Committee. All other members consented to remain on their existing committees. Mr. Coleman made a motion to continue the committee membership and leadership as existing, with the addition of Dr. Johnson to the Audit Committee; Mr. Baatz seconded. The motion passed unanimously. The Committees are comprised of:

- Human Resources Committee: James Johnson, Jr. (Chair), Brendon Baatz, Odessa Phillip, Shelley Heller, and Charles Glass.
- Audit Committee: Moalie Jose (Chair), Sean Coleman, Rebecca Flora, James Johnson Jr., Shelley Heller, and Charles Glass.

The proposed 2027 meeting agenda schedule was presented. The schedule is deemed accepted, pending any conflicts submitted by Board members.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes of the Board meeting on June 25, 2026. The minutes were approved by consent.

EXECUTIVE DIRECTOR’S REPORT

Dr. Glass reported his and the Deputy’s expenses for the last month. Dr. Glass’ expenses were for registration and lodging for the Maryland Municipal League (MML) conference. Deputy Hertz had no expenses.

Dr. Glass highlighted several engagements with government and private entities. Dr. Glass reviewed completed items and new additions to his list of Long-Term Projects.

Some members of the Board toured Technical and Environmental Services operations at BWI Airport on July 14, 2026.

Dr. Glass recognized Kathy Waters on her retirement from MES in May, following more than 36 years of service. Ms. Waters began her MES career in October 1989 as a Clerk Typist and went on to serve in several roles, including Office Secretary, Weighmaster, Finance team member, Management Specialist in Environmental Dredging and Restoration, and, most recently, with Technical and Environmental Services.

Dr. Glass also recognized Steve Freeman on his retirement from MES in June, following 31 years of service. Mr. Freeman began his MES career in 1994 at the Montgomery County Transfer Station as an Operator supporting grinding operations and later played a key role in initiating the yard trim bagging operation, which became the Montgomery County Yard Trim Compost Facility in Dickerson. He advanced to supervisory roles, including Field Operations Supervisor, and was recognized for his strong work ethic, dedication, and lasting contributions to MES.

The Board congratulated Ms. Waters and Mr. Freeman and extended its best wishes for their retirement.

Mr. Sharma introduced Dr. Onyilofor and Dr. Catey from Media Share Solutions. They will be performing the Board Assessment, which is required to be completed every five years.

BEST UPDATE

Deputy Hertz reported that all of the FY2026 Best Goals were achieved 100%.

The Proposed goals for FY2027 were presented. The goals were drafted to conform with the agency's three pillars of Safety, Level of Service, and Education and Training, with the addition of categories for Environmental Stewardship and Employee Engagement & Culture. Three goals were suggested for each category. The Goals were formulated to be SMART Goals (Specific, Measurable, Achievable, Relevant, Time-Bound), focused on operational improvements and ideas generated from the employee surveys.

Questions were addressed about the proposed goals. Mr. Coleman indicated that financial goals should be incorporated as they are tied to the success of the agency and BEST payments. It was indicated that the Strategic Plan KPIs already track financial performance. Dr. Johnson also indicated a desire to see goals for technology and environmental enhancement. Deputy Hertz indicated she would take these suggestions back to the BEST committee for further refinement of the goals.

RESOLUTION 26-07-1R

Mr. Patel introduced Resolution 26-07-1R for approval of the Tenth Biennial Update to the Darlington Service District Five-Year Plan. The proposed plan and rate change were previously presented to the Board in February 2026. Since then, a public hearing was held on June 11, 2026, and notice was provided to the Harford County Council and Department of Public Works. No comments were received. The proposed rates will increase by approximately 2.97% each year, effective July 1, 2026. Mr. Baatz made the motion to approve the Resolution, and Dr. Johnson seconded. The motion passed unanimously.

PROCUREMENT REPORT

Mr. Graham presented Item 1. The procurement is a change order with Kelley's Trucking LLC for $800,000. It is for truck hauling services provided to the Cox Creek Dredge Material Containment Facility. There is a 30% MBE goal. Mr. Baatz made the motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Mr. Graham presented Item 2. The procurement is for the development of the Maryland Statewide Energy Plan, including modeling, forecasting, and report development for the Maryland State Energy Plan Modeling, Forecasting and Report Project. AECOM Technical Services, Inc. will provide the services at a cost of $600,000. There is a 32.9% MBE goal. Ms. Enos-Graves addressed questions about the project. Mr. Coleman made the motion to approve the item; Mr. Baatz seconded. The motion passed unanimously, with the exception of Ms. Jose who abstained from the discussion and vote.

Mr. Graham presented Item 3. The procurement is for FY27 ultra-low diesel fuel purchases for the Maryland Correctional Institution-Hagerstown (MCI-H). Carroll Independent Fuel Co. Inc. will provide the fuel at a cost of $3,399,194. There is a 35% MBE goal. Ms. Phillip made the motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 4. The procurement is a change order with Consolidated Commercial Services LLC for $200,000. It is for yard waste hauling services provided to the Montgomery County Yard Trim Facility. There is a 30% MBE goal. Dr. Johnson made the motion to approve the item; Mr. Coleman seconded. The motion passed unanimously.

Mr. Graham presented Item 5. The procurement is a change order with Workday, Inc. for $2,009,506. It is for Workday subscription renewal services provided to the agency. The contract consists of the yearly license fee and technical support for three years. There is no 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 FY27 ultra-low diesel fuel purchases for landfill operations at the Midshore II Regional Solid Waste Facility. Carroll Independent Fuel Co. Inc. will provide the fuel at a cost of $327,600. There is a 35% MBE goal. Mr. Coleman 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 and the vote.

Mr. Graham presented Item 7. The procurement is a change order with Sogiic LLC d/b/a Aegis Security LLC for $99,993. It is for unarmed security services provided to the Prince George's County Materials Recovery Facility. There is a 0% MBE goal, but the company is an MBE firm. Dr. Johnson 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 introduced new Assistant Attorney General Andrew Lavin, who joined the office last week.

OLD/NEW BUSINESS

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

CLOSED SESSION

At 10:58 a.m., in accordance with MD. Code Ann., Gen. Prov. §3-305(b) (3), (7) and (8), Ms. Heller stated that the Board intended to enter closed session to approve the minutes of a prior closed session, to consider the acquisition of real property for a public purpose and matters directly related thereto, 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; Mr. Baatz seconded the motion. All members voted in favor of closing the meeting.

The public meeting closed at 10:59 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 11:05 a.m. Present during the closed session were Board members Dr. Glass, Ms. Heller, Mr. Coleman, Mr. Baatz, Ms. Jose, Dr. Johnson, and Ms. Phillip. They were joined by Deputy Hertz, Ms. Carroll, Mr. Hartlaub, Mr. Welborn, Mr. Lavin, Mr. Patel, Ms. Condra, Mr. Kearney, and Ms. Fuller.

Ms. Heller requested approval of the minutes of the closed session from the June 25, 2026, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Mr. Welborn discussed a proposed contract for the purchase of real property, contingent upon the completion of a 60-90-day study period, as requested by the Board in January 2026. Questions were addressed. Ms. Phillip made a motion to approve the signing of the contract and commencement of the study period as presented; Mr. Baatz seconded. The motion passed unanimously.

Mr. Welborn, Mr. Lavin, Mr. Patel, Ms. Condra, and Mr. Kearney left the meeting at 11:30 a.m.

Ms. Carroll and Mr. Hartlaub updated the Board on a new matter of potential litigation. No actions were taken.

ADJOURNMENT

The next meeting of the Board is Thursday, August 20, 2026, at 9:30 a.m.

The meeting adjourned at 12:20 p.m.

The Board then completed the annual training required by the MES Reform Act of 2021.

Sean L. Coleman
Sean L. Coleman (Aug 20, 2026 16:17:08 EDT)

SEAN L. COLEMAN, ESQ., SECRETARY

Shelley L. Heller
Shelley L. Heller (Aug 21, 2026 16:07:27 EDT)

SHELLEY L. HELLER, CHAIR

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Final Audit Report 2026-08-21

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