BOARD OF DIRECTORS MEETING MINUTES

September 24, 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
Gregory Busch, Water/Wastewater (W/WW)
Winsome Condra, Technical & Environmental Services (TES)
Tim Ford, Environmental Operations (EO)
Qieon Graham, Procurement
Felicia Gross, Human Resources (HR)
Kenna Oseroff, Env. Dredging & Restoration (EDR)
Hament Patel, Finance
Kanishk Sharma, Administration (remote)
Casey Powers, IT (remote)
Tim Barnes, Procurement
Dr. Scott Catey, Media Share Solutions
Pam McGee (W/WW)
Angela Washington (DEI)
Jeff Tosi, Gov. Affairs
Ramona Jones (HR)
Josh Welborn (OAG) – portion of closed session
Luke Page (TES) – portion of closed session

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 AWARDS

Mike Needer, Casey Hanna, and Dwayne Biles received an Inspire Award for their exceptional teamwork, technical expertise, and dedication in responding to a critical failure at the Fallston Mall Wastewater Pumping Station. Working under challenging field conditions, the team diagnosed multiple system issues, rebuilt key infrastructure components, realigned pumps, and restored essential operations, minimizing service disruption and protecting public health and environmental resources. By leveraging internal expertise and salvaging usable parts from other facilities, they also avoided the immediate need for costly pump-and-haul services and delivered a resourceful, cost-effective solution that restored system reliability and demonstrated MES' values of teamwork, innovation, problem-solving, and customer service.

MINUTES

Ms. Heller requested a discussion or motion to approve the minutes of the Board meeting on August 20, 2026. The minutes were approved by consent.

EXECUTIVE DIRECTOR'S REPORT

Dr. Glass reported his and the Deputy's expenses for the last month. All expenses involved the Maryland Association of Counties (MACo) conference, Chesapeake Tri-Association Conference (Tri-Con), and the upcoming Water Environment Federation's Technical Exhibition & Conference (WEFTEC). The next conference will be Winter MACo.

Dr. Glass highlighted several engagements with government and private entities. All FY27 contracts with Prince George's County have now been signed. The Office of Legislative Auditors is currently on site conducting its audit. Ms. Hertz highlighted some of her recent engagements, including an online meeting with the city of Mostar, Bosnia, regarding landfills.

Dr. Glass congratulated Wayne Rumbaugh, the winner of the Hatfield Award, and Heather Friitz, who won the Best in Presentation for the Residuals Biosolids Beauty Contest, both at Tri-Con. Motley Poo also competed in the W/WW competitions and will next travel to New Orleans to compete at WEFTEC.

The Board received a quarterly update on the use of AI across the agency for reporting, automation, compliance research, data analysis, procurement, grant development, decision support, and communications. A Fellow has recently completed a report on the environmental impact of AI use, which will be presented to the Board in the future.

Dr. Jana Davis, President of the Chesapeake Bay Trust, recently retired. Dr. Glass congratulated Gregory Busch, who has been appointed the Managing Director for the Water/Wastewater group. He also welcomed Angela Washington, who will be joining the agency as the new Diversity and Equal Employment Opportunity Officer. Dr. Glass reviewed completed items and new additions to his list of Long-term Projects.

Condolences were extended to the families of William Bowman and Bernard Penner. Mr. Bowman was a Lead Equipment Operator for Environmental Operations in Montgomery County. He passed away on September 8, 2026. Mr. Penner was an Assistant Attorney General with MES until his retirement in 2017. He passed away on September 4, 2026.

STRATEGIC PLAN UPDATE

Mr. Tosi updated the Board on the progress of the FY28-FY32 Strategic Plan development. The first 3 phases have been completed: Planning & Prep, SWOT, and Framework development. The team is currently working on phase 4: Strategy Validation and Refinement. Once drafted and reviewed by the operating groups, the draft plan will be presented to the Board by January.

BEST FY26 RESULTS

Ms. Hertz reported the FY26 BEST goals were all met with 100% compliance.

NEW BUSINESS REPORT

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

FINANCIAL REPORT

Mr. Patel presented the August financial report. Total labor is 6.78% above the same time in FY26. It is 2.67% above budget. The budget was prepared with a 4% expected growth. Revenues are $5.3M less than last year, but as much revenue is pass-through, this is not yet a concern. It is early in the year, and there are no areas of immediate concern.

HUMAN RESOURCES REPORT

Dr. Gross reported the August vacancy rate was 4.86%. As of September 16, 2026, it was 5.09%, and as of September 23, it was 4.60%. Two of the summer interns have transitioned to Co-op positions. One youth apprentice has transitioned to a regular employee. There were 13 recruitment events in September.

Work continues on the implementation of Paid Family Medical Leave (PFML). Mr. Coleman inquired about the cost impact of the PFML on the agency. Mr. Patel indicated that we cannot determine the exact cost of PFML. However, MES will plan to set up a reserve to pay for this cost by contributing about $20k per month. In addition, the state requires MES to pay the FAMLI insurance premium. The amount due would be approximately $540k per year beginning 01/01/2027, which is based on total salaries. The benefits do not become available to employees until CY28. We are currently working to get an exemption from the FAMLI program. Both programs could impact the Short-term and Long-term disability plans, and they may have to be modified. Any actions will be taken by the HR Committee.

HR is preparing for upcoming Open Enrollment, which will include site visits. Work continues on implementation and review of various recommendations from the Compensation Study.

PROCUREMENT REPORT

Mr. Graham presented Item 1. The procurement is for design and monitoring services for the City of Gaithersburg Lake Placid Project. AECOM Technical Services, Inc. will provide the services at a cost of $350,053.53. There is a 7.37% MBE goal. Mr. Coleman made the motion to approve the item; Ms. Phillip seconded. Mr. Barnes addressed a question about the low MBE goal. It was set low due to the significant hazard status of the dam, the specialized nature of the technical work to be completed, and the limited pool of MBE firms capable of supporting this scope of services. AECOM has committed to seeking out additional MBE subcontractors where possible. Ms. Jose inquired about the milestone dates on the Item. The schedule presented was from AECOM's revised proposal dated May 22, 2026, and it was contingent upon receipt of notice to proceed (NTP) from MES. This has not yet occurred. The milestone schedule will need to be adjusted to reflect the actual NTP date, which can occur now that the Board has approved. AECOM is also handling the permitting for the project, including the permits indicated in the milestone schedule table. The motion passed unanimously.

Mr. Graham presented Item 2. The procurement is for testing and hauling of soil for use as daily cover at the Brown Station Road Landfill. Highway and Safety Services, Inc. will provide the services at a cost of $3,412,350.00. There is a 30% MBE goal. Mr. Baatz made the motion to approve the item; Ms. Jose seconded. Ms. Heller asked about the price range between bidders. Mr. Ford indicated it was dependent on soil source and distance. Any future change orders would be due to increased quantities requested, not increased costs. The motion passed unanimously.

Mr. Graham presented Item 3. The procurement is for the purchase of two 2026 Caterpillar 966 Wheel Loaders for the Montgomery County Yard Trim Compost Facility. Carter CAT will provide the equipment at a cost of $1,150,000. There is a 0% MBE goal. Mr. Baatz made the motion to approve the item; Ms. Phillip seconded. Dr. Johnson asked how the particular models were chosen. Mr. Ford indicated the client expressed a preference. The equipment is then chosen from the Sourcewell contract, which has already been competitively bid and provides considerable time and cost savings. The motion passed unanimously.

Mr. Graham presented Item 4. The procurement is a change order with Envirite of Pennsylvania, Inc. for $75,000. It is for transportation, hauling, and disposal of hazardous chromium leachate provided to the Hawkins Point Hazardous Waste Landfill. There is a 0% MBE goal. Mr. Coleman made the motion to approve the item; Mr. Baatz seconded. This change order extends an emergency purchase order, giving the agency time to continue negotiations with bidders for a new contract. The motion passed unanimously.

Mr. Graham presented Item 5. The procurement is for safety and industrial hygiene services for Maryland Port Administration-owned properties under the Environmental Management System MOU II – Task 2 project. KCI Technologies, Inc. will provide the services at a cost of $264,000. There is a 29% MBE goal. Mr. Baatz made the motion to approve the item; Dr. Johnson seconded. The motion passed unanimously.

Mr. Graham presented Item 6. The procurement is for backup storage hardware and related maintenance services for the agency. Daly Computers, Inc. will provide the equipment at a cost of $338,370.99. There is no MBE goal. Since this is a state contract, the state gets the benefit of the MBE goal, and MES cannot set a separate goal on top of that. 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 thanked MES' Environmental Dredging & Restoration group and the Maryland Port Administration (MPA) staff for putting together a tour for Attorney General Brown to the Poplar Island Paul S. Sarbanes Ecosystem Restoration Project on August 27, 2026.

OLD/NEW BUSINESS

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

CLOSED SESSION

At 10:52 a.m., in accordance with MD Code Ann., Gen. Prov. §3-305(b) (3), (8) and (1), 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 staff, consultants, or other individuals about pending or potential litigation, and to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom the public body has jurisdiction; any other personnel matter that affects one or more specific individuals. 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; Ms. Phillip seconded the motion. All members voted in favor of closing the meeting.

The public meeting closed at 10:55 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 11:04 a.m. Present during the closed session were Board members Dr. Glass, Ms. Heller, Mr. Coleman, Mr. Baatz, Ms. Jose, Dr. Johnson, Ms. Phillip, and Ms. Flora. They were joined by Deputy Hertz, Ms. Carroll, Mr. Welborn, Mr. Patel, Mr. Page, and Ms. Fuller.

Ms. Heller requested approval of the minutes of the closed session from the August 20, 2026, meeting. There were no corrections or comments noted. The minutes were unanimously approved.

Mr. Welborn, Mr. Page, and Mr. Patel updated the Board on the status of the real property acquisition for the new maintenance building. Mr. Baatz made a motion to extend the study period an additional 30 days; Ms. Phillips seconded. The motion passed unanimously. The Board agreed to hold another meeting prior to the October 29, 2026, meeting if necessary to approve the sale if all documentation was completed before that date.

Mr. Welborn, Mr. Page, and Mr. Patel left the meeting at 11:33 a.m.

Mr. Sharma, Ms. McGee, and Ms. Washington joined the meeting remotely at 11:40 a.m.

The Board then discussed a personnel matter, associated legal matters, and risk management. No official action was taken.

ADJOURNMENT

There will be an Audit Committee meeting on Thursday, October 22, 2026, at 9:00 a.m. The next meeting of the Board is Thursday, October 29, 2026, at 9:30 a.m.

The meeting adjourned at 12:41 p.m.

Sean L. Coleman
Sean L. Coleman (Oct 29, 2026 13:22:20 EDT)

SEAN L. COLEMAN, ESQ., SECRETARY

Shelley L. Heller
Shelley L. Heller (Oct 29, 2026 13:32:17 EDT)

SHELLEY L. HELLER, CHAIR

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Final Audit Report 2026-10-29

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