

**Authority Meeting Minutes  
330<sup>th</sup> Meeting  
December 4, 2017**

**Members Present:** James M. Irvin  
Rhody Holthaus  
Jeffrey D. Castonguay  
Joseph J. Siemek  
Rudolph S. Chow  
Michael G. Marschner

**Other Participants:** Patty Bubar  
William Broglie  
Steve Tomczewski  
Christopher W. Skaggs  
Andrew Kays  
M. Catherine Coble

Chairman Jim Irvin opened the meeting at 12:10 p.m.

**ACTION AGENDA ITEM NO. 2017-5-1 – Amendment No. 1 to Fiscal Year 2018 Budget:** A motion was made by Rhody Holthaus and seconded by Jeff Castonguay to approve this item. Chris Skaggs reviewed the details of the three budget accounts to be increased – Baltimore County Landfill Account \$60,000; Baltimore County General Account \$30,000; and Howard County Landfill Account \$112,000. All increases are related to Member Jurisdiction projects and will be reimbursed by the respective Jurisdictions. Jim Irvin asked if there were any questions. There being none, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2017-5-2 – Increase to EA Engineering’s Contract:** A motion was made by Mike Marschner and seconded by Rhody Holthaus to approve this item. Chris Skaggs explained that the on-call contract for EA needs to be increased by \$112,000 in support of the additional work outlined in the budget amendment requested for the Howard County landfill account. Jim Irvin asked if there were any comments or questions. There being none, a vote was taken and this item was approved unanimously.



**ACTION AGENDA ITEM NO. 2017-5-3 – Selection of Vendor to Provide Ambient Air Sulfur Dioxide (SO<sub>2</sub>) Analyzers for the Montgomery County Resource Recovery Facility:** A motion was made by Jeff Castonguay and seconded by Mike Marschner to approve this item. Chris Skaggs explained that Montgomery County asked the Authority to procure three SO<sub>2</sub> monitors. The Authority solicited proposals from EPA's list of approved vendors and received three proposals (two from one vendor). Authority and County staff reviewed the proposals and Wilbur Technical Services, Inc. submitted the only proposal that meets the County's specifications. Staff recommends the purchase of the three monitors from Wilbur Technical Services at a total cost of \$87,561. Jim Irvin asked if there were any comments or questions. Mike Marschner asked for confirmation that the monitors are not stack monitors. Bill Broglie responded that they are not and that the equipment will be used to monitor the impact on the community. With no additional comments or questions, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2017-5-4 – Selection of Communications Consultant:** A motion was made by Rhody Holthaus and seconded by Jeff Castonguay to approve this item. Chris Skaggs reviewed the procurement process noting that the RFP was advertised on the Authority's website and sent to 17 firms. The Authority received only one proposal and that was from the Authority's current communications consulting firm, Pinnacle Communications Resource Company. Pinnacle's pricing for the Authority quarterly newsletter decreased by approximately 13% of current rates. Representatives from three counties and Authority staff reviewed the proposals and recommends approval of a five-year contract with an initial upset limit of \$40,000. Jim Irvin asked if there were any comments or questions. Jeff Castonguay asked if we knew why other firms did not respond. Cathy Coble said that she called the companies that submitted contact forms indicating their intention to submit proposals. One firm did not respond; one firm stated that it was not good timing for them; and the third stated that they did not carry the type of insurance required to submit a proposal. With no additional comments or questions, a vote was taken and this item was approved unanimously.

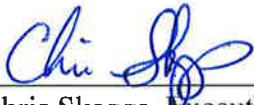
**ACTION AGENDA ITEM NO. 2017-5-5 – Selection of Vendor for Transportation and Disposal of Waste from Carroll County:** Chris Skaggs explained that in an effort to reduce costs for transportation and disposal of municipal solid waste and sludge, the Authority issued an RFP at the direction of the County. Three proposals were received. After review by Authority and County staff, it was determined that BFI Waste Services met the technical requirements and submitted the lowest pricing – saving the County approximately \$200,000 per year compared to the current contract. The staff is recommending that the Executive Director execute a Service Agreement with BFI Waste Services that includes 50,000 annual tonnage guarantee for the initial term and a Disposal Agreement with Carroll County. Jim Irvin asked if there were any comments or questions. Mike Marschner asked if BFI is guaranteeing to dispose of the tonnage in one of its landfills. Chris responded in the affirmative that BFI Waste Services intended to use Modern Landfill as their primary disposal location and have a back-up landfill as well. Rhody Holthaus asked about the disposition of the existing contract. Chris responded that it will not be renewed. With no additional comments or questions, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2017-5-6 – Contract Award – Railroad Consulting Services for the Montgomery County Department of Environmental Protection:** A motion was made by Jeff Castonguay and seconded by Mike Marschner to approve this item. Chris Skaggs explained that Montgomery County requires the services of a rail consultant to evaluate and provide expert guidance related to charges CSX is assessing the Montgomery County Resource Recovery Facility (RRF). It is recommended that R. L. Banks Associates, Inc. be engaged to provide the services as this firm has provided consulting services for the RRF project since its inception. The company will be assigning the same professionals who worked on the current rail contract to provide the services needed. Given the company's historical involvement with the Project, the complexity of the contracts in place for the RRF and the Transfer Station, and the time constraints for resolving the matter, staff is recommending the award of a \$16,000 sole source contract to R. L. Banks and Associates, Inc. Chris noted that execution of this contract is subject to approval by Montgomery County. Jim Irvin asked if there were any comments or questions. There being none, a vote was taken and this item was approved unanimously.

**Discussion Item 2017-5-D.1 – Projects Update:** Chris Skaggs provided an update on various Authority projects.

Jim Irvin asked if there were any additional topics to be discussed. There being no additional comments or discussion items, the meeting adjourned at 12:40 p.m.

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Chris Skaggs, Executive Director