

**Authority Meeting Minutes
337th Meeting
December 4, 2018**

Members Present: James M. Irvin
Rudolph S. Chow
Rhody Holthaus
Steven A. Walsh
Guillermo Wainer
Joseph J. Siemek (via conference call)
Beth Wojton (via conference call)

Other Participants: Steve Tomczewski, MES (via conference call)
Christopher W. Skaggs
Andrew Kays
M. Catherine Coble
John Schott

Others Present: Representative from eCovanta
Two Members from the Public

Chairman Jim Irvin opened the meeting at 12:05 p.m.

Jim Irvin advised the Board that he was reordering the action items to take the eCycling contract first.

ACTION ITEM NO. 2018-7-3 – Master Electronics Materials Collection and Recycling Services Agreement: A motion was made by Rudy Chow and seconded by Willie Wainer to approve this item. Chris Skaggs described the procurement process and advised that a revised evaluation memo had been part of the distribution items. He reported that the selection committee recommends that the Authority enter into a Master Services Agreement with New Horizons Supported Services, Inc. as a preferred vendor on behalf of Anne Arundel County, Baltimore City and Baltimore, Carroll, Frederick and Harford Counties because they offered the best cost proposal for those six jurisdictions and have demonstrated evidence that they are established and responsible recyclers of electronic material. Chris noted that the selection committee recommends that the Authority issue a separate RFP for Howard and Montgomery Counties based upon updated requirements from the initial RFP. This process will allow for a more specific or directed



procurement on behalf of those jurisdictions. Jim Irvin asked if there were any additional comments or questions and there being none a vote was taken and the item was approved unanimously.

ACTION ITEM NO. 2018-7-1 – Budget Amendments: Anne Arundel County General and Frederick County Solar Accounts: A motion was made by Rhody Holthaus and seconded by Rudy Chow to approve this item. Andrew Kays explained that the budget needs to be amended for the following budget accounts: 1) Anne Arundel County – General Account needs to be increased by \$41,925 for certain advertising and marketing services for the County’s recycling program; 2) Frederick County – Solar Account needs to be increased by \$1,172,253 based upon the final grant award of \$2,431,269 from the State of Maryland along with County approved funding of \$840,984. Jim Irvin asked if there were any additional comments or questions and there being none a vote was taken and the item was approved unanimously.

ACTION ITEM NO. 2018-7-2 – Contract Amendments: Recycling Communications and On-call Engineering Services: A motion was made by Rhody Holthaus and seconded by Steve Walsh to approve this item. Andrew Kays explained that two contracts need to be amended. 1) An increase of \$41,575 to Pinnacle Communications’ contract for advertising and marketing services in support of Anne Arundel County’s recycling program; and 2) An increase of \$100,000 to HDR Engineering’s contract for provision of on-call services. Jim Irvin asked if there were any additional comments or questions and there being none a vote was taken and the item was approved unanimously.

ACTION ITEM NO. 2018-7-4 – Updates to the Authority’s Personnel Policies: A motion was made by Rudy Chow and seconded by Willie Wainer to approve this item. Cathy Coble explained that the Authority’s Personnel Policies has only been reviewed and revised once since its adoption in 1980 and that was in 1986. There were four amendments over the intervening years. Cathy reported that the staff with assistance from an employment law expert with the law firm of Karpinski, Colaresi & Karp conducted the review. The revised and restated Personnel Policies presented to the Board include minor linguistic updates, clarifications, removal of outdated provisions, conforms provisions regarding health, pension and expense reimbursement policies and benefits to current practice. More substantively, the revised policies: 1) removes job descriptions as it is not common practice to have such documents within the policies; 2) provides flexibility to the executive director with respect to benefits offered to new employees; 3) adds the concept of termination for “just cause”; 4) establishes grievance procedures; 5) provides for salary adjustments under certain circumstances; 6) increases annual leave accumulation to 75 days; 7) provides guidance and complaint procedures regarding sexual harassment, discrimination or other illegal harassment; 8) incorporates the State’s conflict of interest provisions; and 9) adds document provision requirement related to immigration law. Jim Irvin asked if there were any additional comments or questions and there being none a vote was taken and the item was approved unanimously.

ACTION ITEM NO. 2018-7-5 – Authority’s Fiscal Year 2018 Independent Audit Report: A motion was made by Rhody Holthaus and seconded by Steve Walsh to approve this item. Cathy Coble reported that the Authority’s Fiscal Year 2018 books were audited by the independent accounting firm of CliftonLarsonAllen, LLP. Cathy noted that the Authority received an unqualified (clean) audit report again this year and that the audit report needs to be approved by the Board prior to distribution. Jim Irvin asked if there were any additional comments or questions and there being none a vote was taken and the item was approved unanimously.

Jim Irvin asked if there were any additional topics to be discussed. Chris Skaggs discussed proposed City and State legislation that potentially affect the BRESCO and Montgomery County Resource Recovery Facilities. He also reported that Authority employee Steve Blake has decided to retire and that a new employee started the prior week. Chris noted that a session on solid waste and recycling has been scheduled to be held during the upcoming Winter Maryland Association of Counties Conference. Chris also provided an update on Dart Recycling and proposed new recycling facility permit requirement from the Maryland Department of the Environment under the HB124 task force.

Next, John Schott provided an update on the status of recycling including the RFP for Frederick recycling services. Then, Chris opened a discussion to ascertain Member Jurisdictions’ interest in pursuing a regional recycling facility. Board members shared some details of their respective programs. Jim Irvin determined that there is enough interest and suggested that the staff do some additional research and report back to the Board.

Jim asked again if there were any additional topics to be discussed. There being no additional comments or discussion items, the meeting adjourned at 12:45 p.m.

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Chris Skaggs, Executive Director