

Authority Meeting Minutes
341st Meeting
April 2, 2019

Members Present: James M. Irvin
Rhody Holthaus
Michael G. Marschner
Jeffrey D. Castonguay
Roy C. McGrath

Other Participants: Zack Peters, MES
Christopher W. Skaggs
Andrew Kays
M. Catherine Coble
John F. Schott

Chairman Jim Irvin opened the meeting at 12:25 p.m.

ACTION ITEM NO. 2019-3-1 – Independent Audit Contract Award: A motion was made by Jeff Castonguay and seconded by Mike Marschner to approve this item. Cathy Coble explained that the Authority is required to be audited each year and that the Authority's 5-year contract for auditing services expired after the Fiscal Year 2018 audit was completed. The Authority's procurement regulations allow the adoption of Member Jurisdictions' contracts. After staff reviewed the contracts, we recommend that the Authority adopt Baltimore County's procurement and contract with CliftonLarsenAllen. Clifton's proposed a fee of \$25,700 for the Authority's Fiscal Year 2019 audit which reflects a savings of \$6,680 over the cost of the Authority's Fiscal Year 2018 audit. The fees for subsequent years will be adjusted by the lesser of 5% or the increase in the annual cost of living rate as defined in Clifton's proposal. Cathy noted that any significant changes in the operations of the Authority, resulting in increases to the auditing effort will be negotiated at the time of occurrence based on the rates provided. Jim Irvin asked if there were any comments or questions and there being none a vote was taken and the item was approved unanimously.

ACTION ITEM NO. 2019-3-2 - Budget Amendments: Montgomery Landfill Gas-to-Energy Facilities Account for Gude LFGTE Flare Station Upgrades; Montgomery County General Account for Oaks Landfill (NEI) well installation and environmental sampling of Beantown Landfill; and Montgomery RRF Account for transfer station sprinkler system assessment and upgrade: A motion was made by Jeff Castonguay and seconded by Rhody Holthaus to approve this item. Andrew Kays explained that the Montgomery Landfill Gas-to-Energy Facilities

Account needs to be increased by \$152,879 for upgrades to the Gude Facility's flare station; the Montgomery County General Account needs to be increased by \$163,000 -- \$113,000 for the Oaks Landfill well installation and \$50,000 for environmental sampling of the Beantown Landfill; and the Montgomery Resource Recovery Facility Account needs to be increased by \$125,000 for a sprinkler system assessment and upgrade at the transfer station. 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. 2019-2-3 - Contract Amendments: Increase to SCS' Contract for Montgomery County Oaks Landfill NEI well installation; an increase to EA's Contract for Montgomery County environmental sampling of Beantown Landfill; and an increase to ARM Group's Contract for operations and compliance related work at Baltimore City's Quarantine Road Landfill: A motion was made by Jeff Castonguay and seconded by Mike Marschner to approve this item. Andrew Kays explained that the above referenced contracts need to be increased mostly in support of the budget adjustments requested. Specifically: 1) SCS Engineers needs an increase of \$300,000 for engineering services to provide for the NEI well installation at the Montgomery County Oaks Landfill, the sprinkler work at the Transfer Station and other projects; 2) EA Engineering's contract needs an increase of \$50,000 to provide for environmental sampling of the Beantown Landfill; and 3) ARM Group's contract needs an increase of \$125,000 for operations and compliance engineering services at Baltimore City's Landfill. Jim Irvin asked if there were any comments or questions and there being none a vote was taken and the item was approved unanimously.

ACTION ITEM NO. 2019-2-4 - Street Sweeping Contract Award for Baltimore City's Quarantine Road Landfill: A motion was made by Jeff Castonguay and seconded by Rhody Holthaus to approve this item. Andrew Kays explained the procurement process to provide backup street sweeping at Baltimore City's Quarantine Road Landfill. Andrew noted that four companies responded with Reilly Sweeping, LLC providing the best rates at \$600 per day. Approval was requested for the Authority's executive director to be allowed to enter into a contract with Reilly as soon as all of the conditions precedent paperwork is received. Jim Irvin asked if there were any comments or questions and there being none a vote was taken and the item was approved unanimously.

Discussion Item No. 2019-3-D.1 – Computer/Telephone Equipment Procurement(s): Cathy Coble provided the board with an update regarding new computer equipment. She explained that during the process of researching computer systems, staff learned that the telephone system needs to be replaced as well. A move to Office 365 in the Cloud seems to be the best option and it will allow for the integration of telephones. In discussions with Howard County's IT Department, staff learned that the State of Maryland has procured vendors and that those contracts are available to the Authority. Staff is continuing its investigation as to the best options for the Authority and will come back to the board with recommendations.

Discussion Item No. 2019-3-D.2 – General Assembly Session: Andrew Kays and Chris Skaggs reported on proposed legislation regarding recycling and solid waste matters; no Authority action requested or taken.

Discussion Item No. 2019-2-D.3 – Recycling Update: *Note – This item took place prior to the meeting being called to order.* Authority project manager John Schott reported on the current state of recycling markets prior to the start of the meeting.

Jim Irvin asked again 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