

**Authority Meeting Minutes**  
**342<sup>nd</sup> Meeting**  
**May 14, 2019**

**Members Present:** James M. Irvin  
Rhody Holthaus  
Jeffrey D. Castonguay  
Rudolph S. Chow  
Steven A. Walsh  
Guillermo Wainer  
Joseph J. Siemek

**Other Participants:** Christopher W. Skaggs  
M. Catherine Coble

Chairman Jim Irvin opened the meeting at 9:33 a.m.

**ACTION ITEM NO. 2019-4-1 Equipment Purchase for Montgomery County Transfer Station Facility:** A motion was made by Rudy Chow and seconded by Joe Siemek to approve this item. Chris Skaggs explained that Montgomery County asked the Authority to purchase three pieces of equipment that will replace existing equipment at the County's Transfer Station. Specifically, two trucks and trailers that have excessive maintenance needs will be replaced to improve the efficiency of movement for DOT waste material. The purchase of two straight body dump trucks will allow the DOT material to be transported via a shorter route to the recycling facility permitting an additional round trip per day. Howard County has a contract in place with Potomac Truck Center that can be utilized.

The third piece of equipment to be purchased is a mobile sweeper. The current sweeper is frequently out of service and the new one will provide lower short and long term maintenance costs and improve uptime at the facility. In addition, better uptime will reduce the amount of debris onsite and allow for effective pickup of nails and other puncture risks to vehicles onsite. Sourcewell, a government cooperative contracting service, has this piece of equipment available on an existing contract.

Chris explained that the Authority's procurement regulations (specifically, COMAR Section 14.13.01.03 A(4)) allow the adoption of Howard County and Sourcewell procurements. The Board is being asked to approve the purchase of these three pieces of equipment at a cost not to exceed \$650,000. Chris noted that the purchases are subject to final approval of the Montgomery County Representative and the Authority will be reimbursed by Montgomery County under the Waste Disposal Contract. 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. 2019-4-2 – Computer Software and Hardware Purchase for Authority Office:** A motion was made by Jeff Castonguay and seconded by Rudy Chow to approve this item. Chris reminded the Board that the Authority will be using unexpended funds from the Fiscal Years 2018 and 2019 budgets and Rainy Day funds to offset the purchase of new computer software and hardware. Funds from Fiscal Years 2018 and 2019 budgets are \$14,721 and \$12,619, respectively with the balance of \$7,660 to be taken from the Authority's Rainy Day Fund. If approved by the Board, the Authority will be purchasing the hardware as described in the proposal from CDW-G. Chris noted that the staff is in the process of procuring computer services support (with some minor additional equipment needed) and will bring the results of that procurement to the board for approval during the next meeting.

In accordance with COMAR Section 14.13.01.03 A(4), the Board is being asked to adopt the State of Maryland's procurement of CDW-G and to purchase computer software and hardware from CDW-G at a cost not to exceed \$35,000. 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 topics to be discussed. Chris Skaggs reported on the successful sale of excess Montgomery County equipment using GovDeals.com. And, Rudy Chow reported that the City's computer system is still down as a result of a ransomware attack the previous week.

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 9:40 a.m.

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Chris Skaggs, Executive Director