

**Authority Meeting Minutes**  
**334<sup>th</sup> Meeting**  
**June 5, 2018**

**Members Present:** James M. Irvin  
Rhody Holthaus  
Steven A. Walsh  
Rudolph S. Chow (via telephone)  
Michael G. Marschner  
Guillermo Wainer  
Jeffrey Castonguay

**Other Participants:** Steve Tomczewski, MES  
Christopher W. Skaggs  
Andrew Kays  
M. Catherine Coble

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

**ACTION AGENDA ITEM NO. 2018-4-1 – Amendment No. 5 to Fiscal Year 2018 Budget to Adjust the Montgomery County Landfill Gas-to-Energy Facilities and Montgomery Groundwater Reporting and Support Services Accounts:** A motion was made by Rhody Holthaus and seconded by Steve Walsh to approve this item. Andrew Kays explained that the work is ongoing and the increases of \$75,000 and \$45,000 respectively are needed to insure adequate funding through June 30, 2018. After asking the Montgomery County representative if the County is in agreement with the request and receiving an affirmative answer, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2018-4-2 – Purchase of Rail Cars for the Montgomery County Resource Recovery Facility:** A motion was made by Jeff Castonguay and seconded by Rhody Holthaus to approve this item. Chris Skaggs explained that the purchase of additional rail cars was recommended by rail consultant R. L. Banks and Associates (RLBA) to improve operations at the Facility. RLBA also recommended that the Authority purchase the additional intermodal rail cars from National Steel Car Limited as this company is the manufacturer of the existing rail cars and is familiar with the specifications and the uniqueness of the rail cars. Chris further explained the sole source purchase by noting that in 2006 the Authority issued an RFP for the purchase of additional cars and mailed it to 20 companies. National Steel Car Limited was the only vendor that responded with a proposal. It is believed that the uniqueness of the cars and the



small quantity were the reasons for the lack of additional proposals. This action items has an upset limit of \$600,000, subject to the approval of the Montgomery County representative. Jim Irvin asked if there were any questions. After a brief discussion, a vote was taken and this item was approved unanimously.

**ACTION AGENDA ITEM NO. 2018-4-3 – Fiscal Year 2019 Budget:** A motion was made by Rudy Chow and seconded by Jeff Castonguay to approve this item. Chris Skaggs explained that the Authority worked with staff from Member Jurisdictions to develop the projects budget and reviewed the contents of the budget package. With respect to the Administrative budget he noted the Salary and Fringe allocations will be adjusted after the Board makes its decisions concerning FY19 salary increases. He pointed out that it is planned that the remaining FY18 equipment budget be carried forward along with any remaining FY19 equipment allocation into the FY20 equipment budget to allow the purchase of computer equipment. This action is requested so that the purchase of new computers will not significantly impact any one year's equipment budget. Chris also explained a note to the Administrative budget stating that the Authority's share of the unfunded State Pension liability that is included in annual statements be placed in a trust account.

Concerning updates to existing contracts, Chris pointed out that the Authority's energy consulting services contract with EnerNOC expires on June 30, 2018. It is requested that the Authority be allowed to adopt Baltimore County's procurement with EnerNOC and enter into a contract for FY19 with an hourly rate of \$250. Chris noted that the Authority did not utilize EnerNOC's services in FY18. Chris also noted that the Authority's office lease renewal is included and calls for a 3% increase over the current rate and 3% increase annually for a term of five years (the extension also provides for one month of free rent). During a review of the annual survey of Member Jurisdictions, Jeff Castonguay reported that his County just finalized its FY19 salaries and that Carroll County employees will be receiving a 3.5% increase. Chris noted his recommendation that the Authority's salary schedule be adjusted upward by 4% and Cathy Coble explained the rationale. Jim Irvin asked if the Authority's funding formulas will remain the same in FY19 and Chris Skaggs confirmed that there were no changes.

At 12:25 p.m. a motion was made by Rhody Holthaus and seconded by Jeff Castonguay to enter into a closed session to discuss staff compensation for FY19. A vote was taken and the motion was approved unanimously. Mike Marschner agreed to take minutes of the closed session. The Board re-opened the meeting at 12:45 p.m. When the Board returned from the closed session, Mike Marschner reported that the Board approved a 2% COLA and up to 2% Merit increases depending on performance. In addition, the Board approved a 6% merit increase for the executive director. Jim Irvin thanked Chris Skaggs for his service and then asked if there were any questions. There being none, a vote was taken and this item was approved unanimously.

**Discussion Item No. D.1 – Projects Update:** Chris Skaggs and Andrew Kays provided updates on current Authority projects. Andrew reported that the Authority is working with Anne Arundel County on a composting project; Authority on-call engineers are providing Baltimore County landfill gas assistance; assisting Carroll County with its transfer and disposal transition to a new vendor; working with Frederick County on a solar project; the Harford County Facility demolition work is continuing; the Authority is providing assistance to Howard County for construction management of its new composting operations site; and is in the process of procuring eCycling services that can be used by Member Jurisdictions.

Chris Skaggs reported that the Authority is assisting Montgomery County with its long range solid waste planning and its Gude remediation project. The Authority is also assisting the City of Baltimore with its long range planning.

Willie Wainer shared that Montgomery County would be holding its first Strategic Planning Task Force meeting that evening and Jeff Castonguay reported that Carroll County has initiated a pay-to-throw pilot program.

Jim Irvin asked if there were any additional topics to be discussed. Steve Tomczewski mentioned that MES will be hosting an “Environmental Business Leadership Conference on July 19<sup>th</sup> and distributed an information packet about the event. There being no additional comments or discussion items, the meeting adjourned at 12:55 p.m.

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Chris Skaggs, Executive Director