



**Authority Meeting Minutes  
350<sup>th</sup> Meeting (via Conference Call)  
May 5, 2020**

**Members Present:** James M. Irvin  
Steven A. Walsh  
Joseph J. Siemek  
Jeffrey D. Castonguay  
Guillermo (“Willie”) Wainer  
Rhody Holthaus  
Roy C. McGrath  
Michael G. Marschner

**Other Participants:** Matthew Garbark (Baltimore City DPW, Acting Director)  
Christopher W. Skaggs  
Andrew Kays  
Kimberly W. Gordon  
John Schott  
John Neyman (public guest)

Chairman Jim Irvin opened the meeting at 12:04 p.m.

At the start of the meeting, Mr. Irvin noted that Steve Walsh would be leaving his position as a member of the Board, thanked him for his service and wished him well. Mr. Walsh thanked the Board for the well wishes and noted that he enjoyed working with the Board.

**ACTION AGENDA ITEM NO. 2020-3-1 – Budget Amendments:** A motion was made by Michael Marschner and seconded by Joseph Siemek to approve this item.

Andrew Kays explained that the following budget amendments were necessary for upcoming efforts and that time was of the essence to get the work underway.

- I. **Montgomery County Electronics Collection and Recycling:** Vintage Tech, LLC is providing electronic materials collection and recycling services for Montgomery County. This service was budgeted in the amount of \$500,000 for fiscal year 2020 and current collection rates are trending to slightly exceed this amount. The Authority and Montgomery County have requested to increase the budgeted amount by \$50,000 so that the new budgeted amount will total \$550,000 for this service.

2. Montgomery County Groundwater: an additional \$19,731.09 for FY 2020 groundwater work at the Oaks Landfill.
3. Montgomery County Transfer Station: an additional \$2,250,000 for FY 2020 improvements to the commercial vehicle entrance to the facility campus, the replacement of scales used for the weighing of loads, the assessment and design of a dust control system, and the purchase and installation of a fire water tank and fire water pump necessary to meet code for the previously approved new sprinkler system over the tip floor.
4. Harford County Landfill: \$39,529 added to the \$25,000 in general contingency in order to perform the rate study in Harford County.

Jim Irvin asked if there were any questions or comments. There being none, the Board unanimously voted to approve this item.

**ACTION AGENDA ITEM NO. 2020-3-2 – Contract Amendments:** A motion was made by Rhody Holthaus and seconded by Willie Wainer to approve this item.

Andrew Kays explained that some of the following contract amendments are tied to the budget amendments requested in Action Agenda Item No. 2020-3-1 above.

1. ARM Group: An increase of \$250,000 is needed for work in Baltimore City under the compliance MOU.
2. Geosyntec Consultants: An increase of \$39,529 is needed to perform the rate study in Harford County.
3. SCS Engineers: An increase of \$50,000 is needed for additional work in Baltimore City under the MOU (\$23,144.29) and Montgomery County Oaks Landfill Groundwater Work (\$19,731.09). Additionally, an increase of \$4,575,000 is needed for the improvement work at the Montgomery County Transfer Station.

Jim Irvin asked if there were any questions or comments. There being none, the Board unanimously voted to approve this item.

**ACTION AGENDA ITEM NO. 2020-3-3 – Proposed Amendment to Authority Bylaws:** A motion was made by Joseph Siemek and seconded by Willie Wainer to approve this item.

Kimberly Gordon explained that the proposed amendment to Article XI of the Authority Bylaws references the change of position from “Director of Finance and Administration” to “Director of Administration and Contracts.” She further explained that in accordance with Article X of the Bylaws, the proposed amendment was submitted at the last regular meeting on March 3, 2020 and the Authority is seeking consideration and approval at this meeting.

#### ARTICLE XI: ACTING EXECUTIVE DIRECTOR

The Authority shall have an Acting Executive Director. If the Executive Director is out of state, incapacitated, or for other reasons unable to take actions on behalf of the Authority, the Deputy Director shall become the Acting Executive Director and shall perform the duties and exercise the functions of the Executive Director. If the Executive Director and the Deputy Director are out of state, incapacitated, or for other reasons unable to take actions on behalf of the Authority, the Director of Administration and Contracts shall become the Acting Executive Director and shall perform the duties and exercise the functions of the Executive Director.

Jim Irvin asked if there were any questions or comments. There being none, the Board unanimously voted to approve this item.

#### **ACTION AGENDA ITEM NO. 2020-3-4 – Contract Award for Street Sweeping at Baltimore City’s Quarantine Road Sanitary Landfill:**

A motion was made by Jeffrey Castonguay and seconded by Steven Walsh to approve this item.

Andrew Kays explained that the Northeast Maryland Waste Disposal Authority (“Authority”) issued an Invitation for Bids (“IFB”) for street sweeping services at the Quarantine Road Landfill (“Landfill”) on behalf of Baltimore City, Maryland (the “City”) on February 28, 2020. This contract will replace the previous one-year contract for the as needed services. The IFB was prepared in consultation with the City, and issued with City approval, under the Memorandum of Understanding (“MOU”) dated December 12, 2018. Three firms, A Marquez Trucking, Reilly Sweeping and M&D Services, Inc. submitted bids and it was determined that Reilly Sweeping submitted the lowest bid and provided the best value for the City. Mr. Kays noted that B&J Sweeping submitted a late bid which was incomplete and therefore not included in the above bids considered for award. The staff is requesting approval to enter into a contract with Reilly Sweeping, pending final approval from the City, in the amount of \$43,200.

Jim Irvin asked if there were any questions or comments. There being none, the Board unanimously voted to approve this item.

**ACTION AGENDA ITEM NO. 2020-3-5 – Selection of Vendor for the Processing and Recycling of Recovered Materials for Carroll County, MD and Frederick County, MD:** A motion was made by Jeffrey Castonguay and seconded by Michael Marschner to approve this item.

Chris Skaggs explained that the next three items are related. At the request of Carroll County and Frederick County, the Authority conducted a procurement for the acceptance, processing, and recycling of recovered materials. The RFP allowed proposers to propose under a market-based proposal and a fixed-based proposal for the acceptance of single stream material and source separated cardboard. Proposals were received from Penn Waste, Republic, and Waste Management Recycle America. Waste Management had the best proposal overall. The Authority is requesting that the Executive Director be authorized to execute an Agreement with Waste Management Recycle America and corresponding mirror agreements with Carroll and Frederick Counties in substantially the form of the draft agreements presented at the meeting based on direction from Carroll and Frederick Counties. The initial term of the agreements will be for two years with up to three, 12-month renewal periods. Mr. Skaggs noted that the lower prices that the Authority was able to obtain for the Member Jurisdictions for this regional partnership resulted in cost savings of approximately \$200,000 for Carroll County and \$160,000 for Frederick County.

Jim Irvin asked if there were any questions or comments. There being none, the Board unanimously voted to approve this item.

**ACTION AGENDA ITEM NO. 2020-3-6 – Selection of Vendor to Provide Services for Transfer Station Operations and Transportation of Recovered Materials for Carroll County, MD:** A motion was made by Jeffrey Castonguay and seconded by Michael Marschner to approve this item.

Chris Skaggs explained that on behalf of Carroll County, MD the Authority issued a Request for Proposals on February 27, 2020 for a qualified contractor to provide transfer station operation services and transportation services for the recovered materials. Mr. Skaggs noted that the separation of the services resulted in cost savings for the County. The contract is for an initial term of one year for operation services and an initial term of two years for transportation services, with 1-year renewal terms available at the Authority's sole discretion through June 30, 2028. The Authority received proposals from Bousum Transfer, LLC, KBS Inc., and WB Waste Solutions. Bousum Transfer, LLC was the lowest qualified proposer overall for the services requested.

The Board is being asked to approve the selection of Bousum Transfer LLC and to authorize the Executive Director to execute the contract with Bousum Transfer and a mirror agreement with Carroll County in substantially the form of the draft documents presented at the meeting. Execution of these documents will be contingent upon approval from Carroll County.

Jim Irvin asked if there were any questions or comments. There being none, the Board unanimously voted to approve this item.

**ACTION AGENDA ITEM NO. 2020-3-7 – Approval of Agreement Between the Authority and Frederick County for Continuation of Transportation Services through Bousum Transport:** A motion was made by Jeffrey Castonguay and seconded by Michael Marschner to approve this item.

Chris Skaggs explained that Frederick County has an existing contract ending June 30, 2021 with three, one-year extensions with Bousum Transport for the transportation of recovered materials and a one-year contract ending June 30, 2020 with WM Recycle America (WMRA) for Frederick County recycling and processing. The Authority's current agreement with Frederick County for Bousum transportation and WMRA processing expires June 30, 2020 and the Board is being asked to authorize the Executive Director to execute a mirror agreement with Frederick County for the continuation of transportation services through Bousum, in substantially the form of the draft agreement presented at the meeting. The execution of the agreement is contingent upon the final approval of Frederick County.

Jim Irvin asked if there were any questions or comments. There being none, the Board unanimously voted to approve this item.

Jim Irvin asked if there were any additional topics to be discussed. Mr. Irvin inquired about the timing of the budget material. Mr. Skaggs responded that the Authority is in the process of preparing the budget materials and that the Board will receive the information one week prior to the scheduled June meeting. Mr. Irvin then inquired how everyone was doing. After a positive response from the members and there being no additional comments or discussion items, the meeting adjourned at 12:18 p.m.

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Chris Skaggs, Executive Director