

Authority Meeting Minutes
351st Meeting (via Conference Call)
June 2, 2020

Members Present: James M. Irvin
Joseph J. Siemek
Jeffrey D. Castonguay
Guillermo (“Willie”) Wainer
Rhody Holthaus
Beth Wojton (MES, Deputy Director)
Michael G. Marschner

Other Participants: Matthew Garbark (Baltimore City DPW, Acting Director)
Christopher W. Skaggs
Andrew Kays
Kimberly W. Gordon
Michael Beichler (representing Baltimore County)
Steve Tomczewski (MES)
Michael Ewall (public guest; joined once meeting resumed after closed session)

Chairman Jim Irvin opened the meeting at 12:07 p.m.

ACTION AGENDA ITEM NO. 2020-4-1 – Selection of Vendor for Authority Computer Services: A motion was made by Rhody Holthaus and seconded by Joseph Siemek to approve this item.

Kim Gordon explained that on March 16, 2020 the Authority issued a Request for Proposals (RFP) for Authority computer services/support. The RFP was sent to the Authority’s current vendor, all vendors who had requested the RFP, experienced Microsoft Office 365 Partners in the Baltimore area, and was also posted on the Authority’s website. Addendum No. 1 was issued on April 3, 2020 to respond to questions submitted by interested vendors. Responses to the RFP were received from the following three vendors by the due date of April 20, 2020: Liquid Mercury Solutions, Wellforce and Zovaya. After reviewing the proposals, the Authority issued a Request for Clarifications and Best and Final Offers on May 6, 2020. Responses to the Request for Clarifications and Best and Offers were due, and received by, May 14, 2020.

410.333.2730 / 410.333.2721 fax / authority@nmwda.org
nmwda.org / Business-to-Business Recycling: mdrecycles.org
Tower II – Suite 402, 100 S. Charles Street, Baltimore, MD 21201-2705

Comprehensive Waste Management Through Recycling, Reuse, Resource Recovery and Landfill

MEMBERS: Rhody R. Holthaus, Anne Arundel County / Vacant, Baltimore City / Vacant, Baltimore County / Jeffrey D. Castonguay, Carroll County
Michael G. Marschner, Frederick County / Joseph J. Siemek, Harford County / James M. Irvin, Howard County / Guillermo Wainer, Montgomery County
Beth Wojton, Maryland Environmental Service / Christopher Skaggs, Executive Director



Zovaya's proposal was substantially higher for monthly service/support and was determined to not be the best overall value for the services. Wellforce proposed the lowest cost for monthly service/support; however, it is located in Raleigh, North Carolina and any on-site service would be subcontracted to an outside local vendor. Also, additional costs would be required for set-up and transitioning required services. Liquid Mercury's costs are higher than Wellforce's costs; however, the difference is not substantial when weighed against the potential risks of transitioning the Authority's system. Since Liquid Mercury is the Authority's current vendor, there would be no risk of service interruption from transitioning. Kim noted the importance of working without service interruption, especially during this time of COVID-19 and telework. Additionally, if on-site support is needed, Liquid Mercury is a local vendor. The anticipated limited number of on-site service calls further decreases the price differential between Liquid Mercury and Wellforce.

The staff recommends awarding Liquid Mercury Solutions a contract for the Authority's IT Management and Support Services for the initial term of two (2) years, July 1, 2020 – June 30, 2022, with one (1) additional 12-month renewal term, at the Authority's sole option, as Liquid Mercury provides the best overall value for the services. The annual cost of the contract is \$22,952.16.

The Board is being asked for approval to enter into a contract with Liquid Mercury Solutions. The contract will be substantially in the form of the provider's standard service contract.

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

ACTION ITEM NO. 2020-4-2 – Budget Amendments for each of Anne Arundel and Howard County for their Respective Annapolis Junction Accounts: A motion was made by Joseph Siemek and seconded by Willie Wainer to approve this item.

Chris Skaggs explained that Waste Management is providing waste export services for Anne Arundel County and Howard County, for waste received at the Annapolis Junction Transfer Station that is sent to the King George Landfill for disposal. This service was budgeted in the amount of \$5,100,000 for Anne Arundel County and \$5,100,000 for Howard County for Fiscal Year 2020. Current waste disposal rates are trending higher and disposal costs will exceed the budgeted amounts. The Authority is requesting to increase the budgeted amount for Anne Arundel County by \$1,248,094 to match the new PO amount provided by Anne Arundel County, resulting in a new budgeted amount of \$6,348,094, for this service. The Authority is requesting to increase the budgeted amount for Howard County by \$300,000, resulting in a new budgeted amount of \$5,400,000 for this service. Howard County does not need to complete any PO amendments for this change.

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

ACTION ITEM NO. 2020-4-3 – Budget Amendment to allow for Consultant Contractor to perform Leachate Conveyance Analysis and Pump Station Improvements at the Quarantine Road Landfill for Baltimore City under its Memorandum of Understanding:

A motion was made by Joe Siemek and seconded by Beth Wojton to approve this item.

Andrew Kays explained that an increase of \$100,000 to the on-call contract limit is needed for work to be performed by ARM Group in Baltimore City under the compliance MOU. The work is in part to continue the assessment of the leachate conveyance system at the Quarantine Road Landfill.

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

ACTION ITEM NO. 2020-4-4 – Fiscal Year 2021 Budget: A motion was made by Willie Wainer and seconded by Michael Marschner to approve this item.

Chris Skaggs reviewed the contents of the Fiscal Year 2021 budget package with the Board. Chris explained that the work plan was shared with staff from Member Jurisdictions and their input with respect to known projects for the upcoming fiscal year has been incorporated. He also noted the possibility of some regional efforts and the plan may change as Members direct the Authority over the course of the coming Fiscal Year. Chris further explained that the proposed administrative budget reflected a \$0 increase over last year's administrative budget and that there was no increase to the Member fees. Included in the budget package are recommended changes to contract limits for certain on-call contracts for engineering support and communications support. There are no requested changes for the on-call legal contracts, as Kim Gordon is handling much of the legal work in-house. The Authority and MES are extending their MOU for work in Harford County for another year. Additionally, he explained that the Authority met most of its goals for the fiscal year. The goals not met resulted from the respective County altering plans for a project, including deferment or cancellation.

Closed Session: Jim Irvin asked if there were any comments or questions for Chris related to the budget. Jeffrey Castonguay inquired if the Authority has considered future office space in light of COVID-19 and the expenses relating to downtown parking. Chris explained that the Authority is in the middle of its current lease, but that such considerations will be taken into account at the end of the lease term. Jim inquired what the State was budgeting for employee salary increases, in light of the member's survey that the Board was reviewing. Kim Gordon responded that she would send him the requested information; and did email this information to Jim for the closed session of the Board Meeting. There being no additional questions, Jim announced that the Board would next meet in a closed session. Jim Irvin and Rhody Holthaus have both received open meetings training. Jim called for a motion to close the meeting at 12:30 p.m. A motion was made by Rhody Holthaus and seconded by Willie Wainer. Michael Marschner agreed to take the minutes of the closed session.

In addition to those making the motion, Board Members voting in favor of the motion were Mike Marschner, Joe Siemek, Jim Irvin and Beth Wojton. Jim noted that the meeting was being closed under Section 3-305(b)(1) of the Open Meetings Act to evaluate the performance of the executive director and determine compensation for the executive director and employees for Fiscal Year 2021 (as well as any other personnel matters). The closed session ended at 12:55 p.m. Jim Irvin reported that during the closed session the Board approved a mid-year 2% Cost of Living Increase for the executive director and staff; a \$1,000 bonus for staff at the beginning of Fiscal Year 2021, and a \$5,000 bonus for the executive director at the beginning of Fiscal Year 2021. Jim Irvin asked if there were any questions or comments and there being none a vote was taken and the Fiscal Year 2021 budget as amended for the employee compensation increases was approved unanimously.

Discussion Item No. 2020-4-D.1 - Appointment and Reappointment of Authority Board Members

Kim Gordon explained that pursuant to Section 3-903(b) of the Authority's enabling legislation, the current four-year term for the Authority Board expires on August 28, 2020. When a Participating Jurisdiction is recommending a new appointment or a reappointment to the Authority's board, the Mayor, County Executive or Commissioners send a letter to the Governor recommending three choices for consideration. Approximately three months prior to the end of the fourth year in the cycle, the Authority staff provides the members with a draft letter that the respective chief executive officer needs to submit for appointment or reappointment.

Jim Irvin asked if there were any questions or additional topics to be discussed. Jim then announced that he would be retiring at the end of June. After a positive response from the members wishing Jim well and thanking him for his services, and there being no additional comments or discussion items, the meeting adjourned at 1:03 p.m.

TRUE TEST COPY

Chris Skaggs

Chris Skaggs, Executive Director