

**Authority Meeting Minutes
356th Meeting (via Conference Call)
March 4, 2021**

Members Present: Joseph J. Siemek
Jeffrey D. Castonguay
Guillermo (“Willie”) Wainer
Rhody Holthaus
Dr. Charles Glass, Ph. D (MES, Director)
Phil Harris

Other Participants: Chris Skaggs (NMWDA)
Andrew Kays (NMWDA)
Kim Gordon (NMWDA)
Mark DeLuca (Howard County)
D’Andrea Walker (Baltimore County)

Public access via livestream at the following link: <https://youtu.be/mVCv1ImBsCQ>. This stream was turned on at 12:02 p.m. local time.

Board Chairman, Joseph Siemek opened the meeting at 12:04 p.m. local time. Mr. Siemek noted that the instructions for the public to view the meeting were provided in advance and that there were no plans to go into a closed session.

ACTION ITEM NO. 2021-2-1 – On-Call Consultant Contract Amendment

A motion was made by Dr. Charles Glass seconded by Jeff Castonguay to approve this item. Chris Skaggs explained that a total contract increase in the amount of \$264,000 is needed for SCS Engineers (SCS). This amount includes \$180,000, needed for the operation and maintenance of the screen house at the Montgomery County Resource Recovery Facility, and \$84,000 for the Montgomery County Survey and Research on Undocumented Commercial Recycling Activities effort.

Staff is requesting an amendment to increase the contract for SCS in the amount of \$264,000 for the work set forth above.

Joseph Siemek asked if there were any questions or matters for discussion. There being none, a vote was taken, and the item was unanimously approved.



ACTION ITEM NO. 2021-2-2 – Budget Amendments

A motion was made by Rhody Holthaus and seconded by Willie Wainer to approve this item. Chris Skaggs explained that an increase in the amount of \$180,000 is needed for the Montgomery County RRF Account in support of Action Item 2021-2-1. Additionally, an increase in the amount of \$84,000 is needed for the Montgomery County General Account in support of Action Item 2021-2-1 regarding the Documenting of Undocumented Commercial Recycling scope that the Authority will undertake through SCS on behalf of Montgomery County.

Mr. Skaggs further explained that an increase in the amount of \$35,000 is needed for the Baltimore County General Account in support of the Baltimore County Tactical Plan.

Staff is requesting the budget increases to support the work efforts for Montgomery County and Baltimore County, as set forth above.

Joseph Siemek asked if there were any questions or matters for discussion. There being none, a vote was taken, and the item was unanimously approved.

Joseph Siemek noted that there are two items for discussion.

DISCUSSION ITEMS:

2021-2-D-1 Financial Disclosure Filings

Kim Gordon reminded the Board that the annual financial disclosure statements must be filed with the Maryland State Ethics Commission by April 30th. Mr. Siemek asked if there were any questions or matters for discussion. Dr. Charles Glass asked if there was a separate disclosure statement that he had to do for the Authority, or if it is the same annual financial disclosure statement that he is required to file in connection with his work at MES. Ms. Gordon replied that the financial disclosure statement is the same one required by the State Ethics Commission.

2021-2-D-2 COVID-19 Prevention Policy

Kim Gordon explained that the Authority reduced to writing the practices and procedures implemented to prevent the spread of COVID-19 at the workplace and to keep employees safe. Such practices include masking, social distancing, hand washing, sanitizing, and teleworking. Ms. Gordon noted that the policy serves as a resource and reference tool for staff and contains information for updates from the CDC (Center for Disease Control) and OSHA (Occupational Safety and Health Administration). Joseph Siemek asked if there were any questions or matters for discussion. There were none.

Mr. Siemek asked if there were any additional items to discuss at this time. There being no additional comments or discussion items, the meeting adjourned at 12:10 p.m.

TRUE TEST COPY

Chris Skaggs

Chris Skaggs, Executive Director