

**Authority Meeting Minutes
326th Meeting
March 29, 2017**

Members Present: James M. Irvin
Rhody Holthaus
Jeffrey D. Castonguay
Joseph J. Siemek
Daniel E. Locke
Rudolph S. Chow
John O'Neill

Other Participants: Christopher W. Skaggs
M. Catherine Coble

Attendees: Three Citizens

Chairman Jim Irvin opened the meeting at 5:50 p.m.

ACTION AGENDA ITEM NO. 2017-1-1 – Election of Authority Treasurer: A motion was made by Dan Locke and seconded by Jeff Castonguay to vote to elect a new Authority Treasurer. Jim Irvin explained that in the past the officers have been selected on a seniority basis. The action item contained a list of current Board Members with their tenure. He noted that Mike Marschner has the most tenure. He then asked if anyone else was interested in the position. Since no one responded, Jim Irvin called for a vote to elect Mike Marschner to the position of Authority Treasurer. The vote was taken and the selection of Mike Marchner was approved unanimously.

ACTION AGENDA ITEM NO. 2017-1-2 – Selection of Vendor to Provide Air Monitoring Equipment for Montgomery County Resource Recovery Facility: A motion was made by Dan Locke and seconded by John O'Neill to approve this item. Chris Skaggs explained that the Authority, on behalf of Montgomery County, conducted a procurement for two portable air monitors. Proposals were solicited for USEPA-designated PM10 monitors from 16 firms on the EPA's Designated Reference and Equivalent Methods List. Only one firm, Met One Instruments, Inc. responded. Staff from the Authority and Montgomery County reviewed the proposal. The cost for two portable air monitors with selected options is \$26,050, including shipping. Jim Irvin asked if there were any questions or comments. There being no comments or questions a vote was taken and the item was approved unanimously.



ACTION AGENDA ITEM NO. 2017-1-3 – Approval of Task Order No. 21 to the Authority’s Intergovernmental Agreement with Montgomery County: A motion was made by Rudy Chow and seconded by Dan Locke to approve this item. Chris Skaggs explained that Montgomery County staff is required to develop and implement the County’s Strategic Plan to Advance Composting, Compost Use and Food Waste Diversion. The County has requested that the Authority hire a contractual employee to assist the Department of Environmental Protection/Division of Solid Waste Services with the development of a comprehensive multi-year food waste program, including a budget and implementation plan. The contractual employee will support management of County efforts to implement programs to reduce food waste and increase composting/recycling of food waste. In addition, the work will include developing and recommending policies and initiatives to prevent the disposal of consumable/usable food through such efforts as redeploying excess food to others in need, and increasing the composting/recycling of food waste. Chris explained that execution of the document is contingent upon approval of the Task Order by Montgomery County. Jim Irvin asked and Dan Locke asserted that the County is in agreement. Jim asked if there were any questions. There being none, a vote was taken and this item was approved unanimously.

ACTION AGENDA ITEM NO. 2017-1-4 – Amendment to Personnel Policies Regarding Contractual Employees: A motion was made by Rudy Chow and seconded by Jeff Castonguay to approve this item. Chris Skaggs explained that the Authority’s Personnel Policies need to be amended to include the definition of a Contractual Employee in order to hire the contract person Montgomery County requested (see Action Item above). Jim Irvin asked if there were any questions. There being none, a vote was taken and this item was approved unanimously.

ACTION AGENDA ITEM NO. 2017-1-5 – Amendment No. 2 to Fiscal Year 2017 Budget: A motion was made by John O’Neill and seconded by Joe Siemek to approve this item. Chris Skaggs reviewed the details of the six budget accounts to be amended. With the exception of the carryforward for the Authority’s work with MDE on the waste sort project, all increases are related to Member Jurisdiction projects and will be reimbursed by the respective Jurisdictions. Jim Irvin asked if there were any questions. There being none, a vote was taken and this item was approved unanimously.

ACTION AGENDA ITEM NO. 2017-1-6 – Contract Amendments: A motion was made by Dan Locke and seconded by Jeff Castonguay to approve this item. Chris Skaggs explained that on-call engineering firm contracts for KCS, ARM and SCS need to be amended in support of the additional work outlined in the budget amendments requested. Jim Irvin asked if there were any comments or questions. There being none, a vote was taken and this item was approved unanimously.

Discussion Item 2017-1-D.1 – Projects Update: Chris Skaggs provided an update on various Authority projects.

Authority Meeting Minutes
March 29, 2017

Discussion Item 2017-1-D.2 – Legislative Update: Chris Skaggs provided an overview of proposed legislation being considered by the General Assembly related to waste management. He specifically noted a Department of Legislative Services Report on waste and recycling that is being used to develop legislative initiatives. The report is on the Department's website. Chris noted that the Authority has taken no position on any proposed legislation this Session.

Additional Discussion Items

Jim Irvin noted that Howard County is expanding its organics project. Jeff Castonguay reported that Carroll County is in the process of developing a pilot "pay-as-you-throw" program. Rhody Holthaus stated that Anne Arundel County is planning to increase the capacity at its composting facility by 300% and even with that, the County is still relying on outsourcing.

Jim Irvin asked if there were any additional topics to be discussed. There being no additional comments or discussion items, the meeting adjourned at 6:20 p.m.

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Chris Skaggs, Executive Director