

Authority Meeting Minutes
328th Meeting
June 12, 2017

Members Present: James M. Irvin
Rhody Holthaus (via Phone)
Jeffrey D. Castonguay
Joseph J. Siemek
Steven A. Walsh
Lisa Feldt
Rudolph S. Chow
John O'Neill (via Phone)
Michael G. Marschner

Other Participants: Christopher W. Skaggs
Andrew Kays
M. Catherine Coble

Chairman Jim Irvin opened the meeting at 12:10 p.m.

ACTION AGENDA ITEM NO. 2017-3-1 –Amendment No. 3 to Fiscal Year 2017: A motion was made by Rudy Chow and seconded by Jeff Castonguay to approve this item. Chris Skaggs explained that the FY17 budget needs to be increased by \$28,729 to allow completion of the Anne Arundel County Disaster Debris Plan Update. Jim Irvin asked if there were any questions. There being no comments or questions a vote was taken and the item was approved unanimously.

ACTION AGENDA ITEM NO. 2017-3-2 – Contract Amendments: A motion was made by Rudy Chow and seconded by Joe Siemek to approve this item. Chris Skaggs explained that four of the current on-call engineering firms (EA, GBB, MSW Consultants and Geosyntec) need to have their contract terms extended into FY18 to allow the completion of work order tasks at FY17 pricing. 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. 2017-3-3 – Fiscal Year 2018 Budget: A motion was made by Mike Marschner and seconded by Lisa Feldt to approve this item. Jim Irvin asked Chris Skaggs to review the Authority's budgeting process for the benefit of new board members. Chris explained that the goals for the Authority's annual budget are developed in conjunction with the staff in each



of the Authority's Member Jurisdictions. Authority staff then develops a proposed work plan, budget, and funding sources for board consideration. Rhody Holthaus asked that the amount in the Authority's budget be lowered from \$4.7 million to \$3,822,100 to match the amount in the County's FY18 budget. Lisa Feldt asked about the work the Authority does for Prince George's County. Chris explained that Prince George's County needed assistance with selling its energy and renewable energy credits generated at its Landfill Gas-to-Energy Facility. The Authority has the capability to do that in-house and receives a fee for providing the service estimated to be \$3,000 during FY18. The staff also provides a status of the goals from the previous year. Jim Irvin noted that the board would go into a closed session to discuss staff compensation and asked Mike Marschner to take minutes. Then he asked for a motion. A motion was made by Rudy Chow and seconded by Jeff Castonguay to enter into a closed session. A vote was then taken and the board voted unanimously to enter into a closed session at 12:25 p.m.

The board returned to an open session at 12:40 p.m. Jim Irvin reported that the board agreed to a 2% COLA for staff and recommended merit increases in accordance with the Authority's Personnel Policies. In addition, the board agreed to award the Executive Director a 2% COLA and a 4% performance increase. The Executive Director's compensation was awarded with the caveat that a strategic plan be developed. Jim Irvin asked for an explanation of the staff pension costs. Cathy Coble explained that employees contribute 7% of their salary and that the amount the Authority contributes each year varies based on an actuarial computation. Jim Irvin asked if there were any questions or comments. There being no comments or questions a vote was taken and the Fiscal Year 2018 Budget as amended was approved unanimously.

Discussion Item 2017-3-D.1 – Projects Update: Chris Skaggs and Andrew Kays provided an update on various Authority projects.

Discussion Item 2017-3-D.2 – WasteCon Registrations: Cathy Coble explained that since the WasteCon annual conference would be held in Baltimore this September that the Authority negotiated a Member's discount rate for Authority Board Members. The Authority is offering to provide the registration fee for board members from Member Jurisdictions. Cathy noted that the early bird rate ends on June 30th and provided board members with instructions on how to register for the conference.

Jim Irvin asked if there were any additional topics to be discussed. There being no additional comments or discussion items, the meeting adjourned at 1:05 p.m.

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Chris Skaggs, Executive Director