



## BOARD Meeting

12.14.2022

Virtual Access: <https://us02web.zoom.us/j/81496538149?pwd=RkZEWdJpb3JlY00vZnBCZmYzcW5wQT09>

Meeting ID: 814 9653 8149

Passcode: 128970

## AGENDA

3:00-3:05 PM Welcome, introductions, overview Chairman Oxnam

3:05-3:15 PM Contract for Maryland Wood Supply Chain Analysis Ms. Magruder & Ms. Ross  
(ATTACHMENT A)

3:15-3:50 PM *CLOSED Session*

General HR Matters

Ms. Magruder

Contract Renewal Consideration

Chairman Oxnam & AAG Vijayan

- Executive Director Employment Agreement  
(ATTACHMENT B) *CONFIDENTIAL*

3:55 PM New Business & Announcements

4:00 PM Adjourn



**December 12, 2022**

**To: MCEC Board**

**From: Maura Ross, Wood Energy Coordinator**

**Re: Maryland Wood Fuel Supply Chain Analysis Contractor Approval**

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**Background:** In partnership with the Western Maryland Resource Conservation and Development, the Maryland Clean Energy Center was awarded the Rural Maryland Council MAERDAF grant to complete a Maryland Wood Fuel Supply Chain Analysis. This analysis will show the volume and health of Maryland and its surrounding counties to create a baseline of the current demand for active forest management. Then, it will determine the maximum and projected capacity for thermal wood energy in the state. As part of this step, the analysis will look at current pellet/chip vendors in and around the state. Finally, the study will provide three projections for forest health resulting from increased forest management practices based on no demand (our current level), medium demand, and high demand.

MCEC released an RFP to obtain bids for the study to be completed by an appropriately qualified contractor on October 24, 2022 the responses due on November 11, 2022. One bid was received by the deadline and it was reviewed by Maura Ross and Dan Rider.

Renewable Resource Solutions, LLC (RRS) was the sole bidder for the project. They have extensive experience in similar projects, both as an organization and as individuals based on the provided resumes, have committed to following the required timelines, and have already shown strong communication skills and attention to detail throughout the submission process by asking in-depth and relevant questions.

The budget for the project is \$56,000 and funds are provided to cover this cost from the Rural Maryland Council MAERDAF Grant. The cost proposed by the bidder falls within the overall budget of the project as outlined in the posted RFP.

**Purpose:** This analysis will be a vital resource for loggers, facility managers, and policymakers by showing where the most immediate need for active forest management is, where the supply chain and what its capacity is, as well as showing how wood energy can benefit Maryland forests. This analysis must be contracted out due to the capacity of the State Wood Energy Team Grant.

**Staff Requests the Board of Directors move to** *“Award bidder Renewable Resource Solutions, LLC the \$44,000 contract to complete the Maryland Wood Fuel Supply Chain Analysis with the intended completion date for the project to be no later than December 2023”.*