

**BOARD OF DIRECTOR'S MEETING
October 27, 2011
Conference Room of
Maryland Association of Counties
169 Conduit St
Annapolis, MD**

1st Vice President Kahl called the meeting to order @ 11:00 a.m. with the following members in attendance:

President: Hudson Myers can't attend

2nd Vice President Bruce Johnston

Secretary: Mike Warring

Treasurer: Doug Myers

Directors: Mike Moulds, Frank Kaul, Matt Allen, Mark DeLuca, Doug Taylor and Ed Adams can't attend

Immediate Past President: Ed Plank (can't attend)

Past Presidents: Joe Kroboth (can't attend), John Tustin, John Redden; and Greg Africa

Historian: Jim Montgomery (can't attend)

Legislative Committee: Chairman Bob Martin (can't attend)

Scholarship Committee: Co-Chairmen Mike Errico (not present) and Dale Coppage

Membership Committee: Todd Mohn (can't attend)

NACE Representative: Jim Wilson

Visitors: None

Approval of Minutes:

The minutes for the 8/25/11 meeting were distributed electronically prior to the Board meeting by the Secretary. Motion was made by Mike Moulds to approve the minutes as presented and was seconded by Matt Allen. Motion approved.

Treasurer's Report:

- (1) Monthly Report: Doug Myers was present, and his monthly report dated 10/21/11 was distributed to the Board members. The checking account balance as of 9/20/11 was \$ \$92,409.20, while the Money Market balance was \$ 8,940.89. Receipts deposited to the checking account totaled \$ 22,685.00, while the Money Market Funds earned \$0.24. Expenses from the checking account totaled \$ 45,260.90 and the total balance of both the checking and money market accounts as of 10/21/11 was \$ 78,774.43. Further, Doug also presented a "Profit & Loss" report for the past Fall and Spring Conferences for the Board's review. There was a brief discussion relative to the bottom lines for the one-day Spring Conferences in 2010 and 2011. Motion to accept the Monthly Treasurer's report, as well as the Conference balance sheet summary for the years 2007 thru 2011 was made by Bruce Johnson, and was seconded by Frank Kahl. Discussion, motion carried.

Secretary's Announcement/New Members: One new Associate Member application received for: **Brian Davilla, P.E.** who serves as the "Public Sector Division Manager for the Charles. P. Johnson & Associates firm in Silver Spring.

Committee Reports:

Program & Conference Committee: (Co-Chairmen 1st Vice President Paul Kahl & 2nd Vice President Bruce Johnston) –

Fall Conference – Paul Kahl reported that he had received many compliments regarding the quality of the technical program at the conference, and he noted that most all of the exhibitors truly appreciated the opportunity to give a brief presentation about their company with regards to capabilities, and new programs. The golf tournament went well, and seemingly everyone seemed pleased with the overall quality of the Clarion's food presentations.

Paul did say that he had heard several board members express their concerns that the Past President's luncheon should be brought back to the Fall Conference agenda. This comment produced a good discussion among the Board members, and the sentiment seemed to be that now that the conference agenda calls for lunch to be served as part of the conference program that most of the Board members stated that we should not have the Past President's lunch at the Conference, but perhaps to have it as part of a Monthly Board meeting. A motion was made by Secretary Warring to make the traditional Holiday Board Meeting in early December to be an opportunity to not only invite the SHA Administrator but also use this meeting as an opportunity of honoring the Past Presidents Luncheon as part of this annual meeting. The motion was seconded by Paul Kahl, The motion passed unanimously, and President Myers said that he would take care of extending invitations to the Past Presidents, as well as coordinating the food arrangements with the MACO staff for the meeting on 12/8/11.

Spring Conference – Bruce Johnston reported that the one-day Spring 2012 Conference will take place on 5/1/12 at the Montgomery County-owned "Black Rock" Center for the Performing Arts in Germantown, and is located just off the I-270 interchange. Bruce and Mike Warring have reviewed these facilities, and in addition to the adequacy of the facilities to hold our one-day conference technical program, there are also nearby hotels for those members from the limits of our state who elect to play in the Spring Golf Tournament to be held at the Little Bennett Golf Course on Monday, April 30th, which is in close proximity to I-270, and not very far from the Black Rock Center. Mike reported that the golf course has offered one of the best packages that he has ever witnessed as the CEAM Golf Tournament Director. For a per player fee (with a guarantee of 100 players) the course daily fee includes green and cart fees, driving range balls, coffee and donuts, and buffet lunch to be served after the tournament, which will be followed by the awards ceremony for the various team and individual gift certificates from the pro shop. But the ultimate benefit that the course offers is a gift certificate for a round of golf at some future date for each CEAM player.

Scholarship Committee: (Dale Coppage – Chairman) – Dale Coppage reported that the Committee had received the CEAM check that covers the existing civil engineering partial scholarships (4) at the University of Maryland College Park Campus, as well as one partial engineering scholarship at Morgan State University

Legislative Committee: (Chairman Bob Martin) – No Report from Bob, who wasn't able to attend this meeting. However, Andrea Mansfield made a brief presentation regarding the possible legislative actions that may be instigated as a result of the recommendations of the "Blue Ribbon " Committee with regards to re-establishing the HUR Funds to the Counties, as well as a possible proposed \$0.10-\$0.15/gallon tax that would need to be passed by the legislature. There was also a recommendation to pass new legislation that would make all monies from the HUR Funds, and the proposed increased fuel taxes to be sacra sancta, and cannot be used for anything but Highways, Bridges and related infrastructure. She was fairly

confident that the Governor would not support such legislation, but she did feel that the proposed gasoline tax increase has a potential change for success.

Membership Committee: (Chairman Todd Mohn) – Chairman Mohn could not attend, however he sent the following headcount to the Secretary: The membership numbers are as follows: 262 Members; 215 Associate Members; 38 retired; and 21 Life & Honorary Members – Total Membership = 536

Budget Committee: Chairman Doug Myers – No report

By Laws Committee: (Chairman Mike Warring) – No report.

Associate Member Advisory Committee: (Matt Allen & Frank Kaul – Co-Chairmen) - No Report

Awards Committee: (Chairman Jim Montgomery) – No Report

SHA Liaison Committee: (Chairman Ed Adams) – No Report

Nominating Committee: (Chairman Greg Africa) – Nominee to replace Ed Heatwole who retired from Wicomico County was discussed at the last Board meeting, and apparently the Nominating Committee has not secured a nominee from the Tri-County area. It is hoped that discussions will be finalized with a leading nominee, and ideally, the Election Committee will send out their recommendation for a new Director, and utilizing electronic mail, the Board will be able to confirm the appointment of a new Director, who will replace Ed Heatwole before the Board meeting in December, and ideally, said nominee will be able to join the Board and be sworn in by the President at the December Board meeting at the MACO headquarters.

NACE Updates – Jim Wilson, State Representative – Jim asked the Board if they wanted to receive the NACE reports that he receives as the State Representative to NACE, and the general reaction was to let Jim bring his overview of salient issues that are being discussed at the national level that may affect our CEAM Membership.

Old Business

- **Proposed Replacement of CEAM Administrator** – Jeff Rank - Mike Warring reported that Todd Mohn advised him that Jeff Rank has been transferred to the Queen Anne's County Finance office, and this new job brings expanded daily duties and responsibilities that will prevent him from continuing his role as the "CEAM Administrator". The Board needs to address this issue, and Todd asked Mike to advise the Board that Todd's recently retired administrator, Marian Gibbs, has indicated her interest to take over this position for the Board. However, there are a lot of details that need to be investigated as part of a compensation package for Marian, who now works on a hourly, part-time capacity for a few hours per week for Todd's office.

• **New Business** – Matt Allen suggested that for future conference planning that all registration forms, and fees should only be sent to the Conference Chairman's office rather than the current approach where sponsors send their forms and fees to the Associate Board members. Mike Warring also advised Matt that the "sponsorship" forms for the golf tournament need to be revised in that the "Closest to the Pin" sponsors will not be afforded the opportunity to give out the prizes that their company supported due to the length of time it currently takes to award the

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New Business (continued)

Team, Individual prizes as well as the various prize drawings that may include 4-5 prizes at the Thursday evening dinner at the Fall Conference.

Adjourn:

There being no further business, the meeting was adjourned at 12:01 p.m. Motion to adjourn by Mike Moulds, and was seconded by Frank Kaul to adjourn. The next meeting of the Board will be held at 11:00 a.m. on December 8th, 2011 in the Conference Room of the MACO office.

Respectfully Submitted,

J. Michael Warring, P.E.
CEAM Secretary