

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING

July 27, 2006

Chesapeake Exploration Center
Kent Narrows, Grasonville, Maryland

President John Tustin called the meeting to order @ 11:00 a.m. with the following attending:

President : John Tustin

1st Vice President: Jim Wilson

2nd Vice President: John Redden

Secretary: Mike Warring

Treasurer: Doug Myers

Directors: Kevin Beachy, Gregg Africa, Holger Serrano, Bob Tenanty, Steve Zahn, and
Stu Taub (Bob Cooper not present)

Past Presidents: Todd Mohn, Joe Kroboth, and Steve Walls

Historian: Jim Wright (not present)

Scholarship Committee: John Norris

Legislative Committee: Bob Martin

Visitors: Radka Nebesky – University of Maryland – College Park

Approval of Minutes:

The minutes for the June 22, 2006 meeting were reviewed. A motion to approve the minutes as presented was made by Bob Tenanty, and was seconded by Kevin Beachy. Motion approved.

Treasurer's Report:

Doug Myers was not able to attend the meeting, but his report dated 7/26/06 was distributed to the Board members. The checking account balance as of 6/21/06 was \$ 52,383.32, while the Money Market balance was \$ 8,043.66. The receipts totaled \$ 720.05, including \$85.75 in dividends for the money market funds, while expenses totaled \$584.40.

The total balance of both the checking and money market accounts as of 7/26/06 was \$ 60,562.63. Motion to adopt the Treasurer's report as it was presented was made by Steve Zahn, and was seconded by Kevin Beachy. Discussion, motion approved.

Secretary's Announcement/New Members:

(3) **Associate New Members** – **Brian J. Quinlan**, Vice President of Cherry Hill Construction, Inc.; **James B. Lynn** – President of Meridian Ventures, Inc.; and **Richard Pagano**, Associate with KCI Technologies, Inc. – Construction Management. Motion to accept these applicants for membership in CEAM was made by Bob Tenanty, and was seconded by Joe Kroboth.

Discussion, motion carried.

Committee Reports:

Spring '07 Conference Report: (Chairman John Redden)

John suggested that we hold the conference in Salisbury since that is the “host” county for this conference. He stated that he had not set the dates for the conference in April, and that he was looking at several locations, to include a new small conference facility that is located out near the Bypass, but that it does not have rooms within the building, but there is a nearby small motel beside it that he will investigate. Someone suggested that he also look into the downtown Ramada Inn, which was the conference center that we used several years ago when Rai was Conference Chairman. John said that he would look into that, and Jim Wilson reminded him to please check with the APWA organization to be sure that we don’t set our conference at the same time as their spring conference. John also suggested that there were two places that could hold our organization for the Thursday evening mixer, but when he suggested the Red Roost Inn, many members suggested that it was too far from Salisbury, and maybe the crab place that Jim suggested in DELMAR was a more convenient to consider? John Norris suggested that John consider the topic of “Traditional Neighborhood Design” (TND), which seems to be in vogue now, and that it may be reviewed by governmental agencies at the present time, and will certainly be the approach being used by many of the developers and consultants throughout the state. A full discussion of the various aspects of this design approach as it relates to our members would seemingly be an exciting, and dynamic topic for discussion.

Fall '06 Conference Report: (Chairman Jim Wilson)

Jim reported that all of the registration packages have been mailed, and the registration forms, and program information have been posted on our CEAM website for several weeks. He has confirmed the keynote speaker’s (Neil Pederson) availability. We will be once again going to Hooper’s for the Thursday night mixer, and the Friday night affair will be held outside of the Clarion like was done last Fall. The subject of confirming our Hotel reservation for the years 2008, and 2009 was brought up, and the President suggested that the secretary contact Chuck Beall, who was asked to obtain a competitive proposal from the Princess Royale Hotel to be sure that we have a competitive analysis when considering the current offer by the Clarion, which had some built in escalation clauses for the room rates for ’08 and ’09. to ask him to meet with the BOD at the August 24th meeting in the MACO building in Annapolis. Jim noted that the golf tournament will be held at the Bay Club, and that the golf and tennis programs should be on track at this time. He also showed the Board a sample polo style golf shirt that would be given out in each registration package, and he also pointed out the modified CEAM logo that he and his staff had selected, as well as the letters for CEASM on the left sleeve. Jim pointed out that it was time to give something of real value to our member, which would provide a reminder of this Fall ’06 Conference, rather than a continued program of giving out less valuable gift with each package.

Legislative Committee: (Chairman Bob Martin)

Bob suggested that he would contact each of the committee members, who had served with him on last year’s committee, and that if they agreed to serve again this legislative session, that he would bring the names to the next Board meeting in August to have the President and Board approve the committee.

Committee Reports: (continued)

Membership Committee: (Chairman Todd Mohn)

Todd reported that there are still 96 “unpaid” members at this time, though the committee has sent out another notice to these unpaid members, these members will be dropped from the Directory at this time. In addition, and in order to insure that the listings for the “Members” are correct given certain personnel changes within each County, Todd will email out the draft of the Directory to each of the “voting members”, and will solicit their editorial comments before the committee finalizes the Directory, and sends it to the printer. Someone asked if the membership “Directory” should be put online, and there was a resounding “no” echoed by the Board members present, because of a fear that the list would simply be used for mass mailings by various vendors etc.

Budget Committee: (no report)

By Laws Committee: (Chairman Mike Warring) - No report

Associate Member Advisory Committee: (Chairman Steve Zahn) Steve reported that he and fellow Associate Member Director StuTaub were working on an agenda for the Fall Meeting during the 11:30 business meeting of the Voting Members on Friday morning. He also indicated that their solicitations for sponsors for the various activities at the Fall conference were going well, and that they had secured the exhibitor spaces for the exhibit spaces at the Clarion

Scholarship Committee: (Chairman John Norris)

John made some introductory remarks about his committee activities, and that there is a continuing need to increase the value of the four scholarships that CEAM has sponsored over the years. He then introduced Radka Nebesky, who is the Associate Director of Development, for the A. James Clark School of Engineering at the University of Maryland’s College. Radka reported that the \$200,000.00 that CEAM gave to the University to manage the account has generated \$9,857.00 to date, and yet since the four scholarships have face values of \$2,500 each there is a shortfall this academic year of \$143.00. Including the anonymous \$50,000 gift that was donated to the CEAM Roger Willard Scholarship Foundation, the current market value is \$270,254.00. There were several questions generated by the Board regarding if the school held “career days” for the engineering students, so that perhaps various members of CEAM could participate in an effort to secure some of their engineering students into the various “public and private” sector career opportunities within the CEAM organization. Radka indicated that they did hold career days, and that she would coordinate any of these meetings with the Board of CEAM. The Board discussed the need for Radka to make a brief presentation during the “business meeting” at the Fall Conference to insure that the membership had a better idea of these scholarship activities, and programs being supported by CEAM. Radka indicated that she would enjoy making that presentation, and that she was also going to try and have the current scholarship recipients there for the Fall Conference so that they can introduce themselves to the membership.

Committee Reports: (continued)

Scholarship Committee: (Chairman John Norris) (continued)

Following Radka's presentation, John gave the following list of Scholarship Committee Members, who served on the Committee last year, and who have agreed to continue to serve. The following members were presented for approval by the Board: Dale Coppage, Jim Montgomery, Ron Rye, Steve Walls, Steve Young, Mike Errico, and John Norris. A motion to approve the above listed members of the Committee was made by John Redden, and was seconded by Jim Wilson. The motion was approved unanimously. John also noted that the goal of the Committee is to raise the scholarship endowment up to the \$300,000 limit.

Awards Committee: (Chairman Jim Montgomery – not present))

Since there are several "awards" being given to three distinguished members of the association at the Fall Conference, there was a brief discussion with Stu Taub to insure that Jim Montgomery has the necessary information to complete the three citations, to include getting the signatures of the President and the Secretary, as well as having the certificate mounted in a frame.

Utility Relocation Committee: (Chairman Ed Adams – on vacation) – No report

MACO Summer Conference Technical Program: (Joe Kroboth)

Joe reported that CEAM will be presenting two technical programs for the MACO Summer Conference, which will include the following two topics: (1) The Impact of Decreased Funding of HUR Funds to the 23 Counties over the past three years, as it especially relates to highway safety (Speakers: Rai Sharma and Gary Rohrer); and (2) Utility Relocations – as it relates to project cost overruns, construction start-up delays, and especially the impact of "prior rights" that has been a focus point when dealing with Verizon (Speakers: Chuck Beall, Jim Wilson, a County Attorney, and a representative from Verizon). The Board feels that this will be a unique opportunity to inform the local government elected officials of the many impacts that these two issues have on many CIP programs, or annual operating budgets for their county.

MACO Winter Conference – John Tustin reminded the Board that we need to develop some topics for the winter conference that normally takes place in late December, or early January at the Hunt Valley Conference Center.

Old Business:

Comparative Cost Analysis by Chuck Beall for Clarion versus Princess Royale John Tustin reminded the Board that our current contract with the Clarion covers the Fall Conferences for the years 2006 and 2007, and based on a phone call from Chuck Beall, who serves as the long range planning liaison, Chuck is still going through a detailed financial analysis of the competitive offer from the Princess Royale. Apparently there are variances in what each hotel is being offered, and Chuck's goal is to quantify the differences so that he can make a recommendation to the Board. John Tustin then asked the Secretary to contact Chuck Beall about his progress, and to invite Chuck Beall to present his findings at the Board's August 24th meeting at the MACO office.

New Business:

- **Conference Planning Firm** - John Tustin then made a few comments about the amount of time that it takes for the Conference Chairs and their key administrator and staff to prepare for the semi-annual conference meetings of CEAM. Based on his experience, John knows just how much time is needed to prepare the registration packages, the accounting required to make the deposits, and maintain a “master” list of all attendees and fees paid, etc. plus the preparation of the packages that are required for each registrant. John acknowledged that the Secretary had suggested that he had become familiar with a small conference planning firm, “Premier Meetings” that is located in Lewes, Delaware, and that coincidentally, they had made a contact back in 2001 to Chuck Beall regarding the possibility of their firm taking on the bulk of the labor intensive work through their on-line registrations etc. John Tustin then asked the Board members to please take a look at a draft proposal that was received from Premier based on discussions with Mike Warring, as well as two pages showing the information on the firm’s web site. It was suggested that we invite Premier to attend our next Board meeting in August, to further discuss their firm’s services as they relate to our particular planning programs. However, Mike Warring suggested that the owner of the firm would be out of state the last two weeks of August running two separate large conferences. Mike indicated that he would confirm the potential meeting date, and if she will be put of town, perhaps the President and the 1st and 2nd Vice Presidents could possibly meet with Premier to further define a potential scope of services to CEAM

Adjourn:

There being no further business, the meeting was adjourned at 12:15 p.m. Motion by Bob Tananty, and was seconded by Gregg Africa to adjourn. The next meeting of the Board will be held on Thursday, **August 24, 2006** @ 11:00 at the MACO Building, Annapolis, Maryland

Respectfully Submitted,

J. Michael Warring, P.E..
CEAM Secretary

County Engineers Association of Maryland
July 27, 2006