

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING

March 22, 2007

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 (on vacation) – Jeff Rank – acting Secretary

Treasurer: Doug Myers (not in attendance)

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

Past Presidents: Ed Adams

Historian: Jim Wright (not in attendance)

Scholarship Committee: John Norris (not in attendance)

Legislative Committee: Bob Martin (not in attendance)

Visitors: None

Approval of Minutes:

The minutes for the February 22, 2007 meeting were reviewed and corrections/changes noted. Motion by John Redden, seconded by Stu Taub, for approval of the minutes. Motion approved.

Treasurer's Report:

Doug Myers was unable to attend the meeting, however he submitted his report dated March 22, 2007, which was distributed to the Board members. The checking account balance as of February 20, 2007 was \$46,677.77, while the Money Market balance was \$8,356.13. The receipts for March totaled \$3,040.00 while expenses were \$1,635.07. The total balance of both the checking and money market accounts as of March 22, 2007 was \$56,438.83. Motion to adopt the Treasurer's report was made by Steve Zahn, seconded by Holger Serrano.

Discussion, motion carried.

Pursuant to Article III, Section (D), "Budget Committee," Doug Myers has submitted in absentia the proposed 2007-2008 Fiscal Budget for endorsement by the Board of Directors prior to the Spring Conference Annual Meeting. Motion to endorse the 2007-2008 Fiscal Budget was made by Jim Wilson, seconded by John Redden. Discussion, motion carried.

Secretary's Announcement/New Members:

6 New Associate Member Applications- **Jeff Evans**, Project Engineer with Kennedy-Porter & Associates; **Robert Sebastian**, Vice-President of EBA Engineering; **Grant Hummer**, President of ELA Group; **Diana Lee McClure**, Asst Director of Business Development with Keller Engineers; **Otto Beiter**, Vice-President of Sales for Franklin Corp.; and **Sidney Witmer**, Sales Manager for Franklin Corp.

4 New Regular Member Applications – **Naveed Shah**, Civil Engineer with Harford County; **Robert Shen**, Engineering Manager for Frederick County Office of Transportation Engineering; **Mike Haymen**, Engineer with Wicomico County; and **James Stiles**, Chief of Building Construction for Montgomery County.

Motion to accept these applicants for membership in CEAM was made by Holger Serrano, seconded by Gregg Africa. Discussion, motion carried.

Committee Reports:

Spring and Fall '07 Conference Reports: (Chairman John Redden)

Spring Conference – John Redden stated that registrations are steadily coming in and the speakers are in place. Keynote speaker will be Bob Summers from MDE who will be discussing WWTP upgrades, among other topics of interest.

Fall Conference – John Redden stated that some topics and speakers he was considering include InspectTech for Bridge Inspections, landfill erosion control blankets, and tidewater utilities. Ed Adams suggested waste-to-energy facilities and to contact the Northeast Solid Waste Authority for more information and/or speaker availability. This may be a better topic for MACO instead, however.

Legislative Committee: (Chairman Bob Martin – not present, Stu Taub reported on Bob's behalf)

Stu spoke of a bill that will require a fee of \$0.25/square foot of proposed impervious surface for new developments, which is not a good bill but will probably pass in some form. He also described a critical areas special provisions bill that would affect 15 counties.

Membership Committee: (Chairman Todd Mohn)

Seventy-two unpaid memberships are still outstanding out of a total of 534 members (13%) – 46 associate members and 26 regular members.

Budget Committee: (Chairman Doug Myers – no report)

By Laws Committee: (Chairman Mike Warring – no report)

Associate Member Advisory Committee: (Stu Taub & Steve Zahn – Co-Chairmen – no report)

Scholarship Committee: (Chairman John Norris – no report)

Awards Committee: (Chairman Jim Montgomery – no report)

SHA Liaison Committee: (Chairman Ed Adams)

Ed Adams is putting together a list of issues to discuss with Neil Pederson, who will be attending our April 26th meeting. Ed mentioned the rule whereby bridges under 400 ADT have to be 22' wide to be eligible for federal funding. Further, Gregg Africa and Holger Serrano suggested the topic of sidewalk and streetlight maintenance, assignments of prior rights (infrastructure to accommodate development and state is unwilling to assign rights to the counties).

Gregg Africa suggested the topic of traffic signals and paying for a system whereby the state can operate county signals which are on different hardware/software systems (for homeland security reasons).

Holger suggested ADA compliant crosswalks and Stu Taub is interested in the NEPA process and its applicability to smaller bridge replacement projects. We would like to see the state entertain an idea of having some sort of waiver system for small projects.

Ed Adams and John Tustin would like to discuss cost sharing in reference to state/county projects. The state used to work with the counties favorably, now the state does not seem to want to do anything without a developer "buy-in." The state is treating counties like developers.

Gregg Africa is interested in finding out the formula for TEA-21/SAFTLU reimbursements to find out if the counties are being treated fairly. Lastly, Holger Serrano distributed a pamphlet on "congestion pricing," which can also be a topic to discuss with the state highway administrator.

MACO Summer Conference Technical Program:

Holger Serrano reviewed suggested topics for the MACO summer conference (CEAM has to provide 2 topics). These included general environmental topics, fire and residential sprinkler systems through IBC, for counties which use the IBC standards (Bob Cooper stated that he could get the Harford County Director of Permits to speak on this issue). Ed Adam's waste-to-energy topic from above may be better suited for this venue, however we may wait until a subsequent MACO conference to utilize this topic.

Old Business:

Conference RFP for Outsourcing Registration Services – John Redden & Mike Warring

John Redden is reviewing a web-based registration service called "eVent" and will provide further details at a future meeting.

Education Committee: (Co Chairs: Gary Rohrer & Bob Cooper – no report)

New Business:

- **Nominating Committee: Chair - Joe Kroboth (can't attend).** Jeff Rank stated that as of March 20, 20 of the 24 ballots have been returned.
- **April or May Meeting – Discussion.** Since we previously scheduled to meet with SHA Administrator, Mr. Pederson, on April 26th, we will keep this meeting date at the Annapolis MACO office. We will dedicate the entire meeting to discussions with Mr. Pederson.
- **Credit Card Acceptance** – Jeff Rank presented some research pertaining to the estimated cost to the association of accepting credit card payments for dues and dues renewals. After a brief discussion, Jim Wilson made a motion to pursue such a program and implement for dues and future conference registrations and Bob Tenanty seconded – vote taken and motion passed. Jeff will report back at a future meeting with the final implementation details.
- **UMD Trip** - Jim Wilson spoke about last month's UMD trip and is concerned about the true value of our scholarships if none of the recipients ever take employment with a county government or associate's office. Shall we re-evaluate the school we have chosen and select a community college program instead? John Tustin stated that we will invite the scholarship committee to a future meeting to discuss in further detail.

Adjourn:

There being no further business, the meeting was adjourned at 12:15 p.m. Motion by Ed Adams, seconded by Bob Cooper to adjourn. The next meeting of the Board will be held at 11:00 on April 26, at the MACO Office at 169 Conduit Street in Annapolis, Maryland.

Respectfully Submitted,

Jeff Rank.
Acting CEAM Secretary



County Engineers Association of Maryland

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Monthly Board of Directors Meeting

DATE: March 22, 2007 @ 11:00 A.M. – The Queen Anne’s County Chesapeake
Exploration Center, Kent Narrows, Grasonville, Maryland

AGENDA:

- Meeting Call to Order John H. Tustin, P.E., President
- Review/Approval of Minutes J. Michael Warring, P.E., Secretary
(on vacation) – CEAM Administrator Jeff
Rank will serve as acting Secretary)
- Treasurer’s Report Douglas E. Myers
- Secretary’s Report Jeff Rank – Acting Secretary – New
Membership Applications

Committee Reports:

Conference Committee Update-
John B. Redden, Jr. P.E. 2nd Vice
President – Chairman – Spring/Fall
Conference Programs – Update

Legislative Committee – Robert W.
Martin – Chairman

Membership Committee
Budget Committee
By Laws Committee
Associate Member Advisory Committee
Scholarship Committee
Awards Committee
State Highway Liaison Committee

Old Business:

NACE Updates – Kevin Beachy
State Representative

Conference RFP for Outsourcing -
Registration Services – John Redden

Old Business: (Continued)

Education Committee: Co-Chairs – Gary Rohrer and Bob Cooper - Member Nominees

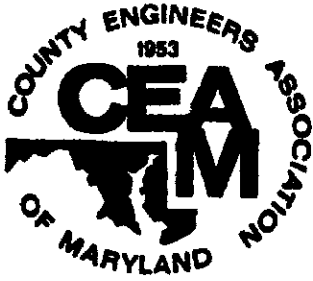
Program and Conference Committee:
Chair Mike Warring – Update by Holger Serrano - MACO Summer Conference
Technical Program Subjects/Speakers - Update

New Business:

New Business Items from the Board

Announcement: Next Board of Directors Meeting will take place on **April 19th [?]** at 11:00 a.m. at the Chesapeake Exploration Center in Queen Anne's County

Adjournment



**COUNTY ENGINEERS ASSOCIATION
OF MARYLAND**

	<u>CHECKING</u>	<u>MONEY MARKET</u>	<u>TOTAL</u>
BALANCE AS OF 2/20/07	\$ 46,677.77	\$ 8,356.13	\$ 55,033.90
 <u>RECEIPTS</u>			
Memberships	2,895.00	-	2,895.00
Scholarships	145.00	-	145.00
Dividends	-	-	-
	-	-	-
	\$ 3,040.00	\$ -	\$ 3,040.00
 <u>EXPENSES</u>			
Spring Conference 2007	370.65	-	370.65
Bank Fees	1.35	-	1.35
Directors' Lunch	214.90	-	214.90
Postage/PO Box Rental	94.42	-	94.42
Professional Fees	495.00	-	495.00
Supplies	98.75	-	98.75
NACE Dues	360.00	-	360.00
Scholarship Fund	-	-	-
	\$ 1,635.07	\$ -	\$ 1,635.07
 BALANCE AS OF 3/22/07	 \$ 48,082.70	 \$ 8,356.13	 \$ 56,438.83

Douglas E. Myers, Treasurer

PROPOSED CEAM BUDGET
FISCAL YEAR 2007/2008

	Actual Expenditures/Revenues FY 05/06	Projected Expenditures/Revenues FY 06/07	Proposed Budget FY 07/08
REVENUES			
Dues	15,865	15,700	16,000
Fall Conference	60,280	73,340	65,000
Spring Conference	44,174	45,000	45,000
Interest/Dividends	270	250	265
R.W.S.F. Fundraisers	1,275	3,150	3,000
TOTAL	121,864	137,440	129,265
EXPENDITURES			
Fall Conference	34,448	48,579	40,000
Spring Conference	26,644	28,000	28,000
Directors' Lunches	1,383	1,900	2,100
Postage, Printing & Supplies	1,681	1,700	1,800
Mailing Services	120	250	250
Secretary (1)	1,700	-	-
Bank Fees & Supplies	160	150	200
Professional Fees (2)	553	575	600
General Liability Insurance	500	500	550
R.S.W.F. Donations	25,000	40,000	25,000
NACE Dues	240	360	360
MACO Conference	250	250	250
Operating Budget			
Contingency Fund Allocation	29,185	15,426	30,155
TOTAL	121,864	137,690	129,265

(1) Includes service gift.

(2) Includes Accountant's and Website fees.