

# County Engineers Association of Maryland

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## BOARD OF DIRECTOR'S MEETING

August 1, 2007

Chesapeake Exploration Center

Kent Narrows

Grasonville, Maryland

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

President: Jim Wilson

1st Vice President: John Redden

2<sup>nd</sup> Vice President: Greg Africa

Secretary: Mike Warring

Treasurer: Doug Myers

Directors: Ed Plank, Tom Meunier, Mike Mertaugh, Darl Kolar, Stu Taub, Bob Cooper and Mike Mertaugh advised the Secretary that they could not attend.

Past Presidents: John Tustin, Todd Mohn, Ed Adams, and Rai Sharma (Joe Kroboth advised the Secretary that he couldn't attend)

Historian: Jim Wright (not in attendance)

Scholarship Committee: John Norris – (not in attendance)

Legislative Committee: Bob Martin – (not in attendance)

Visitors: Jim Montgomery – Chairman of Awards Committee

### Approval of Minutes:

The minutes for the June 28, 2007 meeting were reviewed. Motion by Stu Taub, and seconded by Greg Africa for approval of the minutes. Motion approved. Comments: President Wilson suggested that the proposed Spring Conference Schedule providing a meeting starting on Wednesday, and finishing at Noon on Friday, which was brought to the Board's attention by the Program and Conference Committee for the Spring '08 meeting in Solomon's Island should be included in the minutes. Secretary noted the editorial comments, and stated that the minutes would be revised, and distributed to the Board along with the minutes of this meeting next month.

### Treasurer's Report:

Doug Myers was able to attend the meeting, and his report dated 7/29/07 was distributed to the Board members. The checking account balance as of 6/28/07 was \$ 66,490.63, while the Money Market balance was \$ 8,551.75. The receipts totaled \$ \$675.00 while expenses were \$ 191.29. The total balance of both the checking and money market accounts as of 7/29/07 was \$ 75,526.09. Motion to adopt the Treasurer's report was made by John Tustin, and was seconded by Ed Plank. Discussion, motion carried.

### Secretary's Announcement/New Members:

**(4) New Associate Members- Patricia Timbrook, President; Amy Morris- Director of Transportation Engineering; and Leslie Prokop – Vice president of Business development for T3 Design, PC, Fairfax, Virginia; and Mathew J. Carter, Senior Project Manager – Stantec Consulting Services, Inc.**

**(1) New "Member" – Scott A. Kearby – Deputy Diorector for Harford County's DPW**

Motion to accept these applicants for membership in CEAM was made by Stu Taub, seconded by Tom Meunier. Discussion, motion carried.

**Committee Reports:**

**Spring and Fall '07 Conference Reports: (Chairman John Redden)** John reported that the registrations were starting to come in, and that according to Stu, 12 of the 16 Exhibitor Booths were spoken for at this time, and he expects to assign the rest within the week. The Bridge Panel for the Thursday technical program are confirmed, and it should be a very interesting panel, and serve us well as the kick-off of our technical sessions.

**MACO Affiliates Technical Program:** Greg Africa, and Mike Warring reported that the panelists were set for the two technical programs being presented at the MACO Summer Conference on "Slow the Flow" (Traffic calming techniques), and "Managing rising fuel costs and corresponding increases to Paving Projects"

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**Legislative Committee: (Chairman Bob Martin) – No report**

**Membership Committee: (Chairman Todd Mohn) –**

Todd reported that according to their records the CEAM organization consists of the following: 224 "Associate Members"; 275 "Members"; and 38 "Retired Members". Todd then passed out a list of "unpaid" members for calendar year 2007, which included: 42 Associate Members; 9 "Members"; 8 Stet Employee Members; and 6 retired members. Todd asked the Board members to please review this list to see if they could identify those members who may have moved out of the area in 2007

**Budget Committee: (Chairman Doug Myers) - No report**

**By Laws Committee: (Chairman Mike Warring) –** Mike indicated that the committee needs to address a potential change in the language pertaining to the definition of a "quorum" for Board of Director meetings. According to the current language contained in paragraph 2 of Article V-Management on page 69 of the CEAM membership Directory, a quorum is defined as: "The President, or the 1<sup>st</sup> Vice President and five (5) additional members of the Board". In previous discussions among the Board of Directors, the Board felt that the Second (2<sup>nd</sup>) Vice President should also be included as a possible substitute in case neither the President nor the 1<sup>st</sup> Vice President could be able to attend a Board meeting so that a quorum would be achieved as long as there are at least 5 Members of the Board in attendance. Mike indicated that he would develop the needed language and get the Committee's approval, submit it to the Board for approval, and then send it out to the "Voting Members" for their approval and adoption at the business meeting in September.

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**Associate Member Advisory Committee: (Stu Taub & Darl Kolar – Co-Chairmen)**

Stu indicated that he and Darl had not developed a specific agenda for the Associate member meeting that is scheduled for 11:30 on Friday at the fall Conference while the Business meeting for the Members is conducted.

**Scholarship Committee: (Co-chairmen Mike Errico & Dale Coppage) – No report**

**Committee Reports:** (continued)

**Awards Committee: (Chairman Jim Montgomery) –**

- (1) Jim distributed a two page list of recommendations from his CEAM Awards Committee, which consists of the following members: Todd Mohn; Jim Wright; Gary Rohrer; Bob Taylor and Jim Montgomery. Jim reviewed the committee's recommendations to the Board for four (4) annual awards which included: "Meritorious Service Award"; "County Project of the Year" – two awards for both a "small" and large project category based on established cost benchmarks approved by the Board; "County Engineer of the Year"; and "Associate member of the Year". In addition, the current By-laws don't address either a "Life Member", nor Honorary Member type of membership at this time. The Committee feels strongly that these two additional categories of membership should be approved by the Board as defined in these recommendations. Finally, Jim suggested that there ought to be an Awards Night at the Fall Conference Friday evening banquet, since we have the installation of new officers at the Spring Conference. In addition, Jim and the Committee are also recommending that we upgrade the physical appearance of the various awards that have been suggested.
- (2) MdQI Awards of Excellence - Jim pointed out that he had discovered that CEAM was a sponsoring organization to this awards program, and since Past president Adams was present, he confirmed that there had been a "partnering" type of document signed by many parties, to include himself while he served as the President of CEAM. Ed wasn't sure of the full ramifications of being a sponsor, but the general consensus of the Board members was for Jim and Ed to investigate this awards program, and to report back to the Board at a future meeting to determine if this is another facet of the CEAM Awards Committee, or should the Board become involved with approving the suggested projects for the various MdQI annual awards? The problem in accordance to a memo distributed from Doug Rose, is that projects need to be submitted by 8/31 to the MdQI awards committee, so at least for the present year, CEAM will not be forwarding projects for potential awards, but the CEAM committee will investigate this program, and report their recommendations to the Board in the future. A memo from Doug Rose for the MdQI Awards of Excellence program was distributed to the Board for their review.
- (3) The proposed deadlines for the submission of projects for the CEAM and MdQI awards are as follows: CEAM is set for May 31<sup>st</sup>; while the MdQI project submissions must be delivered to the MdQI awards committee by September 1<sup>st</sup> of each year.

**SHA Liaison Committee: (Chairman Ed Adams) —** Ed stated that he had invited Neil Pederson, or a senior member of his staff to attend the December 6th Board meeting following the Fall Conference like we did with Neil at a recent meeting in Annapolis. The Board was generally encouraged at this suggestion, and felt that this type of liaison meeting with the Board would be most helpful in addressing infrastructure issues throughout the SHA and County roadway systems.

**New Business:**

- **Board of Directors Meeting Schedule** - President Jim Wilson distributed his master schedule for the monthly Board meetings for the period of August 1 through June 26, 2008. The list includes the location of the meetings, as well as the Fall and Spring Conferences.
- **CEAM Committee Chairman Appointments** – In accordance with the By-laws, the President should confirm, or appoint Committee Chairman of each of the CEAM Committees, and accordingly, Jim distributed his "Draft" copy of the current make-up of the various active committees for discussion with the Board.

**Program and Conference Committee** - For the Program and Conference Committee, Jim suggested that we follow the current by-laws, which call for the 1<sup>st</sup> Vice President, and the 2<sup>nd</sup> Vice President to serve as the Co-Chairs of this committee. Using the list of members that the current Chairman Mike Warring presented to Jim earlier, Jim asked 2<sup>nd</sup> VP Africa to please contact 1<sup>st</sup> VP John Redden when he returns from his vacation to confirm their appointments by the President, as well as contacting the current members (Kevin Beachy; Joe Kroboth; Bob Cooper; Holger Serrano; John Tustin; Todd Mohn (inadvertently omitted from the list of names given to the President) and Mike Warring to see if they wished to serve another one year assignment on this committee? Mike Warring made a statement about the importance of establishing longer terms of tenure for the members of this committee due to the importance of continuity with our technical programs for the semi-annual CEAM conferences, as well as technical presentations for the MACO Affiliates programs. In addition to long range planning for the future conferences, this committee is charged with a broad scope of tasks and responsibilities in accordance with the By Laws. Jim also pointed out his goals for each committee, and in this case, he suggested that hopefully, this committee can outsource an conference planning firm to take over the logistics of assembling the conference packages, as well as handling the registration efforts. This Board was in the process of retaining such a firm back at the Fall Conference of 2007, when regrettably, the CEO of the firm selected was notified of her pending demise due to fatal disease, and withdrew her proposal for said services.

**Legislative Committee** – President Wilson recommended that Bob Martin continue in his role as the Committee Chairman, and that Bob confirm with the current members – Rai Sharma and Bill Korpman to be sure that they wish to continue on the Committee?

**Membership Committee** – President Jim asked Todd Mohn if he would like to continue as the Chair, and he indicated that he would, and suggested that Todd contact the current members Kevin Beachy, Stu Taub, Charles Nolan (Todd will contact Charles) and Rai Sharma to be sure that they would like to continue for another 1-year term. Given the fact that Todd, Stu, Rai were present, a motion was made by President Wilson to approve the members of this committee as presented. The motion was seconded by Ed Plank, and the motion was carried. Objective for this year: Shake the "Membership Tree", and to contact the Counties who have been having low attendance figures at the conferences.

**New Business:** (continued)

- **CEAM Committee Chairman Appointments:** (continued)

**Budget Committee** – President Wilson re-appointed Treasurer Doug Myers to continue as the Chairman of this committee of one, and to continue his good work.

**Associate Members Advisory Committee** – President Jim appointed Stu Taub and Darl Kolar to serve as Co-Chairmen of this committee, but as is stated in the By-laws, they need to secure three additional Associate members to serve on this committee, and they were instructed to present their recommendations to the Board at the upcoming August meeting.

**Scholarship Committee** – Though the By-laws call for a “Chair”, the Committee members, who are also “Trustees” of the Scholarship funds, offered two names to serve as “Co-Chairmen” of this committee last year, and accordingly, President Wilson has re-appointed Mike Errico and Dale Copping to serve in these positions, while the following named members/trustees have agreed to serve another term:

John Norris; Bob Olsen; Jim Montgomery; Steve walls; Steve Young; and Ron Rye

**Education Committee** – President Jim stated that he would like for the current Co-chairs Gary Rohrer and Bob Cooper to continue to serve as the leaders of this committee, and that since neither could attend the Board meeting, that he would contact both to confirm their willingness to continue to serve for the upcoming year. At this point, there are no other current members on the committee, and hopefully, the co-chairs will offer their candidates for approval by the board at the next meeting in August. The goals for this committee are to identify and partner with at least three separate technical trainings in the next year, as well as investigating the possibility of granting professional development credits for participation in CEAM conferences, specifically at the re-defined Spring Conference format.

**Awards Committee** – President Wilson re-confirmed Jim Montgomery to serve as the Chairman of this committee, and asked Jim to please confirm the following current members to see if they are willing to serve another term: Bob Taylor; Jim Wright; Todd Mohn; and Gary Rohrer. Their objective is to enact the proposed Annual Professional Awards program.

**By Laws Committee** – President Jim confirmed his appointment of Mike Warring to serve as the Chairman of this committee. Jim asked Mike to make inquiry of the following members, who have served in the past to see if they are willing to remain on this committee: Dan Williams; Edgar Gonzalez; John Norris; John O’Hara; John Tustin; and Tom Hamer.

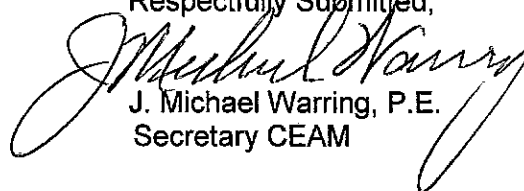
**SHA Liaison Committee** – President confirmed Ed’s willingness to continue to serve as the Chair of this special committee for the next year.

**Adjourn:**

There being no further business, the meeting was adjourned at 12:25 p.m. Motion to adjourn by

Greg Africa, and seconded by Ed Plank to adjourn. The next meeting of the Board will be held at 11:00 on August 23rd at the MACO Building in Annapolis, Maryland.

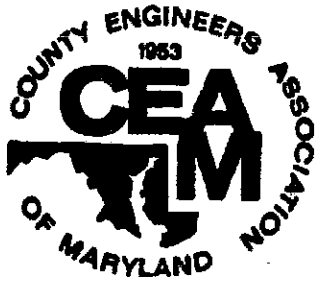
Respectfully Submitted,



J. Michael Warring, P.E.  
Secretary CEAM

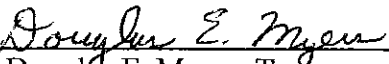
**CEAM Board Meeting Schedule**  
July 2007 – June 2008

|                       |  |
|-----------------------|--|
| August 1, 2007        | Queen Anne's County Exploration Center |
| August 23, 2007       | MACo Offices Annapolis                 |
| September 20-22, 2007 | Fall Conference - Ocean City           |
| October 25, 2007      | MACo Offices Annapolis                 |
| December 6, 2007      | MACo Offices Annapolis                 |
| January 24, 2008      | Queen Anne's County Exploration Center |
| February 28, 2008     | Queen Anne's County Exploration Center |
| March 27, 2008        | Queen Anne's County Exploration Center |
| April 30- May 2, 2008 | Spring Conference - Solomon's Island   |
| May 22, 2008          | Queen Anne's County Exploration Center |
| June 26, 2008         | MACo Offices Annapolis                 |



**COUNTY ENGINEERS ASSOCIATION  
OF MARYLAND**

|                                  | <u>CHECKING</u>         | <u>MONEY<br/>MARKET</u> | <u>TOTAL</u>            |
|----------------------------------|-------------------------|-------------------------|-------------------------|
| <b>BALANCE AS OF 6/28/07</b>     | \$ 66,490.63            | \$ 8,551.75             | \$ 75,042.38            |
| <br><b><u>RECEIPTS</u></b>       |                         |                         |                         |
| Memberships                      | (25.00)                 | -                       | (25.00)                 |
| Registrations                    | 700.00                  | -                       | 700.00                  |
|                                  | -                       | -                       | -                       |
|                                  | -                       | -                       | -                       |
|                                  | -----                   | -----                   | -----                   |
|                                  | \$ 675.00               | \$ -                    | \$ 675.00               |
| <br><b><u>EXPENSES</u></b>       |                         |                         |                         |
| Credit Card Fees                 | 41.35                   | -                       | 41.35                   |
| Directors' Lunch                 | 149.94                  | -                       | 149.94                  |
|                                  | -                       | -                       | -                       |
|                                  | -                       | -                       | -                       |
|                                  | -                       | -                       | -                       |
|                                  | -----                   | -----                   | -----                   |
|                                  | \$ 191.29               | \$ -                    | \$ 191.29               |
| <br><b>BALANCE AS OF 7/29/07</b> | <br><u>\$ 66,974.34</u> | <br><u>\$ 8,551.75</u>  | <br><u>\$ 75,526.09</u> |

  
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 Douglas E. Myers, Treasurer