

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING October 25, 2007 MACO Office Conference Room Annapolis, 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
2nd Vice President: Greg Africa
Secretary: Mike Warring
Treasurer: Doug Myers
Directors: Holger Serrano, Bob Cooper; Ed Plank; Mike Mertaugh, Darl Kolar, and
Tom Meunier (Note: Stu Taub could not attend)
Past Presidents: John Tustin; Joe Kroboth; and Ed Adams
Historian: Jim Wright (not in attendance)
Scholarship Committee: (Dale Coppage & Mike Errico – not in attendance)
Legislative Committee: Bob Martin
Visitors:

Approval of Minutes:

The minutes for the August 23, 2007 meeting were reviewed. Motion by John Redden, and was seconded by Greg Africa for approval of the minutes. Motion approved. Comments: President Wilson noted that John Norris's name should be replaced by Mike Errico and Dale Coppage as Co-Chairs of the Scholarship Committee.

Treasurer's Report:

Doug Myers was able to attend the meeting, and his report dated 10/23/07 was distributed to the Board members. The checking account balance as of 9/19/07 was \$ 123,078.34, while the Money Market balance was \$ 8,551.75. The receipts totaled \$ 16,975.90, while expenses were \$ 9,518.00. The total balance of both the checking and money market accounts as of 10/23/07 was \$ 139,087.99. Motion to adopt the Treasurer's report was made by Holger Serrano, and was seconded by Greg Africa. Discussion: Doug Myers pointed out that he had just received a billing statement from the Clarion, which totaled around \$38,000, which he will pay shortly when the billing is approved by the Conference Chairman, John Redden. The motion carried unanimously.

Secretary's Announcement/New Members:

(10) New "Members" – Frederick County Office of Transportation Engineering - Andrew McGilvray-Project Manager IV – CIP Projects; Montgomery County DPW & T: Vineet Bhandt – Project Manager; Timothy Cupples, P.E. – Chief, Transportation Construction Section; Richard Earp- Program Manager; Barry Fuss – Bridge Program Manager; Gwo-Ruey (Greg) Hwang – Senior Planner – Transportation Planning; Craig M. Lease – Area Engineer; Michael F. Mitchell – Senior Engineer – Transportation Projects; Dan Sheridan – Civil Engineer; Mariam Zarif – Program Manager-CIP Projects.

Secretary's Announcement/New Members: (continued)

(7) New Associate Members- **Scott T. Gallaher** – Principal, TRC; **Timothy A. Bieber, P.E.** – Manager, Civil Engineering, Nutec Design Associates; **Jeffrey S. Burkhart** – Client Service Manager – Weston Solutions, Inc.; **Roderick D. Belcher** – President, Belcher Consultants, Inc.; **Querishi Shahid, P.E., PYOE** – EBA Engineering, Inc. –Project Manager; **Walter P. Miller** – Partner, Whitman, Requardt and Associates, LLP; and **Virginia L. Dodds** – Project Manager, McCrone, Inc.

Motion to accept these applicants for membership in CEAM was made by Bob Cooper, and was seconded by John Redden. Discussion, motion carried.

Committee Reports:

Program & Conference Committee: (Co-Chairmen John Redden & Greg Africa)

Fall '07 Conference – John Redden reported that he was still awaiting the final billings from the Clarion, and that we did have a record number of golfers at 136 players, and that overall, he had heard very positive remarks from the attendees about the technical programs, and speakers. John indicated that he expected to have his final financial report completed by the next Board meeting on 12/6/07. Bob Copper stated that he thought that the room reservations desk personnel, were not consistent with giving out rooms, and that he had to stay at another hotel, where others who may have arrived a little earlier, were in fact given rooms at the Clarion. Jim Wilson congratulated John on the Thursday seafood buffet at the hotel, which seemed to be even more popular than the crab feasts that have been held away from the Clarion in the past. Spring '08 Conference in Solomon's Island on 4/30-5/2/08 – Greg Africa stated that the Program and Conference committee had carefully reviewed the member's comments that were collected on index cards from the members at the Spring Conference in Salisbury, and that the Committee was prepared to design a different format for this Spring Conference, which will feature 8 technical sessions, and the Conference will, start on Wednesday mid morning, and will end on Friday morning with the Business meeting. Greg highlighted that the 6 morning sessions on Thursday will be focused on the 6 general facets of a typical DPW operation, while the afternoon sessions will be focused on ancillary subjects that should be of interest to all members of CEAM. The Keynote speaker will address the members on Friday morning, and if time permits in the scheduling process, we will have another dynamic speaker like we have had at our last two conferences, and finally, the business meeting of the Members, as well as the Associate's meeting will signify the close of the Spring Conference. The Past Presidents and Board luncheon will take place shortly after the close of the Business Meetings.

Education Committee: (Co-Chairmen Gary Rohrer & Bob Cooper) President Wilson suggested that this report be discussed later in the meeting under Old Business.

Legislative Committee: (Chairman Bob Martin) – Bob Martin distributed his list of proposed members for his committee to the Board, which consisted of the following: Steve Young (Allegheny); Ed Adams (Baltimore); Bill Korpman (Baltimore); Al Hudak (Frederick); Edgar Gonzalez (Montgomery); Hiatham Hijazi (Prince Georges); Todd Mohn (Queen Anne's); John Groeger (St. Mary's); Rai Sharma (Wicomico); and Stu Taub (Associate Director). President Wilson asked for a motion by the Board to approve these proposed members, and Mike Warring made a motion to accept the nominees as presented, which was seconded by Darl Kolar. Discussion, motion passed.

Legislative Committee: (Chairman Bob Martin) – (continued)

Bob then distributed the MACO "Fiscal Focus: Local Transportation Needs" flyer that MACO will be using at the Special Legislative Session to help preserve current levels of spending for the local governments. Though we had hoped to prepare our own agenda of items for our entire membership, this flyer seems to capture our needs as presented.

Membership Committee: (Chairman Todd Mohn) – (not present) Mike Warring presented a brief summary that he had received from Todd Mohn and Jeff Rank regarding the current status of our CEAM Membership: Total Membership = 556 members ("Members" = 289; Associate Members = 219; Retired members = 36; and Life Members = 12. Mike suggested that he expects that the membership committee will update this report on a periodic basis.

Budget Committee: Chairman Doug Myers - No Report

By Laws Committee: (Chairman Mike Warring) – Mike reported that he hoped to electronically present some needed changes in language for the Quorum definition for Board meetings to include the 2nd Vice President, as well as changing the period of tenure on the Program and Conference Committee members to be 2 years rather than the current one year stated in the By Laws. Then after acceptance by the committee, he will present the proposed changes to the Board, and if accepted by the Board, these changes will be mailed out to the Voting Members for their acceptance and approval.

Associate Member Advisory Committee: (Stu Taub & Darl Kolar – Co-Chairmen) – Darl Kolar reported that he and Stu Taub had solicited three additional Associate Members in good standing to serve on the Associate Member Advisory Committee, and their names were as follows: John Nolan of Nolan Associates, Inc.; Bob Sebastian of EBA Engineering Inc.; and Frank Kaul of KCI. A motion was made by Bob Cooper to approve these nominees for the committee, and his motion was seconded Holger Serrano. Discussion, motion approved.

Scholarship Committee: (Mike Errico & Dale Coppage – Co-Chairmen) – No report , but Jim Wilson pointed out that the University of Maryland was sending out correspondence to past CEAM scholarship recipients, who have graduated to see what they are doing with their degree from U of Md. Bob Copper suggested that we might also want to establish

Awards Committee: (Chairman Jim Montgomery) – Though Jim could not attend this meeting, Jim Wilson pointed out that the Board had not officially adopted Jim Montgomery's proposed annual awards program that he presented at our last meeting on 8/23/07. Copies were made, and distributed to the Board for their review and approval. A motion was made to adopt the proposed program by John Redden, and was seconded by Darl Kolar. Discussion, motion carried.

SHA Liaison Committee: (Chairman Ed Adams) – Ed Adams then distributed a memo to the Board members from SHA which listed the pending, and ongoing subjects of mutual interest that he and the SHA/CEAM Liaison committee have been considering regarding our pending meeting with Neil Pedersen at the Board's next meeting. Following some general comments, Ed said that he would prepare the necessary response to SHA regarding the forthcoming meeting, and the outstanding subjects.

Old Business:

- **NACE Updates – Kevin Beachy, State Representative** – No Report – Kevin not present
- **Conference RFP for Outsourcing Registration Services – John Redden & Mike Warring** - Mike stated that he had made a contact with a meeting/conference association, and hoped to have a few names of firms who would be available to assist us with the needed support of registration efforts, and that he and John Redden hope to be able to make recommendations to the Program and Conference Committee in the near future
- **MACO Conference Technical Program Winter 2008** – After some discussions lead by Jim Wilson, it was decided that our CEAM program should be entitled “Infrastructure Management”. Jim agreed to take the lead with MACO , and would use his County’s program as a base of information for a potential panel program
- **MdQI Conference** - Since Bob Olsen was not available for the Board meeting, there was a discussion amongst the Board regarding this program, and conference which will take place on 1/30 and 1/31/08. Rather than give out our CEAM mailing list of members, it was decided that we would obtain the MdQI conference program in a PDF file format, and give it to our web master Jeff Rank for posting on the CEAM web site. It was also noted that CEAM needs to be more involved, since we are in fact a “Sponsor” of the program

New Business:

- **Education Committee – (Co-Chairmen – Gary Rohrer & Bob Cooper)** – Jim Wilson informed the Board, that he had received correspondence from Gary Rohrer stating that he did not have the time to allocate to serve as Co-Chairman of this Committee with Bob Cooper. A discussion ensued about this committee’s responsibilities, and given that there is a little overlapping between this committee and the Program and Conference Committee, it was decided that there would be no appointments made to fill this vacated position at this time, and that since Bob also served on the P & C Committee, that it would be that committee’s charge to develop PDU programs for the Fall '08 Conference
- **EXHIBITOR ISSUE** – There was considerable discussion regarding one of the exhibitor firm’s approach to setting up their exhibit even though they did not receive, nor obtain a booth assignment from the Conference Chairman, nor from the Associate Directors, who make such assignments. Additional information will be gathered from the Hotel by John Redden, and then he will come back with any additional details so that the Board may take appropriate action as needed for an apparent disregard of our conference policies as they relate to “exhibitors” and their rental space.

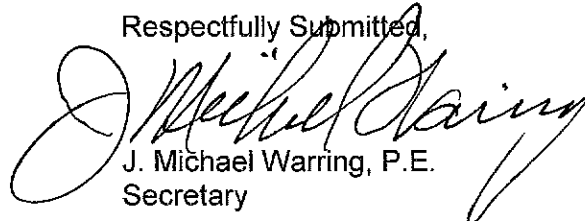
New Business: (continued)

- **DUES RENEWALS** – Jeff Rank emailed his revised membership renewal form to the Board for comments. Mike Warring said that he had sent several small changes in wording, and that he had also suggested that that portion of the form dedicated to giving the credit card information for those who wish to charge their membership renewal fees, needed the pin code from the back of the card. Everyone concurred that these were necessary changes, and the Board also agreed that the NACE membership form should also be included in the mail-out
 - **February Meeting at U of Md** – There was some discussion about possibly moving the location of some future Board meetings to other Host County locations, for which Bob Cooper stated that he would like to host the Board meeting on January 24th. The Board accepted his invitation, and it was decided that the Board would have its last meeting of Calendar year 2007 in 12/6/07 at the MACO headquarters, and would meet in Harford County on 1/24/08. The president reminded everyone that the Board would hold its February 25th meeting at the University of Maryland's College Park Campus as we did last year. The Board meeting in March is still scheduled for the Chesapeake Exploration Center in the Kent Narrows of Queen Anne's County (3/27/08).
 - **VERIZON ISSUES** – Joe Kroboth brought up some positive experiences that his department has been having with VERIZON on several large construction projects. He pointed out that once he was able to find the External Affairs person for his area, things seemed to go very smoothly. John Tustin stated that he had a similar experience with a current roadway construction problem in his County, and in fact, VERIZON had become more responsive than their DELMARVA Power counterparts.
-

Adjourn:

There being no further business, the meeting was adjourned at 1:40 p.m. Motion by Greg Africa, and was seconded by Bob Cooper to adjourn. The next meeting of the Board will be held at 11:00 on December 6th at the MACO Building in Annapolis, Maryland.

Respectfully Submitted,



J. Michael Warring, P.E.
Secretary



County Engineers Association of Maryland

PO Box 528
Centreville, MD 21617
www.countyengineers-md.org
info@countyengineers-md.org

Monthly Board of Directors Meeting

DATE: October 25, 2007 @ 11:00 A.M. – Maryland Association of Counties Offices
Annapolis

AGENDA:

- Meeting Call to Order James D. Wilson, P.E., President
- Review/Approval of Minutes J. Michael Warring, P.E., Secretary
- Treasurer's Report Douglas E. Myers
- Secretary's Report New Membership Applications

Committee Reports: Conference Committee- John B. Redden, Jr. P.E. ^{1st}
Vice, Greg Africa ^{2nd} Vice President – Co-Chairmen

Education Committee – Chairman

Legislative Committee – Robert W. Martin – Chairman

Membership Committee – Todd Mohn - Chairman

Budget Committee – Doug Meyers – Chairman

By Laws Committee – Mike Warring - Chairman

Associate Member Advisory Committee – Stu Taub,
Darl Kolar Co- Chairmen

Scholarship Committee – Mike Errico, Dale Coppage
Co- Chairmen

Awards Committee – Jim Montgomery – Chairman

State Highway Liaison Committee – Ed Adams

Old Business:

NACE Updates – Kevin Beachy

Conference RFP for Outsourcing

MACo Conference Technical Program – Winter 2008

Spring 2008 Conference

MdQI Conference

New Business:

Education Committee

Axiom

Dues Renewals

February Meeting at Univ. of Maryland?

Announcement:

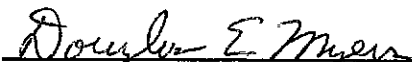
Next Board of Directors Meeting will take place on December 6th, 2007, at 11:00 a.m. at the MACO Office Building, Annapolis, Maryland

Adjournment:



**COUNTY ENGINEERS ASSOCIATION
OF MARYLAND**

	<u>CHECKING</u>	<u>MONEY MARKET</u>	<u>TOTAL</u>
BALANCE AS OF 9/19/07	\$ 123,078.34	\$ 8,551.75	\$ 131,630.09
 <u>RECEIPTS</u>			
Memberships	480.00	-	480.00
Fall Conference	16,330.00	-	16,330.00
Scholarships	65.00	-	65.00
Dividends	-	100.90	100.90
	\$ 16,875.00	\$ 100.90	\$ 16,975.90
 <u>EXPENSES</u>			
Directories	1,220.00	-	1,220.00
Credit Card Fees	77.45	-	77.45
Fall Conference	8,220.55	-	8,220.55
	-	-	-
	-	-	-
	-	-	-
	\$ 9,518.00	\$ -	\$ 9,518.00
 BALANCE AS OF 10/23/07	 \$ 130,435.34	 \$ 8,652.65	 \$ 139,087.99



 Douglas E. Myers, Treasurer