

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING December 6, 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 (could not attend)

Directors: Mike Mertaugh, Darl Kolar, Holger Serrano, and Ed Plank (Tom Meunier, Bob Cooper and Stu Taub could not attend)

Past Presidents: John Tustin, Joe Kroboth, Ed Adams, Rai Sharma, Steve Walls, and Steve Young

Historian: Jim Wright (could not attend)

Scholarship Committee: Dale Coppage – Co-Chairman; Ron Rye; and Jim Montgomery

Legislative Committee: Bob Martin

Visitors: Neil Pedersen – SHA

Approval of Minutes:

The minutes for the October 25, 2007 meeting were reviewed. Motion by John Redden, and was seconded by Darl Kolar, for approval of the minutes. Motion approved.

Comments/Corrections: None.

Treasurer's Report:

Doug Myers was unable to attend the meeting, and his report dated 12/4/07 was distributed to the Board members. The checking account balance as of 10/23/07 was \$ 130,435.34, while the Money Market balance was \$ 8, 652.65. The receipts totaled \$ 8,290.00 while expenses were \$ \$38,821.65. The total balance of both the checking and money market accounts as of 12/4/07 was \$ 108,556.34. Motion to adopt the Treasurer's report was made by Greg Africa, and was seconded by Mike Mertaugh. Discussion, motion carried.

Secretary's Announcement/New Members:

(2) New "Members" – Kent County Department of Water & Sewer Services - Karl H. Weed-Deputy Director; Baltimore County DPW Bureau of Utilities – Clinton Hare-Superintendent.

(1) New "Associate" Member – Todd Robert Lang – Vice President of Whitney, B, Cox, and Magnani, LLC

Motion to accept these applicants for membership in CEAM was made by John Redden, and was seconded by Greg Africa. Discussion, motion carried. Secretary noted that our current membership count was as follows: Members: 291; Associate Members 220; Retired 36; and Life Members 12.

Committee Reports:

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

Fall '07 Conference - John reported that he would have his final financial reports from the Fall 2007 Conference in Ocean City at the next Board meeting in January, and that he was awaiting some final numbers from the exhibitors.

Spring '08 Conference – Greg announced that the dates for the Spring Conference will be from Wednesday April 30 through noon on Friday, May 2nd and that this schedule represents a major change in our normal conference scheduling in response to the membership's ideas, and suggestions from the membership. The Spring Conference will start mid-day on Wednesday with the golf and tennis tournaments, and registration will begin at 5:00 at the Holiday Inn Select in Solomon's Island, followed by a social mixer starting at 6:30. Following opening remarks by the Chairman of the Calvert County Commissioners on Thursday morning, there will be eight (8) technical programs at this conference, which will be followed by dinner reception and the installation of new officers to the Board of Directors. The Keynote speaker is scheduled to speak at 8:45 on Friday morning, followed by a notable speaker dealing with overview subjects dealing with the public works/engineering industry. The semi-annual business meeting of the Members, as well as an Associate Member meeting will take place from 10:30-11:45. This meeting will mark the close of the official close of the conference, except that the Past Presidents/Board of Directors luncheon will take place from 11:45-1:15. Greg indicated that he and Mike Warring were working with the hotel on the contract, and that they would be traveling to the hotel in early 2008 to finalize the arrangements with the conference coordinator for the hotel.

Scholarship Committee: (Mike Errico and Dale Coppage – Co-Chairmen) – Dale noted that in March of 2008, we will mark the 25th year of the creation of the CEAM scholarships at the University of Maryland Clark School of Engineering. For a while, there was little information being disseminated to the CEAM membership about the recipients of the CEAM sponsored partial scholarships, however, with the arrival of Radka Nebesky to the U of M staff several years ago, there is now a great deal of biographical information on the recipients, and further, she is trying to develop a profile of what the recipients have done since graduation. Of particular importance is to try and insure through public relations efforts, that many of these recipients are in fact entering the civil engineering fields associated with the CEAM membership. We can do this through offering internships, and participating in daily seminars utilizing representatives from the CEAM membership. The goal of the Committee is to increase the face value of the four scholarships that we sponsor, which reflects the higher cost of getting a four year degree in civil engineering. There were extensive discussions about the possibility of offering civil engineering partial scholarships at Morgan State University, and Dale offered that the committee would investigate the current academic programs offered, and speak with the staff to determine the amount of tuitions, and receive their recommendations as to what our organization may want to do to establish some partial funding. Dale further stated that CEAM had transferred \$200,000 from the scholarship fund to the University of Maryland to manage in their investment portfolios for established scholarships, and then in 2006, CEAM once again transferred an additional \$50,000 to the scholarship fund being administered by the University. In accordance with a detailed financial report dated 11/15/07 presented to the Board, the scholarship Trustees currently are managing approximately \$81,425 in their savings and investment portfolio for the Roger Willard Scholarship Fund. Dale stated that the committee's goal was to increase the current level of funding of the four scholarships to \$4,200.00 each, or a total commitment of \$16,800 per annum.

Scholarship Committee: (continued) Dale stated that the goal of the scholarship committee was to increase the endowment fund at the U of M in order to provide 50% of the tuition fees required for the existing four scholarships.

Based on the current balance in the CEAM checking account of \$99,903.69, and the Board and Treasurer's previously determined minimum operating balance in our checking account, John Redden made a motion that was seconded by Mike Warring to transfer \$40,000 of these monies to the scholarship committee for transfer to the University of Maryland scholarship fund. Following further discussion, the motion passed unanimously. The detailed report by the committee was distributed to the Board members, and will be attached to the permanent minutes for this meeting.

Legislative Committee: (Chairman Bob Martin) – Bob distributed a multiple page document prepared by MACO that outline the proposed fiscal impacts on local governments based on what they know from the recent Special Legislative Session called by the Governor. The one noteworthy comment made was that of the additional \$400 million dollars that were set aside for highway and bridges, all of the moneys will be distributed to SHA, and not to the Counties. Several members suggested that CEAM needed to fight for these moneys and take the lead as an organization. However, it seems that the legislature has determined that all of these monies will be utilized by the SHA, and will not be returned to the Counties.

Membership Committee: (Chairman Todd Mohn) – (not present)

Budget Committee: Chairman Doug Myers – (not present)

By Laws Committee: (Chairman Mike Warring) – Working wit the committee to make two suggested administrative changes to the By-Laws.

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

Darl reported that he and Stu were working on selecting a speaker for the Associate Member business meeting at the Spring Conference

Awards Committee: (Chairman Jim Montgomery) – Jim reported that he will need a time slot at the Fall Conference to present the annual awards that he and his committee have presented to the Board, and were approved as annual citations for the various categories. He also reminded the Board that the MdQI conference, for which CEAM is a Sponsor also has it project awards that he would hope that Counties would submit through his committee, which would also be qualified for annual CEAM awards. He also reminded the Board that his committee will be considering County Engineer and Associate Member of the Year awards , and that they will be presented at the Fall Conference.

SHA Liaison Committee: (Chairman Ed Adams) –Guest Speaker: Neil Pedersen Ed Adams introduced Mr. Pedersen to the Board Members, and Neil stated that he was most pleased to be able to meet with the Board of Directors of CEAM and that he felt that the "Partnership" that has been established between CEAM and the SHA was most beneficial for both organizations, and the public works departments throughout the State. He reminded everyone of the upcoming MdQI Conference, and that not only is this the 15th year of this initiative that was started by SHA, but that this year also marks the 100th year anniversary of the establishment of the former State Roads Commission here in Maryland. There will be a book published in September that will highlight the history of modern road and bridge development programs throughout the State. Neil stated that his department is looking forward to working more closely with all of the County DPW Departments in the coming year on Traffic Safety, and local bridge repair programs. In addition he said that there would be emphasis by the Feds on ADA requirements on all sidewalks within public ROW, and that there would be special emphasis placed on the State's Smart Growth policies, and associated programs. He noted that EPA was appearing at some of the State, and County DPW shops as part of an enforcement program. Neil also discussed some of the fiscal impacts from the Special Session, and when questioned as to why the Counties didn't receive any of the \$400,000,000 created by additional taxes? With tact, Neil explained that it was not SHA, nor the Governor that created the condition of no disbursement of any of these monies to the Counties, but rather local legislators who had issues with certain County leaders. Utilizing an outline of subjects that Ed had sent to Neil prior to this meeting, he made comments relating to progress on the various programs that were requested by Ed as a result of his committee's inquiries, as well as questions raised by the CEAM membership. President Jim thanked Neil for once again attending one of our meetings, and invited him to attend future meeting with our Board, perhaps later in the year at the Fall Conference. Ed Adams offered that he and his committee would stay focused on issues of common concern for both SHA and CEAM, and would keep the Board aware of progress, or issues that may arise during this year.

Old Business:

- **NACE Updates – Kevin Beachy, State Representative** – Kevin will be attending the NACE convention in April of '08, and noted that NACE was hopeful of increasing the number of CEAM members as members of NACE. It was noted that the CEAM membership renewal forms also included an application to join NACE this year.
 - **Conference RFP for Outsourcing Registration Services – John Redden & Mike Warring** – Mike indicated that he, John and Greg had met with two of the MACO staff prior to the Board meeting and had discussed our need for some outsourcing services, that the staff had previously suggested that they may be able to help us with the Spring Conferences, but that the CEAM Fall Conference was too close to the MACO Summer Conference to allow them to assist us with the outsourcing services being discussed. They also offered to give us some names of firms that might be of service to us for the outsourcing service that we are looking to retain for our semi-annual conferences.
- MACO Conference Technical Program Winter 2008** – Jim Wilson agreed to take the lead in preparing speakers for "Infrastructure Management" at the winter MACO Conference. Jim said that he was making progress with his staff, and was confirming speakers for the CEAM Affiliate presentation.

Old Business: (continued)

- **MdQI Conference** – President Jim stated that previous discussions about this conference by Jim Montgomery and Neil Pedersen had covered all of the salient points needed for this subject.


New Business:

- **Verizon Issues** - Joe Kroboth said that he had invited Verizon state representatives to join the Board at the upcoming meeting in March. Joe further stated that there were four or five regional reps for Verizon throughout the State, and that hopefully establishing direct communications with them might eliminate the many delays, and out of control costs for utility adjustments and relocations in the future.
 - **AXIOM** – There was concern at the Fall Conference about displays that were set up by this firm without formal approval of CEAM. After considerable discussion, it was agreed that Jim Wilson would contact representatives of AXIOM to discuss the matter.
 - **February Meeting at U of Md** – President Wilson announced that once again as we did last year, we would hold our February Board meeting at the Clark School of Engineering building at the U of M College Park Campus on 2/28/08.
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Adjourn:

There being no further business, the meeting was adjourned at 2:00 p.m. Motion by John Redden and was seconded by Mike Warring to adjourn. The next meeting of the Board will be held at 11:00 on January 24th in Harford County (Host: Bob Cooper)

Respectfully Submitted,



J. Michael Warring, P.E.
CEAM Secretary

COUNTY ENGINEERS ASSOCIATION **OF MARYLAND**

MEMORANDUM

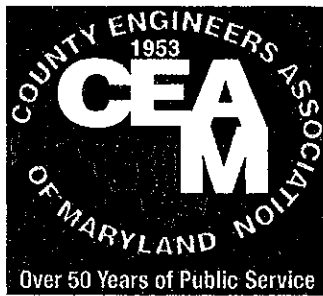
Date: November 19, 2007
To: All Board Members & Past Presidents
From: Mike Warring, P.E., Secretary
Subject: Board Meeting - Thursday, December 6, 2007.

There will be a meeting of the Board of Directors on Thursday, December 6, 2007 at 11:00 a.m. The meeting will be held at the MACo Office, 169 Conduit Street, Annapolis, Maryland.

The Program and Conference Committee will meet at 10:00 AM.

As in the past, lunch will be served. If you do not plan to attend, please contact *Tina Rupert* at 240-313-2254 or via e-mail at trupert@washco-md.net as soon as possible.

MW/tir



County Engineers Association of Maryland

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Monthly Board of Directors Meeting

DATE: December 6, 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
 - ✓ Scholarship Committee – Mike Errico, Dale Coppage
Co- Chairmen – *Discussions with U of MD*
 - ✓ Legislative Committee – Robert W. Martin – Chairman
Special Session Updates
 - 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
 - Awards Committee – Jim Montgomery – Chairman
 - ✓ State Highway Liaison Committee – Ed Adams
Neil Pedersen

Old Business:

NACE Updates – Kevin Beachy

Conference RFP for Outsourcing

MACo Conference Technical Program – Winter 2008
Infrastructure Management

MdQI Conference – *Registration Materials Sent Out*

Axiom - Letter

New Business:

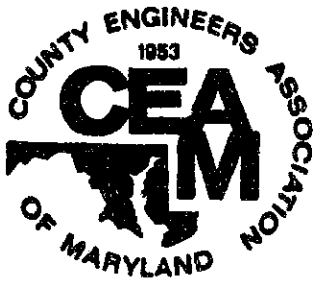
Verizon Issues

Any Other Issues

Announcement:

Next Board of Directors Meeting will take place on
January 24, 2008, at 11:00 a.m. and be hosted by
Harford County

Adjournment:



**COUNTY ENGINEERS ASSOCIATION
OF MARYLAND**

	<u>CHECKING</u>	<u>MONEY MARKET</u>	<u>TOTAL</u>
BALANCE AS OF 10/23/07	\$ 130,435.34	\$ 8,652.65	\$ 139,087.99
 <u>RECEIPTS</u>			
Memberships	7,395.00	-	7,395.00
Scholarships	895.00	-	895.00
Dividends	-	-	-
	\$ 8,290.00	-	\$ 8,290.00
 <u>EXPENSES</u>			
Directors' Lunch	228.46	-	228.46
Credit Card Fees	20.00	-	20.00
Fall Conference	38,075.92	-	38,075.92
Printing/Postage/Envelopes	497.27	-	497.27
	-	-	-
	-	-	-
	\$ 38,821.65	-	\$ 38,821.65
 BALANCE AS OF 12/4/07	 \$ 99,903.69	 \$ 8,652.65	 \$ 108,556.34

Douglas E. Myers, Treasurer

December 6, 2007

CEAM Scholarship Committee Report December 2007 Board Meeting

The CEAM Scholarship Committee was requested by President Jim Wilson and the Board of Directors in August to “evaluate the Roger H. Willard Scholarship Foundation results to see if the objectives of the program are being met.” The objective of the Scholarship is: “to promote the field of Civil Engineering and encourage graduates to pursue a career involving Public Works at the local level”.

The Scholarship Committee accepted the assignment and developed a plan: to evaluate the scholarship program, review the issue to recruit engineers to work in local government functions, review the scholarship amounts and determine the future plans for the Scholarship Foundation. With the scholarship approaching the 25th anniversary (on March 31, 2008) of signing the first agreement with the University of Maryland, the time for evaluation and development of a plan for the future is appropriate.

At the Fall Meeting in Ocean City, the Committee reported on a number of issues to be considered including:

1. Requesting the University of Maryland to send a questionnaire to CEAM scholarship alumni to determine their current residency and career experience to assist in evaluating the program.
2. Determining methods to encourage Civil Engineering students and graduates to work in CEAM agencies.
3. Improving CEAM’s presence at the University to recruit students for employment at the local level.
4. Utilizing CEAM as a conduit to work with the University to distribute employment opportunities at the local level including internships (summer employment) and employment opportunities.
5. Reviewing the criteria for the selection of CEAM scholarship recipients to improve opportunities for local level employment upon graduation.
6. Reviewing the potential to increase the scholarship amounts for the upcoming years.
7. Reviewing the possibility of creating new scholarships at other institutions.

Following the Fall Meeting, the Committee prepared an October 17 letter to Radka Nebesky of the University of Maryland requesting their assistance with the evaluation of the Roger H. Willard Scholarship Foundation and requested a meeting to discuss the issues and assistance in the development of a plan to address the concerns of the CEAM Board and Scholarship Committee.

On November 14, 2008, Dale Coppage, Co-Chair of the Scholarship Committee met with Radka Nebesky to discuss the scholarship issues and discuss strategy to improve the hiring of University of Maryland students in jobs to support Civil Engineering activities at the local level of government.

The following issues were discussed in our efforts to evaluate the existing Roger H. Willard Scholarship Program and improve the recruitment of University of Maryland students and graduates to employment opportunities at the local levels of government.

1. Evaluation of Roger H Willard Scholarship Foundation

Radka agreed to develop a questionnaire and send the questionnaire to CEAM scholarship alumni to collect the following information: current occupation and title, current State of residency, current employer, employment history, recommendations to improve the scholarship program and if not currently employed as a Civil Engineer, why.

This information will be used to evaluate the current program and determine if we have been successful in meeting our objectives. It will also give us an indication of the career paths of our scholarship recipients. This information may also assist us in reviewing the current evaluation criteria for the scholarship to include more students who would end up being employed in local level government activities.

2. Increase local level employment of Civil Engineering students

In my discussion with Radka and personal experience at Civil Engineering Job fairs at the University for the past three years, it has become obvious that it is a very competitive market for Civil Engineers and you must be in the market with a fresh approach to attract candidates. Local governments cannot be effective in attracting new college graduates without establishing challenging summer jobs (internships) for civil engineering students, increasing campus recruiting, and increasing campus visibility either individually or possibly through the combined efforts of CEAM.

In three years of attending the Chi Epsilon Job Fair, there were over forty employers each year and the only County I ever noted there was from Virginia. Additionally, most of the Civil Engineering students work during their summers at agencies or companies in the campus area or near their homes to build their resumes and engineering experience. These students often have several job offers prior to graduation and start work with a previous summer employer. Radka also indicated that many companies and State agencies have a presence at the University that improves their contact with the students and they entice them with summer employment opportunities.

Radka suggested that an upcoming Board Meeting, possibly February, be held at the University and she will request Deborah Vidmar to attend the meeting and discuss methods to attract students to local level Civil Engineering positions.

3. Review increase in Scholarship awards

Presently the annual stipend for the scholarship awards is approximately \$3250. The annual tuition and fees for full-time resident students is just under \$8000 for the Fall 2007-08 school year. With an anticipated increase of 5 percent next year the tuition and fees will be in the range of \$8400. In discussions with the Scholarship Committee members, it would be desirable to increase the yearly CEAM scholarship stipend to cover 50 percent of the total amount of tuition and fees. To increase the endowment to \$4200 from \$3250, a contribution to the endowment of \$76,000 is required. As of November 15, the scholarship fund has \$47,569.08 in available cash and \$33,855.45 in T. Rowe Price mutual funds. With the anticipated Board's contribution of Conference proceeds for 2007, we are expecting to be able to make a cash contribution to increase the endowment to fund 50 percent of tuition and fees. For the University's investment strategy and the organization's close-out of the books for 2007, it will be advantageous that the funds be transferred to the University and invested by the end of the year.

The issues for further discussion by the Board and direction to the Scholarship Committee for review and implementation are as follow:

- 1. Confirm February Board meeting at the University of Maryland to discuss recruitment of engineers and the scholarship program**
- 2. Allocation of 2007 Conference proceeds to Scholarship Fund in December for immediate investment.**
- 3. Concurrence with recommendation to raise the University of Maryland endowment to provide 50 percent of tuition and fees for four awards.**
- 4. Discussion of pursuing establishment of a scholarship at an additional University in Maryland with a Civil Engineering program. Initially the award would be funded year to year, as we started at the University of Maryland from yearly proceeds until funds accumulate to establish an endowment.**
- 5. Other Scholarship Committee issues or ideas.**