

County Engineers Association of Maryland

BOARD OF DIRECTOR'S MEETING

December 7, 2006

MACO Office Conference Room

Annapolis, 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 (not in attendance), Holger Serrano, Bob

Tenanty, Bob Cooper, Steve Zahn (not in attendance), and Stu Taub

Past Presidents: Joe Kroboth

Historian: Jim Wright (not in attendance)

Scholarship Committee:

Legislative Committee: Bob Martin

Visitors:

Approval of Minutes: The minutes for the August 24, 2006 meeting were reviewed. Motion to approve as presented by Kevin Beachy, and seconded by John Redden. Motion approved.

The minutes for the October 26, 2006 meeting were reviewed. Motion to approve was made by John Redden, and seconded by Holger Serrano. Motion approved.

Treasurer's Report:

Doug Myers was (not) able to attend the meeting, and his report dated 11/24/06 was distributed to the Board members. The checking account balance as of 10/25/06 was \$ 97,087.59, while the Money Market balance was \$ \$8,258.75. The receipts totaled \$ 6,240.00, while expenses were \$ 26,147.45 (Fall Conference Expenses to Clarion Hotel). The total balance of both the checking and money market accounts as of 11/24/06 was \$ 85,438.89. Motion to adopt the Treasurer's report was made by John Redden, and was seconded by Holger Serrano. Discussion, motion carried. Doug then distributed his CEAM Conference report for the last three Conferences starting with the Fall of 2005 Conference through the Fall 2006 Conference. The Net Income reported for each of these Conferences were \$24,170; \$17,530.00; and \$24,761 respectively. Since the Board is dedicated to maintaining, or increasing the relative value of the four Roger Willard Scholarships that are awarded each year to deserving engineering students at the University of Maryland's College Park Campus, and since the Board has always maintained a minimum balance of approximately \$35,000 in our accounts, a motion to make a \$40,000 annual contribution to the Roger Willard Scholarship funds was made by Jim Wilson. The motion was seconded by Bob Tenanty, and after some discussion, the motion was approved unanimously.

Secretary's Announcement/New Members:

(1) New Member- Adam Patterson, P.E. – Engineer III, Allegany County DPW;
(1) Associate New Members –Shalin Desai, President of Progressive Engineering consultants, Inc.. Motion to accept these applicants for membership in CEAM was made by Stu Taub, and was seconded by Bob Tenanty. Discussion, motion carried.

Committee Reports:

Spring '07 Conference Report: (Chairman John Redden) – John reported that the planning committee had met again before the Board meeting, and that preliminary technical program was coming together nicely, and that there would be topics on a large waste water treatment plant upgrade and renovation by the Salisbury Director of Public Works Director, John Jacobs, and that other subjects included traffic planning and design, as well as a recent dam reconstruction, that was recently completed by the Wicomico County DPW. In addition to the dam reconstruction, there was also an arterial roadway that traversed over the dam, which also impacted local and commuter traffic. The keynote speaker will be a motivational type speaker addressing “Efficiencies within the Office Environment”, as well as maintaining an “Optimistic Attitude” throughout daily operations. The Golf tournament will be held at the Nutter’s Crossing Golf Facilities, and the Ramada Hotel renovations are coming along beautifully, and John and Rai are very pleased with all of the improvements.

Legislative Committee: (Chairman Bob Martin) –Bob Martin presented the following proposed members of his committee for the 2007 legislative session for approval by the Board: Al Hudak; John Groeger; John Tustin; Rai Sharma; Bill Korpman; Ed Adams; Edgar Gonzalez; Stu Taub; Steve Young; Todd Mohn; Haitham Hijazi; and Susan Hubbard. A motion to approve the committee members as presented by Chairman Martin was made by Kevin Beachy, and seconded by Holger Serrano. Discussion, motion approved. Bob further explained that he would review all proposed bills from the House, while Stu Taub had agreed to review all proposed bills from the Senate as part of their “screening” process, and that they would then distribute all proposed legislation that would be of interest to CEAM to the legislative committee members for review. If appropriate, a position would be developed on behalf of the CEAM organization, and if appropriate, testimony would be developed to support our position. Bob reminded the Board that he was sure that there would be no adjustments to the current HUR funds distribution formula that distribute 35% of the HUR funds to local governments, but of the 35% amount, ½ goes directly to the City of Baltimore, leaving only 17.5% of the HUR funds to be distributed to the 23 Counties.

Membership Committee: (Chairman Todd Mohn) –Todd was not in attendance, and there was no report given.

Budget Committee: No Report

Committee Reports: (continued)

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

Associate Member Advisory Committee: (Stu Taub and Steve Zahn Co-Chairman) - No Report.

Scholarship Committee: (Chairman John Norris) - No Report

Awards Committee: (Chairman Jim Montgomery) – Since Jim was not available, Stu Taub indicated that Jim, and his committee would be reviewing the lists of our membership to see where the committee may be recommending certain awards for member recently retired for example, as well as developing other annual awards to recognize service, or professional accomplishments for various CEAM members. Bob Martin announced that CEAM's longtime Treasurer John O'Hara was retiring next week, and a suggestion was made regarding a form of recognition, or citation be given to John for his many years of dedicated service to CEAM?

Utility Relocation Committee: (Chairman Ed Adams) – No Report

MACO Winter Conference Technical Program: President Tustin and Joe Kroboth reported that the affiliates technical program at this year's conference will take place at 2:00 pm , Thursday, January 4, 2007. Regrettably, there will not be a CEAM member among the panelists, who will be addressing the number of accidents, and fatalities on both State, and "Local" roadways. There was some discussion about relating the number of accidents and fatalities to occurrences per lane mile maintained versus just pure numbers? Also, it was felt that safe operations on local roads has also been impacted by the substantial reduction of HUR funds to the 23 jurisdictions, especially in the rural counties where a major portion of their annual roadway maintenance budgets were fully dependent on HUR funds!

Old Business:

- **Fall 2006 Conference Review** – Following the Fall Conference, and pursuant to a letter from Neil Pedersen, SHA Administrator dated 10/20/06, President Tustin suggested that CEAM needed to form a permanent "SHA Liaison Committee", which would meet with SHA and FHWA representatives to discuss the current regulations, and design/funding criteria, which would hopefully substantially reduce some of the "red tape" restrictions that have been voiced by both Board, and voting members over recent years. President Tustin stated that he wanted Ed Adams to serve as Chairman of this newly formed committee, due to Ed's extensive work and knowledge in this area of regulations for road and bridge projects, especially those projects involved with Federal funding. In addition, President Tustin asked Holger Serrano to serve as Vice Chairman due to his

Old Business: (continued)

- **Fall 2006 Conference Review:** (continued) - intimate involvement with this facet of capital improvement projects for Montgomery County. In addition, the President asked other Board members who would also like to serve on this Committee, and the following persons suggested that they would like to serve: John Tustin; John Redden; Kevin Beachy; Stu Taub; Jim Wilson; and Mike Warring. A motion was made by Jim Wilson to accept the President's recommendations to create this committee, as well as accepting the names of the Chair and Co-Chairs. The motion was seconded by Stu Taub. Discussions followed, and motion was approved. President Tustin said that he would get in contact with Ed Adams so that he can initiate the formation of this committee, and to establish communications with Mr. Pedersen to set up regular meeting dates.
- **Update Hotel Negotiations for Future Conferences** -- There was a brief discussion by President Tustin recalling the fact that the Board had accepted Chuck Beall's recommendation to accept the Clarion Hotel's proposal to serve as the Conference headquarters for our Fall conferences in 2008 through 2010, and that Chuck Beall had executed the contract documents with the Hotel on 9/23/06. Mike Warring pointed out that our contract with the Bay Club ends with the Fall 2007 conference, and that we will need to negotiate with other possible course facilities if proposed residential development by the Carl Freeman Company proceeds on one of the 18 hole courses. Further, there was a discussion about the regrettable passing of the CEO of the conference planning company that had proposed to take care of our registrations for the two conferences in 2007, and it was decided that 2nd Vice President John Redden would prepare an "RFP", or solicit proposals from other conference planning companies in our area. In addition, there was some discussion about the location for the 2008 Spring Conference, and Mike Warring pointed out that during his preliminary inquiries at the Holiday Inn Conference in Solomon's Island that they were already booked during the months of April and May in 2007, and that if we were going to make inquiry there it should be done in the near future for the 2008 conference. Mike Warring offered to make a general inquiry to the Holiday Inn at Solomon's Island to see what dates would be available in April and May of 2008? The Wisp, and Rocky Gap conference centers were also mentioned as potential sites for future Spring Conferences.
- **NACE Updates** -- (a) CEAM State Director -- President Tustin initiated a discussion about our current policy to support the annual dues for current CEAM President, as well as the immediate Past President, and that the organization would pay for the incurred expenses for one of these reps to attend one NACE national conference per year. However, after some lengthy discussions with Tony Giancola at the recent Fall Conference, it became clear that we needed a more permanent state representative to

Old Business: (continued)

- **NACE Updates: (continued)**

(a) (continued) NACE in order to preserve continuity with NACE, and to be even more involved with the NACE organization on behalf of CEAM, as well as providing additional insight into national program, and other state programs, which may provide some unique insight into how other state and local governments coordinate their efforts.. The initial term for this position was suggested to be a three (3) year term, with the ability of extending the term of the appointment providing the representative was willing to serve, and the Board supported the proposed extension of the State representative. In addition, it was suggested that CEAM would pay for the state representative's annual dues to NACE, and that the organization would also pay all expenses associated with the state representative attending one NACE Conference per year. A motion to create a CEAM state representative to NACE was made by Bob Tenanty to include payment of the representative's annual dues, as well as the expenses associated with his attendance at one of the national NACE Conferences. The motion was seconded by Jim Wilson, and it was noted that as part of this motion, the current policy of CEAM paying for the annual dues of the current, and immediate Past Presidents, as well as paying the expenses for one of them to attend one of the national NACE conferences will no longer be in effect. After some additional discussion, the motion was approved. Then President Tustin then asked if Kevin Beachy would like to serve in this position of State Representative to NACE, since he has been very active with the NACE organization over the years, and has been an unofficial liaison to NACE in the past. Kevin said that he was honored to serve as the State representative, and indicated that yes he would be happy to accept the President's appointment to this new position.

(b) **NACE Dues Collection** – Treasurer Myers reported that there were about 8-9 CEAM members, who included their NACE dues along with their annual CEAM dues. Though there was some confusion by some CEAM members, who thought that they were required to join both organizations, the Board agreed informally to continue the practice of including the NACE Membership Application in the CEAM annual dues renewal form. If it becomes an accounting burden in the future, then the Board agreed to revisit the proposition in the future.

- **Legislative Updates –**

(a) **Affiliates Legislative Roundtable** – President Tustin, and Immediate Past president Kroboth attended this forum sponsored by MACO on 11/15/06. Joe and John gave an overview of their observations, and both were pleasantly surprised to witness the recognition that CEAM affiliation was documented by the MACO representative, and it was noted by both men that the CEAM affiliation was quite a formal action by both organizations. President Tustin pointed out that our web master should review the CEAM website that MACO

Old Business: (continued)

- **Legislative Updates: (continued)**

- (a) **Affiliates Legislative Roundtable – (continued)**

has created on their own web site to be sure that it is up to date with current officers, and planned activities. The Secretary will contact the CEAM administrator to have him review the MACO site. MACO indicated that they are willing to receive our legislative comments up to two hours before a particular

- (b) **MACO's Legislative Update –** hearing for proposed legislation, and that they would send a staff person to the hearing to present our comments if required. President Tustin then distributed copies of MACO's "Affiliate Policy" document, which outlines, and defines each affiliate organization's responsibilities to MACO, as well as MACO's responsibility to each of the Affiliates. President Tustin then introduced Les Knapp, who is an Associate Director of MACO, and who generally works closely with the Planners and Attorneys Affiliate organizations. In order to give the Board an overview of the "General Funds" of the State, as well as budget projections, he distributed a report entitled "Spending Affordability Briefing" that was prepared by the Department of Legislative Services, which included tables of expenditures, as well as forecasts for the State's General Funds through the year 2012. His overview of the forthcoming legislature, and the budgeting process, was Education spending, as well as Medicare, and some possible role of the State through potential employer contributions. There is also growing concern as to how the State is going to meet it's obligations for retirement plans for state and local government retirement plans. He also pointed out that Education aid was now projected to be 36% of the Fiscal '08 budget, which is almost a 7% increase over spending in the FY 2003 budget. He also pointed out that Local Aid would be reduced from 5% of the general fund to 4% in the 2008 budget.

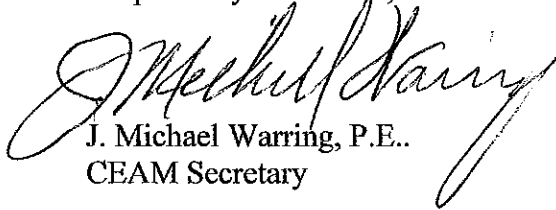
New Business:

- **CEAM Web Site Update** – it was suggested by a Board member that we ought to include the dates and any other details of the '07 Fall Conference on the CEAM website for those who are making their plans at this time, and may not be aware of the dates established. The Secretary agreed that he would transmit these instructions to Jeff Rank.
- **SHA Survey to Counties** – Stu Taub reminded the Board that some of our Counties have not yet submitted their reply to the SHA survey, and that he planned on making a few calls to insure that all counties reply to this inquiry by SHA.
- **Education Committee** – Jim Wilson suggested that the President needs to appoint someone to take the lead on this committee. A discussion ensued regarding whether this person should come from the Board, or from the general membership of CEAM. Both President Tustin and Vice President Wilson suggested that they would each make a few phone calls and bring the subject back before the Board at the January meeting.

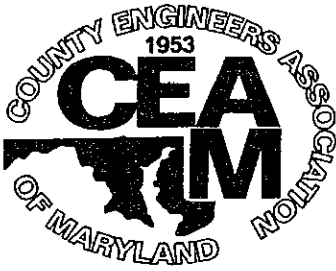
Adjourn:

There being no further business, the meeting was adjourned at 12:20 p.m. Motion to adjourn was made by Holger Serrano, and then seconded by John Redden. Motion passed., with a notation that the next meeting of the Board will be held at 11:00 on January 25th, at the Queen Anne's County's Exploration (Visitor's) Center in the Kent Narrows, Grasonville, Maryland

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "J. Michael Warring".

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



COUNTY ENGINEERS ASSOCIATION

OF MARYLAND

Regular Monthly Board of Director's Meeting:

DATE: December 7, 2006 @ 11:00 a.m. – MACo Office
169 Conduit Street, Annapolis, MD

AGENDA:

- Meeting Call to Order John H. Tustin, P.E.
- Review/Approval of Minutes Mike Warring
- Treasurer's Report Doug Myers
- Secretary's Report Mike Warring

Committee Reports

Conference Committee Update
Legislative Committee
Membership Committee
Budget Committee
Associate Member Advisory Committee
Scholarship Committee
Awards Committee
By-Laws Committee
Utility Relocations

Old Business

Fall 2006 Conference Review
Spring 2007 Conference Update
Update Hotel Negotiations for future Conferences
NACE Updates
- CEAM State Director
- Dues Collection
Legislative Updates
- Affiliates Leadership Roundtable

New Business

Open Discussion items/issues

- Adjournment

*Minutes
Bob Tustin
Jan Wilson*

COUNTY ENGINEERS ASSOCIATION **OF MARYLAND**

MEMORANDUM

Date: November 22, 2006
To: All Board Members & Past Presidents
From: Mike Warring, P.E., Secretary
Subject: Board Meeting - Thursday, December 7, 2006

There will be a meeting of the Board of Directors on Thursday, December 7, 2006 at 11:00 a.m. The meeting will be held at the MACo Office, 169 Conduit Street, Annapolis, Maryland.

The Conference Committee for the Spring '07 conference 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

CEAM Conference Financial Report

	<u>Fall</u> <u>2006</u>	<u>Spring</u> <u>2006</u>	<u>Fall</u> <u>2005</u>
Revenues:			
Member/guest registration fees	\$ 54,170	\$ 32,874	\$ 52,255
Sponsor donations	19,170	11,300	8,025
Scholarship donations	<u>1,415</u>	<u>-</u>	<u>120</u>
Total revenues	74,755	44,174	60,400
Expenses:			
Meeting rooms/breaks/banquet/mixer	31,032	19,396	25,493
Golf/tennis tournament	5,880	4,213	6,201
Entertainment	-	500	549
Postage/supplies	522	505	1,653
Attendance/conference gifts	10,510	1,210	1,529
Speaker gifts	-	100	-
Scholarship donations	1,415	-	120
Refunds	<u>635</u>	<u>720</u>	<u>685</u>
Total expenses	<u>49,994</u>	<u>26,644</u>	<u>36,230</u>
Net income	<u>\$ 24,761</u>	<u>\$ 17,530</u>	<u>\$ 24,170</u>



COUNTY ENGINEERS ASSOCIATION OF MARYLAND

	<u>CHECKING</u>	<u>MONEY MARKET</u>	<u>TOTAL</u>
BALANCE AS OF 10/25/06	\$ 97,087.59	\$ 8,258.75	\$ 105,346.34
<u>RECEIPTS</u>			
Memberships	50.00	-	50.00
Fall Conference 2006	4,775.00	-	4,775.00
Scholarships	1,415.00	-	1,415.00
Dividends	-	-	-
	<hr/>	<hr/>	<hr/>
	\$ 6,240.00	\$ -	\$ 6,240.00
<u>EXPENSES</u>			
Fall Conference 2006	25,916.89	-	25,916.89
Directories	-	-	-
Directors' Lunch	230.56	-	230.56
Postage	-	-	-
	<hr/>	<hr/>	<hr/>
	\$ 26,147.45	\$ -	\$ 26,147.45
BALANCE AS OF 11/24/06	<u>\$ 77,180.14</u>	<u>\$ 8,258.75</u>	<u>\$ 85,438.89</u>

Douglas E. Myers
Douglas E. Myers, Treasurer