

Maryland Underground Facilities Damage Prevention Authority

MINUTES OF MEETING OF AUTHORITY
WEDNESDAY, August 3, 2011

The meeting was called to order by Chairman Tom Hoff at 9:00 am, Wednesday, August 3, 2011 at the meeting location, The Miss Utility One Call Center, Lower Level Conference Room, 7223 Parkway Drive, Hanover, Maryland. In attendance were Authority members Thomas Baldwin, James Barron, Bernard Cochran, Robert Cooper, Walter Gilmer, and Kevin Woolbright. Also in attendance were Bruce Bereano and Laura Olander. Guests included Scott Brown and Sandy Smolnicky. Daniel Talbman from Verizon was also present and monitored the meeting.

The minutes of the meeting of the Authority of Wednesday, July 6, 2011 were adopted.

Chairman Tom Hoff and Authority members discussed the Authority Member Code of Conduct. It was agreed the Authority Member Code of Conduct and the Conflict of Interest documents will be combined as a single document.

Bruce Bereano discussed how the By-Laws and Code of Conduct documents have to mirror each other. Mr. Bereano agreed to draft new language.

Sandy Smolnicky arrived and was introduced by Tom Hoff. Sandy is a grant writer and has agreed to help the Authority in their efforts to obtain a \$100,000 State Damage Prevention Grant. Sandy discussed the process as well as other grants the Authority could apply for if we don't succeed with this one. Tom Hoff and Authority members agreed to engage Sandy for her services and move forward with the grant process.

Bruce Bereano agreed to help Sandy with the letter to the Governor as well as contact Chairman Davis and Mac Middleton for their support. Laura Olander will contact Carrie Winslow at FedSTAR and PHMSA Grants and obtain the set-up information to gain access to the grant application.

It was further agreed there will be another meeting on Thursday, August 4th at 10 am at the Corporate office of One Call Concepts to further discuss and prepare for the grant application. Tom Hoff agreed to prepare a budget. Tom Hoff, Laura Olander, Sandy Smolnicky, Jim Barron and Kevin Woolbright will attend.

Sandy excused herself from the meeting.

Next, the Rules for Enforcement document was discussed in detail. It was decided that for now, the Authority is not going to include it on the website.

Maryland State Law document was discussed and moved to adopt.

The Report of Probable Violations was discussed and it was decided that it will be mandatory that certain fields in the report be filled out and completed before taking the visitor to the next page of the website. Also, before someone fills out a Report of Probable Violations, there will be a page asking if they have exhausted all other resources before coming to the Authority. It was agreed that Scott Brown is going to write this and send a first draft to Laura Olander. It was also agreed that the Report of Probable Violations is acceptable as is.

The USPCD Review was briefly discussed. No current conflicts.

Legal Counsel. Bruce Bereano stated the Authority will need Counsel when hearings begin.

Insurance. Tom Hoff will get more information on obtaining insurance for the Authority.

Name Badges. Bruce said he would resolve this.

The new Authority PowerPoint presentation was discussed and agreed that it is a work in progress. Eventually, it will be more educational. All members agreed they would provide input when possible and send changes/suggestions to Laura Olander.

Outreach/appearances/presentations. Tom Hoff discussed attending the Crab Feast in Crisfield. The MML meeting is coming up in November.

Tom Hoff said he is attending. The MACo meeting is still to be determined. The Damage Prevention Conference is November 2.

Other business and general comments. The BGE money will be coming to the Authority soon. Tom asked the USPCD for \$1,000 and expects to receive sometime soon.

Bruce Bereano discussed there are some Authority members who will be up for reappointment and this needs attention. Mr. Bereano asked Laura Olander to send an example of an appointment letter to Walter Gainer, Kevin Woolbright, Walter Gilmer, and Bob Cooper. Mr. Bereano suggested these members be in charge of their own letters and send to the Governor. Bruce will follow-up on this at the next Authority meeting.

There being no further discussion or business of the Authority, the meeting was adjourned at 12:30 p.m. The next Authority meeting is September 7, 2011 at 9:00 am.