

Maryland Underground Facilities Damage Prevention Authority

MINUTES OF MEETING OF AUTHORITY

Wednesday, February 1, 2012

The meeting was called to order by Chairman Tom Hoff at 9:00 am in the Miss Utility One Call Center, 7223 Parkway Drive, Hanover, MD 21076. In attendance were Authority members Thomas Baldwin, James Barron, Robert Cooper, Walter Gilmer, Bernard Cochran, Cynthia Flanders and Kevin Woolbright. Also in attendance were Bruce Bereano and Laura Olander. Authority member Walter Gainer was absent from the meeting. Matt Ruddo was a guest.

The minutes of the meeting of the Authority of Friday, November 4, 2011 were adopted.

Chairman Tom Hoff began the meeting discussing Jim Barron's resignation resulting in Art Bell's proposed nomination to the Authority which has not been signed by the Governor yet. Bruce Bereano said there is no problem with this. It is just a matter of time.

The first item on the Agenda was the Review of the First Report to the Legislature. Bruce Bereano has prepared and distributed the Report to all members of the Authority as well as the Governor.

Next on the Agenda was the Code of Conduct. Mr. Bereano said he has nothing to present because he isn't satisfied with anything yet. He further suggested the Authority continue to use what is currently on the site for now. If necessary, changes can be made along the way. A motion to adopt the current Code of Conduct took place. All members are in favor.

Next, name plates for Authority members was discussed. These are to be used at future hearings. It was agreed that Laura Olander and Kevin Woolbright will work together on this task and it was agreed that each name plate will have the Authority seal as well as who each member represents. Laura and Kevin are to do a rendering to present at the next meeting. Mr. Bereano suggested the name plates be at least 3 inches wide.

Cynthia Flanders opened a discussion on the current Authority web site. The site is up and running but she requested all members send links to any new meetings or other relevant Conferences, etc. to post for public view. She further requested some funding to make the Incident Report functional and put the Authorize.net code in so that this is a working on-line report. Mr. Hoff asked if \$1,500 would be enough to pay a programmer to do. A motion was made and agreed to give

Cynthia \$1,500 to hire a programmer. Cynthia will also put the 2012 Authority dates on the web site as well as Mr. Bereano's First Report to the Legislature.

Robert Cooper suggested that the Authority be present as an exhibitor at MACo and MML Conferences. Miss Utility already has a booth at both events and it was further suggested that we either combine Miss Utility and the Authority within the same booth or have a booth next to Miss Utility. Mr. Hoff agreed this was a good idea and asked Mr. Bereano to please send information as soon as he receives. All members were in favor of spending Authority money to reserve booth space at MML and MACo. Laura Olander agreed to handle this. She will also look into getting an Authority Seal and banner, or a table skirt representing the Authority, for the booth.

The Authority Powerpoint was discussed next. Chairman Hoff suggested the Authority no longer mention anything about money. It was agreed to remove anything having to do with money from the current Powerpoint. Chairman Hoff and Bob Cooper discussed presenting at MACo and using the Powerpoint. They reported that it runs smoothly and just needs tweaking and should be referred to as the Conference Presentation and used as such. Bob Cooper said he had some suggestions and critiques that were made to him after the MACo meeting and he will do a write-up and send to Chairman Hoff.

Proposed Use of Grant Dollars. Chairman Hoff asked the members to think about how to best heighten public awareness and mission. Cynthia Flanders suggested an unpaid intern for administrative tasks. Tom Baldwin asked everyone to start thinking about how hearings will be recorded. This raised the issue that a disclaimer is needed on the web site or in the hearing room stating that these hearings are being recorded. The web site will also need proceeding details and where to find a copy of each transcript.

Creation of the Damage Prevention Fund. This needs to be a separate fund and needs to be set up before hearings start. This is where all money collected from fines will be held. The current bank account will be the Operating Fund and where all grant money and \$250 Incident Report fees will be held.

Next it was decided that there will be no more public discussions regarding the Authority budget and finances.

Handling the first complaint. Members need to agree where the hearings will be held, how tables will be set up and agree on a time allocation and process. Tom Baldwin suggested complaints be reviewed first for validity and then a decision will be made on what will be heard. Then set a date for the hearings. Tables should be arranged in a U shape and there should be a podium in the room. Bob Cooper suggested currently scheduled Authority meeting dates be used to discuss complaints rather than create new meetings just for this purpose.

The process and allocation of time for handling complains is still a work in progress.

IRS filing. Chairman Hoff said the Authority will use Dembo Jones and Cynthia Flanders will communicate the P&L with Jim Green.

There being a conflict in March with the next scheduled Authority meeting, it was suggested the March meeting be cancelled. Motion passed and the next Authority meeting will be April 4th.

Chairman Hoff offered the Authority members the 811 Bike to display at meetings and conferences if they wish.

Bob Cooper announced he is retiring July 1st. He would like to stay on the Authority for his two year term and also plans to continue as a representative for MACo. All members agreed they would like him to continue his term as an Authority member.

There being no further discussion or business of the Authority, the meeting was adjourned. The next Authority meeting is scheduled for April 4, 2012.