

## Maryland Underground Facilities Damage Prevention Authority

### MINUTES OF MEETING OF AUTHORITY Wednesday, January 9, 2013

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 Tom Hoff, Wayne Gilmer, Art Bell, Walt Gainer, Kevin Woolbright, Tom Baldwin, Cynthia Flanders, Bernard Cochran and Marcia Collins. Bruce Bereano, Laura Olander, and Dora Parks were also present.

Chairman Hoff began the meeting thanking everyone for the past year and the progress made.

The Minutes from December 5, 2012 were approved.

Cindy Flanders passed out the Year-End Report of the Authority. The numbers reflect the deposit of the grant money. The Authority does not have to file a tax return or a 990 and sales tax does not apply to the Authority. Bruce Bereano will help Cynthia with all the forms that need filled out with the Treasurer's office in Maryland. Laura needs to keep track of the hours she spends working on Authority work. A contractual agreement with OCC needs to be done and the Authority will pay OCC back.

The deadline for missing this year's grant request was briefly discussed. It was decided that the Authority received the money so late in the year and hasn't spent any yet, that this will not be a problem. The Authority needs to hire an Executive Director soon as well as purchase office supplies and a computer. Tom Hoff asked the Authority for approval for his technology support to buy these items. All in favor. Dora said she has a space in the Miss Utility area for the new Executive Director. There should be a cost associated with the office space Miss Utility is allowing use of. Bruce Bereano said there should also be an outdoor sign.

Dora Parks was in attendance to show how much activity her group and others have put into promoting the Authority. She passed out a list of all the events through the DP Committee, along with training, trade shows, and baseball games. In the PowerPoint presentation she shared, there is a section on the Damage Prevention Authority. There is also a link on the Miss Utility website to [mddpa.org](http://mddpa.org). Tom Hoff said the Authority owes a thank you to the DP Committee for all their efforts and contributions to pushing the Authority.

Tom Hoff expressed his strong concerns that even since the Authority has waived the filing fee for the Notice of Probable Violation, there still are no complaints. Bruce suggested that Tom Hoff initiate something. It was determined to get the Executive Director in place first.

The question of whether or not the Authority members are also responsible for paying the \$250 filing fee was asked. The answer was yes, when the fee is reinstated for everyone else.

There are currently only three interested parties for the Executive Director position. Cindy, Wayne and Kevin are supposed to vet these candidates. Laura will send the resumes out to Cindy, Wayne, Kevin and Bruce Bereano. Tom asked that these candidates be interviewed within 30 days from today. Cynthia, Kevin and Wayne will work on interview questions together. Adjustments will be made regarding the education part on the job description.

Supervision of the ED was brought up again and it was reminded that this was reflected in last month's minutes. Bruce thinks the Bylaws should be further amended with the clarification of the ED and who they will report to, etc. Once hired, the ED should have a standing meeting (how often will be later determined) with those who are overseeing the position.

Next, the Year-End Report that Marcia did was briefly discussed. Everyone looked at it and agreed it was very good. Marcia and Bruce will work together on this.

Bruce said session starts today. He is a registered lobbyist for the Authority. One bill has been introduced - Senate Bill 8 - he will get a copy to the Authority members but thinks this bill is important. Motion made for Bruce to testify on the Authority's behalf. All in favor.

Tom Hoff discussed the letters to non-members of the One Call system that still need to be done. Non-members can be a member simply by calling the Call Center. Bruce said there should be an Appendix in the report to the Governor with the list of non-members. Tom Hoff said next year would be more appropriate after Tom leaves the Authority. Also, these non-members should first be given the chance to become a member before they are sent letters. Tom asked that a preliminary list be put together and that Dora and Kevin make calls to the non-members with a gentle reminder.

Tom then discussed that it is time to start thinking about a new Chairman. There needs to be a significant overlap rather than get to the end of his term and immediately elect someone without a transition period. Tom is proposing this process begins when new appointments are sent to the Governor this September. The next Chairman needs to be confirmed by 1/1/2014. This won't change Laura still being around or the use of the Miss Utility Conference Room, etc.

There being no further discussion or business of the Authority, the meeting was adjourned. The next Authority meeting is scheduled for Wednesday, February 6, 2013.