

Maryland Underground Facilities Damage Prevention Authority

MINUTES OF MEETING OF AUTHORITY

Wednesday, June 6, 2012

The meeting was called to order by Vice Chairman Kevin Woolbright at 9:00 am in the Miss Utility One Call Center, 7223 Parkway Drive, Hanover, MD 21076. In attendance were Authority members Thomas Baldwin, Walter Gilmer, Bernard Cochran, Cynthia Flanders, and Arthur Bell. Also in attendance was Laura Olander and Bruce Bereano. Scott Brown with Washington Gas and Matt Ruddo of One Call Concepts attended as guests. Tom Hoff and Robert Cooper were absent.

The minutes of the meeting of the Authority of Wednesday, May 2, 2012 were adopted.

Laura Olander passed around the new Authority brochure to be available at conferences and meetings. Several members took brochures to hand out at various conferences they are attending.

Name plates for hearings was next on the agenda. Kevin is still looking at vendors who have name plates with the ability to slide the name in and out. Kevin asked if anyone had any suggestions for a vendor. Cynthia thought Bruce Bereano's name tags may be too expensive. Bruce used Minuteman Press. Kevin will talk to WSSC regarding making name plates for the Authority. Cindy suggested we ask Minuteman Press to do them since they should already have the template and this may save in costs.

Cynthia handed out the most recent Authority financial spreadsheet. She briefly discussed taxes and said she confirmed that since the Authority is a government agency, there is no need to file a return.

Cynthia let everyone know that the website has been updated. There is now a shopping cart but she is having difficulty tying the cart together with the incident report. She is also still waiting for the SSL Certificate.

Cynthia asked that the most recent PowerPoint be sent to her as well as Art Bell's bio so she can post both to the site.

Next was another conversation regarding those that cannot afford to pay \$250 filing fee to file a complaint. However, the Authority can only make money getting grant money or charge a filing fee. After long discussion, it was agreed that the \$250 filing fee is fair but if the issue is raised by someone who wishes to file a complaint, it will be handled on a case-by-case basis whether or not the filing fee will be waived.

It was also agreed that the web site should have an auto-responder once a complaint is filled out saying the application is complete, and if there are any questions, to please call the Authority. If a complaint is sent in and the filing fee has not been paid, the Authority needs to contact whoever submitted complaint and let them know it is incomplete until fee is paid. This is where there needs to be an auto-responder if the extra step with payment hasn't been completed.

After first complaint is filed, it was agreed that someone like the Executive Director will look into, and manage, the complaint.

The Authority needs to go through the process with the first complaint to figure out what the process will actually be like, but it was also agreed that someone from the organization the complaint is being filed against needs to be notified as well.

All members were in favor of having a mock complaint process and hearing.

Next, a discussion on whether or not someone who files an incident report, and wins, can get their filing fee returned to them. Tom Baldwin thinks the Authority needs to be consistent with everyone who files a complaint. Either everyone who wins gets their money refunded, or no one is reimbursed. Motion to table for now and have additional discussions later.

Walter Gilmer agreed to fill out the incident report online to test the process. Walt is going to file against Scott Brown since he has damage prevention staff.

Cynthia agreed to send an email to Sandy Smolnicki to see if she will put in another grant proposal for us.

Kevin asked if there are any more issues/questions.

Bruce added that he testified on behalf of the Authority regarding underground safety. Bruce didn't receive any feedback from the First Report to the Legislature. Lastly, Bruce added that the 811 Bike will be at Mac Middleton's fundraiser this fall in Waldorf.

Tom Baldwin noted that his term will be up in October. He is more than willing to continue for a second term.

There being no further discussion or business of the Authority, the meeting was adjourned. The next Authority meeting is scheduled for Tuesday, July 3, 2012.