

Maryland Underground Facilities Damage Prevention Authority

MINUTES OF MEETING OF AUTHORITY

Wednesday, May 2, 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 Tom Hoff, Thomas Baldwin, Robert Cooper, Walter Gilmer, Bernard Cochran, Cynthia Flanders, Arthur Bell and Kevin Woolbright. Also in attendance was Laura Olander. Bruce Bereano and Walter Gainer were absent from the meeting. Matt Ruddo was a guest.

The minutes of the meeting of the Authority of Wednesday, February 1, 2012 were adopted.

Chairman Tom Hoff began the meeting welcoming Arthur Bell to the Authority. Tom discussed Mr. Bell's business background as well as his underground safety background and that he will be Jim Barron's replacement on the Authority. Cynthia Flanders requested Mr. Bell's bio and picture to put on the website.

Cynthia Flanders also requested the most current PowerPoint presentation to upload to the Authority's website. Mr. Hoff then encouraged everyone to edit the current PowerPoint presentation to meet their needs at Conferences they attend.

Next, nameplates were briefly discussed. Kevin Woolbright is contacting a vendor.

The MML and MACo Conferences in June and August were discussed. Mr. Hoff asked if any of the members had an issue with the Authority sharing a booth with Miss Utility at these conferences. All agreed this was fine. Mr. Hoff said next year, the Authority will get a booth of their own. It was also noted that the 811 Bike is going to be at the MML Conference June 24th - 27th.

Cynthia Flanders discussed the taxes for the Authority by letting everyone know the taxes have not been filed yet. She is still waiting to hear if the Authority needs to file. She will discuss further with Dembo Jones Accounting firm.

In anticipation of the Authority receiving funding, Tom Hoff said he would like to hire staff but wants to avoid a W2 situation. It was suggested that if Jim Barron was interested, he could continue to work for the Authority. Kevin Woolbright said he would also ask around to see if there is anyone willing to help. Tom Hoff requested that whoever gets involved have a background in the legislative process and also knows about obtaining Grants. The Authority will need to create a job description soon to meet this need. Tom Hoff volunteered taking on this task and will send a draft job description to everyone to review and revise. It

was agreed that when hiring, the Executive Director position will be filled first and then the Administrative role.

Art Bell excused himself from the meeting due to prior commitments.

Tom Hoff reminded everyone that in September 2012, the Authority needs to request another grant.

Tom Hoff brought up Bruce Bereano's question about what the Authority's position was on waiving the filing fee for the complaint process based on affordability. By consensus, it was decided not to post the fact that the Authority has the choice to waive the filing fee. However, It is in the statute that the Authority makes the determination whether or not an individual can or cannot afford to pay the fee.

It was suggested that One Call Concepts put a link on their new website to the Authority's website. Also, USPCD should put up a link on their site as well.

There being no further discussion or business of the Authority, the meeting was adjourned. The next Authority meeting is scheduled for June 6, 2012.