

Maryland Underground Facilities Damage Prevention Authority

MINUTES OF MEETING OF AUTHORITY
WEDNESDAY, JULY 6, 2011

The meeting was called to order by Chairman Tom Hoff at 9:00 am, Wednesday, July 6, 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 Gainer, Walter Gilmer, Kevin Woolbright and Cynthia Flanders. Also in attendance were Bruce Bereano and Laura Olander.

The minutes of the meeting of the Authority of Wednesday, June 1, 2011 were adopted.

Chairman Tom Hoff and Authority members discussed the four agenda items under Status Report:

- 1) State Ethics Disclosure Forms. Mr. Bereano stated the Forms were filed for everyone and the State Ethics Commission is satisfied. Mr. Bereano has calendared the time for when the Forms are to be filed for every year and will let all members know when they need to be filed again.
- 2) Authority Seal. The Authority Seal was unanimously approved and adopted.
- 3) Authority Stationery. The Authority stationery has been tentatively approved with several changes which Laura Olander will handle.
- 4) Name badges. Mr. Bereano brought a sample to show the members. He will add the Authority Seal to the badge and make them large enough to be read from a short distance. The badge will name the Authority name, seal and individual name and title. Mr. Bereano will continue working on the badges. While discussing the seal, it was decided that business cards would be made for all members as well.

The next item discussed was the status of the Authority web site currently being handled by Cynthia Flanders:

- 1) Ms. Flanders still needs bios from several members.
- 2) Discussion on Pay Pal versus a Merchant account. It was decided to have a Merchant account as it is less costly.
- 3) Web site and content will go live before merchant account. Mr. Hoff requests the site is up by October 1st.
- 4) It was agreed the Incident Report is the most important part of the web site. Ms. Flanders is looking into how to link this into the Merchant account and make the form have the ability to be filled out online. Ms.

Flanders also suggested tracking the claim form through a software program that she will also look into.

- 5) Mr. Hoff re-capped discussion by requesting the web site up by October 1st and have all Authority documents for site (and manual) edited by Authority members by Wednesday, July 20th.

Further items on the Agenda discussed were:

First Report to Legislature. Mr. Bereano will do initial report based on calendar year. Mr. Hoff wants report by October meeting, letting them know how far along we are. Beginning January 1, 2012 the Authority will have a report to the Governor and General Assembly on all activities and recommendations.

USPCD Review and any conflicts with their operating guidelines or excavator policies. Mr. Hoff reports that Matt Ruddo says there are no current conflict or issues with USPCD,

Report of Authority treasurer – Ms. Cynthia Flanders. Ms. Flanders reports there is \$5,000 in account. Authority owes \$50 to a graphic artist for the seal and another \$88 to set up current web hosting site. Ms. Flanders will do a monthly P&L and make available for everyone in google docs. Ms. Flanders also reminded everyone that a tax return needs filed at the end of the year.

Status of PHMSA grant application. It was agreed that Mr. Bereano and Jim Barron would reach out to grant writers and make an effort to pursue grant. Mr. Bereano also said he would see what he could do to get letter to Governor approved.

Western Maryland Conference – Kevin Woolbright and Wayne Gilmer. Mr. Woolbright and Mr. Gilmer showed two powerpoint presentations to the group at the conference and were well-received. Decision made to combine both presentations eventually and use on web site. Mr. Woolbright suggested this conference be attended every year. John Clemons has information on future meetings.

Mr. Hoff reported on attending a meeting with FEMSA in Dulles, Virginia and that he did a five minute speech regarding the Authority.

Mr. Hoff suggested a thank you not be sent to BGE for donation of \$10,000 to the Authority.

Mr. Hoff suggested a template of the letterhead, once finalized, be sent to all Authority members.

Mr. Hoff suggested the Authority needs a toll free number to include on the Incident Report as well as the web site.

It was decided that Laura Olander control all edits to Authority Manual.

Authority meeting dates were approved.

Mr. Bereano suggested a new Mission Statement which was approved.

There being no further discussion or business of the Authority, the meeting was adjourned at 12:00 p.m. The next Authority meeting is August 3, 2011 at 9:00 a.m.