

Maryland Underground Facilities
Damage Prevention Authority

MINUTES OF MEETING OF AUTHORITY,
WEDNESDAY, JUNE 1, 2011

The meeting was called to order by Vice Chairman Kevin Woolbright at 9:15AM, Wednesday, June 1, 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, Kevin Woolbright, Cynthia Flanders, Thomas C. Baldwin, James A. Barron, Bernard W. Cochran, Robert B. Cooper, Walter F. Gainer, and Walter W. Gilmer. Authority member Chairman Tom Hoff was absent due to illness.

There being at least 5 members in attendance, there was a quorum for the meeting.

The minutes of the meeting of the Authority of Friday, May 6, 2011 were discussed and adopted.

Staff Mr. Bereano then proceeded to raise the following items for Authority action:

1. State Ethics Disclosure Forms- Mr. Bereano discussed that he had been in communication with the State Ethics Commission about the disclosure forms Authority members were required to fill out and file by April 30th for calendar year 2010. The Ethics Commission staff understands that due to the timing of the appointment and organization of the full Authority these initial forms filing would be late however, as long as they were quickly filed there would be no penalty. Future filings would have to be timely filed by each Authority member on or before April 30th of 2012 and subsequent years. Every member's forms were filled out, notarized and given to Mr. Bereano. Once he obtains Mr. Hoff's all will be promptly filed together with appropriate correspondence to the Ethics Commission. Copies of the forms of each Authority member will be forwarded to that member for their own records in addition to the Authority retaining copies for the official files. Mr. Bereano indicated he will notify Authority members in 2012 for timely filing for the 2011 disclosure forms.

2. The Authority members discussed a draft of an Authority seal to be adopted as required by law. After discussion, it was decided unanimously by motion of Mr. Gainer to adopt version #2 (attached to these minutes) with the following changes:

- Est. 2010 would be added under the shovel to the seal to indicate when the Authority was established.
- The background color would be green like the shade used by the Common Ground Alliance.

Mr. Bereano will now have a professional final draft developed of the seal for a final review by Authority members before final adoption.

3. Mr. Bereano indicated he contacted two firms which issue errors and omissions insurance and is obtaining information and price quotes for consideration at the next meeting.

4. Mr. Bereano also indicated he will have badges made for Authority members once the seal is finalized. A sample of such badge as requested will be forwarded to members.

Vice Chairman Woolbright then proceeded to take up the following items for discussion and action:

1. Bylaws for Rules and Procedures for Authority-

There was discussion about development of bylaws for rules and procedures for operation of the Authority. It was decided that certain members will obtain and submit to staff samples of other entities bylaws for development of draft for Authority. In particular:

- Jim Barron will obtain and furnish the Common Ground Alliance information.
- Bob Cooper will obtain and furnish the Maryland Northeast Waste Authority information.
- Matt Ruddo will obtain and furnish the Virginia Corporation Commission information, and
- Staff will obtain such information on the Maryland Transportation Authority.

2. Code of Conduct for Authority members same as item #1 above.

3. Web site status

- Ms. Flanders and Mr. Woolbright gave the status on their development of the Authority Web site. Accounts have been set up and it is being built and will be given priority. What is reserved is both MDPA.org and MDPA.com. The Web site will contain initially:
- Pictures and bios of all Authority members
- Meeting minutes
- History and Explanation of Authority

Authority members were requested to very promptly submit directly to Ms. Flanders and/or Mr. Woolbright their bios and pictures. Initial terms of office of the Authority members will not be included in the bios to avoid public confusion and misunderstanding. The Authority email address is MDPA.org.

4. Bank Accounts- Ms. Flanders stated that an Authority checking account was opened at BB&T bank with the \$1,000 loan from the Damage Prevention Committee which funds Mr. Gilmer tendered to her at the meeting. After discussion and upon motion it was decided the checks could be cashed by either of two names, that is, Treasurer Cynthia Flanders or Vice Chairman Kevin Woolbright. It was understood this policy can be revised or changed after consultation with Chairman Hoff.

5. Staff Bereano then commenced a discussion for the Authority members asking them to please start thinking and considering what policy to establish and adopt concerning establishing a filing fee and administrative fee schedule for Authority complaints and actions. There was extensive discussion by members of their views and policies to be established which will be continued and finalized as and when the Authority rules and procedures bylaws are adopted.

Mr. Barron then proceeded to discuss the status of the PHSMA grant application. The solicitation will go out in June and grants must be submitted before the end of September. Mr. Barron anticipates receiving the paperwork and instructions information. Grants up to \$100,000 are available to be given.

Vice Chairman Woolbright brought up the upcoming Western Maryland Conference of the National Association of Public State Regulators on June 29th at Rocky Gap at which the Authority will be making its first public presentation.

Authority members Hoff, Woolbright, Barron and staff Bereano will be attending and possibly Mr. Baldwin.

There was discussion that a timeline should be established for the presentation and explanation of the history and purpose of the Authority. It was decided the presentation should go 20 to 30 minutes and the remainder of the presentation time left for questions. Authority members who are attending the conference will have a conference call to further discuss and decide on the presentation.

Mr. Cooper suggested during general comments by Authority members that the Authority should try and do presentations before the mid-winter meetings of MML and MACo this fall as well as the County Executives Association Conference. He and Mr. Cochran will follow up with MML and MACo. Staff will prepare a draft letter to be sent to each organization.

There being no further discussion or business of the Authority, the meeting was adjourned at 12:15PM. The next Authority meeting was announced for July 6th at 9:00AM.