

Maryland Underground Facilities
Damage Prevention Authority

MINUTES OF ORGANIZATIONAL MEETING OF FULL AUTHORITY,
FRIDAY, MAY 6, 2011

The meeting was called to order by Bruce C. Bereano at 9:00AM, May 6, 2011 at the meeting location, The Miss Utility One Call Center, Lower Level Conference Room, 7223 Parkway Drive, Hanover, Maryland. In attendance were all Authority members, namely, R. Thomas Hoff, Sr., Kevin Woolbright, Cynthia Flanders, Thomas C. Baldwin, James A. Barron, Bernard W. Cochran, Robert B. Cooper, Walter F. Gainer, and Walter W. Gilmer.

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

There now being a fully appointed Authority, Authority members in attendance introduced themselves giving their background and experience with underground facilities and damage prevention.

The minutes of the initial organizational meeting of the Authority of Friday, February 25, 2011 were adopted.

Mr. Bereano explained the materials each member had for the meeting and indicated that due notice of the meeting was published in the State Department of Legislative Services Meetings of Interest weekly schedule. Other administrative matters were also discussed.

The Authority then took up the matter of election of officers. The members unanimously decided on an open selection and election process. Mr. Gainer placed into nomination which was duly seconded the name of Tom Hoff to be elected as Authority Chair. No other names being nominated, Mr. Hoff was unanimously elected to serve as Chairman of the Authority. Then the name of Kevin Woolbright was nominated by Mr. Gainer to serve as Authority Vice Chairman, which was duly seconded, and there being no other names nominated, Mr. Woolbright was unanimously elected to serve as Vice Chairman of the Authority. Chairman Hoff then nominated Cynthia Flanders to serve as the Treasurer of the Authority, which

was duly seconded. There being no other names nominated, Ms. Flanders was unanimously elected to serve as Treasurer of the Authority.

After discussion, the Authority decided to have Bruce Bereano act as Staff/Secretary to the Authority which position and duties he accepted.

Chairman Hoff then proceeded to discuss with members various items which Authority members will follow up on and develop.

- Creation of Authority Web site
- Establishment of Authority Bank Accounts
- Obtaining samples of both Code of Conduct and Rules and Procedures information other boards and commissions have adopted and use to serve as samples for adoption of Authority Code of Conduct and Rules and Procedures.

It was discussed and decided that the Damage Prevention group chaired by Wayne Gilmer would loan the Authority \$1,000.00 as start-up funds.

Mr. Bereano was tasked with developing a proposed Authority seal for the Authority to consider adopting, as well as looking into obtaining errors and omissions insurance coverage information for the Authority members.

Mr. Barron discussed a PHMSA grant application opportunity which after discussion, the Authority decided to pursue.

There was discussion led by Mr. Baldwin about the Authority attending and making a presentation at a national meeting of State Regulators (NAPSR) on June 28, 2011 at its conference at Rocky Gap in Western Maryland. It was agreed to attend and have Chairman Hoff, Mr. Barron and Mr. Bereano attend and make such a presentation.

The Authority, after discussion, agreed to hold its meetings and officially designate its office at the Miss Utility Once Call Center, 7223 Parkway Drive, Hanover, MD 21076.

The Authority decided that the next meeting would be held on Wednesday, June 1, 2011 at the Once Call Center. Future meeting dates decided are the first Wednesday of each month.

There being no further discussion or business of the Authority, the meeting was adjourned at approximately 11:45AM.