



Maryland Underground Facilities Damage Prevention Authority
AUTHORITY MEETING Minutes
Wednesday, November 1, 2017

Agenda Items 1, 2, 3

Call to Order, Attendance Roll Call & Welcome

The meeting was called to order by Authority Chairman, Tom Hastings at 9:00 a.m. in the Miss Utility Call Center, Conference Room, 7223 Parkway Drive, Suite 200, Hanover, MD 21076.

The Chairman welcomed all present and made a few introductory remarks. The Chairman introduced guests which included: George Daffan, Utilquest; Scott Brown, Washington Gas; Dora Parks, Miss Utility; Kevin Woolbright, WSSC and Mark Hamrick, Verizon.

A roll call of the Board of Directors was conducted by the Authority Secretary, Ms. Davila-Steele. A quorum was present for the session. In attendance were Authority members: Tom Hastings, Vince Healy, Charlie McCadden, Walter Gainer, Bucky Taylor, Jeffrey Garner and Matt Ruddo. Veronica Davila-Steele and Jim DiPietro were absent. Susan Stroud, Hira Zaidi & Jim Barron were also present.

Agenda Item 4: (Handout)

Approval of Minutes:

A motion to approve the October 4, 2017 was made by member Taylor and seconded by member McCadden. The motion carried by acclamation.

Agenda Item 5: (Handout)

Authority Financial Report:

The Executive Director provided financial statements as of October 31, 2017. He reported that the Operating Account has a balance of \$164,444.43 and the Education and Outreach Account has a balance of \$25,476.68. There was \$200.00 in legal fees for the month of October. The August revenue from the Miss Utility surcharge was \$19,069.90. The cumulative total for 2017 is currently \$148,786.30. The Executive Director also stated that he predicts that the revenue from the surcharge will be \$23,600.00 less than 2016.

A motion to accept the financial report was made by Chairman Hastings, and seconded by member Garner. The motion was approved by acclamation.

Agenda Item 6:

Scheduled Hearings

There are no hearings scheduled.

Agenda Item 7:

Open NPV's

Please see 11/01/17 handout for updates on these issues.

Agenda Item 8:

Closed Incomplete/Collections NPV's

Please see 11/01/17 handout for updates on these issues.

Agenda Item 9

New NPV's for Research and Review

Please see 11/01/17 for updates on these issues. There are currently 15 NPV's awaiting review.

Agenda Items 10 & 11: (Handouts) and below:

NPV's for Authority Review:

Note: All reviews will be conducted in closed Executive Session

NPV#	Case
NPV# 8581	Wash Gas v. Wire Wizards, Inc. §12-124 (a) Notice to One Call – 1st offense <i>This is a re-review based on Lamberts information.</i>
NPV# 9504	Wash Gas v. Premier Concrete Construction §12-124 (a) Notice to One Call – 1st offense <i>This is a re-review.</i>
NPV# 15467	Gaines & Company, Inc. v. Verizon §12-126 (e) Marking Requirements <i>This is a re-review.</i>
NPV# 15468	Gaines & Company, Inc. v. Comcast §12-126 (e) Marking Requirements <i>This is a re-review.</i>

NPV# 16184	Wash Gas v. Twins Plumbing & Heating Co., Inc. §12-124 (a) Notice to One Call – 1st offense
NPV# 16185	Wash Gas v. Hoe Masters, Inc. §12-124 (a) Notice to One Call – 1st offense §12-127(e) – Clear Evidence
NPV# 16186	Wash Gas v. Edge Energy §12-124 (a) Notice to One Call – 1st offense
NPV# 16302	Wash Gas v. Top Cuts Plus, Inc. §12-124 (a) Notice to One Call – 1st offense §12-127(e) – Clear Evidence
NPV# 16303	Wash Gas v. Laveille HIC §12-124 (a) Notice to One Call – 1st offense §12-127(e) – Clear Evidence
NPV# 16304	Wash Gas v. V&A Construction, Inc. §12-124 (a) Notice to One Call – 1st offense §12-127(e) – Clear Evidence
NPV# 16305	Wash Gas v. Conduit Connections, LLP §12-124 (a) Notice to One Call – 1st offense §12-127(e) – Clear Evidence
NPV# 16306	Wash Gas v. Tuckers Air Conditioning Heating §12-124 (a) Notice to One Call – 1st offense §12-127(e) – Clear Evidence

Agenda Item 12:

Old Business

- Title XII Re-write Meeting – the next meetings for the Title XII re-write have been scheduled for November 9, 2017 & November 30, 2017. All meetings are being held in the Miss Utility Conference Room at the One-Call Center. Ms. Stroud brought up the “Call before you Clear” programs that Washington Gas utilizes, as do many other jurisdictions. The initiative was started due to the increase in “cross bores” and the potential dangers to plumbers and other workers who clean out storm and sanitary sewer clogs. The concept will be brought up at the next re-write meeting.

- PHMSA 2016 Excavation Damage Prevention Law Enforcement Program Evaluation – The evaluation questionnaire, was submitted on August 10, 2017 and the Evaluation Teleconference was held on October 23, 2017. On the call were Jim Barron, Susan Stroud, Vince Healy, Tom Hastings, John Clementson and Dave Applebaum. The evaluation went very well, with the only area of concern being the home owner exemption. Applebaum stated that the Maryland program is one of the best in the country and also has the lowest hit ratio per 1000 tickets in the country (1.1). The Authority was told it would retain its “Adequate” status.
- The Authority submitted via email, the Final Report for the PHMSA 2016 SDP grant (\$97,000) on September 29, 2017. There were \$1,851.42 in unspent funds left in the 2016 Grant. Ms. Stroud made a request to PHMSA to have the fund balance applied towards the promotional items the Authority purchases and shares with the DPC.
- Greater Chesapeake Damage Prevention Training Conference – The Authority again, was a Gold Level sponsor for the 2017 conference. The Executive Director and the Deputy attended the conference and had a booth in the main exhibit hall. The Executive Director made a presentation at one of the breakout sessions. The presentation was a case study of one of the Authority’s actual NPVs. The Audience ruled on the case. The presentation was well attended and very well received.
- PHMSA – The Authority has received word that they have been approved for \$99,950.00 of the \$100,000 applied for in the 2017 SDP grant period. The Grant year runs from September 25, 2017 through September 24, 2018. The Executive Director stated that he plans to revise the grant’s budget to cover all of the remaining costs associated with the development of the Data Management System currently under design by Lufborrow & Company.

Agenda Item 13:

New Business

- CGA Safety Conference – The Executive Director requested that Authority pay for he and Ms. Stroud to attend the March 6-9, 2018 conference in Phoenix, AZ. That would include airfare for 2 persons, two registrations and one hotel room. The Authority agreed by acclamation to pay for the Director and the Deputy to attend. Chairman Hastings stated that he thought it was important that the Authority have a presence at the meeting.

Agenda Item 14:

Next Meeting Date:

- December 6, 2017 @ 9:00 a.m.

Agenda Item 15:

Adjournment and Move to Executive Session

- The Chairman called for a motion to adjourn and go into closed Executive session the meeting at 10:20 a.m. The motion to go into Closed Executive Session was made and seconded via roll-call vote at 10:25.

Respectfully submitted by:
Susan A. M. Stroud
Recording Secretary