



Maryland Underground Facilities Damage Prevention Authority  
Open Meeting Minutes  
Wednesday June 11, 2025

Agenda Item 1

**Call to Order/ Welcome:**

The meeting was called to order by Vice-Chair, Jen Arroyo at 9:10 a.m. The meeting was held at the Miss Utility Conference Center.

Agenda Items 2 & 3

**Introductions & Roll Call Attendance**

The Recording Secretary conducted a roll call attendance of the Authority members. In attendance were Authority members: Tim Kaptein, Jennifer Arroyo, Bahareh Inanloo, Hal Metzler, Marc Haines and Jimmy Jennings were present. Jimmy Dudley, Keith Dill and David Wilkins were absent. Executive Directors and Michael Jewell and Susan Stroud, the Deputy Director were also present.

The Recording Secretary informed the Vice Chair that there was a quorum. The Executive Director was asked by the Vice Chair to proceed with the Agenda for the June 11, 2025 Open Meeting.

Agenda Item 4

**Approval of Minutes:**

The Authority reviewed the minutes from the May 11, 2025 Open Meeting. There were no amendments made to the minutes. Vice-Chair Arroyo made a motion to approve the minutes. Secretary Kaptein seconded the motion. The motion carried by acclamation.

Agenda Item 5

**NPV's for Investigation and Review (59)**

- a. 17 Marking
- b. 26 No ticket
- c. 15 Due Care
- d. 1 Abuse of Emergency Ticket

Agenda Item 6

**New NPV's for review in Closed Executive session:**

# 7	New NPV's for Authority Review (closed executive session)
NPV# 32386	<p>Gaines v. BGE                      Location: Arnold, Anne Arundel Co., MD                      Violations:                      §12-126 (a) (1) – Failure to mark within 5 feet                      §12-126 (b) (1) – Failure to mark within 18 inches                      §12-126 (c) – Failure to mark within 2 business days                      §12-126 (c) (1)– Failure to status “Marked” in the Information Exchange System.                      §12-126 (d) (3)– Failure to request an extension in the information exchange system.</p>
NPV# 32394	<p>Washington Gas v. Vic Sorto- Flores.                      Location: Ft. Washington, Prince Georges County, MD                      Violations:                      §12-124 (a) – No Miss Utility Ticket – 1<sup>st</sup> Offense</p>
NPV# 32402	<p>Washington Gas v. MA Builders                      Location: Silver Spring, Montgomery County, MD                      Violation/s:                      §12-124 (a) – No Miss Utility Ticket – 1<sup>st</sup> Offense</p>
NPV# 32404	<p>Washington Gas vs. Resurface, Inc.                      Location: - Capital Heights, Prince Georges Co.MD                      Violation/s                      §12-124 (a) – No Miss Utility Ticket – 1<sup>st</sup> Offense</p>

Agenda Item 7

**Old Business:**

PHMSA State Damage Prevention Grants – The Deputy Director informed the members that the PHMSA Grant program is back on, and applications are due June 20<sup>th</sup>. The application includes funding for a part-time investigator and miscellaneous items.

Formal Hearings - Letters for the 2<sup>nd</sup> two Hearings to be held on July 9, 2025: NPV's 32134 – Verizon vs. CMG Communications and 32121 – Washington Gas vs. D&F Construction, came back as undeliverable. Both cases have been settled, therefore there will be no hearings in July.

Meeting Time Change – The Executive Director brought up the idea of pushing the start time for Authority meetings to 10:00 a.m. There was discussion regarding the change. The general

consensus was to continue with the 9:00 a.m. start time. (Question? Did the Authority decide on 9:30?)

Public Member – The Executive Director informed the Authority members that they are responsible for nominating the public member for the Authority. There was a suggestion that Veronica Davilla-Steele might be interested in returning to the Authority. Kevin Woolbright said he would contact her. Susan Stroud mentioned that she knows a former state Delegate and business woman that would be a possible candidate. The Authority will need to have 2 nominees for the position.

Agenda Item 8

**New Business:**

MML Summer Conference – The Executive Director and the Deputy will be attending the MML Summer Conference in Ocean City. There will be a booth next to Miss Utility. The theme this year will be on home owners and the new law change.

Office Schedule – Staff are currently in the office Tuesday, Wednesday & Thursday. The Deputy is part time and works 30 hours a week. She takes either Monday or Friday off depending on the Authority meeting schedule or conference requirements.

Agenda Items 9 & 10

**Adjournment and Move to Executive Session**

A motion was made to adjourn the June 11, 2025 open meeting and go into closed executive session was made by member Metzler and seconded by Vice-Chair Arroyo. The motion was approved and recorded. The open meeting adjourned at 9:40 a.m.

**Next Meeting Date:** The next meeting will take place on Tuesday, June 11, 2024 at 9:00 a.m. The Executive Director stated that this meeting will be an in person Open Meeting followed by Closed Executive Session. The meeting will be Chaired by the Chairman Wilkins.

Respectfully Submitted By:  
Susan A. M. Stroud  
Recording Secretary