



Maryland Underground Facilities Damage Prevention Authority  
Open Meeting Minutes  
Wednesday February 19, 2025

Agenda Item 1

**Call to Order/ Welcome:**

The meeting was called to order by Chair, Jimmy Jennings at 9:02 a.m. The meeting was held At the Miss Utility Conference Center. There were no guests present.

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: Jimmy Jennings, David Wilkins, James Dudley, Tim Kaptein and Hal Metzler, Jennifer Arroyo, Bahareh Inanloo, Keith Dill. Treasurer Marc Haines was absent. Guests present were Kevin Woolbright(Construction Angels), Craig Lowry (BGE), Michael Jewel (Colombia Gas) & Ryan Reese (Washington Gas). The Executive Director, Jim Barron and Susan Stroud, the Deputy Director were also present.

The Recording Secretary informed the Chairman that there was a quorum. The Executive Director was asked by the Chairman to proceed with the Agenda for the February 19, 2025 Open Meeting.

Agenda Item 4

**Election of 2025 Officers & Termed Out Members:**

By Statute the Authority is required to elect new officers in January of the new year. The positions to be voted on are:

Chair – David Wilkins

Vice-Chair – Jennifer Arroyo

Treasurer – Timothy Kaptein

Secretary – Bahareh Inanloo

Before voting the Executive Director presented the status of the current members of the Authority and their term expirations. Those members whose terms will expire in September of 2025 are James Dudley and Jimmy Jennings. David Wilkins and Keith Dill will be eligible for re-appointment in September of this year.

The Executive Director then proceeded with the nominations process asking for nominations for each position of the Authority’s executive board. Once the nominations were secured for each office, the Executive Director then asked for a roll call vote on the slate approved by the members present. Marc Haines was absent for the vote, however the vote for the 2025 slate of officers was unanimous. The 2025 officers are listed above on page 1 (one).

Agenda Item 5

**Approval of Minutes:**

The Authority reviewed the minutes from the January 8, 2024 Open Meeting. There were no amendments made to the minutes. Member Dill made a motion to approve the minutes. Chairman Wilkins seconded the motion. The motion carried by acclamation.

Agenda Item 6

**NPV’s for Investigation and Review (62)**

- a. 14 Marking
- b. 28 No ticket
- c. 17 Due Care
- d. 1 Abuse of Emergency Ticket
- e. 2 Homeowner Complaints, filing fee unpaid.

Agenda Item 7

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

# 7	New NPV’s for Authority Review (closed executive session)
NPV# 32360	Gaines v. Washington Gas <b>(Re-review at request of Washington Gas/Utiliquest)</b> Location: Upper Marlboro, Prince Georges Co, MD Violations: §12-126 (a) (1) – Failure to mark if the facility is within 5’ of a proposed excavation. §12-126 (b) (1) – Failure to mark within 18 “ of a facility. §12-126 (b) (2) – Failure to use AWPA color codes. §12-126 (c) – Failure to mark within two business days.

NPV# 32369	BGE v. Benfield Electric Location: Baltimore City, MD Violations: §12-124 – No Miss Utility Ticket – 1 <sup>st</sup> Offense
NPV# 32370	Gaines v. BGE Location: Glen Burnie, Anne Arundel Co., MD Violations: §12-126 (a) (1) – Failure to mark if the facility is within 5’ of a proposed excavation. §12-126 (b) (1) – Failure to mark within 18 “ of a facility. §12-126 (c) – Failure to mark within two business days. §12-126 (c)(1) – Failure to status marked in the information exchange system. §12-126 (d)(3) – Failure to status a 48-hour delay in the information exchange system.
NPV# 32371	Gaines v. Verizon Location: Bethesda, Montgomery Co., MD Violations: §12-126 (a) (1) – Failure to mark if the facility is within 5’ of a proposed excavation. §12-126 (b) (1) – Failure to mark within 18 “ of a facility. §12-126 (b)(2)(i) – Failure to use correct APWA color codes. §12-126 (c) – Failure to mark within two business days. §12-126 (d)(1) (ii) – Failure to create a documented agreement.
NPV# 32372	Gaines v. Qwest Governmental Services/Lumen Location: Bethesda, Montgomery Co., MD Violations: §12-126 (a) (1) – Failure to mark if the facility is within 5’ of a proposed excavation. §12-126 (b) (1) – Failure to mark within 18 “ of a facility. §12-126 (b)(2)(i) – Failure to use correct APWA color codes. §12-126 (b) (2)(ii) – Failure to identify Owner/Member. §12-126 (d)(1) (ii) – Failure to create a documented agreement.

Agenda Item 9

**Old Business:**

Case Management System – The Deputy Director gave an update on the status of the CMS. She stated that the coding was completed, and the edits are mostly finished. Next steps will be to stage the changes to the website on an edit platform for review and testing. The goal is to have the CMS ready for a pre-launch demonstration.

Annual Report to the Legislature – The Deputy Director reviewed the report with the Authority members. Member Metzler pointed out a math error on the NPV reports for 2024. The Deputy will change the error, before sending the report to legislative services. Having additional sets of eyes on a document is definitely a plus. Thank you to member Metzler for being so observant.

## Agenda Item 10

### **New Business:**

Subscribers Media Campaign – The Authority was once again asked to contribute to the media campaign in April for :”Safe Digging” month. Historically, the Authority has contributed an average of \$20,000.00 towards the campaign. There was general discussion regarding the amount of contribution. The final agreement by way of a motion by Chairman Wilkins which was seconded by member Dill was to donate \$30,000.00, since the subscribers fund has a low balance this year due to increased costs. There was a voice vote taken to approve the \$30,000.00 amount, which passed by acclamation.

CGA – The annual membership with the CGA has expired. The renewal rate is \$1,000.00. The Executive Director asked if the board approved renewing the membership. There was no opposition to the renewal. Currently the four (4) CGA membership slots are held by the Executive Director, Jim Barron, the Deputy Director, Susan Stroud, member Keith Dill and member James Dudley. Member Dill asked to remain in one of the slots and Secretary Inanloo asked to replace member Dudley. There was no further discussion regarding the renewal and memberships.

CGA Conference – The annual CGA International Conference will be held April 7-10 at the Marriott Disney Resort, Orlando FL. The Executive Director explained that this will be the 25<sup>th</sup> anniversary of the founding of the CGA of which he was the first board president. He went on to say that he would very much like to attend the conference and asked that the Authority approve the expenditure out of the Education & Outreach fund. He also stated that the Deputy Director would also be joining him. The CGA has offered to defray the cost of registration for both Mr. Barron and will designate Ms. Stroud as his guest. They will also pay for two (2) nights at the resort so he can attend the Thursday 25<sup>th</sup> Anniversary celebration. This will save approximately \$1600.00 from the overall cost of the conference trip. The Authority agreed that the Executive Director should attend the event and gave verbal approval.

MML Conference – The Executive Director informed the Authority members that the Authority will have a presence at the upcoming Maryland Municipal League Summer conference in Ocean City, June 22-25. The Authority and Miss Utility will arrange to have side- by- side booths, which is very effective when discussing 881 and the Miss Utility law. There will also be some additional expenses for new promotion items which will also be used at the MACo (Maryland Association of Counties) conference in August. The Authority was able to register at the early bird rate for the conference (\$1030.00).

Hearing Schedules – The Executive Director informed the Authority members that he is arranging for the Authority Attorney, Paul Finemore to meet with the members to go over protocols for hearings. The only date that Mr. Finemore is available is March 18<sup>th</sup>. The next Authority meeting scheduled for March 12<sup>th</sup>. The Executive Director asked if the members would be interested in moving the March meeting to the 18<sup>th</sup>? The Chair made a motion and move the meeting to Tuesday the 18<sup>th</sup> of March, which was seconded by the Vice Chair, Ms. Arroyo. The motion carried by acclamation. The meeting will start at 10:00 a.m. to accommodate member schedules. The presentation by Mr. Finemore will take place in the Closed Executive Session.

Commence Hearings – the Executive Director asked the Authority when they would like to begin holding hearings. The general consensus was to begin as soon as possible. It was agreed that May would be the best time to begin the hearings. The Executive Director stated that Hearing days could be “all-day” meetings and asked the members to plan accordingly.

Schedule Change – The Executive Directed stated that the April meeting will conflict with the CGA Conference which quite a few of the Authority members will be attending. It was suggested that the April 7<sup>th</sup> meeting be changed to the 16<sup>th</sup>, which will also be the first day of hearings. Chairman Wilkins made a motion to change the April meeting date to the 16<sup>th</sup>, which was seconded by member Dudley. The motion carried by acclamation.

Agenda Item 11 & 12

### **Adjournment and Move to Executive Session**

A motion was made to adjourn the February 19, 2025 open meeting was made by Chairman Wilkins and seconded by Vice Chair Arroyo. The motion was approved and recorded. The meeting adjourned at 9:55 a.m. Member Dudley made a motion to move into Closed Executive Session, which was seconded by member Kaptan. A roll call vote was conducted and the motion carried unanimously.

**Next Meeting Date:** The next meeting will take place on Tuesday, March 18, 2025 at 10:00 a.m. The Executive Director stated that this meeting will be an in person Open Meeting followed by Closed Executive Session.

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