



Maryland Underground Facilities Damage Prevention Authority  
1<sup>st</sup> Quarter Business Meeting  
Open Meeting Minutes  
Wednesday May 14, 2025

Agenda Item 1

**Call to Order/ Welcome:**

The meeting was called to order by Chair, David Wilkins at 9:10: a.m. The meeting was held at the Miss Utility Conference Center. DPC Chairman Kevin Woolbright was in attendance.

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: David Wilkins, Tim Kaptein, Jennifer Arroyo, Bahareh Inanloo, Keith Dill, Marc Haines were present. Hal Metzler Jimmy Dudley and Jimmy Jennings were absent. 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 May 14, 2025 Open Meeting.

Agenda Item 4

**Approval of Minutes:**

The Authority reviewed the minutes from the March 18, 2025 Open Meeting. There were no amendments made to the minutes. Secretary Kaptein made a motion to approve the minutes. Vice Chairman Arroyo seconded the motion. The motion carried by acclamation.

## Agenda Item 5

### Approval of 2025 1<sup>st</sup> Quarter Financials

The Executive Director provided the combined financial statements for January, February & March 2025. He reported that the January Operating Account had a balance of \$201,478.40 and the same month's Education and Outreach Account had a balance of \$101,337.83. There were \$1110.00 in fines collected in January, and no filing fees were made that month either. The February Operating Account had a balance of \$210,602.84. The Education and Outreach Account had a balance of \$69,869.30. There were \$800.00 filing fees that month and \$4056.00 fines were collected. The March Operating Account had a balance of \$210,029.67 and the Education & Outreach Fund had a balance of \$76,012.11. There were no filing fees and \$6,164.00 in fines received. The Executive Director noted that the E&O account had three (3) major expenditures this quarter. The Miss Utility media campaign (\$30,000) to promote safe digging, \$4056 in conference expenses (MML) and the \$1000 renewal of the CGA membership'

In addition, year-to-date 2025 revenue from the 5 Cent per outgoing ticket surcharge is \$42,455.00, which is \$3879.40 behind for the same period in 2024. The year-to-date legal expenditures totaled \$1027.00, for General Matters and \$2054.00 for Human Resources. Chairman Wilkins made a motion to accept the January, February and March (1st Qtr.) financial reports, which was seconded by Member Dill. The motion carried by acclamation.

## Agenda Item 6

### NPV's for Investigation and Review (57)

- a. 17 Marking
- b. 23 No ticket
- c. 14 Due Care
- d. 1 Abuse of Emergency Ticket

## Agenda Item 7

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

# 7	New NPV's for Authority Review (closed executive session)
NPV# 32373	Gaines v. Atlantic Broadband Location: Trappe, Talbot 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 (c) (2)– Failure to status "Clear/No conflict" in the Information Exchange System.

NPV# 32379	Washington Gas v. Advantage Manhole and Concrete Services, Inc. Location: Temple Hills, Prince Georges County, MD Violations: §12-124 (a) – No Miss Utility Ticket – 1 <sup>st</sup> Offense
NPV# 32383	Washington Gas v. GTG Construction Company Location: Brandywine, Prince Georges County, MD Violation/s: §12-127 (c) (3) – Due Care, Failure to test pit and expose the underground facility to its outermost surfaces before using mechanical equipment.
NPV# 32385	Washington Gas vs. The Power Source, Inc. Location: - Capital Heights, Prince Georges Co.MD Violation/s §12-127 (c) (3) – Using Mechanized Equipment near an underground facility before it was exposed to “...its outermost surfaces by hand...”.
NPV# 32386	Gaines & Co. v BGE Location: Arnold, Anne Arundel Co., MD §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

#### Agenda Item 8

Interpretation Request – Someone at Comcast has asked for an interpretation of the law using a certain scenario. This item will be discussed in the Closed Executive session.

#### Agenda Item 9

#### **Old Business:**

Greater Chesapeake Damage Prevention Training Conference – The Authority agreed to be a Gold Sponsor once again. The cost is \$3700 this year. The members want to use the booth space this year. Susan and Jim will use the room that comes with the sponsor package and one of the day passes. Bahareh will be attending this year as well as the incoming Executive Director Michael Jewell. The deputy will make arrangements for registration and accommodations.

Construction Angels – The \$2,500 State Sponsorship has been paid.

PHMSA State Damage Prevention Grants – The Deputy Director informed the members that the PHMSA Grant program is still on hold. She contacted Hung Nguyen with the agency's state programs division regarding a possible timeline. He indicated that the grant applications might become available in late spring.

Case Management System – The Deputy Director gave a brief overview of the CMS and told the members that Semaphore Mobile will be ready to give a presentation at the June meeting. The Chair requested that we hold off until the July meeting since he and other members will be absent in June.

Website and Social Media – The Deputy Director informed the members that she was interested in getting a social media presence on various platforms (Facebook, Linked In, X etc.) This added presence would be another way of doing outreach in the community. The Vice Chair, Jen Arroyo said that she would feel more comfortable if we got at least 3 quotes. She also suggested that we approach OCC Inc's Creative Department to see if they could offer a quote. With new leadership coming on board, the Deputy said that changes will have to be made to the website and that this would be excellent time to do an overhaul. While the website is good, it could use some updating and some new features. She has asked Kenny Morgan with *Good Story, Inc.* to prepare a proposal for the work. They are the group that designed the current website. The message from the Executive Director will be edited and then utilized in the websites training videos. A new video will be needed for Michael Jewell.

Truist Bank Issue – The Authority used Authorize Net for credit card payments on the website and mobile apps. It has been down for some time now and Truist has not been very cooperative regarding the issue which is managed by their merchant services group. Truist bank is blocking our Authorize Net account and they doesn't seem to be a coordinated effort on their part to fix the issue. It was suggested that perhaps the two Authority accounts be changed to another bank, since all the accounts and credit card will have to be changed to the new Executive Director.

## Agenda Item 10

### **New Business:**

Commencement of Hearings – the Executive Director, has sent letters to the parties notifying them of the hearing. The Executive Director reminded the Board that Hearing days could be "all-day" meetings and so members should plan accordingly. The first two (2) hearings were intended for the June meeting, but they will now be moved to the July 9, 2025 meeting, providing the parties involved intend to go forward with the hearings. Letters will be sent to all involved including their Resident Agents. The cases are: NPV# 32134 - Verizon v. CMG Communications and NPV# 32121 – Washington 'Gas v. D& F Construction.

Public Member – The Executive Director reminded the Authority member that James Dudley, the Current public member term is expiring in September, and he is not eligible to be reappointed. The Authority will have to come up with two nominees for the Governor's Appointments Office. The Deputy Director suggested the former public member Veronica Davilla-Steele might be interested in coming back on the Authority. The Chairman said he would reach out to her.

Meeting Time Change – The Executive Director asked if the Board would be interested in moving the meeting start time to 10:00 a.m., since some members have long commutes to the call center. It was decided to bring the idea up at the June meeting when the new Executive Director will be present.

Google Calendar – The Deputy Director announced that she would begin utilizing Google Calander to remind members of upcoming meetings.

Agenda Item 11

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

A motion was made to adjourn the May 14, 2025, 2025 open meeting was made by Vice Chair Arroyo and seconded by Secretary Inanloo. The motion was approved and recorded. The open meeting adjourned at 10:36 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 Vice Chair Jen Arroyo since Chairman avid Wilkins will be away for the meeting.

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