



Maryland Underground Facilities Damage Prevention Authority
Open Meeting Minutes
Wednesday, January 14, 2026

Agenda Item 1

Call to Order/ Welcome:

The meeting was called to order by Chairman, David Wilkins at 9:03a.m. The meeting was held at the Miss Utility Conference Center in Hanover, MD.

Agenda Item 2

Introductions:

Kevin Woolbright was in attendance. And introduced himself.

Agenda Item 3

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 , Ryan Reese, Justin Lowthert Hal Metzler and Keith Dill were present and Bahareh Inanloo was absent. Executive Director Michael Jewell and Susan Stroud, the Deputy Director were present The Recording Secretary informed the Chair that there was a quorum. Executive Director Michael Jewell was asked by the Chairman to proceed with the Agenda for the November 12, 2025 Open Meeting.

Agenda Item 4

Election of Officers:

The Executive Director stated that the 2026 slate of officers was open for nominations from the floor. For Chairman Jennifer Arroyo nominated the Current Chair David Wilkins for a 2nd term, which was seconded by Ryan Reese. The Chairman nominated the current vice-chairman for renomination, however, Ms. Arroyo's term will end in September. The Chair then nominated Ryan Reese for vice-chair; Ryan then nominated Tim Kaptein to remain as the Treasurer and Hal Metzler nominated Justin Lowthert for Secretary. Once the slate was completed the Executive Director asked for a voice vote to accept the slate of nominees. The slate was approved unanimously.

Chairman – David Wilkins
Vice-Chairman – Ryan Reese
Treasurer – Tim Kaptein
Secretary – Justin Lowthert

Agenda Item 5

Approval of Minutes:

There were no Open Meeting minutes to review for the December 10, 2025 meeting.

Agenda Item 6

Hearing Updates:

SHA has agreed to pay the. Fine and provide the Authority with a policy review statement.

NPV 29085 – Gaines and Company vs. State Highway Administration District

Maintenance: . Submitted 09/10/2019/. Alleged Violations – 09/09/2019

§12-126 (a))1) – Failure to Mark if facility is within 5' of proposed excavation

§12-126 (b))1) – Failure to Mark within 18 inches of Facility

§12-126 (b) (2) (i) – Failure to Mark with color codes

§12-126 (b) (1) (ii) – Failure to identify utility owner

§12-126 (c) (1) – Failure to report utility "Marked" in ITIC

Agenda Item 7

4th Quarter Financials:

The Executive Director provided the combined financial statements for October, November & December 2025. He reported that the October Operating Account had a balance of \$139,249.96 and the same month's Education and Outreach Account had a balance of \$63,847.51. There were no fines collected in October. The November Operating Account had a balance of \$214,895.19. The Education and Outreach Account had a balance of \$67,290.33. There were \$1000.00 in filing fees that month and no fines were collected. The December Operating Account had a balance of \$209,442.71. and the Education & Outreach Fund had a balance of \$58,202.68. There was \$200 in filing fees collected and no fines were received. The October revenue from the 5 Cent per outgoing ticket surcharge was \$18,649.35, and the November was \$114,877.45 .YTD totals for 2025 were \$177,957.25 . The over/under running totals shows that as of the November payment, the contributions are down by \$4,878.85. The year-to-date legal expenditures totaled \$0. Chairman Wilkins made a motion to accept the October, November & December (4th Qtr.) financial reports, which was seconded by member Dill. The motion carried by acclamation. Note: The Authority received a state damage prevention grant from PHMSA totaling \$72,683, which will be used for education and outreach purposes as well as employee benefits and funds for new office equipment.

Agenda Item 8

NPV's for Investigation and Review (43)

- a. 20 Marking
- b. 14 No ticket
- c. 7 Due Care
- d. 1 Abuse of Emergency Ticket
- e. 1 Failure to maintain the marks and request a remark.

Note: Twenty NPV's have been prepared for presentation at upcoming meetings

Agenda Item 9

New NPV's for review in Closed Executive session:

# 9	NPV's for Authority Review (closed executive session)
NPV# 32461	Gaines and Company vs Choptank Electric Location: - Naylor Mill Rd. and Westwood, Salisbury, MD 21801 Alleged Violation/s: §12-126 (a))1) – Failure to Mark within 5 feet of Facility §12-126 (b))1) – Failure to Mark within 18 inches of Facility §12-126 (c) – Failure to Mark Facility within 2 Business Days §12-126 (c) (1) – Failure to status “Clear/No Conflict” in the Information Exchange System

	§12-126 (d) (2) – Failure to mark where excavation or demolition will first occur.
NPV# 32463	J. Fletcher Creamer and Son vs Anne Arundel County DPW Location: 82 Jones Station Road, Arnold, MD 21409 Alleged Violation/s: §12-126 (a) (1) – Failure To Mark within 5 feet of Facility §12-126 (b) (1) – Failure to mark within 18 inches of Facility
NPV# 32464	Cossentino Contracting Co., In. vs BGE Location: - Linden Ave & E Elm Ave, Baltimore, MD 21206 Alleged Violation/s: §12-126 (c) – Failure to mark the facility within 2 business days §12-126 (c) (1) – Failure to report to the underground facilities information exchange system that the facility is marked §12-126 (c) (2) – Failure to report to the underground facilities information exchange system no facilities in vicinity §12-126 (d) (3) – Failure to 24-hour or 48 hour delay
NPV# 32465	Gaines and Company vs. BGE Location: Brock Bridge Road and Sudlersville Road, S. Maryland City , MD 21801 Alleged Violation/s §12-126 (a))1) – Failure to Mark within 5 feet of Facility §12-126 (b) (1) – Failure to Mark within 18 inches of Facility §12-126 (c) (1) – Failure to Mark the Location of the Owner-Members Underground Facility and Report to the Information Exchange System §12-126 (c) (2) – Failure to report to underground facilities information exchange system no facilities in vicinity §12-126 (d) (3) – Failure to 24-hour or 48-hour
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NPV# 32470	BGE vs SEH Excavating, Inc. Location: 2621 Farry B ar Dr., Baltimore, MD 21230 Alleged Violation/s: §12-124 – No Miss Utility Ticket – 1st Offense
NPV# 32477	Gaines and Company vs Comcast Location: Brandywine Road & Mattawoman Dr., Brandywine, MD 20613 Alleged Violation/s: §12-126 (a) (1) – Failure to mark if facility is within 5' of proposed excavation §12-126 (b) (1) – Failure to mark within 18 inches of facility §12-126 (c) (1) – Failure to report “Marked” to the Information Exchange System §12-126 (c) (2) – Failure to report to underground facilities information exchange system no facilities in vicinity

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NPV# 32480	BGE vs Bayridge Lawn Landscape, Inc. Location: - 941 Melvin Ave., Annapolis, MD 21403 Alleged Violation/s: §12-124 – No Miss Utility Ticket - 1 st Offense
NPV# 32465	BGE vs. Schummer Location: 23 Southgate Ave., Annapolis, MD 21401 Alleged Violation/s: §12-125 (a) (1) – A person shall repeat notification if work not completed within ticket life §12-125 (b) - Remark required if marks destroyed or there is Clear Evidence of un-marked underground facilities §12-127 (a) - A Person that intends to actually perform the excavation or demolition may begin only after they receive notification: §12-127 (c) (2) (i) - A person performing an excavation or demolition shall exercise due care to avoid a damage to a facility marked in accordance with §12-126

Agenda Item 10

Old Business:

Case Management System Update - The Deputy Director informed the members that the expected January launch will be delayed due to design issues. The project is still under budget and a majority of the NPV's have been uploaded into the system.

MGH Video – The Deputy Director informed the members that she and the Executive Director and the Deputy will be meeting with MGH on January 29, 2026 regarding the filming schedule for the new Executive Director's message and b-roll filming of the members in a the hearing and meeting mode. The filming will not take place until the February meeting, after the new officers are installed in January. Members were informed that they should dress as they normally would for a meeting.

Annual Report to the Governor & Legislature – The Deputy Director is currently gathering data for the 2025 Report to the General Assembly. It will go out to legislative services in February. Member Metzler asked questions about the format of the report and distribution. Th Deputy stated that an electronic copy and 5 hard copies must be sent to the Department of Legislative Services. They will make the report available to any interested parties.

CGA Conference Discussion – The Authority has decided to allow a member to attend the upcoming 2026 CGA Conference in Colorado Springs. The Executive Director asked if any of the members were interested and to contact him if they want to be considered for the conference. Member Keesling and Treasurer Kaptein both indicated they were. Interested i

in attending, however member Keesling deferred to the Treasurer because of his seniority on the Authority. The Deputy Director stated that she was renewing the Authority's CGA membership and asked who was interested in the 2 spots left for membership through the Authority. The Executive Director and the Deputy are using 2 of the 4 membership spots. Tim Kaptein and Daavid Wilkins both asked to be put on the member list, which was approved by the members in attendance..

Agenda Item 11

New Business:

There was no new business to report

Agenda Items 12 & 13

Adjournment and Move to Executive Session

A motion was made by Chairman Wilkins to adjourn the January 14, 2026 open meeting and go into closed executive session and seconded by Treasurer Dill.. The motion was approved and recorded. The open meeting adjourned at 10:03 a.m.

Next Meeting Date: The next meeting will take place on Wednesday, February 11, 2026 at 9:00 a.m.

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