



“Miss Utility” of Delmarva

UTILITIES SERVICE PROTECTION
CENTER OF DELMARVA, INC



Board of Directors Meeting Minutes

Hybrid Meeting - JW PITTS, DOVER, DE

May 19, 2022

Prepared by Dora Parks, Secretary

Our mission is to assist excavators, facility owners and the public in the prevention of underground damages, service outages, personal injury and their associated repercussions through education and the promotion of the one call system.

X	PRESIDENT, J. LYON	X	BRAD EBAUGH	X	RICHARD CLEVELAND
X	CO V.P., CJ MYERS	X	BYRON PETERS	X	STEVE KEYSER
X	CO V.P., R. LEWIS	X	KEN PAYNE	X	WENDY STACK
X	TREASURER, E CIMO	X	MICKEY MCELWEE	X	JESSE SAPP (CHES Alt)
X	SECRETARY, D PARKS		RAY SHANK		TONY GERSITZ

Guests: Jennifer Arroyo - OCC
Susan Sullivan – OCC
Matt Ruddo - OCC

OPENING STATEMENTS

Tony Gersitz came home from the hospital on May 18th; currently under hospice care. W. Stack stated she would keep the board updated and plans to visit Tony this week. Flowers and a card have been provided.

S. Keyser's father in law (Roland Johnson) recently passed. Flowers and a memorial tree have been sent in memory of Cathy's father. Funeral service is planned for Monday May 23,2022.

CALL TO ORDER

J. Lyon (President) called the monthly BOD meeting to order at 10:50am

Board roll-call was conducted, a meeting quorum was present.

A motion was made by S. Keyser to accept the BOD meeting minutes dated March 17,2022, seconded by B. Ebaugh, motion carried.

BOARD MEMBER DISCUSSION

Discussion from the May meeting regarding Public Awareness (PA) committee protocol for ordering outreach materials were continued. B. Ebaugh provided insight regarding this topic during his presidential tenure;

- Annual materials budget is approved by the board each new year,
- PA committee may purchase within budget without full board approval,
- Items should be reviewed and approved within the full PA committee, Large monetary purchases or purchases outside of approved annual budget, require approval from the board officers.

- Brad will write a policy to document the above approved procedures.

Note, these PA expense procedures are implemented to protect the integrity and responsibility of the committee and board.

TREASURER REPORT - E. Cimo

E. Cimo provided the following report for month ending April 2022;

Account Balance: \$183,531.27
Credit Card Balance: \$4,134.27
Money Market Balance: \$102,755.06
Total Expenses for Month: \$19, 702.38
Net Income for Month: -\$8,260.38
Total Expenses Year-to-Date (as of month end): \$71,117.72
Net Income Year-to-Date (as of month end): -\$31,880.23

E. Cimo reported ticket income is down (refer to call center dashboards), Title Sponsorship payment (\$10,000) is due soon, trailer registration has been paid, \$380.00 for five years. E. Cimo reminded those having board credit cards or those requesting expense reimbursement that receipts are necessary.

MEMBERSHIP REPORT

New member agreements being processed;

ENGIE Solidago Solar
Princess Anne Town Houses
Kimberly Horne

PUBLIC AWARENESS COMMITTEE REPORT - Chair, CJ Myers

Events 2022 - Completed

- Feb 23-24; Rural Water Conference in Harrington, DE
 - Supported by: CJ Myers and Richard Lewis
- March 1-3; IR GESC in Phoenix, AZ - Convention Center
 - BOD Attendees: Mickey McElwee and Dora Parks
- March 13; Milton St. Patrick's Day 5K & Parade at 2:00pm
 - USPCD was a sponsor and R. Cleveland pulled the parade-811 trailer
- April 5-7; CGA Conference in Anaheim, CA
 - BOD Attendees: S. Keyser, CJ Myers, R. Cleveland, J. Sapp and D. Parks
- April 23, Earth Day in Dover, DE - Fordham & Dominion Brewery 4-7pm
 - R. Lewis and CJ Myers supported this event, Basil plant give-a-way

Events 2022 - Planned

- June 12-13; MML in Ocean City, MD - Convention Center
 - D. Parks working the 13th, K. Payne working the 14th
 - D. Parks to handle MUOD booth inventory for shared booth
- June 18-20; Firemen's Conference in Ocean City, MD - Convention Center
 - D. Parks working the 20th and CJ Myers working the 21st
 - D.Parks to handle MUOD booth inventory for shared booth
- August 11; 811 5K Charity Run/Walk, American Legion Post in Lewis, DE 6:30pm start
 - S. Keyser, D. Parks
- August 17-19; MACO Convention in Ocean City, MD - Convention Center
 - D. Parks working the 19th, need help on the 18th (BOD meeting day)
 - Need someone to deliver shared booth inventory
- August 20th; Middletown Peach Festival
 - Board approved a \$1,000 sponsorship

- Question; what happens to sponsorship if event is cancelled
- Well attended event that requires additional inventory
- September 27-29; OCC UG, Washington, DC
 - Attendees:
- October 25-28; GCDPTC, Ocean City, MD - Ocean City Fontainebleau
 - Attendees: full board

Outreach/Awareness/Training - current

- Carvertise (12) vehicles with new 2022 contract
- Restaurants Placemats-Sussex County
- Shore Home & Garden - working on a July issue to promote 811 5K
- Scoop Newsletter Summer Edition
- Damage Prevention Awareness; digital campaign Feb - May 2011 (ads via digital, Spotify and FB)
- Facebook, OCC Creative; Monthly posts for Utility Defenders and MUOD
- Training - On Line

Public Awareness

CJ Myers reported he believes that outreach items are stocked for the remainder of 2022 events. Restock items include Homeowner brochures (ordered). Inventory review is needed by the PA committee before restocking to determine if changes are needed (i.e., pens). D. Parks processing an order for (3) new booth table skirts using artwork created for the MUOD 811 trailer as suggested by the board.

Website

OCC provided information under New Business.

811 5K - Chair, S. Keyser

This year's annual 811 5-K Charity run will be on Thursday, August 11th (811 day) starting at 6:30pm at the American Legion Post 17 and benefit the Central Delaware Habitat for Humanity. Sponsorship information has been emailed; S. Keyser asked board companies to consider a sponsorship for this years event. Kona Ice truck will be on hand for the event participants, working towards a food truck presence.

Training - Website Safety On-Line Training

J. Lyon forwarded draft scripts for the on-line training tool asking the board to review the entire training module working towards finalization by June 16th. R. Cleveland stated he started reviewing the module and likes what he sees so far and will provide a future suggestion regarding user testing prior to submitting tickets.

The Scoop

W. Stack published the Spring edition that has been loaded to the MUOD website. D. Parks to verify distribution date. Summer edition underway with J. Lyon and D. Parks to provide articles.

ITY Digital Advertising Campaign

J. Lyon reported on the spring digital campaign running from February through May 2022; providing contractual performance metrics as of April. These metrics seem to align with board expectations. ITY will be invited to a future board meeting to finalize the outcome of the campaign.

LAW UPDATE

MD Title 12 Law; changes regarding MD excavators selecting a work start date that extends the ticket validation period were discussed in detail during the previous General Membership meeting.

DE Title 26 Law; no report

LOCATOR ACHIEVEMENT AWARDS - Chair, B. Ebaugh

B. Ebaugh stated the 2022 banquet held on April 29th was a success, with twenty-eight regional locators being recognized for their dedication and commitment towards safety and damage prevention. The banquet menu was expanded and delicious. An excellent key note was delivered by Greg Starheim, President and CEO of Delaware Electric Coop. The attendees enjoyed the fellowship of their locating peers, a great meal and awards, the evening ended in numerous gift cards being given away. The committee plans to have a post banquet committee meeting in the near future.

GREATER CHESAPEAKE DAMAGE PREVENTION TRAINING CONFERENCE (GCDPTC)

Registration is open for the annual GCDPTC during October 25th - 28th in Ocean City, MD at the Ocean City Fontainebleau (formerly, the Clarion). The conference will include networking events, breakout learning sessions and an inspirational keynote, Spencer Beach. Full conference information available at, www.missutilityconference.com

BOD provided conference nights for registration processing. S. Keyser to follow up with J. Lyon.

- R. Cleveland - 2 nights, no networking
- J. Sapp - 2 nights, no networking
- B. Ebaugh - 3 nights, golf
- W. Stack - 1 night (Thursday)
- M. McElwee - 3 nights, paint session
- CJ Myers - 3 nights, golf
- J. Lyon- 3 nights, golf
- E. Cimo - 3 nights, golf
- D. Parks - 3 nights, paint session
- R. Lewis - 3 nights, golf
- K. Payne - free registration
- S. Keyser - TBD

OLD BUSINESS

Trailer; interior construction work completed, the trailer is a beacon of 811 safety information and able to carry event inventory, nicely organized. Thanks to Century Engineering for their support of this goal. R. Lewis to provide follow up information regarding the trailer back up camera.

NEW BUSINESS

CJ Myers shared information for ticket 221330094, stating the excavator did not entirely capture their work site when mapping the ticket, noting the ticket's extent of work did include the entire worksite. Since DEC does not have buried lines at the ticket address nor within the mapped ticket area, they would have cleared the ticket as code 1, clear/no conflict. However, understanding the work site discrepancy, the ticket was coded as 10-incorrect work site mapping, insufficient information, and/or wrong address. The ticket was updated a total of 3 times without changes, DEC provided a locate on the update. The question is, if there had been a damage who would have been liable. A lengthy discussion ensued; the group understood the ticket's "extent of work" text field trumps the mapping and that mapping is for member notification in both MD and DE. Ticket information is the responsibility of the excavator processing the ticket regardless which ticket processing platform is being used. There was no consensus for who would have suffered liability for the damage, most believed it would have been the locator.

R. Cleveland asked about emergency tickets not providing "extent of work" information; some tickets note in this field, 'stand by - until exact location is identified'. Maryland law is specific regarding ticket information and emergency responses. DE law 806, Duties of excavators, (a) (2c) THE SPECIFIC LOCATION, STARTING DATE AND DESCRIPTION OF THE INTENDED EXCAVATION OR DEMOLITION ACTIVITY. Some attendees believe locator should mark the address (if provided), again, no group consensus for this situation. The board did agree on excavator education. J. Lyon requested written responses.

J. Arroyo (OCC) stated a software vendor asked to be listed as a vendor resource on the MUOD website. After discussion, the board agreed there should not be an appearance of promoting or recommending vendors.. A motion was made by R. Lewis that the website should not provide vendor lists to be interpreted as USPCD recommendations. W. Stack seconded, the motion carried unanimously.

S. Sullivan (OCC) shared that OCC has created various links for ITICnxt videos, training, sandbox ITICnxt practice and support for the MUOD website page. The board approved to add a static banner to the resource page where all resources for ITICnxt will be housed. S. Sullivan will work with E. Anderson (OCC Creative) to provide a website demo.

Ditch Witch is interested in hosting a future monthly meeting, the board will coordinate this with Ditch Witch but not for June or September.

There being no other business brought before the BOD, a motion was made to adjourn the meeting by E. Cimo and seconded by S. Keyser, motion carried at 12:34pm.

The next BOD meeting will be held on June 16, 2022 directly following the Membership meeting. Venue TBD.

End of meeting minutes.

