



# “Miss Utility” of Delmarva

UTILITIES SERVICE PROTECTION  
CENTER OF DELMARVA, INC



## Board of Directors Meeting Minutes

Virtual Meeting on June 16, 2022

Prepared by Dora Parks, BOD 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
	CO V.P., CJ MYERS	X	BYRON PETERS	X	STEVE KEYSER
X	CO V.P., R. LEWIS	X	KEN PAYNE	X	WENDY STACK
	TREASURER, E CIMO	X	MICKEY MCELWEE	X	JESSE SAPP (CHES Alt)
X	SECRETARY, D PARKS	X	RAY SHANK		

Guests: Jennifer Arroyo - OCC  
Susan Sullivan - OCC

### OPENING STATEMENT

J. Lyon (President) sadly announced the passing of long term board member and friend, Tony Gersitz on May 28, 2022. Several board members shared memories of Tony's friendship, stories and involvement in the USPCD and associated committees for decades of volunteer work to include the various contractor associations Tony contributed to. The memorial service has not yet been announced, W. Stack stated it would be after July 1st. The board agreed to provide a memorial to Tony by way of the Miss Utility of Delmarva website, adding a page to the 'About Us' website section. Members were asked to provide J. Lyon and/or D. Parks pictures and stories for the purpose of this memorial.

J. Lyon thanked the board for their condolences and fruit basket received on behalf of his father's passing.

S. Keyser also thanked the board for the flowers and memorial tree on behalf of his father-in-law's (Roland Johnson) passing.

### CALL TO ORDER

J. Lyon (President) called the monthly BOD meeting to order at 11:05am

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

A motion was made by B. Ebaugh to accept the BOD meeting minutes dated May 19 ,2022, seconded by S. Keyser, motion carried.

### COMMITTEE MEMBERSHIP STATUS

J. Lyon reviewed the current MUOD/USPCD Board committee status. Anyone desiring to revise their committee support, please contact J. Lyon.

## TREASURER REPORT - E. Cimo

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

Balance:Account Balance: \$181,472.36  
Credit Card Balance: \$1,488.10  
Money Market Balance: \$102,757.05  
Total Expenses for Month: \$9,821.88  
Net Income for Month: \$589.25  
Total Expenses Year-to-Date (as of month end): \$80,939.60  
Net Income Year-to-Date (as of month end): -\$31,290.98

## MEMBER (NEW) REPORT May 2022

OCC provided the following report regarding new member status;

Richfield Solar Energy - Agreement approval 5/10/21

Todd Solar - Agreement approval 5/10/21

Residence at Pine Knoll (Princess Ann Town House Community) - Agreement approval 4/28/22

Kimberly-Horn - waiting on new member executed agreement

Engie Solidago Solar (DelDot Required) - May 13, 2022, check on witnessed agreement signature

Simple Fiber - waiting on new member executed agreement

## 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
- June 12-13; MML in Ocean City, MD - Convention Center
  - K. Payne supported on the 14th

### Events 2022 - Planned

- 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 6; Wyoming Peach Festival
  - S. Keyser & D.Parks working booth
- August 11; 811 5K Charity Run/Walk, American Legion Post in Lewis, DE 6:30pm start
- August 16; DEC Annual Meeting with MUOD booth
  - B. Ebaugh & D. Parks working booth
- 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
  - J. Lyon working booth
- September 27-29; OCC UG, Washington, DC
  - *Attendees - need list for room reservations*

- OCC pays for one board member to attend.
- *October 7; Rural Water Conference/Booth, details forth coming.*
- October 25-28; GCDPTC, Ocean City, MD - Ocean City Fontainebleau
  - Attendees: full board

*Board mentioned a 'Pifer' peach event directly after the Wyoming festival - need more information.*

### Outreach/Awareness/Training 2022

- 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
- ITY Damage Prevention Awareness, ended May 2022
- Facebook, OCC Creative; Monthly posts for Utility Defenders and MUOD
- Training - Individual On-line

### Public Awareness - Update

By-law for Public Awareness committee; B. Ebaugh provided draft of the Public Awareness Policy to address goals, inventory, budget, committee chair responsibility, inventory change and committee approval and policy intent. *J. Lyon asked that board members review the new policy and report to him directly regarding any comments.* Approved new policy will become part of the by-laws. It was agreed to have at least three P/A committee meetings a year that the committee chair will facilitate. Next committee meeting to be planned during the fall season.

*Miss Utility of Delmarva hand book review; CJ Myers and R. Lewis will provide feedback on best approach for guide update to include new MD and DE law revisions since 2010. Various handbook sections/information require revisions.*

CJ Myers stated the Homeowner brochures have been reordered and that no updates were needed on this basic guide.

### Website

J. Lyon stated the MUOD website (Contact Us) has added filters to reduce the number of miss-directed emails to J. Lyon (the page contact).

### 811 5K - Chair, S. Keyser

S. Keyser is concerned regarding this year's 5K race due to lack of sponsorships to support this event in addition, no runners have signed up to date. S. Keyser will monitor the Races To Run website providing board updates to determine if the event will be held in 2022.

### Facebook Update

Posts for May included 811 safety messages and Utility Defender posts bringing awareness regarding, calendar events, law excavation education and a focus on Marina, the water Utility Defender with her damage prevention hero power, controlling the flow of water for the protection of our communities.

### Training

#### On-Line Training Digital Training

The OCC Creative team continues its work on building the website training module. The board agreed to progress with implementing the new training module using the current ITIC 2.0 web ticket processing system.

### Awards Committee - Chair, Brad Ebaugh

The 2022 locator awards banquet was successful in recognizing the Miss Utility of Delmarva nominated locators for their 2021 achievements of zero at fault damages and driving accidents and their commitment to utility damage prevention and safety for the 2021 year. The committee will hold a meeting to discuss the past awards and banquet processes in the near future, B. Ebaugh asked committee members to note all facets of the awards process for this future meeting.

### The Scoop - Chair, Wendy Stack

W. Stack is working on the summer edition of the Scoop; featuring articles from J. Lyon and D. Parks.

### ITY Digital Advertising Campaign

J. Lyon reported on the spring digital campaign running from February through May 2022, had a positive impact on web visits. ITY folks will provide a full report during the July 2022 BOD meeting.

### **LAW UPDATE**

A reminder that the MD Title 12 Law changes regarding MD excavators selecting a work start date that extends the ticket validation period became effective for call center ticket processing on June 1, 2022. The new law states; "...an excavator can choose a date to start excavation no sooner than 3 business days after the date the ticket is initiated to no later than 12 business days after the date the ticket is initiated." The call center delivered a notice to all users of the one-call system on June 3rd that ticket processing included this new date selection feature.

DE Title 26 Law; no report

### **GREATER CHESAPEAKE DAMAGE PREVENTION TRAINING CONFERENCE (GCDPTC)**

Miss Utility of Delmarva is a Title Sponsor for the annual "Greater Chesapeake Damage Prevention Training Conference" (GCDPTC) being held during October 25th - 28th in Ocean City, MD at the Ocean City Fontainebleau (formerly, the Clarion). Full conference information available at, [www.missutilityconference.com](http://www.missutilityconference.com).

### **OLD BUSINESS**

ITICnxt (Website Ticket Processing); W. Stack reported the beta-testing live version was not allowing city/place selection for Rehoboth or Lewes townships. The board agreed that program fixes need to be in place before continued beta testing for live tickets.

### **NEW BUSINESS**

The board voted to join WSMD Miss Utility with a move forward to disallow a user from selecting a Short Notice or Insufficient Notice ticket type in keeping with DE and MD (Delmarva territory) laws. Less than 1% of users select this ticket type and those that do may be confused regarding a different Ticket Check response than what the state law provides. J. Lyon made the motion, S. Keyser seconded with an affirmative vote. OCC will notify all system users of this change ticket processing change to be implemented in the near future.

J. Lyon asked the board about their company ability to host a future Delmarva meetings. Century Engineering, Ditch Witch and City of Wilmington are willing. Chesapeake Utilities remains closed to guests due to COVID.

There being no other business brought before the BOD, a motion was made to adjourn the meeting at 12:35pm.

The next BOD meeting will be held on July 21, 2022 directly following the Membership meeting. Venue TBD.

*End of meeting minutes.*