

ACEC Delaware

American Council of Engineering Companies of Delaware

*Executive Board Meeting
Wednesday, February 11, 2015
11:30 AM
AECOM, Newark, DE*

RE: Meeting Minutes

Meeting called to order: 11:45 am

Attendees:

Kim Willson	Executive Director	Ruggerio Willson & Associates
Jordan Seemans	Asst. Executive Director	Ruggerio Willson & Associates
Mike Angelo	President	McCormick Taylor
Mike Riemann	Vice President / Kent County	Becker Morgan Group
Dave DuPlessis	Treasurer/Membership	JMT
Brian Bolender	Secretary	AECOM
Scott Rathfon	National Director	Century
Ted Januszka	Legislative	Pennoni Associates
Ryan Flickinger	Education / Public Relations	KCI
Debbie Pfeil	Kent County	AECOM

Not Present:

Ted Williams	New Castle County	Landmark
Alan Marteney	Transportation	Century
Bruce Jones	Environmental	Pennoni Associates
Sonia Marichic-Goudy	Programs	McCormick Taylor
Garth Jones	Sussex County	Becker Morgan Group

1. The meeting's agenda was approved and the corrected meeting minutes from the January meeting were approved.
2. Treasurer's Report –Dave DuPlessis
 - Copies of the treasurer's report was distributed for review.
 - Dave reported that our finances look strong.
 - Since the last Board meeting, approximately \$7,000 has been removed from the AR aging list.
 - Dave has it on his agenda to call HAKS about their outstanding invoice.
 - The budget process will commence later today with a meeting of various Board members, the accountants, Kim and Jordan.
 - The treasurer's report was approved as presented.
3. Executive Director's Report – Kim Willson
 - The first meeting of the Executive Board with the new Secretary of Transportation has been set for March 11th.

- The meeting will cover introductions of ACEC to the Secretary and a focus on how we can help her.
- We need to all be on the same page going in, and be prepared to answer what we want.
- A large topic of discussion should be the issue of the lack of a push on capital projects, as well as providing her with things that they have done well.
- We need to discuss the need to focus on results.
- Need to discuss the lack of synergy happening in the department.
- Need to emphasis issue of design rather than maintenance paving only.
- Need to discuss how to help the Secretary get the message to legislators, who love the new Secretary.
- The Kent County Complex is one issue that is becoming heated and hostile.
- Kim will put a loose agenda together based on any comments we submit.
- Lobby Day was well attended, and everyone felt it was the best one yet. Lots of good feedback was garnered from the legislators, and timing was excellent since the budget was coming out the same day.
- The focus is now on the Federal Lobby Day.
 - Anyone planning on going to ACEC National needs to book now, and should let Kim know.
 - On the agenda for the national meeting is a Monday night meeting with the Delaware legislators, and Tuesday will be the visit to Capitol Hill.
 - There are links in the newsletter for anyone interested in ACEC National.
- Other groups are having a meeting with Secretary Cohen to discuss land development issues, but these are not ACEC meetings. The meeting is scheduled for February 27th and will be focused on four land development issues.
- The DNREC JFC hearing is scheduled for later today, and the DeIDOT JFC hearing is tomorrow. The bond bill hearing is scheduled for March 2nd. We should attend if possible, and offer comments. Some of the JFC folks were at our Lobby Day event.
- EWeek event is scheduled for February 22nd.
- More participation is needed on the NYU Survey. So far, only 3 firms have submitted, and there needs to be at least 10. Kim will send out reminders and push again for participation.
- There has been no movement on the Miss Utility front.
- Planning is beginning on the Annual Report.
 - Kim handed out various examples of Annual Reports from other states, and we need to up the ante some on our version.
 - We should be able to bring in approximately \$3500 in ads.
 - There was discussion relative to doing the report electronically only or still having hard copies. The feeling was to stay as print for now.
 - The report will include committee reports, political messages, events for next year, a message from the president.
 - We are moving away from a directory and more towards just a committee format.
 - We could add more as we progress, but the thought is to start smaller than bigger.
 - We can ship the report out to a bigger audience now than traditionally done. The key target audience is legislators and infrastructure owners.
 - Goal is to be done by the Annual Meeting.
 - Electronic will be difficult as the newsletter is a struggle now.
 - Need more folks to buy in and help with the project.
 - The main topic of Ryan's committee's next meeting in March will be the Annual Report.

- Discussion of the Business Insurance Trust will be on the next agenda.
 - Kim is presently shown as the owner of the local PAC. That needs to be changed to someone on the Executive Board, even though Kim will continue to maintain the PAC needs, such as filing the annual reports. It was agreed that the President would be the owner of the local PAC , and this would rotate every year.
4. National Directors Report – Scott Rathfon
 - The National Convention is set for April
 - Main topics of discussion will be MAP21 reauthorization, FAA reauthorization, the Keystone pipeline, comprehensive tax reform and state DOT FAR audits.
 5. Legislative Committee – Ted Januszka
 - Local PAC has a balance of \$534
 - Expecting good cash return from Chinese Auction as EWeek banquet.
 - Baskets are needed by the 20th. Presently have seven, but need 10. Flyers will include names of all participating firms.
 6. Membership – Dave DuPlessis
 - Brian still needs to call GTA regarding becoming a member.
 - Dave is reaching out to WRA on membership.
 - Belzona has reached out to Kim about becoming an associate member.
 - Need to target missing firms, but we need a list of membership to figure out who should be targeted.
 - If anyone has suggestions on increasing membership, Dave asked that those suggestions be sent to him.
 7. Program Committee – Sonia Marichic-Goudy (not present)
 - Flyer is put together for the safety webinar in Dover. Webinar is all profit, and we need to push attendance
 - Need to decide how programs will be done going forward for budget.
 - Programs are provided two times a year (1/2 days), the annual meeting and the fall program.
 - Programs could be done at lunch and be presented as lunch and learn.
 - Could also do additional regular meetings, or do in individual company offices.
 - Need to be sensitive to need for participation in whole state.
 - For annual meeting in May, looking at Secretary of Transportation or DNREC or both as speakers.
 - For annual meeting, we will be including vendors.
 - For future annual meetings, might be worthwhile to go downstate to beach.
 - Need to be clear on costs and rates for attendance on all events.
 8. Transportation Committee – Alan Marteney (not present)
 - Meeting on February 25th at Century's office with Jason Hastings to review bridge items for DelDOT.
 - There was discussion relative to Alan coming to the Transportation Secretary's meeting. It was decided that either Scott or Alan would attend, but not both.

- Meetings of the group are held quarterly.
 - Mike Riemann discussed the ongoing issues with the subdivision regulations.
 - They had a good meeting with DelDOT and Marc Cote is on board. Todd is questionable. There is to be a follow up meeting.
9. Environmental Committee – Bruce Jones (not present)
- The subcommittee has met and developed an outline of important issues.
 - Working on putting together a budget for the environmental issues so that it can be used to present to the legislators. Presently, there is no defined budget for needs, so there is no strong groundwork for moving forward.
 - There needs to be a big picture, and a task force should be set up with Dave Small to move things along.
 - People do not really understand the needed improvements, so education will be important.
 - The Water Advisory Infrastructure Committee provides a lot of information and could be utilized, as well as Delaware Rural Water and AWWA.
 - There might be a need to talk to other agencies, such as the Delaware Geological Survey.
 - There was discussion of a “flush tax” for needed improvements, similar to what Maryland is utilizing.
 - This is a long term project, and should be targeted at legacy issues to start.
10. New Castle County Committee - Ted Williams (not present)
11. Kent County Committee – Debbie Pfeil
- Next meeting is scheduled in March with Andy Jakubwicz.
12. Sussex County Committee – Garth Jones (not present)
- Committee is scheduled to meet with Sussex Conservation District on February 20th.
 - Have picked up a new member.
13. Education/Public Relations Committee - Ryan Flickinger
- Contact information for high schools has been gathered.
 - Looking to be involved in the resource guide at each school to be more visible.
 - Now have four members on the committee.
 - Will include Kim and Jordan in the next meeting for Annual Report review.
 - Trying to decide how to explain to potential members what being on a committee entails – might be some form of document to give out
 - Looking at possible committee member of year and member of the year for more recognition
 - Will send in articles to get more visible in public eye
 - Want to increase scholarship amount to \$2,000

Meeting adjourned at 1:25 pm