

# ACEC Delaware

*American Council of Engineering Companies of Delaware*

*Executive Board Meeting  
Wednesday, March 11, 2015  
11:30 AM  
Century, Dover, 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                           |
| Ted Williams    | New Castle County            | Landmark                      |
| Alan Marteney   | Transportation               | Century                       |
| Bruce Jones     | Environmental                | Pennoni Associates            |
| Garth Jones     | Sussex County                | Becker Morgan Group           |

Not Present:

|                      |             |                  |
|----------------------|-------------|------------------|
| Sonia Marichic-Goudy | Programs    | McCormick Taylor |
| Debbie Pfeil         | Kent County | AECOM            |

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 budget were distributed for review.
  - Looking at increasing budget by summer to accommodate online payment system – PayPal.
  - Budget includes three member programs, plus two half day educational events. Cost to attend each event for budgeting purposes was set at \$ 50 / person. We need to support attendance at these events. Typical attendance at half day events is 50 folks.
  - Newsletter is now being sent once a month – budget reflects this change.
  - Public relations committee is working on improvements to the website.
  - Board agreed to still provide a scholarship during Engineering Excellence Awards Program, but amount was increased to \$ 2500.
  - Budget assumes two new member firms and four new affiliates.
  - Annual report will be produced every May before annual meeting.

- We need to work at restoring the balance in the budget, as our receipts are now exceeding our expenses.
    - Suggested that we could have a happy hour / mixer
    - Suggested that we could increase the money for scholarships.
    - Could increase the expenses for our programs through speaker upgrades or location upgrades to attract more attendance.
    - Need to add in a buffer for convention expenses.
    - Could pay a speaker to run an event.
    - These items will be reviewed with budget committee.
  - For website, need to make it more interactive, but that will take a broader tunnel to push information along, so budget needs to be increased for website upgrades.
  - Budget is based on minimal room expenses for meetings – generally the expense is based on using the Duncan Center. Costs go up as you move farther north.
  - There was a question about the receipts for member programs as the amount seemed high.
  - Should be money in the budget to cover a PAC event, however, we need to be sure we are following the rules relative to PAC financial accounting. It is generally easier to pay for these events directly out of the PAC balance.
  - Presently, we have approximately \$6,000 in Drive DE Forward money which needs to be spent.
  - We also have approximately \$2,000 in PAC funds to spend.
  - Annual report needs to be upscale and glossy
    - We will be selling ads, and have budgeted \$3750 in revenue for ads.
    - Working with Furlow Printing for production. 300 copies of the report, assuming 20 pages thick, is \$1,000
  - The insurance line has been removed from the budget as we have not been doing this effort
3. Executive Director's Report – Kim Willson
- National convention is scheduled for April 19<sup>th</sup> to 22<sup>nd</sup>.
  - Early bird registration ends March 20<sup>th</sup>.
  - Let Kim know if you are planning on attending. Presently attending are: Dave DuPlessis, Ted Januszka, Ted Williams, Mike Riemann, Mike Angelo, Bruce Jones and Scott Rathfon. Great to see so many folks attending.
  - Executive committee is meeting with the new Secretary of the Delaware Department of Transportation, Jen Cohen.
  - The EWeek Banquet auction brought in about \$ 580.
  - Group will be working on Google Docs over summer.
  - A new affiliate member was engaged and handed over to Dave.
  - Legislators go back in session on March 17<sup>th</sup>.
    - More budget issues are forthcoming.
    - The legislators have suggested that they will let us know when they are ready for us to start pushing and using our money to affect change in the transportation arena.
    - Bill is probably coming forth in June.
    - Looking at possible change in prevailing wage, Transportation Trust Fund and a small gas tax increase. Also looking at the wholesale tax, and how distribute gross receipts tax. Fees may also be on the table, but this is not substantial.
    - The Committee of 100, Delaware State Chamber and News Journal are all involved.
    - Goal is to get same amount as Governor originally envisioned.

- The capital budget needs \$200 million and we are part of group to help them get there.
  - We should not support a watered down message, and have to keep pushing.
  - Republicans will accept 4 to 8 cent gas tax increase, as long as some changes to prevailing wage.
  - Any changes will need at least one Republican Senator to be carried.
  - Tax revenue structure study is due at end of this month and it could have some impact on gross receipts tax issues.
  - In general, there is not enough revenue for all needs.
  - State has no particular problem with borrowing, as a substantial amount of bond costs were paid down by Department of Transportation over last few years. The bond committee was very positive on this point, and they are looking hard at the CTP.
  - Department of Transportation has to do a better job of educating legislators on how they spend their funds.
4. National Directors Report – Scott Rathfon
- The National Convention is set for April
  - Although not fully set, the three main topics of discussion should be MAP21 reauthorization, tax reform legislation and engineering authorizations.
  - National is pushing hard on transportation reform.
5. Legislative Committee – Ted Januszka
- Ted will be chairing the planning committee next year.
  - National is looking at big firm changes in CEOs and how that affects the organization and its support level.
  - Do not anticipate any due increase at National next year with employee counts increasing.
  - Had ten baskets at the auction at EWeek banquet. Much easier to do than the 50 / 50 and could easily replicate.
  - We presently have \$3,800 from DE to National PAC, so we have met our yearly goal, but are looking to get to \$10,000. Tickets for raffle will be coming from Ted via email and there are 15 prizes.
  - Committee is meeting with Ken Simpler, the Treasurer Elect.
6. Membership – Dave DuPlessis
- Brian is meeting with GTA next week regarding becoming a member.
  - Belzona has reached out to Kim about becoming an associate member.
  - Dave is still working on Joe Macker at WRA, but no response to date.
  - Need to check with Debbie on status of Bohler and their possible membership.
7. Program Committee – Sonia Marichic-Goudy (not present)
- Annual meeting is Tuesday May 19<sup>th</sup> at the Duncan Center, with Secretaries Cohen and Small as speakers. Each speaker will have roughly 10 minutes of presentation and then another 10 minutes of question and answers (combined).
  - Will be bringing back vendor fair. Need helping lining up vendors.
    - Current affiliate members are free to have a table, plus one free ticket for event.
    - Prospective affiliate members pay one year membership dues (\$300) and then get a table and one free ticket.

- There will be cocktail reception to accompany the vendor fair.
  - Ryan Flickinger volunteered to assist Sonia. He asked that everyone send their vendor contacts to him and Sonia and they will coordinate. Each member should invite one vendor to attend.
  - Vendor fair will be upstairs with main event.
  - May be possible to have someone sponsor the event.
  - Assuming 15 to 20 tables for vendors
  - Cocktail party / vendor exhibits to run from 5:00 to 6:00, with main event starting at 6:30
  - Official ACEC business will be conducted after dinner
- Last webinar had four attendees.
  - Planning on one webinar next year with hubs so travel is decreased.
  - Live webinars may go over better.
  - Working with APWA for additional seminar possibilities.
  - In April will be our next ½ day seminar. Will include breakfast and lunch, and we need approximately 70 to 75 folks to attend.
  - We could look at doing sponsorships for the training events.
  - The next ½ day seminar will be in September.
  - All events are generally the 2<sup>nd</sup> week of any given month.
  - We should look at bouncing back and forth between Kent and Sussex to get more attendance from downstate.
  - It was suggested that we could bring in Hillary Weinstein for a presentation on proposals.
  - We could look at teaming with other group and / or agencies to hit a broader front.
  - It was noted that our Board meeting conflicts with CERC, which is a big private client meeting.

8. Transportation Committee – Alan Marteney

- Meeting today with Secretary Cohen, as noted previously.
- A meeting was held last week with Secretary Cohen and Nichol to discuss subdivision regulations. This was not an ACEC meeting, and looked at ways to streamline the process for getting approvals on private developments. Also reviewed items being requested that are outside of code and how fees are assessed. Ultimately, this will need to be coordinated with the subdivision subcommittee.

9. Environmental Committee – Bruce Jones

- The committee now has six members and has met twice.
- First task of the committee was to set some priorities and direction.
- Biggest issues right now to address are stormwater regulations and water infrastructure.
- The committee wants to sit down soon with Secretary Small to develop a sustainable case for funding, but Secretary Small has asked that we wait for now, as the Governor wants him to take a backseat for now while transportation is worked out.
- The committee is developing a document similar to the one developed for transportation to substantiate funding needs. This could be put in annual report as long as have by end of month.
- The stormwater issues may be better debated by the County committees, although the committee can ultimately talk to Frank Piorko if needed.
- Mike Riemann mentioned that a stormwater working group was being assembled by the Committee of 100. The group's first meeting is March 30<sup>th</sup> at 1:00. The regulations are not working well after being in place for a year, so fixes are still needed.
- Bruce would like to meet with Secretary Small to discuss how we can help, and Kim can set that up.
- We are beginning to work with other groups with interests in the environmental arena to get more backing.

10. New Castle County Committee - Ted Williams

- Land Use Department is working on various code amendments and the committee is reviewing those.
- NCC has hired several folks.
- The committee should be meeting again in about two months with Eileen from Planning.

11. Kent County Committee – Debbie Pfeil (not present)

- Debbie is attending a small business council meeting, so she could not attend this meeting.
- The committee is setting up a meeting with Mike Petit de Mange, and Andy Jakubowitz.

12. Sussex County Committee – Garth Jones

- Committee met with Sussex Conservation District.
- At the meeting they discussed the stormwater regulations, and the various issues they are working to resolve.
- Trying to discuss with County Engineer the review and approval of stormwater on private roads, since they will not allow facilities within the roadway.
- Setting up the next meeting to review goals.

13. Education/Public Relations Committee - Ryan Flickinger

- Next meeting is scheduled for March 23<sup>rd</sup>.
- Discussing improvements to the website. Kim will hook up the website developers directly with the IT support folks for ACEC-DE.
- Also working on the Annual Report. Input is needed by the end of the March.
- Working on revamping the whole scholarship program and process.
- Looking for more involvement in each committee so they can spread the word on everything the committees are doing. Ryan asked everyone to come to him if they want to discuss public relations, as the committee feels this is a big area for improvement.

- Will be working with Sonia on vendor fair.

14. Other Issues

- Mike Riemann is looking into an AIA /ACEC partnering on how the state funds building projects.
- Phil Conte of AIA is interested in partnering, if we agree.
- Three members from each organization would compromise committee. Ted William, Mike Riemann and someone from DBF will compromise ACEC portion.
- Reviewed the idea of sharing executive committee members with AIA since they are not politically engaged.

Meeting adjourned at 1:25 pm