



MSA EXECUTIVE BOARD OF DIRECTORS

Holiday Inn Sacramento Downtown Hotel - Arena
300 J Street
Sacramento, CA 95814

AGENDA

Randy Carnahan, President
Adin Selby, Vice President
Rudy Cancio, Secretary
Melanie Fraley, Treasurer

Friday, October 4, 2019

8:00 AM

- | | |
|--|-----------------------|
| 1. CALL TO ORDER | President Carnahan |
| a. Pledge of Allegiance [8:00] | Vice President Selby |
| b. Introductions | |
| 2. ROLL CALL [8:05] | Secretary Cancio |
| a. Approval of Minutes: May 9, 2019 [8:10] | |
| b. Secretary's Report & Certificates [8:15] | |
| 3. PRESIDENT'S REPORT [8:20] | President Carnahan |
| a. Presidential Visits Report | |
| b. President's Remarks | |
| 4. TREASURER'S REPORT [8:30] | Treasurer Fraley |
| a. Approval of Bills & Claims | |
| b. Budget/Finance Committee | Chairs Fraley/Dankbar |
| 5. MAINTAINER REPORT [8:40] | Three B Enterprises |
| 6. EDUCATION PROGRAM REPORT [8:50] | Education Director |
| a. Consider Proposal for Traffic Control Classes | Bradley |
| 7. VENDOR REPORT [9:05] | Vendor Reps. |
| 8. MSA FOUNDATION / 501(c)3 REPORT [9:15] | Delegate Valdez |

BREAK [9:25 – 9:35]

9. COMMITTEE REPORTS

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|--|---------------|
| a. Education/Training Committee [9:35] | Chair Valdez |
| b. Past President's Committee [9:45] | Chair Batista |
| c. Conference Advisory Committee [9:55] | Chair Ulloa |
| d. Communication & Marketing Committee [10:05] | Chair Lewis |
| e. Website Advisory Committee [10:15] | Chair Dankbar |
| f. Awards and Recognition Committee [10:25] | Chair Berg |

10. CONFERENCE REPORTS

- | | |
|---|---------------------------|
| a. 2019 North Central Valley Chapter [10:35] | Delegates Selby/Welchman |
| b. 2020 San Diego Area Chapter [10:40] | Delegate Cancio |
| c. 2021 Vacant [10:45] | President Carnahan |
| d. 2022 Arizona Chapter [10:50] | Delegates Manthey/Martin |
| e. 2023 Los Angeles/Orange Area Chapter [10:55] | Delegates Batista/Ornelas |

BREAK [11:00 – 11:10]

OLD BUSINESS

11. NONE [11:10]

NEW BUSINESS

12. REQUEST TO HOST CONFERENCES

13. REQUEST FOR CONFERENCE ADVANCE LOANS

ANNOUNCEMENTS

- | | |
|---|--------------------|
| 14. NEXT EXECUTIVE BOARD MEETING
January 16, 2020, San Diego, CA | President Carnahan |
|---|--------------------|
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Maintenance Superintendents Association

MSA EXECUTIVE BOARD OF DIRECTORS

MINUTES

Randy Carnahan, President
Adin Selby, Vice President
Rudy Cancio, Secretary
Melanie Fraley, Treasurer

Thursday, May 9, 2019 1:00 PM Napa D Room

- 1. Call to Order: President Carnahan called the meeting to order at 1:01 p.m. in the Napa D Room of the South Point Resort in Las Vegas, Nevada.
a. Pledge of Allegiance: Vice President Selby led the Pledge of Allegiance. Delegate Valdez gave the invocation...
b. Introductions: There were none.
2. Roll Call: Secretary Cancio took the roll.

Table with 3 columns: Region/Area, Name, and Status (present/absent). Includes entries for Arizona, Central Coast, Central Valley, Greater Ventura Area, Inland Empire /Desert, Los Angeles/Orange Area, North Central Valley, Redwood Empire, San Diego Area, San Francisco Bay Area, Vendor Rep. / North, Vendor Rep. / Central, Vendor Rep. / South, Maintainer Reps., Financial/Website Asst., Education Director, and Administrative Asst.

*Bob Morgenstern attended in Delegate Maggio's absence; Tom Singleton attended in Delegate Cruz's absence; and Rick Fulmer attended in Delegate Wilson's absence.

- a. Approval of Minutes: Motion by Delegate **Mendez**, seconded by Vice President **Selby**, to approve the Minutes of the January 17, 2019 Executive Board meeting as submitted. Motion carried with two abstentions.
 - b. Secretary’s Report & Certificates: Secretary **Cancio** had no report and no certificates to present.
 - c. Presentation of Past President’s Plaque: Past President **Mendez** assisted with preparation of individual plaques for Past Presidents of the Executive Board since 2010 whose plaque hadn’t been previously prepared or presented (with the exception of Ken Fischer who requested one not be made for him). The plaques normally cost approximately \$110/each, but he had someone make them at a cost of \$25/each; Delegate **Mendez** submitted his claim for reimbursement for this expense.
3. President’s Report:
- a. Presidential Visits Report: President **Carnahan** reported that he visited two chapters for some of their events: Greater Ventura Chapter training and the Arizona Chapter for their Annual Rodeo with over 350 attendees. He will be going to the following in the month of May:
 - Los Angeles/Orange Area Chapter
 - Central Coast Chapter
 - San Francisco Bay Area Chapter
 - Inland Empire/Desert Chapter
 - b. President’s Remarks: President **Carnahan** reported that he appreciated everyone being at the meeting and was glad to attend the Foundation Board meeting earlier today.
4. Treasurer’s Report: Treasurer **Fraley** reported the following:

Checking	\$	21,002.04
Time Deposit – 7561-3	\$	34,878.11
Time Deposit – 7601-7	\$	13,155.27
Total:	\$	69,035.42
Conference Advance Loan		
North Central Valley	\$	7,500

Motion by Delegate **Ornelas**, seconded by Delegate **Selby**, to approve the Treasurer’s Report as submitted. Motion carried unanimously.

Jerry **Dankbar** provided information on the upcoming sunset of the time deposit accounts with the intention of transferring the money to the checking account at that time. The San Diego Chapter and Central Valley Chapter still owe their annual dues.

Mike **Brooks** asked if the EBoard plans to transfer any of the time deposit money into the Foundation. Jerry **Dankbar** indicated the money would be available, but the Board would need to make that decision.

- a. Approval of Bills & Claims: There is a bill of \$168 for the one-year of website hosting. Payment approved.
 - b. Budget/Finance Committee: None.
5. Maintainer Report: Mike **Brooks**, Three B Enterprises, reported they added a new advertiser, Nixon-Egli Equipment Company. He reported that he still needs membership rosters from several chapters at every EBoard meeting. If there are new members and he doesn't have the new information, the new member won't get a *Maintainer*. He asked that chapters please get him event information as soon as possible due to the timing of the publication. It's free advertising for the chapters if they provide him with the information. Articles aren't necessarily needed, but pictures and some basic information is helpful and then he can write the article. The pictures can even be photos taken from a cell phone.
 6. Education Program Report: Education Director **Bradley** provided a written report and referred attendees to it. He is currently taking registrations for the spring semester, which is about to start. There are 47 students ready to go. He plans to have a few new trainers starting soon and we need more programs for the students going through the classes.
 - a. Consider Proposal for Traffic Control Classes: Education Director **Bradley** referred to the written submitted proposal for this item. In addition, he provided additional background information. There were questions and comments about costs, liability, expenses, and class size from Delegate **Selby**, Delegate **Mendez**, Substitute Delegate **Morgenstern**, President **Carnahan**, Jerry **Dankbar**, Vendor Rep. **Gustafson**, Vendor Rep. **Manriquez**, Delegate **Ulloa**, Delegate **Ornelas**, and Delegate **Valdez**. President Carnahan directed George **Bradley** to work with Gordon **Wang** to come up with a detailed proposed agreement addressing the various questions and email to the EBoard in advance of the next EBoard meeting for review and consideration by the Board. **Next meeting agenda item.**

President **Carnahan** called for a break at 2:03 p.m. and called the meeting back to order at 2:13 p.m.

7. Vendor Report: Vendor Rep. **Lewis** spoke having the Stellar Vendor Award winners receive a distinguishing nametag similar the Peter Walsh Award winners. President **Carnahan** asked Delegate **Berg**, Awards Committee Chair, to add that to his list of to-dos and protocol. Mike **Brooks** suggested the nametag be black with gold writing, which is opposite of the Peter Walsh (which is gold with black writing) so it is differentiated. President **Carnahan** asked if there was an update on filling the vacant Alternate Vendor Rep. position for the North. George **Bradley** reminded the vendors that they are supposed to select Vendor Reps. and Alternates at each annual conference.
8. MSA Foundation/501(c)3 Report: Delegate **Valdez**, President of the Foundation, reported that the Foundation Board met earlier today. The donations received to date total \$101,127.53 as of May 9, 2019. They spoke about having a list of donors to post on

the website or perhaps have another way of displaying at conferences or events. They appointed an Investment Committee, per the Foundation policy, headed by Ken **Fischer**, Gary **Lewis**, and Greg **D'Ambrogi**. They would like to have at least three and no more than five people on this committee, so please let him know if you are interested in serving on that committee (committee members do not need to be Board members). They are discussing bringing Rick Raybin, Financial Advisor, to the Conference to speak to the attendees. The Foundation will likely be asking the EBoard to deposit some of the money from the time deposits to the Foundation account. They have several marketing tools in use, postcards, flyers, and website. He reported that Tsutomu **Imamura** has resigned as Secretary to the MSA Foundation and thanked him for all of his work to get this started. Delegate **Mendez** commented that after speaking with Tsutomu **Imamura**, he agreed that rather than promoting the Foundation to the MSA members, perhaps it would be more fruitful to prepare a donation request letter to submit to several large companies. Substitute Delegate **Morgenstern** inquired if there are goals on disbursement of the scholarships. Delegate **Valdez** indicated the Investment Committee is taking that charge. George **Bradley** commented that Rick Raybin would be allotted time at the upcoming conference (15 minutes at the Wednesday lunch and also a 2-hour breakout session for more in depth discussion) to provide information and answer questions. Substitute Delegate **Morgenstern** commented that the disbursement goals should be included in the donation request letter. Delegate **Valdez** responded that the information is in the flyer. For the endowment, the only money that can be disbursed is the interest from the endowment.

9. Committee Reports:

- a. Education/Training Committee: Delegate **Valdez**, Committee Chair, reported that since the Education Program is progressing, he has been in constant contact with Education Director **Bradley**, so there is nothing more to report on this.
 - b. Past President's Committee: Delegate **Batista**, Committee Chair, said there is nothing to report, other than the completion of the Past President Plaques, which was reported on earlier in the meeting.
 - c. Conference Advisory Committee: Delegate **Ulloa**, Committee Chair, reported that he was unable to attend the Conference Information Exchange meeting in January and hasn't been approached with any questions.
 - d. Communication & Marketing Committee: Vendor Rep. **Lewis**, Committee Chair, reported that he has spoken to several people about ways to promote MSA and couldn't come up with a better way than using AskMSA. There are currently a little more than 60 people in that closed Facebook group. He suggested each chapter should talk up AskMSA at their meetings and show people how to sign up. Some items that could be posted on AskMSA are Foundation information, Job Postings, upcoming meetings and trainings, and even if any vendors have any special demos (not sales). Vendor Rep. **Manriquez** suggested that every EBoard member create a Facebook account and join the group.
 - e. Website Advisory Committee: Jerry **Dankbar**, Committee Chair, reported that the calendar on the website isn't being utilized by all of the chapters. There are only about half of the chapters with their meeting information on the main calendar.
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Delegate **Imamura** asked if the EBoard plans to help chapters pay for their chapter websites. Delegate **D’Ambrogi** asked if there are any intentions of allowing chapters to piggyback off the Executive Board website. Jerry **Dankbar** indicated each Chapter is responsible for their individual websites, including payment of it which gives them the freedom to meet the needs of their chapters.

- f. Awards and Recognition Committee: Delegate **Berg**, Committee Chair, reported that he met with Mike **Brooks** and Jerry **Dankbar** earlier today and is going to help on the committee at this time. He also reminded the group that Founder’s Award nominations are due by the end of this May meeting.

OLD BUSINESS

10. Conference Online Registration: Delegate **Ulloa** reported that the San Diego Chapter uses a program called Regonline for online registrations of their monthly meetings and events and chapter membership. He asked how each chapter would feel about having one main online membership portal. However, if we wanted to go that route, one current issue is that each chapter has various membership rates, due dates, variables. His question now is to see if other chapters are interested in going that route so he knows whether to move forward with getting more information. Delegate **Ulloa’s** recommendation right now is that each chapter find an online registration program that would work for them with the ability to accept online payments. Delegate **Valdez** asked if the Website Committee has any protocols or guidelines or styles for chapters to follow when creating a website. Jerry **Dankbar** indicated there were not.

NEW BUSINESS

11. Award Nominations: Delegate **Berg**, Committee Chair, handed out the ballots for the Peter Walsh and Stellar Vendor Awards and gave directions for filling them out and who is allowed to vote.
- a. Founder’s Award: Delegate **Berg** stated that Founder’s Award Nomination packets are due by the end of the meeting today.
- b. Peter Walsh Award: The nominee names were read in alphabetical order:
- Randy Carnahan, Santa Barbara County (nominated by Central Coast Chapter)
 - Xavier Mendez, City of Montclair (nominated by Inland Empire/Desert Chapter)
 - Adin Selby, City of Galt (nominated by the North Central Valley Chapter)
- c. Stellar Vendor Award: The nominee names were read in alphabetical order:
- Gary Beneduci, Precision Concrete Cutting (nominated by Greater Ventura Area Chapter)
 - Sue Bowman-Wulf, Zumar Industries, Inc. (nominated by North Central Valley Chapter)
 - Gary Lewis, Crafc0, Inc. (nominated by Central Coast Chapter)
 - Clayton Trejo, United Rotary Brush (nominated by Los Angeles/Orange Area Chapter)

The Delegates voted and Jerry **Dankbar** collected the completed ballots in order to tally the votes. The nominees will be notified of their nomination and the winners will

be announced at the Annual Conference.

12. Application Process for Peter Walsh Award: Delegate **Imamura** requested this item be added to the agenda in order to discuss that he's noticed that some application packets weren't completed in full. Upon review of the Peter Walsh Policy and Guidelines, the EBoard is supposed to review the application packets prior to being submitted. Delegates were encouraged to review the packets for thoroughness prior to submittal.

13. Conference Reports:

a. 2019 North Central Valley Chapter: Delegate **Selby** reported that he handed out a copy of the flyer to everyone and all the forms and a list of the classes would be in the upcoming *Maintainer* and are on the website. The conference will be held at the Holiday Inn in downtown Sacramento, CA from September 30 – October 4, 2019. They will have a fishing trip on Monday and Golf on Tuesday. They are going to have an indoor tabletop vendor show only (50 spaces, first come-first served), although there will be an unsecured outside area if any vendor wants to bring a large piece of equipment – they have eight 20 x 20 spaces available, and they will make it as fair as they can. All of the training rooms are adjacent to the vendor area and the food is at the center of the vendor area so everyone will need to walk through that area. Please contact them if anyone is interested in a hospitality suite.

b. 2020 San Diego Area Chapter: Delegate **Ulloa** reported he handed out promotional stickers to everyone at the meeting. They will incorporate a scavenger hunt and dinner on a steamboat on Thursday and will have one day of fishing on Monday, one day of golf on Tuesday, two days of training, one day of Equipment Show, and a competition in conjunction with APWA who will sponsor the top two winners to attend the PWX conference in Kansas City. There are plans to have a conference app in order to connect attendees with each other, the ability to send out information during the conference (quick blast), all event listings, class schedules, and track what attendees are interested in. The app will let attendees know when the raffles are, hospitalities, etc. He, Delegate **Cancio**, and Vendor Rep. **Manriquez** went to the recent Arizona Chapter rodeo and gave away two full registrations. The conference will be held at the Bahia Resort on Mission Bay in San Diego from September 21 – 25, 2020. The resort has its own private beach on one side and the ocean on the other.

c. 2021 Central Valley Chapter: Delegate **Berg** reported that Delegate Tamez provided a written letter requesting the Central Valley Chapter cancel their hosting of the 2021 Conference for the reasons detailed in the letter. The written letter was provided to the Board. President **Carnahan** accepted the cancellation and noted that the 2021 conference is now open for other chapters interested in hosting.

d. 2022 Arizona Chapter: Delegate **Manthey** reported that they are going to stay with the 2022 year for their conference because it's their 25th anniversary year. They are working on negotiations with the hotel. It will likely be held in mid-October 2022.

14. Request to Host Conferences: Delegate **Batista** provided a written request for the Los Angeles/Orange Area Chapter to host the 2023 Annual Conference. Delegate **Ornelas**

reported that they do have a Conference Chair in place and looking at some great locations. Motion by Delegate **Valdez**, seconded by Delegate **Cancio**, to approve the Los Angeles/Orange Area Chapter to host the 2023 Annual Conference. Motion carried unanimously.

15. Request for Conference Advance Loans: The San Diego Area Chapter submitted a written request for a conference advance loan of \$7,500. A motion was previously made in May 2018 and approved upon receipt of the official written request, therefore President **Carnahan** accepted the full written request and approved the submittal.

ANNOUNCEMENTS

16. Next Executive Board Meeting: The next Executive Board Meeting will be held at 8:00 AM on Friday, October 4, 2019 at the Holiday Inn in downtown Sacramento, CA.

Motion by Delegate **Ornelas**, seconded by Treasurer **Fraley**, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 4:02 p.m.

Respectfully submitted,
Rudy **Cancio**, Secretary
Prepared by: Susie **Evans**

DRAFT



PUBLIC WORKS SPECIALIST REPORT

October 4, 2019

To: Members of the Executive Board
Submitted by: George Bradley, Education Director

Attendance as of the end of the 2019-2 Spring Semester:

- 16 new students in Introduction to Public Works course for a total of 211
- 5 students took the Asphalt Concrete and Portland Concrete Cement course for a total of 31.
- 5 students took the Supervision course for a total of 68.
- 7 students took the Street Construction & Maintenance course for a total of 49.
- 0 students took the course Inspections for a total of 13.
- 0 students took the course Municipal and Urban Tree Care for a total of 13.
- 11 students took the **NEW** course Concrete Structures and Inspections for a total of 11.
- 15 students took the **NEW** course Traffic Control Standards, Practices & Policies for a total of 15.
- Total students for the Spring semester (just completed) 59.
- 422 MSA courses taken by students.
- 286 contacts on my outreach through Mail Chimp. This outreach is sent out approximately one month in advance of the starting semester, with a reminder a week later.

2019-2 Spring Semester used 4 instructors (three of which are brand new) conducting 8 classes with two new courses.

Courses:

- | | |
|---|-----------|
| 1. Introduction to Public Works | Available |
| 2. Supervision | Available |
| 3. Street Construction and Maintenance | Available |
| 4. Inspections | Available |
| 5. Asphalt & Concrete Cement | Available |
| 6. Municipal and Urban Trees | Available |
| 7. Public Administration | |
| 8. Concrete Structures and Inspections | Available |
| 9. Occupational Safety & Health for Public Works | |
| 10. Traffic Control Standards, Practices & Policies | Available |
| 11. Environmental Management | |
| 12. Plans Interpretation & Cost Estimating | |
| 13. Green Infrastructure Construction and Stormwater Management | |
| 14. Soils Trenching and Grading | |

PayPal account still very successful.

Instructors used 2019-2 Spring Semester: Lory Warren, Gordan Wang, Richard Smiderle & Rick Fulmer

Accomplishments since last meeting:

- Added two new courses, Concrete Structures & Inspections, Traffic Control Standards, Practices & Policies.
- Updates sent between E-Board meetings
 - 5/31/19 – Monthly w/President
 - 6/2/19 - Set up Conference call numbers for instructors
 - 6/4/19 - Spring Semester classes start
 - 6/21/19 – Generate Instructor invoices
 - 6/24/19 – Generate Invoice for new course Concrete Structures & Inspections
 - 7/4/19 – Monthly w/President
 - 7/26/19 – w/President regarding online registration
 - 8/4/19 – Monthly w/President
 - 8/30/19 – Monthly w/President
 - 39 E-mails w/instructors prior to start of 2019-2 Spring Semester
 - 16 E-mails during the semester & numerous phone calls

Goals:

- Develop & implement online registration.



Flagging/Traffic Control Certification

October 4th, 2019

Carried forward from the January 17th, 2019, and May 9th, 2019, Executive Board Meeting. Gordon Wang, is a Caltrans Traffic Engineer for 20+ years and a member in good standing with the North Central Valley Chapter.

Mr. Wang, conducts "Flagging and Traffic Control Certification" courses for local agencies all over the state. These agencies pay Gordon directly for these certifications.

Mr. Wang has made a very generous offer to MSA. That is, he will continue to recruit agencies to provide this certification, arrange for all aspects to conduct and execute course including course material. Agencies that use Gordon will send payment to the MSA E-Board Treasurer. Mr. Wang will submit expenses to MSA for refund. Funds to be used by MSA to support the cost of the Education program.

Mr. Wang, asks that he be able to promote these traffic control certification courses through the MSA.

Attached is an agreement to formalize Mr. Wang's offer.

George Bradley
Education Director

**AGREEMENT FOR PERFORMANCES OF SERVICES
BY AND BETWEEN MAINTENANCE SUPERINTENDENTS ASSOCIATION
AND
GORDON WANG**

This agreement for the performance of services (“Agreement”) is made and made and entered into on this _____ (“Effective Date”) by and between; **Gordon Wang** (“Service Provider”) an individual, with his/her principal place of business located at _____, and the Maintenance Superintendents Association, a chartered Not for Profit Corporation, with its principal mailing address: MSA c/o 1181 Hawthorne Loop, Roseville CA 95678 (“Association”). Association and Service Provider may be referred to herein individually as a “Party” or collectively as the “Parties” or the Parties to this Agreement.”

Service Provider and Association agree as follows:

1. SERVICES TO BE PROVIDED

- a. Schedule Traffic Control training workshops with local agencies
- b. Workshops scheduled approximately quarterly
- c. Negotiate location, class size, price and invoice agency
- d. Agency issues payment for training to MSA Executive Board Treasurer

2. SERVICE PROVIDER

- a. Schedules training session with agency
- b. Provides all materials needed for workshop
- c. Conducts training
- d. Provides certificates of completion

3. REIMBURSEMENT FOR SERVICES

- a. Upon successful completion of training, Service Provider invoices MSA Treasurer for reimbursement costs associated with workshop. (materials, meals, & travel - approximately ½)

TERMS OF AGREEMENT

Unless this paragraph is subsequently modified by a written amendment to this Agreement, the term of agreement shall begin on the Effective Date and terminate at the end 2 years from the Effective Date. Either party may terminate this agreement in writing.

COMPENSATION AND PAYMENT

There is no compensation for services provided. Rather, reimbursement for expenses incurred for conducting Traffic Control Training Workshop. Reimbursement shall not exceed funds received from agency.

Insert signature page



GREATER VENTURA AREA CHAPTER MSA

July 9, 2019

Randy Carnahan, Executive Board President
Maintenance Superintendent's Association

President Carnahan and members of the Executive Board,

The Ventura MSA formally requests to host the 2021 Annual Conference and Equipment show. The Ventura Chapter unanimously approved making this request at our June 12, 2019 board meeting and would be honored to have this opportunity.

There are several venues adequate in size and scope in the greater Ventura area that can host such a momentous event. Prospective venues are located close to the 101 Freeway, restaurants, and hotels, making the greater Ventura area an ideal location for guests who may be traveling from afar. Upon approval by the Executive Board, we are prepared to form a committee at the next scheduled board meeting to begin planning the event.

Thank you for your consideration.

Kevin Wilson

Kevin Wilson,
President, Ventura Chapter MSA