



CEAC Board of Directors – Special Meeting

Friday, October 2, 2020|10:00 am – 11:00 am

Zoom Meeting:

<https://us02web.zoom.us/j/89304629834?pwd=NTd6WlFFM0FpNGRaYjFyNFVEN2dhUT09>

Meeting ID: 893 0462 9834

Passcode: CEAC2020

One tap mobile

+16699006833,,89304629834#,,,,,0#,,79673293# US (San Jose)

10:00 am

Call to Order (Tippett)

1. **Approval of Minutes** (Dashiell)
August 20, 2020 - **Attachment 1 - Action Item**
2. **Correspondence** (Tippett)
Trish Tillotson, Nevada County, Chair of Land Development Committee upon agreement of the members of that committee request to change the name to "Infrastructure & Development Committee." Article VI, Committees - Sec 1. The President shall determine the need and purpose for standing committees appropriate to carry out the Association's business. Therefore the President intends to change the committee name as requested.
Discussion

Notified of new Regional Director for the Central Coast; Kent Edler – Santa Cruz County
3. **CLODS Report** (CLODS)
4. **NACE Report** (Machado)
5. **CSAC Report** (CSAC Staff): **NONE - No change subsequent to last meeting**
6. **Regional Directors Reports**
7. **Treasurer's Report** (Crump)
8. **Committee Reports: NONE - No meetings subsequent to last meeting**
 - a) Flood Control and Water Resources
 - b) Land Use
 - c) Resource Recovery and Waste Management
 - d) Surveyor
 - e) Transportation
 - f) Administrative
 - g) Fellowship
 - h) Oversight
 - i) Scholarship

CEAC Board of Directors

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9. Unfinished Business

- a) Affiliate dues and charging convenience fees for credit card payments (Crump) - *No Action this meeting*
- b) Committee Vice Chair Eligibility, Special Districts, By Law Modification (Tippett) **Attachment 2 - Action Item**
- c) CEAC online posting forum/website update (TBD - Tippett) *No Action this meeting*
- d) 2020 LS&R and the Buffalo Bull Award Presentations (Tippett) *No Action this meeting*

10. NACE 2021

- a) NACE 2021 Committee Update (Porter/Machado)
- b) NACE 2021 Program Agenda Establishment (Dashiell)
- c) CEAC/NACE 2021 Conference Host Agreement (Machado) **Attachment 3 - Action Item**

11. New Business

- a) Authorize the Fellowship Committee to expend \$1000 for raffle prizes at virtual Fall Conference (McNamee). **Action Item**
- b) NACE Financial Status/Dues Increase (Porter/Machado) – **Attachment 4 - Informational Item**

12. Life Membership

- a) Panos Kokkas (Pack) - **Attachment 5 - Action Item**
- b) Patty Romo (Khan) - **Attachment 6 - Action Item**

13. Announcements

- a) None

Scheduled Conferences

- a) CSAC 126th Annual Meeting, November 12-19, 2020 (online)
- b) NACE Annual Meeting, Palm Springs, California, April 19-23, 2021

CEAC Board of Directors Meeting Schedule

- a) Wednesday, November 18, 2020 (CSAC Annual Meeting)

11:00 am

Adjourn

Meeting Roster

Voting Board Members: Officers & Regional Directors

Officer	Office	County/Organization
Rick Tippett	President	Trinity
Vacant	Vice President	
Howard Dashiell	Secretary	Mendocino
Jim Porter	Immediate Past President	San Mateo
Mike Crump	Treasurer	Butte (Retired)
Mehdi Madjd-Sadjadi	Treasurer-Emeritus	Marin (Retired)

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Mike Penrose	Parliamentarian	Sacramento (Retired)
Patrick DeChellis	Newsletter Editor	Los Angeles (Retired)
Matt Machado	NACE Representative	Santa Cruz
Dave Gravenkamp	Historian	Siskiyou (Retired)

Regional Directors

Steven Lederer	Bay Area	Napa
Joshua Roberts	Central Coast	San Luis Obispo
Bob Bronkall	Northern California	Humboldt
Joshua Pack	Sacramento Mother Lode	Calaveras
Steve White	San Joaquin Valley	Fresno
Nardy Khan	Southern California	Orange

Non-Voting Meeting Reporters: Committee Chairs and CSAC Staff**Committee Chairs**

Brian Balbas	Administrative	Contra Costa
Pattie McNamee	Fellowship	Contra Costa (Retired)
Mark Strudley	Flood Control/Water Resources	Santa Cruz
Trisha Tillotson	Land Use	Nevada
Rick Tippet	Oversight	Trinity
Tim Goncharoff	Resource Recovery & Waste Mgmt.	Santa Cruz
Scott DeLeon	Scholarship	Lake
Aleks Jevremovic	Surveyor	Santa Barbara
Patty Romo	Transportation	Riverside

CSAC/CEAC Staff

Chris Lee	Legislative Representative	CSAC
Catherine Freeman	Legislative Representative	CSAC
Nick Cronenwett	Legislative Analyst	CSAC
Marina Espinoza	Legislative Analyst	CSAC
Merrin Gerety	CEAC Program Manager	CSAC/CEAC

ATTACHMENTS

Attachment One.....	August 20, 2020 Board of Directors Meeting Minutes
Attachment Two.....	Committee Vice-Chair Eligibility, Special Districts, By Law Modification
Attachment Three.....	CEAC/NACE 2021 Conference Host Agreement
Attachment Four	NACE Financial Status/Dues Increase
Attachment Five	Life Membership, Panos Kokkas
Attachment Six.....	Life Membership, Patty Romo

Attachment One

August 20, 2020 Board of Directors Meeting Minutes



CEAC Board of Directors – Policy Conference Meeting

Thursday, August 20, 2020|1:30 pm – 3:00 pm

Virtual Zoom Meeting and/or Telephone Call In

***DRAFT
MINUTES***

Call to Order (Tippett)

Meeting is called to order by Chair at **1:02 p.m.**

Roll call requested - Officers present: 9 of 9 (until 3:30 – then 6) – Regional

Directors present: 3 of 6; Thus, 12 of 15 present meets simple majority of 8,

therefore – **Quorum** (NOTE: Quorum fell to 8 by 3:30 p.m. and was below 8 by

3:45 p.m. – no action taken after that only discussion)

1. Approval of Minutes

July 17, 2020, minutes approved.

2. Correspondence (Tippett) - NONE

3. CLODS Report (CLODS)

Mehdi Madjd-Sadjadi; The CLODS (in their capacity as the CEAC nominating committee) will be selecting a slate of officers to recommend to the full membership at the Fall Meeting and might consider suggestions from the Board of Directors if those suggestions are communicated before October.

4. NACE Report (Machado)

Machado; Focus on planning the hosting NACE 2021 conference in Palm Springs – working committees are restarting efforts – see item #10.

5. CSAC Report (Chris Lee and Catherine Freeman)

Lee: This very successful summer CEAC policy accomplished its original purpose of preparing updates for the coming CSAC/CEAC Fall Conference. 2021-2022 Legislative Priorities & Guidelines have been revised by staff & the committees with recommended revisions forwarded to the CEAC Board – see item #8.

6. Regional Directors Reports

- Bay Area – Steven Lederer, Napa: Fighting the challenges of COVID-19 & now fires. Like the rest of us unable to meet.
- Central Coast –Joshua Roberts, San Luis Obispo: Not present, no report – needs a “Public Works Director” to fill permanently.
- Northern California –Bob Bronkall: Meeting planned for September.
- Sacramento Mother Lode – Josh Pack: Leadership changes in region – Yuba County’s PW Director (Mike Lee) promoting to Community Development and Services Agency Director.
- San Joaquin Valley –Steven E. White: Not present no report.
- Southern California –Nardy Khan, Orange: Not present, no report.

7. Treasurers Report (Crump)

Written update to report to 2019 Fall Conference/Annual Meeting report Attached.
Local Streets and Roads Needs Assessment (LSR) – League email commits \$237,000

share. Los Angeles County finalized an agreement with RTPA and “washed \$226,660 share of costs for the LSR.

Dissuasion of apparent “trend” or budget “*deficit*” of about \$60,000/year; over the past two years, should be watched and analyzed. The present COVID-19 cancelation of conference likely means the \$60,000 per year loss trend will “pause” but likely return with normal business. Board agreed that close monitoring and possible adjustments in revenues and expenses will need attention in coming years.

Concern was also expressed about the possibility of financial liability over the NACE 2021 Conference & possible cancelation – see # 10b). **Motion** (Sadjadi) to accept Treasurers Report, 2nd (DeChellis); **Approved**

8. Committee Reports

- a) Flood Control and Water Resources – Mark Strudley: Not present, David Leamon, Stanislaus County Director of Public Works gave the Report: Committee had a successful meeting with presentations from DWR Guest speakers: Kamyar Guivetchi on FloodMAR and Mike Anderson, State Climatologist on AQPI Flood Forecasting.
- b) Land Use – Tillotson: Policy Conference meeting provided recommended Policy & Guidance documents as well as advancing legislation proposal recommendation for amendments to Streets & Highway Code to allow emergency access gates from State Highways.
- c) Resource Recovery and Waste Management; Tim Goncharoff: Reports a successful meeting with updates from State Leaders. Much “*trash talk*” ensued about Committee Name (pun intended).
- d) Scholarship – DeLeon: Not present – at EOC for fire, no report.
- e) Surveyor – Jevremovic: Finalizing the Record of Survey/Corner Record guidance update for Fall Meeting.
- f) Transportation – Romo: Not present, Chris Lee, CSAC Staff gave the Report: Committee had a good meeting recommended updated 2021-2022 Policy & Guidance documents.
- g) Fellowship – McNamee: Raffle sponsorship alternative was a success.
- h) Oversight – Rick Tippet: No report – did meet and will meet next Friday.

Motion (Porter) Approve 2021-2022 CEAC Policy and Legislative Priorities and 2021-2022 Legislative and Administrative Guidelines; Attachments 3 and 4, 2nd (DeChellis); **Approved**

Motion (Pack) Support Nevada County Legislative Proposal (attached) to amend the Streets and Highway Code Construct emergency access gates on any state highway, freeway or expressway where access is limited in moderate, high and very high Fire Hazard Severity Zones as determined by CAL FIRE and development of an intersection or interchange is not planned, 2nd (Machado); **Approved**

9. Unfinished Business

- a) Affiliate dues and charging convenience fees for credit card payments- No Action this meeting (Crump).
- b) Committee Vice Chair Eligibility, Special Districts, By Law Modification- No

Action this meeting (Tippett). **Motion** (DeChellis) to refer input of language provided to Oversight Committee and bring back to Fall Conference. , 2nd (Bronkall); **Approved.**

- c) CEAC online posting forum/website update (TBD - Tippett) No Action this meeting.
- d) 2021 CEAC Future Conferences (Gerety) – Board expressed thanks to Merrin & CSAC staff for a great 2020 Policy Conference.

No reservations for 2021 Policy Conference have been made – waiting to assess developments with COVID-19.

2021 Spring Conference combined 2021 NACE conference – see#10

10. NACE 2021 (Machado earlier – provided by Porter later in meeting)

- a) NACE 2021 Committee Update– Proceeding as if the conference is a **GO** - layout designs are in progress. Promotional trinkets will be sent to each state office for distribution. Scott McGolpin's "golf foursome" working group to visit Palm Springs and test golf opportunities.
- b) CEAC/NACE 2021 Conference Host Agreement (Machado) **No Action**
NACE is still revising agreement so CEAC would only bear its own cancelation costs – not NACE cancelation costs. Concern about CEAC responsibility for \$150,000 profit to NACE. General concerns about health of attendees, concern of ability to travel if COVID-19 issues are not resolved by April 2021. Tabled to first of year to make a “go – no go” decision.”

11. New Business

- a) CSAC 126th Annual Meeting, November 12-19, 2020 (new date and online) - Alternative Plans (Gerety/Tippett) Discussion - CSAC 2020 Fall Conference will be virtual – proposal (Sadjadi) - any fee CSAC might charge should be matched by CEAC. Matter to be decided by special Board meeting to be set when details are CSAC 2020 Fall Conference known.
- b) NACE \$10,000 Donation (Porter) **Motion** (DeChellis) to present NACE a “one time” \$10,000 gift per Attachment 7, 2nd (Sadjadi); **Approved.**

12. Life Membership

Recommend Panos Kokkas – (Pack) tabled to next meeting – loss of Quorum.

13. Announcements Scheduled Conferences

None.

14. CEAC Board of Directors Meeting Schedule

- a) October 2, 2020 – Friday at 10:30 a.m. (Virtual Special Meeting – earlier if Fall Conference registration starts before this date.
- b) November 13, 2020 if on a Friday during CSAC Annual Meeting –virtual.

3:00 pm Adjourn

Meeting adjourned around 4:57 p.m. by declaration of the Chair (Tippett).

Meeting Roster

Officer	Office	County/Organization
Rick Tippet	President	Trinity
Vacant	Vice President	
Howard N. Dashiell	Secretary	Mendocino
Jim Porter	Immediate Past President	San Mateo
Mike Crump	Treasurer	Butte (Retired)
Mehdi Madjd-Sadjadi	Treasurer-Emeritus	Marin (Retired)
Mike Penrose	Parliamentarian	Sacramento (Retired)
Patrick DeChellis	Newsletter Editor	Los Angeles (Retired)
Matt Machado	NACE Representative	Santa Cruz
Dave Gravenkamp	Historian	Siskiyou County (Retired)
Regional Directors	Region	County
Steven Lederer	Bay Area	Napa
Bob Bronkall	Northern California,	Humboldt
Joshua Pack	Sacramento Mother Lode	Calaveras
Steven White (np)	San Joaquin Valley Central	Fresno
Joshua Roberts (np)	Coast	San Luis Obispo
Nardy Khan (np)	Southern California	Orange County
Committee Chairs	Committee	County
Brian Balbas	Administration	Contra Costa
Pattie McNamee (Retired)	Fellowship	Contra Costa
Mark Strudley (np)	Flood Control/Water Resources	Santa Cruz
Trisha Tillotson	Land Use	Nevada
Rick Tippet	Oversight	Trinity
Tim Goncharoff	Resource Recovery & Waste Mgmt.	Santa Cruz
Scott DeLeon (np)	Scholarship	Lake
Aleks Jevremovic	Surveyor	Santa Barbara
Patty Romo	Transportation	Riverside
CSAC/CEAC Staff	Title	Agency/County
Chris Lee	Legislative Representative	CSAC
Catherine Freeman	Legislative Representative	CSAC
Nick Cronenwett	Legislative Analyst	CSAC
Espinoza	Legislative Analyst CEAC	CSAC CSAC/CEAC
Merrin Gerety	Program Manager	

Not present (np)

Attachment Two

Committee Vice-Chair Eligibility, Special Districts, By Law Modification

ATTACHMENT 2

DATE: August 14, 2020
TO: CEAC Board of Directors
FROM: Rick Tippet - 2020 CEAC President
SUBJECT: Local District Members Serving as Committee Vice Chairs

BACKGROUND: Within the Association, we have participating individuals that are employed by Special Districts such as Flood Control, Water, Sewer, or Solid Waste Districts that serve a function for the County, but are independent of the County. These Districts are usually established under Joint Powers Authority (JPA) to be able to serve citizens both in the County and surrounding incorporated communities. These individuals many times are highly knowledgeable within their fields and provide valuable input for a particular committee, example, Flood Control District overlaps Flood Control and Water Resources Committee. Currently, such members may be eligible to become Associate members in accordance with Article II, Section 1 of the By Laws.

DISCUSSION: There is a fine line that differentiates local districts and county departments. As President, I believe that the Association would benefit from this knowledge to carry out one of our most important goals, *through discussion, interchange, and dissemination of engineering and administrative data/ideas, the organization shall strive to affect "maximum efficiency and modernization in engineering and administrative units of local government."*

The follow is a proposed modification to the By Laws that would provide a very limited opportunity to allow for the association to make accommodations to draw on that expertise.

Article II Membership, Section 1

...From time to time, there may be selected, by nomination of a member in good standing, in open meetings, and with the approval of the Board of Directors, representatives of the Department of Transportation, State of California, the State Controller's office, Federal Highway Administration, California Local Technical Assistance Program, and the National Association of County Engineers for Associate Membership in the Association. The number of Associate members from each organization shall be determined by the Board of Directors.

In addition to the above, from time to time Associate Membership may be authorized for representatives of Special Districts, or other state and federal agencies who are concerned with County Engineering and Public Works...

Article IV Committee, Section 1

...Participation on committees shall not be limited to the various membership categories as set forth in Article II. Committee participants may also be other individuals designated by Principal Members,

Members, or Affiliate Members, provided, however, that the Chair and Vice-Chair of a committee may only be a Principal Member, or Member.

From time to time, an Associate Member of a Special District with specific work experience and knowledge that would be greatly beneficial to a committee may be appointed to a Vice Chair position specific to that particular background that would benefit that committee. Approval of this assignment would require a simple vote of approval by the Board of Directors.

RECOMMENDATION: Forward the proposed By Law revisions to the Administrative Committee for further consideration of proposed language and return the Board of Directors with a recommended modification to the Bylaws by the Fall Conference Board of Directors meeting or sooner.

Attachment Three

CEAC/NACE 2021 Conference Host Agreement

MEMORANDUM

TO: CEAC BOARD OF DIRECTORS

FROM: MATT MACHADO, CALIFORNIA NACE REPRESENTATIVE,
SANTA CRUZ COUNTY

SUBJECT: DRAFT AGREEMENT WITH NACE FOR NACE 2021 CONFERENCE

DATE: SEPTEMBER 21, 2020

Recommendation:

Approve Conference Contract and Agreement with National Association of County Engineers (NACE) for the proposed NACE 2021 Conference in Palm Springs.

Background:

Approximately two years ago California was selected to host the 2021 NACE Conference. For the past year initial planning for this national conference has been underway. The planning efforts have been a part of the CEAC budget and early implementation is underway.

Discussion

The next NACE conference is scheduled for April 19-22, 2021 in Palm Springs, CA. CEAC is actively working with NACE to plan the conference and will share in net revenue from the event if it takes place. Due to the COVID pandemic the largest unknown and concern is cancellation of the event due to a public health order. Cancellation even under a public health order would have financial consequences. With this concern in mind CEAC representatives have negotiated the following cancellation contingency to be a part of the attached agreement.

Cancellation Contingency NACE Conference

“Neither party shall be liable for any loss, failure, or delay in the performance of its obligations under the terms and provisions of this Agreement to the extent that such loss, failure, or delay results from any of the following unknown and/or unanticipated events: fires; explosions; floods; storms; acts of God; pandemics, including but not limited to further deteriorations arising out of COVID-19.

In the event that there is no viable option to proceeding with the conference due to COVID-19, the host state shall not be responsible for any potential or realized financial losses incurred onto the National Association of County Engineers. Any NACE executed contracts/invoices that are unable to be cancelled or voided shall be the sole financial responsibility of NACE.

Aside from any expenses the host state incurs within their own self-allotted budget prior to the conference (such as promotional materials or travel expenses), the host will hold no responsibility to share or contribute into any financial loss incurred by NACE.

Should the federal agency responsible for public health, emergency preparedness and infectious disease control and prevention in the country where the conference is located (i.e., the Centers for Disease Control and Prevention in the U.S.) issue a travel advisory, notice, or warning at any time within the 90 day period prior to the first arrival date of the NACE Annual Conference that specifically advises travelers to avoid all non-essential travel to the specific city in which the NACE Conference is located, or, if hotel or convention center has restricted or no business operations in the city where the NACE Conference is located, has otherwise recommended that its attendees not travel to Riverside County (Palm Springs) for any non-essential reason, then NACE may cancel in order for the parties to engage in discussions regarding the scope of the advisory, notice, or warning. Both parties agree to negotiate in good faith to resolve any concerns raised as a result of the advisory, notice, or warning and to enter into such amendments of this Agreement as may be necessary to reasonably accommodate both parties' interests (such as a pivot to a virtual conference, reduction in sponsorships or attendee restrictions)."

The NACE 2021 Planning Committee feels that this language adequately protects CEAC from financial liability incurred by NACE in the event the Conference does not proceed. Additionally, the Planning Committee intends to minimize expenditures moving forward to limit CEAC's financial outlay.

Conference Contract and Agreement

This contract is made and entered into this day of _____, 2020, by and between the National Association of County Engineers, hereinafter called NACE, and the County Engineers Association of California, hereinafter called the HOST.

WHEREAS, the HOST has invited NACE to hold their 2021 Annual Meeting on April 19-22; and

WHEREAS, the NACE Board of Directors has accepted the invitation;

THEREFORE, in consideration of mutual covenants and agreements hereinafter contained, the parties do agree as follows:

- 1) Accept the attached addendum of responsibilities and timelines.
- 2) NACE will:
 - a. Finalize the conference budget, including delegate/guest/exhibit fees and sponsorships.
 - b. Enter into a contract with the designated hotel(s) and convention center.
 - c. Hire a decorator for the exhibit & registration areas and coordinate all logistics for the exhibit management.
 - d. Plan and execute the marketing and promotional materials, including print and a website.
 - e. Contract all A/V equipment that the Host cannot provide.
 - f. Arrange and contract with transportation companies.
 - g. Arrange and contract all events and meals for the guest program.
 - h. Furnish the labor and equipment to handle all the financial transactions, including, but not limited to delegate registration, exhibitor booth sales, sponsorships, contracts with the hotel, etc.
 - i. Keep separate account of all conference transactions and send periodic accounting reports to the HOST.
 - j. Arrange with selected hotel and convention center all provided catering for meals, receptions, breaks, etc.
 - k. Furnish one person to manage the convention registration desk. NACE will be responsible for all registration materials.
 - l. Provide the President, the Executive Director, and possible other persons designated by the President for the conference planning committee.
 - m. Obtain keynote speaker(s) for the opening session. Assistance will be provided by the Host if necessary.
 - n. Plan the Banquet program, including the installation of the Officers.
 - o. Hire a photographer, unless provided by the Host.
 - p. Arrange for and secure speaker gifts & meeting bags
 - q. Make the decision on cancelling a portion or all of the in-person conference or moving to a hybrid conference (both in-person and virtual)
- 3) The HOST will:
 - a. Provide a conference planning committee.

- b. Provide suggestions for all conference social events & entertainment, including the banquet entertainment, if desired. Final selection will be a joint decision between the HOST and NACE.
- c. Provide suggestions for a guest program, including sights and lunch venues.
- d. Recommend sites for the offsite dinner.
- e. Provide suggestions for technical tour sights and provide the expertise for leading the tours.
- f. Arrange an opening ceremony, including presentation of the U.S. flag, national anthem, Pledge of Allegiance, invocation and welcome from local dignitaries (chair of county commission, mayor of city, etc.).
- g. Fill meeting bags for delegates, exhibitor representatives, and guests. This includes the same delegate/exhibitor representative gift and a guest gift.
- h. Arrange for local news coverage.
- i. Provide transportation to & from the airport or other public transportation terminals for VIPs (usually the NACE President and President-elect if needed or a distinguished speaker if requested).
- j. Provide qualified personnel (up to 4 persons) at the registration desk, including having at least 3 people at the desk at all times that registration is open. Provide list of specific volunteers to NACE two weeks prior to conference and have them attend registration training the Sunday before the conference start.
- k. Solicit sponsorships for the various conference events and solicit regional and local exhibitors. All sponsorships will be provided to NACE and all checks will be made out to NACE. HOSTS are prohibited from soliciting separate sponsorships for their affiliates for the conference.
- l. Provide all A/V equipment as possible within the Host's counties, LTAPs, DOTs and other partners. Provide equipment to include: computer printer.

4) NACE and HOST jointly will:

- a. Select a theme for the conference and logo.
- b. Both NACE, its Committees, and HOST will work together in developing the delegate technical/management program. NACE will be responsible for arranging for speakers and moderators for the technical sessions, confirmation letters and coordination of audiovisual equipment with assistance from the HOST. It is understood that the NACE Conference is a National conference; thus, these topics/presentations should appeal to the overall membership with supplemental local content. The final technical program will be decided by the NACE Executive Director.
- c. Arrange the time frame of the sessions.

5) These items will be considered conference expense, which are the responsibility of NACE:

- a. Design, printing, and mailings (both digital and hard copy) for conference by NACE
- b. All food, beverage, and meeting room expenses at the convention center and hotel for pre-conference and conference activities. All A/V equipment expenses at the convention center and hotel.
- c. All speaker expenses as agreed to and in accordance with the speaker guideline policy, including speaker gifts.
- d. Expenses, including travel of NACE officers and staff to conference planning sessions.

- e. Registration for NACo staff and executive officers.
- f. Sleeping rooms for the NACE staff, President and President-elect.
- g. President's hospitality Room and supplies for said room.
- h. Past Presidents (NFL) reception and meal function.
- i. Executive Committee breakfast/lunch meeting and dinner.
- j. Expenses connected to all off premise conference functions, including bus transportation, meal costs and tickets, if these items are included in the conference registration
- k. Corporate member appreciation reception.
- l. Conference mobile-app platform and design
- m. Virtual platform for hosting technical sessions and virtual exhibit hall **if necessary

6) It is understood and agreed by all parties that:

- a. All expenditures and purchases, which are considered conference expense, shall be budgeted and are to be approved in advance by NACE. Any other expenditures will become the liability of the person or organization making such expenditures or commitments.
- b. NACE shall sign all contracts pertaining to the conference that will be paid from conference funds.

7) After all income attributed to the conference, including contributions/sponsorships, donations, registration fees, and exhibit space sales has been accounted for and all conference bills have been paid, the proceeds, should there be any, will be divided between the HOST and NACE. For an in-person conference, the affiliate shall receive the calculated amount based on 10% profit up to \$150,000 and 15% over \$150,000. NACE will receive the remaining profit. For a hybrid or fully virtual conference, the affiliate shall receive the calculated amount based on 5% of the profit up to \$150,000 and 10% over \$150,000.

9) The NACE conference contract and timeline shall be adhered to, unless there is mutual agreement between the HOST and NACE to alter a given provision.

10) This contract may be amended, revised, renewed, or extended at any time, only by written approval of NACE and the HOST.

In Witness whereof, this agreement is executed by the parties named above and signed below.

County Engineers Association of California

By: _____ Date: _____

National Association of County Engineers

By: _____ Date: _____
Kevan Stone, Executive Director

Cancellation Contingency NACE Conference

Neither party shall be liable for any loss, failure, or delay in the performance of its obligations under the terms and provisions of this Agreement to the extent that such loss, failure, or delay results from any of the following unknown and/or unanticipated events: fires; explosions; floods; storms; acts of God; pandemics, including but not limited to further deteriorations arising out of COVID-19.

In the event that there is no viable option to proceeding with the conference due to COVID-19, the host state shall not be responsible for any potential or realized financial losses incurred onto the National Association of County Engineers. Any NACE executed contracts/invoices that are unable to be cancelled or voided shall be the sole financial responsibility of NACE. Aside from any expenses the host state incurs within their own self-allotted budget prior to the conference (such as promotional materials or travel expenses), the host will hold no responsibility to share or contribute into any financial loss incurred by NACE.

Should the federal agency responsible for public health, emergency preparedness and infectious disease control and prevention in the country where the conference is located (i.e., the Centers for Disease Control and Prevention in the U.S.) issue a travel advisory, notice, or warning at any time within the 90 day period prior to the first arrival date of the NACE Annual Conference that specifically advises travelers to avoid all non-essential travel to the specific city in which the NACE Conference is located, or, if hotel or convention center has restricted or no business operations in the city where the NACE Conference is located, has otherwise recommended that its attendees not travel to Riverside County (Palm Springs) for any non-essential reason, then NACE may cancel in order for the parties to engage in discussions regarding the scope of the advisory, notice, or warning. Both parties agree to negotiate in good faith to resolve any concerns raised as a result of the advisory, notice, or warning and to enter into such amendments of this Agreement as may be necessary to reasonably accommodate both parties' interests (such as a pivot to a virtual conference, reduction in sponsorships or attendee restrictions).

Attachment Four

NACE Financial Status/Dues Increase

MEMORANDUM

TO: CEAC BOARD OF DIRECTORS

FROM: JIM PORTER, PAST PRESIDENT, SAN MATEO COUNTY

SUBJECT: PROPOSED NACE DUES INCREASE

DATE: SEPTEMBER 22, 2020

Recommendation:

Accept this report on two options being considered by NACE for membership dues adjustments.

Background:

NACE has traditionally relied heavily on revenue from their Annual Conference to fund their operations. The COVID 19 pandemic lead to the cancellation of NACE's 2020 Annual Conference that was scheduled to take place in Perdido Beach, Alabama in April. The cancellation of the NACE 2020 conference has put a financial strain on the organization.

To avoid such problems in the future, NACE has been working on restructuring its revenue model to be less reliant on conference revenue. To achieve this, it's necessary to raise annual membership dues and strengthen revenue opportunities with NACE "affiliates" and/or vendors.

NACE continues to be critical in advocating for County Engineers on a national level and is also critical to our own success. Their advocacy at the national level is effective and greatly needed. The following points provide additional background information on the need for NACE dues restructuring and a future increase:

- The loss of NACE 2020 Conference will utilize all available Association reserves; NACE is not prepared, nor were budgets designed, to financially withstand the loss of future conference revenue.
- A fiscally resilient Association must be able to support itself financially on annual receipts, as opposed to one-time events.
- Without fiscal reform now, NACE will not be able to provide the valuable services and opportunities it does today.
- Once the optimal financial revenue target is reached it is recommended that priority be given to reducing the annual cost of the NACE conference for its members.

Discussion

Two options have been developed by the Executive Committee for the Board of Directors to consider at their October 22, 2020 meeting for implementation to achieve fiscal resiliency. They are:

- Dues would be set at \$275 per vote held by the member county, or
- Dues would be calculated on a base of \$200 per vote plus an additional “ability to pay” increase based on number of votes per member county - 1 vote – 25% increase per vote, 2 votes – 30% increase per vote, 3 votes – 45% increase per vote, 4 votes – 60% increase per vote, 5 votes – 75% increase per vote.

Current NACE Dues are \$200/year/vote. The smallest counties have 1 vote and pay \$200/year. Counties with a population over 500,000 have five votes and pay \$1,000/year. CEAC is a 100% state and currently pays about \$33,500 under the current dues structure. Option A would increase California’s dues to \$48,400. Option B would increase California’s dues to \$55,840.

The attached Executive Committee Resolution denotes NACE leadership’s intent to get to an optimal financial target (\$532,500) equal to one year of NACE Administrative Overhead (w/o travel) plus a reserve for unanticipated expenditures/emergencies. Also attached are the NACE talking points and a spreadsheet showing the proposed dues restructuring (you can look at California by changing the state in the upper left-hand corner dropdown menu).



RESOLUTION PROCLAIMING 2020 Fund Balance for the National Association of County Engineers (NACE)

WHEREAS, the National Association of County Engineer's (NACE) Fund Balance resolution establishes an optimal minimum level or target at which the unrestricted fund balance should be maintained.

WHEREAS, NACE Executive Committee recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Association, and is fiscally advantageous for both the Association and its members. This resolution establishes goals and provides guidance concerning the desired level of fund balance maintained by the Association to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

WHEREAS, the optimal fund balance will allow NACE to maintain a prudent level of financial resources to continue the operations of NACE regardless of whether an annual conference is held and/or unpredicted one-time expenditures occur.

NOW, THEREFORE, BE IT HEREBY RESOLVED that NACE's goal is to maintain a fund balance equal to one year of NACE's annual overhead expenses (\$482,500 w/o travel budget) and provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature (\$50,000). **The total unrestricted fund balance, optimally, should not be less than the \$532,500 target for the 2021 budget year and shall be increased in every budget year by the CPI from the previous year.** As accomplishing this goal will take multiple budget years to accrue, the CPI increase shall be the goal, when NACE is able to achieve the target balance.

In the event that NACE has a positive unassigned fund balance (over target), the excess may be utilized for any purpose proposed by the Executive Committee and approved by the Board of Directors. **It is recommended that priority be given to reducing the annual cost of the NACE Conference for its members.**

If a portion of existing unrestricted fund balance (below target) is included as a budgetary resource in the subsequent year's budget to eliminate a projected excess of expenditures over expected revenues, then that portion of fund balance should be classified as assigned.

Should the unrestricted fund balance fall below the above stated target, the Board of Directors shall approve and adopt a plan to restore this balance to the target level within 24 months from the time the optimal balance is reached. This timeline would not begin until the initial instance that the target balance goal is reached. If restoration of unrestricted fund balance cannot be accomplished within such period without severe hardship to NACE, then the Board of Directors shall establish a different time period.

PASSED AND ADOPTED (list EC Members signature lines and note date)



National Association of County Engineers

THE VOICE OF COUNTY ROAD OFFICIALS

2020 NACE Proposed Budget Enhancement Talking Points

President
Scott McGolpin, PE
Public Works Director
Santa Barbara County, California

President-Elect
Todd Kinney, PE
County Engineer
Clinton County, Iowa

Secretary/Treasurer
Chris Champion, PE
County Engineer
Henry County, Alabama

Immediate Past President
Timothy Hens, PE
County Engineer
Genesee County, New York

Northeast Region Vice President
Stephen McCall, PE, PS
County Engineer
Champaign County, Ohio

Southeast Region Vice President
Josh Harvill, PE
County Engineer
Chambers County, Alabama

North Central Region Vice President
Jeff Blue, PE
County Engineer
Champaign County, Illinois

South Central Region Vice President
Jacob Thorius, PE
County Engineer
Washington County, Iowa

Western Region Vice President
Jim Porter, PE
Public Works Department Director
San Mateo County, California

National Association of Counties Director
Richie Beyer, PE
Chief Engineer & Operations Officer
Elmore County, Alabama

Executive Director
Kevan P. Stone

Current Situation:

- The NACE Budget, since its inception, has relied on its Annual Conference for financial solvency.
- The loss of NACE 2020 Conference will utilize all available Association reserves; NACE is not prepared, nor were budgets designed, to financially withstand the loss of future conference revenue.
- A fiscally resilient Association must be able to support itself financially on annual receipts, as opposed to one-time events.
- Without fiscal reform now, NACE will not be able to provide the valuable services and opportunities it does today.

Proposed Fiscal Resiliency Solution:

- One of two options have been developed by the Executive Committee for the Board of Directors to consider for implementation to achieve fiscal resiliency. They are:
 1. Dues would be set at \$275.00 per vote held by the member county, or
 2. Dues would be calculated on a base of \$200.00 per vote plus an additional ability to pay increase based on number of votes per member county - 1 vote – 25% increase per vote, 2 votes – 30% increase per vote, 3 votes – 45% increase per vote, 4 votes – 60% increase per vote, 5 votes – 75% increase per vote.

Executive Committee Resolution:

- The Executive Committee Resolution denotes leadership's intent to get to an optimal financial target (\$532,500) equal to one year of NACE Administrative Overhead (w/o travel) plus a reserve for unanticipated expenditures/emergencies.
- Once optimal financial target is reached it is recommended that priority be given to reducing the annual cost of the NACE conference for its members.

Value of NACE to Counties Across America:

- Compared to other similar Professional Associations, NACE dues are considerably lower per individual. While other Associations charge by the member, NACE charges by County, allowing for a greater number of County/Parrish employees to participate and have access to association resources.
- The cost benefit of NACE membership is very high. County Engineering Departments can tangibly point to national public policy directly advocated for by NACE that have increased their federal fund intake/reduced project administration.
- NACE members enjoy opportunities to become involved on infrastructure issues at a national level. NACE just this year alone met with numerous Members of Congress, White House Agencies, Federal agencies, and have attended small invite-only events with the President of the United States.
- It is not a coincidence that favorable local government Public Works language appears in federal legislation. This is a direct result of NACE advocacy.
- NACE peer connections allow members to share best practices across many disciplines from all corners of the country.
- NACE provides opportunities for members to participate in technical committees, webinars, training and professional development furthering their development as County Engineers.
- As a NACE member, you are able to join the National Association of Counties (NACo) policy steering committees. Current NACE members attend NACo events and serve on transportation, public lands, environmental and technology steering committees.

CEAC County Dues_2020 with Special Assessment 2020-2022 LSR and NACE Dues increase

County	Current Amount Due		LS&R (2019)	LS&R Increase (2020, 2021 & 2022)	Current CEAC Dues Sub Total with LS&R	NACE Proposal B		NACE Proposal A	
	(CEAC Dues)	(NACE Dues)				additional	(CEAC Dues) TOTAL with B	additional	(CEAC Dues) TOTAL with A
Alameda County	\$5,000	\$1,000	\$1,163	\$793	\$7,956	\$1,750	\$9,706	\$1,375	\$9,331
Alpine County	\$550	\$200	\$22	\$15	\$787	\$250	\$1,037	\$275	\$1,062
Amador County	\$550	\$200	\$107	\$73	\$930	\$250	\$1,180	\$275	\$1,205
Butte County	\$1,500	\$500	\$381	\$259	\$2,640	\$870	\$3,510	\$825	\$3,465
Calaveras County	\$550	\$200	\$163	\$111	\$1,024	\$250	\$1,274	\$275	\$1,299
Colusa County	\$550	\$200	\$128	\$87	\$965	\$250	\$1,215	\$275	\$1,240
Contra Costa County	\$5,000	\$1,000	\$971	\$662	\$7,633	\$1,750	\$9,383	\$1,375	\$9,008
Del Norte County	\$550	\$200	\$66	\$45	\$861	\$250	\$1,111	\$275	\$1,136
El Dorado County	\$1,500	\$500	\$343	\$234	\$2,577	\$870	\$3,447	\$825	\$3,402
Fresno County	\$4,000	\$1,000	\$1,166	\$795	\$6,961	\$1,750	\$8,711	\$1,375	\$8,336
Glenn County	\$550	\$200	\$155	\$106	\$1,011	\$250	\$1,261	\$275	\$1,286
Humboldt County	\$1,650	\$350	\$303	\$206	\$2,509	\$520	\$3,029	\$550	\$3,059
Imperial County	\$1,500	\$500	\$527	\$359	\$2,886	\$870	\$3,756	\$825	\$3,711
Inyo County	\$550	\$200	\$187	\$127	\$1,064	\$250	\$1,314	\$275	\$1,339
Kern County	\$4,000	\$1,000	\$1,098	\$748	\$6,846	\$1,750	\$8,596	\$1,375	\$8,221
Kings County	\$1,500	\$500	\$230	\$157	\$2,387	\$870	\$3,257	\$825	\$3,212
Lake County	\$400	\$350	\$163	\$111	\$1,024	\$520	\$1,544	\$550	\$1,574
Lassen County	\$550	\$200	\$158	\$108	\$1,016	\$250	\$1,266	\$275	\$1,291
Los Angeles County	\$9,000	\$1,000	\$7,029	\$4,790	\$21,819	\$1,750	\$23,569	\$1,375	\$23,194
Madera County	\$1,500	\$500	\$333	\$227	\$2,560	\$870	\$3,430	\$825	\$3,385
Marin County	\$1,250	\$750	\$264	\$180	\$2,444	\$1,280	\$3,724	\$1,100	\$3,544
Mariposa County	\$550	\$200	\$104	\$71	\$925	\$250	\$1,175	\$275	\$1,200
Mendocino County	\$400	\$350	\$244	\$166	\$1,160	\$520	\$1,680	\$550	\$1,710
Merced County	\$1,250	\$750	\$441	\$300	\$2,741	\$1,280	\$4,021	\$1,100	\$3,841
Modoc County	\$550	\$200	\$153	\$104	\$1,007	\$250	\$1,257	\$275	\$1,282
Mono County	\$550	\$200	\$113	\$77	\$940	\$250	\$1,190	\$275	\$1,215
Monterey County	\$2,250	\$750	\$481	\$328	\$3,809	\$1,280	\$5,089	\$1,100	\$4,909
Napa County	\$1,650	\$350	\$186	\$127	\$2,313	\$520	\$2,833	\$550	\$2,863
Nevada County	\$400	\$350	\$190	\$130	\$1,070	\$520	\$1,590	\$550	\$1,620
Orange County	\$7,000	\$1,000	\$2,400	\$1,636	\$12,036	\$1,750	\$13,786	\$1,375	\$13,411
Placer County	\$2,250	\$750	\$495	\$337	\$3,832	\$1,280	\$5,112	\$1,100	\$4,932
Plumas County	\$550	\$200	\$126	\$86	\$962	\$250	\$1,212	\$275	\$1,237
Riverside County	\$6,000	\$1,000	\$1,929	\$1,315	\$10,244	\$1,750	\$11,994	\$1,375	\$11,619
Sacramento County	\$5,000	\$1,000	\$1,435	\$978	\$8,413	\$1,750	\$10,163	\$1,375	\$9,788
San Benito County	\$400	\$350	\$108	\$73	\$931	\$520	\$1,451	\$550	\$1,481
San Bernardino County	\$6,000	\$1,000	\$1,868	\$1,273	\$10,141	\$1,750	\$11,891	\$1,375	\$11,516
San Diego County	\$7,000	\$1,000	\$2,689	\$1,832	\$12,521	\$1,750	\$14,271	\$1,375	\$13,896
San Francisco County	\$4,000	\$1,000	\$547	\$373	\$5,920	\$1,750	\$7,670	\$1,375	\$7,295
San Joaquin County	\$4,000	\$1,000	\$776	\$529	\$6,305	\$1,750	\$8,055	\$1,375	\$7,680
San Luis Obispo County	\$1,250	\$750	\$447	\$305	\$2,752	\$1,280	\$4,032	\$1,100	\$3,852
San Mateo County	\$4,000	\$1,000	\$653	\$445	\$6,098	\$1,750	\$7,848	\$1,375	\$7,473
Santa Barbara County	\$2,250	\$750	\$456	\$311	\$3,767	\$1,280	\$5,047	\$1,100	\$4,867
Santa Clara County	\$5,000	\$1,000	\$1,461	\$996	\$8,457	\$1,750	\$10,207	\$1,375	\$9,832
Santa Cruz County	\$1,250	\$750	\$301	\$205	\$2,506	\$1,280	\$3,786	\$1,100	\$3,606
Shasta County	\$1,500	\$500	\$352	\$240	\$2,592	\$870	\$3,462	\$825	\$3,417
Sierra County	\$550	\$200	\$61	\$42	\$853	\$250	\$1,103	\$275	\$1,128
Siskiyou County	\$550	\$200	\$252	\$172	\$1,174	\$250	\$1,424	\$275	\$1,449
Solano County	\$2,250	\$750	\$422	\$288	\$3,710	\$1,280	\$4,990	\$1,100	\$4,810
Sonoma County	\$2,250	\$750	\$634	\$432	\$4,066	\$1,280	\$5,346	\$1,100	\$5,166
Stanislaus County	\$4,000	\$1,000	\$624	\$425	\$6,049	\$1,750	\$7,799	\$1,375	\$7,424
Sutter County	\$400	\$350	\$192	\$131	\$1,073	\$520	\$1,593	\$550	\$1,623
Tehama County	\$400	\$350	\$219	\$149	\$1,118	\$520	\$1,638	\$550	\$1,668
Trinity County	\$550	\$200	\$117	\$80	\$947	\$250	\$1,197	\$275	\$1,222
Tulare County	\$2,250	\$750	\$757	\$516	\$4,273	\$1,280	\$5,553	\$1,100	\$5,373
Tuolumne County	\$400	\$350	\$153	\$104	\$1,007	\$520	\$1,527	\$550	\$1,557
Ventura County	\$4,000	\$1,000	\$737	\$502	\$6,239	\$1,750	\$7,989	\$1,375	\$7,614
Yolo County	\$1,500	\$500	\$269	\$183	\$2,452	\$870	\$3,322	\$825	\$3,277
Yuba County	\$400	\$350	\$153	\$104	\$1,007	\$520	\$1,527	\$550	\$1,557
	\$126,750	\$33,500	\$37,502	\$25,558	\$223,310	\$55,840		\$48,400	
		\$160,250	\$37,502	\$25,556	\$223,308				

Attachment Five

Life Membership, Panos Kokkas

CEAC Life member

CEAC Member Committee Involvement
Panos Kokkas

Years (eligible)	min	max
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Panos Kokkas

Yolo County

Position

Year(s)

Public Works Director/Road Commissioner

2017-2020 (1x4) 4 (4)

County Engineer/Road Commissioner

2015 (?) - 2016 (1x2) 1 (1)

Assistant Public Works Director

2007-2015 (1/2x8) 4 (4)

CEAC Memorial Fund/Scholarship

Chair

n/a

Vice Chair

n/a

CEAC Policy Committees Chair/Vice Chair Appointments

Surveyor committee

2009-2020 (1x11) 11 (11)

Resource Recovery committee

n/a

Transportation Committee

2009-2020 (1x11) 11 (11)

Vice Chair

2017-2018 (3x2) 3 (6)

Flood Control Committee

2009-2020 (1x11) 11 (11)

Oversight & Special Tasks

2009-2010 (1x1) 1 (1)

Chair

2017 (1x1) 1 (1)

Vice Chair

2016-2017 (3x2) 3 (3)

CEAC Regional Director

Sac Motherlode

2014-2018 (4x5) 20 (20)

+10

CEAC Executive Committee

Secretary

2019

Vice President

2020

President

n/a

Past President

n/a

Treasurer

n/a

CLOD

n/a

Outside Committee Representation

Transportation Co-Op Committee

2017-2020

4 (0)

Local Streets & Roads Oversight Committee

2017-2020

4 (0)

 (+10) CEAC
Sec
VP

Other CEAC Committee Involvement

Salary committee

n/a

Program Committee

2019

1 (0)

Created 8/11/2020

97 (64)

20

Prepared by Merrin Gerety 8/11/2020

[64-84] 740

Attachment Six

Life Membership, Patty Romo



COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA

Board of Directors 2019 - 2020

President

Rick Tippet
Trinity County

Vice President

Vacant

Secretary

Howard Dashiell
Mendocino County

Immediate Past President

Jim Porter
San Mateo County

Treasurer

Mike Crump
Butte County (ret.)

Treasurer Emeritus

Mehdi Sadjadi
Marin County (ret.)

Parliamentarian

Mike Penrose
Sacramento County (ret.)

NACE Representative

Matt Machado
Santa Cruz County

Historian

Dave Gravenkamp
Siskiyou County (ret.)

Newsletter Editor

Patrick DeChellis
Los Angeles County (ret.)

REGIONAL DIRECTORS

Northern California

Bob Bronkall
Humboldt County

Bay Area

Steven Lederer
Napa County

Sacramento-Mother Lode

Joshua Pack
Calaveras County

San Joaquin Valley

Steve White
Fresno County

Central Coast

Joshua Roberts
San Luis Obispo County

Southern California

Nardy Khan
Orange County

September 25, 2020

TO: Mr. Rick Tippet, CEAC President
FROM: Nardy Khan, CEAC Southern California Regional Director
SUBJECT: CEAC Life Membership Nomination-Patty Romo

Mr. Tippet,

I would like to nominate Patty Romo for a CEAC Life Membership. Patty is an exceptional leader in the transportation industry and has represented counties well. She started her career in Caltrans and then continued her calling to public service at the County level. Patty is very deserving of this award and has been actively involved in CEAC since 2013. Her committee involvement is as follows:

Transportation Policy Committee: 2009-Present	11 points
Transportation Policy Committee Chair: 2019-Present	6 points
Southern California Regional Director: 2017-2019	10 points
Transportation Co-Op Committee: 2013-Present	7 points
Member	6 points
	40 points

Please support this nomination for Patty's life membership in CEAC.

President's Comments:

Patty was CEAC's nomination for NACE 2020 Urban Engineer of the Year. She has served diligently on the Transportation Coop Committee as the CEAC Urban representation for many years. She is well known within our community and would always be willing to step up and help if asked.

While she has to points to qualify, as President, I would recommend the Board of Directors approve an additional 10 point for her long and faithful service.