



CEAC Board of Directors

2020 CEAC Spring Conference

Friday, March 20, 2020 | 10:30 am – 12:00 pm

Conference Call Line (916) 327-0976

10:30 am

Call to Order (Tippett)

1. **Approval of Minutes** (Dashiell)
December 6, 2019 - Attachment One - Action Item
 2. **Correspondence** (Tippett)
 3. **CLODS Report** (CLODS)
 4. **NACE Report** (Machado)
 5. **CSAC Report** (CSAC Staff)
 6. **Regional Directors Reports**
 7. **Treasurer's Report** (Crump) - **Attachment Two**
2020 Final Budget - Action Item
 8. **Committee Reports**
 - 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
 9. **Unfinished Business**
 - a) Committee Vice Chair Eligibility, Special Districts, By Law Modification (Tippett) - **Action Item**
 - b) CEAC online posting forum/website update (TBD - Tippett) – **Attachment Three**
 10. **NACE 2021**
 - a) NACE 2021 Committee Update (Machado)
 - b) NACE 2020 Scholarship - Travel Assistance (Machado) - **Action Item**
 - c) NACE 2020 Advertising and Trinkets (Porter) - **Action Item**
 11. **New Business**
 - a) Affiliate dues and charging convenience fees for credit card payments (Crump)
-
12. **Life Membership**
 - a) None

CEAC Board of Directors

Friday, March 20, 2020|10:30 am - 12:00 pm

13. Announcements

Scheduled Conferences

- a) NACE Annual Meeting, Orange Beach, Alabama, April 19-23, 2020
- b) CSAC Legislative Conference, Sacramento, May 27-28, 2020
- c) CEAC 12th Annual Policy Conference, Sacramento, August 19-20, 2020
- d) CSAC 126th Annual Meeting, Los Angeles, December 1-4, 2020
- e) NACE Annual Meeting, Palm Springs, California, April 19-23, 2021

CEAC Board of Directors Meeting Schedule

- a) August 20, 2020 (Policy Conference)
- b) December 4, 2020 (CSAC Annual Meeting)

12:00pm

Adjourn

Meeting Roster

Officer	Office	County/Organization
Rick Tippet	President	Trinity
Panos Kokkas	Vice President	Yolo
Howard 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 (Retired)

Regional Directors	Region	County
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

Committee Chairs	Committee	County
Brian Balbas	Administrative	Contra Costa
Pattie McNamee	Fellowship	Contra Costa (Retired)
David Leamon	Flood Control/Water Resources	Stanislaus
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

Meeting Roster (continued)

CEAC Board of Directors

Friday, March 20, 2020|10:30 am - 12:00 pm

CSAC/CEAC Staff

Chris Lee

Nick Cronenwett

Marina Espinoza

Merrin Gerety

Title

Legislative Representative

Legislative Analyst

Legislative Analyst

CEAC Program Manager

Agency/County

CSAC

CSAC

CSAC

CSAC/CEAC

ATTACHMENTS

Attachment One.....December 6, 2019 Board of Directors Meeting Minutes

Attachment Two.....Treasurer's Report and 2020 Final Budget

Attachment Three.....120619 Board of Directors Item 11(b)

Attachment One

December 6, 2019 Board of Directors Meeting Minutes



CEAC Board of Directors – Annual Meeting at Fall Conference

Friday, December 6, 2019|12:00 pm – 1:30 pm Hilton
San Francisco Union Square
333 O'Farrell St, San Francisco Ballroom
Level, Imperial B Room

Call to Order (Tippett)

Meeting is called to order by Chair at **12:05** p.m.

Roll call requested - Officers present: 9 of 10 – Regional Directors present: 4 of 6;

Thus, 13 of 16 present meets simple majority of 9, therefore – **Quorum**

DRAFT
MINUTES

1. Approval of Minutes (Tippett & Kokkas)

Motion to approve DeChellis, 2nd Porter; **Approved**

2. Correspondence (Tippett)

None

3. CLODS Report (CLODS)

Mehdi Madjd-Sadjadi; 50th annual CLODS barbeque was very good! It was the perfect venue with great assistance from San Francisco Public Works. Mike Penrose was honored for his recent retirement.

4. NACE Report (Machado)

Machado; at their Fall Board meeting on October 22, 2019; the NACE Board of Directors approved our proposed \$35,000 budget for the 2021 NACE conference in California. NACE continues to update their website with the goal of providing county engineers and road managers a resource for information and awareness on best practices and management. Jim Porter, P.E., Director of Public Works San Mateo County is now NACE Western Region Vice President. 30 hotel rooms are reserved for NACE 2020 (Alabama); provide Staci arrival dates soon to get the conference rate for early arrival.

5. CSAC Report (Chris Lee)

Lee; presented copies of the 2019 Annual Report. Acknowledged the hard work of CSAC staff present; Merrin Gerety, Marina Espinoza and Nick Cronenwett as well as staff not able to be present; Cara Martinson. Reiterated the most significant effort on behalf CEAC being the effort to persuade the new governor to moderate his position on tying the new SB 1 funding to housing goals – as least so far there is no link in the final state budget. Expressed appreciation for technical issue assistance provided by CEAC members and that CSAC values our partnership.

6. Regional Directors Reports

- Southern California – Patty Romo introduced NEW representative Nardy Khan, Orange County.
- Central Coast – Dave Flynn announced he will be leaving soon and Joshua Roberts, Transportation Division Manager at County of San Luis Obispo will replace him.
- Northern California –Bob Bronkall reported a successful regional meeting concurrent with this conference attendees as well as a telephone link. Topics discussed were PSPS issues with traffic signals, small cell sites, bedroll, and end of year deadlines related to the CA-MUTCD.

- Sacramento Mother Lode – Josh Pack; not present, no report.
- Bay Area – Craig Tackabery; not present, no report
- Bay Area – Craig Tackabery; not present, no report
- San Joaquin Valley – Kris Balaji; ; not present, Steven E. White, Director Fresno Public Works & Planning, substitute - reported that Andrea Saldate from Madera County is the San Joaquin Valley Region Employee of the Year.

7. Treasurers Report (Crump)

Crump; referenced the attached Treasurer Report as of 11-4-19 (will be updated based on actual receipts as of 1-1-2020) It was pointed out that this report shows account balances and CEAC sub accounts on behalf of some designated projects such as PWSS and Bedroll Conference. Also attached proposed 2020 budget.

Discussion – 2020 budget line item: Local Streets and Roads (LSR) Needs

Assessment: It was noted that the 2020 proposed budget of \$458,800 is “multiyear” and dependent on future years continued contributions to meet the obligation for a multi-year consultant contract. This line item (and future budget line items) also includes revenue from the NEW member dues increase accomplished by the Annual Special Assessment for LSR Needs Assessment Report. Resolution supports NEW special assessment increase of \$25,556 for a new total of \$63,058 per year with the possibility of increases of up to 25% if necessary to accomplish the CEAC share of LSR work for 2020, 2021 & 2022. Nevertheless, Crump and several members (Madjd-Sadjadi, et al) expressed concern for the fact that the agreement for consultant services was based on the need for the League of California Cities (League) as well as the Metropolitan Planning Organizations (MPO) & Regional Transportation Planning Agencies (RTPA) to contribute their shares along with the amount approved in this CEAC budget. Assurances were given by Chris Lee that the League was anticipated to continue support. Pat DeChellis indicated that there has been an MOU with assurances for MPO/RTPA support for the original LSR effort but acknowledged that those might be subject to change going forward. Matter of how to authorize LSR consultant contract was deferred to action under item 11 c) below.

Discussion– 2020 budget line item NACE 2021 Conference Planning/Preparation: It was noted that this also was an expenditure that spanned two fiscal years – 2020 & 2021. NACE 2021 budget implementations were deferred to action under item 9 below.

Discussion– 2020 budget line item Officers Travel and Expenses: Tippetts seeks to double \$10,000 to \$20,000 due to the need to send a delegation to Washington DC in support of reauthorization of the Federal Aid Highway Act – group concurred.

Motion to approve 2020 budget (attached) with clarifications and additions (travel increased to \$20,000) above Machado, 2nd Porter; **Approved**

8. Committee Reports

- a) Flood Control and Water Resources –Leamon; discussed need for statewide funding apparatus and control for all flood control efforts.
- b) Land Use – Tillotson not present; other committee members (Jevremovic & Bronkall) opined that the DRAFT “Report on Shortage of Professional Land Surveyors” was reviewed and discussed and near completion and would soon be ready to present to the Board.

- c) Resource Recovery and Waste Management – Goncharoff was absent – no report.
- d) Scholarship – DeLeon; scholarship applications are in and evaluation and award will now be done by a panel of himself and a new recruited, Alicia Meier (Mendocino County Deputy Director Engineering). The scholarship fund made an additional \$600 from “tips” at the hospitality suite this conference. The Engineer and Surveyor of the Year awards were successfully made to Gary Brown, Mariposa County & Ron Garton, Humboldt County respective.
- e) Surveyor – Jevremovic; referenced combined report with Land Use for DRAFT “Report on Shortage of Professional Land Surveyors”. Also, work on 6th revised map standards which will soon be ready after addition of some recent examples and Nick Cronenwett will reach out to County Records Association to work on relationships with County Surveyors.
- f) Transportation – Romo left early – no report.
- g) Administrative – Pratt & Balbas; discussed challenges and solutions for how Public Works Agencies are affected by Homeless Communities.
- h) Fellowship – McNamee; good attendance.
- i) Oversight – Porter; we are meeting – no report.

9. Unfinished Business

- a) Local Streets and Roads (LS&R) Fee Adjustment (Porter) - Report of action taken at General Membership meeting: The NEW Annual Special Assessment component of member dues increase for funding the 2020, 2021 & 2022 Statewide Local Streets and Roads (LSR) Needs Assessment Report and update was approved by Resolution which was passed by the CEAC General Membership yesterday, December 5, 2019 by unanimous voice vote of all general members in attendance.

LSR Needs Assessment Funding Resolution 2020 - Attached
CEAC County Dues 2020 with 2020-2022 LSR increase - Attached

10. NACE 2021

- a) **NACE 2021 BOD Agenda Item (Tippett) - Action Item**
 President (Tippett) requests that NACE 2021 be added as a “standing item” going forward and sunset after business wraps up.

Motion to NACE 2021 as a standing item until such time it is not needed Machado, 2nd Crump; **Approved**

- b) **NACE 2021 Committee Update** (Machado Committee Chair, Porter Vice Chair) NACE Board of Directors approved our proposed \$35,000 budget for the 2021 NACE conference in California. A DRAFT logo is expected to be presented at the Spring Conference. Six working groups have been formed:
 1. Program Planning – topics, moderators, etc.
 2. Finance tracking of our budget allocation
 3. Entertainment – requested CLODS Barbeque
 4. Guest Program
 5. Gifts for conferees both at NACE 2020 Alabama & NACE 2021
 - a. Golf event

c) **NACE 2021 Budget (Crump) - Action Item**

Discussion– 2020 budget line item NACE 2021 Conference

Planning/Preparation: It was noted that this also was an expenditure that spanned two fiscal years – 2020 & 2021. It is anticipated that an anticipated, typical 2021 Spring Conference budget line item (\$10,000) could be applied to NACE 2021 Conference due to combining it with the Spring Conference. Furthermore, there possible budget savings expected to come from sponsor donations for conference attendee gifts that promote California and Riverside County. Machado seeks budget authority to expand NACE 2020 Conference scholarship opportunities by using any unused portion of the NACE 2021 Conference Planning/Preparation budget line item to maximize opportunities for CEAC supporters such as life and honorary members who no longer have a county to finance conference expenses. Board directed that the Conference scholarship application be prepared by Machado, Tippet and Crump for use; then reported on next meeting so if funds in these categories were available that NACE 2020 Conference scholarship opportunities might be enhanced within this budget line item.

d) **NACE 2020 Scholarship - Travel Assistance (Machado) - Action Item**

Motion c) & d) to approve \$35,000 NACE budget and to authorize committee of Treasure (Crump) and NACE Representative (Machado) to manage surplus budget for NACE 2020 scholarships subject to the clarifications and additions above Porter, 2nd DeChellis; **Approved**

e) **NACE 2020 Advertising and Trinkets (Porter) - Action Item**

Motion to approve up to \$1,000 of the \$35,00 NACE budget can be used for Gifts for conferees both at NACE 2020 Alabama & NACE 2021 Machado, 2nd Kokkas; **Approved**

11. New Business

a) **Committee Vice Chair Eligibility, Special Districts, By Law Modification (Tippet) - Action Item**

Discussion Tippet; Proposes amending By Laws to include Special Districts as Members or Associate Members similar State and National that have related to ours as specified in Article II, Section 1, third paragraph. Reason is the hope of allowing such Members privileges to serve as Committee Chairs. Several members (Madjd-Sadjadi, et al) expressed concern about keeping the Association focused on COUNTIES and were dubious about why a committee contributor had to be chair or vice chair to work and participate. Other members supported the idea because there is a natural leadership function in setting up committee work that is often best done by the most knowledgeable and passionate, involved; person in on the committees and that person naturally gravitate to the Chair or Vice Chair. Item was deferred with direction to bring back a markup of the proposed By Law change to a future meeting. **No Action – Item to come back**

b) **CEAC online posting forum/website update (Tackabery)**

Craig Tackabery is absent, Jevremovic reports that a less expensive list serve service is possible and that a proposal will come back at the Spring Conference. **No Action – Item to come back**

c) Local Streets and Roads Consultant Contract (Leamon) - Action Item

Discussion – Management of Local Streets and Roads (LSR) Needs Assessment Consultant Contract (Leamon): requested Board authority to proceed with the \$458,800 LSR consultant contract with NEC in consultation with President (Tippett) and Treasurer (Crump) and would only authorize phased work tasks based on actual payment partner funding entities (see budget discussion #7 above).

Motion to approve LSR Needs Assessment Consultant Contract with NCE and authorize President (Tippett) to execute same and for contract manager (Leamon) to manage subject to the clarifications and additions above Porter, 2nd Kokkas;
Approved

12. Life Membership

None

13. Announcements Scheduled Conferences

- a) CEAC Spring Conference, Monterey, March 18-20, 2020
- b) NACE Annual Meeting, Orange Beach, Alabama, April 19-23, 2020
- c) CSAC Legislative Conference, Sacramento, May 27-28, 2020
- d) CEAC 12th Annual Policy Conference, Sacramento, August 19-20, 2020
- e) CSAC 126th Annual Meeting, Los Angeles, December 1-4, 2020
- f) NACE Annual Meeting, Palm Springs, California, April 19-23, 2021

CEAC Board of Directors Meeting Schedule

- a) December 6, 2019 (CSAC Annual Meeting)
- b) March 20, 2020 (PWOI)
- c) August 20, 2020 (Policy Conference)
- d) December 4, 2020 (CSAC Annual Meeting)

1:28 Adjourn

Chair announced the meeting end time was near – asked for any more business. -
None

Meeting adjourned at 1:28 p.m. by declaration of the Chair (Tippett)

Meeting Roster

Officer	Office	County/Organization
Rick Tippett	President	Trinity
Panos Kokkas	Vice President	Yolo
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 (np)	Historian	Siskiyou County (Retired)

Regional Directors

Craig Tackabery (np)
 Bob Bronkall
 Joshua Pack (np)
 Kris Balaji (np) sub. Steven White
 Dave Flynn
 Nardy Khan (new)

Region

Bay Area
 Northern California,
 Sacramento Mother Lode
 San Joaquin Valley
 Central Coast
 Southern California

County

Marin
 Humboldt
 Calaveras
 San Joaquin
 San Luis Obispo
 Orange County

Committee Chairs

Pattie McNamee
 David Leamon
 Pat Minturn
 Jim Porter
 Tim Goncharoff (np)
 Scott DeLeon
 Aleks Jevremovic
 David Fleisch (np)

Committee

Fellowship
 Flood Control/Water Resources
 Land Use
 Oversight
 Resource Recovery & Waste Mgmt.
 Scholarship
 Surveyor
 Transportation

County

Contra Costa (Retired)
 Stanislaus
 Shasta
 San Mateo
 Santa Cruz
 Lake
 Santa Barbara
 Ventura

CSAC/CEAC Staff

Cara Martinson (np)
 Chris Lee
 Nick Cronenwett
 Marina Espinoza
 Merrin Gerety

Title

Senior Legislative Representative
 Legislative Representative
 Legislative Analyst
 Legislative Analyst
 CEAC Program Manager

Agency/County

CSAC
 CSAC
 CSAC
 CSAC
 CSAC/CEAC

Other Attendees

Brian Balbas
 Tom Mattson
 Ron Garton
 Steven E. White
 Mike Penrose
 Johannes J. Hoevertsz
 Jerry Quinn

Title

Public Works Director
 Director
 County Surveyor
 Director Public Works & Planning
 Director
 Director Public Works & Trans.
 President

Agency/County

Contra Costa
 Humboldt
 Humboldt
 Fresno
 Sacramento (Retired)
 Sonoma
 Gerald J. Quinn & Associates

Not present (np)

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA TREASURER'S REPORT:
November 4, 2019

ACCOUNT BALANCES AS OF JANUARY 1, 2019

	Balance	Total Balance
CEAC Checking	\$ 400,564.62	
CEAC CD	\$ 25.14	
LS&R Sub Account	\$ 106,281.26	
PWSS Sub Account	\$ 12,595.15	
Bedroll Conf. Sub Account	\$ 8,597.24	
TOTAL Acct. Balance January 1, 2019	\$ 528,063.41	\$ 528,063.41

2019 INCOME	Budget Estimate	Actual	Balance	
Membership Dues	\$ 160,250.00	\$ 160,250.00	\$ -	
Affiliate Dues	\$ 12,000.00	\$ 9,962.25	\$ 2,037.75	
Local Streets and Roads Needs Assessment	\$ 185,000.00	\$ 37,896.00	\$ 147,104.00	
Spring Conference Income	\$ 42,000.00	\$ 30,237.96	\$ 11,762.04	
Policy Conference Income	\$ 14,000.00	\$ 7,400.00	\$ 6,600.00	
Annual Fall Conference Income	\$ 14,000.00	\$ 17,750.00	\$ (3,750.00)	
PWSS Conference Income	\$ 10,000.00	\$ 13,979.69	\$ (3,979.69)	
Bedroll Conference Income	\$ 5,000.00	\$ 1,730.00	\$ 3,270.00	
Scholarship Income	\$ 1,000.00	\$ 258.50	\$ 741.50	
CD interest	\$ -	\$ 2,689.23	\$ (2,689.23)	
Miscellaneous Income (job posting etc.)	\$ 1,000.00	\$ 2,010.76	\$ (1,010.76)	
TOTALS	\$ 444,250.00	\$ 284,164.39	\$ 160,085.61	\$ 284,164.39
TOTAL INCOME thru November 4, 2019				\$ 284,164.39

2019 EXPENDITURES	Amount Budgeted	Actual Expenditure	Balance	
NACE Dues	\$ 33,500.00	\$ 33,500.00	\$ -	
NACE Conference and Sponsorship (\$500)	\$ 5,500.00	\$ 5,403.55	\$ 96.45	
CSAC Service and Expense Contract	\$ 199,500.00	\$ 197,339.50	\$ 2,160.50	
Newsletter Editor Service	\$ 1,000.00	\$ -	\$ 1,000.00	
LS&R Needs Study	\$ 100,000.00	\$ 43,149.63	\$ 56,850.37	
Spring Conference Expense	\$ 20,000.00	\$ 3,569.65	\$ 16,430.35	
Policy Conference Expense	\$ 22,000.00	\$ 11,651.24	\$ 10,348.76	
Annual Fall Conference Expense	\$ 20,000.00	\$ 18,039.72	\$ 1,960.28	
Bedroll Conference Expense	\$ 6,000.00	\$ 3,489.14	\$ 2,510.86	
PWSS Conference Expense	\$ 12,000.00	\$ 14,657.78	\$ (2,657.78)	
CEAC PWSS Reception Sponsorship	\$ 2,000.00	\$ 2,000.00	\$ -	
Scholarships	\$ 6,000.00	\$ 4,000.00	\$ 2,000.00	
CEAC/CLODS Meeting Expense	\$ 8,500.00	\$ 2,653.52	\$ 5,846.48	
Office Supplies and Expenses	\$ 1,000.00	\$ 617.78	\$ 382.22	
Awards and Gifts	\$ 5,000.00	\$ 526.49	\$ 4,473.51	
Taxes Fees and Accounting	\$ 600.00	\$ 485.00	\$ 115.00	
Officers Travel and Expenses	\$ 20,000.00	\$ -	\$ 20,000.00	
Contingencies	\$ 50,000.00	\$ -	\$ 50,000.00	
EXPENDITURES	\$ 512,600.00	\$ 341,083.00	\$ 171,517.00	\$ 341,083.00
TOTAL EXPENDITURE thru November 4, 2019				\$ 341,083.00

ACCOUNT BALANCES as of November 4, 2019	
CEAC Checking	\$ 151,336.87
CEAC CD	\$ 199,926.26
LS&R Sub Account	\$ 101,027.63
PWSS Sub Account	\$ 11,917.06
Bedroll Conf. Sub Account	\$ 6,838.10
TOTAL ACCOUNT BALANCE as of November 4, 2019	\$ 471,045.92

CEAC 2020 PROPOSED BUDGET

Account Balance on November 4, 2019		TOTAL \$ 471,045.92
ESTIMATED 2020 INCOME		
2016 Member Dues	\$ 160,250.00	
Affiliate Dues	\$ 11,000.00	
Local Streets and Roads Needs Contribution	\$ 450,000.00	
Spring Conference Income	\$ 35,000.00	
Policy Conference Income	\$ 10,000.00	
Annual Fall Conference Income	\$ 18,000.00	
Bedroll Income	\$ 2,500.00	
PWSS Income	\$ 12,000.00	
Scholarship Income	\$ 500.00	
Cert Deposit interest	\$ 2,500.00	
Misc. Income (job posting, etc.)	\$ 2,000.00	
TOTAL ESTIMATED 2020 INCOME	\$ 703,750.00	\$ 703,750.00
TOTAL ESTIMATED FUNDS AVAILABLE FOR 2020		\$ 1,174,795.92
PROPOSED 2020 EXPENDITURES		
NACE Dues	\$ 33,500.00	
NACE Conference and Sponsorship (\$500)	\$ 5,500.00	
NACE 2021 Planning/Preparation	\$ 35,000.00	
CSAC Service & Expense Contract	\$ 200,000.00	
LS&R Needs Report	\$ 458,500.00	
Spring Conference Expenses	\$ 10,000.00	
Policy Conference Expenses	\$ 15,000.00	
Annual Fall Conference Expenses	\$ 20,000.00	
PWSS Conference Expenses	\$ 15,000.00	
Bedroll Conference Expenses	\$ 4,000.00	
CEAC PWSS Reception Sponsorship	\$ 2,000.00	
CEAC/CLOUDS meeting Expenses	\$ 5,000.00	
Newsletter Editor Expenses	\$ 500.00	
Scholarships	\$ 6,000.00	
Awards and Gifts	\$ 1,000.00	
Office Supplies	\$ 1,000.00	
Tax Fees and Accounting	\$ 600.00	
Officers Travel and Expenses	\$ 10,000.00	
Estimated Expenditures Thru December 31, 2019	\$ 10,000.00	
TOTAL PROPOSED 2020 EXPENDITURES	\$ 832,600.00	\$ 832,600.00
Contingencies	\$ 342,195.92	
TOTAL 2020 CEAC BUDGET		\$ 1,174,795.92



COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA

Resolution Establishing an Annual Special Assessment for Funding the Statewide Local Streets and Roads Needs Assessment Reports

Whereas, the County Engineers Association (CEAC) added a Statewide Roads Needs Assessment to its Work Program (Project) in 1996; and

Whereas, the Project did not move forward due to lack of funding; and

Whereas, in 2006, Los Angeles County committed \$250,000 in matching funds to the Project; and

Whereas, the Project was joined and supported by the League of California Cities (LoCC) and ultimately the California Regional Transportation Planning Agencies and the Metropolitan Planning Organizations; and

Whereas, a Special Assessment of all Counties was approved by CEAC to complete the funding of the initial Project; and

Whereas, the Special Assessment is allocated to the Counties by the Proposition 42 formula based on maintained road miles and registered vehicles; and

Whereas, in 2007, CEAC and LoCC initiated the first Statewide Local Streets and Roads Needs Assessment Project; and

Whereas, the results of the Project have been beneficial in educating the public and legislators; and

Whereas, to be meaningful, the Project needs to be continually updated and has been updated bi-annually since 2008; and

Whereas, over time, the cost of the Project updates increases; and

Whereas, the last overall annual Special Assessment of \$34,375 for the Project was approved in 2011; and

Whereas, in 2018 CEAC's annual share of the cost for the 2018 Project update was increased to \$37,502; and

Whereas, it is necessary to increase CEAC's share for Project updates by an additional \$25,556 per year over the next three years for a grand total of \$63,058 per year.

NOW, THEREFORE, BE IT RESOLVED that an increase to the annual Special Assessment to be allocated by the existing formula be approved in the amount of \$25,556 per year for project updates during 2020, 2021 and 2022 for a total annual CEAC share of \$63,058; and

BE IT FURTHER RESOLVED that the annual Special Assessment, to be allocated by the existing formula can be adjusted from time to time to cover the future increases in costs, as long as the increases are approved by the CEAC Board of Directors and do not exceed twenty five (25) percent above \$63,058 per year.

PASSED AND ADOPTED by the CEAC General Membership on this 5th day of December, 2019.

Jim Porter, CEAC President

CEAC County Dues_2020 with 2020-2022 LSR increase

County	Amount Due (CEAC Dues)	Membership Year	LS&R (2019)	LSR Increase (2020, 2021 & 2022)	Total Due
Alameda County	\$ 6,000.00	2020	\$ 1,163	\$ 793	\$ 7,956
Alpine County	\$ 750.00	2020	\$ 22	\$ 15	\$ 787
Amador County	\$ 750.00	2020	\$ 107	\$ 73	\$ 930
Butte County	\$ 2,000.00	2020	\$ 381	\$ 259	\$ 2,640
Calaveras County	\$ 750.00	2020	\$ 163	\$ 111	\$ 1,024
Colusa County	\$ 750.00	2020	\$ 128	\$ 87	\$ 965
Contra Costa County	\$ 6,000.00	2020	\$ 971	\$ 662	\$ 7,633
Del Norte County	\$ 750.00	2020	\$ 66	\$ 45	\$ 861
El Dorado County	\$ 2,000.00	2020	\$ 343	\$ 234	\$ 2,577
Fresno County	\$ 5,000.00	2020	\$ 1,166	\$ 795	\$ 6,961
Glenn County	\$ 750.00	2020	\$ 155	\$ 106	\$ 1,011
Humboldt County	\$ 2,000.00	2020	\$ 303	\$ 206	\$ 2,509
Imperial County	\$ 2,000.00	2020	\$ 527	\$ 359	\$ 2,886
Inyo County	\$ 750.00	2020	\$ 187	\$ 127	\$ 1,064
Kern County	\$ 5,000.00	2020	\$ 1,098	\$ 748	\$ 6,846
Kings County	\$ 2,000.00	2020	\$ 230	\$ 157	\$ 2,387
Lake County	\$ 750.00	2020	\$ 163	\$ 111	\$ 1,024
Lassen County	\$ 750.00	2020	\$ 158	\$ 108	\$ 1,016
Los Angeles County	\$ 10,000.00	2020	\$ 7,029	\$ 4,790	\$ 21,819
Madera County	\$ 2,000.00	2020	\$ 333	\$ 227	\$ 2,560
Marin County	\$ 2,000.00	2020	\$ 264	\$ 180	\$ 2,444
Mariposa County	\$ 750.00	2020	\$ 104	\$ 71	\$ 925
Mendocino County	\$ 750.00	2020	\$ 244	\$ 166	\$ 1,160
Merced County	\$ 2,000.00	2020	\$ 441	\$ 300	\$ 2,741
Modoc County	\$ 750.00	2020	\$ 153	\$ 104	\$ 1,007
Mono County	\$ 750.00	2020	\$ 113	\$ 77	\$ 940
Monterey County	\$ 3,000.00	2020	\$ 481	\$ 328	\$ 3,809
Napa County	\$ 2,000.00	2020	\$ 186	\$ 127	\$ 2,313
Nevada County	\$ 750.00	2020	\$ 190	\$ 130	\$ 1,070
Orange County	\$ 8,000.00	2020	\$ 2,400	\$ 1,636	\$ 12,036
Placer County	\$ 3,000.00	2020	\$ 495	\$ 337	\$ 3,832
Plumas County	\$ 750.00	2020	\$ 126	\$ 86	\$ 962
Riverside County	\$ 7,000.00	2020	\$ 1,929	\$ 1,315	\$ 10,244
Sacramento County	\$ 6,000.00	2020	\$ 1,435	\$ 978	\$ 8,413
San Benito County	\$ 750.00	2020	\$ 108	\$ 73	\$ 931
San Bernardino County	\$ 7,000.00	2020	\$ 1,868	\$ 1,273	\$ 10,141
San Diego County	\$ 8,000.00	2020	\$ 2,689	\$ 1,832	\$ 12,521
San Francisco County	\$ 5,000.00	2020	\$ 547	\$ 373	\$ 5,920
San Joaquin County	\$ 5,000.00	2020	\$ 776	\$ 529	\$ 6,305
San Luis Obispo County	\$ 2,000.00	2020	\$ 447	\$ 305	\$ 2,752
San Mateo County	\$ 5,000.00	2020	\$ 653	\$ 445	\$ 6,098
Santa Barbara County	\$ 3,000.00	2020	\$ 456	\$ 311	\$ 3,767
Santa Clara County	\$ 6,000.00	2020	\$ 1,461	\$ 996	\$ 8,457
Santa Cruz County	\$ 2,000.00	2020	\$ 301	\$ 205	\$ 2,506
Shasta County	\$ 2,000.00	2020	\$ 352	\$ 240	\$ 2,592
Sierra County	\$ 750.00	2020	\$ 61	\$ 42	\$ 853
Siskiyou County	\$ 750.00	2020	\$ 252	\$ 172	\$ 1,174
Solano County	\$ 3,000.00	2020	\$ 422	\$ 288	\$ 3,710
Sonoma County	\$ 3,000.00	2020	\$ 634	\$ 432	\$ 4,066
Stanislaus County	\$ 5,000.00	2020	\$ 624	\$ 425	\$ 6,049
Sutter County	\$ 750.00	2020	\$ 192	\$ 131	\$ 1,073
Tehama County	\$ 750.00	2020	\$ 219	\$ 149	\$ 1,118
Trinity County	\$ 750.00	2020	\$ 117	\$ 80	\$ 947
Tulare County	\$ 3,000.00	2020	\$ 757	\$ 516	\$ 4,273
Tuolumne County	\$ 750.00	2020	\$ 153	\$ 104	\$ 1,007
Ventura County	\$ 5,000.00	2020	\$ 737	\$ 502	\$ 6,239
Yolo County	\$ 2,000.00	2020	\$ 269	\$ 183	\$ 2,452
Yuba County	\$ 750.00	2020	\$ 153	\$ 104	\$ 1,007
	\$ 160,250.00		\$ 37,502.00	\$ 25,556.00	\$ 223,308.00

Attachment Two

Treasurer's Report and 2020 Final Budget

CEAC Treasurers Report

March 20, 2020, Board of Directors Meeting

Agenda Item #7

2020 Final Budget;

Please see the attached Final Budget that reflects the Boards direction from the December 6, 2019 Board of Directors meeting at the Annual Conference in San Francisco, including an increase in the Officers Travel and Expenses line item for \$10,000 to \$20,000.

Action; Approve Final 2020 Budget

March 5, 2020 Treasurers Report;

Please see attached Treasurers Report.

- At the top are the January 1, 2020 account balances for the various sub-accounts including; the Local Streets and Roads (LS&R), Public Works Secretarial Seminar (PWSS), Bedroll Conf., Certificate of Deposit (CD) and checking.
- The “2020 Income” section shows the budget estimates and actual revenue to date for the various line items. Note: the \$57,854 revenue for LS&R reflects CEAC’s assessments collected to date. (3 Counties have not yet paid their annual dues & assessments but I expect them to be coming).
- The “2020 Expenditures” section shows budget estimates and actual expenditures to date. Note: under LS&R, between the January 1, 2020 LS&R account balance of \$101,138 and LS&R revenue to date of \$57,854, we have approximately \$159,000 available for the LS&R study/update work by NCE. We have issued Notices to Proceed to NCE that essentially obligates this total amount, which means we will not be able to proceed with any future tasks until we receive additional revenue from the League of Cities and the RTPA/MPO’s for their share of the work. David Leamon will be able to update the Board on NCE work authorized to date and discussions with the League and RTPA/MPO’s on their financial obligations.
- Only \$512 has been spent under “NACE 2021 Planning/Preparation”, however this will begin to increase as expenses for next months 2020 NACE Conf. in Alabama begin to come in. Matt Machado will be able to brief the Board on work to date.
- The \$8798 under “Officers Travel and Expenses” reflects the costs associated with the recent Washington DC trip. President Tippet will be able to brief the Board on this trip.

Action: Accept March 5, 2020 Treasurers Report

COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA

TREASURER'S REPORT: March 5, 2020

ACCOUNT BALANCES AS OF JANUARY 1, 2020

Balance	Total Balance
CEAC Checking	\$141,504.19
CEAC CD	\$200,014.05
LS&R Sub Account	\$101,138.63
PWSS Sub Account	\$11,917.06
Bedroll Conf. Sub Account	\$6,838.10
TOTAL Acct. Balance January 1, 2020	\$461,412.03

2020 INCOME

	Budget Estimate	Actual	Balance
Membership Dues	\$160,250.00	\$148,750.00	\$11,500.00
Affiliate Dues	11,000.00	10,500.00	500.00
Local Streets and Roads Needs Assessment	450,000.00	57,854.00	392,146.00
Spring Conference Income	35,000.00	12,275.00	22,725.00
Policy Conference Income	10,000.00	3,750.00	6,250.00
Annual Fall Conference Income	18,000.00	8,520.00	9,480.00
PWSS Conference Income	12,000.00	4,066.92	7,933.08
Bedroll Conference Income	2,500.00	0.00	2,500.00
Scholarship Income	500.00	0.00	500.00
CD interest	2,500.00	985.03	1,514.97
Miscellaneous Income (job posting etc)	2,000.00	914.10	1,085.90
TOTALS	\$703,750.00	\$247,615.05	\$456,134.95

\$247,615.05

TOTAL INCOME thru March 5, 2020

\$247,615.05

2020 EXPENDITURES

	Amount Budgeted	Actual Expenditure	Balance
NACE Dues	\$33,500.00	\$0.00	\$33,500.00
NACE Conference and Sponsorship (\$500)	5,500.00	0.00	5,500.00
NACE 2021 Planning/Preparation	35,000.00	512.26	34,487.74
CSAC Service and Expense Contract	200,000.00	49,929.25	150,070.75
Newsletter Editor Service	500.00	0.00	500.00
LS&R Needs Study	458,500.00	5,541.47	452,958.53
Spring Conference Expense	10,000.00	0.00	10,000.00
Policy Conference Expense	15,000.00	0.00	15,000.00
Annual Fall Conference Expense	20,000.00	2,073.19	17,926.81
Bedroll Conference Expense	4,000.00	0.00	4,000.00
PWSS Conference Expense	15,000.00	0.00	15,000.00
CEAC PWSS Reception Sponsorship	2,000.00	0.00	2,000.00
Scholarships	6,000.00	0.00	6,000.00
CEAC/CLOUDS Meeting Expense	5,000.00	1,471.56	3,528.44
Office Supplies and Expenses	1,000.00	23.58	976.42
Awards and Gifts	1,000.00	0.00	1,000.00
Taxes Fees and Accounting	600.00	20.00	580.00
Officers Travel and Expenses (Wash DC trip)	20,000.00	8,798.89	11,201.11
Contingencies	20,000.00	0.00	20,000.00
EXPENDITURES	\$852,600.00	\$68,370.20	\$784,229.80

\$68,370.20

TOTAL EXPENDITURE thru March 5, 2020

68,370.20

ACCOUNT BALANCES as of March 5, 2020

CEAC Checking	\$263,932.48
CEAC CD	200,489.56
LS&R Sub Account	153,451.16
PWSS Sub Account	15,983.98
Bedroll Conf. Sub Account	6838.1

TOTAL ACCOUNT BALANCE as of March 5, 2020

\$640,656.88

COUNTY ENGINEERS ASSOCIATION of CALIFORNIA

2020 FINAL BUDGET

Account Balance's beginning January 1, 2020

CEAC Checking	\$141,504.19	
CEAC CD	\$200,014.05	
LS&R Sub Account	\$101,138.63	
PWSS Sub Account	\$11,917.06	
Bedroll Conf. Sub Account	\$6,838.10	
TOTAL Acct. Balance 1/1/2020	\$461,412.03	\$461,412.03

ESTIMATED INCOME

Member Dues	\$160,250	
Affiliate Dues	\$11,000	
LS&R Needs Contribution	\$450,000	
Spring Conference Income	\$35,000	
Policy Conference Income	\$10,000	
Annual Fall Conference Income	\$18,000	
PWSS Conference Income	12,000	
Bedroll Conference Income	\$2,500	
Scholarship Income	\$500	
Misc. Income (job posting etc.)	\$2,000	
Interest on CD	\$2,500	
TOTAL Estimated Income	\$703,750	\$703,750.00

TOTAL EST.FUNDS AVAILABLE FOR 2020 **\$1,165,162.03**

PROPOSED EXPENDITURES

NACE Dues	\$33,500	
NACE Conf. and Sponsorship (\$500)	\$5,500	
NACE 2021 Planning/Preparation	\$35,000	
CSAC Service & Expense Contract	\$200,000	
Newsletter Editor Service	\$500	
LS&R Needs Study	\$458,500	
Spring Conference Expense	\$10,000	
Policy Conference Expense	\$15,000	
Annual Fall Conference Expense	\$20,000	
Bedroll Conference Expense	\$4,000	
PWSS Conference Expense	\$15,000	
CEAC PWSS Reception Sponsorship	\$2,000	
Scholarships	\$6,000	
CEAC/CLODS Meeting Expense	\$5,000	
Office Supplies and Expenses	\$1,000	
Awards and Gifts	\$1,000	
Tax Fees and Accounting	\$600	
Officer's Travel and Expense	\$20,000	
Contingencies	\$20,000	
TOTAL Proposed Expenditures	\$852,600	\$852,600.00

Estimated End of Year Account Balances

LS&R Sub Account	\$92,638.63	
PWSS Sub Account	\$8,917.06	
Bedroll Sub Account	\$5,338.10	
CEAC CD Reserves	\$202,514	
CEAC Checking	\$3,154.19	
TOTAL Est. End of Year Account Balance		\$312,561.98

Attachment Three

120619 Board of Directors Item 11(b)

CEAC Board of Directors meeting December 6, 2019

Item 11. New Business

b) CEAC online posting forum/website update (Tackabery)

Hello fellow Directors, unfortunately I cannot attend the Board meeting. Below is a summary of the issue and research conducted to date.

President Jim's request is: "what the Board will want to understand is the amount of staff time necessary to stand up and administer the list serve, and start up and maintenance costs."

Objective: The CEAC board is considering creating a custom hybrid mailing list/online posting forum for member use. We have realized significant benefits from the CEAC Survey listserve in discussing and sharing information related to issues faced by County staff. The limitation of that current method is the information is not retained beyond individuals email inbox, so the information shared is not available as a resource in the future.

Summary of County Counsel Association program from Jennifer Henning to Chris Lee:

1. The online forum works well for them because the counsels have a pretty broad exemption from the CA Public Records Act; CEAC members would not have such an exemption if there were records from the forum in possession of a county that was subject to a CPRA request.
2. They developed a custom hybrid mailing list/online posting forum (you can opt in/out of emails) as part of a website redesign. The director couldn't immediately recall how much they spent on the custom forum, but the total project, including website was on the order of \$50k.
 - a. There could be an opportunity to work with the web developer and see if we could simply adapt the system. The ED wasn't super familiar with the specifics of their site (i.e. do they use wordpress, like the current CEAC site), so not sure whether it could be seamlessly integrated if we took that approach. CEAC did a website overhaul within the last 2-3 years.
3. The association has a part-time staffer who helps post content on the site (articles, etc) in addition to other IT duties, but I don't think there's a lot of active moderation.

The Executive Director said she'd be willing to give a demonstration of their site and how it works. If there's interest, I can try to find a time to set that up—probably through go-to-webinar.

Feedback from CSAC web developer Mike Linville to Merrin Gerety:

1. Website Forum Software

Question: Do you know of any online forums that are compatible with WordPress that we could install on our website but access through email (Microsoft Outlook)?

BBPress is the most popular Wordpress forum out there. It has a lot of basic functionality (forums, security for private threads, capability for people to subscribe to threads or forums so they get emails when new content is added, etc) and best of all the software is free.

2. Costs to create

The cost for the forum software is free so the only cost that we'll incur is implementation (design + development). A basic Forum implementation can be done in around 15 hours but it can go up from there depending on how much content we want to create, if we need to setup all 500 folks as users beforehand, if we want to put out any specific marketing to let people know once the forum is live, etc. For a complete setup, I'd assume 15-25 hours (\$1725 - \$2875) but the good news is we can use a Maintenance Contract for the work so that price would get discounted a bit.

3. Timeframe to create

I'd assume 2-3 weeks for the integration of the forum right now. If we wait another month and get into the thick of the holiday season - that may get extended to 3-4 weeks.

Recommendation:

Proceed with the BBPress forum. Allocate \$10,000 for startup expenses. CSAC staff to serve as passive moderator to facilitate and organize threads and forums. Active moderation of content is not included, members will need to self-police.

Option: From subcommittee to discuss