

## CEAC Board of Directors

November 17, 2023 | 10:15 am - 11:45 am



CEAC Board of Directors  
Oakland Marriott City Center  
1001 Broadway, Oakland, CA  
Oakland Room  
Friday, November 17, 2023 | 10:15 am – 11:45 am

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10:15 am

### **Call to Order (Kokkas)**

1. **Approval of Minutes (Leamon)**  
August 25, 2023 - **Attachment One - Action Item**
2. **Correspondence (Kokkas)**
3. **CLODS Report (CLODS)**
4. **NACE Report (Dashiell)**
5. **CSAC Report (CSAC Staff)**
6. **Regional Directors Reports**
  - a) Bay Area
  - b) Central Coast
  - c) Northern California
  - d) Sacramento Mother Lode
  - e) San Joaquin Valley
  - f) Southern California
7. **Treasurer's Report (Johnson) - Attachment Two – Action Item**
8. **Committee Reports:**
  - a) Administrative
  - b) Flood Control and Water Resources
  - c) Infrastructure and Development
  - d) Resource Recovery and Waste Management
  - e) Surveyor
  - f) Transportation
  - g) Fellowship
  - h) Oversight
  - i) Scholarship
9. **Unfinished Business**
  - a) ARTICLE III Dues and Assessments Update – Bylaws amendment (Dashiell/Balbas)- **Attachment Three – Action Item**
  - b) 2024 CEAC Policy Conference dates and location (Gerety) – August 22-23, 2024, Capitol Event Center, Sacramento, and Sheraton Grand Sacramento Hotel
  - c) Local Streets and Roads Needs Assessment - Report and Committee update (Neuburger/Leamon)

## **CEAC Board of Directors**

November 17, 2023|10:15 am - 11:45 am

### 10. **New Business**

- a) 2024 NACE Annual Conference contract (Machado)- ***Attachment Four – Action Item***

### 11. **Life Membership**

- a) None

### 12. **Announcements**

#### **Scheduled Conferences**

- a) CEAC Spring Conference, not being held in 2024 due to hosting of the NACE Conference
- b) NACE Annual Conference, Palm Springs, Riverside County, California, April 15-18, 2024
- c) CEAC Policy Conference, Capitol Event Center, Sacramento, August 22-23, 2024 (19<sup>th</sup> Annual CEAC Policy Conference)
- d) CSAC Annual Meeting/Fall Conference, Pasadena, Los Angeles County, November 18-22, 2024 (CSAC 130th Annual Meeting)
- e) CSAC Annual Meeting/Fall Conference, San Jose Convention Center, Santa Clara County, December 1 - December 5, 2025

#### **CEAC Board of Directors Meeting Schedule**

- a) CEAC Policy Conference, Sacramento, August 22-23, 2024

11:45 am

**Adjourn**

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## CEAC Board of Directors

November 17, 2023|10:15 am - 11:45 am

### Meeting Roster Voting Board Members: Officers & Regional Directors

<b>Officer</b>	<b>Office</b>	<b>County/Organization</b>
Panos Kokkas	President	Trinity
David Leamon	Vice President	Stanislaus
	Secretary	
Brian Balbas	Immediate Past President	Contra Costa
George Johnson	Treasurer	Riverside (Retired)
Mehdi Madjd-Sadjadi	Treasurer-Emeritus	Marin (Retired)
Mike Penrose	Parliamentarian	Sacramento (Retired)
Patrick DeChellis	Newsletter Editor	Los Angeles (Retired)
Howard Dashiell	NACE Representative	Mendocino
Dave Gravenkamp	Historian	Siskiyou (Retired)

<b>Regional-Directors</b>	<b>Region</b>	<b>County</b>
Rosemarie Gaglione	Bay Area	Marin
Walter Rubalcava	Central Coast	Santa Barbara
Bob Bronkall	Northern California	Humboldt
Kim MacFarlane	Sacramento Mother Lode	Tuolumne
Fritz Buchman	San Joaquin Valley	San Joaquin
Nardy Khan	Southern California	Orange

### Non-Voting Members: Committee Chairs and CSAC Staff

<b>Committee Chairs</b>	<b>Committee</b>	<b>County</b>
Josh Pack	Administrative	Butte
Pattie McNamee	Fellowship	Contra Costa (Retired)
Glenn Shephard	Flood Control/Water Resources	Ventura
Trisha Tillotson	Infrastructure and Development	Nevada
Panos Kokkas	Oversight	Trinity
Jared Carter	Resource Recovery & Waste Mgmt.	Madera
Alicia Winokur	Scholarship	Mendocino
Aleks Jevremovic	Surveyor	Santa Barbara
Najee Zarif	Transportation	San Joaquin

<b>CSAC/CEAC Staff</b>	<b>Title</b>	<b>Agency/County</b>
Catherine Freeman	Senior Legislative Advocate	CSAC
Mark Neuburger	Legislative Advocate	CSAC
Ada Waelder	Legislative Advocate	CSAC
Kristina Gallagher	Legislative Analyst	CSAC
Amber Garcia Rossow	Legislative Analyst	CSAC
Merrin Gerety	CEAC Program Manager	CSAC/CEAC

**LIST OF ATTACHMENTS**

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- Attachment One.....Meeting Minutes, August 25, 2023
- Attachment Two.....Treasurer’s Report (Treasurer’s Report and  
proposed 2024 Budget)
- Attachment Three.....ARTICLE III Dues and Assessments Update –  
Bylaws amendment
- Attachment Four .....2024 NACE Annual Conference Contract

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**Attachment One**  
Meeting Minutes, August 25, 2023



## CEAC Board of Directors

2023 CEAC Policy Conference

August 25, 2023|12:30 pm – 2:30pm

Capitol Event Center, 1020 11<sup>th</sup> Street 2<sup>nd</sup> Floor, Sacramento  
Sacramento County, California

12:36 pm

### Call to Order (Balbas)

Officers present: 10 of 10; Regional Directors: 6 of 6; **Quorum Present**

1. **Approval of Minutes** (Leamon)

2023 CEAC Spring Conference / PWOI – League of Cities - **Attachment 1 Action Item – Motion** to approve minutes; Move to approve -DeChellis, 2<sup>nd</sup> Machado; **Approved**

2. **Correspondence** (Balbas)

a) Caltrans Letter on anti-swag at Transportation Conferences. Fleisch rightly mentioned, this just might be government over-reach. Gerety shared that CSAC has not decided, but likely will keep SWAG.

3. **CLODS Report** (CLODS) (Sadjadi)

a) Treasurer Emeritus Sadjadi – CLODS developed the slate of officers for 2024 to be presented in Oakland to the membership for consideration and voting. Sadjadi hopes Balbas will make into the CLODS. CLODS received the invitation to the Fall Conference to host the CLODS BBQ. Given during new Business placed here for continuity, **Penrose has been given a bird name by the CLODS – “THRASHER.”**

4. **NACE Report** (Machado)

Machado won the Western Region Vice President for NACE and reminded everyone that we need a new NACE representative, which will be selected by the CLODS. Focus on 2024 Palm Springs NACE Conference, much to get done:

- Technical Sessions – Mattson and Dashiell
- Sponsors and Exhibitors – need a list
- Golf program –
- Guest program - Dashiell and Johnson
- Wednesday Night Dinner in conjunction with the CLODS
- Need to develop a budget in the Fall - \$5k
- Profit for Alabama Conference was in the range of \$150,000 total for NACE – about \$30-40k for Alabama
- Geotechnical presentation by Leacox and McElroy

Discussion on technical sessions to include roads, project delivery, flood control and disaster recovery.

5. **CSAC Report** (CSAC Staff) (Neuburger)  
The AT HOME program is a key priority at CSAC, with a housing focus. Housing is another hot topic, but there are conflicted conversations between the various push and pulls of housing development. Lengthy delays at BPLESG for licensing, CSAC has reached out to see what can be done. CSAC has been engaging in regional tribal meetings starting in September and October, the theme is being a good neighbor. Machado mentioned HCD grants and that PW departments are not typical grant applicants and PW departments could use help in education on these grants.

6. **Regional Directors Reports**

Balbas thanked Rosemarie Gaglione for stepping up to be the Bay Area Regional Director.

Johannes Hoevertsz and Rosemarie Gaglione – **Bay Area** – First meeting was held, Bay Area elected Gaglione, President Balbas in attendance.

Walter Rubalcava - Central **Coast** –Highlighted the excellent collaboration between the Counties along the coast.

Bob Bronkall – **NorCal** – will update the group under new business for the Bedroll conference.

Matt Randall and Kim MacFarlane – **Sac/Mother Lode** – Met virtually in August, voted in Kim MacFarlane as Regional Director, well attended, good discussions, storms, homelessness, and snow. McFarland highlighted the good discussion on storm recovery. Yuba County has a new PW director and received a \$22M Safe Routes to School grant, Placer Co has a large bridge project.

Fritz Buchman – **San Joaquin** – Due to storms May meeting was the next meeting hosted by Stanislaus County in San Joaquin County. Celebrity chef Lemond burnt dawgs and burgers. Kern County has had some rapid changes in leadership, Fritz will continue to reach out. Leamon suggested that maybe SoCal take Kern. DeChellis countered with deal if the Valley takes Mono and Inyo. Khan mentioned SoCal has lots of members.

Nardy Khan – **SoCal** – The region had virtual meetings, continue with this format. Khan mentioned that attendance is better with virtual meetings.

Bonus conversation: DeChellis reminded the Regional Directors to keep providing updates. Reminded the NACE representative and President to provide their articles for the newsletter. Asked for County updates, Contra Costa County provided an update two years ago

7. **Treasurer's Report:** (Johnson)

President Balbas thanked Treasurer Johnson for all his hard work on the budget and budget recommendations. Treasurer Johnson reminded us that:

CEAC is experiencing a budget shortfall, a sub-committee was assembled to evaluate funding alternatives. Three recommendations from the sub-committee:

1. One is to increase dues 10% per year for members and affiliates for three years.
2. Second recommendation is for job postings costs to increase from \$75 to \$125, Cities from \$150 to \$200.
3. Third recommendation is to increase revenue is to raise the registration on the Fall Policy Conference from \$100 up to \$150. Combined proposals would increase revenue by \$30,000 per year.

The CSAC service contract has an annual CPI inflationary factor that is projected to increase expenditures by approximately 8%, raising the cost from \$219,286 in 2022 up to \$237,000 for 2023. Good news was shared that 57 of 58 Counties have paid their dues. Siskiyou is the County that has not paid. There was talk about how to engage the Director, Machado suggested contacting their Board of Supervisors to encourage participation.

Treasurer Johnson thanked the Regional Directors for their outreach efforts then asked if the Board had any questions. There were none.

***Attachment 2 - Discussion Item – Treasurer’s report – ACTION – ACCEPT the REPORT – 1<sup>st</sup> Dashiell 2<sup>nd</sup> Penrose – Unanimous***

**8. Committee Reports: -**

- a) Administrative – **McFarland**, well attended, lively discussion on AI. This was a robust conversation by the membership that was there. San Joaquin Co. will present at a future Admin Committee on their PW Academy. Mentioned that maybe we could set up a mentoring program.
- b) Flood Control and Water Resources – **Shepard** update, endowments are stinky for public agencies, we say no, Nardy and Shepard are thinking a subcommittee can tackle this subject.
- c) Infrastructure and Development, aka the Committee formerly known as Land Use – **Tillotson**. Discussed illegal dumping and impacts on our infrastructure. Interest in future topic revolving around financing.
- d) Resource Recovery and Waste Management – **Carter**, the meeting was well attended. The Little Hoover Commission attended the meeting, it was a very good discussion. Plug for the forums. Bronkall assured us that “white glove” treatment was incoming.
- e) Surveyor – **Bronkall** – What is the nature of a durable monument? What are surveyors? Where are we and is this all a dream? These and other existential thoughts seemed to consume the Survey group. Dallas Sweeny from the Board attended. Discussed how many active surveyors there were, it’s unknown. LSIT applications are up, anticipate an uptick in future years for the LS.
- f) Transportation – **Zarif**, Caltrans Local Assistance attended, CEAC was very well behaved. Future discussion on asset management, Caltrans,



and possible technology changes to pavement rating.

- g) Fellowship – no update. **Balbas** – reminded us we are going to need lots of help for NACE 2024.
- h) Oversight – **Balbas** - By-laws changes and budget discussions have dominated the conversations, recently.
- i) Scholarship –**Meyers** – Received four applications and we are awarding 3 scholarships. We need more applications. Mehdi encouraged all in attendance to find more CEAC applicants for the scholarships.

9. **Unfinished Business (Balbas)**

- a) ARTICLE III Dues and Assessments Update – Bylaws amendment - **Attachment Three – Action Item** – Item postponed as the Bylaws need to be voted on by the membership and we need to provide notice so that the members can vote on this amendment. Carried forward from Spring Conference to the Policy conference and now to the Fall Annual Meeting, due to Dashiell damning self-incriminating admission that he messed up three times. Parliamentarian Penrose reminded us that the By-laws are voted on by the General Membership. Once the By-Laws are amended the Board will be able to correct the table going forward. Membership needs to be noticed by October 16<sup>th</sup> for voting during the Annual Meeting in November. 10% increases in 2023, 2024 and then 2025, with annual CPI starting in 2026.

**Recommended Motion** – Approve two more 10% dues increase for 2024 then the 10% increase with CPI below going forward starting in 2026 and direct Treasurer to build the 2024 CEAC Proposed Budget accordingly with modifications to the By-Laws as shown below. Bring back clean revision of By-Laws at least 10 days before November 17<sup>th</sup> 2023 (e.g. by November 7<sup>th</sup> publish a member vote along with Policy Agendas) with any corrections or adjustments for final ratification at the fall conference for distribution to the membership and final ratification by the Board of Directors. **1<sup>st</sup> – Bronkall, 2<sup>nd</sup> – Kokkas - Unanimous**

10. **New Business**

- a) **Bedroll Conference – Bronkall** – New camp found that is similar to Camp Conery that went up in flames, Camp Tehama in Mineral, CA, in Tehama County. Comes with a mess hall and kitchen, has a trout pond, bring your own BBQ grill. Dashiell volunteered to run the program, timeline was discussed for holding the Bedroll in late June early July.
- b) **NACE Representative – Sadjadi** – Machado self-promoted to NACE Western Regional VP with California help, thereby abandoning his NACE Representative-ship, Dashiell is now new NACE representative, **1<sup>st</sup> by Machado, 2<sup>nd</sup> by Kokkas – Unanimous**
- c) **2024 Conference Dates – Gerety** – May would be better for the CEAC Policy Conference, to develop legislative measures, much circular conversation with the history of the name of the Policy Conference. The

Policy Conference has good attendance and is affordable. DeChellis remembered when the Policy Conference cost \$50, back in the Elder Days. No action – Waelder suggested we might consider pulling the Policy Conference back a couple of weeks earlier in August to time better with Sacramento Sausage Making. Balbas suggested that we should continue to hold it in August so that we can inform the Supervisors at the CSAC Annual Conference. Neuberger reminded us we only update our Priorities and Legislative Proposals every other year. Sadjadi reminded the group that this conference was Maurice Shiu’s idea and that the purpose was to inform the Supervisors on what was important for CEAC.

- d) **CEAC Liability Insurance – Balbas** – No CSAC coverage but General Liability insurance would be a good idea for our event, \$2M general liability, \$1M in aggregate. Two proposals received, low bid was \$2046 per year, would cover conferences, special events, golf, and social activities. No Board Directors and Officers insurance coverage, all seemed to think that coverage was necessary. Neuberger gave a fine discussion on insurance and coverages. Sadjadi recalled that CEAC used to have a rider with CSAC. Neuberger reminded CEAC that CSAC does not direct the CEAC Board, therefore we are independent and not under CSAC. Motion to get insurance – 1<sup>st</sup> by Dashiell, 2<sup>nd</sup> by DeChellis – No - Sadjadi, remainder of the membership present voted aye.
- e) **Local Streets and Roads Needs Assessment** – Leamon – No update.

11. **Life Membership**

None

12. **Announcements**

Scheduled Conferences

- a) CSAC Annual Meeting/Fall Conference, Alameda County, November 13-17, 2023
- b) NACE Annual Conference, Palm Springs, Riverside County, April 15-18, 2024

CEAC Board of Directors Meeting Schedule

- a) CEAC Policy Conference, Sacramento, CA, date August 24-25, 2023
- b) CSAC Annual Meeting/Fall Conference, Alameda County, November 13-17, 2023
- c) NACE Annual Meeting, April, 2024 – Need to determine if a Board of Directors meeting should be scheduled during the NACE conference in
- d) Palm Springs.

13. **Round table discussion – Conference Fees**

- a) Dashiell suggested a remote option, Balbas said due to cost, we will try the owl/remote light version for the Fall Policy Conference in August.

2:30 pm **Adjourn** – Motion by DeChellis, 2<sup>nd</sup> by Kokkas, unanimous consent to adjourn

**Meeting Roster**  
**Voting Board Members: Officers & Regional Directors**  
 NP = Not Present

<b>Officer</b>	<b>Office</b>	<b>County/Organization</b>
Brian Balbas	President	Contra Costa
Panos Kokkas	Vice President	Trinity
David Leamon	Secretary	Stanislaus
Howard Dashiell	Immediate Past President	Mendocino
George Johnson	Treasurer	Riverside (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)
<b>Regional-Directors</b>	<b>Region</b>	<b>County</b>
Rosemarie Gaglione	Bay Area	Sonoma
Walter Rubalcava	Central Coast	Santa Barbara
Bob Bronkall	Northern California	Humboldt
Kim MacFarlane	Sacramento Mother Lode	Tuolumne
Fritz Buchman	San Joaquin Valley	San Joaquin
Nardy Khan	Southern California	Orange

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

<b>Committee Chairs</b>	<b>Committee</b>	<b>County</b>
Josh Pack - NP	Administrative	Butte
Pattie McNamee - NP (Retired)	Fellowship	Contra Costa
Glenn Shephard	Flood Control/Water Resources	Ventura
Trisha Tillotson	Infrastructure and Development	Nevada
Brian Balbas	Oversight	Contra Costa
Jared Carter	Resource Recovery & Waste Mgmt.	Madera
Alicia Meier	Scholarship	Mendocino
Aleks Jevremovic - NP	Surveyor	Santa Barbara
Najee Zarif	Transportation	San Joaquin
<b>CSAC/CEAC Staff</b>	<b>Title</b>	<b>Agency/County</b>
Catherine Freeman	Senior Legislative Advocate	CSAC
Mark Neuburger	Legislative Advocate	CSAC
Ada Waelder	Legislative Advocate	CSAC

Kristina Gallagher - NP  
Amber Garcia Rossow - NP  
Merrin Gerety

Legislative Analyst  
Legislative Analyst  
CEAC Program Manager

CSAC  
CSAC  
CSAC/CEAC

**Others in Attendance**

Blossom Scott-Heim  
Kent Edler

**Title**

Supervising Engineer  
Assistant Director

**Agency/County**

Tuolumne  
Santa Cruz

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**Attachment Two**  
Treasurer's Report (Treasurer's Report and proposed 2024 Budget)

## **COUNTY ENGINEER'S ASSOCIATION OF CALIFORNIA**

CEAC Treasurer's Report - November 17, 2023

Inflationary costs were anticipated to further strain the CEAC 2023 budget with higher expenditures, so the CEAC Board of Directors approved the following increases to generate more revenue:

- Increase member county and affiliate dues by 10% per year for three years.
- Increase the charges for job posting for both member counties and partner cities by \$50, which changed member county posting costs from \$75 to \$125, and city partner costs from \$150 to \$200.
- The registration for the annual policy conference was increased from \$100 to \$150.

The impact of the combined revenue increases was expected to generate an additional \$30,000 in revenue for CEAC, resulting in a targeted balanced CEAC General Fund Budget for 2023. Because inflationary costs will continue to increase, the additional 10% annual member dues should be approved for the next two budget years. Beyond the 10% annual increase for three years, beginning in 2026, the member dues should be indexed to the consumer price index to correspond to the CSAC annual contract expenditures.

I am pleased to report, to date, 57 of our 58 counties have paid their CEAC dues as well as their Local Streets and Roads contributions. The CEAC Board of Directors should continue to work closely with all 58 counties and strive for 100% participation from our member counties.

As can be seen on the attached Budget Report, dated November 17, 2023, the CEAC General Fund year end cash balance is projected to be \$123,185, which is slightly less than the budget amount of \$133,568. It will be important to closely monitor further revenue and expenditures through the end of 2023 to meet the objective of having a balanced CEAC General Fund budget. The expected fiscal reconciliation of the 2023 Spring, Policy, and Annual conferences will impact the CEAC General Fund Budget, and those amounts remain unknown at this time.

The proposed 2024 CEAC budget was prepared with the anticipation of the county member and affiliate dues increasing another 10%, for the second year of the three-year phase in. Understanding that costs continue to rise, the CEAC budget also anticipates an increase in affiliate sponsorships for each of our three CEAC conferences. The platinum sponsorship fees for the Spring and Fall conferences are expected to increase from \$1,300 to \$1,500. The Policy conference sponsorship fee will increase from \$750 to \$1,000. Combined with increasing the sponsorship fees, the platinum sponsors will no longer receive one free registration to the Spring and Fall conferences but will pay the normal member registration rates. This action is needed to further reduce expenditures.

In 2024 CEAC will be hosting the annual NACE conference in Palm Springs, CA. The proposed CEAC budget has been developed with a line-item request for \$35,000 itemized as follows:

- CEAC California Delegation Dinner \$16,000
- CEAC Hospitality Suite \$10,000
- CEAC Daytime Hospitality for NACE Guests \$ 1,000
- Snap-E-Tom Reception \$ 1,000
- Golf \$ 2,000
- Contingency \$ 5,000
- Total \$35,000

It is anticipated that sponsorship revenue will cover the above-mentioned costs.

The CEAC Treasurer requests the CEAC Board of Directors approve the proposed 2024 budget and direct the Treasurer to return with a final budget to the CEAC Board of Directors for final budget adoption at the 2024 Spring conference.

**COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA**  
**2023 Annual Conference Budget Report, November 17, 2023**

<u>Account Balances at Year End of 2022</u>	<u>Budget</u>	<u>Current Actual</u>	<u>Year End Projected</u>
CEAC General Fund	\$203,999		
PWSS Sub Account	\$11,917		
Bedroll Sub Account	\$6,838		
LS&R Sub Account	<u>\$379,086</u>		
Total Account Balance January 1, 2023	\$601,840		
<b>2023 INCOME</b>			
Membership Dues	\$280,000	\$289,135	\$289,135
Affiliate Dues	\$20,000	\$18,640	\$18,640
Spring Conf (Includes \$7,957 2021 PWOI)	\$27,957	\$27,156	\$27,156
Policy Conf (Includes \$6,398 2021 Policy)	\$16,398	\$16,893	\$16,893
Annual Conference Income	\$0	\$16,900	\$16,900
Bedroll Income	\$0	\$0	\$0
PWSS Income	\$10,000	\$0	\$0
Misc. Income (job posting, etc.)	<u>\$10,000</u>	<u>\$10,870</u>	<u>\$12,000</u>
<b>CEAC General Fund Income</b>	\$364,355	\$379,594	\$380,724
LS&R Contributions	<u>\$60,000</u>	<u>\$62,634</u>	<u>\$62,634</u>
<b>Total Estimated Funds Available</b>	\$1,026,195		
<b>2023 EXPENDITURES</b>			
NACE Dues	\$49,000	\$48,400	\$48,400
CSAC Contract (Includes \$54,821 4th Q 2022)	\$291,821	\$169,837	\$284,312
Spring Conf (Includes \$1,665 2022 PWOI)	\$1,665	\$3,682	\$3,682
Policy Conference Expenses	\$0	\$2,774	\$5,000
Annual Conf (Includes \$29,997 2021 Annual)	\$45,000	\$55,794	\$80,000
PWSS Expenses	\$10,000	\$0	\$0
Bedroll Expenses	\$0	\$0	\$0
CEAC PWSS Reception Sponsorship	\$2,000	\$0	\$0
CEAC/CLOUDS Meeting Expenses	\$6,000	\$0	\$3,000
Newsletter Editor Expenses	\$500	\$0	\$500
Scholarships	\$6,000	\$0	\$6,000
Awards & Gifts	\$1,500	\$0	\$1,500
Office Supplies	\$500	\$0	\$500
Tax Fees & Accounting	\$800	\$400	\$400
Officers Travel & Expenses	\$15,000	\$6,611	\$15,000
NACE 2024 Preparation	\$3,000	\$3,352	\$10,000
NACE 2023 Gerety Travel	<u>\$2,000</u>	<u>\$3,244</u>	<u>\$3,244</u>
<b>CEAC General Fund Expenses</b>	\$434,786	\$ 294,094	\$461,538
LS&R Expenses	<u>\$236,515</u>	<u>\$ 162,157</u>	<u>\$236,515</u>
<b>Total Proposed Expenses</b>	\$671,301	\$ 456,251	\$698,053
<b>ESTIMATED YEAR END ACCOUNT BALANCES</b>			
CEAC General Fund	\$133,568		\$123,185
PWSS Sub Account	\$11,917		\$11,917
Bedroll Sub Account	\$6,838		\$6,838
LS&R Sub Account	<u>\$202,571</u>		<u>\$205,205</u>
<b>TOTAL YEAR END ACCOUNT BALANCE</b>	<b>\$354,894</b>		<b>\$347,145</b>



**COUNTY ENGINEERS ASSOCIATION OF CALIFORNIA  
2024 PROPOSED BUDGET**

Account Balances at Year End of 2023

CEAC General Fund	\$123,185
PWSS Sub Account	\$11,917
Bedroll Sub Account	\$6,838
LS&R Sub Account	\$205,205
Total Account Balance 1/1/24	<u>\$347,145</u>

**2024 INCOME**

Membership Dues	\$308,000
Affiliate Dues	\$21,000
Spring Conference/NACE 2024	\$30,000
Policy Conference	\$14,000
Annual Conference	\$19,500
Bedroll Income	\$0
PWSS Income	\$0
Misc. Income (job posting, etc.)	\$10,000

**CEAC General Fund Income** \$402,500

LS&R Contributions	\$60,000
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**Total Estimated Funds Available** \$809,645

**2024 EXPENDITURES**

NACE Dues	\$49,000
CSAC Contract	\$241,500
Spring Conference/NACE 2024	\$35,000
Policy Conference Expenses	\$5,000
Annual Conference	\$15,000
PWSS Expenses	\$0
Bedroll Expenses	\$0
CEAC PWSS Reception Sponsorship	\$2,000
CEAC/CLODS Meeting Expenses	\$6,000
Newsletter Editor Expenses	\$500
Scholarships	\$6,000
Awards & Gifts	\$1,500
Office Supplies	\$500
Tax Fees & Accounting	\$800
Officers Travel & Expenses	\$15,000
Misc. (Insurance, etc.)	\$10,000

**CEAC General Fund Expenses** \$387,800

LS&R Expenses	\$0
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**Total Proposed Expenses** \$387,800

**ESTIMATED YEAR END ACCOUNT BALANCES**

CEAC General Fund	\$137,885
PWSS Sub Account	\$11,917
Bedroll Sub Account	\$6,838
LS&R Sub Account	\$265,205

**TOTAL YEAR END ACCOUNT BALANCE** \$421,845

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**Attachment Three**  
ARTICLE III Dues and Assessments Update – Bylaws amendment

## Attachment Three

**Recommended Motion** – Approve two more 10% dues increase for 2024 then the 10% increase with CPI below going forward and direct Treasurer to build the 2024 CEAC Proposed Budget accordingly with modifications to the By-Laws as shown below. Bring back clean revision of By-Laws at least 10 days before November 17<sup>th</sup> 2023 (e.g. by November 7<sup>th</sup> publish a member vote along with Policy Agendas) with any corrections or adjustments for final ratification at the fall conference for distribution to the membership and final ratification by the Board of Directors.

### ARTICLE III Dues and Assessments

Section 1. The dues to the Association for each County shall be based on the latest United States Census in accordance with the following schedule:

	Effective Date
Counties of less than 99,999 population <del>\$ 750.00</del>	<b>\$1,337 starting 1/1/2024</b>
Counties of 100,000-299,999 population <del>\$ 2,000.00</del>	<b>\$3,559 starting 1/1/2024</b>
Counties of 300,000-499,999 population <del>\$ 3,000.00</del>	<b>\$5,335 starting 1/1/2024</b>
Counties of 500,000-999,999 population <del>\$ 5,000.00</del>	<b>\$8,888 starting 1/1/2024</b>
Counties of 1,000,000-1,999,999 population <del>\$ 6,000.00</del>	<b>\$10,962 starting 1/1/2024</b>
Counties of 2,000,000-2,999,999 population <del>\$ 7,000.00</del>	<b>\$12,441 starting 1/1/2024</b>
Counties of 3,000,000-4,999,999 population <del>\$ 8,000.00</del>	<b>\$14,223 starting 1/1/2024</b>
Counties over 5,000,000 population <del>\$ 10,000.00</del>	<b>\$17,776 starting 1/1/2024</b>

The membership period and the fiscal year of this Association shall coincide with the calendar year (from January 1 to December 31). Payment for services shall be due on the 15th day of February of each year.

It is anticipated that dues shall be increased annually by a percentage which does not exceed the percentage increase in Consumer Price Index (CPI), most recently published, San Francisco area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U) California, published by the U.S. Department of Labor, Bureau of Labor Statistics twelve months before rounded to nearest dollar. The dues will be increased to meet necessary expenses automatically each year unless reduced by two thirds (2/3) vote of the total Board of Directors. If in any year the dues is not increased, or is increased by an amount less than the increase in the CPI, the difference between the actual dues and the rate of increase in the CPI will remain available for use in future years to raise the dues as necessary to meet approved expenses.

Regardless of the provisions of Article VII, the dues for the Association may be changed by two thirds (2/3) vote of the total Board of Directors provided that said proposed increase has been duly noticed to said directors and the vote is taken at any official meeting of the Board of Directors. **Any authorized dues adjustment can then be reflected in the table published in the CEAC By-Laws Article III.**

Section 2. Assessments may be levied for special purposes by a two-thirds (2/3) vote of eligible voting members present at any general membership meeting.

Section 3. The dues to the Association for Affiliate Membership shall be ~~\$250.00~~ **\$605 starting 1/1/2024**

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**Attachment Four**  
2024 NACE Annual Conference Contract

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**MEMORANDUM**

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**TO:** CEAC BOARD OF DIRECTORS

**FROM:** MATT MACHADO, NACE WESTERN REGION VP,  
SANTA CRUZ COUNTY

**SUBJECT:** DRAFT AGREEMENT WITH NACE FOR NACE 2024 CONFERENCE

**DATE:** OCTOBER 3, 2023

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**Recommendation:**

Approve Conference Contract and Agreement with National Association of County Engineers (NACE) for the proposed NACE 2024 Conference in Palm Springs.

**Background:**

Approximately four years ago California was selected to host the 2021 NACE Conference. Due to the COVID pandemic multiple NACE conferences were cancelled. For this reason, the California NACE Conference is now scheduled for 2024. For the past year planning for this national conference has been underway. The planning efforts have been a part of the CEAC budget and implementation is well underway.

**Discussion**

The next NACE conference is scheduled for April 15-18, in Palm Springs, CA. CEAC is actively working with NACE to plan the conference and will share in net revenue from the event. The proposed cost share is as follows: CEAC shall receive the calculated amount based on 10% profit up to \$150,000 and 15% over \$150,000. The other provision that should be pointed out is with regard to a relapse of COVID and cancellation due to this pandemic. 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 proceed 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 2024 Planning Committee feels that this language adequately protects CEAC from financial liability incurred by NACE in the event the Conference does not proceed.

## Conference Contract and Agreement

This contract is made and entered into this day of \_\_\_\_\_, 2023, 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 2024 Annual Meeting on April 15-18; 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 if CEAC wants media 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.

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

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).