

MEETING MINUTES

2024-2025 Board of Directors Meeting #6 - Minutes

April 8, 2025 – 12:00pm to 3:00pm

Location: APC Board Meeting Room, Harrisburg, PA

Attendees Present:

Board Members: Mark Markosky (President), Mike Bougher (Immediate Past President/National Director), Mike Girman (President Elect) - virtual, Rosanna Smithnosky (Vice President), Eric Meyer (Treasurer), Casey Moore (Secretary), Maggie Talarico, Colleen Meiswich, Mark Kinnee, Jim Maloney, Josh Wilson, Damon Rhodes, Dan Laird, Scott Zeevaart, Joseph Riley, Matt Macey, Larry Bankert – virtual, **(Quorum satisfied – all but Tony Dougherty present)**

ACEC/PA Executive Director: Brent Sailhamer

ACEC/PA Staff: Sarah Babski

Not present: Anthony Dougherty (excused)

Guests: Jim Ritzman, Jeff Roken, Todd Morris

I. Call to Order - Mark Markosky

- Markosky called the meeting to order at 12:00pm.
- Markosky reminded attendees of the antitrust policy and to review.
- Attendees were informed the meeting would be recorded to prepare a summary of minutes.
- Roll call was conducted by Moore. *(Quorum satisfied – all present. Attendees above.)*

II. Approval of Prior Meeting Minutes & Consent Agenda – Casey Moore

- **Minutes Reviewed:** January 23, 2025 (Board Meeting #5), and February 5, 2025 (Special Board Meeting)
- **Corrections:** Riley offered a minor January 23rd minutes correction to a typo date on page 4.
- *Motions to approve:*
 - *January 23rd minutes: Motion by Eric Meyer, seconded by Scott Zeevaart, approved unanimously*
 - *February 5th minutes: Motion by Maggie Talarico, seconded by Josh Wilson, approved unanimously*

III. Events Report - Sarah Babski

- Refer to the agenda packet for meeting summary of report.
- **Regional Meetings:** Attendance and sponsorships increased significantly compared to last year.
- **Diamond Awards:** Achieved \$10,000 in profit.

- **Legislative Day:** Scheduled for May 13, 2025, with a reception at Hilton Harrisburg.
- **Leadership Meeting:** Scheduled for June in Santa Fe, with 29 attendees registered so far.
- **Future Events:** Planning for 2025-2026 events, including the Infrastructure Conference and Golf Outing.

Action Items:

- Finalize details for the 2025 annual leadership meeting.
- Plan and coordinate the infrastructure conference in Gettysburg.
- Plan and finalize details for upcoming regional meetings and 2025 Legislative Day.
- Schedule the golf outing separately from the Infrastructure Conference.
- Combine Fall Day with Legislative Day in 2026.

IV. Membership Report - Rosanna Smithnosky

- **Current Status:** Membership is down for the year, but the index is up by 5%. New member, Drive Engineering, newest member and being integrated by Sailhamer.
- **Membership Survey:** Used for strategic planning and ongoing reference. Details previously shared with the Board.
- **Value Proposition:** Continuing to develop a comprehensive membership & marketing plan to be advised by the new strategic plan. Also, working on video testimonials. Have a list of people willing to be coordinated/interviewed. Brent working with others to help produce from ACEC National.
- **Continuing Member Outreach** – need to keep updating our list of current contacts for outreach from active ACEC/PA board and committee members and to use our individual networks to bring in new members.

Action Items:

- Update the membership value proposition and any new marketing materials.
 - Coordinate the video testimonial initiative with ACEC members and client participants and implement with ACEC National.
 - Follow-up with members who are NOT receiving emails and reconcile email lists with ACEC National.
- *Motion for approval of membership reports by Mark Kinnee, seconded by Damon Rhodes, approved unanimously.*

V. Financial Report - Eric Meyer

- Refer to Treasurer's memo provided in Board packet for meeting – budget vs. actuals Reporting Period through February 28, 2025.
- Refer to proposed 2025-2026 DRAFT ACEC/PA Operating Budget handout.

Financial Highlights

- PAC highlights to be covered by M. Bougher
- **Current Financial Status:** Reporting through February, with positive net operating income. Ahead of budget by over \$12,000.

- **Proposed 2025-2026 ACEC/PA Budget:** Draft budget presented after recommendation for approval came from the Finance Committee. The discussion included the following key items of note:
 - Includes proposed 3% dues increase at state level.
 - A new staff position for marketing and communications was included with an estimated \$50-\$60k annual salary, plus benefit and travel expenses. The new staff person would likely eliminate the need for outside consultation. Upon approval of the budget, the position can be posted.
 - The annual scholarship golf outing budget items are included separately in the budget and shown as restricted funds since they are not part of our operating budget. A separate tab is included in the budget spreadsheet to avoid confusion.
 - Meiswich asked about line item(s) for Government Affairs and adding them for regions given increased focus from strategic plan objectives. M. Bougher recommended then that both revenue and expenses be bumped up a bit to cover, and Markosky suggested a 25% increase to both revenue and expenses, with the details still to be determined by a Government Affairs chair and the 3P's.
- *Motion made by Josh Wilson, seconded by Colleen Meiswich, to approve the budget with a 25% budget increase to be added for the GAC, as well as to accept the Finance Report, approved unanimously.*

Action Items:

- Meyer and Sailhamer to **make updates** to the proposed budget that was approved and **circulate** the final version to the Board with the GAC changes.
- From a prior meeting,
 - Establish a process for late payment fees and cut-off dates for non-payment.
 - Discuss potential interest charges for late payments.
 - Establish and communicate the new dues collection process.

VI. National Director Report - Mike Bougher

- **ACEC PAC Contributions:** ACEC/PA is the top MO in the Mid-Atlantic region for 2025 contributions. More than 12 ACEC/PA board members to date have made their contributions to the national PAC.
- **ACEC/PA PAC Contributions:** Refer to CEPA PAC update in Board packet.
- **Proposed ACEC/PA Board Slate 2025-2026:** Tony Dougherty has been asked and has accepted the nomination from the Nomination Committee to run for the Secretary role in the coming year. The committee also noted that six members of the current board are rolling off and there are six new people proposed on the ballot attached with the board packet. Lots of interest in board roles, and 3P's spent a good amount of time discussing slate based on a variety of information and engagement with ACEC/PA in volunteer roles. After discussing the request was made by chairman M. Bougher, to approve the slate for the upcoming year.
- *Motion was by Maggie Talarico, seconded by Mark Kinney, and approved unanimously.*

Action Items:

- Bougher, Girman and Markosky, along with Sailhamer, to make ballot final and move forward to a vote by the membership

VII. Government Affairs Report - Jim Ritzman

- **Meeting with Sen. Ward** – Ritzman met with Transportation Majority Chair from Senate to discuss challenges with transportation and needs for funding, offering his help and that of ACEC/PA if she has questions. Ritzman continues to encourage all Board members to do the same with local legislators.
- **Legislative Day:** Scheduled for May 13, 2025. Shaping the day and looking at bills related to our industry and where our membership and society needs support.
- **Current year events:** Held 3 to 4 GAC events this year that had lower than desired attendance, but the small participation allowed for more engaged conversations and set the stage for lasting impacts.
- **Tort Reform:** Andrew Pennoni shared a video to the GAC from the manufacturer's association as a potential lobbying item for tort reform.
- **Partisan Politics?:** Information was discussed that the traditional bipartisan topic of transportation may be more partisan in some areas, so be aware.

Action Items:

- Prepare details for Legislative Day visits on May 13.
- Continue to encourage ACEC/PA members and especially board and committee members to engage with their local legislators proactively.

VIII. Committee Reports – Jeff Roken and Todd Morris

- **DRPA/DRJTBC Committee:** Jeff Roken
 - Discussed meeting with DRPA and the concerns on PE requirements for Resident Engineers that they are drafting a communication for Mike Venuto to take to DRPA board, as well as RFQs not having scope that should have it before RFP issues, retainage, inspector training programs, staff augmentation, and insurance requirements for cybersecurity.
 - Plan in discussion to hold a joint workshop meeting to include ACEC/PA, ACEC/NJ and SJTA with DRPA and DRJTBC.
 - Working to arrange a meeting with DRJTBC, Kevin Skeels.
 - Two more committee meetings scheduled for this ACEC/PA fiscal year. Committee members do NOT attend DRPA and DRJTBC meetings, just chairs with feedback and issues to discuss coming from the committee.

Action Items:

- Continue discussions with DRPA and DRJTBC on key issues.

- **Workforce Development Committee:** Todd Morris
 - Kevin Chatary of the Municipal Services Committee was scheduled to speak on his committee, but when unable to attend the WFD Committee gave an update.
 - Main item discussed was a conceptual idea for a proposed pilot event(s) for in-person marketing meetings with PennDOT districts. This spun off some conversations that the WFD committee was having with Districts about engaging younger employees to work with ACEC/PA firms on going out to schools for educational WFD topics.
 - Concept initially would be 2 to 3 times/year to arrange an in-person day at PennDOT Districts where about 10-12 firms would have dedicated time with District staff involved with selections.
 - Three Districts initially like the concept, and District 2-0 is willing to do a pilot event.
 - Logistics and selection of firms to attend were initial issues voiced, among other concerns in how to make these impactful and available for firms working with DOT.
 - Sailhamer suggested that this item be moved from this committee to the Admin Committee and its Marketing subcommittee to further vet and see if a program makes sense.

Action Items:

- Sailhamer to further discuss with T. Morris and others and assign to Admin Committee to further coordinate logistics and finalize details for any pilot event(s) if this concept for in-person PennDOT District meetings moves forward.

IX. Strategic Plan Update - Jim Maloney

- Maloney thanked all Board members present at the Strategic Planning meeting in Gettysburg for their time and input to shape the strategic plan update.
- Committee met the week prior to this Board meeting to go through a draft document and suggest further edits.
- Finalizing the DRAFT strategic plan document, which also incorporates feedback from the advisory group and membership survey, and it will be sent to all on the Board for a pre-final review.
- After discussion, it was agreed that a concurrent review from the full ACEC/PA Board with an “informational” copy sent to the Industry Advisory Committee members would be completed.
- M. Bougher asked J. Maloney, M. Girman and B. Sailhamer to determine who will lead the strategic plan initiatives and execution since he and J. Maloney roll off the board at end of June 2025. Girman to decide on new chair.

Action Items:

- Facilitate completion and adoption of strategic planning report.
- Share pre-final strategic planning documents as “informational” with industry advisory committee concurrent with full Board review of same.

- The goal is to adopt our next strategic plan as an agenda item by the transition meeting before the end of June 2025.

X. Executive Director's Report - Brent Sailhamer

• Summary:

- Rep. Sean Duffy recently presented an overview of a potential new transportation bill when IIJA expires at the national level.
- **Membership Update:** Deering Consulting joining as an affiliate member.
- **Shapiro Event:** Finalizing date for the fundraiser with Bob Latham of APC taking the lead to coordinate.
- **Alternative Procurement Methods:** Discussed that Design Build Best Value (DBBV) and progressive Design Build with PennDOT would be part of messaging and topics discussed at ACEC/PA legislative day in Harrisburg on 5/13/25.
- **ACEC Life Health Trust:** Clarified eligibility issues in PA based on stop/loss requirements, relating the story of one member firm, as well as potential legislative changes.
- **Construction Inspector Wage/Rate Increase:** The issue is not resolved, and firms are losing inspectors. PennDOT was contacted to further discuss the issues.
- **Quarterly PennDOT and DEP Leadership Meeting:** Sailhamer and ACEC/PA leaders are scheduled to meet the week of April 14th. Board asked to provide or send potential topics or issues to Sailhamer and Markosky, if not noted today.
- **DEP Reviews:** Discussions with Acting Secretary Shirley note that she is open to creating efficiencies to help advance reviews of submissions to the DEP. Under further consideration is the potential for consultants to be hired and serve as an extension of the DEP staff to help with reviews, similar to how some District of PennDOT are engaging consultants as an extension of the permit and traffic units to assist with HOP application materials submissions.
- **Consultant Quality:** Sailhamer arranging meetings and gathering constructive feedback to be able to determine how each District and the Turnpike evaluates quality performance and what each may expect from their consultants. Sailhamer will determine upon conclusion of the meetings the best way to summarize and inform members.

Action Items:

- Finalize details for the fundraiser for Governor Shapiro.
- Prepare talking points for legislative day on alternative procurement methods.
- Circle back with PennDOT on inspector wage/rate issues and getting attention to matter.
- Attend quarterly PennDOT and DEP leadership meeting and report back to the Board anything of significance.
- Coordinate further with DEP on potential for consultant support to DEP on reviews.
- Finalize meetings with PennDOT and the PA Turnpike on consultant quality and summarize in a way to best inform ACEC/PA member firms.

XI. President's Report - Mark Markosky

- Gave kudos for 2025-2026 budget and its preparation, the success of our 3rd party accounting firm is working well, and that NOVI has been a great investment and wonderful tool for Sarah Babski and ACEC/PA for many things.
- **Committee Functions:** Noted his pleasure with how most committees are functioning and taking initiative and responsibility for their charge. Will be forming a new Program Committee to assist with event planning and will assign At-Large Directors to comprise this committee. Moore noted that this additional committee and role for the At-Large Directors will trigger a change to the governance document(s).
- **Strategic Planning:** Thanked Jim Maloney for his leadership and all involved for a great job in the update of the plan.
- **Governance Committee:** Not much committee responsibility during this year, but proposed committee additions and restructuring, along with board member responsibilities changes will require the need for the governance documents to be updated prior to M. Girman taking over as the next President. The bylaws should also be reviewed for any changes
- **GAC:** Proposing changes to the Government Affairs Committee structure. M. Bougher to discuss.

Action Items:

- Officially form a Program Committee that will help with events and be comprised of the At-Large Directors.
- Program Committee details and expectations are to be added to the Governance Manual with an update before the late June 2025 board meeting for a vote of the current board and the transition of board members for the next fiscal year.
- GAC restructuring will require updates to the Governance Manual document.

XII. New Business

- **GAC Restructuring:** Mike Bougher discussed proposed changes to the Government Affairs Committee structure that are being proposed by the 3P's, including new leadership roles and regional representation. No longer would the Committee be led by a member not on the current ACEC/PA board of directors, as the restructuring would make the President Elect role that chair of the GAC and the Immediate Past President role the vice chair of the GAC. There will be additional ex-officio and regional member representation, and M. Bougher will send out a formal restructuring proposal for the GAC to the full Board for action to be taken at the next meeting. This restructuring as noted by M. Markosky will need to be implemented as a change also into the governance documents.
- **One-Minute Video:** Sailhamer brought up a possible idea of producing a one-minute video to communicate key information to ACEC/PA members. He also discussed how best to message members vs. non-members whom we want to show the value of ACEC/PA about our accomplishments.

- **President LinkedIn:** M. Markosky has established a separate LinkedIn profile for the ACEC/PA president that can be used to note accomplishments of ACEC/PA, and recruiting potential non-members, as well as key notes from the president.

Action Items:

- GAC restructuring proposal to be completed and sent to full Board for approval. Associated changes to governance documents also to be made.
- Pilot a one-minute video for the Executive Director message. Determine impact and frequency to be done if successful.
- Current President to utilize LinkedIn ACEC/PA President profile for appropriate messaging and potential recruiting of non-member firms.

XIII. Member Feedback

- Positive feedback on the updates and advocacy efforts.
- **Email Communications:** Some members are not receiving emails, and there is interest in revising the JOT form.
- **ACEC National Communications:** Some members noted they are not receiving emails from Linda Darr. Discussed one possibility of reconciling email lists with national ACEC, as well as firm members going to ACEC links to sign up for the relevant communications.

XIV. Executive Session

- **Not Needed**

XV. Adjournment

- *Motion to adjourn at 2:48pm was made by Eric Meyer, seconded by Scott Zeevaart, approved unanimously.*

Next Meeting: Tuesday, June 3, 2025, from 12:30 PM to 2:30 PM in Santa Fe, NM.

Action Items:

1. Minutes (C. Moore):

- Finalize and distribute approved 1/23/25 and 2/5/25 meeting minutes to Sailhamer.

2. Events (S. Babski):

- Finalize details for the 2025 annual leadership meeting.
- Plan and coordinate the infrastructure conference in Gettysburg.
- Plan and finalize details for upcoming regional meetings and the 2025 Legislative Day.
- Schedule the golf outing separately from the Infrastructure Conference.
- Combine Fall Day with Legislative Day in 2026.

3. Membership (R. Smithnosky):

- Update the membership value proposition and any new marketing materials.
- Coordinate the video testimonial initiative with ACEC members and client participants and implement with ACEC National.
- Follow-up with members who are NOT receiving emails and reconcile email lists with ACEC National.

4. Treasurer (E. Meyer):

- Meyer and Sailhamer to make updates to the proposed budget that was approved and circulate the final version to the Board with the GAC changes.
- Establish a process for late payment fees and cut-off dates for non-payment.
- Discuss potential interest charges for late payments.
- Establish and communicate the new dues collection process.

5. National Director (M. Bougher)

- Bougher, Girman, and Markosky, along with Sailhamer, to make the ballot final and move forward to a later vote.

6. Government Affairs (J. Ritzman):

- Prepare details for Legislative Day visits on May 13.
- Continue to encourage ACEC/PA members and especially board and committee members to engage with their local legislators proactively.

7. ACEC/PA Committee Reports (DRPA/DRJTBC and Workforce Development)

- Continue discussions with DRPA and DRJTBC on key issues.
- **Sailhamer** to further discuss with T. Morris and others and assign it to the Admin Committee to further coordinate logistics and finalize details for any pilot event(s) if this concept for in-person PennDOT District meetings moves forward.

8. Strategic Plan (J. Maloney):

- Facilitate completion and adoption of the strategic planning report.
- Share pre-final strategic planning documents as “informational” with the industry advisory committee concurrent with full Board review of the same.
- The goal is to adopt the strategic plan as an agenda item by the transition meeting before the end of June 2025.

9. Executive Director (B. Sailhamer):

- Finalize details for the fundraiser for Governor Shapiro.
- Prepare talking points for legislative day on alternative procurement methods.
- Circle back with PennDOT on inspector wage/rate issues and get attention to the matter.
- Attend quarterly PennDOT and DEP leadership meeting and report back to the Board anything of significance.

- Coordinate further with DEP on the potential for consultant support to DEP on reviews.
- Finalize meetings with PennDOT and the PA Turnpike on consultant quality and summarize in a way to best inform ACEC/PA member firms.

10. President (M. Markosky):

- Officially form a Program Committee that will help with events and be comprised of the At-Large Directors.
- Program Committee details and expectations are to be added to the Governance Manual with an update before the late June 2025 board meeting for a vote of the current board and the transition of board members for the next fiscal year. **(J. Wilson)**
- GAC restructuring will require updates to the Governance Manual document.

11. New Business (see below for responsible people):

- GAC restructuring proposal to be completed and sent to the full Board for approval. **(M. Bougher)**. Associated changes to the governance document also to be made. **(J. Wilson)**
- Pilot a one-minute video for the Executive Director message. Determine impact and frequency to be done if successful. **(B. Sailhamer)**
- Current President to utilize LinkedIn ACEC/PA President profile for appropriate messaging and potential recruiting of non-member firms. **(M. Markosky)**

Future Meetings

- **Next Board Meeting:** Tues., June 3, 2025, from 12:30 PM to 2:30 PM in Santa Fe, NM.
- **Other Board Meetings:** TBD