



Minutes - DRAFT

Board of Directors
TEAMS - Virtual
August 25, 2023
9:00 AM

1. **Call to Order:** Clinton “Gator” Howerton, Jr, President - 9:03
2. **Officer Reports:**
 - a. Secretary’s Minutes, David Ricks Absent - *Chance made motion to approve minutes from June 30 2023 meeting taken by Chad; second by George, motion passed.*
 - b. Treasurer’s Report, Chad Williams – *Bills paid from June Conf.*
 - c. Vice President’s Report, Deborah Snyder- *November presentations coming along.*
3. **Committee Reports and Updates:**
 - a. Membership - Chad Williams – *working on this list with John and Emily. Working to compare with FAC list.*
 - b. Budget - Ramon Gavarrete – *finishing paying bills, need more membership from other Counties.*
 - c. FAC Update - Emily Anderson – *information shared in the email packet. AV equipment purchased for conferences. Registration opens Sept 21 for fall meeting.*
 - d. NACE - George Gadiel – *no new updates. Conference coming in April in CA.*
 - e. Legislative - John Goodknight – *Submitted resolution ref Gas Tax Index and EV fees. Policy committee meeting Sept 13-14 in Seminole County. Info available on FAC website.*
 - f. Awards Committee - George Gadiel – *will need a plaque for award winners*
 - g. Scholarships - Steve Ferrell - no report
 - h. Green Book - Ben Bartlett – no report
 - i. LAP Community of Practice - John Goodknight – *Samantha Sanford is new coordinator from FDOT. If any concerns, please let us know.*
 - j. LTAP, Pei-Sung Lin – CUTR – email, *LTAP will conduct needs assessment survey. Seeking input from FACERS members.*
 - k. T-Squared - Nithin Agarwal - no report
 - l. Website - John Goodknight/Deborah – *Website has been updated recently by FAC and Deborah. Please check it out and offer any feedback to Deborah.*
 - m. Sponsorships - Amy Blaida - no report
 - n. Newsletter - Amy Blaida - no report
4. **New Business**
 - a. Board member mailing list – *John has been working to update.*
 - b. Officer responsibility descriptions – *presented and noted with minor corrections.*
 - c. Committee assignment review. *Ramon named Chair of Membership. Seeking additional members for membership committee. Consider adding Social Media to the Newsletter. Ben Bartlett replaced on Greenbook by Travis Terpstra from Volusia County. Nominating Committee*

modified to include Immediate Past President, Scott Herring, Treasurer, Membership Chair and Sustaining Member Director. Combined roadway lighting and Traffic Signal Committee. Spencer Anderson added to Awards Committee. Scott Herring to report on possible change to awards cutoff.

- d. FACERS Executive Liaison services review – John Goodknight presented: the current agreement was last modified in 2011. Suggested revisions given to Board for consideration. Motion by RG and second by SH, Item was approved to adopt revised scope of services.*

5. Open Forum – No new topics.

6. Next meeting: October 6, 2023 – Online 9:00 a.m.

7. Adjournment – 10:29 Am.

8. In attendance was George Gadiel, Clinton Howerton, Deborah Snyder, Chad Williams, Ramon Gavarrete, Judy Clarke, Chance Powel, Travis Terpstra, Spencer Anderson, Scott Herring, Brian Singleton, Emily Anderson, John Goodknight.

9. Minutes Taken by Clinton Howerton.

FACERS Committees

Committees are appointed by the FACERS President. The President also serves as an ex-officio member of all committees.

BUDGET

FACERS Budget year is January 1 through December 31. The budget is updated annually and presented to the General Membership for approval at a regular Membership Meeting (usually the Fall Meeting). Responsibility for preparing the budget rests with the Budget Committee.

FAC provides periodic reports to the Treasurer and Budget Chairman showing expenditures vs budget. This information is required for presentation by the Treasurer at quarterly Board meetings. FAC also assists the Budget Chairman in preparing the annual budget update.

Chair: Ramon Gavarrete, Alachua County

This position is appointed by the President and serves on a continuing basis. The intent is to maintain continuity of leadership in maintaining the finances of the organization.

Vice President

Treasurer

MEMBERSHIP

Chair: Ramon Gavarrete, Alachua County

George Gadiel, Lake County

Chad Williams, Columbia County (Treasurer should be a permanent member)

Amy Blaida, Ergon Asphalt & Emulsions, Inc.,

Brian Singleton, City of Gainesville

John Goodknight, FACERS Executive Liaison (ex officio)

NEWSLETTER/SOCIAL MEDIA

FACERS newsletters are published quarterly and distributed by posting on the FACERS website. The format for the newsletter includes a message from the President, a highlight of one County Engineer or Public Works Director, and one public works project. It would also include recaps of each General Membership meeting.

FACERS Newsletter Chair provides content for the newsletter. Final preparation of the document and posting on the web is handled by FAC.

The Chair of the Social Media Committee manages the FACERS Facebook or other social media page in accordance with the FACERS Social Media Policy.

Chair: Amy Blaida, Ergon Asphalt & Emulsions, Inc.,

SCHOLARSHIP

FACERS, together with industry partners, has established endowed scholarships for students pursuing public works related degrees at four state universities in Florida. To view the FACERS Scholarship page, [click here](#). The committee serves as liaison between each university and FACERS. Committee members also participate in various activities conducted by the universities to recognize recipients of the scholarships.

Chair: Steve Ferrell, HDR Engineering

Florida International Liaison: Ramon Gavarrete, Alachua County

University of Florida Liaison: Fred Schneider, Lake County

University of Central Florida Liaison: Steve Ferrell, HDR Engineering

University of South Florida Liaison: Steve Ferrell, HDR Engineering

FLORIDA "GREENBOOK"

The Florida Greenbook Advisory Committee is composed of four professional engineers within each of the Department of Transportation's seven district boundaries as described in Section 336.045(2), Florida Statutes (F.S.).

FACERS members who are Committee members- selected by FDOT:

- **Shane Parker, Hendry County**
- **Nikesh Patel, City of Sarasota**
- **Ramon Gavarrete, Alachua County**
- **Deborah Snyder, Sumter County**
- **Todd Crosby, Hernando County**

FACERS Representative (ex officio member)- selected by FACERS

- **Travis Terpstra, Volusia County**

NOMINATING COMMITTEE

The FACERS Constitution specifies that the Past President will chair the nominating committee. This committee presents a ballot of nominees for each FACERS office at the General Membership meeting each summer.

Chair: Immediate Past President

Scott Herring, Hernando County

Treasurer

Membership Chair

Sustaining Member Director

PROGRAM COMMITTEE

The FACERS Constitution specifies that the Vice President will chair the program committee. This committee is responsible for arranging the technical programs for the two FACERS General Membership meetings each year.

Chair: FACERS Vice President

TRAFFIC SIGNAL COMMITTEE

Since the mid-1990s, FACERS has worked with FDOT to negotiate and update agreements related to the maintenance and reimbursement of costs for traffic signals and roadway lights on the state highway system. This committee is responsible for working with FDOT to address local concerns as these agreements are updated.

FACERS representatives on this committee are:

Ramon Gavarrete, Alachua County

George Gadiel, Lake County

Clinton "Gator" Howerton, Highlands County

Scott Herring, Hernando County

David Ricks/ Melissa Ackert, Palm Beach County

Brian Singleton, City of Gainesville

Spencer Anderson, Sarasota County

Joe Kunkel, Orange County

Jay I Williams, Volusia County

Kyla Fischer, Hillsborough County

John Goodknight, FACERS Executive Liaison (ex officio)

Local Agency Program (LAP) Community of Practice (COP)

The LAP Community of Practice is comprised of representatives of FDOT, FHWA, and local agencies working together to streamline the process for using federal funds for local transportation projects. This

committee also serves as a forum for discussing any other FDOT/FHWA issues of concern to local public works organizations.

The committee is managed by FDOT under the direction of State Local Programs Administrator (Samantha Samford) who also serves as FDOT's liaison to FACERS. FACERS is allocated three positions on the committee and Executive Liaison participates as an ex officio representative.

FACERS representative on this committee are:

Ramon Gavarrete, Alachua County

Chad Williams, Columbia County

Deborah Snyder, Sumter County

John Goodknight, FACERS Executive Liaison (ex officio)

FACERS WEB SITE

FAC maintains the web site, including coordination with the web developer and posting changes to the web. This includes regular updates such as meeting notifications, registration information, newsletters, and meeting minutes. The following suggested checklist identifies items and times for updates.



Checklist for Web
Updates.docx

The Web Committee Chairperson coordinates overall communications between FACERS and FAC regarding changes to the web content.

Committee Chairs and Officers work directly with FAC for updates to issues related to their committees (e.g. Awards, Newsletter, NACE).

FACERS committee members are:

Chair: Deborah Snyder, Sumter County

Secretary

John Goodknight, FACERS Executive Liaison (ex officio)

AWARDS

FACERS offers the following awards each year:

Urban Engineer of the Year (Communities larger than 150,000 population)

Rural Engineer of the Year (Communities smaller than 150,000 population)

Public Works Employee of the Year

Local/State Agency Collaboration Project of the Year

Large Agency Project of the Year
Small Agency Project of the Year

Applications are submitted electronically to **FAC**. **FAC** provides application information to **Awards Committee Chair**, who convenes the awards committee to make appropriate selections. Awards are presented at a General Membership meeting – usually at the summer session.

Chair - George Gadiel, Lake County

Judy Clarke, Monroe County

Clinton "Gator" Howerton, Jr., P.E., Highlands County

David L. Ricks, P.E., Palm Beach County

Spencer Anderson – Sarasota County

CONTINUING EDUCATION (PDH)

FACERS technical sessions (Wednesdays and Thursdays) during the General Membership meetings are eligible for Professional Development Hours credits for Professional Engineers.

The **Chair of the Continuing Education Committee** is responsible to:

- Communicate with the Florida Board of Professional Engineers to maintain FACERS license to maintain continuing education credits. This certificate requires periodic renewal.
- Sign certificate of attendance.

Coordinate with FAC regarding:

- Collecting records of attendance at each technical session. The attendance record is obtained by circulating a sign-in sheet for each session that includes the name, PE license number, and email address of each participant requesting Professional Engineering PDH credits.
- Preparation of certificates of attendance (digital copies only).
- Posting individual certificates for each attendee on the membership portal of the Florida Association of Counties website.

Participants are responsible for maintaining their own records as required by the Board of Professional Engineers. These records are available for download through the Membership Portal on the FAC website.

Chair: Amy Blaida

Scope of Services

FACERS Executive Liaison

(Approved 8-25-2023)

TASKS

- a. Serve as main point of contact with FACERS for FAC legislative staff for questions concerning impacts of proposed legislation. Questions will be received and forwarded to membership. Results of inquiries will be summarized and provided to the requestor. This summary will also be made available to the membership through either a direct mailing or posted on the FACERS bulletin board.

- b. Provide coordination between FACERS and State and Federal agencies and other professional organizations.

This will generally involve arranging meetings, conference calls, and preparation of agendas and follow-up reports associated with special initiatives of either FACERS or other organizations.

- c. Provide staff support for various FACERS committees.

This is intended to assist, but not replace, the role of FACERS officers and committee members in carrying out their roles. For committees that interact with FAC (membership, web, awards, budget, newsletter, etc.) the committee chair or officer will be the primary contact with FAC.

- d. Assist and/or prepare correspondence of FACERS as instructed by the President.

- e. Other tasks as directed by the President or Board of Directors.

PARTICIPATION IN CONFERENCES AND OTHER MEETINGS

Attend semi-annual conferences and general membership meetings and participate in meetings of the Board of Directors.

Travel expenses associated with these meetings will be reimbursed as outlined below.

COMPENSATION

Time spent performing work outlined in TASKS will be compensated at the rate of fifty dollars (\$50.00) per hour to include incidental office and telephone expenses. Additional expenses, including annual membership fees and conference registration fees will be reimbursed separately.

Travel costs will be paid as follows:

- Cost of Lodging and meals (not to exceed rates aby State of Florida)
- Travel between Gainesville and meeting site (at rate authorized by State of Florida)

Unless otherwise authorized by the Board of Directors, compensation will be limited to the amount authorized in FACERS annual budget.

BILLINGS

Invoices will be submitted monthly.