



Northeast Ohio Report Card Committee

Wednesday October 5, 2016 5 to 6 pm, location: Cleveland Arcadis Office 1111 Superior Avenue; Cleveland, Ohio 44114

MINUTES

1. Roll Call / introductions / new committee members

	Attendance			Attendance	
	In-Person	By Phone		In-Person	By Phone
Gina Beim – Chair	X		PUBLIC FACILITIES TEAM		
Ed Adamczyk – Co-Chair		X	Gina Beim – Lead	X	
Rui Liu – Secretary	x		Brian Sears – Schools	X	
Randy Over – National Liaison	X		Brian Meluch – Pub Parks & Rec		X
Craig Hebebrand – Section President	X				
Andy Clemens – Sect. Past President					
			TRANSPORTATION TEAM		
			Ed Adamczyk – Lead		X
WATER & ENVIRONMENT TEAM			Loretta Snider – Aviation		
Ryan Butler – Lead					
Mike Shore – Dams	X				
Joe Pavlik – Wastewater	X		ENERGY TEAM		
Lita Laven – Wastewater			Eva Vargas - Lead	X	

New members:

Brian Sears – Transportation background, Public Facilities team

Rui Liu – Kent State University, Structures, ASCE FED Education Committee, Secretary

Eva Vargas – Transportation and Environment background, Energy lead

2. Comments/approval of 8/31 minutes (all)

- a. Agendas and Minutes will be posted in Higher Logic. – member ID and password needed.
- b. Northeast Ohio, for the purposes of this committee's infrastructure report, consists of the following five counties: Cuyahoga, Lake, Geauga, Medina and Lorain.
- c. Our committee is divided in four teams, following the categories of the National Report card:
 - i. Water & Environment (Lead – Joe Pavlick)
 - ii. Transportation (Lead – Ed Adamczyk)
 - iii. Public Facilities (Lead – Gina Beim)
 - iv. Energy (Lead – Eva Vargas)

Each of these categories includes subtopics, and each subtopic could have its own lead, depending on availability of volunteers. Subtopics, following National Report card, are:

 - Water and environment - Dams; Drinking Water; Hazardous Waste; Levees; Solid Waste; Wastewater
 - Transportation - Aviation, Bridges, Inland Waterways, Ports, Rail, Roads, Transit
 - Public Facilities - Public parks and recreation; schools

- Energy
 - d. Gina reported having received a phone message from Clyde Hadden from Ohio Council regarding efforts for an Infrastructure Report at the state level. Clyde Hadden asked if ASCE Cleveland Section interested in leading the effort for developing the report card for the whole state. Gina will respond saying this committee will focus on Northeast Ohio and will collaborate but not lead the effort)
3. Report on call w/ Carolyn Sofman, Director, Public Affairs and Infrastructure Initiatives (GB)
- a. Notification form needs to be submitted to ASCE. A revised form was brought in by Randall Over. The committee needs to check in periodically with ASCE Headquarters. The committee needs to provide input to complete the form. Gina will prepare a draft for discussion/approval at the next committee meeting.
 - b. Carolyn suggested that we set a target date in the Fall of 2017 for the completion of the report. This would be a soft date.
 - c. The focus of the report should be on publicly owned facilities, which are the majority. Rail, Energy and Schools infrastructure has private components – how to approach:
 - i. Rail – federally regulated. data may be available, but it is privately owned infrastructure.
 - ii. Energy – Gas pipelines are often private. The committee is more interested in publicly owned infrastructure. No data
 - iii. Schools – Public schools only.
 - d. Two documents sent by Carolyn and shared by Gina
 ASCE State and Regional Guidebook for infrastructure
 ASCE Board Approved Report Card Procedures 2016
4. Report by committee leads
- a. Water and environment (RB/JP)
 Some of the agencies we are seeking information from cover more than one of our focus areas. Meeting with volunteers with interest in helping on this task is on hold until we coordinate our approach a little more.
 - b. Transportation (EA)
 Ed had a preliminary discussion with Myron Pakush (ODOT District 12 Deputy Director). The committee should prepare a concise document or handout describing what information is wanted and why.
 - c. Public Facilities (GB)
 Parks and Recreation; Schools;
 - d. Energy (EV)
 2009 Ohio Report card covers electricity only. Other subcategories should be considered? Yes, refer to National report card for which areas were covered.
 Randy suggests make sure everybody follows the same procedure to collect the information.
5. Developing uniform tone before meetings with infrastructure owners and other agencies
- a. Randy suggests that everybody follow the same procedure to collect the information.:
 - Stay in touch with ASCE HQ: they will assign one person to work with our committee.
 - Be mindful of the ASCE copyright; follow procedure established by ASCE
 - Pick not too many categories – Focus on what we have passion for. Volunteer interest and availability is the biggest driver in category selection
 - Get supporters – funding sources
 It's critical to gather our allies early. They can then help with broadcasting and distributing the final report. Public agencies and stakeholders should be invited to the sub-committees to get the agencies to buy-in the effort and build community relationships.
 Examples of Stakeholders:
 Transit – RTA citizen and advisory committee

6. Past and New action items (ALL)

- i. Send last Ohio Report Card (GB); COMPLETED
- ii. Upload last Ohio Report Card to Higher Logic (BM) COMPLETED
- iii. Look into Infrastructure Panel to discuss Report Card undertaking with members, perhaps as a dinner meeting. PRELIMINARY
- iv. Discuss with Ohio Council (GB and EA). COMPLETED
- v. Fill Energy Lead and Secretary (All). COMPLETED
- vi. Agendas and Minutes will be posted in Higher Logic (BM) OK
- vii. Develop directory with contact info (GB) Preferred way to contact each BM investigating if a collaborative document can be posted to Higher Logic so all can input their information
- viii. Resend link for guidelines (GB) COMPLETED
- ix. Action Item: Start contact list of resources (BM)
More complex due to inclusion of stakeholders and each task lead should contribute

New action items

- i. By next meeting, each lead needs look at the items, select subcategories, and identify entities and supporters we are going to meet, including infrastructure owners and stakeholders (GB, EA, EV, JP).
Categories – agencies - contact
- ii. Notification Form filled by the next monthly meeting (GB/RL)
- iii. All committee members should provide input for report schedule
Refer to page 10 in the guideline
Workshop – monthly project schedule. Quarterly more realistic
Rationale for the release day. Soft date: November 2017. Target date: February 2018 to coincide with the Engineers' week

7. Next meeting date (ALL)

New Doodle to be sent. (GB)

Adjourn at 6:20pm