


FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.1	Item Title	President
	Date	1/30/21	Reported by	Sean Merrell PE
	Purpose	2020-2021 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
<p>This past quarter was spent listening in and giving input on the IRC, Legislative Drive-in, Student Symposium, Student conference boundary issue and many other committees. We have established the Diversity, Equity and Inclusion committee with many new leaders. We have a lot of new interested members to join the STEM committee and some of the technical committees.</p> <p>Goals for next quarter include:</p> <ul style="list-style-type: none"> <li>• Develop a way to honor our past VP Education-Elect Rusty Gibson</li> <li>• Establishing the CECON review task committees</li> <li>• Kicking off the Strategic planning initiatives with Kasey Paul and her committee</li> <li>• Kicking off the CECON planning for 2021 with Jenifer Bohlander and her committee</li> <li>• Conducting a successful IRC release, legislative drive in and GA/PR training</li> <li>• Finalize plans for a successful Student Symposium</li> <li>• Finalize plans to turn the Student Symposium from a Section event to a Region 6 event</li> <li>• Continue to develop new revenue streams for the Section</li> <li>• Provide support to our members, volunteers and staff to grow ASCE Texas and make it even better</li> <li>• Have FUN!!</li> </ul>

<b>ITEMS FOR COMMITTEE REPORTS</b>
<ol style="list-style-type: none"> <li>1. Provide the status of ongoing programs and projects. Discuss their alignment with the <a href="#">Strategic Plan</a>.</li> <li>2. Is any additional funding, beyond current budget, required to complete planned programs and projects?</li> <li>3. Provide a list of committee members and/or status of recruitment activities.</li> <li>4. Is there any additional information you would like to share with Section leadership?</li> </ol>

COMMITTEE	Branch/Section Relations Committee (Standing)	CHAIR	Bobby Lys Jr. PE
Goal(s):		Deadline(s):	

Due to a health issue, Bobby Lys has been out of pocket for the last few months. I am touching base with him to see if he needs assistance on his committee. We will be concentrating on getting West Texas and Caprock branches going for 2021.

COMMITTEE	Office and Personnel Committee (Standing)	CHAIR	Sean Merrell PE
Goal(s):		Deadline(s):	

- In addition to operational duties, such as leadership database upkeep and maintenance for the TexASCE and CECON websites, the staff team continues to work on advertisement sales, increasing webinar registrations, and career center promotions in FY2020-2021 to supplement dues revenue.
- Lindsay met with the Committee (President, President-Elect & Past-President) on 10/16/20 to conduct her annual performance evaluation, including the review of upcoming goals. Lindsay is in the process of developing a master schedule for the Section office to use in balancing workload and identifying times to execute special projects, such as website re-design and developing a means to effectively share working files with volunteers.
- Lindsay met with Jenni Peters (Communications Specialist) on 1/15/21 to conduct a quarterly check-in and discuss her annual goals. Jenni sat for the Certified Association Executive (CAE) exam in December 2020 and is anxiously awaiting her results. She will be reimbursed for cost of a Texas Society of Association Executives (TSAE) study course and a portion of the exam fee upon her

passing. These fees are covered within the Section's administrative budget for professional development.

- Lindsay plans to meet with Mike Sosa (Operations Specialist/Board Secretary) on 2/4/21 to conduct a quarterly check-in and discuss his annual goals. Mike has been working with the VP Tech Team to increase the number of monthly technical webinars offered. He continues to utilize membership data to target companies and members for sponsorships and advertisement sales.
- Staff continues to support all committees. Each committee has an assigned staff point of contact to help level the workload at the Section office.

COMMITTEE	Past Presidents Council (Standing)	CHAIR	Lawrence Goldberg PE
Goal(s):		Deadline(s):	

The Past Presidents' Council (PPC) held a virtual meeting on December 3, 2020 to discuss and review the [Texas Outstanding Civil Engineering Achievement](#) (OCEA) nominated projects and solicit votes from the PPC for recommendation of the Texas OCEA Award. Fourteen past presidents attended the meeting and voted. The Texas OCEA Award is typically given annually to the completed project that demonstrates the greatest contribution to civil engineering progress and to society, honoring the outstanding work of the many engineers who have contributed to the project. Sometimes, projects not selected as the top Texas OCEA project can be recommended as a Merit Award project, if considered worthy. The council utilized four categories for evaluation of the submittals. These categories included:

1. Originality and Innovation
2. Resourcefulness in Planning and Solving Design Challenges
3. Sustainability Considerations
4. Project Planning and Delivery

There were four (4) projects submitted for the Texas OCEA award. The voting results were extremely close between the top two (2) projects. The PPC voted to recommend the 2021 Texas OCEA Award to the **Able Pump Station Project – Submitted by HDR** and the 2021 ASCE Texas Merit Award to **Mansfield Road Improvements Project – Submitted by Jacobs**. The other nominated projects were the Comal River Bridge Rehabilitation at San Antonio Street – Submitted by Modjeski and Masters, Inc., and the Zachary Engineering Education Complex Renovation and Expansion – Submitted by JQ Engineering, LLP. The PPC was very appreciative of the four projects submitted and acknowledges the time and effort it takes to submit for the OCEA Award.

**Able Pump Station**

- Submitted by HDR (Ramon Miguez – Senior Executive/Principal and Lance Ferland –North Texas Water Business Group Manager)
- Dallas, Texas
- Completed April 2019
- Cost \$74 M
- Owned by the City of Dallas
- Team: HDR, GSR Andrade Architects, BAR Constructors (GC)

*Brief Description:*

The Able Pump Station, located between two historic street viaducts, is designed to provide 100-year flood protection to approximately 3 square miles, including 171 acres of highly desirable land. The properties adjacent to the previous Able sump complex have experienced frequent flooding. The sump complex includes nine separate and interconnected ponds that store stormwater, as well as two existing pump stations, constructed in the 1930s and 1950s, with a current combined capacity of 220,000 gallons per minute. To help prevent the loss of life as a result of flooding, the City of Dallas hired HDR to design the new Able Pump Station, which increases the pumping capacity nearly fourfold, to 880,000 gallons per minute. It also lowers the 100-year flood elevation from 399.0 to a design elevation of 392.5 feet. The new pump station utilizes 4,000 HP concrete volute pumps, the largest in the United States. The station has dual primary electric service and dual transformers to provide reliable service. The dual power provides an automatic switchover to a backup power supply in the event the primary power is lost during a flood. The secondary independent power feed enables the City of Dallas Flood Control to continue pumping flood waters into the Trinity River, preventing loss of life and any unnecessary damage to the adjacent properties. Dallas' pump stations protect about \$13.7 billion worth of homes and businesses from flooding along the Trinity River — areas where about 200,000 residents live and work.

### Mansfield Road Improvements Project


- Submitted by Jacobs (Sindhu Avalokita – Senior Executive/Principal and Spenta Irani – Transportation Manager)
- Cedar Hill, Texas
- Completed June 2017
- Cost \$21 M
- Owned by City of Cedar Hill
- Team: Jacobs and Tiseo Paving (GC)

*Brief Description:*

The City of Cedar Hill – Mansfield Road Improvements resulted in a successful collaborative effort among Jacobs, City of Cedar Hill, and Dallas County. Jacobs served as the prime design consultant and provided feasibility analysis, preliminary design, final design, and construction phase services for the widening of 2.2 miles of Mansfield Road from a 2-lane rural roadway to a 4-lane divided urban roadway with a raised median. Project limits extended from west of Anderson Road to west of Beltline Road, adjacent to residential subdivisions and Joe Pool Lake in Cedar Hill State Park. Acceptable typical section was developed in collaboration with the adjacent residences and the State Park to maintain the natural look while simultaneously providing much needed capacity improvements and adding 2 bicycle lanes and a 10-foot wide hike-and-bike trail with pedestrian appurtenances. The design complements the scenic landscape along the rolling terrain of Joe Pool Lake, using proper landscape and swale features, eliminating large sections of curb and gutter, and providing an alternative drainage collection feature that filters stormwater prior to discharge into Joe Pool Lake. The community was originally concerned about the project cutting through their neighborhood with excessive traffic noise and an unsightly road, detracting from the natural beauty of the lake area that attracted them to live in this area. Now that the project is complete, residents have access to increased roadway mobility and safety, outdoor amenities, and a facility that blends in with the environment and enhances (instead of detracting from) its natural surroundings.

ITEMS FOR AGENDA	Agenda Item 4.1 – Consent Agenda Agenda Item 4.2 – Endorse Past Presidents Council Recommendations for 2021 Texas OCEA Award & Award of Merit
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4.1.2 – Establish Diversity, Equity, and Inclusion Task Committee & Appoint Dora Robles PE and Kate Osborn PE as Co-Chairs  
4.2.1 – OCEA: [Able Pump Station Project](#) submitted by Ramon Miguez and Lance Ferland (HDR)  
4.2.2 – Award of Merit: [Mansfield Road Improvements Project](#) submitted by Sindhu Avalokita and Spenta Irani (Jacobs)

<b>FORM F-2</b>	<b>OFFICER REPORT</b>			
	<b>Agenda Item Number</b>	5.2	<b>Item Title</b>	Past President
	<b>Date</b>	1/30/21	<b>Reported by</b>	Susan Roth PE
	<b>Purpose</b>	2020-2021 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
<ol style="list-style-type: none"> <li>1. Continuing to serve and maintain our relationships/outreach with government agencies: TxDOT (Marc Williams – Deputy Executive Director) and TWDB (Kathleen Jackson – Board Member; Jeff Walker – Executive Administrator)</li> <li>2. Continuing to participate on 2021 Infrastructure Report Card Committee – coordinating TWDB &amp; TxDOT agency review of relevant chapters prior to finalizing</li> <li>3. Participating on Flood Mitigation Task Committee and Strategic Planning Committee</li> </ol>

<b>COMMITTEE</b>	History & Heritage Committee (Standing)	<b>CHAIR</b>	Melinda Luna PE
<b>Goal(s):</b>	<b>Obtaining Texas Section and National Landmark – JFK Causeway Bridge</b>	<b>Deadline(s):</b>	
<ol style="list-style-type: none"> <li>1. Mentoring Asmita Raut of the Austin Branch – Melinda checks in with her on a monthly basis</li> <li>2. Presentations for Texas State University CE professors and students (November 2020) – Melinda’s presentation was on Engineering and Licensure in the U.S., including the history of licensure, what events lead to the engineering acts in some states, and steps to receive/keep your PE. Future talks will include the Father of Texas Civil Engineering, the history of the first PEs in the US (both men and women). UT Austin Women Engineering Program (WEP) has also invited Melinda to present the history of first women PEs with a UT Austin connection.</li> <li>3. Answering questions/postings on social media – Melinda has addressed questions on the history of civil engineering projects, including those received from small cities and people who have purchased a bridge (i.e. Limestone County). Melinda continues to post civil engineering related articles on social media.</li> <li>4. Providing a backlog of articles for the Texas Civil Engineering Magazine on a monthly basis.</li> <li>5. Primary goal this year is to complete the application process to establish the JFK Causeway Bridge as both a Texas Section Landmark and National Landmark on its 50<sup>th</sup> anniversary in 2023. This bridge represents the first segmental bridge in the U.S. and serves as a model for the design/construction of hundreds of bridges.</li> </ol>			

<b>COMMITTEE</b>	Honors Committee (Standing)	<b>CHAIR</b>	Chad Ballard PE
<b>Goal(s):</b>	<b>Honoring the Section’s outstanding members</b>	<b>Deadline(s):</b>	
<p>Chad did an excellent job providing the CECOM Planning Committee with information/biographies for each of the award recipients for the Honors/Award Gala at CECOM 2020. The call for award nominations for Texas Section are typically solicited during early April and due by mid-May.</p> <p>Also, Kevin Ward (General Manager of the Trinity River Authority) is now a member of ASCE’s Industry Leaders Council (ILC). The ILC expanded its membership to recognize the importance of the academic and government sector voices in strategic discussion. Additional new ILC members include Lucio Soibelman (CE department chair at the University of Southern California), David Dzombak (CE department head at Carnegie Mellon University) and Roger Millar (Secretary of the Washington State DOT). The ILC continues to participate and advise on the Future World Vision initiative.</p>			

<b>COMMITTEE</b>	Nominating Committee (Standing)	<b>CHAIR</b>	Audra Morse PhD, PE
<b>Goal(s):</b>	<b>Identifying future leadership for Section</b>	<b>Deadline(s):</b>	

The deadline for 2021-2022 Section Officer nominations was extended by two weeks from October 31 to November 16. The Nomination Committee met virtually on December 2 to discuss the nominees. A summary of the recommended slate of officers:

- **President Elect: Travis Attanasio PE – Fort Worth Chapter**
- **Vice President for Educational Affairs Elect: Heather Guillen PE – Houston Branch**
- **Vice President for Technical Affairs Elect: Mark Boyd PhD, PE – Dallas Branch**
- **Vice President for Professional Affairs Elect: Augustine Verrengia PE – Austin Branch**
- **1<sup>st</sup> Year Directors at Large: Marita Moya PE – Austin Branch & Michael Gurka PE – Houston Branch**

The Treasurer position is a 2-year term. The next election will be held in spring 2022. For reference:

- Treasurer 2020-2022: Chris Nance PE – El Paso Branch (Elected)
- Assistant Treasurer 2020-2022: Glenn Goldstein PE – Austin Branch (Board Appointed)


\*Nominating Committee Members: Audra Morse PhD, PE (Chair); Craig Thompson PE; Larry Goldberg PE; Art Clendenin PE; Susan Roth PE

\*Ex Officio Members: Lindsay O’Leary PE; Sean Merrell PE; Patrick Beecher PE

**ITEMS FOR AGENDA**

Agenda Item 4.1 - Approve Consent Agenda

4.1.4 - Endorse Slate of Officer Nominees for 2021-2022

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.3	Item Title	President Elect
	Date	1/30/21	Reported by	Patrick Beecher PE
	Purpose	2020-2021 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
<p>Virtually presided over Southeast Texas Branch Officer Installations.  Participated in various committee meetings.  Held introductory calls with the incoming CECON 2021 Planning Committee Leadership (Jennifer Bohlander, PE, Andrew Domke, PE, and Tiffany Reed-Villarreal, PE).  Began planning for 2021 Leadership Development Weekend (LDW) to be held in Houston.</p>

<b>ITEMS FOR COMMITTEE REPORTS</b>
<ol style="list-style-type: none"> <li>1. Provide the status of ongoing programs and projects. Discuss their alignment with the <a href="#">Strategic Plan</a>.</li> <li>2. Is any additional funding, beyond current budget, required to complete planned programs and projects?</li> <li>3. Provide a list of committee members and/or status of recruitment activities.</li> <li>4. Is there any additional information you would like to share with Section leadership?</li> </ol>

COMMITTEE	CECON Planning Committee (Standing)	CHAIRS	Jennifer Bohlander PE Andrew Domke PE Tiffany Reed-Villarreal PE
Goal(s):	<p><b>Advertise Conference Schedule – General Outline of Opening Ceremony, Breakouts</b></p> <p><b>Focus on confirming keynote speakers, Send out call for Lightning Rounds &amp; Poster Presentations, Begin planning of social events</b></p> <p><b>Announce the Technical Speaker and any confirmed keynotes, outreach for exhibitors and sponsorships</b></p> <p><b>Advertise Program Highlights and Institute Sessions</b></p> <p><b>Announce Lightning Round Presenters</b></p> <p><b>Early bird registration deadline</b></p> <p><b>Advertise Social Events including the Opening Ceremony, TCPA BBQ, Awards Banquet and Technical Tour, Finalize programs</b></p> <p><b>Registration Deadline</b></p> <p><b>Attendee preparation via newsletters and CECON app</b></p>	Deadline(s):	<p><b>March 9, 2021</b></p> <p><b>March 31, 2021</b></p> <p><b>April 21, 2021</b></p> <p><b>May 11, 2021</b></p> <p><b>June 23, 2021</b></p> <p><b>June 30, 2021</b></p> <p><b>July 12, 2021</b></p> <p><b>August 24, 2021</b></p> <p><b>September 14, 2021</b></p>

2020 has been wrapped up and 2021 has officially been kicked off with a 2021 CECON Planning Committee Kickoff Meeting hosted on January 21<sup>st</sup>. This meeting introduced committee members, reviewed the roles of the committee members, looked at lessons learned from 2020 and laid out the planning schedule for the year, aligning with the marketing schedule.

Committee Members include:

Jennifer Bohlander PE – Co-Chair (2<sup>nd</sup> Year)

Tiffany Reed-Villarreal PE – Co-Chair (2<sup>nd</sup> Year) & Sponsorships  
 Andrew Domke – Co-Chair (1<sup>st</sup> Year)  
 Bill Wygle PE – Marketing  
 John Nett PE – Programs  
 Ayo Egbetola PE – Programs  
 David Matocha – Exhibitors  
 Ron Reichert – Exhibitors & Advisor  
 John Mudd PE – Sponsorships  
 Cindy Dong EIT – Finance  
 Andres Salazar PhD, PE – Institutes, Lightning Rounds, Posters  
 Rich Patrick PE – Institutes, Lightning Rounds, Posters  
 Bob Stevens PhD, PE – Institutes, Lightning Rounds, Posters  
 Bob Demyan PE – Young Members  
 Erika Resendez – Young Members  
 LeAnne Napolillo PE – Advisor

A third Programs chair has yet to be confirmed.

**CECON Site Selection (LeAnne Napolillo PE)**

Background: last “Texas Section Conference” (held twice per year) held in 2013. CECON started in 2014.

- CECON 2014 – Galveston
- CECON 2015-2019 – Embassy Suites San Marcos (based on recommendation of two different site selection committees)
- CECON 2020 - Virtual
- CECON 2021 Embassy Suites San Marcos (planning already underway)

Current Embassy Suites contract status: CECON 2018-2022, in San Marcos.

- To mitigate COVID impacts to CECON 2020 budget, CECON 2020 commitment deferred to 2023 (with potential to move to 2024 or 2025 without penalty).
- Based on CECON Site Selection committee recommendation and COVID-19 discussions with Embassy Suites, ASCE-Texas agreed to contract with Embassy Suites partnership of Frisco or Denton and San Marcos, for CECON 2022-2025. This means we will get the benefit of a multi-year contract with Embassy Suites, while also being able to rotate CECON between San Marcos (Central Texas) and DFW (Frisco and/or Denton).
- April 30, 2021 is Embassy Suites deadline – we need to let them know by this date when/where CECON 2022-2023 will be held, including need to let them know which two years we will honor commitment to hold a future CECON in San Marcos.

Direction from Texas Section board to Site Selection committee: CECON 2022 and/or 2023 to be moved out of Central Texas (San Marcos).

**The following is recommended for CECON Site Selection:**

- **CECON 2022 – Frisco**
- **CECON 2023 – San Marcos**
- **CECON 2024 – Denton**
- **CECON 2025 – San Marcos**
- **CECON 2026 – part of future site selection committee, with committee to start in late 2023, but decision will not be made until after CECON 2023 held.**


Note:

- A benefit to moving to an alternate site (ie, moving from San Marcos) allows for off-site technical tour(s) and potential off-site BBQ (TPWA) dinner. To capitalize on this benefit, it is recommended 2022 and 2023 be held in different locations (ie, one year Frisco, one year Denton).
- Site selection recommendation is based on board direction and current COVID mitigations and does NOT provide recommendations regarding long-term single site location versus site rotation. There are merits and disadvantages to both options (Note - neither option is, or will be, perfect). Post-2025 CECON, including potential rotation, should not be considered until after CECON 2023 is held. Holding site selection consideration immediately after CECON 2023 will provide data for consideration on CECON held at alternative site.

COMMITTEE	Editorial Committee (Standing)	CHAIR	Alik McCoy PE Larijai 'LJ' Francis PE
Goal(s):		Deadline(s) :	

<ul style="list-style-type: none"> <li>Continue to work on building the backlog of content for the TCE.</li> <li>Recruit student(s) to help reach out for content, rebuild google document, and update contacts.</li> <li>More actively seek nominations for EIJA. Reach out to independent news sources.</li> </ul>						
COMMITTEE	Membership Committee (Standing)	CHAIR	Patrick Williams PE			
Goal(s):	<b>Virtual Membership Chair Meeting (digital meeting of all Texas Branch leaders tasked specifically to membership to share ideas and discuss ways to attract and retain).</b> <b>Pre-Recorded Membership Video (a few versions have been prepared, but this will be the organization and refining of an approx. 2 minute video which shows the benefits of ASCE Membership)</b> <b>Virtual ASCE Champions Meeting (digital meeting to bridge the communication between identified leaders in various engineering firms throughout the state to connect ASCE to the firm's staff on the benefits of membership)</b>	Deadline(s) :	<table border="1"> <tr><td><b>01/31/2021</b></td></tr> <tr><td><b>02/28/2021</b></td></tr> <tr><td><b>03/31/2021</b></td></tr> </table>	<b>01/31/2021</b>	<b>02/28/2021</b>	<b>03/31/2021</b>
<b>01/31/2021</b>						
<b>02/28/2021</b>						
<b>03/31/2021</b>						
COMMITTEE	Strategic Planning Committee (Standing)	CHAIR	Kacey Paul PE Dan Hartman PE (Sr. Advisor)			
Goal(s):	<b>Hold Kickoff meeting</b>	Deadline(s) :	<b>January 22, 2021</b>			
Strategic Planning Committee to hold kick-off meeting on Friday, January 22, 2021. The goals of this meeting are to: <ul style="list-style-type: none"> <li>Review current plan</li> <li>Overview of other strategic plans to determine how we want to structure our plan for the next 5 years</li> <li>Discuss primary goals <ul style="list-style-type: none"> <li>Assign sub-groups to explore specific goals within the primary goals</li> </ul> </li> <li>Set regular meetings for group while developing new plan</li> </ul>						
ITEMS FOR AGENDA	Agenda Item 3.10 – CECON					
<b>The following is recommended for CECON Site Selection:</b> <ul style="list-style-type: none"> <li><b>CECON 2022 – Frisco</b></li> <li><b>CECON 2023 – San Marcos</b></li> <li><b>CECON 2024 – Denton</b></li> <li><b>CECON 2025 – San Marcos</b></li> <li><b>CECON 2026 – part of future site selection committee, with committee to start in late 2023, but decision will not be made until <u>after</u> CECON 2023 held.</b></li> </ul>						



FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.4	Item Title	VP-Educational
	Date	1/30/21	Reported by	Natalie Chaney PE
	Purpose	2020-2021 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
<p>Lots of work being done on for the 2021 Student Symposium, a fully virtual format. Big kudos to Jessica Hilscher and Heather Guillen. Younger Member Committee is making great strides in engaging membership especially given the challenging COVID environment. Clay Forister will be taking on Rusty Gibson's role. Discussions are taking place on the best way to honor Rusty's commitment to ASCE Texas Section including a scholarship and renaming the student paper competition.</p>

COMMITTEE	STEM Committee (Task)		
Goal(s):	<b>Need STEM Chair. Find meaningful events or forms of participation where students can be engaged in STEM.</b>	Deadline(s):	
<p>Currently planning for Balsa Bridge competition with the TxDOT Beaumont District. This will not happen until at least February 2022. Jennifer Hallier with RPS is aiding in this specific effort.</p>			
COMMITTEE	Student Activities Committee (Standing)	CHAIR Competitions Coordinator	Heather Guillen PE Jessica Hilscher PE
Goal(s):	<b>To work with students on continuing to enhance the Student Symposium.</b>	Deadline(s):	

Bi-weekly planning calls are being held for the 2021 Student Symposium.

The 2021 Student Symposium will be a virtual event held on April 15-17, 2021 and hosted by UT Austin ASCE Student Chapter. The symposium will include an online career fair.

Attendify and CareerFairPlus are the virtual platforms that will be used for the event. Invoices from both have been received and the check requests will need to be signed off by Lindsay or Section Treasurer in order to release payment.

The Symposium Sponsorship flyer is online with details on the sponsorship opportunities available.


<https://www.texasce.org/wp-content/uploads/2021/01/2021-student-symposium-sponsorship-onesheet.pdf>

The online sponsor registration form is here: <https://www.texasce.org/our-programs/student-symposium/sponsorship/> All board members are encouraged to have their firm consider becoming a sponsor.

Planning team continues to work on confirming speakers and finalizing program details.

Jessica's tenure as head judge will be up at the end of the 2022 Symposium and she has recommended Shannon Jungman.

COMMITTEE	Younger Members Committee (Standing)	CHAIR	Joe Alvarez
Goal(s):	<b>Increase virtual engagement</b>	Deadline(s):	
<p>Over the last several months we have continued to engage with younger members virtually, and support branch younger member group's efforts to continue and promote online programming. Houston Branch YM's have done an outstanding job coordinating presentations that feature technical content. The Corpus Christi Branch hosted a virtual presentation featuring Anthony Fasano, P.E. of the Engineering Management Institute, and geared it towards all YM's in South Texas. The Section YM committee continued the annual efforts to provide a theme and entertainment following the virtual 2020 CECOM awards presentation.</p> <p>The Texas Section YM Committee is now coordinating efforts to begin a "Networking Shuffle" which will debut in February and will pair YM's from across the state to engage with one another virtually. We will promote YM's to register for the Legislative "Dial-In" and continue to expand our social media presence and feature members and branch YM group's efforts.</p> <p>The Texas Section YM Committee also has begun efforts to participate and judge for the 2021 Texas-Mexico Student Symposium. This year's event will be virtual, but our YM's continue to make themselves available to contribute to the development of tomorrow's civil engineers and future YM's.</p> <p>The Global YM Committee (CYM) has kicked off an initiative to celebrate ASCE Younger Member Week from January 25-29, 2021. We have encouraged several of our YM's in Texas to register and participate in all the virtual events hosted by the global committee.</p>			
ITEMS FOR AGENDA	Agenda Item 3.2 – Recruiting Agenda Item 3.6 – Student Symposium Volunteers, Promotions, & Competitions		
<ol style="list-style-type: none"> <li>1. Need for STEM Chair</li> <li>2. Confirm Head Judge to replace Jessica Hilscher's departure after 2022 symposium.</li> <li>3. Officers to help advertise &amp; sponsor student symposium</li> <li>4. Discuss Renaming of Student Competition and a possible scholarship to honor Rusty Gibson.</li> </ol>			

FORM F-2		OFFICER REPORT		
	Agenda Item Number	5.5	Item Title	VP-Professional
	Date	1/30/21	Reported by	Griselda Gonzales PE
	Purpose	2020-2021 Executive Committee Meeting		

OFFICER ACTIVITIES
<p>I have been active in engaging and coordinating with the GAC and IRC Committee on monthly calls to coordinate activities. We have reached out to engineering organizations for collaboration purposes (ACEC, TBPE, TSPE, and APA). I am currently attending IRC, GAC, Flood Mitigation, Strategic Planning and Sustainability Conference Host Committee Meetings. I am also in the process of writing an article for the TCE on the ethics update.</p> <p>These activities align with our Strategic Goals and initiatives to support educational events at the Section and Branch level and collaborate with ASCE and other organizations.</p>

ITEMS FOR COMMITTEE REPORTS
<ol style="list-style-type: none"> <li>1. Provide the status of ongoing programs and projects. Discuss their alignment with the <a href="#">Strategic Plan</a>.</li> <li>2. Is any additional funding, beyond current budget, required to complete planned programs and projects?</li> <li>3. Provide a list of committee members and/or status of recruitment activities.</li> <li>4. Is there any additional information you would like to share with Section leadership?</li> </ol>

COMMITTEE	Governmental Affairs Committee (Standing)	CHAIR	Augustine Verrengia PE Austin Messerli PE
Goal(s):	<b>Planning of the Legislative Drive-In</b>	Deadline(s):	<b>2/19/21</b>

The Committee has been:

1. Planning the Legislative Drive-in February 22-26 (Coincides with E-week, Feb 21-27)
2. Planning the Government Relations & Public Relations training session on January 28
3. Currently developing the Issues Statements due
4. Continuing to write articles for TCE

The committee is also continuing to recruit members to engage and participate in these activities. This aligns with the Strategic Plan to provide education to our members and strengthen advocacy.

COMMITTEE	Texas Infrastructure Report Cards Committee (Standing)	Co-CHAIRS	Mark Boyd PhD, PE
Goal(s):	<b>Address all agency comments and have a release date of 2/10/2021</b>	Deadline(s):	<b>2/10/2021</b>

The IRC Chair and Committee have been working to address comments from national and agency reviews and finalize document and recommendations. A release date is planned for 2/10/21 (Wed). The format for release will be a webinar. Logistics for the release are currently being planned.

This work aligns with our mission to develop shared knowledge or continuous improvement to the Practice of CE by providing technical activities for our professionals to engage in.


COMMITTEE	Flood Mitigation Advisory (Task)	CHAIR	Andres Salazar PhD, PE
Goal(s):	<b>Remain active throughout the year and find opportunities to participate in related issues</b>	Deadline(s):	<b>Quarterly Meetings</b>

Committee has held two meetings since December 2020. The committee is monitoring activities from the State Flood Plan efforts. They plan to be alert and on stand-by as opportunities arise to engage with the State Flood Planning efforts. Team is also tracking flood related legislature activities,

- Next Meeting will be 2/17/2021

This work aligns with our mission to develop shared knowledge or continuous improvement to the Practice of CE by providing technical activities for our professionals to engage in.

COMMITTEE	Residential Foundations Oversight Committee (Task) <b>Subcomms:</b> Evaluation and Repair of Residential Foundations Foundation Investigation & Design - Manual of Practice	CHAIRS	Robert Pierry Jr. PE Ken Struzyk PE Phillip King PE
Goal(s):	<b>Finalize Review and document</b>	Deadline(s):	<b>NA</b>
<p>The Foundation Committee has summarized Changes and Actions for Version No. 3. They listed 53 items for revision, addition, or deletion consideration. Action on these items was taken and changes are now being incorporated into the final document for final review.</p> <p>This work aligns with our mission to develop shared knowledge or continuous improvement to the Practice of CE by providing technical activities for our professionals to engage in.</p>			
ITEMS FOR AGENDA	None		
None			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.6	Item Title	VP-Technical
	Date	1/30/21	Reported by	Robert Stevens PhD PE
	Purpose	2020-2021 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
Held monthly Institute video calls with TX Section Institute Chapter officers plus others involved on Oct. 27 & Nov. 24. Hosted Section technical webinars Oct. 13 & Nov.10. Scheduled 2 webinars/month for Jan., Feb., Mar. & Apr. (one so far), 2021. Sought and got 4 candidate volunteers to be on ballot for SEI chapter officers with votes due by Feb. 15. Sought input from ASCE Global on a request a response to request from SEaOT to support their proposed SE licensing legislation. Presented "Institute Orientation" on Institute monthly call Oct. 27


<b>STATUS OF CECON LIGHTNING ROUND &amp; POSTER PRESENTATIONS</b>
CECON 2020 had 3 lighting round presentations and 6 sessions organized by 3 Institute Chapters: EWRI, SEI and Geo.

<b>SUMMARY OF WEBINAR ACTIVITIES</b>
Oct. 13 webinar by Steven Eubanks on "Project Management 101" with 78 connections. Nov. 10 webinar by Brain Gettinger on "Risk Management for Underground Construction. Jan. 12 webinar by Jeff Leftwich on "Challenges and Future of Construction Materials in Civil Projects. Jan. 26 webinar by Jim O'Brien on Texas water Management—A Fourfold Solution. Webinars for FY 2019-20 were 126% of budget with revenue of \$12,570 versus budget of \$10,000.

<b>TECHNICAL INSTITUTE CHAPTERS &amp; GROUPS</b>	<b>CHAIRS</b>
TxCI Chapter	John Obr PE
TxEWRI Chapter	Curtis Beitel PE & Russell Erskine PE
TxGI Chapter	Fadi Faraj PE
TxSEI Chapter	Ardalan Mosavi PE (tentative, election pending)
TxT&DI Chapter	Surya Bhandari PE
TxUESI Chapter	Sandee Khoury PE
COPRI Houston Branch Chapter	Joseph Scarborough PE
Forensics Group	Jesse Aguilar EIT


<b>Goal(s)</b>	<b>Deadline(s)</b>
Goals for FY 2020-21 include:	
<ol style="list-style-type: none"> <li>1. Get TxSEI Chapter officer candidates and open election voting thru Feb. 15 to get new officers for Board approval in Mar. 2021.</li> <li>2. Get COPRI Houston Branch to create a TxSection Chapter with response from Branch Chapter saying they would discuss this and might be better to convert Branch Chapter to Section Chapter.</li> <li>3. Get an AEI and EMI chapter started. Dallas Branch is working on AEI. Nothing so far on EMI.</li> <li>4. Schedule 2 webinars/month with 2 scheduled/month so far from Jan. through Mar. and one in Apr.</li> <li>5. Hold monthly calls with TxSection Insitute leaders with 3 held so far with Rich Patrick continuing to chair calls.</li> </ol>	

<b>ITEMS FOR AGENDA</b>	Agenda Item 3.2 – Recruiting Agenda Item 3.8 – Technical Activites
<ol style="list-style-type: none"> <li>1. Identify potential TX university faculty member who might be interested in establishing an EMI chapter.</li> <li>2. Discuss whether we should try to progress further with creating TxCOPRI Chapter or not pursue Houston Branch on this as members from other branches including Corpus Christi, Austin, Beaumont and others already participate in COPRI Houston Branch Chapter activities.</li> </ol>	

FORM F-2	OFFICER REPORT			
	Agenda Item Number	5.8	Item Title	Directors at Large
	Date	1/30/21	Reported by	Alik McCoy PE
	Purpose	2020-2021 Executive Committee Meeting		

<b>OFFICER ACTIVITIES</b>
<ul style="list-style-type: none"> <li>• Rebuild shared google document of TCE content records and ideas after file was deleted.</li> <li>• Committee has multiple leads on technical articles.</li> <li>• Put out a call for nominations for the Excellence in Journalism award.</li> <li>• Working on reaching out to all student chapters for interest in contributing an article.</li> <li>• Coordinating with the GAC on an Infrastructure Report Card series.</li> <li>• Jenni gathered quotes for an annual print version of the TCE.</li> </ul>

COMMITTEE	Editorial Committee	CHAIR	Alik McCoy PE Larijai Francis PE
Goal(s)		Deadline(s)	
<ul style="list-style-type: none"> <li>• Continue to work on building the backlog of content for the TCE.</li> <li>• Recruit student(s) to help reach out for content, rebuild google document, and update contacts.</li> <li>• More actively seek nominations for EIJA. Reach out to independent news sources.</li> </ul>			
COMMITTEE	Tellers Committee	CHAIR	Larijai Francis PE
Goal(s)		Deadline(s)	
Not applicable for Winter 2021. Committee will be active Spring/Summer 2021 during Texas Section's annual elections process.			
ITEMS FOR AGENDA	Item 3.9 – Texas Civil Engineer		
<ol style="list-style-type: none"> <li>1. Discuss quotes for an annual print version of the TCE.</li> <li>2. Other Reminders: <ul style="list-style-type: none"> <li>• Send technical article ideas to <a href="mailto:share@texasce.org">share@texasce.org</a>. Ask local branch institute leaders.</li> <li>• Look for articles to nominate for Excellence in Journalism Award (EIJA).</li> </ul> </li> </ol>			

FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.1	Item Title	Executive Director
	Date	1/30/21	Reported by	Lindsay A. O'Leary PE, CAE
	Purpose	2020-2021 Executive Committee Meeting		

REPORT	<b>Staffing and Office Space</b>		
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The staff team's new year is off to a great start as we successfully juggle several key programs that don't typically happen *all* at the same time – Infrastructure Report Card, Legislative Drive-In, Student Symposium, and Strategic Planning. Our theme for the winter is “divide and conquer.” Please see the Office & Personnel Committee update within the President's Merrell's report regarding Section staff reviews and additional activities.

The **Section office** remains closed due to the pandemic. Staff team members are working remotely from their respective homes and continue to be available by phone and email. Staff visit the office occasionally to check mail, pay bills, and ensure the space is in working order. I will re-evaluate a partial re-opening this spring, in accordance with Austin and Travis County orders, and any new government mandates.

The staff team's plan to reorganize **server files** is still on hold and may resume following the *Virtual 2021* Student Symposium. The goal of our server file re-organization is to streamline files and provide access to various Section leaders and committees via Microsoft SharePoint or similar. Our IT contractor, *The IT Guys*, will continue helping us with this project.

The Section executed a 2-year lease renewal for the **office space** at 1524 S. IH-35, Suite #180, Austin, TX 78704 in September 2020.

REPORT	<b>Communications and Marketing</b>		
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*Communications Specialist* Jenni Peters prepared a detailed communications report (attached), including analytics for the TexASCE.org website, *Texas Civil Engineer* (TCE) news site, email communications to membership, and our social media channels. The report also includes a summary of CECON 2020 marketing efforts and the Section's Media Relations for 2020.

One especially noteworthy highlight from her report is the reach of TCE articles. Technical features top the most-viewed list, with our number one 2020 article being [Lightweight Cellular Concrete for Geotechnical Applications](#), published in January 2020 and racking up 2,051 unique pageviews. The current TCE subscriber count is 520, indicating great potential to continue growing readership.

REPORT	<b>Budget and Non Dues Revenue Streams</b>		
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The Section's primary sources of non-dues revenue continue to include (1) technical webinars, (2) career center postings, (3) advertising sales, and (4) events.

1. The Section's technical **webinars** exceeded their FY19-20 financial goals. The total webinar revenue was \$12,750 (\$10,000 budgeted). The FY20-21 webinar revenue through January 14, 2021 is \$905 (\$12,500 budgeted for the FY). Note, the Section did not host a December 2020 webinar.
2. Non-dues revenue generated through our online [Career Center](#) was lower than anticipated in FY19-20 (\$8,550 earned vs. \$15,000 budgeted). The online job board tends to do well when the Texas construction and engineering market is up. This revenue stream may have drop due to the COVID19 Pandemic. The Career Center generated \$1,270 between October 2020 and January 14, 2021 (\$10,000 budgeted for the FY).

3. The [Texas Civil Engineer \(TCE\)](#) online magazine site provides opportunities for digital advertising. The FY19-20 advertising revenue was \$5,800 (\$5,000 budgeted). Advertisement sales generated \$600 in revenue between October 2020 and January 14, 2021 (\$10,000 budgeted for the FY).  
 To view all digital advertising options available including the online Business Directory, view our Media Kit at [www.texasce.org/mediakit/](http://www.texasce.org/mediakit/).
4. Both the **Student Symposium** and **CECON** are potential sources of non-dues revenue.
  - The *virtual 2021 ASCE Texas Student Symposium* aims to generate a small profit, which will be shared amongst the host school and the Texas Section's Student Symposium Savings and Operations accounts in accordance with the event's Board-approved profit-sharing agreement. Note, the Section paid a \$6,300 deposit for the Palmer Events Center in Austin and has since requested a refund due to the cancelation of the in-person event. Further negotiation is needed to obtain a refund.
  - As of January 20, 2021, the CECON 2020 accounting report is in progress, along with the CECON 2021 preliminary budget.

REPORT	Other activities		
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**Governing Documents.** A full report will be provided for the March 2021 Board meeting. The report will include the status of the draft Bylaws.

**Financial Audit.** The Section typically undergoes a financial audit every five (5) years as a best practice. The last audit was performed for FY2015-2016. I will coordinate with the Budget & Finance Committee this summer to solicit proposals for an auditor.

**CECON Support.** As part of my work to help maintain and establish relationships with other professional societies, I will be reaching out this spring to secure **CECON 2021 Collaborators**. Targets include: American Public Works Association – Texas (TPWA), Texas Council of Engineering Laboratories (TCEL), Austin Contractors & Engineers Association, Bureau of Economic Geology (BEG) at UT Austin, Texas Contractor, Geoprofessional Business Association (GBA), Texas Hurricane Center, TCEQ, TWDB, TxDOT, and SEAoT. Please let me ([loleary@texasce.org](mailto:loleary@texasce.org)) or CECON Planning Committee *Senior Co-Chair* Jennifer Bohlander ([jbohlander@hntb.com](mailto:jbohlander@hntb.com)) know if you have any additional suggestions for potential collaborators who may be willing to provide in-kind marketing for our flagship annual conference.

I'm representing the Texas Section on the **ASCE International Conference on Sustainable Infrastructure 2021** planning committee, along with Carol Haddock (Chair), Larry Goldberg (Co-Chair), Liv Haselbach, Bob Stevens, Tiffany Reed-Villarreal, Yan Linwood, Ashely Judith, Harini Arjun, Griselda Gonzales, Rich Patrick, and several other ASCE Houston Branch members. The conference was originally scheduled to be held in Houston but is now planned as a virtual event, to better align with the conference's mission to increase sustainability.

I'm serving as Chair of UT Austin's Civil, Architectural, and Environmental Engineering (CAEE) External Advisory Committee for the 2020-2021 school year. I also continue to serve on the Texas Contractor's Advisory Board.

ITEMS FOR AGENDA	None.
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## ASCE Texas Section

### Communications Report for January 2021 Executive Committee Meeting

Jenni Peters, Communications Specialist

#### 1. **Website - 2020 Summary** (Jan. 1, 2020 – Dec. 31, 2020)

The website received just over 81,000 unique page views in 2020, up from 59,600 unique page views the previous year (2019), for a 26% increase YOY. Those visitors spend on average just under 2 minutes per page (up 10 seconds YOY).

##### • **Top 8 TexASCE.org viewed pages in 2020:**

1. Homepage (10,996 pageviews)
2. Student Symposium page (6,085 pageviews)
3. *Texas Civil Engineer* homepage (3,836 pageviews)
4. Webinars page (3,270 pageviews)
5. 'Lightweight Cellular Concrete' TCE article (2,051 pageviews)
6. Leadership page (1,477 views)
7. Events page (1,338 views)
8. CECON event landing page (1,278 views)

An increase in TCE Digital and webinars content making up most of the YOY increase.

**Metric Use:** Unique page views are the most accurate representation of how many people are looking at a website, as this measurement only looks at how many people view a page one time rather than counting every single page view, including the times the same person views the same page multiple times. With these metrics, we know which pages are the most popular. In addition, if there is a page that we want more members to view and it isn't showing up as one of the top pages, with the most unique page views, we can strategize how to better reach our audience with that page.

#### 2. **TCE Digital - 2020 Summary** (Jan. 1, 2020 – Dec. 31, 2020)

Having now spent over a year as a digital publication, we now have a better picture of the *Texas Civil Engineer* (TCE) audience, its readers, and their preferences. This greater insight into how the site is doing overall, will serve us well in adopting our flagship publication to more versatile benefits and outreach tool. **As reported above, TCE homepage ranks third overall in unique page views.**

##### • **Top 8 Most Viewed Articles (2020):**

1. [Lightweight Cellular Concrete for Geotechnical Applications](#) – Jan 2020 (2,051 pageviews)\*
2. [I-10 Connect Project – TxDOT, El Paso District](#) – August 2020 (695 pageviews)\*
3. [All Female Triumvirate Leading ASCE Houston](#) – October 2020 (653 pageviews)
4. [Diaphragm Wall Construction in the Lone Star State](#) – March 2020 (653 pageviews)\*
5. [Austin Engineering Blitz 2019 Recap](#) – January 2020 (391 pageviews)
6. [2020 Symposium Recap: Unity is Strength](#) – April 2020 (357 pageviews)
7. [Turning Grey Infrastructure Green](#) – December 2019 (341 pageviews)\*
8. [The Waco Traffic Circle: An Early Texas Roundabout](#) – Dec 2019 (328 pageviews)

\* *Technical Feature*

- **TCE Email Blast Engagement:** While the publication went bi-monthly midway through 2020, the email frequency remained monthly. The average open rate for the year was an excellent 44% with an equally exceptional 21% click rate. Subscribers has remained steady at around 520, so there is still great potential to grow readership.

#### 3. **Email Blasts:** To reduce member inbox overload, *TexASCE Advisor* newsletter was discontinued at the end of 2019 to make room for the expanding *Texas Civil Engineer* (TCE) email blasts. Other marketing emails and campaigns were also distributed throughout the year on topics such as webinars, section, branch & institute events, career center and volunteer and engagement opportunities.

##### • **Best Performing Emails of 2020** (avg 29% open rate w/ 10% click rate)

- Top Opens: (Members) August TCE email blast – 38% open rate; (Targeted) April Student Newsletter – 40% open rate
- Top Clicks: (Members) October TCE email blast – 22% click rate; (Targeted) TxUESI Nov Meeting – 32% click rate
- Overall: CECON 2020 Attendee Newsletter #2 (69% open rate w 49% click rate)

4. **CECON 2020:** Pivoting to a virtual event, CECON 2020 marketing ramped up in second half of 2020, running September thru October promoting the live event, then November thru December pushing On Demand availability. Like years prior, the Section utilized paid social media campaigns, email templates, and key messaging to maintain brand recognition and cohesive marketing YOY. Added to the mix—taking advantage of the online environment—video was used in social and email CECON marketing, featuring messages from the 2020 ASCE Texas Section President and the ASCE Texas Section Executive Director.

5. **Media Relations - 2020 Summary**

The Section continues its feature page in the statewide publication “Texas Contractor Magazine,” as well as participating in the monthly association online events calendar of the Austin issue of “Construction News”.


Texas Section leaders were also featured in an industry podcast promoting the upcoming *2021 Texas Infrastructure Report Card: Engineering Management Institute’s [The Civil Engineer Podcast, Episode 158: 2021 Infrastructure Report Card \(and How You Can Get Involved\)](#)*.

6. **Social Media - 2020 Summary** (Jan. 1, 2020 – Dec. 31, 2020)

- **Facebook:** 900 followers (exceeds page likes!); Organic reach of 85 (down YOY) vs. Paid reach of 261 (up YOY) and average 3 reactions per post
- **Twitter:** 119k total impressions with a 5% engagement; Great exposure but hard to track ROI
- **Instagram:** Average 400 accounts reached w/ 120 reactions per month (up 5% YOY)
- **LinkedIn:** 596 unique visitors; viewed mostly on mobile w/ 44% of followers at entry level

**Social Media YOY Statistics**  
(# of Followers)

	Twitter	Facebook	Instagram	LinkedIn Page
<b>2019</b>	1,493	864	500	325
<b>2020</b>	1,585	896	771	812

FORM F-2	SECTION OFFICE REPORT			
	Agenda Item Number	6.2	Item Title	Operations
	Date	1/30/21	Reported by	Mike Sosa
	Purpose	2020-2021 Executive Committee Meeting		

REPORT	Annual Reports and Tax Returns		
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**Annual reports** were collected by ASCE through an online form in 2020. The Texas Section's 2020 Annual Report was submitted to ASCE on November 24. We have received confirmation from 13 out of 15 Branches that they submitted their respective reports on or before the November 30, 2020 deadline. We are still waiting for confirmation from the **High Plains Branch** and **West Texas Branch**.

The 2021 allotment has not yet been received on from ASCE due to outstanding Branch annual reports. The allotment is anticipated to be \$45,000 for 2021.

**Tax returns** for FY2019-2020 are due February 15, 2021. Lindsay O'Leary is coordinating with each Branch to complete their respective 2019 Form 990's (large branches) and accounting reports (small branches).

1. Austin – Form 990 has submitted for ASCE Finance Department review.
2. Brazos – Financial report form submitted to ASCE Finance Department.
3. Caprock – Financial report form submitted to ASCE Finance Department.
4. Central Texas – Financial report form submitted to ASCE Finance Department.
5. Corpus Christi – Financial report form submitted to ASCE Finance Department.
6. Dallas – Form 990 has been submitted for ASCE Finance Department review.
7. El Paso – Financial report form submitted to ASCE Finance Department.
8. Fort Worth – Form 990 has been drafted, will be submitted for ASCE Finance Department review.
9. High Plains – Financial report form submitted to ASCE Finance Department.
10. Houston – Form 990 has been submitted for ASCE Finance Department review.
11. Northeast – Financial report form submitted to ASCE Finance Department.
12. Rio Grande Valley – Financial report form submitted to ASCE Finance Department.
13. San Antonio – Recently installed a new Treasurer, who has coordinated with a CPA to request for an extension. The Branch return will be due to the IRS by 8/15/21.
14. Southeast Texas – Financial report form submitted to ASCE Finance Department.
15. West Texas – Financial report form submitted to ASCE Finance Department.

The Texas Section's CPA, Ron Meyer, expects to be able to submit Form 990 for the Texas Section to the IRS by the February 15 deadline. Ron has provided the draft for review and Lindsay will review then provided to the Board and ASCE's Finance Department for final review and comment prior to submittal to the IRS.

For Reference, tax returns are reported on the year that begins the fiscal year (Oct. 2019) and ends (Sept. 2020). Returns are due 4 ½ months after the close of each fiscal year (February 15<sup>th</sup>).

REPORT	Sales/Franchise Taxes / Inventory / PCI Compliance		
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The Section reports sales tax to the State of Texas and files an annual return for any merchandise sold. 2020 sales taxes = \$21.09 and was paid on January 20, 2021.

Orders for the "Engineering a Better Texas" centennial history book continue to be stagnant. The Section is not currently selling any other merchandise on our website.

Merchants accepting credit cards should follow PCI Security Council standards. Although the Texas Section's merchant, Braintree, is required to meet these standards, it is industry best-practice for Texas Section to also comply. Compliance requires the completion of an annual website scan, Self-Assessment Questionnaire, and subsequent certification for any entity accepting credit cards for payment. The Texas Section is working with our website host (WPENGINE), IT provider (The IT Guys), and website maintenance provider (Alt Creative) to conduct scans for both TexASCE.org and TexasCECON.org and complete applicable questionnaires in Winter 2021. Upon completion, both sites will receive a certificate of compliance good for one year. Note, Texas

Section staff also spoke with ASCE staff on January 29, 2021 to ensure seeking compliance aligns with their internal practices. ASCE staff recommends website scans, as part of the PCI Compliance process, to ensure sites do not have vulnerabilities.

REPORT

Subsidiary Bylaws

Recommended for approval: NONE

The following bylaws may need to be updated after coordinating with the appropriate leaders: Caprock, Central Texas, High Plains, and Rio Grande Valley

Current Status (branch name – date of last bylaws approval – branch dues rate)

- Austin – 04/12/2018 - \$10
- Brazos – 03/05/2020 - \$10
- Caprock – 05/14/2011 - \$6
- Central Texas – 06/02/2001 - \$6
- Corpus Christi – 09/25/2020 - \$10
- Dallas – 11/07/2012 - \$10
- El Paso – 04/12/2018 - \$10
- Fort Worth – 04/20/2006 - \$10
- High Plains – 11/24/2003 - \$6
- Houston – 05/06/2019 - \$10
- Northeast Texas – 03/05/2020 - \$10
- Rio Grande Valley – 10/10/2000 - \$6 *(Branch is currently revising bylaws)*
- San Antonio – 10/07/2010 - \$10
- Southeast Texas – 03/05/2020 - \$10
- West Texas – 04/12/2018 - \$10

Note: sample Texas Section subsidiary bylaws are available for both Branches and Institute Chapters upon request.

REPORT


Section Meetings Schedule

<https://www.texasce.org/events/>

ITEMS FOR AGENDA

Agenda Item 3.1 – Section Finances

Provide update on the status of Texas Section’s draft Form 990 (FY2019-2020 tax return).

FORM F-2	OFFICER REPORT			
	Agenda Item Number	6.3	Item Title	Trust Funds
	Date	1/30/21	Reported by	Lindsay A. O'Leary PE, CAE
	Purpose	2020-2021 Executive Committee Meeting		

REPORT	<b>Texas Civil Engineering Foundation (TCEF)</b>		Curtis Beitel PE
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- **TCEF Trustees:** Joe Minor PE, Curtis Beitel PE, Dick Furlong PE, Tim Newton PE, Jack Furlong PE, Dan Hartman PE, Larry Goldberg PE, Ricky Bourque PE, and Sean Merrell (Ex-Officio)
- Administration Check & Savings balance as of November 30, 2020 = \$7,798
- TCEF's *Texas Section Past Presidents Educational Trust Fund Trustees:* Jack Furlong PE, Crespin Guzman PE, and Curtis Beitel
- **Fund balance** as of December 31, 2020 = \$96,260 (August 28, 2020 = \$93,600)
- **Tax Status:** Trustees worked with the Texas Section's CPA, Ron Meyer PLLC to confirm filing a 990-N for 2019 is not required because annual gross receipts were less than \$50,000. Filing will occur every three years and the next submittal will be required for FY2020-2021.
- **Annual Report:** The FY2019-2020 Report is attached.

REPORT	<b>John B. Hawley Memorial Trust Fund</b>		Mark Boyd PhD PE
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- **Trustees:** Mark Boyd PhD, PE; Sean Merrell PE; and Brandon Klenzendorf PhD, PE
- **Fund balance** as of November 27, 2020 = \$348,660 (August 28, 2020 = \$333,300)
- **Fellowships:** Trustees plan to solicit applications for three (3) to four (4) \$5,000 fellowships in 2021.
- **Tax Status:** Trustees are arranging for quarterly tax returns and payments, working with the Texas Section's CPA, Ron Meyer PLLC.
- **Annual Report:** The FY2019-2020 Report is attached.

REPORT	<b>J. Walter Porter Memorial Trust Fund</b>		Brett Pope PE
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- **Trustees:** Brett Pope PE, Ottis Foster PE, Natalie Guzman PE
- **Fund balance** as of as of December 31, 2020 = \$78,696 (June 26, 2020 = \$68,340).
- **Fellowship Status:** Trustees plan to award a \$5,000 fellowship in 2021.
- **Tax Status:** All taxes are paid in full including the 2019 taxes.
- **Annual Report:** The FY2019-2020 Report, including an Operations Procedures document was presented to ASCE Texas Section Board of Direction during the October 2, 2020 meeting.

ITEMS FOR AGENDA	Agenda Item 3.1 – TCEF Support Agenda Item 3.2 – Recruiting: Call for Hawley Trustee Nominees
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1. TCEF Trustees request Texas Section leaders provide input regarding the most significant financial need currently facing the Section. As the TCEF PPETF endowment approaches the minimum investment (\$100,000), trustees plan to begin distributing a portion of the earnings.
2. Hawley Trustees request the Texas Section Board begin considering candidates to serve as a Trust when Mark Boyd's term expires. The Board is slated to appoint a trustee to replace Mark in September 2021.



**Trustees**

Allen Bud Beene, PE, F. ASCE. President TCEF, [bud.beene@gmail.com](mailto:bud.beene@gmail.com), 214.886.0487 (2020)

Curtis Beitel, PE, M. ASCE, Vice President Finance, [curtis.beitel@hdrinc.com](mailto:curtis.beitel@hdrinc.com), 817.521.5761 (2022)

**Background**

The Texas Civil Engineering Foundation was created to support the Texas Section of the American Society of Civil Engineers in its activities to enhance the profession of civil engineering and civil engineering education.

Texas Civil Engineering Foundation			
Financial Report 2019-2020			
<b>Total Funds carried forward from September 14, 2019 report:</b>			<b>\$88,740.51</b>
<b>Business Checking Account:</b>			
<b>Balance carried forward from September 14, 2019 report:</b>			<b>\$2,729.04</b>
<b>Monthly Transfer to Savings</b>			<b>-\$1,000.00</b>
<b>Expenses</b>			<b>-\$154.00</b>
<b>Revenue (not Presidents Fund Related)</b>			<b>\$1,500.00</b>
<b>Revenue (Presidents Fund Related)</b>			<b>\$0.00</b>
<b>Balance carried forward in Checking Account:</b>			<b>\$3,075.04</b>
<b>Business Savings Account:</b>			
<b>Balance carried forward from September 14, 2019 report:</b>			<b>\$3,750.43</b>
<b>Monthly Transfer from Checking</b>			<b>\$1,000.00</b>
<b>Interest Payments</b>			<b>\$0.78</b>
<b>Balance carried forward in Savings Account:</b>			<b>\$4,751.21</b>
<b>Presidents Fund (Edward Jones):</b>			
<b>Balance carried forward from September 14, 2019 report:</b>		as of Sept. 14, 2019	<b>\$82,261.04</b>
<b>Additional Deposits</b>			<b>\$0.00</b>
<b>Investment Gain / Loss</b>			<b>\$11,371.57</b>
<b>Balance carried forward in Presidents Fund:</b>		as of Aug. 28, 2020	<b>\$93,632.61</b>
<b>SUMMARY:</b>			
<b>1. Checking Account:</b>	<b>\$3,075.04</b>		
<b>2. Savings Account w/o PF:</b>	<b>\$4,751.21</b>		
<b>3. Presidents Fund (Edward Jones):</b>	<b>\$93,632.61</b>		
<b>Total Funds:</b>	<b>\$101,458.86</b>		

Non-operational funds are with Edward Jones in growth & income mutual funds



**Trustee Actions during Fiscal Year**

Continued developing options for collecting additional funds for the Endowment to meet the minimum investment t begin distributing a portion of the earnings in support of the Texas Section.

**Planned Future Actions**

Finalize adding additional trustees to replace term limited members.

**Requests for ASCE Texas Section Board of Direction**

Act on the attached resolution appointing Trustees and respective terms.

**Supplemental Information**

## Trustees

Mark K. Boyd, [markkboydasce@gmail.com](mailto:markkboydasce@gmail.com), (972) 241-6680 ext. 131 (Term to expire 2021)

Sean P. Merrell, [SMerrell@bgeinc.com](mailto:SMerrell@bgeinc.com), (972) 464-4834 (Term to expire 2023)

J. Brandon Klenzendorf, [BKlenzendorf@Geosyntec.com](mailto:BKlenzendorf@Geosyntec.com), (512) 354-3281 (Term to expire 2025)

## Background

The John B. Hawley Memorial Trust was established in 1961 by S.W. Freese and M.C. Nichols to honor a leading engineer in the early days of Texas. The Trust sponsors a Fellowship to promote graduate study and research in hydraulic, water resources, hydrologic, and environmental engineering.

The recipient must have an affiliation with the **Texas Section-ASCE and with a Texas school at the time of application**. The study should preferably be done in Texas. The fellowship is a gift to the recipient, whose obligations are to make the most of the opportunity and to file brief reports with the trustees

## Financial Summary for 1 Oct 2019 – 30 Sep 2020

Financial Institution	Edward Jones
Current Balance	\$321,974.75 (Sep 25) [\$348,666.55 (as of 27 Nov 2020)]
Annual Rate of Return	4.79% (Last 12 months)

## Expenses Summary for 1 Oct 2019 – 30 Sep 2020

Accounting Fee(s)	None
Taxes Paid	None
Scholarship Award	No award given out.
Total Expenses	None

## Summary of Investments

Investments are distributed in managed mutual funds following the guidance of the Texas Section ASCE Investment Policy. The approximate market breakdown is 10% growth, 45% growth and income, 42% income, 3% cash.

The combined return from all categories (except cash) was 4.79% during the reporting period.  
The cash positions returned a 0.58% during the reporting period.

## Fiduciary Notes, Tax Filing Status, and Projected Tax Liabilities

The annual fiduciary documentation and tax filings are based on the fiscal year (FY) from 1 October through 30 September. For example, the present report is for 1 October 2019 – 30 September 2020, referred to below as FY 2019-2020.



Tax filings are generally due early January of the calendar year following the FY. Currently, two tax filings are overdue (see Planned Future Actions section). Tax and penalties are not expected associated with upcoming late filings. Tax liabilities for FY 2017-2018 were unexpectedly high because of the gains realized when investments were cashed out and transferred from JP Morgan to Edward Jones, and then reinvested. The FY 2017-2018 tax liability of \$11,842 was paid on 18 January 2019 with the 1041 filing. As a result of the large amount due and associated penalty paid, it was necessary to make estimated quarterly tax payments totaling \$12,304 during calendar year 2019 credited to FY 2018-2019 future tax liabilities. Trustees have consulted with Ron Meyer CPA. Mr. Meyer advises that since investment gains in the Edward Jones accounts were not realized in FY 2018-2019 and FY 2019-2020, it is likely that all future tax obligations have been satisfied with prior 2019 payments, and that a tax refund may be due to the trust fund once tax filings are caught up. It is possible that certain transactional realizations, such as dividend distributions, may result in minor tax liabilities for the upcoming tax filings. It is possible no penalties will be associated with late filings, subject to confirmation.

### **Trustee Actions during Reporting Year**

Two fellowship awards were originally planned for 2020. Due to the COVID19 pandemic and other pressing volunteer tasks of the trustees, no significant actions were taken in 2020. Trustees will need to reconvene and plan more consistent activities moving forward.

### **Planned Future Actions**

- 1) Coordinate with Ron Meyer CPA to complete required tax filing for FY 2018-2019 and FY 2019-2020 filings as well as to submit associated payments (if any), or more likely requests for tax refund (should that be advisable).
- 2) Former Trustee Ted Cleveland being removed from the fiduciary role. Trustee Brandon Klenzendorf worked with Ron Meyer CPA to file IRS Form 56 on January 19, 2021, naming Brandon as the Fiduciary and point of contact for future IRS correspondence.
- 3) Speak with financial advisor Kelly Mahmoud (Edward Jones) in the Winter/Spring 2021 regarding current economic conditions and consider revising the investment strategy for this account.
- 4) Announce request for applications to be able to award a fellowship for upcoming Fall 2021 Semester.
- 5) Award three to four \$5,000 fellowships in 2021 and subsequently return the foundation to an annual award schedule. At the current rate of return (and assuming lower future tax burden) the fund should be able to make an annual award indefinitely.
- 6) Evaluate the prototype web portal built by Former Trustee Ted Cleveland to facilitate announcement of the annual Hawley Award (<http://www.rtfmps.com/HawleySwitchBoard/>). This form may be moved to the Texas Section Website ([www.texasce.org](http://www.texasce.org)) to receive the applications (if we choose to continue this approach).
- 7) Draft Operating Procedures for the management of the fund. May include a requirement for fellowship recipients to participate in the ASCE Texas Civil Engineering Conference (CECON).

### **Requests for Texas Section-ASCE Board of Direction**

- 1) Name a trustee to replace Mark Boyd in 2022 (Note, FY2021-2022 begins October 1, 2021).