



# Application Package for Candidates to ASPE Board of Directors

**American Society of Plumbing Engineers**

6400 Shafer Court, Suite 350  
Rosemont, IL 60018  
(847) 296-0002 | [aspe.org](http://aspe.org) | [info@aspe.org](mailto:info@aspe.org)

Dear ASPE Member,

This Candidates Application Package should be completed in its entirety by any member who has decided to run for a position on the ASPE Society Board of Directors. This package must be submitted to the ASPE office no later than the deadline noted below to be considered as a Candidate in accordance with the Bylaws.

In addition to this Application Package, every Candidate must confirm they are currently employed in the Plumbing industry and submit a letter or provide another form of correspondence indicating approval of both family and their employer to undertake the requirements of serving as a member to the Society Board of Directors. Every Candidate must also include a current photograph in accordance with Chapter 10.16 Nominating of the P&O Manual.

The description, composition, and responsibilities of the Nominating Committee is listed in Chapter 8 of the P&O Manual. A few key points from that Chapter are as noted below:

- The list of Candidates for the Board of Directors shall include the name of any member submitting their application for consideration who meets the requirements of the Society's Bylaws.
- The Committee shall interview all Candidates to determine if they are qualified to hold the Board position they are seeking. If the Committee does not feel the Candidate is qualified to hold the position they are interested in, the Committee may recommend that the Candidate consider running for a different position.
- Based on the information gathered during the interview process of each Candidate, the Committee shall prepare a slate that list at least 2 recommended individuals for each position, and this list shall be referred to as the "Recommended Slate of Officers". The Recommended Slate of Officers shall be the top-rated Candidate or Candidates for each Board position as ranked by the Nominating Committee.

The next election of Board members will take place during the ASPE Biennial Business Meeting. The information provided by the Candidates in this Application Package, the letter or correspondence indicating family approval and if possible, similar correspondence relative to employer approval, and the Slate of Officers from the Nominating Committee, will help the members and Delegates make an informed decision when casting their vote during the election of the Society Board of Directors.

Thank you for your interest as a Candidate to the ASPE Board of Directors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mitchell J. Clemente', with a long horizontal line extending to the right from the end of the signature.

Mitchell J. Clemente, CPD, FASPE  
Nominating Committee Chair

*Package must be submitted by May 16, 2022*



April 26, 2022

Mitchell Clemente, CPD, FASPE  
ASPE Past-President/Nominating Committee Chairman  
American Society of Plumbing Engineers  
6400 Shafer Court, Ste. 350  
Rosemont, IL 60018

RE: 2022-2024 Society Board Position of Director – Region 3

Dear Mitch:

Enclosed is my Application Package for Candidacy to the ASPE Board of Directors. I am pleased to submit this application for the position of Director – Region 3.

I have the backing of my wife and my business partners to run for a board position. I have been associated with ASPE for 37 years and look forward to this opportunity to continue my support and give back to ASPE.

Please do not hesitate to contact me with any questions or if you require additional information.

Sincerely,

Curtis A Ray, Jr., CPD, FASPE  
Owner/Principal/Senior Plumbing & Process Designer



1804 Rensselaer Dr.  
Wesley Chapel, FL 33543  
813-486-4142  
Aprilray1958@gmail.com

## April G. Ray

March 16, 2022

Mitchell Clemente, CPD, FASPE  
ASPE Past-President/Nominating Committee Chairman  
American Society of Plumbing Engineers  
6400 Shafer Court, Ste. 350  
Rosemont, IL 60018

RE: Curtis Ray's 2022-2024 Society Board Candidacy

Dear Mr. Clemente,

Please accept my endorsement for my husband to serve on the ASPE Society Board of Directors for 2022-2024. I know my husband's commitment to ASPE is deep within him and he will serve the Society well.

I am fully aware of the position's requirements and the commitment required by the position. If you have any questions or concerns, please do not hesitate to contact me.

Warm regards,

April G. Ray





April 26, 2022

Mitchell Clemente, CPD, FASPE  
ASPE Past-President/Nominating Committee Chairman  
American Society of Plumbing Engineers  
6400 Shafer Court, Ste. 350  
Rosemont, IL 60018

RE: Curtis Ray's 2022-2024 Society Board Candidacy

Dear Mr. Clemente:

We hereby attest that we fully understand the duties and responsibilities that Curtis Ray will be expected to undertake as a member of the ASPE Board of Directors. Phoenix Engineering Group, Inc. (Phoenix) is willing to provide him with time necessary, as long as it is understood that such time is based on his additional volunteer time outside his duties and responsibilities to Phoenix.

In addition, we agree that Curtis shall be permitted the necessary time off so that he may perform the duties as responsibilities of an ASPE Board member. Furthermore, we understand that Phoenix shall not be required or expected to provide any direct expense reimbursement for this employee when he is conducting the business of the Society.

Sincerely,  
Phoenix Engineering Group, Inc.

Rhett Jackson, PE  
CEO

Chad West, PE  
CFO



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## STATEMENT OF INCLINATIONS, INTERESTS AND AFFILIATIONS (To Help Determine Potential Sources of Bias and Conflict of Interest)

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_

Telephone (evening): \_\_\_\_\_ E- mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company (Employer): \_\_\_\_\_ Title: \_\_\_\_\_

Company (Employer) Product or Service: \_\_\_\_\_ ASPE Member # \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_

Preferred ASPE Board of Directors Position; if no preference please state "None": \_\_\_\_\_

The responsibility for completing and submitting this statement of inclinations, interests and Affiliations rests solely with the individual completing this Application Package. Please reference the next page for guidelines and definitions, and submit only the information that is relevant and merits disclosure regarding:

1. All ASPE policies with respect to interest categories and as related to any bias and conflict of interest.

### Instructions:

- A. Please make sure to include a cover letter of interest to the nominating committee addressed to the nominating committee chair.
- B. Include a letter or other correspondence from both your employer and family stating their approval and support of you pursuing this position. This letter is a vital piece to your application and will demonstrate that your family and employer are fully aware of the responsibilities that comes along with serving on the Society Board of Directors, and that serving on the board will require you to be away from family and your place of employment for certain periods of time.
- C. Contact the Nominating Committee Chair if you have any questions regarding the completion of this form.
- D. When this form has been completed, sign, date and return to [bsmith@aspe.org](mailto:bsmith@aspe.org). Attach additional pages if necessary and retain a copy for your records.
- E. A statement of inclinations, interests and affiliations does not prevent candidacy to the Board of Directors but is for the purpose of notifying the members and the delegates of any bias or potential bias.
- F. If there is no information to be reported, write the word "NONE" in the space provided.

If the Candidate is elected and during your period of service on the Board, any changes in information reported on this form, or any new information relevant to the question of potential bias or conflict of interest should be promptly reported to the ASPE Board of Directors and the ASPE Executive Director/CEO.

### 1. ORGANIZATIONAL AFFILIATIONS.

Report relevant present and past business relationships (as an employee, owner, officer, director, consultant, member, etc.) and relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, code organizations, lobbying groups, public interest or civic groups, and trade magazines). Include specific activities and committee involvements.

### 2. PUBLIC STATEMENTS AND POSITIONS.

List relevant articles, testimony, speeches, etc. by date, title and publication (if any) in which they appeared. Provide a brief description of relevant positions of any organizations or groups with which you are or have been closely identified or associated.

\_\_\_\_\_  
*Curtis Ray*  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: As a candidate for the Board of Directors, a copy of this completed form will be available to any members making a written request.

# GUIDELINES AND DEFINITIONS

## Bias

The question of potential sources of bias ordinarily relates to views stated or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not disqualifying for purposes of the Board of Directors. It is necessary, however, in order to ensure that the members and the delegates are aware of potentially biasing backgrounds or professional or organizational perspectives.

## Conflict of Interest

It is essential that the work of the ASPE Board of Directors not be compromised by any significant conflict of interest, or in some circumstances the significant appearance of conflict of interest, on the part of any member of the Board or anyone associated with the Board (e.g., consultants and staff). For this purpose, the term "conflict of interests" means any financial or other interest that conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization. The existence of a significant conflict of interest is important information to the membership and the delegates.

## How conflicts of interest arise

1. The Board includes individuals with strong personal, financial, or professional interests in seeing that the Society recommend or produce a particular outcome.
2. An agency, a sponsor, or a private organization or company attempts either to influence the Board members or to skew the body of information reviewed by the Board.
3. The conflicts of interest or bias arise concerning individual points of view on especially contentious issues. For the Board of Directors, nearly all of the people of relevant competence have backgrounds of connections and experience that constitute, or can be construed by others as constituting, potential sources of bias in one direction or another. It may, therefore, be difficult to find individuals with the pertinent knowledge who have not been involved previously with an issue that will come before the Board. Such situations are resolved by the membership and the delegates by selecting a carefully balanced consensus-forming body so that all points of view can be represented.

## To avoid conflicts of interest

Adhere to ASPE policies and procedures. These policies and procedures include specific questions and assessments prior to the election of officers to the ASPE Board of Directors to bring possible conflicts of interest to the attention of the membership and the delegates. Two essential parts of this process are, prior to the election of officers, completion of a short statement of inclinations, interests and affiliations that lists professional connections and indicates any positions taken in relevant public statements, and the candidate question and answer session at the biennial Convention.



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## CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS

[Please Type or Print]

### 1. Education

Education Level	Name of Institution	Major/Course of Study	Years Completed	Date of Graduation	Degree
High School					
Technical School/ Institute					
College or University					
Graduate Studies or Other					

### 2. Certification and Registration

- A. Are you Certified In Plumbing Design (CPD)? YES NO
- B. Are you a Certified In Plumbing Design Technician (CPDT)? YES NO
- C. Do you hold the Green Plumbing Design Certificate (GPD)? YES NO
- D. Are you a Registered Engineer? YES NO Number of States: \_\_\_\_\_  
 List States: \_\_\_\_\_
- E. Other (Specify): \_\_\_\_\_

### 3. Professional Experience *(Include Each Position)*

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			



#### 4. ASPE History

A. Please Provide:

d. Year Joined ASPE: \_\_\_\_\_

b. Initial Membership Grade: \_\_\_\_\_

c. Current Membership Grade: \_\_\_\_\_

B. Society Activities

a. Society (National) Offices Held

Date		Society (National) Office/Position	Position
From	To		

b. Society (National) Committees and Other Activities

Date		Name of Society (National) Committee/ Working Group or Other Activity	Society (National) Position
From	To		

C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Chapter Office/Position
From	To		

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Chapter Committee or Other Activity
From	To		

**5. Membership and Activities in Other Societies or Associations**

Society or Trade Association	Year Joined	Membership Grade	Committee/Activity	Date		Position
				From	To	

**6. Technical Interest Areas** (e.g., system design, equipment selection, specification preparation, codes, etc.)

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**7. General or Society Interest Areas** (e.g., technical, education, legislative, membership, finances, AYP, WOA)

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**8. Honors and Awards** [e.g., honorary societies, citations, awards (list ASPE's first)]

Honor or Award Received	Organization Received From	Date

**9. Publications Authored**

Number of Books/Manuals: \_\_\_\_\_ Number of Papers: \_\_\_\_\_ Number of Articles: \_\_\_\_\_

List up to five (5) significant publications. Attach additional list, if needed.

Title	Publisher or Publication	Date















## 14. Attestment of Candidates

1. As a Candidate to the Society ASPE Board of Directors, I hereby grant the American Society of Plumbing Engineers (ASPE) the non-exclusive, royalty-free rights, including nonexclusive, royalty rights in copyright, to any contributions I make to documents or material I prepared for ASPE and I understand that I acquire no rights in publication of such documents in which my contribution or other similar analogous form is used. I hereby attest that I have the authority and I am empowered to grant this copyright release.
2. If elected as a member of the ASPE Board of Directors, I understand that expenses I may incur in my official capacity as an officer of the Society shall be reimbursed in accordance with the official Society travel policies and that all such expenditures require budget authorization and must be approved in advance by the Society President and/or Executive Director/CEO.
3. I hereby attest that all information provided in the Candidate Application for ASPE Board of Directors and the Statement of Inclinations, Interest and Affiliations are true and accurate representations of my interests, affiliations and background and do not believe I have any conflict of interest that would affect my serving as an officer of, and member of the Board of, the American Society of Plumbing Engineers.

Please sign below and return to:

American Society of Plumbing Engineers  
c/o Nominating Committee  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

(847)296-0002 | [aspe.org](http://aspe.org) | [info@aspe.org](mailto:info@aspe.org)

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Name (print)

Date

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Signature



## CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS – APPENDIX A

### 3. Professional Experience (Include Each Position) (CONTINUED)

#### PHOENIX ENGINEERING GROUP – Tampa, FL Engineers

Owner/Principal/Senior Plumbing & Process Designer – April 2006 to Present

- Corporate Principal
- Project Scope Development
- Code Research & Analysis
- Engineering Calculations
- System Schematics & Concepts
- System Engineering & Design
- Specification Writing
- Equipment Selection
- Construction Observation
- Forensic Studies
- Develop and maintain company procedures and standards

#### INTEGRATED PROJECT SERVICES – Lafayette Hill, PA Engineers & Construction

Plumbing Design Supervisor - Apr 2000 to April 2006

- Direct supervision of 6 person Plumbing Department
- Manpower projections and scheduling
- Plumbing, process piping & fire protection design
- Engineering calculations
- Engineering analysis reports and recommendations
- Managing Project schedule
- Prepares Bid Packages
- Expedites Deliveries
- Compiles Field Observation Reports

#### GILLAN & HARTMANN, INC. - Valley Forge, PA Engineers

Design Engineer - Aug '1999 to Apr '2000

- HVAC, plumbing & fire protection design
- Engineering calculations
- Engineering analysis reports and recommendations

#### FLUOR DANIEL CHINA - Xiamen, China Construction

HVAC Engineer - Jul '99 to Aug '99

- Site HVAC Engineer for multi-million dollar Kodak project in China.
- Commissioning and Start-up Troubleshooting
- Report writing and design resolution

#### FLUOR DANIEL IRELAND LIMITED - Ringaskiddy, Co. Cork, Ireland Construction

Site Plumbing Engineer - Feb '99 to Jul '99

- Site Plumbing Engineer for multi-million dollar pharmaceutical project in Ireland.
- Field engineering for Client changes during construction.
- Supervising the installation of all Plumbing within the facility

#### FLUOR DANIEL - Marlton, New Jersey Engineers & Constructors

Plumbing Design Supervisor – Jul. '96 to Feb. '99

- Developed Plumbing CADD standards for the Marlton Office.
- Instructor for in-house plumbing design course.
- Develop Scope of Facilities & Scope of Services
- Code research & Engineering calculations
- Detailed design

#### BERGMANN ASSOCIATES - Glenside, Pennsylvania Engineers, Architects, Planners

Senior Mechanical Designer - Oct. '92 to Jul. '96

- HVAC, plumbing & fire protection design
- Engineering calculations
- Engineering analysis reports and recommendations



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CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS – APPENDIX A

DANGOVETSKY-KOHLER ASSOCIATES, INC. - Jenkintown, Pennsylvania  
 Mechanical Consulting Engineers

Chief HVAC & Plumbing Designer - Oct. '85 to Oct. '92

- HVAC & plumbing team leader.
- Project management & Project design & coordination.
- Development and management of a complete office CAD system (AutoCAD).
- Office & CAD system management (AutoCAD).

JOHN F. HARKINS COMPANY, INC. - Lansdowne, Pennsylvania  
 Mechanical Contractors

Assistant Project Manager/Plumbing Designer - Jan. '84 to Oct. '85

- Hired as a draftsman progressed to Assistant Project Manager.
- Plumbing designing and coordination on a high rise condominium and casino project.
- Field coordinated plumbing designs with HVAC, fire protection, electrical trades.

MacCABE ELECTRICAL CONDUCTORS COMPANY - Willow Grove, Pennsylvania  
 Manufacturer of Custom Electrical Components

Drafting Supervisor

- Successful management of a drafting department.
- Development and management of a drawing filing system.
- Coordination of sketches between manufacturing and drafting.

SPIVEY COMPANY - Concordville, Pennsylvania  
 Manufacturer of Custom Package Conveyors

Design Draftsman

- Designer/Draftsman of package conveyors.
- Field observation for the installation of conveyor systems.
- Design & drafting assistance in the design and development of new prototype conveyor for United Parcel Service (UPS).
- Liaison between engineering and manufacturing.

CURTIS A. RAY, JR. CONSTRUCTION CONSULTANT - Woodlyn, Pennsylvania  
 Residential & Commercial Construction, Remodeling, Design & Evaluations

- Hired under sub-contract to build 3 homes ranging in price from \$85,000 to \$175,000.
- Direct contract with owners for kitchen & bath renovations, additions, windows and concrete work.
- Layout and design of all work with owners.
- Construction scheduling & purchasing of materials.
- Actual construction.

**8. Honors and Awards [e.g., honors, awards (list ASPE's first) (CONTINUED)]**

Chapter Award of Merit, Philadelphia Chapter ASPE	ASPE	2000 - 2001
Chapter Award of Merit, Philadelphia Chapter ASPE	ASPE	2001 - 2002
Chairman's Award, Region 1, Philadelphia Chapter ASPE	ASPE	2002
Special Award of Achievement, West Coast Florida Chapter	ASPE	2004
Research Foundation Certificate of Appreciation, West Coast Florida Chapter	ASPE	2011 - 2012
Chapter Award of Merit, West Coast Florida Chapter	ASPE	2010 - 2011
Director's Award, Region 3, West Coast Florida Chapter	ASPE	2011
Chapter Award of Merit, West Coast Florida Chapter	ASPE	2012 - 2013
Chapter Award of Merit, West Coast Florida Chapter	ASPE	2013 - 2014
Research Foundation Certificate of Appreciation, West Coast Florida Chapter	ASPE	2013 - 2014
Director's Award, Region 3, West Coast Florida Chapter	ASPE	2013
Director's Award, Region 3, West Coast Florida Chapter	ASPE	2014
Director's Award, Region 3, West Coast Florida Chapter	ASPE	2015
Director's Award, Region 3, West Coast Florida Chapter	ASPE	2017
Director's Award, Region 3, West Coast Florida Chapter	ASPE	2018
ASPE Chapter Humanitarian Award, West Coast Florida Chapter	ASPE	2018



CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS – APPENDIX A

**11. Projects**

Project Name or Description	Year Completed	Your Role in Project	Significance of Project
Catuplut, Lakeland, FL 40,000 Co-Working space, massive maker space with hundreds of thousands of dollars of high tech equipment, a commercial kitchen, large co-working spaces, small individual offices, a conference room, and an assembly hall.	2021	Lead Plumbing & Fire Protection Designer	A business incubator for the City of Lakeland
Concept Study for a Facility Expansion Project. 66,460 sq.ft. building addition which will house all administration functions, full service cafeteria with kitchen and serving line, along with a microbiological lab and chemistry labs. 61,060 sq.ft manufacturing and support build-out. 35,230 building for maintenance, staging warehouse and reclamation center.	2018	Project Manager, Lead Process & Plumbing Designer	Determine expansion required to meet current market expectations.
Titusville Transfer Station, A prefabricated metal building on a concrete foundation. The inside of the building will have two levels. The transfer trailer “tunnel” and the tipping floor.	Under Construction	Lead Plumbing & Fire Protection Designer	Needed to replace and existing failing facility
Akron Biotechnical, Working with the client’s cleanroom supplier for a 10,000 square foot cGMP cleanroom for biologic production	2022	Project Manager, Lead Process, Plumbing & Fire Protection Designer	State of the art facility to aid in the COVID vaccine process.
Goodwin Biotechnical, 14,000 square foot expansion of their existing facility with cGMP biologic production.	Under Construction	Lead Process, Plumbing & Fire Protection Designer	State of the art facility to aid in the COVID vaccine process.