

Board Meeting Agenda

Wilsonville



March 10, 2017

Time	Item	Presenter	Notes
	<u>Call to Order</u>	10:02 am Russ Thomas	

Board Members Attendance:

		Present	Absent
Russ Thomas	President	X	
Jenifer Willer	President-Elect	X	
Gordon Munro	Secretary	X	
Mike Bisset	Treasurer	X	
Dan Boss	National Delegate		X
Delora Kerber	Immediate Past President	X	
Doug Singer	Director	X	
Nikki Messenger	Director	X*	
John Lewis	Director	X	
Tim Blackwood	Director	X	
Tony Roos	Director	X	
Ashley Cantlon	Director	X	
Gregg Weston	Foundation Liaison	X	

@= Present via Conference Call

*By conference call

Guests

- Russ Norton, Transportation committee chair
- Todd Watkins

President's Report – Russ Thomas

- The public works week proclamation was sent to the Governor's office.
- The audit committee will be: Tony Roos, Gregg Weston and Terry Song.
- Russ attended the Eugene luncheon on the 21st and the OR Asphalt Paving Awards Presentation handing out the awards.

- Russ attended wastewater collection & street main short school committee meeting.
- The letter of support for Linn Benton was sent off.
- Linn Benton is considering setting up a one day tour for public fleet managers.
- Russ is working on conference script.
- Tony and Krey are taking over running the gizmo.

Secretary's Report – Gordon Munro

- February Board meeting minutes were handed out and reviewed.
- John Lewis moved to accept with changes, and it was seconded by Doug Singer. The vote passed.

Treasurer's Report – Mike Bisset

- The February budget and balance sheet was handed out. Described a bit of what is going on with funds.
- Transfer of signing authority has been done.
- Still setting up the Continental Bank account for the education account.
- Jenifer moved to accept the February budget, and it was seconded by Tony. The vote passed.

National Delegate's Report – Dan Boss

- Not in attendance.

Foundation Report – Gregg Weston

- The Foundation wants to explore two new scholarships: UP & George Fox. We are ready to move forward with these as the forms are set and we have contacts at the schools. The Foundation is proposing to add those two scholarships for this year at \$3,000 per school. Discussions ensued. The Board was in general support.
- Terry Song is checking on the possibility of a joint scholarship with the asphalt paving association.

Committees:

Transportation: Russ Norton

- Last meeting was at the Fall Conference, will meet again at the Spring Conference.
- Their major function is to collect topics and talks for the conferences. They have a running list that they discuss.
- Had a tour in December and 18 folks attended.
- They are looking at other potential tours. They will try to do two tours a year.
- Sustainability committee may want to coordinate some tours.
- John Lewis asked if there is any assistance needed from the Education committee in setting up workshops or other education events. This could be done as a preconference workshop.

Strategic Plan

- Russ asked that the Board review the plan and let Russ know if there are modifications.
- Monthly luncheons have actually had 6 annual meetings in Portland and 6 in Eugene. They are not always monthly.

Conferences:

Spring 2017: Seaside Convention, Apr. 10-13 Watkins/(Willer)

- Todd emailed update.
- New first keynote speaker OSP's Chief Public Information Officer.
- The second key note speaker will be the public works director for Manzanita, and he will be talking about the tornado and the aftermath.
- There will be a pre-conference workshop. Josh Proudfoot, life cycle costs.
- Community event will be painting dugouts.

- Brian Usher the APWA immediate past president will attend.
- Golf will be at the Gearhart links golf course.
- STEM students (up to 10) from the Seaside High School will attend the conference on Wednesday.
- Contracted for photography and then Laurie Norton will cover the evening events.
- Things going well.
- Took off the 5 year window on first timers.
- Preprinted PDH forms will still occur. Will be testing the electronic PDH's. Still have to get signature.
- Gifts in process
- Scholarships still up in the air. No attendees.
- High school students have been unresponsive to date with regard to attendance, we may reach out to Astoria
- Recognition of application of Jennie for top ten at banquet
- Av assistance is still not set.
- Facilitator and moderators are set.
- Have CEU designations back from OSAC.

Fall 2017: Pendleton, October 17 -20 Patterson/(Willer) NA

- Bob is moving on this.
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Spring 2018: Eugene/Hilton, April 2-5 ?????/(Munro) NA

- Russ was going to talk to Peggy at Lane County.

Fall 2018: Looking at Canyonville.

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Exhibitors Relations: Tony Roos

- Nothing to report on.

New Business

- Reciprocal Programs OR/WA Chapter conferences: Debbie Sullivan WA chapter president has been talking with Russ. They will invite or representative to attend their conference (no registration), then we do the same. Doug made a motion that we set up an exchange with the Washington Chapter sending an invitation to their conference, and attend Oregon conference. Registration would be waived, and the OR Board will cover the cost of travel and hotel for an OR representative. Ashley seconded. Passed.
- Everyday Hero's Award: This was set up for field staff. The last one awarded was 2013, so we need to promote this more. May want to adjust the submittal date to 8 weeks before the conference. Would be giving them a certificate/plaque and the dinner. The awards committee could go to the short school and announce the award there.
- Laptops for Education Programs: the Board does not want to purchase and maintain laptops and software. We can continue to rent from the hotels.
- Do we want to make a running list of decisions made? No decision made.
- Water resources committee is requesting a sponsorship for a registration fee for the ACWA storm water summit at Lane Community College. APWA is doing a tour in support of the ACWA storm water summit. They are asking if we would pay for a rental van to Eugene for \$340. There are some questions about insurance, and how does national look at that. Can also look into having a transportation company. In general the Board is in support of the transportation but more information is needed.

- John Lewis and Bob Patterson spoke about education with regard to inspection and GIS. There were no decisions made.
- Delora is asking for \$1,600 for Eric Jones to help put together the PACE award application. Doug made a motion to provide professional assistance in the preparation of the PACE application for \$2,000, Tony seconded. Passed.
- Should we consider having less Board meetings in the year, such as six times a year. Discussion ensued. If there is a change, there might need to be a change to the bylaws. No decision was made.

Adjourned 2:02pm -

2016 Board Meeting Schedule					
Jan 13 th Canceled	Feb 10 th Oregon City	Mar 10 th Wilsonville	Apr 10 th Seaside	May 12 th Tetra Tech	Jun 9 th Roseburg
Jul 14 th Eugene	Aug None- PWExpo	Sep 8 th Kittleson	Oct 11 th Pendleton	Nov 18 th Newberg	Dec 5 th /6 th Silver Falls

2017 Oregon Chapter Milestones:

- ~~1099 forms due Jan 15 (Willer/Bisset)~~
- ~~Top Ten Leader nomination (Jeanne Nyquist) due March 1 (Kerber)~~
- ~~National Award nominations due March 1 (Krey Younger)~~
- ~ Public Works Week Proclamation to Governor's office March 20 (Thomas) (sent March 2, 2017)
- ~ Appoint Chapter Audit Committee March 30 (Thomas) (Appointed -Gregg Weston, Terry Song, Tony Roos)
- ~ PACE Award nomination due – June 1 (Kerber)
- ~ Adopt FY17 Budget at June 10 Board Meeting (Bisset)
- ~ Mid-year Chapter Delegate Report due – June 30 (Boss)
- ~ Invite National Dignitary to Fall Conference – June 1 (Thomas)
- ~ Chapter Audit – June 19, Wilsonville (Bisset, Cameo Mgmt., Audit Committee Gregg Weston, Terry Song, Tony Roos)
- ~ Annual Chapter Audited Financial Report Due to National - August 1 (Bisset)
- ~ Chapter Award nominations due – August 22 (Krey Younger)
- ~ Present Officer Nominations to Executive Board – September 8 (Kerber/Nominating Committee)
- ~ Present Officer Nominations to Voting Chapter Members – October 20 (Kerber/Nominating Committee)
- ~ 2017 Top Ten Nominee selection – November 18 (Board members)
- ~ Invite National Dignitary to Spring 2017 Conference – December 1 (Willer)
- ~ Year-end Chapter Delegate Report due – December 31 (Boss)

APWA Educational 2017 Lineup:

- ~~The Developing Leader, March 7-10, Mt. Bachelor, Bend~~
- ~ Street Maintenance & Collection Systems Spring School, March 28-30, Eagle Crest, Redmond
- ~ Oregon Chapter Spring Conference, April 10-13, (M-Th) Seaside Convention Center, Seaside
- ~ Street Maintenance & Collection Systems Fall School, October 24-26, Best Western, Newport
- ~ Oregon Chapter Fall Conference, October 17-20, Convention Center, Pendleton
- ~ Public Works Leadership, November 7-10, Surfsand, Cannon Beach
- ~ Public Works Essentials, December 5-8, Red Lion Jantzen Beach, Portland

Future Conferences:

- ~ WA Chapter Spring 2017, April 25-28 Tacoma
- ~ WA Chapter Fall 2017, October 3-6, Kennewick

- ~ Spring 2018- Eugene/Hilton, April 2-5
- ~ WA Chapter Spring 2018, April 17-20, Vancouver
- ~ Fall 2018- 7 Feathers, Canyonville
- ~ WA Chapter Fall 2018, October 2-5, Wenatchee
- ~ Spring 2019- TBD
- ~ Fall 2019 – TBD

APWA National Events;

- ~ North American Snow Conference, April 23-26, 2017 Des Moines, IA.
- ~ National Public Works Week, May 21-27, 2017
- ~ PWX, August 27-30, Orange County Convention Center, Orlando, FL.

Ad Hoc Committees:

- ~ Long Term Investment Strategy – Roos and Willer
- ~ Scholarship Chair position description – Watkins
- ~ Conference Guidelines Update – TBD

National APWA Committee Members: Mike Bisset - Project of the Year; Kurt Corey – DCS Credentialing; Michael Adams – Small Cities/Rural Communities; Peggy Keppler – Professional Development; Matt Rodrigues – Sustainability; Tom Hickmann – Water Resource Management; Pam Berrian – DCS Research Council; and Todd Watkins – International Affairs Committee.