

Board Meeting
 City of Oregon City
 City Hall
 625 Center Street
 Oregon City, OR 97045
 February 9, 2018



Call to Order: 10:03 Jenifer Willer

Board Members Attendance:

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

*= Present via Conference Call

Guests

Krey Younger - Awards Committee

During info share call to the order there was discussion on a state house bill to change the Qualifications Based Selection (QBS) process for architectural and engineering consultant services.

President's Report – Jenifer Willer

ODOT-Certified Local Agency (CLA) spring half day Workshop will be in Eugene the same day as Tuesday of the spring conference. Workshop will have separate registration but will be at the Hilton to facilitate ODOT and CLA group members to participate in the first day of the conference. Jenifer will organize the registration and Patrick will be coordinating the lunch and logistics with Cameo. Tim mentioned that ODOT ACEC combined conference is in Salem next week and this would also be a good event for APWA to participating in and support.

Region IX Nominating Committee – Chapter Representative Tony Roos has volunteered and been appointed to be on the nominating committee.

Jenifer gave information on APWA National membership fee will be increasing or has increased as of January 1st.

Secretary's Report – Nikki Messenger

Nikki provided January 2018 minutes (handed out by John). John moved to approve minutes. Second by Tim. Motion passed.

Treasurer's Report – Mike Bisset

Mike discussed treasures report. Short school revenues are posted, chapter is \$10,000 in the black as of January. Discussion on Pendleton Conference and leadership training registration, Pendleton conference was well attended. John moved to approve the Treasurer's report. Second by Cantlon. Motion passed.

National Delegate's Report – Dan Boss - Dan was in Kansas City last week for Winter Meeting, Peggy Keppler was there for the Leadership & Management Committee. Combined delegate and committee meetings were new and good to get delegates knowledge of committee workings. Upcoming changes to the certification program Donald C. Stone Center with a different focus, not as rigorous as a master's program. APWA hired a journalist to write articles on some subjects, example was the landslides in California. This gets stories in the Reporter in a timely fashion. Jill Marilley, APWA President-Elect, started a new position with WSP and Oregon will be in her territory so she will be in Oregon more. National committee appointments are due in March, so let Dan or Jill know if someone is interested in a National committee. Justina Cox is the National staff support for collegiate scholarships, Dan discussed potential national scholarship foundation to support Emerging Leaders Academy. Dan discussed retired and or life membership was discussed and how to keep them active and engaged, and potential support Emerging Leaders Academy. National indicated approximately 1,600 current life members. Dan emailed information from the February 2, 2018 Council of Chapters Winter Meeting in Kansas City. Dan said there was good information sharing and meetings at the winter meeting. Dan said it was warm and sunny in KC. See Dan's notes.

Foundation Report – Gregg Weston – First meeting with Terry Song as president last month. Greg talked with Portland Community College (PCC). Oregon APWA will have a scholarship with PCC starting this year. There was discussion with PCC on US citizen or legal resident to be qualified for the scholarship. This could be an issue for colleges and universities regarding resident status. Should this be a requirement or not was discussed. There is a box on the current application form for resident citizen status. The foundation board will be reviewing the criteria for the scholarships and make recommendations for criteria. Making changes to the criteria could slow down the scholarship award process for this year. Foundation board does not have the resources to review all applicants therefore relies on the school faculty to nominate candidates. Discussion on what role should Chapter board have in scholarship criteria and foundation business. Current Chapter President and Past President are members of the Foundation Board. Foundation board decided not to change the criteria at this time. Changes to criteria for tribute accounts would likely require discussion with original contributors to account. Two new annual \$2,500 scholarships in conjunction with APAO (half Oregon APWA half APAO) for transportation related scholarships rotating between four year schools. See Foundation Board meeting notes for specific discussion. Greg has been in contract with Clackamas Community College regarding a scholarship recipient for this year. Discussion on what foundation information is currently available on the website. This year will award twenty scholarships for a total of \$29,750. Foundation board has made four short / foundation committee assignments. Refer to foundation board meeting notes for more information on these subjects.

Break for lunch at noon, resume meeting 12:40.

Conferences:

Spring 2018: Eugene/Hilton, April 2-5

Doug Singer/Patrick Cox/Munro

Potential Scott Grayson, APWA Executive Director; Jill Marilley, National President-Elect; and Dan Hartman, Region IX Director all might attend.

Discussion with Tony and Jenifer on the table setup for the vendor social night and how to get people engage with vendors. Need more high top tables at social and can have vendors clear off their tables for people to use during social.

Tuesday Luncheon Keynote Speaker: Paula Brown, Public Works Director City of Ashland, and Sarah Medary, Interim Public Works Director City of Eugene.

Fall 2018: Canyonville, Oct 15-18

Messenger/Munro

No update. Jenifer to verify Monday through Thursday conference schedule.

Committee Reports

- Awards – Krey Younger and John Lewis. National Award submittals are due March 1st. Krey is working to get recent Oregon award recipients to submit for awards. Award submittal date has been moved up this year to March 1st instead of the 31st. Discussion on Tillicum Bridge would be a good transportation project to submit. Discussion on top 10 public works leader submittal.
- Talk about award banquet and how well it went at the conference in Pendleton, good pace, good flow.
- Post award discussion, how we can get the word out on award winners. Potential of giving awards at council meetings or other public announcements. Potential letter to agency for award recognition and

offer to give award at council or commissioner board meeting. Washington Chapter offers to have politicians at award ceremony. Press releases could be done for award winners, could do a release in DJC listing award winners. Recommend having a letter template for award winners.

- Discussion on everyday heroes, there has been submittals of large work groups what do we think? Groups seem appropriate but we don't want to water down the award. Discussed potentially having everyday hero at spring conference as well and fall. General agreement was that everyday hero is good for anytime.

Continuing Business

- Strategic Plan Check in - Outreach
- Student Engagement - Cantlon: Comments from last board meeting will be updated for board review.

Chapter is a sponsor in Nation Engineers Week activities next week in Portland and Keizer. Chapter sponsors students to participate and can attend event with dinner in Portland and lunch in Keiser.

Delora is working on a booth set up. Jenifer plans to check in with Delora on the status of booth for future events. Dan suggested that Delora could hire a marketing company to have a booth set up designed.

- Equipment Rodeo Start – up Plan – Thomas

Russ Thomas talk about figuring out the logistics of an equipment rodeo. Russ got a guide from North Carolina Chapter on how to organize a rodeo. Two chapter members can participate in National Equipment Rodeo. If a rodeo is at conference discussion that this could make larger attendance at conference and would limit conference locations. Discussion is to have a rodeo outside of the conference at J Stout for the first chapter rodeo.

Discussion on who from the board will be attending the Washington Chapter in April in Vancouver.

Integration of NWPWLI Graduates – Jenifer Willer as President plans to attend part of the leader trainings to welcome and thank people for attending and being a part of APWA.

Tim has tried to follow up with Less Miller for information on emergency management. Tim has not heard back from Les.

New Business

Dan had discussion on a potential regional conference, but that would be too big of an event to organize with everything else going on. Discussion that it would be good to have more outreach and communication across chapter borders to get information on upcoming events.

Continued discussion started during info share on potential QBS legislative update. Discussion that the chapter should not take positions on legislation because there can be members and member agencies on each sides of legislation.

Gordon Munro, email from National Finance Committee is having an annual meeting at Tetra Tech in Portland on April 16th since some of the members will be in Vancouver for Washington Chapter.

Jenifer adjourned the meeting.

Adjourned: 2:35 pm

2018 Board Meeting Schedule					
Jan 19 th Tetra Tech Water Resources/ Young Professionals	Feb 9 th City of Oregon City Awards	Mar 9 th Otak, Inc. Education & Communications	Apr 2 nd Eugene Spring Conference	May 11 th City of Newberg Transportation/Membership	Jun 8 th City of McMinnville Technology/Utility-Public ROW
Jul 13 th City of Wilsonville Joint- Foundation Scholarship / Luncheons	Aug No Meeting Happy Summer Break & PWX	Sep 14 th City of Eugene Leadership & Mgmt / Specs	Oct 16 th Canyonville Fall Conference	Nov 16 th Hart Crowser Emergency Management / Sustainability	Dec 4 th /5 th Silver Falls Board Retreat

2018 Oregon Chapter Milestones:

- ~ ~~2018 Chapter/Branch Officers due – December 1, 2017 (Willer)~~
- ~ Year-end Chapter Delegate Report due – December 31, 2017 (Boss)
- ~ 1099 forms due – January 15 (Bisset)
- ~ Membership 101 Webinar – January 23 (contact Rhonda Wilhite at National to participate)
- ~ February 1 – 3, 2018 Council of Chapters Meeting registration due January 26 (Boss)
- ~ Top Ten Leader nomination(Jeanne Nyquist) due – March 1 (Thomas)
- ~ National Award nominations due - March 1 (Krey Younger/Lewis)
- ~ Public Works Week Proclamation to Governor's office – (min. 30-day notice) April 19 (Willer)
<http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx>
- ~ Appoint Chapter Audit Committee – May 1 (Willer)
- ~ PACE Award nomination due – June 4 (Thomas)
- ~ Adopt FY19 Budget at June 8 Board Meeting (Bisset)
- ~ Mid-year Chapter Delegate Report due – June 30 (Boss)
- ~ Invite National Dignitary to Fall Conference – June 1 (Willer)
- ~ Chapter Audit – July xx (Committee TBD)
- ~ Annual Chapter Audited Financial Report Due to National - August 1 (Bisset)
- ~ Chapter Award nominations due – August 31 (Krey Younger/Lewis)
- ~ Present Officer Nominations to Executive Board – September 14 (Thomas/Nominating Committee)
- ~ Officer Nominations to Voting Chapter Members – October 1 (Thomas)
- ~ 2018 Top Ten Nominee selection – November 16 Board Meeting (Board members)
- ~ Resolutions to Update Chapter Bank Account Signature for New Officers - November 16 (Bisset)
- ~ Invite National Dignitary to Spring Conference – December 1 (Munro)
- ~ 2019 Chapter Branch/Officers due – December 1, 2018 (Munro)
- ~ Year-end Chapter Delegate Report due – December 31 (Boss)

APWA Educational 2017/2018 Lineup:

- ~ Street Maintenance & Collection Systems Spring School, March 6-8, 2018, Riverhouse, Bend
- ~ Oregon Chapter Spring Conference, April 2 – 5, 2018, Hilton, Eugene
- ~ The Developing Leader, April 10 – 13, 2018, Mt. Bachelor Resort, Bend
- ~ Roadway Preventative Maintenance, April 25 – 26, Eagle Crest, Redmond
- ~ Oregon Chapter Fall Conference, October 16 – 19, 2018, 7 Feathers Resort, Canyonville
- ~ Street Maintenance & Collection Systems Fall School, October 23 – 25, Ashland Hills Suites, Ashland
- ~ Public Works Leadership, November 6 – 9, 2018 Surfsand Resort, Cannon Beach
- ~ Public Works Essentials, December 11 - 14, Holiday Inn Portland South, Wilsonville

Future Conferences:

- ~ Spring 2018 - Eugene/Hilton, April 2-5, 2018
- ~ WA Chapter Spring 2018, April 17-20, Vancouver – OR-APWA Chapter Board Representative
- ~ 2018 PWX – Kansas City, MO, August 26- 29, 2018
- ~ Fall 2018 - 7 Feathers, Canyonville, October 16-19, 2018
- ~ Spring 2019 - Bend Riverhouse, April 16-19, 2019
- ~ 2019 PWX – Seattle, WA, September 8-11, 2019
- ~ Fall 2019 – Hood River Best Western, October 22-25, 2019

APWA National Events;

- ~ National Public Works Week, May 20 - 26, 2018
- ~ PWX, August 26 – 29, 2018, Kansas City, MO

National APWA Committee Members: Mike Bisset – PW Projects of the Year; Peggy Keppler – Professional Development; Matt Rodrigues – Center for Sustainability (Chair); Pam Berrian – DCS Research Council; and Tony Roos - Awards