

Board Meeting

Tetratech, Portland, OR
January 19, 2018



Call to Order: 10:06 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	
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

Chase Welborn - YP Committee Chair

Shannon Williams - Water Resources Committee Chair

President's Report – Jenifer Willer

- Strategic Plan – Willer distributed the updated strategic plan revised at retreat. Pointed out action items assigned on the plan.
- Transportation Committee Co-Chair Darren Hippenstiel –has been approved by supreme leader
- Eugene Luncheon Holiday Social was held December 18th at Hop Valley in Eugene. Lots of fun. Between 16 and 20 people in attendance. Put on by Eugene luncheon committee. Want to do a summer picnic too. Snacks were provided by KPFF and Tetrattech.
- Willer will send out an email to committee chairs to remind them to get budget requests in to Board prior to budget season.
- We are looking for attendees for Engineers Week events and banquets – February 23 – dinner in Portland, February 27th luncheon in Salem. Work with Bissett to fill seats. Shannon Williams and are Russ Norton interested.
- Willer pointed out the Board meeting schedule on bottom of agenda. Nyquist and Ostrowski have been rescheduled for March. On the back of agenda are important dates/milestones and the person assigned to each.

Secretary's Report – Nikki Messenger

Messenger handed out the December 2017 minutes from the Board Meeting/Retreat. Roos moved to approve minutes. Second by Singer. Motion passed.

Treasurer's Report – Mike Bisset

Most of expenses shown are due to paying bills for the Leadership Class. The Chapter has spent slightly more than we brought in the first 6 months. Copies of bank statements and reconciliation reports were attached for each of the three bank accounts. Messenger moved to approve the Treasurer's report. Second by Cantlon. Motion passed.

National Delegate's Report – Dan Boss - Boss sent email indicating he is working on annual report for National. Willer will finalize strategic plan incorporating any comments received and send to Boss.

Foundation Report – Gregg Weston – next meeting Feb 2nd will have updated financial report at that time. Weston met with Song to outline responsibilities and timeframes and provided written guidance. The Foundation has identified \$30k in scholarships for the upcoming school year. Song & Weston will tag team Chapter Board meetings. Clackamas Community College has not had a scholarship for 4 years. Weston has two new contacts and is working on making sure that the scholarship(s) can be filled in the future. Scholarship Committee will approve list of scholarships in February. Laurie Allen will contact schools in March. They should have a good idea who the applicants are by the spring conference. The final scholarships will be approved at July joint meeting between the Foundation and Chapter Boards. Cantlon asked about money not used for those four years. Weston indicated that the money was redistributed. Weston added that the transition from Saanger to Allen has gone really well.

Conferences:

Spring 2018: Eugene/Hilton, April 2-5

Doug Singer/Patrick Cox/Munro

Theme: Making Progress – meaning both incremental betterment and construction of improvements – [APWA – We Make Progress]

Donation Opportunity – book drive for the Eugene Boys and Girls Club

Monday, April 2nd (three choices)

- Golf – emerald valley
- Disc Golf
- Wine Tasting Tour (transportation provided, \$40 fee)

Tuesday morning, April 3rd (three choices)

- Technical Tour #1: Bike ride from Eugene Hilton to Springfield's recent Mill Race Path / Stormwater project (bikes provided, \$25 fee)
- Technical Tour #2: Knife River's pre-stressed concrete plant in Harrisburg (transportation provided, \$25 fee)
- Workshop: Post-Disaster Building Safety Assessment provided by Allison Pynch of Hart Crowser, results in certification. Note: this is a 4-hour workshop that will run from 7:30 to 11:30

Tuesday Luncheon Keynote Speaker: Sarah Medary, Interim Public Works Director for the City of Eugene

Wednesday Luncheon Keynote Speaker: Lane Transit District presentation on the history of progress for the Eugene/Springfield transit authority (more details forthcoming soon)

Wednesday Banquet Entertainment – Hank Shreve Band live music (blues/rock)

The City of Eugene Engineering will provide staff for technical session facilitators. This will give staff an opportunity to participate in the conference for part of a day. The City will purchase lunch for those staff the day they facilitate.

Roos discussed questions received regarding table draping at the venue. Board agreed that there needs to be consistency and decided to go with draping for all exhibitor booths.

Munro stated he had 32 submissions for 22 technical sessions. Shannon Williams stated she would send Water Resources Committee recommendations later today. Some of submissions are for 30 minute split sessions. Discussion regarding what qualifies for water/wastewater CEUs.

Roos requested additional high top tables for vendor social. Roos stated we will be doing passport stamps again for the exhibitors.

Blackwood will forward a DJC article that had a list and sizing of available Oregon spaces. Blackwood would like to work with Maggie on getting conferences more sustainable. For example using less paper and plastic. Willer recommended working with conference committees and venues. There may be cost implications. Discussion ensued. Bissett mentioned we are getting ready to renegotiate Maggie's contract. If this is a priority we should include language in the new contract.

Roos mentioned that J Stout auctions will be back helping with gizmo auctions. Goal is to break \$10k mark.

Fall 2018: Canyonville, Oct 15-18 Messenger/Munro

- Monday through Thursday. Willer to verify.

Committee Reports

- Water Resources. Shannon Williams will reach out to other groups such as AWWA to let them know that we need additional presentations for water/wastewater CEUs. The Committee has completed its planning for next year. Participation has been waning slightly due to everyone's busy work schedules. Cantlon will sign up for a group to tour a de-pave event for Water Resources Committee. She stated it is back breaking awesome fun work. The Committee is continuing to look for technical tours opportunities. Outside Portland is ok too. They have a strong list of monthly events proposed. Discussion ensued on ways to use skype meeting to help with participation.
- Young Professionals. Chase Welborn stated that they had an event the previous night at Patty's Pub. Eight people attended, including five new people. Welborn stated it is good to still be getting new people. Ideas for future events include bowling and OMSI after dark. Discussion ensued regarding red events and additional insurance requirements. YP is looking for technical tour ideas. Roos suggested tour of the Hillsboro Hops stadium. Discussion/suggestions ensued.

Willer – YP is now a national committee. Welborn is willing to serve as the Chapter's representative. Student outreach guidelines will be coming from national. Williams mentioned she is connected to OSU Senior Design class. She will coordinate with outreach with Cantlon. Welborn will be putting YP events on the Chapter calendar.

Singer suggested budgeting \$500 per committee for tours and other expenses. To be discussed further as part of the budgeting process.

Continuing Business

- Emergency Management email blast request & future communications – Les sent email to Munro requesting to send out email blast for people to share their experiences in emergency events for lessons learned. Blackwood suggested Les could do that on the website. Discussion ensued.
- Newsletter Advertising Rates – Eric and Maggie asked if the Board wants to consider newsletter advertising rates. Discussion indicated no need to raise rates at this time. Bissett mentioned issues with tax reporting.

New Business

- Josephine County Fairgrounds and Event Center as possible conference location – if we want Maggie to go take a look, the Board needs to authorize her reimbursable travel. Weston suggested she gather information to evaluate feasibility to see whether it is worth travelling to discuss. Munro suggested Maggie check out list when Blackwood forwards. Singer mentioned Oregon State. To be continued.
- Roos looked for opportunities to swap dates for hosting the Chapter Board as he is on vacation in July. Willer will call Kerber about doing July in Wilsonville.

Roos moved to adjourn. Norton seconded.

Adjourned: 1:18 pm

2018 Board Meeting Schedule					
Jan 19 th Tetra Tech Water Resources/ Young Professionals	Feb 9 th 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 Kittelson Joint- Foundation Scholarship / Luncheons	Aug No Meeting Happy Summer Break & PWX	Sep 14 th 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