

Board Meeting
Newberg Public Works
Newberg, OR
May 11, 2018



Call to Order: 10:04 Russ Thomas

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		
Terry Song	Foundation Liaison	X	

*= Present via Conference Call

Guests

Darren Hippenstiel via phone

President's Report – Jenifer Willer – provided a written report attached. Thomas reiterated that national is looking for someone to participate in the small city/rural community panel discussion. Thomas reported that he was able to spend one day at APWA Washington Chapter Conference.

Secretary's Report – Nikki Messenger

Messenger distributed minutes. Roos made a motion to approve the minutes as corrected. Seconded by Cantlon. Motion carried.

Treasurer's Report – Mike Bisset

Bisset distributed the March and April financial reports. Bisset reported that March shows a lot of income due to short school and conference registrations. April income includes registration for the Pavement Maintenance class. Bisset reported the following highlights: The Chapter is tracking with a \$22,000 gain for the year. Budget wise expenditures are tracking pretty close to budget. Proposed budget will be presented next month.

Blackwood questioned the consultant line item. Bisset indicated that includes Cameo and NWPI costs. Cantlon mentioned committee requests due next month. She will circle back with her committees to remind them. Roos stated there is some confusion as to what committees could pay for. Lewis questioned if the Chapter has much income potential for rest of year? Lewis specifically questioned exhibitor space underrun. Bisset stated that the Eugene conference did not sell out vendor space. Bisset stated he will work with Cameo for forecasting next year's exhibitor line item. Lewis moved to approve the financial reports. Roos seconded. Motion carried.

- Committee budget requests – Bisset reminded the Board that committees can request budget for transportation, tours, etc. If any board members want to program items in the budget, please contact Bisset. Gordon encouraged Lewis to check in with awards to make sure we have adequate budget. Bisset requested that all requests be submitted by end of the month (May).
- Audit committee - Bisset reported that Willer is seeking members to be on audit committee. Norton indicated he may be interested. Audit date is July 17th, 10am – 3pm at the Wilsonville WTP. Roos volunteered. Contact Willer if interested.
- Cameo's contract is up at the end of the calendar year. If you have suggestions or want to participate, please contact Bisset.

National Delegate's Report – none.

Foundation Report – Terry Song reported that scholarship season in full swing and the Foundation will be able to award all scholarships on the list. Song went on to report the following: University of Portland did not have a candidate for the APAO/APWA joint scholarship so it was moved to George Fox. The spring conference raised \$11,400 for the Foundation. Joint meeting of Chapter and Foundation Boards is scheduled for July. Foundation is setting goal to get Past Presidents and Veterans balances to \$22,000 for a \$1,000 annual scholarship award for each. Lewis questioned how money is delivered to foundation. Song replied that checks are written to the Foundation, credit cards are run through chapter and Cameo writes the check to Foundation. Song indicated that Weston will be at June Chapter Board meeting.

Conferences:

Eugene Recap – Munro reported that they tried the half hour split technical sessions and had a lot of people signed up to present, but it wasn't really set up to make it work. Discussion ensued regarding session(s) cancelled at last minute. Munro indicated that he had used up all the backups prior to conference starting due to cancellations.

Thomas pulled the Cameo post conference report up on the big screen TV. Discussion ensued regarding technical sessions and keynote speakers. Lewis suggested that the conference pay someone to come in and get attendees excited about public works. Thomas agreed and mentioned that the Washington Chapter pays motivational speakers.

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

Roos reported that for Gizmo there will be both silent auction items and few live auctions. Gizmo will be given away at closing lunch. Ideas were thrown out for travel related recreational opportunities including the ambassador Cheetahs and Wildlife Safari as a potential technical tour. Discussion ensued regarding topics for lunch speakers including emergency management and local history.

Bend spring 2019

Riverhouse – Roos informed that Kittelson is interested in co-chairing. Scott Beard from the Bend office is interested.

Hood River fall 2019

PWX Seattle 2019 September 8-11

Exhibitor relations – Roos stated that he wants to try something different. He indicated that ACEC handed out 3 packs of cards for vendors to stamp and attendees only need 3 stamps to be in the drawing. Roos requested to see the exhibitor layout earlier to make sure spaces are laid out fairly.

Break for lunch

Continuing Business –

- **Equipment Rodeo** – Lewis reported the following: May 23rd is the date and there are about 25 competitors signed up. Two belt buckles will be awarded to the winners. Sponsors are supplying equipment. Safety suppliers will be on site to display their products. Roos suggested getting good photographs for the Pace Award. Roos suggested issuing a press release to get news coverage.
- **Transportation Committee Report** -- Darren Hippenstiel called in at 12:32 to report on the activities of the Transportation Committee. He reported the following: They had a decent showing at conference committee meeting and talked about topic ideas for presentations for the fall conference. Scott McCanna may present on temporary pedestrian access routes and ADA curb ramp design. Other topics may include the Glenwood roundabouts in Eugene and Springfield. Future ideas include Region 4 design build projects on Highway 97, and the Lower Boones Ferry Road Project in Lake Oswego. They also discussed the committee meeting schedule and trying to get more active. Tour ideas may include the Columbia Gorge and Chetco Bar wildfire recovery tours.

Lewis asked if the committee mentioned any educational needs that are not being addressed. Darren stated that nothing was mentioned during committee meeting in Eugene but he will add it to the agenda for the next meeting. Blackwood mentioned coordinating field trips with Sustainability and Water Resources committees. Lewis encouraged committee to remind people to pursue awards. Thomas thanked Hippenstiel for calling in. Norton and Roos mentioned that Kerry Werner has a new job and is not sure if he can maintain co-chair status. Following the meeting, Norton discussed availability with Werner and his new position is supportive of his continued attendance at conferences and his service as co-chair.

- **Preventative maintenance for roadway surfaces** – Thomas reported the following: This class is held every other year. There was a significant increase this year to 98 participants. The previous class had 50. Scheduled for 2020 at Eagle Crest. David Renshaw from City of McMinnville is the current facilitator and Norton supports him continuing. If anyone has different thoughts or ideas please contact Willer.

New Business

- Roos stated he has seen a need for inspection training for engineers. Roos stated that he has seen a trend of sending green engineers out to do inspection with limited field experience. Roos indicated that Steve Townsend with City of Portland may be interested in participating in some training. Roos mentioned he had asked Willer about APWA sponsoring a one-day short course. The group brainstormed ideas for topics that may be included. Lewis suggested one-day training three times per year to be able to send multiple individuals. Messenger moved to support the idea of APWA providing this training. Blackwood seconded. The motion carried.

Adjourned: 1:07 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 January 31, 2017 (Boss)~~
- ~~~ 1099 forms due January 15 (Bisset)~~
- ~~~ February 1 – 3, 2018 Council of Chapters Meeting registration due January 26 (Boss)~~
- ~~~ Top Ten Leader nomination (Gregg Weston) due March 1 (Thomas)~~
- ~~~ National Award nominations due March 1 (Krey Younger/Lewis)~~
- ~~~ APWA Chapter President attends APAO Banquet and part of awards presentation – March 13 (Willer)~~
- ~~~ 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 – July 31 (Boss)
- ~ Invite National Dignitary to Fall Conference – June 1 (Willer)
- ~ Chapter Audit – July 17 10am – 3pm at Willamette River Water Treatment Plant conference room in Wilsonville (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 15 – 18, 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 15-18, 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