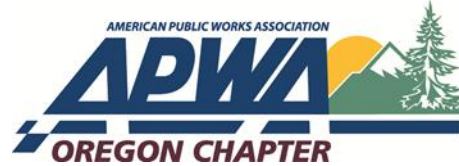


American Public Works Association



Lincoln City
City Hall
801 SW Highway 101
Lincoln City, Oregon 97367

BOARD MEETING MINUTES

May 8, 2015

Board Members Attendance:

		Present	Absent
Todd Watkins	President	X	
Delora Kerber	President-Elect		X
Russ Thomas	Secretary	X	
Jenifer Willer	Treasurer	X	
Dan Boss	National Delegate		X
Terry Song	Immediate Past President		X
Mike Bisset	Director	X	
Nikki Messenger	Director	X	
Gordon Munro	Director	X	
Elizabeth Papadopoulos	Director	X	
Tony Roos	Director	X	
Paul Shirey	Director		X

@= Present via Conference Call

Guests; Gregg Weston

Meeting was called to order at 9:03 AM by President Watkins. Good of the order followed. Guests included:

- Gregg Weston, Foundation Board

President's Report (Watkins):

- Board will recess at lunch to attend 1st Coast APWA Luncheon. Stephanie Reid will be presented a certificate of appreciation for her service to the chapter and the National House of Delegates for her service as the past Chapter Delegate.

- Discussed email from Gregg Weston. Discussion on Veterans Day at Fall Conference ideas. Possible open lunch meeting, Flag Lapel Pins for Veterans, donating extra pins to local veteran's center, Native American Warriors Medal, etc. Board discussion ensued on ideas. Papadopoulos questioned the thinking on doing this long term or see how it goes. If not planning on doing this long term, why are we doing this now? Is this being done gratuitously? Willer stated she is ok with it being done as a "one off" and it is the current presidents decision to recognize chapter members in context. Additional board discussion on the ideas, possible Chapter/Foundation veteran related scholarship. Weston stated that the scholarship makes sense with additional discussion on past and current veteran's status. Ideas on use of Gizmo 2 as a goal to raise funds for a veteran's scholarship. Munro sated he likes the idea and suggested recognition of other volunteers as the APWA is a volunteer organization, and moving forward with it. Board discussion on volunteer organizations, veterans, and being a part of each president s initiatives each year. Messenger suggested dollar donations towards establishment of a veteran's scholarship over next two (2) meetings up to \$5,000. Papadopoulos discussed possible structure of scholarship with foundation for veteran's applications. Additional discussion by board on this, the annual president's initiatives, and other items previously discussed, including finding out what the 7 Feathers tribal group would need for the Warriors Medal presentation.

Secretary's Report (Thomas)

- Thomas presented April 2015 board minutes. Corrections noted by board. Bisset moved to approve March minutes as corrected, Roos seconded. Motion was approved by unanimous vote of those present.

Treasurer's Report (Willer)

- Willer presented April financial report. Most bills coming due following spring conference so will see a shift in the fund amounts. Reported \$12.38 interest on Money Market account, and has been updated.
- Work with Cameo, has added an account payable line that that reflects what has not been paid yet, but is an encumbrance.
- Roos asked about payments to Bill Kolzow and Greg McDonald and who they were. Willer stated that it was and expense of the short school.
- Papadopoulos moved to approve the April Treasurer report, Munro seconded. Motion was approved by unanimous vote of those present.

National Delegate's Report (Boss)

- Boss not present

Foundation Report (Weston)

- There was a mix-up in the Don and Kathy Schuts Scholarship, OSU vs. WSU.
- Working on better acknowledgement of donations to the foundation and scholarship, and policies.
- Board discussion on National checklists and local chapter standardization, and the non-profit rules regarding receipts, donations, and the identification of them.
- Discussed communication with Kay Alsing to add other money to the AI Alsing scholarship.

Review of Strategic Plan (Watkins)

- ODOT - T2 Relationship and MOU. Thomas reported that the relationship is working very well.
- Front Line worker training. Nothing additional has been done.
- Website. Website up and done.
- Leadership Institute. Willer reported that John Ostrowski and Jeannie Nyquist are reenergized and continuing with status quo, and checking in for support.
- Conference Siting. Papadopoulos stated that it is substantially done, and will revisit with Bob Paterson and use as a framework for forecasting. Board discussion on moving forward with this, providing flexibility for site negotiations for cost savings.
- APWA Luncheons. Goal to host in 2 additional locations, on the coast and east side. Stephanie Reid has inaugural Coast Luncheon today and information has been sent to Bob Patterson. Pendleton area may not be able to move forward and may need to consider Bend area. Board discussion on luncheons, board attendance and representation at luncheons.
- Outreach. Possible offer of membership to all scholarship recipients discussed. Contact and follow through with Young Professionals planned. Discussed reaching out to new public works directors. Board discussion reverted at this point to topics of chapter membership, including current and new members, support for membership etc.
- Chapter to Chapter Relations. Board discussion on other topics continued including seeking more participations from ODOT.
- National Awards. Discussion on increasing award submittals, nationwide submittals per category, not following the application form, etc. Roos reported that a policy draft has been done.
- Eagle Crest/Seaside location for schools/conferences- discussion on contracts

Conference Siting (Papadopoulos)

- Papadopoulos passed out copies of the conference siting schedule. Discussed local control of the conferences, changes and schedule by the local/host agencies and who ok's them? President/board response was the board, Maggie Vohs and local chair does. Pendleton requested every four (4) years vs. every

three (3). Board discussed allowing the change now and return to the schedule. Further discussion on sites, years, facilities, three (3) year rotation and scheduling of facilities. Papadopoulos asked shouldn't Maggie Vohs be doing the scheduling of conferences? Discussion on these topics continued.

Board adjourned for lunch at 11:11 AM to attend inaugural Coast Chapter Luncheon.

Board reconvened at 1:25 PM

Conference Updates

- Fall 2015 Canyonville. Messenger discussed status of conference and various items
 - Conference events and timing
 - Breakfast times and meetings
 - Golden knuckle(Gizmo 2) ballot updated
 - Logo, no plan to have one, use chapter logo
 - President invite National
 - Exhibitor showcase, assigned to Roos
 - Tours, proposed WWTP, Engineered Wood Products
 - 7 Feather's smoke free lounge, Casino, convention center and smoke free routes.
- Papadopoulos questioned scheduling volunteer event. Need two (2) a year for Pace Award, when should we do them, involving YP group. Messenger to talk with Casino and tribe.
- Sponsors. Roos sent out advocacy draft policy to look at next board meeting. Board discussion on sponsorships including
 - Golf
 - Attendees Bag
 - Badge holder
 - First timers and YP Mixers
 - First timer tickets
 - Meal Sponsorships
 - Wine
- Discussion lead by Roos on sponsorships costs, use of logos in programs and in pictures projected during conference, at each meal, Sponsors doing introductions, etc. Discussion continued on door prizes, entertainment, and sponsorship rates, chapter gain through them and the use of the funds chapter wide supporting chapter events, committees, and reduction of registration fees. This sparked additional board discussion on the conference rates and their reduction and to look at what it would involve and the impact reductions may have.

- Rates for the Fall Conference would be \$375 for early registration and \$425 afterwards.

At this point President Watkins looked at the time, proclaimed that it was 2:35 PM and that we needed to adjourn, which was promptly agreed upon by all of board members present.

Meeting adjourned at 2:35 PM

Next Meeting June 12, 2015 at City of Wilsonville, Location TBA

Attachments:

Talking Points – May 2015

Talking Points

Monthly Update for APWA Leadership

May 2015

National Committee Nominations

- President-elect Brian Usher met with Staff in April to discuss recommendations from Board liaisons, committee chairs and staff liaisons for appointments. President-elect Usher will reach out to his choices for Chair. Following careful consideration of qualifications, chapter and regional representation, diversity and other factors, he will notify staff of his selections for appointment. Letters will be sent out to appointees, with chapter and board liaisons copied, in late May.

Public Awareness for Public Works

- APWA is partnering with and has agreed to be the top "Platinum Sponsor" for the Engineering News-Record (ENR) "Low and Slow across America's Infrastructure" tour between May 11-31, which includes National Public Works Week (NPWW). Dan McNichol, the Wednesday General Session speaker at the APWA Congress in Phoenix, will take a Boston-to-Los Angeles road trip in his 1949 Hudson Commodore 8 to draw attention to the nation's infrastructure issues.

McNichol will be accompanied by two ENR reporters, who will chronicle the trip in a series of magazine articles and blogs. In his Congress presentation, McNichol plans to discuss his trip with video, articles, and other multi-media illustrating his visits during the trip with many public works departments. APWA staff is working with public works agencies, chapters and media to assist in each of McNichol's visits. APWA's sponsorship will help create public awareness of the role of public works in maintaining and improving the crumbling state of America's infrastructure, as represented by McNichol's day-to-day struggle to maintain the mechanical conditions of the aged Hudson during the trip.

Information will be posted to the APWA website and to APWA social media to keep members informed of how the trip is progressing!

2015 Congress Registration and Housing Open!

- Registration is now open ([click here](#)) for the 2015 APWA International Public Works Congress & Exposition to be held August 30-September 2, 2015 in Phoenix, AZ. . More information, including hotel accommodations can be obtained by clicking [here](#).

Snow Conference

- The 2015 North American Snow Conference was held in Grand Rapids, Michigan at DeVos Place, April 12-15, 2015. The conference broke exhibit records with 207 companies participating covering over 46,000 square feet of exhibit space. 1,853 attendees participated; over 2,588 people were in Grand Rapids this year. The Winter Maintenance Supervisor Training program was held in conjunction with the conference again this year and 257 people earned their certificate.

Membership

- The final **March** membership count was 28,681. This represents a .53% increase compared to same time last year, and a 1.53% increase compared to previous month.
- The 2015 “1st Time Member” special offer campaign has brought in 791 new members so far this calendar year; 50 of those are Canadian. The 791 total is about 34% (162 members) higher than same time last year. This campaign allows anyone who has not previously been a member to join APWA for \$90 USD/\$100 CAN.
- Overall retention is at 85.85%, a decrease of 0.60% compared to last month.

Chapter Relations

- Chapter Leaders Forum set - Save the Date! The annual Chapter Leaders Forum is scheduled for 2:00 p.m. on Sunday, August 30 in Phoenix at Congress. More details will be forthcoming.
- The latest edition of *Advantage* newsletter is now available. The *Advantage* newsletter is sent to new members along with their “welcome” packet, and to renewing members with their “thank you” letter. Many chapters also use this newsletter as a meeting or event handout because it provides members with an excellent reminder of benefits, programs, and services available.

The *Advantage* newsletter is updated every three months, so this particular issue will be distributed now through the end of July.

Any member may order additional copies by using the "**Request APWA materials**" **form** in the **Member Tools** section of our **Members Only** website or by calling 800-848-2792.

Professional Development

- The Leadership and Management Committee continues to seek members for their LM Knowledge Team. Knowledge Team members will have a unique opportunity to share their input with the Leadership & Management Committee and have a primary

role in shaping the future of APWA and public works leaders. This will also give added visibility to those interested in serving on the Leadership and Management Committee in the future as committee positions become open.

- The 2015 certification exam schedule is available on the APWA website or by [clicking here](#). The three APWA certification programs have the following number of professionals certified: 90 CPF (Fleet); 243 CPII (Infrastructure Inspector); and 91 CSM (Stormwater Manager).
- For more information on the Leadership & Management Committee or the Certification programs, contact Becky Stein at bstein@apwa.net.

Donald C. Stone Center (DCS)

- The DCS Center is conducting a “Call for Mentors” with a target of 30 new mentors by the end of June. Any public works leader with 20+ years of experience interested in working a minimum of 40 hours annually with a candidate for a credential should contact Mabel Tinjaca at mtinjaca@apwa.net
- The DCS Center has been conducting half-hour training programs on how to develop a Professional Development Plan (PDP) and a project. Anyone interested in attending should contact the DCS staff for the monthly calendar. All are welcome.
- We are continuing to seek members for three of the four DCS Councils: Quality Council, Research Council and the Credentialing Council. Public Works leaders who are interested in serving on a council are encouraged to submit names to Peter King (pking@apwa.net) or Mabel Tinjaca (mtinjaca@apwa.net).
- The new automated application software is in its final testing phase. It will be fully operational for the October open enrollment deadlines.
- Preparations are underway for the graduation at Congress. We invite all Congress participants to come and support those candidates who are working to finish in time for recognition at congress in Phoenix. We thank the mentors and the DCS Councils for volunteering their time to support the development of the next generation of leaders.

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Accreditation

- The City of Tacoma, WA recently completed a successful Accreditation Site Visit and has been awarded Accreditation as the 99th agency in North America.
- The City of Atlanta, GA completed a two-day workshop with staff members as they begin the journey towards Accreditation.

- Chapters or branches are interested in information on hosting a workshop for members are invited to contact Ann Daniels at adaniels@apwa.net for details.

Small Cities/Rural Communities

- Members from Small Cities/Rural Communities are invited to write an article for the *APWA Reporter* sharing information about a special project or program or event they have accomplished. For more information contact Ann Daniels at adaniels@apwa.net.

Government Affairs

- The Government Affairs Committee, led by Chair Keith Pugh of North Carolina, held its' annual Spring Meeting in Washington, D.C. on April 21-22. During the meeting, GAC members had face to face meetings with the Department of Transportation (DOT) Deputy Secretary Victor Mendez; Mr. Ken Kopocis, Assistant Administrator in the Office of Water at the Environmental Protection Agency (EPA); Mr. Roy Wright, Deputy Associate Administrator for Mitigation at the Federal Emergency Management Agency (FEMA), as well as Congressman Crescent Hardy, Republican from Nevada's 4th District and a member of the House Transportation and Infrastructure Committee. GAC members also met with key Congressional staff from the Senate Environment and Public Works Committee and the House Transportation and Infrastructure Committee. GAC will continue the momentum by scheduling meetings with their Representatives and Senators back in their home states.
- As previously reported, funding authorization for public law 112-114, Moving Ahead for Progress in the 21st Century (MAP-21), will expire at the end of May. Much discussion in Congress is revolving around the term for yet another funding patch until a funding solution can be agreed upon. The extension is expected to either go through the summer construction season or through fiscal year 2015 which ends September 30, 2015. Now is the time to contact your U.S. Representative and Senators to urge them to pass a long term transportation reauthorization bill. Please go to APWA's Legislative Action Center for more information and to find the contact details for your U.S. Representative and Senators:
<http://cqrcengage.com/apwa/home>
- EPA is expected to release its final rule on Waters of the U.S. (WOTUS) by the end of spring. Link to the EPA website for information about the proposed rule:
<http://www2.epa.gov/cleanwaterrule>

Center for Sustainability

- The Institute for Sustainable Infrastructure and the Envision® Rating Tool are growing recognition rapidly. ISI announced in February that the Grand Bend Area Wastewater Treatment Facility, located in Ontario on the shoreline of Lake Huron, earned the Envision Platinum level award. This project is the first ISI Envision verification in Canada, and first wastewater facility to be ISI Envision-verified in North America.

The facility features a constructed wetland to support native wildlife species, a flexible design responsive to changing sewage flows, and trails and interpretive signage to encourage community visitors.

Canadian Public Works Association

- CPWA held its Spring Board Meeting on April 27-28 in Ottawa, ON. This annual meeting involved planning for advocacy and outreach projects and Congress events. Updates included the representatives of the Federation of Canadian Municipalities on the Canadian Report Card for Infrastructure project as well as FCM's plans for pre-election advocacy. CPWA also hosted the Deputy Minister of Program Integration for Infrastructure Canada who updated the Board on the New Building Canada Plan. While in Ottawa, CPWA also met with several Members of Parliament who serve as leaders from the Liberal and National Democratic Parties.
- CPWA has launched the 2015 CPWA National Public Works Week Awards program in Canada and is working with Chapters to solicit proclamations from their provincial premiers.

International

- The next International Chapter Liaison conference call will be on Wednesday, May 20, 2015 at 4:30 p.m. Eastern. If your chapter would like to designate an International Affairs Committee Chapter Liaison or if you would like more information, please contact Lillie Plowman at lplowman@apwa.net.
- The 2015 IFME World Congress on Municipal Engineering is to be held jointly with the IPWEA (Australasian) International Public Works Conference in Rotorua, New Zealand, June 7-11, 2015. APWA President Larry Stevens will attend representing APWA. If you are interested in attending this conference, more information can be found by clicking [here](#).

Please contact Peter King at pking@apwa.net or 202.218.6700 or the staff person noted if you have questions or comments.