

# American Public Works Association



## APWA BOARD MEETING MINUTES City of Wilsonville February 10, 2012

### Executive Committee Attendance

Mark Schoening	President
Bob Patterson	President-Elect
Terry Song	Treasurer
Todd Watkins	Secretary
Stephanie Reid	National Delegate
Marty Andersen	Director
Paul Shirey	Director
Elizabeth Papadopoulos	Director
Delora Kerber	Director
Russ Thomas	Director
Gordon Munro	Director

### Guests

Kevin Timmons  
Ashley Cantlon

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Meeting convened at 10:03 a.m.

The meeting began with the *Good of the Order*.

A discussion ensued that centered on the challenges facing local agencies and training budgets. In general, many agencies are reducing their training and travel budgets in attempt to cut costs. This could have an adverse effect on our conference and education revenues.

## Minutes

The minutes from January 2012 were reviewed and a few edits were noted.

Bob motioned for approval of the minutes with a second from Paul. The group unanimously approved the minutes, as edited.

## Treasurer's Report

4<sup>th</sup> quarter rebate received plus Stephanie's stipend.

Paid off scholarships, MathCounts, and the luncheons

2011 audit was completed last month. The audit committee recommended that a second person review the monthly bank statements. Mark will take on this task. In the future it was suggested that the president or president-elect, which ever had served as treasurer take on this task. This recommendation will become part of the "Policy and Procedures" document.

Mark is researching the \$750 check from the U of O, from last year, that was never cashed.

April 15<sup>th</sup> is the deadline for submitting the treasurer's report to National.

Paul made a motion to approve the Treasurer's report which was seconded by Bob and unanimously approved by all.

## Delegate's Report

There was a Region IX conference call to discuss the agenda for the region.

National is shifting from standing committees to task force assigned to work on a specific project.

A call for nominations is underway and there are many opportunities for people to be involved.

More emphasis is being made on sustainability:

- There is an opportunity for a partnership with ASCE and ACEC on sustainability.
- Scoring infrastructure now includes a sustainability component.
- Sustainability award is in the works

Region IX Director Doug Drever is also president of IFME (International Federation of Municipal Engineers). Their international conference is in Finland this year. His term with APWA is ending this year.

National is counting on the local chapters to make a connection with Engineers Without Borders.

Rocky Mountain Chapter will have their conference in Nampa, Idaho in early May.

National delegates will meet in Banff.

### President's Report

Brad Patterson (new National Chapter Membership Liaison) has made a lot of contact with Mark about our membership and associated strategies.

National wants confirmation that our liaisons from last year are still interested. Mark passed out the current liaisons to each of their respective directors. The directors are to verify if they are active and still interested.

Mark sent the chapter an e-mail soliciting volunteers for proctoring upcoming MathCount events in Beaverton and Wilsonville.

### Conference Updates

**Fall 2011** de-brief: Cameo would like to get some assistance with registration. Dedicated resources need to be in place to handle delegates separately from speakers.

Another policy decision that needs to be made has to do with award banquet dinners. We continue to have challenges with determining an accurate head count. Assorted ideas were discussed on ways to manage this issue. It was agreed upon that it is easy to define how many meals will be included with any given award but it is impossible to plan for and budget when people show up to the banquet completely unexpected. There needs to be stronger language with the award notifications and enforcement at the conference to prevent people from just dropping in. The board struggled with trying to always accommodate whoever wanted to have dinner with the reality that this scenario constantly strains whoever is coordinating the food (i.e. conference committee staff and the conference center/catering staff.)

No final resolution on this topic.

**Spring (Eugene):** Registration is opening in about a week with half of the rooms already booked at the Valley River Inn. George Crombie will attend from National.

Some challenges with ODOT being able to even present at the conference which means the transportation track hasn't been finalized, yet.

Mark is spearheading a community service project with Eugene Parks Department.

**Fall (Salishan):** Next conference meeting is in March. Stephanie is attempting to recruit Lila to be on the conference committee. Some paperwork is still needed to complete our agreement with the resort.

**Spring 2013 (Hood River):** Paul reached out to Gresham and they are unable to co-sponsor the conference. However, they could help with volunteers and speakers. More outreach is needed to other agencies in the area. The City of Portland might have some good resources and we could also do some outreach to retirees for help. If a local agency does not step up, then Paul, Bob, Gordon, and Terry will be fall back team. Maggie is available for support, as well.

**Fall 2013:** Possibly at the Riverhouse in Bend?

**Spring 2014 (Seaside):** Seaside has been confirmed and a contract is being negotiated. A conference chair has not yet been identified.

#### Committee Update

Water Resources Committee (Kevin Timmons): The committee meets about 6 – 8 times per year with their December gathering acting as their planning meeting for the upcoming year. They also take an occasional tour of a facility or project throughout the year. The committee also helps getting speakers and topics for the conferences.

Gordon suggested that the committee take the lead on nominating a “Professional Manager of the Year- Water Resources” award for National.

Regarding the Stormwater Symposium, the event will be every other year with 2012’s held at the World Trade Center. The Symposium would like seed money for this year’s event which will be September 19 and 20. They may need up to \$4000 as a bridge loan but it is too early to know if the cash flow will be an issue.

After much discussion the following proposal was developed:

ASCE’s *Environment and Water Resources Group* (EWRG) will fill out a Community Outreach application requesting \$2000. (First \$1000 will earmark four registrations for APWA members with the second \$1000 being provided, only if needed. Payback of the second \$1000 will also include a \$100 donation to the Scholarship Foundation). EWRG will need to submit the application with a draft Memo of Understanding in enough time to have the Board discuss this issue at our March meeting.

Finally, Kevin is pursuing a position with the Institute of Sustainable Infrastructure and needs more time for that venture. Therefore, he is resigning as chair of the Water Resources committee and recommends Ashley Cantlon as his replacement. Mark accepted Kevin’s resignation and appointed Ashley as chair.

## Awards

John Lewis provided a written summary (attached).

He mentioned that Tigard has a transportation project competing for a national award as well as Salem who has an environmental project competing.

Delora asked if the Board should be involved with reviewing national award nominees / applications. Gordon said that past practice has been to leave the nominations up to the local agencies. The benefit of the board being involved is that we'd be aware of what was happening in our chapter plus we could make sure there wasn't any overlap. On the down side, it would add quite a bit of time to the submittal process.

John is working with Eric to make sure the web site is up-to-date.

National is aware of John's new role.

Young Leader and Everyday Hero Awards need more outreach.

\$2400 is the annual budget and that seems fine.

Possibly use the spring conference and newsletter to acknowledge Nancy's nomination.

Delora said that Les Miller is probably going to submit an emergency management award.

## Diversity / Leadership & Management

Angie was not able to join us but she did provide written summaries (attached)

Mark suggested that we move up the nomination of the Top Ten candidate to the fall conference to give the nominee more time to pull together their resume and contact their references.

Gordon really wants to make sure that Angie has enough help and support since these committees are so important.

Delora suggested that we re-think the way we handle the conference committee breakfast because the time isn't well spent. Gordon thinks that we need to formalize the structure of the breakfast to increase participation. Mark will try to do this with Peggy at the spring conference. Bob suggested that we put the committee chair's name on the table tents. We could also have a raffle that only includes committee members (of record).

Paul pointed out that we need to take a serious look at our committees and consider cutting them back to a reasonable amount. We discussed establishing task forces (similar to what National is doing) instead of having standing committees.

## Director Initiated Items

Gordon: Engineers Without Borders has four student chapters (OSU, PSU, OIT, and UP) plus one professional chapter. The professional chapter has about 40 members with quite a few on the younger side. They are always in need of mentors and help with fund raising. They would like to have a booth at one of our conferences and possibly buy some space in our newsletter. John suggested that we donate the booth space if they come to a conference and do a presentation.

Delora: NWPLI continues to operate without any sort of succession plan. John Ostrowski will probably be modifying the program to align it more closely to National's model. Delora will review the other 12 institutes to have a better understanding of how they operate and how we are either different or similar to them.

Paul: Craig Honeyman is the League of Oregon Cities Legislative Coordinator. Paul and Mark are trying to have a meeting with him to see if we can leverage any LOC resources.

Terry: HNTB will be presenting at the March luncheon on the South Park Bridge in Washington. We are in need of mentors for the students who will be attending the luncheon. Mark, Elizabeth, Doug and Nanci will sort out the details.

Terry also made a motion that the Board recognized Kevin Timmons for his 9 years of service as the Water Resource committee chair.

The motion was seconded by Paul and unanimously approved by all.  
Thank you, Kevin. Job Well Done!

Adjourn at 2:10 p.m.

## APWA Awards Chair Update

February 10, 2012

Our committee is active and strong!

Current Committee Make-up: Gordon Munro, Stephanie L. Reid, Lori Allen, John Lewis, (Tracy Nolan ??)

National Award Application Plans –

- National Award application packages due February 29th.
- National Award applications can only be submitted electronically
- The Webcast training for award submissions; complete
- National sustainability award using the Hillsboro 2011 Julian application.
- National Professional Manager of the Year - Transportation (Oregon City Public Works Director/ City Engineer - Nancy Kraushaar).
- All the Oregon Project of the Year applicants have been contacted and encouraged to submit for national awards.
- National Professional Manager of the Year – Emergency Management ( an application Les Miller is committed to working to submit)
- All committee Chairs have been encouraged to add a National Award application to their list of things to do for 2012 nominations. Future encouragement is in the works (no broken knee caps).
- Greg Weston to submit the PACE application???

Bose Award –

- Kurt Corey has been notified that he is our choice for selecting and presenting the 2012 Bowes recipient. Kurt has agreed to work with several of the past recipients to select the 2012 recipient.
- Kurt will make sure the awards/plaques are put together without typos.
- Kurt will write up the background information on the 2012 recipient so that the Chapter can use the information to develop the Harry S Swearington Award next year.
- Stephanie is tasked with putting together a Swearington application template.

Other –

- Website - Minor updates submitted, others yet to come
- Nationals notified of new Committee Chair
- APWA Luncheon – Attendance and award program announcements to come
- Project of the Year, Everyday Hero, and Young Leader awards – will need more Committee attention in the next few months – please forward suggested leads and ideas.

## Oregon Chapter APWA Mission Statement – Leadership and Management Committee

The Oregon Chapter of the American Public Works Association Leadership and Management Committee is dedicated to promoting professional excellence by providing motivation to the membership. By developing and fostering qualities of effective leadership and management within the Public Works Community.

Oregon Chapter APWA Committee Strategy: Oregon APWA will provide and promote education, knowledge exchanges, mentorship and services to the membership.

### Goals:

- 1.1 To develop an updated website for members, providing educational links, book recommendations and access to the APWA National website.
- 1.2 Promote leadership and management by submitting at least one article for the APWA Quarterly Newsletter.
- 1.3 Provide continued support to the bi-yearly APWA Oregon Chapter:  
Spring and Fall Conferences – promoting and participating in the First Timers Program to provide mentorship to new members and other members who would like to participate.
- 1.4 Submit – yearly surveys to choose the Top-Ten Public Works Leaders of the Year Award. Work with other members and board to get information submitted to national.
- 1.5 Encourage other members to join and participate in the Leadership and Management Committee.



## **Oregon Chapter APWA Mission Statement – Diversity Committee**

The Oregon Chapter of the American Public Works Association Diversity Committee is dedicated to promoting respect for the entire variety of human experience through our membership. By working toward an environment that values diversity and maintain activities and programs which further our understanding of individual and group diversity within the Public Works Community.

Oregon Chapter APWA Committee Strategy: We are proud that our association and its members demonstrate a commitment to diversity, including background, education, training, experience, generations, and geography, among others. We are an umbrella organization dedicated to serving the remarkable breadth of people committed to public works (2012 Strategic Plan).

### **Goals:**

- 1.1 To develop an updated website for members, providing educational links, book recommendations and access to the APWA National website.
- 1.2 Promote diversity by submitting at least one article for the APWA Quarterly Newsletter.
- 1.3 Submit – yearly survey to choose the Diversity Exemplary Practices Award. Work with other members and board to get information submitted to national.
- 1.4 Create an award for the APWA – Diversity Exemplary Practice Nominee to celebrate and encourage others to participate.
- 1.5 Encourage other members to join and participate in the Diversity Committee.
- 1.6 Report annually on the work of the Committee and the progress made toward completion of strategies.