

# *American Public Works Association*



## **APWA BOARD MEETING MINUTES City of Wilsonville February 15, 2013**

### Executive Committee Attendance

Bob Patterson	President
Terry Song	President-elect
Marty Andersen	Treasurer
Mark Schoening	Immediate Past President
Stephanie Reid	National Delegate
Delora Kerber	Director
Russ Thomas	Director
Jenifer Willer	Director
Gordon Munro	Director

### Guests

John Lewis  
Gregg Weston  
Les Miller  
Sam Irving

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Meeting convened at 10:00 a.m.

### Good of the Order

### Minutes

Minutes from the January 2013 board meetings were reviewed.

Mark moved for the minutes to be approved, with corrections as noted; seconded by Marty; approval by all.

### Treasurer's Report

The chapter audit occurred in Lincoln City on February 7 with Gregg Weston, Stephanie Reid, Terry Chamberlain, and Dan Boss.

Terry distributed an amended December 2012 report. Marty distributed the January 2013 report.

Marty is completing the transfer of signatures on the bank accounts and these should be done in the next week.

Regarding the Chapter Report to National, it was discussed that National's accounting numbers are different than the Chapter's. While it is not new that there are differences, Terry said it has been getting more complicated to coordinate between the two systems and we are looking at different ways to make sure the reporting is accurate.

Major expenses in January are anticipated to be education related.

Mark motioned to approve the amended December 2012 report; seconded by Gordon; approved by all.

Mark motioned to approve the January 2013 report; seconded by Terry; approved by all.

#### Awards Committee Report (John Lewis)

The National Public Works Project of the Year applications are due March 4. John is contacting Chapter applicants.

Last year the Chapter had more awards than required for the PACE, not sure how many we have for this year. Bob, Mark and Gordon provided some information on intended applications.

At the December meeting it was decided to submit Gregg Weston for the Top Ten award. The Chapter contracts with Allen Hall Public Relations (in the Univ. of Oregon School of Journalism) to prepare the Top Ten and PACE applications. Mark and Eric Jones work with the students on the applications. Students have started reaching out to Gregg and friends for input on the application.

The Top Ten and PACE applications for this year seem to be on schedule, but need to begin organizing the process for next year.

It was discussed that at one time Angie Sousa put together some guidelines in selecting a Top Ten candidate, but nobody is sure where that information went. John will see if he can find the previous guidelines and/or put together some. It was discussed that the Awards Committee Chair should lead the Top Ten application process in the future.

Mark suggested that the Past President position should lead the PACE award application process in the future. As the Past President, the position will have a record (typically e-mail and letters

received as President) that can be used to support the PACE application. PACE applications are due June 3.

Les Miller encouraged that all Chapter members (especially committee chairs) to read the past awards packets. Committee Chairs are asked to comment on the PACE application, so it is important to review previous applications.

Todd Watkins will put together the Bowes Award for the next recipient. Mark pointed out that there is only one space left on the plaque. Marty suggested retiring the old plaque at the 50th Celebration. It was discussed one option would be to get a banner with the names embroidered on it to hang at the conferences. The current plaque is very heavy and a banner would be easier to display at the conferences. Recipients would still get their personal plaque.

John reported that the website is better; it is more current and includes award winner information. Table toppers have been created for the luncheons to encourage members to nominate peers. Also plans to send an e-mail blast to the Chapter to announce awards. Also plans to have table toppers at the Spring Conference to encourage nominations (talk to Paul Shirey about this). Would like to add a name tag ribbon for "Award Nominee" at the Fall Conference (talk to Maggie @CMSI about this).

The Awards Committee has a budget of \$2400, but John request this be amended to \$2600. It was discussed to keep the current budget as is rather than go through the supplemental budget process for \$200. If needed, this amount of an overrun should be able to be covered within the overall budget.

#### Action Items:

- Mark and Eric Jones working with U of O on Top Ten and PACE applications this year. In the future, it will be Awards Committee Chair (Top Ten) and Past-President (PACE).
- Todd Watkins – Bowes Award for this year and legacy banner.
- Paul Shirey – Awards Committee would like to have table toppers at the Spring Conference to encourage nominations. Talk to John Lewis.
- Peggy Keppler – Awards Committee would like to add a name tag ribbon for "Award Nominee" at the Fall Conferences. Talk to Maggie @CMSI about this.

#### Emergency Management Committee Report (Les Miller)

The Emergency Management Committee will continue to provide presentations to the conferences. This year, they were reduced to 2 session (had 3 or 4 in the past) and would like to go back to more since it took so long to even get on the conference line-up. The committee would like a standing number of sessions at each conference. Terry said that he is looking at rolling out a more formal request process for presentations. He said this year's Conference Technical Sessions Committee didn't know that the Emergency Management Committee had this many presentations until all the slots were filled.

Les said that National has a great library of on-line sessions, including Emergency Agreements, that Les has recently been watching. These on-line sessions are a great way to get trained. The Cascadia Event is a big concern for preparedness and Emergency Agreements are critical.

One focus of the Committee is they are looking for feedback on how to make sure readiness is part of the public works culture so it is sustained through all relationships. A lot of eye opening news around public works and hurricane Sandy impacts. Gregg Weston (OTAK, Inc.) talked about some of the work his firm has done around this (for the FTA) and Les may tap him (or firm) for a future conference session.

Another focus of the Committee will be on public-private partnerships for emergency operations, especially as public agencies are getting leaner and leaner. Les is prioritizing getting contracts in place for A&E firms (or clauses incorporated into new/existing contracts) to make sure they are ready for emergency response and recovery.

#### Education Committee Report (Sam Irving)

Sam provided a detailed financial report on conferences held and projected conferences. The NW Public Works Institute has been successful. Developing Leader is filled and often has a waiting list. Financially did well over the year (showing a net gain).

The discussion moved to additional courses that the Chapter should offer in the future.

- Sam started the discussion stating that there are a couple of big safety conferences in Oregon this year. We haven't held an APWA Safety Conference in a while (was not self-sustaining financially as an annual conference). Sam said he is very interested in a Safety Conference, but probably not on an annual basis. Historically, it was a 2-1/2 day conference, but 2 days would be a better schedule.
- Mark brought up the idea of webinars and having options for multiple agencies to act as host sites and invite others in. The group discussed that there are some topics that don't work for webinars (like safety).
- The Board Strategic Plan has an action item for offering a front-line worker project management training.

Sam would like to put together a committee to work on a proposal for the Board for a 2014 Safety Conference. He would make sure to consider other conferences so there isn't a competition for attendees. Gordon moved to authorize Sam to develop the proposal. Stephanie asked whether we want to include the project management training. The Board discussed that we are too busy and to not include the project management training at this time. The Board continued with the standing motion with a second from Delora and approval by all.

Lunch Break from 12:05 – 12:35pm.

### National Delegate Report (Stephanie)

The Region Director (Jill Marilley) is very active and she prepared a summary of the National Board Meeting for the delegates (Stephanie shared a copy at the meeting).

Stephanie shared some more information about the House of Delegates meeting (in May) and asked for feedback on issues to raise at the meeting. It was discussed that the coordination between the Donald C Stone program with Chapter Institutes still hasn't happened. They are still separate and the Institute is still not credited towards the Donald C Stone program with lots to still work out.

Action Item: Stephanie was asked to raise the question of why the Committee hasn't addressed integration in the last year.

### President's Report (Bob)

Jenifer handed over the Transportation Committee website to Joanna Roberts.

May 19-25 is National Public Works Week with a theme of "Because of Public Works." Talked about local proclamations that we do in our agencies.

The Washington Chapter has two events coming up that Eric Jones will be sending information to the Chapter. The Washington Chapter Spring Conference is March 13-15.

National committee nominations are open (deadline April 1).

National has asked for the Chapter logo, but Mark doesn't think they want our current logo, but one more national prominent (rather than the Oregon-Crater Lake logo).

Russ has forwarded a grant request of \$500 for the Newberg Public Library for a public works day outreach that includes totes, books, and activity workbooks. This has been an annual request. The Newberg Public Library is part of the Chemeketa Regional Library and the materials are shared within the region and are very popular. Mark suggested creating an annual grant to be rotated among libraries. After discussion by the Board, Mark moved the Board to approve the current \$500 request and request that Mary Lynn Thomas to market statewide a second \$500 annual grant for another library district. Mary Lynn will provide criteria to pick a library on an annual basis. Terry seconded the motion; all approved with Delora abstaining.

### CMSI Agreement (Mark)

Board reviewed the proposed CMSI agreement amendment to reflect the scopes of work the Chapter has been requesting for conferences. There are two levels of work – Management or Assistance. The conference chairs will decide the level of work needed for each conference.

Delora will follow-up with Paul to see which level we are using for the Hood River Conference. We want to make sure that volunteers are not doing what CMSI should be doing under the agreement. Mark moved to amend the CMSI agreement to two levels of scope of work as presented; Delora seconded; all approved.

The other issue that was raised with CMSI was site selection and site contract negotiations. After some discussion it was decided that the Board will still review and select sites. If we go to new sites, it would be good to get CMSI input.

Action Item:

- Delora to follow-up with Paul to confirm level of work/scope of Hood River Conference.

### Spring Conference (Delora)

- Registration and hotel are on the website. Rooms are filling up.
- There is a sponsorship gap that Peggy Keppler is working on.
- CMSI needs checkbook. Terry said it has been sent, just need to finalize signature authorization with the bank.
- All sessions and speaker forms are in place.
- Entertainment for Wednesday night Social not needed.
- Website needs to be updated (Jill Marilley is speaking) and need to change Bob to Terry Song for questions on Program/Content.
- Terry provided an update on the tour of the Columbia highway/bridges. There are 24 spots on the tour.

Action Items:

- Paul/CMSI – Update website/program with information on Jill Marilley speaking
- Paul/CMSI – Update program that questions on Program/Content to Terry Song (not Bob).

### Future Conferences (Terry)

- Peggy Keppler will chair the Bend Conference (lots of assistance from Scott Gillespie of Eugene).
- Ed Wegner will chair Seaside.
- Both Peggy and Ed need help from members to be on their committees.

### Director Initiated Items/New Business

Terry – Math Counts volunteers are needed. Let him know if you are interested and he will forward the information.

Russ – Provided an update on National Electric Vehicle Conference (in Denver in May).

Gordon – National APWA committee nominations are open. Around the state we are seeing a 15-18% increase in Engineering School enrollments and universities are expanding. Adam Kraft at Wallace Engineering want more to do in APWA.

Next meeting in Hood River (Paul Shirey, host) to review conference site.

Adjourn at 2:10 p.m.