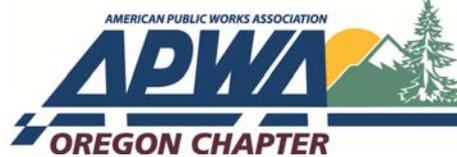


American Public Works Association



Silver Falls State Park
Conference Center
Silverton, Oregon

BOARD MEETING MINUTES

December 3, 2014

Board Members Attendance:

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

@= Present via Conference Call

Guests: Mike Bisset – Incoming 2015 Director, Dan Boss – Incoming National Delegate,
Brad Patterson- APWA National Chapter Membership Manager

Meeting convened at 3:08 PM

Good of the Order

President's Report - Terry Song Absent – No Report

Secretary's Report

November 14, 2014 meeting minutes were presented by Delora Kerber for approval. Messenger moved to approve minutes, Roos 2nd, Approved 9-0

Treasurer's Report

Kerber presented Nov 2014 budget reports for approval. Noted that Conference outgoing expenses and incoming revenue are about a month apart. Chapter looking at about a \$40,000 gain over budget projections for 2014. This year has had greater expenses due to the 50th anniversary, Top Ten reception expenses, and overshot budget for National Conference Chapter Dinner.

\$2,000 deposit paid by Oregon Chapter towards dinner and we have not gotten anything back. Dinner participants were the Colorado, Washington, and Oregon. Cost overrun was for bar receipts and dinner. Contract was for a minimum amount and was met, with a count of 80. The number of dinner attendees was overstated at 100, and only 81 attended with 19 no-shows, and the dinner had open bar costs. Plan is to solicit money for the bar costs, not sure what happened, and it is estimated at a \$3,500 cost overrun on the dinner. Shirey asked did other chapters put in money. Reply was that Colorado did put in \$1,500. Discussion on the cost overrun and board consensus that we do not want to do that again, and that a criteria for the dinner should be established. Dan Boss said that Stephanie Reid is getting together with other delegates to do an audit. Watkins said this happened at Salishan chapter conference in the past due to the open bar. Brad Patterson said to call National and they can provide information on other chapter's dinners. Messenger recommended that there be no open bar in the future.

Messenger asked why the budget was over on Awards and Prizes. Kerber stated the budget was set in 2013. Part of the overrun was blankets given away. Munro stated the Award budget used to be only for the awards at the fall conference. Kerber stated the budget now included conference speaker gifts and other gift expenses.

Kerber reported that up until a couple months ago, Cameo Management Solutions Inc. (CMSI) was using a different accounting system and coding. For the last 2 months, they have been using the same coding as the Oregon Chapter. Messenger asked does CMSI take a percentage or a flat rate percentage of the registration fees for services. Stated that they have a fees schedule that is in their contract.

Kerber stated that Chapter expenses are now being tracked in the actual line item.

Bob Patterson moved to approve the budget report as presented, Shirey 2nd, Approved 9-0.

Kerber presented the proposed 2015 budget, taking the 2013 budget as a template. A \$38,000 increase in the 2015 budget is proposed due to the chapter gain over the past year. Roos asked due to exhibitor space. Kerber discussed the line items concerning the gain such as the growler sales and what each line item includes. Munroe asked about the delegate expenses of \$3,800 in October and the Budget at \$2,500. Kerber stated that this was due to unusual expenses in 2014 due to the national conference in Toronto and the House of Delegates meeting in Branson. Board discussion on bank service charges. Kerber reported this is due to credit card transaction fees incurred by the chapter, including the Foundation expenses and income, and that these are passed through the chapter, and that this is a zero based budget format. Brad Patterson mentioned the National webinar for treasurer.

Kerber reported that the proposed 2015 budget is roughly \$50,000 over the 2014 budget. Messenger asked do we need to approve the overage of the 2014 budget expenses. Bisset asked does the budget reflect money in the bank (reserves). Kerber replied that it does not. Board discussion on the budget

setup and the past budget process of having three(3) funds now being shown in one budget and the expenses being captured in one budget. Munroe suggested putting an agenda item in the future meeting for a discussion on Young Professionals budget expenses for 2015 and where should it be located.

Munro commented on the awards budget requests, a lot of different people are now into the awards and it needs to identify allotments to those using it to notify each user of their allotment form the line item allotment.

Kerber stated that there needs to be a discussion on the CMSI contract as far as expenses are handled. Watkins stated this would be done at the board meeting the 2nd Friday in January 2015 to look at this, and that it can be cleaned up and have more detail for review. Bob Patterson moved to adopt the proposed budget for 2015, Willer 2nd, approved 9-0

Kerber reported that the resolution for the authorized signers on the chapter accounts has been sent to Terry Song. Jenifer Willer as the incoming 2015 treasurer will begin the process for updating and changing the authorized account signatories, on the following accounts;

Education; Watkins, Willer, Maggie Vohs, and Teri Newhouse
Chapter Money Market; Watkins, Willer, Song, and Teri Newhouse
Chapter Business; Watkins, Willer, Song, and Teri Newhouse

Messenger moved to approve resolution for changing the authorized persons to sign on the chapter accounts as stated, Roos 2nd Approved 9-0

National Delegate's Report – Stephanie Reid not present –

November Talking points from Region Director Marilley submitted by email from Reid for inclusion with the December Minutes. Dan Boss will be transitioning into the chapter delegate position, replacing Stephanie Reid and will be completing the national delegate training.

Brad Patterson mentioned that the 2015 National Conference will be in Phoenix Az.

Board discussion on the chapter dinner, and who is involved and who is the next host. Consensus was that it includes only the Washington and Oregon Chapters, Colorado was invited to join it just for this past conference, and that it will be the Washington Chapters turn in Phoenix.

Foundation Board/Scholarship Update - No Report

Conference Updates

Spring 2015: Eugene March 17-20, 2015 Theme will be “May the Road Rise up to meet You” in keeping with St Patrick’s Day. Golf will be on the 17th with Frank Ray from East Jordan coordinating it. 2 technical tours of Amazon Creek and the Eugene Waste Water Treatment Plant planned. Wednesday and Thursdays keynote speakers will focus on Leadership. Banquet will have a “Play Along” Jazz band. Tim Call will be doing the AV again. Joe Primeau will be doing First Timers and Peggy Keppler is working on the gifts. Website info should be up mid December. Mark

Schoening has requested volunteers for moderators from the Eugene team members, and requested meals and/ or session attendance for the volunteer moderators/facilitators.

Discussion and agreement that this should be part of the conference committee decisions. Munro asked about getting vendor and exhibitors to make presentations. Kerber noted that she is setting up the presentations and would need to speak to her about that.

Canyonville - Fall 2015; No Report.

Hood River - Spring 2016: Discussion on getting local city involvement, perhaps Gresham, was noted that they have not participated when asked in the past.

Fall 2016: Board discussion on setting locations that are able to meet the chapter's size and needs and rotate the conferences between them.

Pendleton 2014 update: Bob Paterson reported that the gain was about \$14,000, above expectations with over \$9,000 in registrations, 42,000 in donations, and several hundred dollars from golf and the tours.

Exhibitor Relations -

Roos reported in Pendleton the exhibitors like the tickets for "Face Time", but did not like the space set up. They like the idea of a stand-alone session for the exhibitors, with suggestions possibly on industry trends, maybe a microphone and provide sessions for them on a 4th track, possibly planning it on the space, scheduling and with a controlled time. No report.

Committee Reports

Cameo Contract

Kerber reported that she is working on it to read better. She has asked for them to put together cost allocations with a base fee plus amounts over the base numbers with a laundry list. Asked for the same for the conference events with elements that can be taken off or added based on the site.

Board Meeting recessed at 5:30 PM for Dinner in the Dining Hall

Board Meeting reconvened at 6:42 PM

President Elect Todd Watkins passed out a copy of the Chapter officer duties and went over the outline of each officer duties and expectations for the coming year.

Watkins went over the chapter board meeting Calendar for 2015, setting the tentative meeting sites and hosts for 2015. Meeting locations TBA. January meeting location set as McMinnville with the other tentative locations as follows;

January - McMinnville: Mike Bisset, February – Eugene: Jenifer Willer, March – Eugene: Jenifer Willer, April - Cardno Office: Tony Roos, May – Newberg: Russ Thomas, June – Wilsonville: Delora Kerber, July – WH Pacific Offices: Terry Song, August – National Conference: No Meeting, September – Canyonville/Roseburg: Nikki Messenger, October – Canyonville: Nikki Messenger, November/December – Silver Falls Board Retreat TBD.

New Business/Director Initiated Items

Russ Thomas presented the board with information about burglary and theft that occurred at the City of Sodaville (Population 330) in October. Most all of the Sodaville Public Works tools and supplies, including their public works directors raingear, clothing, and safety supplies, as well as their City Hall equipment, including computers, printers, petty cash, etc. that were taken and they had put out a request for assistance through the League of Oregon Cities, and as of December 3, 2014, had received little response. Thomas presented a list of lost items and Board discussed the loss and impact to a small city as a result of this. Watkins made a motion for the Oregon Chapter to present a check to the City of Sodaville in the amount of \$2587.00. \$2,500 for them to prioritize and use for their immediate needs and \$87.00 to be used towards a membership in the American Public Works Association. Shirey 2nd Approved 9-0.

Thomas stated that the City of Newberg had put together some surplus items to be donated to the City of Sodaville, that he would deliver on December 10th, and that he would present the check on the behalf of the Oregon Chapter of the American Public Works Association when delivering Newberg's donations.

Russ Thomas presented information on the Green Transportation Summit & Expo to be held at the Portland Expo Center and Portland International Raceway on April 21, 22, 2015. This event is being planned by Linn-Benton Community College. The Oregon Chapter has participated as an affiliated partner with Green Transportation conferences in the past, with Russ Thomas serving on the conference steering committee. Information present by Thomas on the Green Transportation Summit & Expo included it is National in scope but with a regional and local focus, offering speaker and panel discussions addressing issues and trends in green and clean transportation, as well as a large expo that will bring together the full range of companies providing fleet solutions for compressed natural gas (CNG), liquefied natural gas (LNG), propane auto gas, renewable natural gas (RNG), bio fuels and electric/hybrid vehicles.

An additional feature will be a "Performance Ride & Drive", which will take place at the adjacent Portland International Raceway providing fleet managers the ability to get behind the wheel of various alt-fuel vehicles, including a full spectrum of classifications, from light duty passenger cars and pick-ups to class 8 trucks, tractors and buses. A proposal from the Advanced Transportation Technology Center for the Oregon Chapter to become a Bronze level sponsor of the Summit and Expo was present by Thomas. Sponsorship would include Attendance by Board members, exhibitor space for the Oregon Chapter, and opportunity for Chapter member agencies to provide a presentation on current Alternative Fleet successes and demonstration vehicles for the Ride and drive event. The sponsorship proposal was discussed by the board. Bob Patterson moved that the board amend the 2014 budget to include the \$5,000 sponsorship, and that it be paid out of the 2014 budget. Munro 2nd Approved 9-0.

Thomas presented a request on behalf of the Street maintenance and Wastewater Collection school committee to allocate funds from the school proceeds to cover the expenses of having a full day training session for all school attendees on the new Oregon Confined Space rules going into effect in 2015, at the next school, scheduled for March 2015, in Bend Oregon. Board discussion on the school committee already having the authority to proceed as per their request. Thomas stated that the committee would like to have the board reaffirm this by their approval of the request. Bob Patterson moved to authorize the School Committee to proceed as requested. Roos 2nd Approved 9-0.

Meeting adjourned at 7:04 p.m.

Next Meeting: 10:00 AM, January 9, 2015, In McMinnville, Oregon; location TBA.

Attachment A – November Talking Points.

Talking Points
Monthly Update for APWA Leadership
November 2014

Membership

- The final September membership count was 28,698. That represents a slight increase compared to last month.
- The 2014 “1st Time Member” special offer campaign brought in 1,898 new members as of the end of October, with 198 new first time members in Canada. That represents 310 members or 20% higher than the same time last year. This campaign allows anyone who has not previously been a member to join APWA for \$87 USD/ \$90 CAN.
- Our overall member retention was at 86.82% as of October month-end; a slight increase from September.
- With the New Year quickly approaching, now is the time for chapters and branches to plan for their capacity building opportunities. Chapters and branches are encouraged to hold a “transitional leadership” meeting allowing for incoming leaders and committee chairs to meet with outgoing leaders and chairs. If your chapter and branch has not created a capacity building plan for the coming year to target goals and action steps, now is the ideal time to do so. Reviewing the APWA Best Practices for Chapter Capacity Building is a suggested first step in the capacity building process to create awareness of the identified best practices and opportunities for areas of focus in the coming year.

Contact Brian Van Norman at bvannorman@apwa.net or 816-595-5260 if you have questions or would like assistance to schedule and facilitate a leadership training and/or chapter capacity goal planning program.

- There will be an Awards Webcast at 2:00 p.m. (CST) on Tuesday, November 11, to review online nominations and to answer any questions about submission requirements and criteria for the 2015 APWA Awards Program. Please contact Rhonda Wilhite at rwilhite@apwa.net or (816) 595-5261 for more information.
- The APWA Board of Directors recently took action and approved changes to the PACE Award. These changes will not affect this year’s PACE nominations, but will be in effect for 2016.

The PACE Award is based on the prior calendar year's activities, meaning the approved changes will be effective for 2015 chapter activities. To view these changes, please use this [link](#). If you have any questions, please contact Brian Van Norman at bvannorman@apwa.net or Rhonda Wilhite at rwilhite@apwa.net.

- The 2015 Chapter Leadership Training is set for February 26-27, 2015 in Kansas City. The biennial event brings together leaders from most APWA Chapters and is an ideal opportunity for chapter and branch leaders to network and exchange ideas with other leaders while learning more about the resources available to leaders from National. Promotional materials, along with the agenda and registration information, will be distributed shortly. The deadline for reservations is January 27, 2015. For more information about the Chapter Leadership Training, please contact Brad Patterson at bpatterson@apwa.net or at 1-800-848-2792 (ex. 5263).
- The Council of Chapters' Winter Meeting will be held on Friday, February 27, 2015 in Kansas City; registration for delegates, alternates and others will open on Wednesday, November 5, 2014. The deadline for registration is January 27, 2015. For more information about the Council of Chapters' Winter Meeting, please contact Sharica Ware at sware@apwa.net or at 1-800-848-2792 (ex. 5359).
- The latest Council of Chapters update is featured in this November's *APWA Reporter* called the *Council Corner*, a quarterly feature that highlights the hard work of our chapter's Delegates and Alternate Delegates.

Professional Development

- The APWA Donald C. Stone Center received 31 applications to the four Leadership and Management programs this quarter. The DCS Center Program Council completed their review of the applications in early November; applicants will be informed of their acceptance status on November 12, 2014.
- Staff and members of the Emergency Management Committee and subcommittees have been collecting information regarding the Ebola virus disease and have loaded various informational links to the APWA web site. The resources are updated as additional information is identified. Members from public works departments that have developed protocols and procedures to address Ebola planning and response from the public works perspective are encouraged to forward information to Teresa Hon at thon@apwa.net so that information can be shared.

- James Featherstone, Chairman of the FEMA National Advisory Council recently sent a letter to FEMA Administrator Craig Fugate in which strong recommendations are made for more inclusion of Public Works (and other non-traditional groups) in planning, training and exercising. This is a testament to our relentless pursuit of becoming a recognized and respected first responder organization. Our gratitude goes out to the NAC members for their input and support of public works, especially NAC Vice-Chair Teresa Scott, an APWA member, who serves as a FEMA Administrator's Selection appointee. For a complete list of NAC members [click here](#).
- Last month, via the chapter leader's infoNOW community, chapters were invited to host a free four-hour course on Traffic Incident Management for Responders. FHWA is making the offer because they want to increase the number of trained responders specifically from Public Works and is working with APWA to promote and support the training. If your chapter is interested, please contact James Austrich (james.austrich@dot.gov) for more information or APWA staff member, Teresa Hon (thon@apwa.net).

Accreditation

- The Department of Public Works, San Luis Obispo, CA completed a successful Accreditation Site Visit and becomes the 96th agency to be accredited.
- New applications have been received from nine agencies, as of October 29, with others anticipated by the October 31, 2014 deadline for completing the program under the 7th edition of the Public Works Management Practices Manual.

Government Affairs

- The Government Affairs Committee (GAC) met via conference call on October 28. The committee discussed revising their outreach and advocacy strategy during the annual spring meeting in Washington, D.C. and adding GAC liaisons to relevant Technical Committees. Additionally, the GAC discussed upcoming opportunities for APWA to participate in federal meetings and activities of federal committees and councils such as the upcoming FHWA Traffic Incident Management meeting, the recent FEMA National Advisory Committee, and the EPA National Drinking Water Council. The GAC also discussed the Council of Chapters new initiatives on infrastructure financing and advocacy.
- The deadline to submit comments on the proposed Waters of the US Proposed Rule was extended to November 14. APWA is currently drafting comments for submission to EPA. Members who have communicated their local perspective on the proposed rules are asked to share their comments by forwarding them to Tracy Okoroike at tokoroike@apwa.net.
- FHWA and Traffic Incident Management -- APWA has been invited by the Federal Highway Administration (FHWA) and will be participating in a multi-association meeting in early December in Washington, D.C. to learn more about responder and instructor training courses, and to provide the public works perspective in support of FHWA's goal of having 100,000 trained responders by next year. Details are available by contacting Peter King at pking@awpa.net.

- MAP -21 Implementation – On October 6, the U.S. Department of Transportation (DOT) issued its final regulations on implementing reforms to the categorical exclusion (CE) process. The most recent federal surface transportation authorization, Moving Ahead for Progress in the 21st Century, or MAP-21, required the DOT to reform the process of issuing CEs. DOT’s new regulations create new categories of CEs and shorten the CE process for routine projects. The new regulations also give states more authority to administer CEs. The new rule, published in the Federal Register, can be found by clicking [here](#).
- EPA National Drinking Water Advisory Council – APWA nominated Deana Donohue, chair of the APWA Water Resources Management Committee, for consideration for appointment to EPA’s National Drinking Water Advisory Council. New terms for members do not start until next year and an announcement of appointees is not due until March of 2015.

Center for Sustainability

- The Center for Sustainability is launching a collaborative project with APWA’s Technical Committees. At the Center’s August meeting in Toronto, the Leadership Group identified a project where collaboration with APWA’s Technical Committees would bring maximum benefit and value to the APWA membership in the area of sustainability in public works. Given the expertise and body of knowledge that is embodied within the Technical Committees, the Center is very excited about working with the Technical Committees to identify and promote the top three sustainable practices within each of the disciplines of APWA’s Technical Committee. The Center’s Technical Committee Liaisons will introduce the Project, “Sustainable Practices in Public Works” on the Committee’s November calls. Plans are to have a consolidated report by the Center and Technical Committees’ March joint meetings.

CPWA

- CPWA has announced the release of a new Asset Management Primer as a Resource for Communities. In October, CPWA, as one of the founding members of the 2012 Canadian Infrastructure Report Card (CIRC), joined in announcing the release of a new “Asset Management (AM) Primer” to assist communities in learning more about asset management. The Asset Management Primer includes an outline for asset management and recommendations for municipalities to further implement asset management. The Primer was developed by the Canadian Network of Asset Managers (CNAM) in support of the Canadian Infrastructure Report Card. The Primer can be accessed on the CIRC website: www.canadainfrastructure.ca
- The 2012 Canadian Infrastructure Report Card was the first assessment of Canada’s municipal drinking water, wastewater collection and treatment, stormwater management, and municipal roads. CPWA and the other founding members are currently working on an updated Canadian Infrastructure Report Card which will include new categories of infrastructure. The updated Report Card is expected to be released in 2015.

International

- Applications are being accepted for the 2014-2015 Jennings Randolph Fellowship program. Applicants will be eligible to attend public works conferences and conduct public works study tours in New Zealand, Mexico and the Czech Republic. Application materials can be found on the APWA website by clicking [here](#). The deadline for applications is November 15, 2014.
- The next International Chapter Liaison conference call will be on Wednesday, November 18 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. If you are interested in attending this conference, more information can be found by clicking [here](#).

Conferences - Congress

- The North American Snow Conference will be held April 12-15, 2015 in Grand Rapids, MI. This unique event offers the public works/winter maintenance community the opportunity to experience the most concentrated collection of snow and ice solutions under one roof. More information can be obtained by clicking [here](#).
- The 2015 APWA International Public Works Congress & Exposition will be held August 30-September 2, 2015, in Phoenix, AZ. The 2015 APWA Congress is three days of valuable information, with more than 125 education sessions and hundreds of exhibitors covering nearly 90,000 square feet of exhibit space. More information can be obtained 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.